

## STAFF PROFILE FOR JOSIAH MOKAYA



**Name of Staff:** Josiah Mokaya

**Designation/Rank:** Senior Administrative Assistant

**Department/School:** Office of the Vice Chancellor

**Email:** [jmokaya@laikipia.ac.ke](mailto:jmokaya@laikipia.ac.ke)

### A. Educational Background/Qualification

1. Master of Business Administration (MBA), Finance Option, Laikipia University, Kenya (2021)
2. Bachelor of Education (Arts), Egerton University (2011)
3. KNEC: Nyakongo High School (2005)
4. KCPE: Bogwendo Primary School (2000)

### B. Professional Courses

Certified Public Accountant (CPA Finalist) from Kenya Accountants and Secretaries National Examinations Board (KASNEB) (2014)

### C. Brief Auto-biography

Josiah is a dynamic and professional administrator with over twelve (12) years fruitful experience in office management, performance management, appraisal, research, finance, portfolio analysis and administration. He is a subscriber and advocate of corporate governance and best practices. Josiah is zealous and agile to learn to foster continual improvement and adapt to the dynamic environment in the contemporary fields. He is ready to positively impact organization and humanity through his service.

### D. Trainings /Seminars/ Conferences Attended

1. Training on conducting of meetings and minutes writing for university administrators
2. Training on Conduct of Meeting and Minute Writing Course, facilitated by Kenya School of Government (KSG)
3. Training on effective Complaints Management and Access to Information

4. Capacity Building Training for Corporation Secretaries, facilitated by State Corporations Advisory Committee (SCAC)
5. Pre-retirement Training
6. Training on Mobilization of Research Funding
7. Training on prevention of Alcohol and Drug Abuse (ADA)
8. Training on Search Engines and ICT Accessibility for Staff with Disability
9. Training on Performance Contract
10. Training as an Internal Auditor by Standard Global Services (SGS) Company on ISO 9001:2008 Certification
11. Workshop by Lions Club International on; Disaster, Crisis, Conflict and Meeting Management
12. Workshop by Lions Club International on Leadership and Conflict Management
13. A Standard Course on Basic First Aid by Kenya Red Cross Society
14. A Gender Awareness Week Workshop on Breast Cancer
15. Workshop on understanding Conflict, Conflict Analysis, Management and Resolution by Centre for Conflict Resolution Kenya