JOB KIMANI NG'ANG'A; BA

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PERSONAL PROFILE

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 writing skills in blogging about sports, politics, and speech writing.

EDUCATION

BA in Political Science with IT (Second class Upper) 2013 - Maseno University, Kisumu

PROFESSIONAL EXPERIENCE

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

Program Officer – Affordable Housing Program   April 2023 – present

RESPONSIBILITIES

- 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.

➤ Retro Consulting – Nairobi, Kenya

Senior Consultant- January 2023 – present

RESPONSIBILITIES

- Conducted Social Value Assessment for Ekenywa Non-Governmental Organization in Kenya; including reconnaissance visit, Social Return on Investment methodology and advise on how to incorporate this information into their Fundraising and Report writing process.
- Assisted CEO with minute-writing, report writing and other documentation before and after field visits

➤ Political Affairs Unit, State House - Nairobi, Kenya

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

RESPONSIBILITIES

- 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

RESPONSIBILITIES

- Researched on Local authorities' legal issues before they sat before the Local Authorities and Funds Accounts Committee (LAFAC) Committee
- Wrote minutes oAf 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)|

Gender Analytics Specialization from Coursera

Social Value Assessment Certification from Social Value International

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.