

CURRICULUM VITAE

BIO DATA

Name: Joseph Muchiri Muigai

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SUMMARY

Organized and adaptable, with working experience in various office environments. My attention to detail and excellent time management skills means that every task is completed efficiently and to the highest possible standard.

I have a calm and patient disposition therefore I am able to work effectively under pressure and focus on the task at hand.

I am proficient working in a team, but also work well independently. I would like to work in a highly esteemed organization which gives me a platform to use my expertise and skills for mutual growth and benefit of organization and myself.

WORKING EXPERIENCE

Department of Water, Environment, Tourism and Natural Resources - County Government of Nyandarua

Position: Senior Environment Officer {1st Jan 2019 - To date}

Duties and responsibilities:

- Coordinating formulation of the National Environment action plan.
- Providing technical backstopping in the preparation of County Environment Action Plan.
- Coordinating Review of the Environment Action Plans Preparation Guidelines.
- Integration of environmental concerns into plans, projects, and activities.
- Participating in monitoring implementation of environmental action plans.
- Identifying of Environmentally Significant Areas (ESAs).
- Coordinating the preparation of Ecosystems Management Plans.
- Supporting the preparation of Environment reports.
- Preparation of work plans, Performance Contract and progress reports for the department.
- Examining land use patterns to determine their impacts on the quality and quantity of natural resources.
- Collect and collate data and information related to environmental conservation and protection.
- Participating in awareness creation and advocacy.
- Field inspections, approval of EIA and EA reports.
- Rehabilitation, restoration and conservation of degraded catchment areas and river basins.
- Pollution prevention and control.
- Enforcing compliance with environmental laws, regulations and standards.
- Preparation of progress reports; and conflict resolution.

The Municipality of Ol kalou - County Government of Nyandarua**Position: Environment Officer {3rd Jan 2018 - 31st Dec 2018}****Duties and responsibilities:**

- Promoting of sustainable social and economic development in Ol kalou Municipality.
- Preventing pollution and ecological degradation.
- Promoting of conservation and promoting environmental quality.
- Ensuring environmental compliance, monitoring and enforcement.
- Assessing environmental impact and mitigation of construction projects.
- Operating and managing municipal waste management infrastructure.
- Carrying out routine inspection of waste management infrastructure, facilities, plant and equipment.
- Integration of environmental concerns into plans, projects, and activities.
- Participating in monitoring implementation of environmental action plans.
- Identifying of Environmentally Significant Areas (ESAs).
- Coordinating the preparation of Ecosystems Management Plans.
- Supporting the preparation of Environment reports.
- Preparation of work plans, Performance Contract and progress reports for the department.
- Examining land use patterns to determine their impacts on the quality and quantity of natural resources.
- Collect and collate data and information related to environmental conservation and protection.
- Participating in awareness creation and advocacy.
- Field inspections, approval of EIA and EA reports.
- Rehabilitation, restoration and conservation of degraded catchment areas and river basins.
- Pollution prevention and control.
- Enforcing compliance with environmental laws, regulations and standards.
- Preparation of progress reports; and conflict resolution.

Department of Sports, Youth and the Arts - County Government of Nyandarua**Position: Project Management Officer {2nd Jan 2017 - 30th Dec 2017}****Duties and responsibilities:**

- Preparation of departmental monthly reports and participating in departmental quarterly meetings.
- Preparation of work plans, coordination and preparation of departmental Annual Development Plans.
- Preparation of strategic development plans and drafting of the CBROP.
- Preparation of budget implementation analysis report, preparation of PBB and itemized budget.
- Preparation for department consultations and drafting of the CFSP and Public participation on the draft CFSP.
- Undertaking Monitoring & Evaluation including technical backstopping to the departments.
- Developing of departmental service charter, resource requirements and milestones.
- Working towards youth empowerment and development of Youth Centres.
- Mobilizing, training and informing youths on job opportunities in the County.
- Preparation of talent development events to create annual youth events to showcase/market their talents.
- Mobilization of boda boda youths to form SACCO's.
- Training youths and engaging them in campaigns against drug abuse.
- Mobilization and training of youths to register companies and business names.
- Working towards the acquisition and distribution of sports goods and equipment.
- Working towards Development and implementation of County Sports Policy and Legislation.
- Planning for the development of Ol Kalou County Stadium and other playing grounds at ward levels.
- Management of KICOSCA/CASA games and the identification of teams and athletes.

Department of Lands, Physical Planning, Housing & Urban Development - County Government of Nyandarua

Position: Project Management Officer {4th Jan 2016 - 30th Dec 2016}

Duties and responsibilities:

- Preparation of monthly reports and participating in departmental quarterly meetings.
- Preparation of work plans, coordination and preparation of Annual Development Plans.
- Preparation of strategic development plans and drafting of the CBROP.
- Preparation of budget implementation analysis report and effective management support.
- Preparation for department consultations and arranging public participations.
- Preparation of departments Program Based Budget and itemized budget.
- Undertaking Monitoring & Evaluation including technical backstopping to other departments.
- Developing of departmental service charter, resource requirements and milestones

Department of Finance and Economic Development - County Government of Nyandarua

Position: Project Management Officer {4th August 2015 - 31st Dec 2015}

Duties and responsibilities:

- Preparation of County Annual Progress Reports.
- Preparation and Implementation of the second County Integrated Development Plan.
- Review the project implementation activities to assess results and impact.
- Design and implement systems to track program progress against indicators.
- Monitoring and reporting on progress of projects.
- Monitor program implementation and make recommendations on adjustments and modifications.
- Collect and analyze information on inputs, outputs, outcomes and impact of programs.
- Coordinate regular update of data and information on project implementation and service delivery.
- Planning and budgeting.
- Lead training and development to the department on Monitoring and Evaluation.
- Support the project management team in follow-up of action points, planning and organizing meetings.
- Preparation of strategic development plans and drafting of the CBROP.
- Preparation of budget implementation analysis report.
- Part of team in departmental consultations and drafting of the CFSP.

Environmental Impact Assessment and Audit (EIA) - EIA Associate Expert Reg No.7838

April/May 2020:	Environmental Impact Assessment Study Report for Proposed Construction of Residential Apartment on Nyandarua/Municipality Block 6/727 Nyahururu.
May/June 2014:	Environmental Impact Assessment Study for Proposed Residential House Development on land Reference No. Block 5/1319, Kiamumbi Estate, Nairobi.
February 2014:	Environmental and Social Impact Assessment Study Report for Proposed Residential Development on Land Donholm, Nairobi.
December 2013:	Environmental and Social Impact Assessment Study Report for Proposed Residential Development on Land Reference No. 7752/203 Kyuna Estate, Nairobi County

Nottawasaga Institute Riverside, Nairobi

Position: Graduate Research Assistant {2nd Jan 2012 - 31st Dec 2013}

Duties and responsibilities:

- Providing support to program activities and assisting in development of project proposals.
- Organizing travel logistics, arranging for conference and accommodation events.
- Writing project reports, analyzing, undertaking desktop and internet research.
- Developing and implementing work plans as well as providing administrative and technical support.
- Drafting and editing reports; rapporteuring and writing final reports.
- Participating in workshops, preparing documentation and taking minutes as necessary.
- Editing and proof reading correspondence, grant applications, briefs, reports and presentations.
- Assisting coordination of events including acting as part of the secretariat to conferences and workshops.
- Maintaining comprehensive databank of research and uptake programs.
- Supporting development of research proposals and preparing budgets.
- Informing development teams on the donor compliance requirements.

Kenya Forest Service, Karura, Kiambu Road.

Position: Graduate Internship {2nd May 2011 - 30th Sep 2011}

- Learning experience and practices in Natural forest management.
- Agro Ecological Zones of Nairobi's Karura Forest Station (relief drainage, climate and vegetation).
- Tree nursery management, plantation establishment and office management.
- Forest conservation and protection. Enable the Kenya Forest Service Partnership and to strategically network on diverse forest conservation initiatives with key change-makers,
- Enabling the scale-up of Kenya Forest Service Programs,
- Engage in the development of a diverse portfolio of forest restoration projects,
- Providing advice, information and collaborate to develop large-scale project ideas,
- Support Kenya Forest Service Partners in the development of restoration strategies and approaches,
- Enable knowledge exchange among Partners and key institutions,
- Develop internal restoration guidance and resources for prioritization,
- Support mechanisms to support restoration, and to monitor impact,

January 2009 - April 2012: Business Machines Limited

Position: Administrative Assistant {1st Jan 2009 - 31st Dec 2010}

Duties and responsibilities:

- Coordinating the preparation of reports, creating and modifying documents as instructed.
- Ensuring operation of equipment, calling for repairs and performing administrative duties.
- Maintaining equipment inventories and resolving administrative issues.
- Evaluating new equipment, providing operational and administrative support to management.
- Involved in providing publicity for the services through constant communication with clients.
- Website administration and communication activities for marketing purposes.
- Identification of opportunities for bids and expression of interest including public exhibitions.
- Preparation of exhibition materials and strategies e.g. banners, brochures to distribute to potential clients.
- Supporting organization of events such as workshops and seminars.
- Support monitoring and evaluation of projects.
- Ensuring proper management and smooth implementation of projects.
- Maintaining efficient system for tracking project budgets.

Consumer Insight Kenya Ltd**Position: Data Clerk Officer/Research Assistant {3rd Jan 2005 - 31st Dec 2007}****Duties and responsibilities:**

- Data collection through interviews and preparation of project briefs.
- Ensuring data quality during collection, entry and analysis.
- Ensure smooth and continuous data including verification of data for completeness.
- Inputting data using SPSS, editing and coding of questionnaires.
- Managing the acquisition, dissemination and archiving of progress reports.
- Assist in maintaining a database for all relevant documentation.
- Conducting and recording face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures, and documentation standards.
- Conducting research, and using questionnaires, surveys, polls, and interviews to gather data.
- Recording findings by taking written notes and using appropriate software.
- Interpreting research specifications and developing a work plan that satisfies requirements.
- Maintaining and protecting electronic databases.
- Anticipating research issues and promptly resolving them.
- Promptly reporting any problems to the relevant stakeholders.
- Following a strict code of ethics and protecting all confidential information at all times.
- Any other duties assigned from time to time.

Research International (K) Ltd**Position: Data Clerk Officer {1st Jan 2002 - 31st Dec 2005}****Duties and responsibilities**

- Data collection through interviews.
- Ensuring data quality during collection, entry and analysis.
- Ensure smooth and continuous data including verification of data for completeness.
- Inputting data using SPSS, editing and coding of questionnaires.
- Managing the acquisition, dissemination and archiving of progress reports.
- Assist in maintaining a database for all relevant documentation.
- Conducting and recording face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures, and documentation standards.
- Conducting research, and using questionnaires, surveys, polls, and interviews to gather data.
- Recording findings by taking written notes and using appropriate software.
- Interpreting research specifications and developing a work plan that satisfies requirements.
- Maintaining and protecting electronic databases.
- Anticipating research issues and promptly resolving them.
- Promptly reporting any problems to the relevant stakeholders.
- Following a strict code of ethics and protecting all confidential information at all times.
- Any other duties assigned from time to time.

EDUCATION BACKGROUND

2008 - 2012:	Kenyatta University	-	Bachelor's Degree Environmental Studies and Community Development
2002 - 2003:	University of Nairobi	-	Diploma in Crop Protection
1996 - 1998:	Njabini Secondary School	-	Kenya Certificate of Secondary Education
1981 - 1988:	Rayetta Primary School	-	Kenya Certificate of Primary Education
Professional Qualifications			
1999 - 2000:	Comboni Polytechnic	-	Diploma in Information Communication Technology (ICT)

ADDITIONAL INFORMATION

Trainings

18 th - 22 nd June 2018:	Project Monitoring and Evaluation	-	Kenya School of Government
8 th May - 2 nd June 2017:	Project Planning and Management	-	Kenya School of Government
17 th - 20 th July 2018:	Environmental and Social Safeguards	-	Kenya School of Government
21 st - 25 th May 2018:	County Budget Preparation	-	Kenya School of Government
4 th June - 8 th June 2018:	County Planning	-	Kenya School of Government

Seminars Attended

22-23 Nov 2012:	Kenya Institute of Education - Developing a Pan African Youth Strategy on Learning for Sustainability
May, 2012:	ACK St Elizabeth Church - Financial Education, on Budgeting, Savings, Banking Services and Debt Management
16th Feb, 2012:	Kenyatta University - IEBC Academic Capacity Building Forum

Achievements

- Provided support to The Agricultural Sector Development Support Programme (ASDSP) II.
- Part of the technical team that prepared the second County Integrated Development Programme.
- Part of the planning technical team involved in the preparation of the Nyandarua Cnty Indicator Handbook.
- Involved in the development and implementation of the youth empowerment program for Nyandarua Cnty
- Involved in the Monitoring and Evaluation of the County youth program.
- Involved in the preparation and implementation of public participation on Finance Bill Nyandarua Cnty.
- Involved in the preparation and implementation of the County Budget.
- Involved in the preparation and implementation of departmental strategic plan
- Worked closely with the Local Organizing Committee, Athletics Kenya, and Department of Sports.
- Member of County games preparation committee Kenya Inter Counties Sports and Cultural Association.
- Member of Alumni Association of Kenyatta University.
- Awarded Certificate of Associate lead expert by NEMA.

SKILLS AND PERSONAL ATTRIBUTES

Priorities and Decision Making: A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.

Communication Skills: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener.

Planning and Organizing: Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies.

Analytical Skills: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation.

Teamwork: Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow directives issued at appropriate times.

Time Management: Ability to prioritize work and manage time effectively.

Leadership and Management Skills: I am goal driven, and maintain a productive climate and confidently motivates, mobilizes and coaches team members to meet high performance standards.

ICT skills: Excellent computer skills, including excel, word processing, spreadsheet programs and database management. I have experience and exposure in statistical software such as STATA, and SPSSP

REFEREES:

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