

CURRICULUM VITAE

MARY MBITHE MUSYOKI

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PROFESSIONAL/CAREER OBJECTIVE

Working as a Senior Human Resource Practitioner in a result oriented organization where professionalism is considered key in all areas including in Human Resource Management issues and where Human Resources are adored as the most valuable resources of the organization.

PROFESSIONAL LICENSES AND MEMBERSHIP

LICENSE /MEMBERSHIP	LICENSING/PROFESSIONAL BODY	PERIOD	
		FROM	TO
1) Human Resource practicing License	IHRM	2017	2018
2) Full Member	IHRM	2010	To date

PROFESSIONAL QUALIFICATIONS

QUALIFICATION	INSTITUTION	YEAR	EXAMINING BODY
1. Higher Diploma in Human Resource Management	Kenya Polytechnic	2002- 2003	KNEC
2. Diploma in Personnel Management	Kenya Polytechnic	2000- 2001	KNEC
3. Diploma in Personnel Management & Industrial Relations	Zafrica College	1999	CPM

ACADEMIC QUALIFICATIONS

QUALIFICATION	INSTITUTION	YEAR	EXAMINING_BODY
1. Masters in Business Management(HR option)	University of Nairobi	2012	University Senate
2. Bachelor of Commerce Degree(HR Option)	University of Nairobi	2008	University Senate
3. Certificate computer packages	NCPB ICT training section	2008	NCPB ICT Training Section

SOME SHORT COURSES ATTENDED

COURSE/WORKSHOP/SEMINAR	WHEN	TRAINERS
1. Senior Management Course	2016	Kenya School of Government
2. Performance management	2014	Selwood Consultants
3. strategies for performance improvement	2014	IHRM
4. ISO lead Auditor	2014	KEBS
5. ISO Auditor	2014	KEBS
6. Disability and Gender Mainstreaming	2014	EDMAP
7. The Public Procurement Act 2005 and Regulations 2006	2007	SPA Infosuv East Africa LTD
8. Implementation of ISO 9001:2000	2006	Kenya Bureau Standards
9. Lead QMS Auditor	2014	KEBS
10. Internal QMS auditor	2007	SGS Kenya LTD/KEBS
11. HIV/Aids and TB peer Education at work place	2007	Kenya HIV/ AIDS Business Council
12. Performance Management	2010	High Achievers Institute of Professionals
13. Women in Sacco leadership	2007	KUSCCO
14. Credit Administration Seminar	2004	KUSCCO

CAPABILITY STATEMENT

Mbithe is an experienced Human Resource Professional who is capable of working under any circumstances with no supervision, a likeable leader, good communicator, team player, innovator, trust advisor and Business Acumen just to mention but a few of my capabilities. In a nutshell, she is the kind of an employee any employer will always want to retain in his/her organization.

WORKING EXPERIENCE

FROM	TO	POSITION	DUTIES AND RESPONSIBILITIES
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Centre for Self Sponsored Programmes (CESSP) -University of Nairobi

March 2015	to date	Head Operations (HR & Administration)	<ul style="list-style-type: none"> ▪ Develops and implements Human Resources and Administration policies and strategies ▪ Oversees the recruitment and retention of employees. Human Resource Planning ▪ Manages Employees Rewards ▪ Manages Employee Relations ▪ Manages Employee Welfare and Separation ▪ Manages Employee Development and Talents ▪ Updating of HR policies
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University of Nairobi Enterprises -UNES

December 2013	February 2015	Head HR & Administration	<ul style="list-style-type: none"> ▪ Developed and implemented Human Resources and Administration policies and strategies ▪ Oversaw the Recruitment and Retention of Employees. Human Resource Planning ▪ Managing Employees Rewards ▪ Managing Employee Relations ▪ Managing Employee Welfare and Separation ▪ Managing employee development and Talents ▪ Updating of HR policies
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FROM	TO	POSITION	DUTIES AND RESPONSIBILITIES
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National Cereals and produce Board - NCPB

August 2012	November 2013	Chief Human Resource Officer (HRP)	<ul style="list-style-type: none"> ▪ In Liaison with the HRM developing and monitoring the implementation of Human Resource and Administration policies and strategies ▪ Managing recruitment and all the related activities, selection, reward, retention, job descriptions writing and updating, job designing etc ▪ Review of staff establishment and implementing optimum staff establishment ▪ Coordinating the Human Resource Department performance contract and preparing its reports: monthly, quarterly and annual ▪ Handling Human Resource planning and Reward management ▪ Overseeing management of the activities of the human resource records; updated record keeping, retrieval of documents ▪ Handling employee relations (vice chairperson of the Human Resource Disciplinary Committee , participating in Collective Bargain agreement negotiations and writing the Collective Bargaining agreements)
May 2009	July 2012	Senior Human Resource Officer (HRP & Recruitment)	<ul style="list-style-type: none"> ▪ Carrying out Human Resources planning ▪ Dealing with recruitment, selection, preparing and updating of job descriptions & specifications ▪ Formulating of HR policies and procedures based on current good hr practices ▪ Maintaining and administering all NCPB's employee records ▪ Preparing Human Resource Budget and monitoring for adherence ▪ Dealing with New employees induction, probations and confirmation ▪ Handling staff promotions and transfers ▪ Preparing Human Resource department reports (monthly & annual) ▪ Coordinating HR departments performance contract (preparing the performance contract, monitoring for implementation and preparing its reports) ▪ Preparing, updating and maintaining of Human resources skills inventory ▪ Providing secretarial services HR departmental meetings ▪ Maintaining and updating Human resource database ▪ Handling employment contracts and staff acting appointments ▪ Maintaining job applicants database

FROM	TO	POSITION	DUTIES AND RESPONSIBILITIES
July 2007	April 2009	Human Resource Officer I ER&R	<ul style="list-style-type: none"> ▪ Participated in Collective Bargaining process, prepared Collective Bargaining Agreements and interpreted the document to the implementers ▪ Administered Human Resource policies and Collective bargaining agreements ▪ Participated in review of Human resource polices, strategies, procedures ▪ Handling reward management ▪ Handling employee relations (employee disciplinary cases, court cases among other issues ▪ Administered employee payroll ▪ Supervised the general HR department sections staff
March 2006	June 2007	Human Resource Officer T&D/ Regional HR Supervisor	<ul style="list-style-type: none"> ▪ Carrying out training needs analysis/ assessment and preparing the related reports ▪ Preparing training budget, schedules and calendars ▪ Coordinating training in liaison with training institutions and trainers(collecting of training calendar, identifying trainers) ▪ Carrying out training impact assessment and doing reports for the same ▪ Preparing a training policy in liaison with the Human Resource Manager ▪ Developing career and progression paths, assisting employees identify career path and counseling them ▪ Carrying out the HR functions (recruitment, training and development, reward management, employee relations, employee welfare and separation) at the Nairobi regional office
April 1998	March 2006	Personnel Supervisor	<ul style="list-style-type: none"> ▪ Managing employee terminal benefits ▪ Administering of staff claims and benefits (NHIF, NSSF, subsistence, work injury benefits medical, leave, final benefits etc) ▪ Administering the payroll (payroll variations, checklists and reconciliations ▪ Administering staff savings scheme ▪ Supervising Hr clerks
October 1994	March 1998	Senior Personnel Clerk	<ul style="list-style-type: none"> ▪ Preparing salaries and claims payment vouchers (Mileage, subsistence, leave among others ▪ Maintaining and updating staff records ▪ Calculating and processing final dues ▪ Updating staff NSSF records
September 1992	September 1994	Personnel Clerk	<ul style="list-style-type: none"> ▪ Preparing payment vouchers for employee claims (mileage, leave, subsistence among others) ▪ Preparing payroll variations ▪ Updating and maintaining staff records

FROM	TO	POSITION	DUTIES AND RESPONSIBILITIES
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- (leave, medical, employee details among others)
- Processing staff savings scheme funds withdrawal requests
 - Preparing statements for final dues, NSSF and other related claims
 - Updating employee tax returns

NOTABLE WORK RELATED ACHIEVEMENTS

- a) Prepared Human Resource Policies and documented them to an HR manual for National Cereals and Produce Board which was adopted in 2008 from scrap.
- b) Introduced Electronic Employee's Profiles Master File and a skills inventory files for National Cereals and Produce Board from in 2009 from scarp.
- c) I participated in the reorganization of National Cereals and Produce Board. My duties in this exercise included staff rationalization, preparation of a new organisation structure.
- d) Prepared a Human Resource Manual and updated the Terms and Conditions of Service with good HR practice for UNES. However the same was in the process of adoption by the time we were separated and deployed to CESSP

LEADERSHIP POSITIONS

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| Chairperson | - | Hr Department performance contract coordinating committee - NCPB |
| Honorary Secretary | - | Nafaka Savings and Credit Society |
| Vice Chairperson | - | HR disciplinary committee - NCPB |
| Committee Member | - | My sons class since baby class up to eight 2014 |
| Treasurer | - | Mwiwano welfare group and Urafiki women's group |
| Welfare Coordinator | - | Lengorinyo Court Buruburu phase IV estate |
| Class prefect | - | Secondary school |

BIO DATA:

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| RELIGION: | - | Christian (born again) |
| NATIONALITY: | - | Kenyan |
| LANGUAGES: | - | English, Kiswahili, Kikamba & Kikuyu |
| ID/CARD NUMBER: | - | 10819124 |
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