

DIRECTORATE OF PLANNING AND PERFORMANCE MANAGEMENT



Name of Staff: Ms. Susan Koitee

Designation/Rank: Senior Clerk

Department: Directorate of Planning and Performance Management

Email: skoitee@laikipia.ac.ke

1. Educational Background/Qualification

1. Bachelor of Commerce (Human Resource Management Option), Laikipia University, Kenya, (2022)
2. Diploma in Business Management, Kenya Institute of Management, Kenya (2016)
3. Certificate in Management, Kenya institute of Management, Kenya (2011)
4. KSCE: Olooseos Girls High School, Kenya (2007)
5. KCPE: Kiserian Hill Academy, Kenya (2003)

2. Brief Auto-biography

Susan is highly motivated and result driven clerical professional with over 5 years' experience in Clerical Work in the Directorate of Planning and Performance Management and also at the Security Department.

3. Trainings /Seminars/ Conferences Attended

1. 2021: Access to Information and Public Complaints Management Handling training, Commission on Administrative Justice
2. 2022: Performance Contracting and Strategic Planning Training, Laikipia University
3. 2022: Transport and Road Safety Committee Training, National Transport & Safety Authority
4. 2021: Corporate Leadership and Resource Mobilization Training, USIU – online training
5. 2022: Performance Contracting Champions Training, Laikipia University

6. 2022: Rapid Results Initiatives and Business Process Re-engineering training, State Department of Public Services
7. 2022: Conducting of meetings and Minutes writing Training, Kenya School of Government
8. 2022: ISO 9001:2015 Implementers on Integrated Management Systems (ISMS), Laikipia University
9. 2021: Training on fire safety, Laikipia University
10. 2023: Transport and Road Safety Committee Training, National Transport & Safety Authority