

# **CURRICULUM VITAE:**

## **Mr. Fredrick Hezekiah Owino Odenge**

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P. O. Box 431 – 50204, Kimilili

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### **CAREER PROFILE**

A Constituency Elections Coordinator with twenty-two years' experience in Teaching, Quality assurance, Standards assessment and Elections Coordination.

### **SUMMARY OF EDUCATION AND PROFESSIONAL QUALIFICATIONS:**

<b>YEAR</b>	<b>INSTITUTION</b>	<b>COURSE</b>
2007 – 2012:	Moi University, Eldoret	School of Education, Master of Education in Chemistry Education (Professional Course)
1998 – 1999:	Maseno University College, a Constituency College of Moi University, Eldoret	Post Graduate Diploma in Education; Award: Pass (Professional Course)
1990 – 1995:	Egerton University, Njoro	Bachelor of Science Degree (Chemistry and Biochemistry); Honours/Awards: Second Class Honours Lower Division (Academic Course)
April – May, 2008:	Comp–Tech IT Centre, Kimilili	Certificate in Computer Applications (Credit Pass)
1986 – 1989:	Emusire Boys' High School, Vihiga	Kenya Certificate of Secondary Education (KCSE) Grades Attained: B- (B Minus)
1977 – 1983:	Lung'anyiro Primary School, Kakamega	Certificate of Primary Education (CPE) Points Scored: 21 out of 36
1984 – 1985:	Lung'anyiro Primary School, Kakamega	Kenya Certificate of Primary Education (KCPE)

	Points Scored: 59 out of 72
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## **SHORT COURSES**

<b>PERIOD</b>	<b>INSTITUTION/ORGANIZER</b>	<b>COURSE</b>
5 <sup>th</sup> – 10 <sup>th</sup> July, 2017	Independent Electoral and Boundaries Commission (IEBC), Kenya	Trainer of Trainers (ToTs) Course
10 <sup>th</sup> - 14 <sup>th</sup> October, 2016	Kenya School of Government (KSG) – Nairobi Campus	Strategic Planning and Management
30 <sup>th</sup> January to 26 <sup>th</sup> February, 2015 (4 Weeks)	Kenya School of Government (KSG) - Matuga Campus	Senior Management Course (Credit Pass)
4 <sup>th</sup> – 9 <sup>th</sup> February , 2013	Independent Electoral and Boundaries Commission (IEBC), Kenya	Trainer of Trainers (ToTs) Course
9 <sup>th</sup> –13 <sup>th</sup> JULY, 2012:	Independent Electoral and Boundaries Commission, Kenya	Abridged Train the Facilitator Course and Voter Education.
20 <sup>th</sup> – 24 <sup>th</sup> February, 2012:	Electoral Reform International Services (ERIS) in collaboration with IEBC	Conflict Mitigation Course.
7 <sup>th</sup> – 20 <sup>th</sup> August, 2011:	Regional Centre for Mapping of Resources for Development, Ruaraka – Nairobi.	Geo-Spatial Database Development and Management using Arc GIS 9.3.1 and GPS.
21 <sup>st</sup> September – 1 <sup>st</sup> October, 2008:	Ministry of Education ( Departments of QAS & HRM)	Induction Course for newly recruited Senior Quality Assurance and Standards Officers.
11 <sup>th</sup> – 24 <sup>th</sup> August, 2002:	Kenya Education Staff Institute (KESI)	Certificate in Education Management (National Induction Course in Guidance & Counseling for Secondary Schools Heads of Departments – G& C)
28 <sup>th</sup> August – 7 <sup>th</sup> September, 2000; 23 <sup>rd</sup> April – 4 <sup>th</sup> May, 2001; April, 2002;	Ministry of Education, Science and Technology in collaboration with JICA	In–Service Training Course for Secondary Schools Teachers on Strengthening Mathematics and Science in Secondary Education (SMASSE).

## **KEY COMPETENCIES AND PERSONAL QUALITIES:**

Strong hands-on knowledge and experience in effective Recruitment, Training/ facilitation and Monitoring and Evaluation.
Experience in activities coordination at grassroots level.
Experience in standards assessment, voter education and activities organization.
Experience in running a busy office, including operations management and coordination, good planning and budget review and implementation.
Computer application skills gained through both training and hands-on activities; report writing skills; administrative skills; and participatory research on socio-economic developmental issues with practical knowledge on quantitative and qualitative research.
I have strong interpersonal skills which include: Strong leadership, hospitality and team playing.
Analytical, accurate and results oriented. I am also self-motivated, original and strategic and independent thinker.
Creativity and innovativeness; commendable integrity and honesty; excellent communication skills (written and verbal); stakeholder Relations Management; Problem Solving Skills; and administrative skills. I have strong planning, organizational and facilitation skills.
I am able to meet deadlines and can work under tight schedule with very minimum supervision; and have got the ability to withstand pressure of work.

#### **LEADERSHIP AND MANAGEMENT EXPERIENCE:**

Indefatigable staff management and competency in budget and fiscal oversight responsibilities.
Experience in capacity building of staff, stakeholders and communities.
High sense of activities coordination skills and ability acquired through hands-on experience in my current job and previous assignments.
Strong networking skills and demonstrated ability to handle sensitive situations diplomatically.

#### **PROFESSIONAL WORK EXPERIENCE:**

**Year:** January 2010 – to Date:

**Position:** Constituency Elections Coordinator/ Returning Officer

**Employer:** Interim Independent Electoral Commission (IIEC)/ Independent Electoral and Boundaries Commission (IEBC)

#### **Duties and Responsibilities:**

- Provide management support, develop and oversee the implementation of strategies, policies, plans and budgets at the constituency level while ensuring the alignment of these to the regional and overall Commission strategies.
- Ensure that election operation activities at the constituency level comply with internal controls and budget restrictions.
- Provide leadership and co-ordinate the Commission staff in the constituency.
- Facilitate and monitor the delivery of effective and efficient constituency election operations services including voter registration, voter education, electoral cycle execution, warehousing and logistics systems and activities.
- Ensure provision of administrative support services at the constituency level including distribution of election materials, transport management, implementation of security policies and protocols and ensuring the safe custody of the Commission's financial policies.
- Responsible for sound financial management and prudent use of all Commission funds at constituency level in line with Commission's financial policies.
- Liaise with the Regional Elections Coordinator to implement recruitment, training and appointment programmes for registration and elections officials at the constituency level.
- Identify, inspect suitable polling, nominations and tallying centres in the constituency.
- Liaise with regional administration and security officials at the constituency level.
- Compile and certify the voters register.
- Undertake the verification and revision of voters' register as required by law from time to time.
- To liaise with political parties with respect to elections and related activities. Also, to liaise with Commission secretariat to monitor political parties' activities in the constituency.
- Develop accountability measures, monitor the performance of indicators at the constituency levels and ensure the timely preparation of periodic reports.
- Collate evidences related to election cases and coordinate conflict prevention and dispute resolution activities in the constituency.
- Ensure the maintenance of good public image for the Commission at the constituency level.
- Perform any other duties as assigned by the Commission.

**Year:** July 2008 – January 2010

**Position:** Senior Quality Assurance and Standards Officer (SQASO)

**Employer:** Ministry of Education, Science and Technology

**Work Station:** Mt. Elgon District

**Duties and Responsibilities:**

- Coordination, Organization and Supervision of all assessment activities for Secondary Schools in MT. Elgon District.
- Establishment and maintenance of Quality Standards in Secondary Schools in the district.
- Coordination and organization of in-service and induction courses, seminars and workshops for Head teachers and teachers in Secondary Schools in the district.
- Maintenance of standards in curriculum development implementation and evaluation in the district.
- Organization and coordination of Secondary Schools co-curricular activities in the district.
- Oversee guidance and counseling in Secondary Schools in the district.
- Appointment, inauguration and dissolution of Secondary Schools Boards of Governors in the district.
- Oversee handing over/ taking over of headship in Secondary Schools exercises in the district.
- Any other duties as assigned by the District Education Officer.

**Year:** March 1996 – July 2008

**Position:** Untrained Graduate Teacher/ Trained Graduate Teacher of Chemistry and Physics

**Employer:** Teachers Service Commission (TSC)

**Duties and Responsibilities:**

- Teaching Chemistry and Physics
- Preparation of work plans and schemes of works for Chemistry and Physics
- Assessment and evaluation of students in Chemistry and Physics
- Offering remedial classes in Chemistry and Physics to weak students
- Preparation of students of Chemistry and Physics for Science Congress competitions.
- Organizing for symposia, excursions, project work and field academic trips for students of Chemistry and Physics.
- Conducting research in the subject area of Chemistry and Physics

## **ACHIEVEMENTS:**

- Successfully conducted the 2017 General Elections in Ainamoi Constituency;
- Successfully trained Returning and Deputy Returning Officers in Narok, Bomet & Kericho Counties in July, 2017;
- Successfully conducted Biometric Voter Registration in Kabuchai Constituency;
- Successfully conducted the 2013 General Elections in Kitutu Masaba Constituency;
- Successfully trained Returning and Deputy Returning Officers in South & Central Nyanza Regions in February, 2013;
- Successfully conducted Biometric Voter Registration in 2012/2013 in Kitutu Masaba Constituency;
- Successfully spearheaded capacity building on electoral boundaries delimitation among stakeholders and local communities in Kitutu Masaba Constituency;
- Coordinated Biometric Voter Registration and Register Verification exercises in Kitutu Masaba Constituency thus generating the Principal register for the constituency;
- Successfully conducted the 2011 by-election in Kitutu Masaba Constituency;
- Successfully conducted the August 2010 National Referendum on the Kenya constitution;
- Coordinated fresh voter registration exercise of 2010 in Kitutu Masaba Constituency;
- Successfully conducted research on “Effects of SMASSE In-Service Project on the teaching and learning of Chemistry in Public Secondary Schools in Lugari District” and generated Thesis for partial fulfillment of the award of Masters Degree in Chemistry Education.
- Successfully conducted research on “Correlation between Performance on Physics and Mathematics in Secondary Schools: A Case Study of Vihiga District, Kenya” and generated a Research Project Report for partial fulfillment of the award of Post Graduate Diploma in Education.

- Organized and facilitated a workshop, in collaboration with Action Aid Kenya - Mt. Elgon Chapter, on writing of strategic plan for Heads of Secondary Schools in Mt. Elgon District. After the workshop, the school heads spearheaded drawing of strategic plans for their schools.
- Drew and implemented an assessment plans for Secondary Schools in Mt. Elgon district that saw all the schools assessed every term. This led to improved performance in national examinations by the schools in the district.
- Dissolved, appointed and inaugurated new Boards of Governors in Secondary Schools in Mt. Elgon District whenever due.
- Oversaw handing over/ taking over of headship in Secondary Schools in Mt. Elgon District whenever required.
- Maintained standards in curriculum development, implementation and evaluation in Mt. Elgon District. This led to improved performance in national examinations in the district.
- I always dedicated my energy and time to teaching, guiding, facilitating and assisting my students in their studies. This enabled the students to perform well in my subjects thus my efforts being recognized by the various secondary schools that I taught.
- Because of my dedication to work, expertise in my teaching subjects and experience as a teacher of chemistry and physics, I was always appointed to officiate, as a judge, in students' science congress competitions at district and provincial levels in the former Western Province.

### **Language and other skills:**

- Language Skills: Kiswahili (fluent), English (fluent).
- I am a holder of a clean driving license of Class BCE vehicles for the last 8 years,
- I am competent in Computer applications

### **REFEREES:**

1. Dr. Peter Waswa,  
Lecturer, University of Eldoret;  
Mobile Phone: 00733782138/ 0728500580;

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2. Dr. Robert Sydney Isaac Namulungu,  
IEBC County Elections Manager,  
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3. Dr. Julius Maremwa,  
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