

GENDER: Male **DoB:** 10th July 1972 **MARITAL STATUS:** Married

NATIONALITY: Kenyan **PLACE OF BIRTH**: Siaya County – Gem South

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LANGAUGES: English, Kiswahili, Luo, Setswana: E - Mail: ogenga2011@gmail.com

DURATION	INSTITUTION	QUALIFICATION	
2015 to Present	Jomo – Kenyatta University of	PhD in Business	
	Agriculture and Technology	Administration (Finance)	
		Thesis Stage	
Thesis Title	Predictability of the viability of firms listed at the Nairobi Stock Exchange for commodity futures trading		
2021 Dec-	KASNEB Chartered Secretary (CS) On - Going		
present	qualification Part II		
2001 - 2004	University of Botswana (Gaborone -	Master of Business	
	Botswana)	Admin(Finance Option)	
1992 - 1996	Kenyatta University (Nairobi)	Bachelor of Education (Sc)	
		2 nd Class Hons. Upper Div	
		(Maths, Physics, Education)	
1987 – 1990	Kambare Sec School (Siaya)	KCSE (C+)	
1979 -1986	Dhene Primary School (Siaya)	60/72 Points	

SUMMARY OF EXPERTISE AND EXPERIENCES

- Administration of Parliamentary institution at County Level
- Offering legislative and procedural advice to Assembly leadership
- Legislative research, policy development and policy analysis
- Drafting of legislative statements, motions, and petitions
- Analysis of legislative bills
- Capacity building of institutions and institutional managers designing capacity building programs and coordinating their delivery, assessments and certification.
- Managing training programs, training and teaching
- Lecturing finance courses at University/College level
- Development of strategic plan and other management models
- Development of performance management frameworks
- Statistical analysis and presentation of reports

CURRENT POSITION AND EMPLOYER	COUNTY ASSEMBLY OF SIAYA – Ag. County Assembly Clerk
Current Work Station	Siaya

Summary of Core Duties

- Management of Assembly Chambers and Procedural advisor to presiding officers
- Overall management of staff of the assembly and advising County Assembly Service Board
- Managing contractual arrangements between Assembly and other stakeholders
- Leading in the preparation and implementation of County Assembly Budget
- Appraisal of capacity building programs for Members of County Assembly and Staff
- Overseeing enactment of county policies and Bills
- Overall supervision of Assembly Committee Activities

Major Achievements:	Administrative Responsibilities
 Delivery of smooth transition of the 3rd session of county assembly Delivery of the 3rd Strategic Plan of the County Assembly (2022-2027) Review of five Siaya county assembly policies Successful planning and delivery of induction programs for new MCAs Enactment of key policies, and Acts of the Assembly 	Overall supervisor of all programs and activities and ensuring effectiveness of all deliverables

PREVIOUS POSITION	COUNTY ASSEMBLY OF SIAYA – Senior Research Officer	
Work Station	Siaya County Assembly	

Summary of Core Duties

- Providing MCAs with precise information on subjects connected with their legislative, oversight and representative duties;
- Conducting research on national and international affairs this includes preparation of background papers on topics that are discussed at various county and national conferences
- Preparing background papers on any legislation due to be introduced in the Assembly
- Providing research services to Siaya County Assembly Committees;
- Liaising with Library and ICT departments in disseminating information to the public on the procedures and practice of the Assembly through publications of books, booklets and abstracts including sessional reviews of the sittings of the Assembly;
- Carrying out anticipatory research on key policy and topical issues at the initiative of the department through a demand by a Member(s) of the Assembly
- Provide expert interpretation, explanation and analysis of the strengths and weaknesses of policy options

Administrative Responsibilities **Major Achievements:** 1). Development of Siaya County Assembly Research 1). Head of Research, Library, ICT and Public Relations Depts. 2). Development of five County Assembly management 2). Member of Training and Performance management committee 3). Drafting of Assembly Annual reports 3). Member of ad hoc disciplinary 4). Content editing and review of first Assembly committee Strategic Plan 4). Secretary to the transition committee 5). Drafting of over 50 statements, five motions and six 5). Member of defunct tender committee 6). Siava County Assembly Liaison bills analyses Officer` 7). Coordination of AHADI capacity building program for staff and MCAs 8). Instituting performance management framework as a member of training and performance management committee. NYANZA REGIONAL COORDINATOR – KENYA **IMMEDIATE PREVIOUS** EDUCATION MANAGEMENT INSTITUTE (Capacity POSITION AND EMPLOYER building agency of Ministry of Education) - Kisumu

SUMMARY OF CORE DUTIES

- Planning organising and coordinating capacity building activities in the region.
- Conducting research
- Assigning duties to trainers in the region
- Drafting proposals for new training programs in the region
- Drafting work plans, budgets for the activities in the region
- Overseeing development of training curricula and schedules in the region
- Maintaining books of accounts and other registers in the regional office

PROFFESSIONAL HISTORY		
YEAR	APPOINTMENT/RESPONSIBILITIES	
March 2019	Ag County Assembly Clerk – County Assembly of Siaya	
August 2018	Deputy Clerk - County Assembly of Siaya	
December 2014	Senior Research Officer – County Assembly of Siaya	
October 2011	Appointed KEMI Nyanza Regional Coordinator – to design and coordinate capacity building programs for education managers in the region	
June 2011	Promoted to Head of Department – Research and Consultancy Department (Kenya Education Staff Institute – Nairobi) To manage and lead research and consultancy activities of the agency	
September 2010	Employed by Kenya Education Staff Institute as National Management Trainer and deployed to Institutional Management department In charge of financial management training programs for institution managers	
July 2010 to 2017	Lecturer (Part-time)- Catholic University of Eastern Africa & Jomo Kenyatta University of Agriculture and Technology(Kisumu)- Units Taught : Security Analysis, Real Estate Finance, Portfolio Management and Public Finance, Financial Modelling and Forecasting	
January 2010 to	Lecturer (Part-time) – Kenya College of Accountancy – Kisumu –	
June 2011	Lecturing courses on Business Analysis and Financial Management	
April 2010 to December 2010	Lecturer(Part-time) University of Nairobi – Kakamega Campus - Strategic Management and Financial Management	
2009 -2011	Consulting Partner – Culinke Consultants – Kisumu	
	 Helping Clients with Business prospecting, financial forecasting, risk analysis, financial aspects of proposal writing and delivering training programs. 	
2004 - 2009	Lecturer: Botswana College of Open and Distance Learning (BOCODOL) - Gaborone • Designing the curriculum, developing course modules, Lecturing and chief examiner of Business Finance both at Diploma and Undergraduate Levels	
2002 -2004August	Tutorial Assistant – University of Botswana – Department of Maths and Science Education. • Conducting tutorial program to scheduled mathematics classes	
1997- 2001	Teacher – Awasi Secondary School (Mathematics & Physics)– Nyando County	

OTHER PAST RELEVANT ENGAGEMENTS

YEAR	ORGANIZATION	ASSIGNMENT	MY RESPOSIBILITY
Sept 2010 to October 2011	KEMI	SERVED IN THE FOLLOWING COMMITTEES Tender Evaluation Committee – Chair Inspection and Acceptance Committee – Member Curriculum Development Committee – Member Conference committee – Co Chair HIV and AIDS committee - member	
2011&2013	THOGOTO, KAIMOSI, MIGORI TTCs	Conducting work environment, customer satisfaction, employee satisfaction surveys	Lead Consultant
2010	KESI	Developing Strategic Plan	Designing five year strategy for Research & Consultancy Services Department
2010	TUUNGANE YOUTH DEVELOPMENT ORGANIZATION - KISUMU	Mentoring and peer education for out of school girls	Designing training program and training youth in Nyando and Mbita Districts in Life Skills, Mentoring and Reproductive Health
2010	ST. MARKS CHURCH MIGOSI - KISUMU	Training Youth on Morality and Life Skills	Coordinating the one- week training program for the Parish
2010	KISUMU MUNICIPALITY COUNCIL	Developing HIV and AIDS Policy	Compiling the final report
2010	MUHORONI TOWN COUNCIL	Developing policy documents	Developing policies on Gender, Disability, Risk, Drugs, and substance abuse and Automation
2010	MUHORONI TOWN COUNCIL	Conducting Surveys on customer satisfaction, employee job satisfaction, drug and substance abuse, HIV and AIDS awareness.	Designing the research instruments, analysing findings and compiling the final documents

Hon George Okode – Speaker – County Assembly of Siaya - 0722604998

Dr. Maurice Odondo – KEMI-Director - 0722241372

Dr. Ndeda – Director – JKUAT Kisumu CBD Campus - 0724333534

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