

CURRICULUM VITAE

PERSONAL DATA:

NAME: CHRISTOPHER OGECHI OMBATI

MARITAL STATUS: MARRIED

NATIONALITY: KENYAN

DATE OF BIRTH: 28TH DECEMBER 1948

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PERSONAL STATEMENT

I am a highly seasoned, competent and professional Human Resource practitioner and University Administrator with over 36 years of working experience. I have demonstrable skills in evaluation and implementation of policies at University level. Over the years, I was part of a team that successfully implemented the University Service Charter and ISO 9001:2008 which have all been key in transforming the University of Nairobi to the top University in East and Central Africa.

I provided key leadership and support to the University of Nairobi Management as evidenced by the various Awards bestowed upon me throughout my working period at the University. I was also part of a team that identified areas that needed either compliance or addressed by Management. Some of these areas were identified during the implementation of the Performance Contract tool and Staff Appraisal.

AWARDS

- Dec. 2009 Awarded Certificate of Commendation in recognition of Distinguished and Exemplary Service as Chairman of ISO 9001:2008 Central Development Committee, University of Nairobi
- Aug. 2008 Awarded Special Vice – Chancellor’s Commendation for Devotion to Duty during the University’s ISO 9001:2000 Certification Process. Specifically, commended for my singular effort as an Internal Quality Auditor and Chairman of the University’s ISO 9001:2000 Central Development Committee.
- Sept. 2005 Awarded Commendation for my role as a member of the Staff Performance Analysis Committee, University of Nairobi
- May 2004 Awarded Vice-Chancellor’s Commendation for the service I rendered during the 2004 Graduation Ceremony as Coordinator of the Protocol service, University of Nairobi
- Dec. 2003 Awarded Commendation for participation in the provision of a “speedy and quality” Report to the Kenya Institute Public Policy Research and Analysis (KIPPRA), Nairobi.
- Dec. 1987 Awarded Special Vice-Chancellor’s Commendation Award for devotion to duty, University of Nairobi.

EDUCATIONAL QUALIFICATIONS

- 1994 Master of Science (*Human Resource Development*), FRSC
University of Manchester, United Kingdom
- 1977 Bachelor of Commerce (*Business Administration*)
University of Nairobi, Kenya
- 1968-1973 E.A.C.E. and E.A.A.C.E.
Kisii High School, Kenya
- 1959-1967 K.P.E Certificate
Buyonge Primary School, Kenya

PROFESSIONAL SHORT COURSES ATTENDED

- March 2010- Nov 2010: Chaplaincy level I and II,
Central Kenya Conference, Nairobi.
- 17th – 19th Dec. 2007 ISO Internal Quality Audit Course,
Kenya Bureau of Standards, Kenya.

27 th – 30 th Mar. 2007	Occupational Health and Safety, Directorate of Occupational Health & Safety, Kenya.
13 th – 15 th Feb. 2007	ISO 9001:2008 Implementation Course Kenya Bureau of Standards, Kenya.
23 rd – 26 th Feb. 2006	Management Development Course for Administrators, Federation of Kenya Employers (FKE), Kenya.
2 nd – 4 th Sept. 2005	Financial Management and Human Resource Management, Federation of Kenya Employers (FKE), Kenya.
16 th – 20 th Nov. 2004	Integrity Assurance Officers Course, Office of The President, Government of Kenya
20 th – 23 rd April, 2004	New Trends in Labour Legislation and Their Implication to the Industrial Relations Practice in Kenya, Federation of Kenya Employers (FKE)
3 rd – 5 th Dec. 2003	Job Analysis and Evaluation, Progress 2000, Kenya.
7 th July – 1 st Aug. 2003	Computer Application to Data Management, Kenya Institute of Administration (KIA), Kenya
3 rd July- 31 st July 1991	Production Planning and Scheduling, University of Nairobi
8 th – 19 th Aug. 1988	Certificate in Fundamentals of Modern Personnel Management, Kenya Institute of Management, Kenya

WORK EXPERIENCE

**May 2010 – October 2015 Co-ordinator, Extra Mural Centres,
University of Nairobi**

Responsibilities:

Coordination of the general running of the Centres in Kisii, Machakos and Tala particularly in:

- The provision of the teaching facilities, conducting of examinations and processing of the Examination Results.
- Management of staff and students
- Carrying out teaching assignments at undergraduate and postgraduate levels.
- Carrying out any other assigned Responsibilities by the Principal.

April 2005 –Dec. 2009 - Administration Registrar, University of Nairobi

Responsibilities:

- Secretary to the University Council and all its Standing Committees which include:
 - The University Council
 - University Management Board
 - Senior staff appointment committees (Academic and Non Academic members)
 - Tender Boards
 - Staff Disciplinary committees
 - Standing Committee on Staff Terms of Service
- Implementation of the Performance Contract tool in the University.
- Implementation of the Staff Appraisal exercise.
- Coordinating and facilitating the efficient implementation of Human Resources Policies in the entire University.
- Preparing Executive Briefs for Management on various University Policies and Management matters.
- Ensuring proper Implementation of Procedures and Policies in the University and reporting on the feedback to Management.
- Participated in the development and publication of the University Strategic Plan, 2008 -2013
- Facilitating communication between Management and stakeholders/internal and external partners.
- Head of Administration Division and therefore, responsible for the following:
 - Coordinating and facilitating the efficient Management of the Human Resources Management function in the University including the following:
 - Recruitment
 - Training and Development
 - Staff Discipline
 - Staff Welfare
 - Industrial Relations including Union matters
 - Terms and Conditions of Service
 - Staff Appraisal
 - Separation (including resignation, termination and retirement)
 - Human Resources Management Information System (HRMIS)
- Implementation of the University service Charter and ensuring that it is adopted and implemented in line with the University's core mandate.

- Coordinating general administrative functions including:
 - Processing of Work Permits.
 - Providing general support services including:
 - Proper maintenance of the University properties.
 - Coordinating with the Chief Security Officer in matters pertaining to the general security

Jan 2007- Dec. 2009 - Chairman, ISO 9001:2008 Central Development Committee, University of Nairobi

Responsibilities:

- Chairman of the ISO Committee and therefore in charge of the following:
 - Identification and documentation of all the University Quality Management System (QMS), evaluation and implementation of the same in all the Colleges and Institutes/Schools.
 - Holding regular meetings with Heads of Sections and ensuring compliance of all the ISO 9001:2008 Quality Standards and briefing Management on the same. Implementation of the ISO 9001:2008 standards in the University.
 - Coordination and facilitation of training of all staff members on ISO requirements.
 - Coordination of the Annual Internal and External ISO 9001:2008 Quality Management Audits.

June 2004 – March 2005 - Deputy Registrar, Administration, University of Nairobi

Responsibilities:

- Head of the Personnel Section and therefore, responsible for the efficient running of the section
- Handling Industrial Relations matters including Union matters for all teaching and non-teaching members of staff
- Management of Staff Disciplinary matters
- Management of Staff Welfare in relation to the Labour Laws
- Management of Staff Resignation/Termination/Retirement
- Processing Staff Leaves including Annual Leave, Sabbatical Leave, Paid Leave of Absence, Sick Leave and Unpaid Leave of Absence.
- Preparing Executive Briefs on University Policy and other Management matters to the Vice-Chancellor and Deputy Vice Chancellors.
- Servicing University Management Committees

- Advise the Management as and when required on matters pertaining to Staff Welfare as per University Policy.

May 1997 – June 2004 - Senior Assistant Registrar, Personnel Section, Administration Division, University of Nairobi

Responsibilities:

- Handling and Management of Human Resources Management matters which include the following:
 - Staff Discipline
 - Resignation/Termination of appointments
 - Paid Leave, Sabbatical Leave, Unpaid Leave and Sick leave
 - Industrial Relations/Union matters
 - Staff Gratuity
 - Preparing Briefs on University Policies and other Management matters to the Vice-Chancellor and Deputy Vice-Chancellors

Jan. 1995 – April 1997 - Coordinator, Income Generating Units (IGUs) in the Office of The Deputy Vice-Chancellor (Administration & Finance), University of Nairobi

Responsibilities:

- Coordinating the efficient management of Income Generating Units (IGUs) in order to accelerate production.
- Aligning the Business unit needs with the University's HR strategic needs.
- Marketing of University products and services from IGUs to the University community.
- Identifying new markets for University products through internal advertisements and making direct contacts with industries, individuals and other outlets on the same.
- Advising the University Management on matters related to Income generation and changes which may be required to be made to enable the IGUs to operate more successfully.

Jan. 1995 to Oct.2015 - Part-time Lecturer, Extra Mural Studies, School of Continuing and Distance Education at Tala and Kisii Extra Mural Centres, University of Nairobi

Responsibilities:

- Planning, organizing, coordinating, facilitating and teaching of the following courses at Diploma , Undergraduate and Postgraduate level:
 - Human Resources Management
 - Business Policy and Strategic Management
 - Fundamentals of Management

- Supervision of students projects

**Sept. 1989 – Aug. 1993 - Deputy Director, Students Welfare Authority (SWA),
University of Nairobi**

Responsibilities:

- Deputizing the Director
- In-charge of Human Resources Management Function and therefore, handling:
 - Human Resources Planning, Recruitment, Selection and Placement, Staff Training and Development as well as Termination.
 - Industrial Relations including Union Matters.
 - Ensuring the existence of effective supervision and Management of staff.
 - Ensuring efficient provision of Accommodation and Catering services to both students and staff.
 - Assisting in the professional management of resources entrusted to the Authority

**Sept. 1986 – Sept. 1989 - College Registrar,
College of Humanities and Social Sciences,
University of Nairobi**

Responsibilities:

- Secretary to the College Management Board and College Academic Board.
- Secretary to the Staff and Students Disciplinary Committees, Staff Appointment Committees.
- Handling Human Resources Management matters including the following:
 - Recruitment
 - Students and staff disciplinary
 - Staff Development
 - Industrial Relations
 - Staff Welfare, Retirement and Termination
 - Staff Leave
 - Processing of Work Permits.
 - Deployment and re-assignment of staff (non-teaching) within the College.
- Advising the College Principals on matters pertaining to Staff and Students Welfare in relation to the University Policies and Labour Laws respectively.
- Custodian of Staff Database Records.

- Liaising with the Deans and Directors in setting up Work Study Programmes for students.
- Ensuring the safety and security of University/College property
- Custodian of Statutory Obligation together with the College Bursars and Procurement Officers.
- Coordination of General Services like Mail, Telephone, Printing and supervision of the College Transport.
- Servicing of the Postgraduate Board of Examiners' meetings.

**March 1984 – Aug. 1986 - Senior Administrative Assistant
Faculty of Arts, College of Humanities and Social Sciences,
University of Nairobi**

Responsibilities:

- Secretary to the Faculty Board and all its Standing Committees
- Supervising staff in the Faculty Office.
- Handling the general day-to-day Administrative matters involving Staff and Students
- Processing Examinations Results and Student Registration
- Providing general services like Mail, Telephone and Printing.
- Performing any other duties as assigned by the Principal/Registrar

**Jan. 1979 – Feb. 1984 - Administrative Assistant
Central Administration and Faculty of Arts,
University of Nairobi**

Responsibilities:

Personnel Division

- Handling Staff Housing and Staff Welfare.
- Management of Staff Leave.

Planning, Public Relations and Information Division (PPRI)

- Servicing of Committees.
- Coordinating University functions including the preparation of University Calendar, Annual Report and Graduation Ceremony

Faculty of Arts

- Performing similar responsibilities as mentioned above under the Personnel Division and Planning, Public Relations and Information Division (PPRI)
- Supervising staff in the Faculty Office
- Secretary to the Faculty Board and all its Standing Committees
- Supervising staff in the Faculty office.
- Handling the general day-to-day administrative matters involving staff and students
- Processing Examination Results and Student Registration
- Providing General Services like Mail, Telephone and Printing.
- Performing any other duties as assigned by the Dean

Jan. 1977 – Dec. 1978 - Inspector II, Sales Tax Division Ministry of Finance, Kenya

Responsibilities:

- Making assessment in respect of declaration and consultation with the manufacturers and their professional Advisors and making rulings on the liability of goods to tax.
- Registration of manufacturers and recording changes necessitating amendments to the Registrar.
- Determination of tax value and cases of arrears and drafting tax demands.
- Examination of application for tax refunds on goods to be used as materials or where tax has been paid by error.

Jan. 1974 – June 1974 - Head Master and Teacher at Nyamonyo Secondary School, Kisii County

Responsibilities:

Served as Headmaster and assisted the school in the general planning of the school, e.g. construction of Tuition blocks, Hostels, Offices and acquisition of school equipment, etc

HOBBIES - Reading, Rugby, Cross Country, Singing, Volleyball and Travelling.

REFEREES

1. Dr. Esther Mosomi
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South Eastern Kenya University (SEKU)
PO Kitui, Kenya
Email:kijiti87@gmail.com
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