

## **JOB KIMANI NG'ANG'A; BA**

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An organised, dynamic, and results oriented researcher, writer and data analyst with 9+ years of experience with the government of Kenya. Excellent skills in Microsoft Office, with expert level in Microsoft Excel. Adept at using Data analysis tools and R programming language, creating effective charts and graphs for data communication and storytelling. Strong skills in blogging about sports, politics, and speech writing.

### Education

#### **Maseno University, Kisumu**

BA in Political Science with IT (Second class Upper) 2013

### Professional Experience

#### **State Department for Housing and Urban Development - Nairobi, Kenya**

*Program Officer – Affordable Housing Program* April 2023 - present

- write speeches and talking points for the Principal Secretary, Housing, assisting in strategic communication of the Ministry's projects to the public, development finance Institutions and other strategic partners.
- Maintain the database of the Affordable Housing Program's (AHP) projects, updating the progress of over 400 affordable housing projects in the country under the State Department for Housing and Urban Development.
- Create MS Powerpoint presentations for the AHP's Delivery Team, for use by experts in meetings with strategic partners, cabinet, and other development finance institutions.
- Attend meetings on behalf of the advisor to the Principal Secretary, assisting in her assignments, writing notes on her behalf and improving her effectiveness in consulting for the AHP.

#### **Political Affairs Unit, State House - Nairobi, Kenya**

*Political Researcher – State House, Nairobi* October 2013 – September 2022

- Updated the database of presidential agents in the Azimio Campaign Secretariat during the General Election of 2022, helping in consolidation of information of over 30,000 agents used in the campaign, including ID, phone numbers and payment information.
- Prepared briefs for the Director of Political Affairs, for presentation to senior leadership on the country's political developments, appointments of Directors to various Parastatals in the country and other leadership positions.
- Maintained a database of Resumes of political leaders interested in serving in various roles such as Ambassadors, Board Chairs and CEOs, organised according to professional qualifications and other biodata.
- Oversaw 23 interns from the Presidential Digital Talent Program (PDTP), assigned to the Coffee Taskforce, leading them in digitization of the coffee farmers and cooperatives data in 2017.

- Prepared MS Presentations at the Coffee Taskforce as a data analyst, creating all the graphs and charts used in the Coffee Taskforce Report of 2016.
- Coordinated the information desk at the Huduma Namba Secretariat in Nairobi, maintaining a database of all letters, emails and other correspondence between the Secretariat and other government agencies.

### **Parliament of Kenya - Nairobi, Kenya**

*Intern – Local Authorities and Funds Accounts Committee May – July 2012*

- Researched on Local authorities' legal issues before they sat before the Local Authorities and Funds Accounts Committee (LAFAC) Committee
- Wrote minutes of the Local Authorities and Funds Accounts Committee (LAFAC) Committee meetings with over 20 Local Authorities.
- Drafted letters for the Clerk to the LAFAC Committee to call various Local Authorities to seatings with the Committee members.

### **SKILLS AND INTERESTS**

Skills: Microsoft Office (Excel, Word, Powerpoint and Outlook)| R Programming Language| Smartsheet Project Management | Blogging on Google Blogger and Wordpress

Interests: Data analytics, writing and blogging, hiking, watching National Basketball Association (NBA) and football.