

CURRICULUM VITAE

(A) PERSONAL BIODATA

Name : Dr.Jeremy Bundi, BA (UON), PGD (CIT-UK), MA (UON), PhD (UON), MILT-UK, IRAP (Associate), EIA/EA(ANU) Associate
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(B) EDUCATIONAL QUALIFICATIONS

1. Doctor of Philosophy (PhD) – In Transport Geography (2015): University of Nairobi-Kenya, Department of Geography and Environmental studies.
2. Master of Arts (M.A)-In Transport Geography (2004): University of Nairobi-Kenya, Department of Geography and Environmental studies
3. Bachelor of Arts (B.A.) - Economics, Sociology & Geography (1981); University of Nairobi-Kenya, Faculty of Arts
4. Post graduate professional course: The Chartered Institute of Transport (CIT -UK, 1985/1986).
5. EIA/EA Certificate, Africa Nazarene University, May 2019

(C) PROFESSIONAL QUALIFICATIONS / CORPORATE MEMBERSHIPS

- (a) Member of the Chartered Institute of Transport (MCIT-UK) by Examinations criterion and experience,1986.
- (b) Member of the Chartered Institute of Logistics and Transport International (MILT -UK) by experience criterion, 2005; MILT Member, No.38029.
- (c) iRAP associate member 2005.
- (d) Member-University of Nairobi Alumni Association, number 003609.
- (e) Applying for EIA/EA Lead Expert registration, August 2019

(D) MANAGEMNT TRAINING EXPERIENCE

- (a) **Metropolitan Management and Training Consultants -Nairobi ; 1998 – 2000**
 - i. Trainer and Resource person for Transport Policy and Management courses
 - ii. Logistics Planning , Management and Supervisory courses
 - iii. Road and traffic safety trainer

iv. Defensive driving trainer

(b) The co-operative bank of Kenya training school – Nairobi; 1995- 1998

- (i) Internal road safety training for transport personnel
- (ii) Office Services, Management and Customer care supervisory courses

(c) The then Kenya Bus services Training school-Nairobi; 1983 - 1986

- (i) Passenger traffic management supervisory courses
- (ii) Traffic operations, planning Management and inspectorate courses
- (iii) Modular Training Systems (MTS)-Norwegian Training Modules

(E) CONSULTANCY/TRAINING COMPETENCY AND EXPERIENCE

- (a) Transport Economics, Transport Planning and Management
- (b) Logistics Planning and Supplies Management
- (c) Leadership, Governance and Integrity
- (d) Road and Traffic safety Research/Training
- (e) iRAP assessments and research
- (f) EIA/EA Assessments/Audits

(F) SUMMARY OF WORKING EXPERIENCE (38 Years)

- (a) Transport and Logistics Management 11 Years
- (b) Banking and Micro Finance Operations 10 Years
- (c) Public Administration and Governance 11 Years
- (d) Board Member and Chairmanship of Boards and Councils 6 Years

(G) DETAILED WORKING EXPERIENCE

1. Chairman of Council- Masinde Muliro University of Science and

Technology ; Appointed by the Cabinet Secretary , Ministry of

Education in Kenya for a period of three (3) years from 10th March 2017.

Functions:

Responsible for all activities of the Council and its committees, approving the agendas of Council meetings, chairing the meetings and ensuring that a record of proceedings of all Council activities is kept. Act as the spokesperson for the Council and as the principal contact for the CEO.

2. Chairman Board of Management (BOM) - Muthambe Girls

Secondary School, Maara District, Tharaka/Nithi County; Appointed for a 3 years period from February, 2019.

Functions:

Facilitating good governance principles, development, policy guidelines and resource mobilisations and utilisation to the school management in liaison with all the stake holders.

3. Chairman Board of Management (BOM) – St Anne Girls

Secondary School-Kariakomo, Maara District, Tharaka/Nithi County; Appointed for a 3 years period from February, 2019.

Functions:

Facilitating good governance principles, development, policy guidelines and resource mobilisations and utilisation to the school management in liaison with all the stake holders.

4. Chairman –County Land Management Board-CLMB, National

Land Commission (NLC), Tharaka/Nithi County; January, 2015 - September 2016.

Duties:

Coordinating Public land matters and general land complaints/disputes and arbitrations in Tharaka Nithi County for and on behalf of the County and National Government.

5. Principal Administration Officer/Regional Officer – Garissa regional office;

Ethics and Anti-corruption Commission(EACC) ; covering greater North Eastern region, November 2012- April 2013 (contract ended)

Duties:

- a) Co-ordination and management of Garissa regional office services and effecting the mandate of the commission in the region.
- b) Arrange for the provision of investigations and security services of the regional office.
- c) Co-ordinate regional office logistics and operations to optimize resource utilization.
- d) Supervise the regional office staff.

6. Principal Administration officer: Kenya Anti-Corruption Commission

(KACC) and the new Ethics and Anti- Corruption Commission (EACC) Head office, Feb 2005 – November 2012

Duties:

- a) Co-ordinate and manage the provision of office services administration, office space management, transport and other office services to ensure optimum productivity
- b) Oversee maintenance and cleanliness of premises.
- c) Oversee provision of security services of premises.
- d) Co-ordinate commission logistics and fleet operations to optimize resource utilization.
- e) Manage records on operations of the commission chairman of disposal committee.
- f) Co-ordinate and supervise the support staff of the commission.
- g) Co-ordinate all administrative functions of the commission and procurement committee membership.

7. Board of Governors (BOG) Member-Iruma Girls Secondary School, Maara District, Tharaka/Nithi County: Appointed for 3 consecutive terms of 3 years each from 1998 -2007.

Functions:

Facilitating good governance principles, development, policy guidelines, resource mobilisation and utilisation to the school management in liaison with all the stake holders.

8. Branch Manager: The Co-operative Bank of Kenya, Nacico Branch- Nairobi, 2002 – Jan 2005:

Duties:

- a) To develop and expand the branch business and micro-finance banking facilities.
- b) Managing staff deployed at the branch and all banking operations.
- c) Carrying out marketing duties of bank products within the branch operating area.
- d) Liaising with customers and other banks on the banking functions.
- e) Overseeing all security matters pertaining to banking services.
- f) Carrying out banking, treasury and foreign exchange controls.
- g) Branch credit and micro-finance administration and supervision.
- h) Compilation of the branch budget, management reports and returns.

- i) Management and control of the entire banking procedures of a co-operative bank branch.

9. Branch Manager; The Co-operative Bank of Kenya, Kawangware Branch, Nairobi: 1999 – 2001

Duties:

- a) To establish a bank agency with a micro-finance facility.
- b) Managing staff deployed at the agency and all operational banking functions.
- c) Marketing duties of bank products within the agency operating area.
- d) Carrying out banking, treasury and foreign exchange functions.
- e) 5. Liaising with customers and other banks on the banking functions.
- f) Overseeing all security matters pertaining to the bank agency.
- g) Credit /lending, administration and micro-finance supervision.
- h) Compilation of the agency budget, management reports and returns.
- i) Management and control of the entire banking procedures of a co-operative bank branch.

10. Corporate Manager: The Co-operative Bank of Kenya, Industrial Area Branch, Nairobi, 1997 – 1998:

Duties:

- a) Branch banking induction programme after change of management duties from supplies and transport to mainstream branch banking.
- b) Dealing with the branch corporate customers banking services.
- c) Branch marketing duties and deposit mobilisation.
- d) Overseeing the functions of the bank printing press based in the same premises with the branch.
- e) Participated in setting up Kariobangi Co-operative Bank micro finance banking and lending agency

11. Supplies and Transport Manager: The Co-operative Bank of Kenya, Head office, Nairobi, 1996 – 1997:

Duties:

- a) Coordinating bank transport operations and a travels arrangement.
- b) Drawing budgets for procurement of new vehicles and disposal of old ones.
- c) Arranging for vehicle road licences and insurance covers.
- d) Developing transport operating policies and procedures.

- e) Controlling the bank stationery central stores and distribution to branches.
- f) Setting up and developing the bank printing press.
- g) Control of the external printing of bank stationery and purchases.
- h) Training bank drivers on road safety and defensive driving techniques.
- i) Analysing transport operating costs for remedial measures.

12. Transport Officer- The Co-operative Bank of Kenya – Head office, 1994 – 1995

Duties:

- a) Managing the bank mechanical workshop and the fuel station.
- b) Controlling head office pool vehicles allocations and movements.
- c) Overseeing timely maintenance of bank vehicles.
- d) Managing drivers and mechanics duty allocations and their imprests.
- e) Controlling bank vehicles external repairs and authorising payments for the same.
- f) Control of branch vehicles operations, returns and statistical analysis.

13. Crop Development Officer : Kenya Tea Development Authority (KTDA) - Head office,1991-1994

Duties:

- a) Co-ordinating transport operations in all KTDA field stations for smooth green tea leaf collection.
- b) Monitoring leaf collection vehicles operating costs and advising management on the same for remedial measures.
- c) Implementing driver focus strategies as a measure of reducing transport operating costs.
- d) Compiling budgets and controlling leaf collection stations expenditure to the budget for all KTDA stations in Kenya.
- e) Compiling leaf collection statistical reports for management.
- f) Internal training of leaf station officers, clerks mechanics and drivers on transport management, logistics, defensive driving techniques and minute management principles.

14. Leaf Officer - Kenya Tea Development Authority (KTDA) various

Leaf Base Factories in Kisii, Embu and Meru regions, 1988-1990

Duties:

- a) Arranging for green tea leaf collections from buying centres to\KTDA factories.
- b) Organising for service, maintenance and repair of leaf collection vehicles.
- c) Procurement of vehicles spares parts and stationery for the leaf base station.
- d) Arranging for the vehicle licensing and insurance covers.
- e) Carrying out monthly payout of small scale tea growers' money.
- f) Liaising with the ministry of agriculture technical staff for proper tea husbandry.
- g) Liaising with the local councils and the ministry of works on tea roads maintenance schedules.

15. Assistant Traffic Superintendent: (In Training), Kenya Railways Corporation, 1987 – 1988:

Duties :

- a) Undergoing railway traffic operations and planning control and training at the railway training school.
- b) Worked in the business development section in marketing container traffic business in the corporation.

16. Transport manager K.G.G.C.U Ltd Nakuru, 1986 – 1987

Duties:

- a) Operational control of pool vehicles and trucks fleets to distribute union merchandise to branches.
- b) Scheduling vehicle servicing and preventive maintenance arrangements.
- c) Fleet licensing, insurance and accidents investigation arrangements.
- d) Assessing fleet mix and vehicle type performances.
- e) Addressing alternative transportation methods of union goods to the branches on need.

17. Depot Operations Officer: Kenya Bus Services (KBS) Ltd; Nairobi, 1985 – 1986:

Duties:

- a) Control of fleet run-outs on schedules.

- b) Fleet fuelling, cleaning and service arrangements.
- c) Radio call controls of routes inspectorate teams.
- d) Arrangements for breakdown recoveries and fleet replacements.
- e) Overseeing depot security arrangements and accidents investigation procedures.

18. Traffic Operations and Planning Officer: Kenya Bus

Services Ltd- Nairobi, 1983 – 1985:

Duties:

- a) Urban and Peri-urban traffic research in Nairobi.
- b) Demographic surveys for bus routes planning and vehicle allocations.
- c) Buses and passengers inspectorate arrangements and controls.
- d) Bus drivers, conductors and inspectors recruitments and training

19. Supplies Officer-Transport, Office of the President; Kenya Police

Transport unit, Nairobi, 1981-1983

Duties:

- a) Managing Kenya police central motor transport stores/stock control systems.
- b) Controlling Kenya police fuel and lubricants station.
- c) Procurement of all police motor vehicle requirements and utilities.
- d) Distribution of all police motor vehicle requirements from the central stores to the provincial and divisional stores.
- e) Manage personnel at the Central Motor Transport Stores (CMTS).
- f) Control of the used items return stores/and verification of all replacements.

(H) PROFESSIONAL COURSES AND CERTIFICATES ATTAINED

1. Institute of Internal Auditors – Kenya; Certificate of Continuing Professional Education ; Improving the Board Performance: Workshop for Board, CEO and Audit Committees, 23rd-25th October, 2019, Pride Inn Hotel ,Mombasa.
2. Institute of Certified Secretaries (ICS) / State Corporations Advisory Committee (SCAC) Joint Programme for Boards and Councils of State Corporations, 25th -27th February 2019, Lake Naivasha Resort.
3. Corporate Governance Training Course - Centre for Corporate Governance (CCG), 28th -30th November, 2017. Masada Hotel Naivasha-Kenya..

4. State Corporations Boards and Councils Mwongozo Induction Programme, State Corporations Advisory Committee (SCAC)-Executive office of the President , 15th-17th June, 2017, Mombasa Continental Resort Hotel-Kenya.
5. Using anti-money laundering instruments in the fight against corruption-world bank/EACC workshop Nairobi Kenya; May , 2012
6. Ms Excel/PowerPoint training course: Multimedia university Nairobi- Kenya; April, 2012
7. Public procurement course: Public procurement and oversight authority (PPOA); Feb, 2012
8. Public policy analysis course: Kenya institute for public policy research and analysis (KIPPRA); Nov- Dec 2010
9. Research methods: Kenya Institute for Public Policy Research and Analysis (KIPPRA); June – July 2010
10. Transportation management programme: Eastern & southern management institute (ESAMI) at Mombasa-Kenya; June 2009
11. Presentation skills course: British council Kenya; November, 2005
12. Chartered institute of logistics and transport international (CILT) workshop; Nairobi, Kenya, May 2005
13. Business presentation skills course: KHI training programme Nairobi; 2002
14. International trade finance/foreign exchange course: Co-operative Bank of Kenya training centre; 2002
15. Credit securities perfection course: Co-operative Bank of Kenya training centre; 2002
16. Experiential team building workshop: Motivational Team Training Consultants ltd Nairobi; 2001
17. Staff performance appraisals course: Co-operative bank of Kenya training centre; 2001
18. Small and micro- financing credit course: Co-operative bank of Kenya training centre Nairobi; 2000
19. Banking credit/lending course: Co-operative bank of Kenya training centre ; 1998
20. Banking telling course: Co-operative bank of Kenya training centre; 1998
21. Customer care course : Co-operative bank of Kenya training centre; 1997
22. Computer literacy training course: Peat Marwick consultants in Nairobi;1996

23. Defensive driving course: Zimbabwe Road Safety Board at Gaborone, Botswana; 1994
24. Road and traffic safety management programme course: Eastern & Southern Africa management institute (ESAMI) at Gaborone-Botswana; 1994
25. Executive management development course: Sterling management and training consultants Nairobi; 1989
26. Modular training systems (MTS) in transport planning: Finn Taieth Management consultants from Norway in Nairobi-Kenya; 1987
27. Effective supervision and management course : Tack training – Nairobi; 1987
28. Marketing management course: KHI- Training programmes, Nairobi; 1986

(I) PUBLICATIONS DONE

a) Published:

- (i) An Analysis of Effects of Environmental factors on Road Traffic Accidents in Nairobi, Kenya: International Journal of Humanities and Social Science Review (IJHSSR), Volume 3, Issue 1 February 2017; Research Institute for Progression of Knowledge (RIPK). Dr. Jeremy M. Bundi, Prof. Evaristus M..Irandu and Prof. Paul N. Mbatia.

b) Unpublished:

- (i) An analysis of the effects of Environmental and Governance factors on Road Safety : A case study of road accident black spots in the city of Nairobi, Kenya; A thesis submitted for the degree of Doctor of Philosophy in Transport Geography in University of Nairobi-Kenya, 2015.
- (ii) Rural Transportation problems: A case study of Tea Roads in the Southern Tea growing region of Meru-Kenya; A project paper submitted for a degree of Master of Arts in Transport Geography in Nairobi University, 2003..

(J) HOBBIES

- a) Reading and Research
- b) Expeditions, Motoring and Travelling
- c) Community participation activities
- d) Road safety operations
- e) Transport and Logistics activities.