

RUTH MUTIO MAKAU

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CURRICULUM VITAE

PERSONAL DETAILS

Marital status: Married
Gender: Female
Religion: Christian
Nationality: Kenyan
Date of Birth: 1981
Language (spoken & written): English, Swahili & Kamba.

EDUCATION BACKGROUND

January 2016 to December 2018

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (JKUAT)

- MSC Project Management

April 2002-April 2007

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (JKUAT)

- Bsc. in Construction Management

1997– 2000

KAVINGONI MIXED SECONDARY SCHOOL

- Kenya Certificate of Secondary Education (KCSE).

REGISTERED MEMBER, ARCHITECTURAL ASSOCIATION OF KENYA (AAK)

REGISTERED MEMBER, INSTITUTE OF CONSTRUCTION PROJECT MANAGERS OF KENYA.

CAREER OBJECTIVE

- To establish and develop career as a professional in Construction/ Project Management where I will be able to exploit my skills, knowledge and hands on experience in the field of construction project management.

PROFESSIONAL EXPERIENCE

March 2014 To date

NATIONAL CONSTRUCTION AUTHORITY – ASSISTANT MANAGER- COMPLIANCE

I am working with the NCA, the Construction industry regulator in Kenya. Duties and responsibilities involve but not limited to the following:

- Registration of contractors, the development of the evaluation criteria and other tools for registration.

Accreditation of Skilled construction workers – have been involved in the development of the tools and the criteria for accreditation of skilled workers. Sensitization of the workers on the functions of NCA and importance of accreditation. I have led a team on a Rapid Results Initiative programme during which we were able to identify 238,006 skilled workers country wide.

- Training and sensitization of Skilled construction workers in collaboration with other training providers.
- Training and capacity building for contractors.
- Quality assurance activities on construction sites.
- Development of departmental policies and procedures for Registration and compliance department (ISO Champion and Internal QMS auditor)
- Task force member in identification and development of construction trades for the construction industry.

JUNE 2011 – March 2014

GULF ENERGY LIMITED – PROJECTS ENGINEER

I worked for Gulf energy limited, an oil marketing company. My duties and responsibilities were but not limited to:

- Provide professional advise and technical assistance to all end user departments of the company, preparing scope of work and verification of the technical information supplied.
- Prepare tender documents including pricing mechanisms, compile comments from other review parties and issue for tendering. Assist in tender clarification, evaluation of tenderers, commercial negotiation with tenderers and award plan submissions.
- Represent engineering department in tender and evaluation committee, maintaining strict confidentiality and ethics on all contractual matters. Prepare contract documents.
- Post contract administration of contract including processing of interim certificates, remeasurement of work, evaluation of claims, variations and settlement of final accounts.
- Liaising with legal and finance departments to ensure the contracting strategies, tenders and contracts are in full compliance with the company's policies and procedures.
- Coordinate the planning of capital project budgets, involved in projects review and follow up approval through all stages and ensure effective funds appropriation.
- Coordinate activities of contractors and consultants, supervise on site project management and facilitate payments to project suppliers. Change management and issuing of variation orders

where necessary in the course of a project.

- Procurement of materials and equipment for the projects.
- Liaise with user departments to ensure sound project management processes are in place including project scope development, reviews, approvals, preparation of bidding documents, equipment selection, implementation, scheduling, commissioning and hand over.
- Evaluate contractor performance, quality assurance and management of project expenditure, providing monthly project status reports.
- Work with brand and communication team to develop and implement brand awareness programmes in all our market regions through outstanding project management.
- Evaluate contractor safety performance appraisals and further conduct contractor training on health, safety and environment.
- Enforce work control procedures (WCP) and health, safety and environment (HSE) requirements to all capital projects work.
- Maintenance of equipment by preparing maintenance schedule and oversee the execution of the same. Maintain records of equipment status and advise on those that are due for replacement.
- Tracking of maintenance costs.

My hand on Experience on some of the above responsibilities are:-

- Construction of fuel service station at Thome
- Construction of bulk fuel storage facility at industrial area,
- Acquisition and conversion of leased service station.
- Rebranding of 12 No service stations, among others

March 2009 to January 2011

I worked for Jagat Singh and Company limited (Contractors) as a Consultant Project Manager, (part time basis) for refurbishment works at KENCOM HOUSE, Nairobi and other projects.

My key undertakings Included:

- **Contracts Administration** - Preparation and Submission of programme of works and progress reports, attendance and representation at site meetings,
- **Contracts Management** – Planning, Progress Tracking, Monitoring and Co-ordination of ongoing construction works, including requisition of project information from consultants in a bid to ensure timely completion of the project.
- **Health and safety** – Ensuring that health and safety procedures are adhered to at the construction site.
- **Labour & Manpower Management** – Assessment of labour requirements and supervision of the same through the various foremen and site agents.
- **Project appraisal and evaluation** – conducting periodic appraisal of the project to decide on material requirements and to generate execution plans and programmes.

**FEBRUARY 2009 to MARCH 2010,
JACARANDA HOTELS LIMITED – CLERK OF WORKS.**

CONTRACT SUM – KSHS 124,414,846.60

I worked for Jacaranda Hotels Limited as a Clerk of Works in the construction of a reinforced concrete building involving the following:

- 1) Health club and spa,
- 2) Basement parking, with the associated Mechanical, Electrical and Civil works,
- 3) Swimming pool,
- 4) Underground water tank, and
- 5) Gardens and landscaping.

Duties and responsibilities include but not limited to:

- **Quality control** – Supervision of the contractors work to ensure adherence to specifications,
- **Project appraisal**– generation and presentation to the client of project status reports, progress reports and progress against programme of works,
- **Health and safety** – Ensuring the contractor adheres to health and safety regulations at all times,
- **Project documents/ Information**– review of project documents once received from consultants and highlighting any discrepancies if any. Ensuring any information and details required are availed on time, and ensure proper flow of information within, to and out of the site. Maintaining a folder of all contract documents received in the site office.
- Generation of daily and weekly reports and submission to the client and the architect.
- Maintenance of site instructions book and ensure it is adequately filled and the information kept safely.
- Organizing and attendance to contractor's coordination meeting, taking notes, preparation and circulation of minutes.
- Follow up on Client supplied materials against progress of work to ensure timely procurement and delivery.
- Measurement and quantification of all work deemed to be covered before the quantity surveyor measures,
- Verification of Contractors valuation statements to ensure they cover only works executed,
- Evaluation of contractors manpower to ensure they qualify for the works being executed,
- Attendance and representation to all site meetings , site inspections and design team meetings and preparation and circulation of minutes.
- Monitoring project progress against programme of works to ensure timely completion.

OCTOBER 2008 – FEBRUARY 2009

INEXPA BUILDING SYSTEMS – PROJECT MANAGEMENT AND CLERK OF WORKS.

I worked as a Construction Manager and a Clerk of Works on the following projects:

- 1) Proposed staff canteen for British American Tobacco (BAT), Likoni Road, industrial area, Nairobi

Contract Sum – Kshs 55,766,632.

Contract Period – 15 Weeks.

2) Proposed Interior fit outs for Eco Bank, Kenya, On the following Branches:

- a) Industrial Area Branch,
- b) Westlands Branch.

My key undertakings were, but not limited to: -

- Preparation of project proposals,
- Preparation and submission of progress reports for ongoing projects,
- Attendance to site meetings, preparation and circulation of minutes to the project team,
- Tender analysis, evaluation and reporting on the same,
- Ensuring that details and drawings required by contractors are issued on time,
- Inspection of workmanship and practices of contractors on site, and
- Inspect materials being used by contractors to ensure they conform to the specification among other duties.

JULY 2007- OCTOBER 2008

EPCO BUILDERS LIMITED – BUILDING AND CIVIL ENGINEERING CONTRACTORS

I worked as a Construction Manager with the following responsibilities as my key undertakings;

- **Contracts Administration** - Contractual corresponding, Preparation and Submission of progress reports, preparation of valuation statements, taking notes, preparation & circulation of minutes of site meetings and Due Representation.
- **Contracts Management** – Planning, Progress Tracking, Monitoring and Co-ordination of ongoing projects and handling of projects in the defects liability period. These projects include both new and renovation works.
- **Pre-Procurement Activities** – Preparation of Prequalification Documentaries, Financial and Technical Proposals for the company.
- **Pricing and Bidding** – Tendering, Costing and Estimating.
- **Health and safety** – Ensuring that health and safety procedures are adhered to in the construction sites especially safety with the use of machines and the use of personal protection equipment while working on site.

My hand on Experience on some of the above responsibilities are:-

- Proposed Beer Filters for EABL
- St. Marys Fatima Catholic Church
- New Chapel for Brothers of Charity –Karen (defects rectification)
- Toyota East Africa New Office Block (renovations and alterations)
- Residential development at lang'ata - Nairobi (3No units)

- The proposed new packaging line 2 for EABL (Based at the site)
- The proposed Bright Beer Tanks area for EABL (Based at the site)

ICT PROFICIENCY

I have been exposed to the following computer applications:

- 1) Microsoft windows,
- 2) Microsoft office project,

OTHER QUALIFICATIONS

OCTOBER 2018: LEAD AUDITOR TRAINING

I am trained as lead QMS auditor training facilitated by Kenya Bureau of Standards in Kisumu (1st – 6th October 2018)

MARCH 2018: SENIOR MANAGEMENT COURSE

Attended a four week senior management training at the Kenya School of Government

JUNE 2011: PROJECT MANAGEMENT FOR CIVIL ENGINEERS

Attended a course facilitated by Marcus & Evans at Ole Sereni Hotel, Nairobi

AUGUST 2008: TRAINING ON OCCUPATIONAL HEALTH AND SAFETY,

Attended the above training facilitated by Directorate of Occupational Health and Safety services

The basic courses include:

- Safety, health and welfare on construction sites,
- Occupational health,
- Causes and prevention of accidents,
- Work place hazards,
- Fire safety,
- Work Injury Benefits Act (WIBA), among others.

HOBBIES AND INTERESTS

- 1) Interest
 - To become and be a recognised Project Manager.
 - Interaction with and capacity building for skilled construction works for personal and technical growth.
- 2) Hobbies
 - Traveling,
 - Listening to music

REFEREES

1. Mr. Daniel Saiva
Chairman, Department of Construction Management- JKUAT
P.O Box 62000-Nairobi
Phone No.+254 725371068,
2. Mr. John Gitonga,
Managing Director,
Inexpa Building Systems,
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3. Mr. Gideon Cheruiyoot
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