

PERSONAL INFORMATION

Name: Eng. Felix G.N. Mutuura
P.O. Box 10141, 00400, Nairobi, Kenya
Tel: (254)722-259580, Alternative Number: (254)722-519720
Email: feligit@gmail.com
Sex Male | Date of birth 27/07/1977 | Nationality Kenyan

WORK EXPERIENCE**Jan 2015 – To date****Head of Technical Services**

Embu Water and Sanitation Company LTD
P.O Box 2142, 60100 | Embu | Kenya

Responsibility:

1. Increase Water and Sewerage Coverage by Inputting into Company's Strategic Plans, leading in development of a Water Master Plan for the service area, preparing terms of reference for relevant consultancies, evaluation criteria and leading in technical evaluations, preparation of Design Reports and as built in Drawings, ensuring that all GIS data for the Company is collected and is up to date
2. Monitor production, storage and distribution of potable water ensuring that all the water quality standards are met and exceeded.
3. Spearheading efforts to reducing Non-Revenue Water losses to below 30%.
4. Preparation of Departmental Annual Work Plans, procurement plan and budget.
5. Operations and Maintenance of Company Assets by preparing operations and maintenance schedules, allocation of plants/equipment/tools, vehicles and motor-cycles to departmental staff effectively and efficiently.
6. Preparation of statutory and other reports monthly, quarterly and annually as required.
7. Taking minutes and preparing the same on a timely basis for the Board Technical Committee

April 2014 – Dec 2014**Urban WASH Programs Advisor**

SNV Netherlands Development Organization
Off Ngong Road,
P.O Box 23500 - 00100 | Nairobi | Kenya

Responsibility/Activities

- Give technical advice to Urban Water utilities on Non-Revenue Water Management, Operations and Maintenance of infrastructure, Customer experience enhancement and general performance enhancement.
- Define appropriate policies and guidelines for Water and Sewerage Service provision in Naivasha and Nakuru Rural Water Companies in consultation with Water Services Board, Ministry of water and Irrigation and the County Water office.
- Provide technical support to the Technical Services Manager in isolation of District Metering Areas, GIS Mapping of water assets and optimization of production plants and in pipeline extensions.
- Carry out regular monitoring visits, ensuring that project objectives are met within the stated timeframes and in accordance with recognized international standards.
- Supervise and monitor the development of reporting systems for data collection (qualitative and quantitative), analysis and follow-up; feedback to relevant staff, donors, partners and other agencies.
- Prepare and review project budgets and prepare or/and oversee the preparation of bill of quantities, as needed.
- Prepare and submit regular reports to the Program Manager regarding progress in attaining project goals, objectives and indicators and find solutions to potential challenges in project implementation.

May 2009 – March 2014**Program Manager** ACP/EU Program for Water service providers

Tana Water Services Board

Baden Powel Road, P O B o x 1292 - 10100 | Nyeri | Kenya

Responsibility/Activities

- Preparation of Programme Estimates
- Directing, coordinating, controlling and managing the Programme's operations
- Overseeing the planning, implementation and monitoring of the Programme activities

- Carrying out effective consultations with all key stake holders at all stages of implementation of the programme
- Ensuring proper management of the Programme resources
- Developing the Programme's strategies, policies and plans to facilitate achievement of overall objectives and specific objectives of the Programme
- Ensuring that the needs of customers are effectively met

Jan 2005 - April 2009

Civil Engineer

Nairobi City Water and Sewerage Company LTD

Kampala Road, P.O Box 30657 - 00100 | Nairobi | Kenya

Responsibility/Activities

- Planning for water and sanitation services extension
- Design of water supply and sewerage pipeline extensions
- Preparation of ToR for consultancy works
- Evaluation of proposals and supervision of project implementation
- Preparation of funding proposals to development partners
- Implementing Donor project activities as per program estimates and project budgets
- Liaison and stakeholder consultation

I was involved in implementation of various donor funded project within Nairobi City Water and Sewerage Company including the Nairobi City Infrastructure Development Project (NCIDP), Nairobi City Institutional Restructuring Program (NWSIRP), Nairobi City Informal Settlements Improvement Project (NCISIP), Water and Sanitation Services Improvement project (WASSIP) funded by various multilateral donors including World Bank, EU, AfD, KfW, and ADB among others.

May 2003 – December 2004

Engineer 11, Structural Department

Ministry of Roads and Public Works, Kenya

- Participated in design team meetings, documented and designed new projects and prepared AutoCAD drawings.
- Inspected existing structures for maintenance, supervised contractors and analyzed progress claims from contractors for payment.

EDUCATION AND TRAINING

Oct 2010 – Nov 2014 Master of Science in Water Engineering

Moi University, Eldoret

Jan 2009 - April 2009 Post Graduate Diploma in Project Appraisal and Management

Maastricht School of Management, Netherlands

Sep 1997 - April 2003 Bachelor of Technology (Civil & Structural Engineering)

Moi University, Eldoret

PERSONAL SKILLS

Organizational / managerial skills

- I can manage personal reactions and attitudes towards responsibilities and challenges in work and life and to comprehend, understand and profit from experience.
- I can create, plan for and achieve personal and professional goals
- I have excellent interpersonal skills and ability to work in a multicultural environment.
- I am dependable, trustworthy and committed to mutual agreement in work and willing, tenacious, and motivated to commit and be obligated to achieve goals and persevere towards those goals. I have a passion to achieve success, focusing on commitments targets.

Work-related skills

- I can prepare tender documents, ToRs for consultancy works, technical specifications, cost estimates and bills of quantities for various projects activities.
- I can review technical reports from consultants and I can prepare narrative and financial reports
- I have experience in public budgeting and financial management

Other skills**Project Planning and Management:**

- I Can prepare detailed project plans, strategic plans, work programs, do CPM models and network analysis for development projects including construction works .
- I have experience in Result Oriented Monitoring and Evaluation of development projects
- Preparation of logical frameworks and performance indicators for monitoring and evaluation of projects.
- I have experience in Performance contracting, appraisal and management

Design:

- I Can design Reinforced concrete, Timber and steel structures
- I can Water retaining structures, Irrigation systems, Water Supplies & Reticulation systems, Waste management systems and other types of civil engineering structures.

Driving license Hold a Driver License Class BCE

Computer skills

I have excellent computer skills with hand on experience in MS Office applications (MS Word, Power point, Excel, Access, Outlook)

I have excellent internet skills

I am knowledgeable in Computer Aided Design including Auto CAD, Water CAD

I have experience in Project Management Software including MS Project and Primavera

ADDITIONAL INFORMATION**Short Training Courses Attended**

- Climate Change: Earth Systems, future scenarios and Threats, Newcastle University, UK, 2018
- Advanced Geosystems Data Processing for Climate Resilience, DAAD-Makerere University, 2018
- Certificate in Water Governance, CAP-NET, 2016
- Professional Interview Preparation Seminar, Institution of Engineers of Kenya, 2012
- Advanced Organizational Development for Water Utilities, INWENT, Germany, 2010
- Public Procurement Seminar, Government Training Institute, Mombasa, 2010
- Finance for procurement professionals – Kenya Institute of Supplies Management, 2009
- Corporate Governance Seminar, Profiles East Africa, 2009
- Basic course in Organizational Development for Water Utilities, INWENT, Germany, 2009
- Performance Management Training, Federation of Kenya Employers, 2009
- Strategic Leadership Training, Leaders Training Institute, 2007

Professional Membership

- Registered Engineer, Engineers Board of Kenya
- Member, Institution of Engineers of Kenya
- Certified Master Project Manager, AMIPM
- Member, American Institute of Project Managers

REFERENCES**Eng. Hamilton Karugendo**

Managing Director
Embu Water and Sanitation Compsny
P.O. Box 214, 60100
Nairobi, Kenya
Tel: 0720-734603
Email: hkarugendo@embuwater.co.ke

Mr. Nicholas Kanyeke

Finance and Administration Manager
Tana Water Services Board
P.O. Box 1292, 10100
Nyeri - Kenya
Tel: 0733-599580
Email: nkanyeke@tanawsb.or.ke

Ms. Nancy N. Ndirangu (Former Supervisor at SNV)

Senior Program Manager
DAI - KIWASH Program
P.O. Box 28141, 00100
Nairobi, Kenya
Tel: +254-733-608 085
Email: nancy.ndirangu@kiwash.org