

## SIMON OWAWA NYAMOLO

**Ph.D., Candidate (JKUAT) MBA, Strategic Management (JKUAT), BBA,  
Finance (Maseno University), CPS (K), CPA 11, SLDP, SMC (KSG),**

---

P. O. BOX 5311 - 00200  
NAIROBI, KENYA

Email: [nyamolosimon@gmail.com](mailto:nyamolosimon@gmail.com)  
Cell-Phone: +254-0724-411 965

ID NO: 13888389

### Summary

---

- ❑ 15 years solid and vast experience in the Strategic management, Administration, Human resource, logistics, Procurement, Finance and Management field. Possessing Broad Strategic Management & Administration experience with a proven ability to constitute, managing and administer the administration and strategic management activities, policies and plans in academic and public institutions.
- ❑ A successful track record in administration, human resources and management establishment, development and management in organizations in industries where an understanding of the strategic management, policy making and strategic decision making is paramount.
- ❑ Excellent analytical, planning and organizational skills with a very proactive approach to achieving results with career highlights ranging from Finance and Management, Administration ; Personnel, recruitment; Now in an administrative and management role and in charge of Administration division.
- ❑ I am also a person with disability practicing as a Certified Secretary and an accredited governance auditor to carry out corporate governance audits.

### Personal Attributes

---

A Reliable and Dependable Person, Versatile, Enthusiastic, Self- driven and Motivated hardworking multi skilled Graduate and Professional, who yearns for and embraces challenges; a Team Builder and Player, capable of taking up Leading roles.

### Career Objectives

---

To persistently remain a dynamic and successful Professional who is result oriented with a clear understanding and belief in real achievements of the entity's vision.

To be a self- initiator in major Strategy development, planning and management; human resource management and administration thus attain the highest level of Knowledge and Expertise for Innovations and Creativity.

### Specialties/Expertise

---

Human Resource Management and Administration, strategic management & strategy formulations; Expertise in Microsoft Office suite 2003/2007/2010; MS Outlook 2003/2007/2010; Internet Explorer, Disaster Management and Project Management.

### Experience

---

---

The Micro and Small Enterprise Authority (MSEA) is a state corporation established under the Micro and Small Enterprise Act No. 55 of 2012. The Authority is established for the promotion, development, and regulation of Micro and Small Enterprises (MSE) Sector in Kenya, the Authority is responsible for coordination, harmonization, facilitation and integration of various Public and private policies, programmes and activities related to Micro and Small Enterprises in Kenya.

### **Responsibilities**

- (i) Principal Assistant to the Director General/CEO, alternate A.I.E holder and Bank Signatory.
- (ii) Ag Corporation Secretary.
- (iii) Implementing the strategic objectives of Authority;
- (iv) | Exercising oversight of HR, Administration, ICT, Corporate Communications and Finance departments;
- (v) | Assuring compliance with labour laws, Public Financial Management Act, IPSAS and IFRS, ICT Authority e-Government standards, and Various Directives received from the Executive arm of the government;
- (vi) Monitoring adequacy of financial resources and working tools/necessary technology;
- (vii) Oversight Development and administration of budgets; forecasting additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary;
- (viii) Providing technical expertise and advice to the Chief Executive and Directors and Direct Reports on Financial, performance measurement, management systems and people issues;
- (ix) Driving a culture of excellent performance through the implementation of the Authority's performance management system;
- (x) Coordinating implementation of key organizational transformative projects;
- (xi) Identifying opportunities for improving service delivery methods and procedures; review with appropriate management staff; see to implementation of improvements;
- (xii) | Conducting research, analyse data, and coordinate projects for additional and improved services. Entrepreneurship Transforming Kenya;
- (xiii) Oversee the Finance, corporate planning, corporate communications, and ICT and board liaison sections in the Authority.

The National Cohesion and Integration Commission (NCIC) is a constitutional commission established under the National Cohesion and Integration Commission Act, 2008, to facilitate and promote equality of opportunity, good relations, harmony and peaceful co-existence between persons of different ethnic and racial communities of Kenya and to advise the Government on all aspects thereof.

**Duties and Responsibilities of the Chair, NCIC Audit Committee:**

The Chair heads the Audit and Risk Management Committee of NCIC which is responsible for:

Providing leadership in the formulation, implementation and review of Internal Audit policies, standards, guidelines and procedures in line with relevant laws and regulations. This will be to ensure that systems of internal controls and risk management are put in place and internal audit reports are reviewed.

Specifically, the Committee's responsibilities is to review and advice the Commission on the following:-

**Financial Statement**

- (i) Review the external auditors report on the financial statement and any supplementary report outlining findings, observations, recommendations, management responses and status of any action plans.
- (ii) Review interim financial reports with management including reports on investments, cash flow and budget versus actual income and expenditure and consider completeness.

**Risk Management and Internal Controls**

- (i) Review the most significant risks on management and on the scope of review by internal and external auditors that could prevent NCIC from achieving its objectives and in the light of this, consider the effectiveness of the Commission's risk management and internal control systems, including information technology, security and control.
- (ii) Oversee special investigations relating to risk management, internal control and compliance as required

**Compliance and Litigation**

- (i) Obtain regular updates from management regarding compliance matters and assess the effectiveness of NCIC systems for monitoring compliance

(ii) Obtain regular updates from management regarding any litigation in which the Commission is engaged including assessments of contingent liabilities associated with such litigation in the event of judgments made against NCIC.

**Kenya Institute of Mass Communication      July, 2018 to June 2019 Administration  
Manager, KIMC**

---

KIMC is a Semi-Autonomous Government Agency (SAGA) under Legal Notice No. 197 of 2011 with a mandate to offer training in communication and the cinematic arts.

**Roles and Responsibilities:**

Ensuring administration activities are undertaken through formulation of policies, strategic planning and implementation and development of programs, offers support functions to other department to operate and achieve their performance

- **Managerial Responsibilities**
- Develop and Interpret policies to guide operations in the Administration Department.
- Prepare a departmental strategic plan to ensure achievement of the set departmental objectives in line with the Institution mandate.
- Prepare and control departmental budgets for planning and resource allocation purpose.
- Prepare the departments work plan to ensure proper allocation of work for smooth running of the department's operations.
- Perform staff performance evaluation to identify training needs for capacity building.
- • Ensures good maintenance and improvement of the Institute's Quality Management System (QMS) and Safety Management Systems (SMS)
- Participate in the Development, implementation and review of the Institute's Master Plan.
- Participate in preparation and implementation of the Institute's expansion and development plans.

**Operational Responsibilities**

- Coordinate disaster management and emergency response activities through setting up response operations to address disasters for smooth running of activities in the institution.
- Ensure up to date transport management system for improved service delivery and smooth operations for the institute.
- Develop and administer the electronic document management system for monitoring, tracking and controlling movement of files.
- Review and manage the status of the Institution buildings by carrying out inspections to ensure they meet the required standards for safety purposes.
- Participate in the Institute management board meeting and procurement and tender committees.
- Provides input in the process of budgeting through preparation of departmental budget
- Supervising, reviewing and evaluating the performance of outsourced service providers
- Management of utility services in the institute.
-

Kenya Forest Service is a State Corporation established in February 2007 under the Forest Act 2005 to conserve, develop and sustainably manage forest resources for Kenya's social-economic development.

**Roles and Responsibilities:**

Provide strategic leadership and guidance towards efficient functioning of Administrative services i.e transport, library, registry sections, management of assets, secretarial and support staff, and ensuring compliance with safety, environmental and health regulations in all Non Residential and Residential buildings, management of contracted services e.g Insurance of building, vehicles and cleaning services , office services i.e monitoring utility bills to ensure efficient use and prompt payments to avoid disruptions and allocation of office space and meeting rooms and management of staff in the department,

**Kenya Forest Service**  
**Chief Administrative Officer/Registrar**      **2010 to 2013**  
**Kenya Forestry College**

---

Kenya Forestry College is the training arm of Kenya Forest Service a State Corporation established in February 2007 under the Forest Act 2005 to conserve, develop and sustainably manage forest resources for Kenya's social-economic development. The college offers paramilitary training and short In- Service courses to officers and Diploma and Certificate Courses to the general public with specific role of providing strategic leadership and guidance towards efficient functioning of office services, transport ,management of catering and hospitality services safety and security of training facilities and assets, management of registry and library services ,clerical staff and safe custody of assets, of Kenya Forestry College and provision of secretarial services to academic committees of the college

**Jomo Kenyatta University of Agriculture and Technology, 2007 – 2009 Senior**  
**Administrative Officer - Administration**

---

Jomo Kenyatta University of Agriculture and Technology is situated in Juja, 36 kilometres North East of Nairobi, along Nairobi-Thika Highway. It was started in 1981 as a Middle Level College (Jomo Kenyatta College of Agriculture and Technology (JKUAT). It was finally established as a University through the JKUAT Act, 1994 and inaugurated on 7th December 1994.

**Roles and responsibilities:**

- ☐ Provide secretariat services to University management board
- ☐ Recruitment and training of clerical and support staff
- ☐ Management of transport and central services
  - ☐ Ensure provision of all staff welfare and housekeeping services;
  - ☐ Co-ordinate repairs and maintenance of facilities;
  - ☐ Develop departmental budgets; and
  - ☐ Co-ordinate and oversee Occupational Safety and Health (OSH) matters
  - ☐

KCA University is a renowned institution offering unique and exciting programmes, KCA University has built a reputation as a comprehensive business university that delivers innovation to aid and delight its customers. Our well-respected brand is our most valuable asset. It embodies all that we stand for, conveys the beliefs and principles upon which we operate and serves as our introduction in any forum.

- ☐ Teaching business studies, accounting and finance

**Kisumu Municipal Council** Kisumu, Kenya

**2002 Trainee Administrator**

---

The City Council's main functions: - Mobilize internal and external resources and, within existing regulatory framework, direct the resources towards addressing the following basic social needs of the populace in the City;

- Provide social services esp. water supply and sewerage services;
  - Infrastructure development (roads, parking spaces, houses etc.);
  - Environmental sanitation, garbage collection and disposal;
  - Housing, Health, Education, Welfare - Markets, recreation and Sports
- 

### Special Soft Skills

---

- Excellent interpersonal relation and communication skills both oral and written.
- Strong Tact, Advocacy, Negotiation and Diplomacy skills in handling interpersonal relationships gained from past responsibilities.
- Organization skills- organizing projects and duties/responsibilities including setting goals and objectives and monitoring them.
- Strong Listening, Analytical skills gained from past engagements.
- Good Report Writing and Presentation skills.
- Strong Team working skills gained from working in various team based projects gained from both college and job responsibilities also aggressive in team roles.
- Excellent Team building skills and networking abilities.

### Important Conferences and Trainings

---

- ☐ Board Audit Committee Training by ICPAK, Stone Town,Zanzibar,20<sup>th</sup> -24<sup>th</sup> September,2021
- ☐ EAC MSME Trade fair 2019,Kigali -Rwanda 11<sup>th</sup> -23<sup>rd</sup> December,2019
- ☐ International Governance Summit, Leisure Lodge,Ukunda,7<sup>th</sup>-9<sup>th</sup> November,2018
- ☐ 21<sup>st</sup> Institute of Certified Public Secretaries Of Kenya Annual International Conference-Pride Inn Beach Hotel, Mombasa,-11<sup>th</sup>-13<sup>th</sup> April,2017.
- ☐ Training on Evaluation of Tenders , Development of Specifications, Contract Awards and Contract Management Under the PPOA,Act,2015,Sweet Lakes Resort,Naivasha,26<sup>th</sup>-28<sup>th</sup>October,2016.
- ☐ 20<sup>th</sup> Institute of Certified Public Secretaries Of Kenya Annual International Conference-Nyali International Beach Hotel,Mombasa,-17<sup>th</sup>-19<sup>th</sup> August,2016
- ☐ Governance Auditors Accreditation Course, Sentrim Elemeintaita,13<sup>th</sup> -17<sup>th</sup>June 2016

- ❑ Seminar for Certified Secretaries, Imperial Hotel, Kisumu, 12<sup>th</sup>-17<sup>th</sup> April, 2016
- ❑ 19<sup>th</sup> Institute of Certified Public Secretaries Of Kenya Annual International Conference-Nyali International Beach Hotel, Mombasa, -19<sup>th</sup>-21<sup>st</sup> August, 2015
- ❑ Gender and Disability Mainstreaming workshop, Leisure Lodge, Ukunda, 5<sup>th</sup> -6<sup>th</sup> August, 2015
- ❑ 18<sup>th</sup> Institute of Certified Public Secretaries Of Kenya Annual International Conference-Nyali International Beach Hotel, Mombasa, -20<sup>th</sup>-22<sup>nd</sup> August, 2014
- ❑ Strategic Leadership Development Course- Kenya School of Government, Nairobi, Kenya-13<sup>th</sup> -21<sup>st</sup> January, 2014.
- ❑ Disaster Training on “Disaster Preparedness and Communication in Emergencies”; African Institute of Management and Development, Nakuru; June 2012.
- ❑ Seminar on Safety and Security in Learning Institutions - KK Group of Companies, Red Court Hotel, Nairobi; 6<sup>th</sup> -9<sup>th</sup> March, 2012.
- ❑ Senior Management Course – Kenya Institute of Administration, Nairobi, Kenya; 22<sup>nd</sup> August – 16<sup>th</sup> September, 2011.
- ❑ Leadership and Management Skills Development - Kenyatta University; 21<sup>st</sup> – 25<sup>th</sup> September, 2009.
- ❑ Implementing the paperless training – The Computer Society of Kenya; 1<sup>st</sup> - 4<sup>th</sup> July 2008.
- ❑ New Kenya Labour Laws Training – Institute of Human Resource of Kenya 6<sup>th</sup> – 8<sup>th</sup> February, 2008.
- ❑ Minute and Report Writing – Government Training Institute Mombasa; 24<sup>th</sup> – 29<sup>th</sup> June 2007.

## Education

---

### **Academic qualifications:**

DATE	INSTITUTION	COURSE/QUALIFICATION
Ongoing	JKUAT	PhD in Business Administration- Strategic Management
2008 – 2010	JKUAT	MBA in Strategic Management
1998 - 2002	MASENO UNIVERSITY	BBA Finance
1993 - 1996	SAYE SECONDARY	KCSE (B PLUS)

### **Professional Awards**

1. **Certified Public Secretary** – Best candidate Dec 2012 Examination Sec 5&6 Combined.
2. **Accredited Governance Auditor**

## Associations/ Affiliations/ Memberships

---

1. Full Member – Kenya Institute of Management
2. Full Member - Institute of Human Resource Management of Kenya.
3. Practicing Member – Institute of Certified Public Secretaries of Kenya.
4. Member-National Council for Persons with Disability

## Interests

---

Music & Movies, Reading, Traveling and Football

## References

---

**Mr. Henry Mwenda Rithaa,**

Director General/Chief Executive Officer,  
Micro and Small Enterprises Authority,  
P.O.Box 48823-00100,  
Nairobi  
Email : mwenda rithaa @yahoo.co.uk  
Tel 0721916774

**Mr Stephen Mugi Theuri**

Head, Internal Audit,  
Kenya Forest Service  
P.O.BOX 30513 – 00100  
Nairobi, Kenya  
Email:Stephen.mugi@kenyaforestservice.org,mugi.stephen@gmail.com  
Tel: +254 – 0724449359

**Mr Richard Ipero**

Director, Strategy and Coordination,  
Micro and Small Enterprises Authority,  
P.O.Box 48823-00100,  
Email: [richard.ipero@gmail.com](mailto:richard.ipero@gmail.com)  
Nairobi  
Tel: 0720567010