

John Kinyua Mbaka, AKIM

Senior Assistant Registrar –Laikipia University

CONTACT DETAILS

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Nyahururu

CORE SKILLS

- Administrative.
- Communication.
- Leadership.
- Organizational.
- People Management.
- Technical.
- Proficiency in MS Office

REFEREES

Dr. Samuel Onyuma, PhD
Director, Planning & Performance
Management
Laikipia University
Email: sonyuma@laikipia.ac.ke
Phone no: 0722 338 710

Dr. James Kung'u, PhD
Secretary/CEO, Nyandarua
County Public Service Board.
Nyandarua County
Email: ndirangukj@yahoo.com
Phone No: 0722 285 776

Mr. Jediel Sendeyo
Deputy Registrar & Director,
Examination & Timetabling
Chuka University
Email: jsendeyo@chuka.ac.ke
Phone no: 0721 903 671

PROFILE SUMMARY:

I am a long serving experienced and dedicated Administrator with nineteen (19) years of service and a career spanning from December, 2005 as an Administrative Assistant (Grade VIII) and risen progressively through the ranks to my current position of Senior Assistant Registrar (Grade XIII). I am well versed in matters Administration & Human Resource Management, Planning & Performance Management and passionate on matters Productivity. In addition, i successfully pursued the Trustee Development Programme and currently serve as a member, Board of Trustees in the Egerton University Retirement Benefits Scheme. I leverage in my strong interpersonal skills, an excellent sense of judgment, willingness to learn and adopt to new challenges and environments as well as being a good team player in the execution of various mandates within and outside the University.

EDUCATIONAL BACKGROUND

2019 to date: Doctor of Philosophy in Business Administration
(Strategic Management)

Laikipia University.

Project Title: *Relevance of Strategic Positioning in the Performance of Public Universities in Kenya*

2014 – 2015: Diploma in Management
(Human Resource Management)

Kenya Institute of management

Project Title: *Influence of Ethnicity on the Implementation of Human Resource Management Functions in Laikipia County*

2010 – 2013: Master of Business Administration
(Strategic Management)

Kenya Methodist University

Project Title: *An Analysis of the Differentiation Strategies of Degree Programmes and their Perceived Relevance by Public Universities in Kenya*

2000 – 2005: Bachelor of Arts
(Economics & Sociology)

Egerton University

1995 – 1998: Kenya Certificate of Secondary Education
(KCSE)

Moi High School Mbiruri

1985 – 1994: Kenya Certificate of Primary Education
(KCPE)

Kathituni Primary School

PROFESSIONAL COURSES, TRAININGS, WORKSHOPS & SEMINERS

June, 2024 – Ongoing: Human Resource Management Professionals Examinations Board.
Certified Human Resources Professional (CHRP)

May, 2024: College of Insurance, Nairobi.
Trustee Development Program Kenya (TDPK) (Certificate of Proficiency)

23rd Oct – 10th Nov, 2006: Kenya Institute of Administration.
Project Planning and Management Course (Certificate)

5th – 7th June, 2007: The Kenya Institute of Management.
Management Skills Development Course (Certificate)

August, 1999: African Virtual University - Kenyatta University.
Computer Applications (Certificate)

January, 2005: Department of Computer Science, Egerton University.
Statistical Package for Social Sciences (Certificate)

29th Oct – 1st Nov, 2024: Sanlam Investments East Africa Limited
2024 Annual Client Conference themed - Through the Investment Lens: Strategic Investment Approaches and Fiduciary Excellence. (Certificate of Participation)

26th – 30th Aug, 2024: Institute of Human Resource Management (IHRM).
Enhancing Employee Productivity and Performance: Comprehensive Strategies (Certificate of Participation).

23rd – 26th July, 2024: Finnet Trust
Trustee Effectiveness and Pension Schemes Board Dynamics Workshop (Certificate of Attendance)

30th Nov – 3rd Dec, 2021: Kenya Association of Fundraising Professionals (KAFFP)
27th Eastern Africa Resource Mobilization Workshop themed – Gold Hunt o the Money Trail: Mobilizing Funds in Challenging Times. (Certificate of Attendance)

2nd – 6th March, 2012: Laikipia University College
Extensive Peer Counseling Training (Certificate)

20th – 23rd June, 2011: QuaDZ CONSULTING LTD
Quality Management Training Based on ISO 9001:2008 International Standard (Certificate)

4th November, 2010: Laikipia University College
Performance Contracting (Certificate of Participation)

17th February, 2010: Egerton University.
Specification Writing (Certificate of Participation)

26th June, 2008: Egerton University.
Public Service Integrity Programme (Certificate of Participation)

18th – 19th June, 2008: International Community for the Relief of Starvation & Suffering (ICROSS)
Employee TB Training Workshop (Certificate)

19th – 21st Sept, 2007: Federation of Kenya Employers (FKE).
Facilitators Programme on HIV/AIDS in the Workplace (Certificate of Participation)

March, 2005: I Choose Life Africa.
HIV/AIDS Peer Education Training (Certificate)

February, 2005: Egerton University.
Students Leaders Workshop (Certificate)

PROFESSIONAL MEMBERSHIP

1. Kenya Institute of Management – Membership No: 45289
2. Institute of Human Resource Management - Registration No. 18752

WORK HISTORY

Period	May, 2024 to date.
Position	<i>Senior Assistant Registrar - Grade XIII</i> Laikipia University – Directorate of Planning and Performance Management.
Duties & Responsibilities	<ol style="list-style-type: none"> i. Monitoring the rolling out of the University Strategic Plans and the Bi-annual plans. ii. Drafting of University Council Performance targets and work plans thereof. iii. Monitoring the implementation of Performance Contracts and annual work plans. iv. Preparation of periodic performance contract reports. v. Preparation of periodic reports to State Agencies. vi. Monitor compiling of performance evaluation results. vii. Monitor the development and implementation of the departmental performance contract, work plans, procurement plans and budgets. viii. Supervise staff for effectiveness and efficient attainment of departmental objectives. ix. Appraise subordinates against the set targets in order to take corrective action or identify need and recommend training. x. Assist the Director in the day to day running of the Directorate.
Period	November, 2022 to April, 2024.
Position	<i>Senior Assistant Registrar - Grade XIII</i> Laikipia University - Library Department
Duties & Responsibilities	<ol style="list-style-type: none"> i. Participate in the development of policies and strategies for the department to facilitate the achievement of the university’s core mandate ii. Develop and monitor the departmental performance contract iii. Develop work plans for the department for the purpose of smooth running of operations and achievement of departmental and university targets iv. Development of procurement plans to ensure the required equipment and materials are made available to facilitate operations within the department v. Generate, develop and maintain reports, board papers and records of statutory committees for decision making and posterity of the university vi. Allocate duties and supervise subordinates for efficient and effectiveness in attaining the objectives of the department and the university vii. Appraise subordinates against the set targets in order to take corrective action or identify need and recommend training viii. Provide secretariat to the relevant committees to ensure efficient and effective operations of the committees ix. Provide coaching and mentorship to the administrative staff for conformity, growth and enhancement of productivity within the department x. Provide real time data for effective decision making.

Period	November, 2017 to October, 2022
Position	<i>Assistant Registrar – Grade XII</i> Laikipia University.
Directorate of Resource Mobilization & Investments (Nov, 2019 - Sept, 2022)	
Operational Achievements	<ul style="list-style-type: none"> i. Commercialization of Laikipia University Water Bottling Project ii. Commercialization of Laikipia University Detergent iii. Participation in the development of the Income Generating Units Policy; Endowment Fund Policy; Resource Mobilization Policy; and the relevant work plans and strategies
Directorate of External Linkages & Collaborations (Nov, 2017 - Sept, 2019)	
Operational Achievements	<ul style="list-style-type: none"> i. Streamlining the Karlstad Exchange Program ii. Running the LU Mentorship Program iii. ISO 9001:2015 Departmental Champion iv. ISMS 27001:2013 Departmental Champion
Period	July, 2014 to October, 2017
Position	<i>Senior Administrative Assistant I – Grade XI</i> Laikipia University.
Directorate of Postgraduate Studies (July, 2014 – Oct, 2017)	
Duties & Responsibilities	<ul style="list-style-type: none"> i. Secretariat to the Board of Postgraduate studies ii. Receive applications and process admissions for all Postgraduate students iii. Administration and processing of Postgraduate examinations, Doctoral, Masters research projects and thesis iv. Process appointments for all supervisors nominated and approved for all Postgraduate research or other similar work v. Keep records and progress reports of all Postgraduate students vi. Administer and process any matter on the welfare and conduct of all Postgraduate student vii. Preparation and Coordination the Directorates' performance contract viii. Develop Directorate's Annual work plans, Procurement plans and Budgets ix. Allocate duties and supervise subordinates for efficient and effectiveness in attaining the objectives of the department and the university x. Appraise subordinates against the set targets in order to take corrective action or identify need and recommend training.
Operational Achievement	<ul style="list-style-type: none"> i. Setting up of Postgraduate system (Students Data and processes)
Period	May 2010 to June, 2014
Position	<i>Senior Administrative Assistant II – Grade X</i> Laikipia University
Office of the Deputy Vice-Chancellor - Academics & Research (May 2013 – June, 2014)	
Operational Responsibilities	<ul style="list-style-type: none"> i. Provide secretariat to the University Deans Committee ii. Preparation and Coordination of Academic and Research Division Performance contracts iii. Generate, develop and maintain reports, board papers and records of statutory committees for decision making and posterity of the university

	<ul style="list-style-type: none"> iv. Develop work plans, Procurement plans and Budgets for the Office of the DVC for the purpose of smooth running of operations and achievement of office's and University targets v. Personal Assistant to the DVC (ARSA).
Nyahururu Town Campus (May 2010 – April 2013)	
Duties & Responsibilities	<ul style="list-style-type: none"> i. Preparation and Coordination of the Campus Teaching & Examination Timetables ii. Develop Campus Annual work plans, Procurement plans and Budgets iii. Preparation and Coordination of Campus Performance contracts iv. Coordinate the general office services and supervise administrative staff in the Campus v. Coordinate students welfare and Sporting activities
Operational Achievement	<ul style="list-style-type: none"> i. Registration of the Campus as KASNEB Examination Centre
Period	May, 2008 to April, 2010
Position	<i>Administrative Assistant – Grade XIII/XIV</i> Egerton University, Laikipia Campus College
Department of Administration & Human Capital (May, 2008 – April, 2010)	
Duties & Responsibilities	<ul style="list-style-type: none"> i. Secretariat to the Campus College Heads of Department Board ii. In Charge of the general cleanliness & maintenance of the Campus College grounds iii. Representing the Campus College in meetings with Local Authority and Provincial Administration iv. Representing the Campus College in the Laikipia Primary School Management Board v. Processing leaves and overtimes for staff in Grades I – IV vi. In charge of the General and the HR registries vii. Prepare and coordinate the Administration Department's Performance contract
Faculty of Education, Arts (Dec, 2005 – April, 2008)	
Position	<i>Administrative Assistant I</i>
Duties & Responsibilities	<ul style="list-style-type: none"> i. Secretariat to the Faculty Management & Faculty Board of Examiners ii. Processing of students Registration at the Faculty iii. Processing of students Examinations Data iv. Processing of students Transcripts

Other Responsibilities:

- i. Member, Board of Trustees – Egerton University Retirement Benefits Scheme (April, 2024 to date)
 - ✓ Member, Investments and Finance Committee.
 - ✓ Member, Audit and Risk Committee.

- ii. Membership to various University Policies, Business Plans and Tools draft committees:
 - ✓ Laikipia University Strategic Plan (2023 – 2027) Launch Committee.
 - ✓ Income Generating Units Policy (2022)
 - ✓ Resource Mobilization and Investments Policy (2022)
 - ✓ Wildlife and Nature Conservancy Business plan (2022)
 - ✓ Staff Performance Appraisal Tool (2021)
 - ✓ National Cohesion & Integration Policy (2022)
 - ✓ Ethics and Anti-Corruption Policy (2022)
 - ✓ Occupational Health and Safety Policy (2021)

- iii. Patron of Student’s Clubs namely:
 - ✓ Laikipia University SEALS (Sexual & reproductive health; Education; Access to employability; Leadership & governance; Safety, Spirituality & Sports) Club.
 - ✓ Laikipia University Equity Wings to Fly Mentors - LU Chapter.