

CONFIDENTIAL BACKGROUND  
SCREENING REPORT



Candidate's Name	FRIDA MBUGUA
SOW NO.	3103
Screening Package	EABL STANDARD PACKAGE

Report Status	Final Report
Position Hired	EABL
Reference NO.	EABL-RQ-1632850075472- ESJO



IDENTITY

DESCRIPTION	DETAILS VERIFIED
Names	MBUGUA FRIDA WAITHERA
ID No.	24055471
Date of Birth	8/17/1984 12:00:00 AM
Gender	FEMALE

COMMENTS

The candidate is a Kenyan citizen and is of legal employment age, her identity details i.e. names, date of birth and I.D No. concur with the records at the registrar of persons as authenticated against the Integrated Population Registration System Database.

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EDUCATION

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
HIGHEST EDUCATION	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	4 DECEMBER 2015	04/December/2015	✓	
	Course	MASTER OF ARTS	MASTER OF ARTS	✓	
	Specialization	INTERNATIONAL STUDIES	INTERNATIONAL STUDIES	✓	
	Awards	N/A		✓	

COMMENTS

The Examinations Office confirmed that Frida Waithera Mbugua graduated from the Institute of Diplomacy and International Studies with a Master of Arts in International Studies during the 54<sup>th</sup> graduation congregation held on 4<sup>th</sup> December 2015

DESCRIPTION		DETAILS PROVIDED	DETAILS VERIFIED	MATCH	NO MATCH
HIGHEST EDUCATION	Institution Name	UNIVERSITY OF NAIROBI	UNIVERSITY OF NAIROBI	✓	
	Years	4 DECEMBER 2009	04/December/2009	✓	
	Course	BACHELOR OF LAWS	BACHELOR OF LAWS	✓	
	Specialization	LAW	LAW	✓	
	Awards	SECOND CLASS HONOURS, UPPER DIVISION	SECOND CLASS HONOURS (UPPER DIVISION)	✓	

COMMENTS

The Examinations Office confirmed that Frida Waithera Mbugua, graduated from the School of Law with a Bachelor of Laws and was awarded Second Class Honours, Upper Division during the 42<sup>nd</sup> Graduation Ceremony held on 4<sup>th</sup> December 2009.

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## PROFESSIONAL QUALIFICATION

DESCRIPTION	BODY	REGISTRATION DATE	MEMBERSHIP NUMBER	STATUS	CERTIFICATE
Professional Membership	INSTITUTE OF CERTIFIED SECRETARIES	29 FEB 2012	R/CPSB/2511	ACTIVE	

## COMMENTS

The Registration of Certified Public Secretaries Board RCPSB confirmed that the certificate with details for Fridah Waithera Mbugua; Registration Number: R/CPSB/2511; Registration Date: 29<sup>th</sup> February 2012 was authentic.

Institute of Certified Secretaries further confirmed that Fridah Waithera Mbugua of Registration Number: R/CPSB/2511 was an active member with good standing.

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## EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
KENYA EXPORT PROMOTION & BRANDING AGENCY/EXPORT PROMOTION COUNCIL	Organization	KENYA EXPORT PROMOTION & BRANDING AGENCY/EXPORT PROMOTION COUNCIL	Organization	KENYA EXPORT PROMOTION & BRANDING AGENCY/EXPORT PROMOTION COUNCIL	✓	
	Years	JUN 2018 - TO DATE	Years	JUN 2018 - TO DATE	✓	
	Position	CORPORATION SECRETARY & HEAD OF LEGAL AFFAIRS AND SERVICES	Position	CORPORATION SECRETARY & HEAD OF LEGAL AFFAIRS AND SERVICES	✓	
	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	Reason for Leaving	CURRENTLY EMPLOYED AT THE COMPANY	✓	

## COMMENTS

### Kenya Export Promotion & Branding Agency

The candidate is currently working at Kenya Export promotion & Branding Agency which was formed after a merger between Export Promotion Council & Brand Kenya Board.

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)	Organization	KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)	Organization	KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)	✓	
	Years	MAR 2016 - NOV 2017	Years	1ST MAR 2016 - 30TH NOV 2017	✓	
	Position	CORPORATION SECRETARY	Position	CORPORATION SECRETARY	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SEEK FOR BETTER OPPORTUNITY IN A SIMILAR POSITION		✓

COMMENTS

Kenya Plant Health Inspectorate Service (KEPHIS)

Wycliffe O Murwayi, Board Chairman confirmed that Frida Waithera Mbugua worked as a Corporation Secretary on a full-time basis from 1<sup>st</sup> March 2016 to 30<sup>th</sup> November 2017 when she left to seek better opportunity in a similar position

Frida served notice, returned the company assigned work tools and she did not owe the company any money

Wycliffe would recommend Frida to be rehired noting that he found Fridah to be a competent and pleasant person to work with and certainly have good memories of working with her. She also had a good impression on the rest of the board members

Duties and Responsibilities

- ✓ Principal Legal adviser to the Board and the Corporation,
- ✓ Secretary to the Board of Directors,
- ✓ Custodian of legal instruments of the corporation,
- ✓ Custodian of all board minutes and papers

Level of supervision

- ✓ As the chairman, Wycliffe worked directly with Fridah on all her Board duties.

Candidate’s contribution to the organization or any outstanding achievements

- ✓ Fridah was particularly useful in getting the board members to understand and execute their mandate as all were new to board duties.

Candidate’s response to stressful situation & working within deadlines

- ✓ She was very diplomatic in getting around conflict situations and largely gave the necessary counsel to the decision makers to act on

How the candidate related with others (Customers, co-workers and supervisors)

- ✓ She had a good working relationship during her time and he did not have to resolve any particular issue between her and others.

Candidate’s overall performance and job knowledge compared to others in the job

- ✓ She was above average and he would recommend her to any prospective employer seeking her services

Any Promotions

- ✓ She was at the top of her job so no room at the corporation for promotion

Candidate’s strengths

- ✓ She was very knowledgeable in law and very diplomatic in approach.
- ✓ She was also soft spoken and non-confrontational

Candidate’s areas of improvement

- ✓ Wycliffe stated that she should be a bit firmer where she was right and not always seeking compromise

Any disciplinary cases

- ✓ No

Any misconduct involving financial losses to the organization

- ✓ No

Description of the candidate in relation to;

Trustworthiness	Excellent
Dependability/ reliability	Good
Taking Initiative	Good
Communication skills (Verbal/ written)	Very good
Time management	Good
Ability to make sound and timely decisions	Very good
Adaptability to change	Good
Professionalism	Excellent

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
	Organization	BRAND KENYA BOARD	Organization	BRAND KENYA BOARD	✓	
	Years	NOV 2017 - MAY 2018	Years	NOV 2017 - MAY 2018	✓	
BRAND KENYA BOARD	Position	CORPORATION SECRETARY & HEAD OF LEGAL	Position	CORPORATION SECRETARY & HEAD OF LEGAL	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	SHE JOINED A BIGGER ENTITY THAN BRAND KENYA BOARD		✓

COMMENTS

Brand Kenya Board

Geoffrey Shimanyula, Session Chair of the Board confirmed that Frida Waithera Mbugua worked as a Corporation Secretary and Head of Legal on a full-time basis from 1<sup>st</sup> November 2017 to 31<sup>st</sup> May 2018 when she joined a bigger entity than Brand Kenya Board.

Frida served notice, returned the company assigned work tools and she did not owe the company any money or have any incidence of fraud

Geoffrey would recommend Frida for rehire noting that she served the Board well and they wished her the best in her future endeavors

Duties and Responsibilities

- ✓ She was the Secretary to the Board and Head of Legal

Level of supervision

- ✓ Very minimal Supervision Required

Candidate's contribution to the organization or any outstanding achievements

- ✓ She ably steered Board Affairs and maintained calm during a period when the institution was undergoing change with a bit of turbulence.

Candidate's response to stressful situation & working within deadlines

- ✓ She maintained her calm. Not argumentative. She would instead elect to keep quiet when the session became overheated but ask for a timeout from the members. She was good at meeting deadlines and would inform Geoffrey when timelines for delivery of assignments would over-run agreed timelines.

How the candidate related with others (Customers, co-workers and supervisors)

- ✓ She related well with her colleagues and supervisors. Her stay at the Board was short lived hence had minimum engagements with customers. Maintained good relations with other Government Agencies.

Candidate's overall performance and job knowledge compared to others in the job

- ✓ She was highly knowledgeable and skilled in her role. Very much in touch with the overall compliance and regulatory space. What he could add was that Frida did her work conscientiously.

Any Promotions

- ✓ Her stay was short and therefore she had not experienced any promotion.

Candidate's strengths

- ✓ Well-behaved
- ✓ Respectful.

Candidate's areas of improvement

- ✓ None that he was able to deduce.

Any disciplinary cases

- ✓ None

Description of the candidate in relation to;

Trustworthiness	As a Board, they trusted her with the mandate and she did not disappoint
Dependability/ reliability	She was dependable
Taking Initiative	Took initiative. Had no problem reaching uncomfortable situations.
Communication skills (Verbal/ written)	Above average
Time management	Above average. Could get better
Ability to make sound and timely decisions	Exemplary
Adaptability to change	Exemplary
Professionalism	Exemplary

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EMPLOYMENT

DESCRIPTION	DETAILS PROVIDED		DETAILS VERIFIED		MATCH	NO MATCH
KENYA ASSOCIATION OF MANUFACTURERS	Organization	KENYA ASSOCIATION OF MANUFACTURERS	Organization	KENYA ASSOCIATION OF MANUFACTURERS	✓	
	Years	OCT 2012 - MAR 2016	Years	1ST JAN 2016 - 11TH MAR 2016		✓
	Position	MANAGER LEGAL & REGULATORY AFFAIRS	Position	EXECUTIVE OFFICER-LEGAL & REGULATORY AFFAIRS	✓	
	Reason for Leaving	NOT PROVIDED BY THE CANDIDATE	Reason for Leaving	NOT PROVIDED BY THE EMPLOYER	✓	

COMMENTS

**Kenya Association of Manufacturers**

Paul Mutambuki, HR & Administration Manager confirmed that Frida Waithera Mbugua worked as an Executive Officer- Legal & Regulatory Affairs from 16<sup>th</sup> April 2012 to 31<sup>st</sup> December 2015 and as a Legal and Regulatory Manager from 1<sup>st</sup> January 2016 to 11<sup>th</sup> March 2016.

Paul recommended Frida for employment based on status as at exit date from the company and noted that she was good

She returned the company assigned work tools

***Duties and Responsibilities***

- ✓ Engage Local Authorities, the Central Government and its institutions on KAM advocacy agenda related to legal and regulatory affairs.
- ✓ Scan the business environment to identify existing or new legislations and regulations related to the manufacturing sector which require attention, review and analyze their implications on business and make proposals.
- ✓ Identify and keep under constant review regulatory requirements that impact on manufacturing sector.
- ✓ Handle enquiries from members on legal matters and regulatory requirements and provide advice on the same.
- ✓ Providing legal advice/opinion to the Management.
- ✓ Represent the Association in fora of interest to members on matters related to legislations and regulatory affairs.
- ✓ Prepare position papers on legal and regulatory issues for advocacy.
- ✓ Timely preparations of legal and regulatory related information to members and all stakeholders.

***Overall work performance***

- ✓ Good

***Any disciplinary cases***

- ✓ N/A

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## EMPLOYEMENTTENURE

EMPLOYEMENT TENURE			
Company	Position	Period	Reason for Leaving
KENYA EXPORT PROMOTION & BRANDING AGENCY/ EXPORT PROMOTION COUNCIL	CORPORATION SECRETARY & HEAD OF LEGAL AFFAIRS AND SERVICES	JUN 2018 - TO DATE	CURRENTLY EMPLOYED AT THE COMPANY
KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)	CORPORATION SECRETARY	1ST MAR 2016 - 30TH NOV 2017	SEEK FOR BETTER OPPORTUNITY IN A SIMILAR POSITION
BRAND KENYA BOARD	CORPORATION SECRETARY & HEAD OF LEGAL	NOV 2017 - MAY 2018	SHE JOINED A BIGGER ENTITY THAN BRAND KENYA BOARD
KENYA ASSOCIATION OF MANUFACTURERS	EXECUTIVE OFFICER- LEGAL & REGULATORY AFFAIRS	1ST JAN 2016 - 11TH MAR 2016	NOT PROVIDED BY THE EMPLOYER

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## GAP IDENTIFICATIONAND ANALYSIS

Name	From	To	Comments
NO EMPLOYMENT GAP	N/A	N/A	Frida Waithera Mbugua does not have any employment gap as she has been working for the last 7 years.

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## CREDIT INFORMATIONCHECK

DESCRIPTION	COMMENTS			
Credit Report	1 open loan accounts 1 closed loan accounts.			
Open loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount &amp; Days</i>
Closed loan accounts				
<i>Institution</i>	Type of Loan	<i>Total Amount</i>	<i>Balance Amount</i>	<i>Amount &amp; Days</i>
N/A	N/A	KES. 0	KES 0	KES 0
N/A	N/A	KES. 0	KES 0	KES 0

## COMMENTS

As of 6<sup>th</sup> October 2021, Frida Waithera Mbugua does not have an Open or closed loan account as stipulated above.

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## NATIONAL CRIMINAL DATABASE SEARCH

NAME	IDENTITY NUMBER	POLICE CLEARANCE REFERENCE NUMBER	STATUS
FRIDA WAITHERA MBUGUA	24055471		NO REPORTED OFFENSES

## COMMENTS

Frida Waithera Mbugua of Identity Number 24055471 has been searched in the Criminal Records Office database and has no known criminal record or results of Trial as confirmed by the Directorate of Criminal Investigations on 1st October 2021

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## SOCIAL MEDIA

DESCRIPTION	ADVERSE STATUS	SOCIAL MEDIA HANDLE	COMMENTS
FACEBOOK	NO ADVERSE MENTION FOUND	N/A	
TWITTER	NO ADVERSE MENTION FOUND	<a href="https://twitter.com/FRIDAMBUGUA?LANG=EN">HTTPS://TWITTER.COM/ FRIDAMBUGUA? LANG=EN</a>	
LINKEDIN PROFILE	NO ADVERSE MENTION FOUND	<a href="https://www.linkedin.com/in/frida-mbugua-3271bb64/">HTTPS://WWW.LINKEDIN.COM/IN/FRIDA-MBUGUA-3271BB64/</a>	
GOOGLE SEARCH	NO ADVERSE MENTION FOUND	N/A	



## **TWITTERPhotographic Evidence**

### **TWITTERComments**

Following a thorough search using names, phone number and email address, Frida Waithera Mbugua's Twitter account has no record of adverse information.



## **LINKEDINPROFILE Photographic Evidence**

### **LINKEDINPROFILE Comments**

Following a thorough search using names, phone number and email address, Frida Waithera Mbugua's LinkedIn Profile has no record of adverse information.



## GOOGLE SEARCH Photographic Evidence

### GOOGLE SEARCH Comments

Following a thorough search using names, phone number and email address, Frida Waithera Mbugua's Google Search has no record of adverse information.



## **FACEBOOK Photographic Evidence**

### **FACEBOOK Comments**

Following a thorough search using names, phone number and email address, Frida Waithera Mbugua appears not to have a Facebook account