JAMES KURIA PROJECT MANAGER CURRICULUM VITAE

Contact Details:

Email: <u>kuriaj85@gmail.com</u> Phone: +254741082057

Address: P.O Box 1029-00100

COVER PAGE

May 27, 2025

WMG Management Consultants Limited, #16B KERARAPON DRIVE, P.O. Box 47998 – 00100, Nairobi Kenya

Subject: Application – Senior Consultant, Strategy & OD – James Kuria

Dear Recruitment Team.

I am writing to express my keen interest in the position of Senior Consultant, Strategy, Program Management & Organizational Development at WMG Management Consultants Ltd. With over 6 years of experience leading complex assignments across IT consulting, strategy development, program design, and organizational strengthening in Africa, I am confident in my ability to make meaningful contributions to your dynamic team.

My background spans consultancy and project management and leadership roles supporting federal government, international development partners, and philanthropic organizations. I have successfully led projects and strategic planning processes, designed capacity-building initiatives, and delivered high-quality reports and evaluations aligned with donor priorities. My approach integrates analytical rigor with inclusive facilitation to co-create sustainable solutions with stakeholders. I am particularly drawn to WMG's mission-driven work and the opportunity to contribute to initiatives like Beyond Your EdgeTM, which align with my passion for leadership development and institutional transformation.

I have proven competencies in program design and execution, stakeholder engagement, and results-based reporting. My proficiency in tools such as Microsoft Office, project management platforms, and digital collaboration tools enhances my effectiveness in delivering value across assignments. In addition to fluency in English and Swahili, I thrive in fast-paced, multi-disciplinary environments.

I am excited about the opportunity to collaborate with WMG's esteemed team and partners. I have attached my CV and work samples for your review. Thank you for considering my application. I look forward to the possibility of discussing how I can support WMG in advancing its strategic and organizational development objectives across the continent.

Warm regards,

ameç Kwia

James Kuria

Tel: +254 410 820 57

Email: kuriaj85@gmail.com

PROJECT MANAGER

JAMES KURIA

QUALIFICATIONS

Certificate	Institution	Year
BA Development Studies	Jomo Kenyatta University of	2019
	Agriculture & Technology	
	(JKUAT)	
Research Certificate	IPSOS	2019
Microsoft Certified Professional	Microsoft	2022

WORK EXPERIENCE

INFOGAIN CONSULTING

A. As Project Manager



United States Embassy Residential Compound Network and Data Cabling Project – Sponsored by USAID in South Sudan 08/2023-Present

Project Manager

- I am currently acting as the single point of contact between the US Embassy, USAID, Quality Assurance, the subcontractors and the project team on site with full authority and escalation permissions to oversee all aspects of the project and resolve operational challenges.
- Leading comprehensive project management, including planning, scheduling, budgeting, and team supervision, to ensure the successful replacement of the existing cabling infrastructure on the Residential Compound.
- Overseeing the procurement and supply of all necessary resources, including tools, labor, materials, and equipment required for the installation work.
- Supervising the installation team, ensuring compliance with technical specifications, safety protocols, and quality standards throughout the project.
- Managing the workflow processes to ensure that all milestones and deliverables are completed on time and to the satisfaction of the client.
- Conducting regular site visits, inspections and quality assurance checks to monitor progress, address potential issues, and ensure that the cabling infrastructure meets the project requirements.
- Facilitating communication between stakeholders, including USAID, US Embassy, Quality Assurance representatives and the project team, to provide updates on progress and address feedback or concerns.
- Preparing and submitting detailed progress reports, documenting completed tasks, challenges encountered, and mitigation strategies implemented during the project.
- Maintained comprehensive project documentation, including procurement records, installation procedures, and final project reports.
- Submission of Project submittals, doing follow ups and ensuring proper correspondence between all stakeholders.

• Preparation and submission of invoices, ensuring accurate documentation of billable items and alignment with contractual terms and completed project milestones.



International Labour Organization (ILO) – Ministry of Labour & Social Protection, State Department for Labor & Skills Development 07/2024 - Present

Project Manager

- Lead the end-to-end implementation of the Electronic Case Management System (ECMS), overseeing project phases from requirements gathering and validation, through design, development, testing and deployment.
- Act as the primary point of contact between ILO, Ministry of Labour and the Consultant with full authority and escalation permissions to manage all aspects of the project, including communication with stakeholders and resolving operational issues.
- Provide end-to-end project management, overseeing daily operations, scheduling, and the supervision of team members.
- Coordinate multidisciplinary project teams—including developers, QA testers, trainers, and change management specialists—to ensure timely delivery of all modules and services.
- Manage day-to-day project operations, tracking milestones and deliverables to ensure alignment with the Ministry of Labour's expectations and the ILO's sponsorship objectives.
- Monitor progress across all ECMS modules—including Complaints, Case Management, Inspection Assignment, Trade Disputes, Attestation, Reporting, and Child Labour—to ensure phased delivery is on schedule and within scope.
- Facilitate effective communication among all project stakeholders, including Ministry officials, ILO representatives, technical teams, and end users across 52 counties.
- Oversee quality assurance and testing processes to ensure each ECMS module meets performance, security, and compliance standards before deployment.
- Training sessions for a group of system users as we prepared to roll out the system to the public and onboarding for an estimated 100,000 users via web and mobile interfaces.
- Supervise change management activities to ensure smooth user adoption, including feedback loops, training evaluations, and system enhancements based on stakeholder input.
- Ensure integration of the ECMS with external systems such as Document Management and Financial Systems such as Pesa Flow, while maintaining adherence to security and data protection regulations.
- Manage project risks and dependencies using DevSecOps and agile tools such as Bitbucket, GitHub, JIRA, and Bugzilla to promote continuous delivery, transparency, and issue resolution.
- Prepare progress reports and presentations for executive-level briefings, highlighting project status, accomplishments, risks, and mitigation strategies.
- Coordinate post-deployment support activities, ensuring the project team provides responsive issue resolution and continuous system improvements.



US State Department/ Bureau of International Narcotics and Law Enforcement Affairs (INL) (DOS/INL) - Independent Policing Oversight Authority (IPOA) 06/2016- 05/2024

Project Manager

- Managed the implementation of an Enterprise Case Management system based on ERP & CRM
 platforms, overseeing the project from initiation through to deployment.
- Conducted a thorough analysis of IPOA's existing case management workflows, identifying inefficiencies and areas for improvement, and translated these findings into system requirements.
- Led the selection of an appropriate Case Management solution, coordinating with stakeholders and technical teams to ensure the chosen ERP & CRM system would meet the unique needs of the IPOA.
- Supervised the customization of the ERP & CRM system, working closely with technical teams to ensure that the system was tailored to IPOA's operational processes and legal requirements.
- Coordinated and facilitated training sessions for IPOA staff, ensuring they were equipped to use the new Case Management system effectively.
- Monitored and evaluated the implementation process to ensure the Case Management system met all functional and performance specifications, addressing any issues promptly.
- Managed project timelines and resources, ensuring that all milestones were met on schedule and within budget, while maintaining high quality standards.
- Provided regular updates to project sponsors and stakeholders, ensuring transparent communication on project status, risks, and mitigation strategies.
- Delivered a final report documenting the system's implementation process, outcomes, and recommendations for ongoing system support and maintenance.
- Oversaw the post-implementation support phase, ensuring that any issues were quickly resolved and that IPOA staff received continued training and system support.



Water Sector Trust Fund (WSTF

08/2024 - Present

Project Manager

- Served as the single point of contact with full authority and escalation permissions to address and resolve all matters related to the project scope, progress, and daily operations.
- Provided full lifecycle project management, including strategic leadership and day-to-day oversight for the design, implementation, and networking of Enterprise Resource Planning (ERP) systems, billing

- software, and GIS installations across Water Service Providers (WSPs).
- Oversaw the execution of a comprehensive situational analysis to assess current ICT infrastructure, identify gaps, and define requirements for ERP and GIS solutions.
- Supervised and coordinated the project team responsible for system design, development, and implementation, ensuring adherence to quality standards, timelines, and budgets.
- Ensured timely and accurate submission of deliverables, including situational analysis reports, system design documentation, and implementation plans.
- Managed workflow processes to track progress and ensured milestones, deliverables, and system integrations were completed on time and met stakeholder expectations.
- Conducted a gap analysis of existing ICT capabilities within WSPs, identifying areas requiring technical improvements or system upgrades.
- Facilitated stakeholder communication and engagement, including regular updates to project sponsors, workshops with WSP representatives, and validation sessions to confirm system requirements and usability.



AUDA – NEPAD under Africa Union 12/2022- Present

Project Manager

- Provided full lifecycle project management, including planning, execution, and oversight of the review and transformation of key business processes such as Bid Management, Contract Management, Talent Management, Sub Delegation, Grant Management, and Service Request Management.
- Conducted a comprehensive review of existing business processes to identify inefficiencies and areas requiring improvement.
- Supervised the design and implementation of digital solutions to automate previously manual processes, ensuring greater efficiency, accuracy, and scalability.
- Coordinated cross-functional teams to ensure the smooth execution of digital transformation initiatives, including software deployment and process optimization.
- Managed stakeholder communication and engagement, facilitating workshops and validation sessions to align digital solutions with user requirements and expectations.
- Prepared and submitted comprehensive project reports, including progress updates, implementation plans, and post-implementation assessments, to AUDA-NEPAD stakeholders.
- Provided training and capacity-building sessions for end-users to support the effective adoption of new digital systems.



Kenya Climate Ventures (KCV)

01/2021-09/2022

- Led the review of existing business processes related to grant applications, monitoring, and evaluation in the Agri Business and Renewable Energy sectors.
- Collaborated with stakeholders to understand pain points in the grant application, monitoring, and evaluation cycles, ensuring the solutions were tailored to the unique needs of Agri Business and Renewable Energy sectors.
- Provided actionable recommendations for digital transformation, focusing on automating manual tasks, improving data tracking, and streamlining reporting processes.
- Managed the design of a digital transformation roadmap, outlining key areas for the introduction of new technologies, system integrations, and process automation.
- Coordinated the selection of appropriate digital tools and platforms to enhance grant application processes and grant management efficiencies.
- Facilitated workshops and training sessions for staff to ensure smooth adoption of the recommended digital solutions and systems.
- Oversaw the development of detailed implementation plans for integrating the new digital tools into existing workflows, ensuring minimal disruption to ongoing operations.
- Supported the monitoring and evaluation (M&E) framework to ensure that the digital tools provided the necessary data and insights for effective grant tracking and reporting.
- Managed the project timeline, ensuring that deliverables were completed on time and in accordance with project objectives, and kept stakeholders informed with regular progress reports.



Catherine N. Karanja & Associates Advocates

03/2024- 04/2024

Project Manager

- Project Planning- Defined the project scope, deliverables, and timelines across key phases including Requirements Gathering, Design, Development, Testing, Training, Deployment, and Maintenance.
- Project Coordination Coordinated the cross-functional teams of developers from Info Gain Consulting and business users from CNK to ensure alignment on objectives, timelines, and expectations.
- Stakeholder Engagement & Communication Acted as the primary point of contact between Info Gain Consulting and CNK, ensuring continuous stakeholder engagement, status updates, and resolution of concerns. Facilitated preparatory and review meetings to capture evolving client requirements and validate system functionalities.
- Requirements Gathering & Validation Led the requirements elicitation and validation process, ensuring that all legal practice needs—across litigation, conveyancing, succession, company incorporation, and general file management—were accurately documented and translated into system features.
- Oversight of Technical Development Supervised the development of customized modules including Document Scanning (SharePoint integration), Litigation, Conveyancing, Succession, and Company Incorporation Modules.
- Ensured system functionalities were tailored to optimize CNK's workflows and regulatory compliance.
- Quality Assurance & Testing Managed user acceptance testing (UAT) by coordinating the legal team to validate system usability, performance, and completeness of features. Ensured that feedback was logged, tracked, and resolved before deployment on Jira.
- Deployment & Change Management Oversaw system deployment ensuring minimal disruption to ongoing operations.

- Facilitated training for legal teams to promote user adoption and system efficiency.
- Managed transition planning to ensure a smooth shift from manual to digital operations.
- Monitoring & Reporting Established real-time dashboards and reporting structures to track project progress and post-implementation usage. Delivered weekly reports detailing the project progress.
- Issue & Risk Management Identified and mitigated risks throughout the project lifecycle, ensuring timely issue resolution and continuity.
- Post-Implementation Support Coordinated ongoing system maintenance and support to ensure longterm success and value realization. Oversaw integration of email and communication tools to enhance collaboration within CNK.

B. As Capture Management Lead/Bid Executive Lead

- Responsible for leading the Kenyan Business Development team and driving the end-to-end business development and proposal lifecycle, from opportunity identification to contract award.
- Collaborated closely with the IGC US team to co-author winning proposals that reflect both global standards and local relevance.
- Opportunity Identification & Capture Strategy Led market research and opportunity scanning across local and international platforms to identify suitable tenders, Requests for Proposals (RFPs), Requests for Information (RFIs), and Expressions of Interest (EOIs).
- Developed capture strategies tailored to specific clients and sectors, aligning IGC's strengths with client needs and positioning us for a competitive edge.
- Proposal Development & Management Oversaw and directly contributed to the development of highquality, compliant, and compelling proposals and RFIs, working across technical, management, and financial volumes.
- Team Leadership & Coordination Led the Business Development (BD) team, providing guidance and mentorship to junior staff and interns.
- Developed and delivered training sessions on proposal writing, compliance, and research skills to enhance internal capacity and proposal success rates.
- Client Engagement & Follow-Up Coordinated all aspects of client engagement related to bids, including pre-bid meetings, clarification requests, and post-submission follow-ups.
- Managed due diligence efforts and ensured timely submission and tracking of proposals, maintaining a strong feedback loop with procurement teams.
- Process Improvement & Knowledge Management Standardized proposal development processes, templates, and checklists to improve efficiency and consistency across submissions.
- Maintained a knowledge repository of past submissions, lessons learned, and successful strategies to inform future bids.
- Winning Work & Driving Growth Successfully led multiple winning bids that contributed significantly to IGC's growth and expansion into new service areas and markets.
- Played a critical role in shaping the firm's pursuit strategy, ensuring alignment with strategic goals and revenue targets.

C. As Quality Assurance

- Conducted functional and non-functional testing to ensure our system reliability and efficiency.
- Validated the performance of systems like ERP, Case Management Systems, and other integrated platforms.

- Supported the organization during transitions to new systems by ensuring a smooth implementation process.
- Worked with clients to adapt to new workflows or platforms introduced through project developments.
- Ensured that the system functions as intended after deployment.
- Addressed issues and maintained the quality of service for end-users.
- Documented test plans, cases, and results for tracking and future reference.
- Ensured all solutions comply with organizational and project-specific quality standards.

AMREX CONSULTING

Lead Project Manager

06/2023- 06/2023

- Responsible for overseeing the full spectrum of the project execution, ensuring timelines, data quality, and team coordination met the highest standards in Nairobi County.
- Team Recruitment & Onboarding Led the recruitment, vetting, and onboarding of Research Assistants (RAs), ensuring the right mix of skills and experience for fieldwork success. Facilitated comprehensive training sessions to equip RAs with the necessary tools, protocols, and methodologies to collect accurate and ethical survey data.
- Task Assignment & Supervision Assigned daily responsibilities to field staff based on project scope, timelines, and geography. Closely monitored task execution to ensure alignment with the fieldwork plan and immediate resolution of deviations or challenges.
- Fieldwork Oversight & Quality Control Enforced adherence to the approved fieldwork plan and ensured compliance with data collection protocols while using Kobo Collect .
- Conducted spot checks, audits, and validation exercises to uphold data integrity and consistency.
- Provided continuous quality assurance through real-time feedback and corrective guidance.
- Team Leadership & Support Served as the first point of contact for team issues, offering encouragement, direction, and conflict resolution as needed.
- Stakeholder Communication & Reporting Maintained open lines of communication with the Ministry of Youth, Research Assistants, survey participants, addressing concerns and ensuring informed consent.
- Prepared concise daily updates and comprehensive reports for senior project managers and other decision-makers such as the Ministry of Youth to facilitate evidence-based adjustments.
- Problem Solving & Risk Mitigation Anticipated and swiftly addressed on-ground challenges such as respondent availability, logistical bottlenecks, and environmental variables. Adapted operational plans in real-time to ensure project continuity and success.
- Data Management Supervised accurate data handling procedures from field to central storage, including regular data syncing and quality reviews. Ensured compliance with data protection standards and confidentiality policies throughout the process.



INDEPENDENT POLICING OVERSIGHT AUTHORITY (IPOA)

Human Capital Resource

04/2022- 06/2023

- Work Plans & Performance Appraisals Conducted preliminary reviews of work plans and performance appraisals to support performance management processes.
- Recruitment & Onboarding Coordinated end-to-end recruitment processes, including job postings, shortlisting, interview scheduling, and onboarding of new employees.
- Data Management & Analysis Captured, updated, and managed employee data in digital systems. Analyzed HR data for reporting and decision-making purposes.
- Training & Development Support Maintained and updated the training database, tracking attendance, progress, and capacity-building needs across departments.
- Employee Welfare & Engagement Handled matters related to staff welfare, ensuring timely resolution of concerns and promoting a positive work environment.
- HR Administration & Correspondence Oversaw general HR administrative functions, including official communication, correspondence, and documentation.
- Records & File Management Maintained accurate and up-to-date employee records. Archived outdated documents to harmonize the HR registry and improve file retrieval systems.
- Document Verification Verified academic and professional certificates during hiring and internal audits to ensure compliance with organizational standards.
- Meeting Support Attended official HR and departmental meetings and prepared comprehensive minutes for record-keeping and follow-up actions.
- Team Collaboration & Synergy Actively contributed to team-based projects and supported a collaborative work culture across HR and cross-functional teams.



Ministry of Youth Affairs, Creative Economy and Sports

outh ffairs & creative economy

State Department for Youth Affairs and Creative Economy

MINISTRY OF YOUTH AFFAIRS – KYEOP PROJECT

Data Clerk

2010 2010

- Data entry & Analysis Entered and analyzed large volumes of data into the Public Service Management Information System (MIS).
- Updated and verified existing data for accuracy and consistency against source documents.
- Retrieved requested data from the system to support decision-making and reporting needs.
- Performed regular data backups to ensure safety, integrity, and preservation of critical records.