

## CURRICULUM VITAE

JANE WAITHIRA MWANGI

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### OBJECTIVE

As a Human Resources Professional and a trained social worker with over 32 years' experience in a variety of roles in the Public service and the Energy Sector, I would like to be part of a highly performing team that contributes to an organization's high performance.

I have contributed in the development and management of Corporate Performance Management and the Human Resource functions within Geothermal Development Company which has contributed to the Company's continued achievement of the overall goals since inception.

With a focused and robust understanding of the strategic role of the Human Resources function to the business, I have provided positive contribution to overall development, motivation and retention of Staff. In addition, I was part of a team that reviewed the Company's Human Resource Policies Manual in 2016 to align it with the Public Service Human Resource Policies Manual to ensure best practices in Human Resource function. I am a certified ISO Coordinator and a quality Auditor by KEBS.

### EDUCATION

**2002 - 2006: Kenyatta University**

- MBA – Concentration: Human Resource and Entrepreneurship

**1981 – 1985: University of Nairobi**

- Bachelors of Arts Degree in social work

**1979 - 1980: Kenya High School**

- KACE - 3 Principles and 1 Subsidiary

**1975 – 1978: Kibutha Girls Secondary School**

- East Africa Certificate of Education -Division 11

**1968 - 1974:Koimbi Primary School:**

- Certificate of Primary Education-23 Points

## **SELECTED PROFESSIONAL TRAINING**

**26<sup>th</sup> May – 15<sup>th</sup> June 2013: Global Training institute, Kampala, Uganda**

- Strategic Human Resource & planning Training & Certification

**February 2013: Kenya School of Monetary Studies, Kenya**

- Supervisory skills training & Certification

**October 26<sup>th</sup> -26<sup>th</sup> November 2011: DTI, Swaziland**

- Advanced Behavior change training for HIV/AIDS program.

**March 2010: in RIPA International, London, UK**

- Monitoring and Evaluation Training in RIPA International

**12<sup>th</sup> – 23<sup>rd</sup> January 2009: Kenya Institute Of Administration, NACADA & Day & Top International, USA**

- Training on therapeutic community treatment for the Rehabilitation and treatment of drug offenders & Certification

**26<sup>th</sup> -30<sup>th</sup> January 2009: Kenya Institute of Administration**

- Kenya Certification Program for Addiction Counselors

**1<sup>st</sup> March 2007 : Performance Contract Department, Great Rift Valley Resort**

- Workshop on results based management for Senior officers in the Office of the Vice-President and Ministry of Home Affairs.

**26<sup>th</sup>-14<sup>th</sup> October 2005: Kenya Institute Of Administration**

- Senior Management Seminar & Certification

**24<sup>th</sup>-27<sup>th</sup> July 2006: KIA**

- Performance Appraisal System seminar – KIA

**7<sup>th</sup> –12 Dec 2003: KACC , Limuru Conference Centre**

- Integrity Assurance Officers training course – Limuru Conference Centre

**1<sup>st</sup> –12<sup>th</sup> May 2002: KIA**

- Finance for Non-finance Managers course

**26<sup>th</sup>-30<sup>th</sup> Nov 2000: Office Of the President**

- Basic Counseling Skills Course, Embu

## **SELECTED SEMINARS & WORKSHOPS**

### **KEBS TRAININGS & WORKSHOPS**

- i) Coordinators Training on ISO 9001: 2008 by KEBS in **July 2010**
- ii) **ISO 9001:2008** Internal quality Auditors training by Kenya Bureau of Standards in Nakuru.
- iii) ISO 9001: 2015 Internal Quality Audit Course on 12<sup>th</sup> – 15<sup>th</sup> March 2019 in Nakuru and passed the exam
- iii) In 2010, I was Awarded a Certificate of Recognition for being part of the ISO Coordinators that saw GDC get ISO Certified
- iv) ISO 9001:2015 Training & Working Retreat for Departmental ISO Coordinators on 19<sup>th</sup> -23<sup>rd</sup> June 2017 at Simba Lodge Naivasha
- v) After the training we updated the HR processes as guided by the Standard.

**May 2018:** Workshop on HRM Standards by KEBS in Sawela Lodges

**July 2018 :** East African HR Symposium hosted by Rise & Learn

**October 2017:** Annual IHRM Conference at Sawela Lodges in Naivasha

**June 2014: National Aids Control Council**

- Training on online reporting, Nakuru

**August 2012:AMICAS**

- First Aid and safety Training, in-house

**May 2010: KEBS, Nakuru**

- ISO coordinators training with Certification
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**27<sup>th</sup>-31<sup>st</sup> Aug 2001: Top Women's Leaders Seminar- KIA**

**12<sup>th</sup> – 16<sup>th</sup> June 1991: UNICEF, Florence, Italy**

- World Conference on children affected by Aids in Africa

**Feb-March 1990:** United Nations and Far East Institute for treatment of offenders,  
**Tokyo, Japan**

- Prevention of crime and Treatment of offenders course

**1986: Kenya Institute of Administration**

- Social Development induction course

### **I. CURRENT DUTIES & RESPONSIBILITIES**

**Chief Officer,** Human Resource Services Department.

Reporting to the Manager, Human Resource Services

My duties and responsibilities include;

- Handling of Employee Welfare, Benefits and Corporate Performance contracting targets falling in the Human Resource Division of Geothermal Development Company.

- Develop, review and implement Human Resource policies & Procedures
- Trained ISO Coordinator & Quality Internal Auditor by KEBS
- Sensitize departmental staff on ISO 9001: 2008 & ISO 9001: 2015 Standards.
- Develop, review and implement ISO HR Processes for the HR Division
- Maintenance of an up to date record of all staff Pension information;
- Coordination of the registration and administration of the pension scheme
- Employee training on the retirement benefits scheme;
- Overall management of staff welfare matters including recreational activities and programs addressing National healing and Reconciliation.
- Organize departmental team building and coordinate all other departmental team buildings with the aim of ensuring HR's participation for sensitization purposes.
- Administration of Employees benefits (Medicare, Car loan, Pension and Mortgage Schemes and Insurance related benefits.
- Implementation of the Governments PC targets and submission of quarterly reports to the lead agencies for the following indicators;
  - ✓ Gender and Disability Mainstreaming;
  - ✓ Prevention of HIV/AIDS infections and awareness
  - ✓ Prevention and Control of Alcohol and Drug Abuse
  - ✓ Employee Assistance & wellness Program;
  - ✓ Corruption Eradication
  - ✓ Youth, Women and PWDs empowerment Initiatives
  - ✓ Employee programs
- Handling and grievance resolution, Employee & Labour Relations
- Disciplinary matters as well as settlement of staff appeals and complaints
- Management of the staff Medical Scheme;
- Reward and compensation matters

## II. (1995-2009)

Assistant Director; Probation Services responsible to the Director of Probation and After-Care Services, duties include;

- Coordinating community based rehabilitation and supervision of non-custodial court orders
- Identifying needy clients and making proposals for empowering them by offering vocational training, financial and material support.
- Monitoring and review of community based rehabilitation programs
- Planning and coordinating training activities for staff members in the Province
- Overall staff administration including general supervision, discipline, staff welfare & appraisal, recommendation for promotion.
- Preparation and administering departmental budget and work plans
- Liaising with stake holders in the administration of justice system
- Co-coordinating research activities and create reports

- Compile and submit workload and financial returns
- Create inventory for staff, motor vehicles and equipment

### **III. (1985-1995)**

#### **Responsible to the Director, Children's Services**

- Children's Officer I in charge of coordinating children's services and supervising children's homes in Coast Province.
- Deputy Provincial Children's Officer –Nairobi reporting to the Provincial children's officer, Nairobi
- Children's Officer II, Provincial Children's Office, Mombasa - Handling cases of children in need care protection & discipline.
- Children's Officer III, Likoni Approved School, Mombasa in charge of Rehabilitation of Juvenile offenders. Reporting to the Manager of the Approved School.

#### *Other duties*

- *Delegate , Stima Sacco for Nairobi Region*
- *Member, Integrity Committee*
- *Member of Gender and Disability Committee*

#### **PROFESSIONAL ASSOCIATIONS**

- Member, Institute Of Human Resource Management- **M/No. 08418**
- Member, Geothermal Association of Kenya-

#### **JOB RELATED SKILLS**

- Excellent written and oral communication skills
- Good interpersonal and analytical skills
- Team player and good leadership qualities
- Ability to organize and co-ordinate programs and activities
- Excellent Reporting & writing skills

#### **HOBBIES**

- Reading
- Jogging
- Interacting and sharing with people





## *Certificate*

### QUALITY MANAGEMENT SYSTEMS

**This is to certify that**

Jane Mwangi

**has successfully completed the course, assessment  
and examination for the ISO 9001:2015**

**Internal Quality Audit Course**

**conducted in NAKURU**

**from 12th March 2019 to 15th March 2019**

**Date 15th March 2019**

*H. K. R. O. D.*

**MANAGING DIRECTOR**  
**Kenya Bureau of Standards**







# Certificate of Recognition

awarded to

Jane Nwangi

for being part of the ISO Committee  
that saw GDC get ISO certification

A handwritten signature in blue ink, appearing to be 'Jane Nwangi', is written over a horizontal line.

GDC Managing Director & CEO

