

GRACE NYOKABI NDUNGU

CURRICULUM VITAE

PERSONAL DETAILS

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Date of Birth 1st December 1987

Nationality Kenyan

Marital status Married

EDUCATION

2015-Dec 2019: MBA. Strategic Management: Kenyatta University

Courses taken: Total Quality Management; Financial Accounting; Strategic Management: Managerial Economics; Strategic behaviour and leadership; Strategic change management: Global strategic management: Managerial Economics; Management Information System

2008-2012: Bachelor of Science in Environmental Education: Kenyatta University

-Second Class Upper

Courses taken: Environmental Impact Assessment; Occupational Health and Safety; Water Resource Management; Environmental Planning and Management; Environmental Values and Ethics; Basic Mathematic for Environmental Studies; Environmental Economics; Water Pollution

2013-2014: Diploma in Project Management: Kenya Institute of Management –

- Credit Pass

Courses taken: Financial and Cost Accounting; Management Information Systems; Organisational Behaviour; Practice of Management; Quality Management; Project Planning, Design and Implementation; Legal Policy and Community Issues in Project Management; Project Financing; Strategic Project Management ;Project Monitoring and Evaluation; Project Management Tools and Techniques

2003-2006: Kenya Certificate of Secondary Education: Anestar Secondary School

- B+(Plus)

PROFESSIONAL EXPERIENCE

ENVIRONMENTAL WORK

1. Conducted Environment Impact Assessment (EIA) study for the following Proposed Projects :
 - i. Keben Dam – Nandi County
 - ii. Borehole in Kahawa Sukari, - Nairobi County
 - iii. Museveni Community Earth Dam - Nyandarua County
 - iv. Thiba Dam Project – Kirinyanga County
 - v. Muringa Banana Irrigation – Meru County
 - vi. Morendat Institute of Oil and Gas - Nairobi County
 - vii. Lower Nzoia Irrigation Project - Busia/Siaya County
 - viii. Household Water Pans - Kiambu County
 - ix. Jared Office Block - Laikipia County
2. Conduct Annual Environmental Audit (EA) for complete projects and ensure compliance certificate from NEMA
3. Participate in developing Way leave Acquisition Plan and compensation for:
 - i. Bura Gravity system where 100% compensation was achieved
 - ii. Nzoia Irrigation Project which is ongoing
4. Ensured monitoring compliance on Health and Safety standards during construction, operation phase of Projects

UNITED NATIONS ENVIRONMENT PROGRAMME (UNEP)-GIGIRI

Duration : Feb 2012-August 2012

Reporting to : Programme Officer

Title : Intern

Responsibilities

- Maintaining good rapport with over 2000 registered UNEP organisation through daily communication in Civil Society mail box and regularly updating branch website.
- Organising international Conferences particularly UNEP's Thirteenth Global Major Groups and Stakeholders Forum (GMGSF. 13).
- Ensuring the timely availability of accurate information to civil society from the UNEP
- Processing stakeholders accreditation application to UNEP
- Drafting , editing and reviewing outreach material e.g. the "Perspective" publications
- Attending relevant meetings and conferences and providing reports and minutes

- Vetting stakeholders proposal with prospect of being funded by UNEP
- Organising and coordinating World Environment day, held on 5 June 2012

Achievements

- Increased participation of MGS of civil society in UNEP's work at policy and programmatic level to enhance strategic partnerships for environmental sustainability.
- Assisted UNEP expert staff in evaluating the organisation applications for accreditation that resulted to 9 organisations being accredited by secretariat for Governing Bodies.
- Proofread and edited the Major Group and Stakeholders Branch "perspective" publication contributing interesting and useful ideas resulting to publishing 7 Publication Series on opinion pieces from Major Groups and Stakeholders (MDS) on Global Environmental Issues
- Enhanced external communication for MGS and partners to better understanding of the objectives and activities of the MGSB.
- Successfully organised the UNEP's Thirteenth Global Major Groups and Stakeholders Forum (GMGSF. 13) that was attended by over 300 International delegates.

AFRICAN MEDICAL AND RESEARCH FOUNDATION (AMREF), *Environmental Health programme, Trachoma Integrated Project-Samburu*

Duration : 1st April – 30th September, 2011

Reporting to : Project Officer

Title : Project Assistant-Attaché

Responsibilities

- Participating in planning and coordinating project activities
- Assisting in accounting for the use of project resources and assets
- Organizing and coordinating site visits and meetings with relevant partners and stakeholders
- Assessing the project impact and preparing report to the donor
- Assisting in preparation of monthly, quarterly and annual project reports.
- Assisting in writing fundraising proposals for water and sanitation projects
- Assisting in Monitoring and evaluation of project activities.
- Handling routine administrative duties.

Achievements

- Successfully participated in writing a Water, sanitation and hygiene proposal that received

funding Ksh.100Million from donor Generalitat Valenciana

- Documented the success of trachoma integrated project in Samburu

KENYA WILDLIFE SERVICE (KWS)

Duration : 1st July- 17th September, 2010

Reporting to : Senior Warden

Title : Attaché

Responsibilities:

- Guiding and training visitors and school groups at Nairobi Animal Orphanage and in the Nairobi Safari Park.
- Participating in cleaning of animal exhibits, feeding animals and caring of young animals.
- Performing administrative duties

Achievements:

- Rescued animals were well cared for and fed thus increased survival rate.

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA), Department of *Environmental Education Information and Public Participation*, Headquarters

Duration : April- July, 2009

Reporting to : Principal Environment Education Officer

Title : Attaché

Responsibilities:

- Assisting in curriculum development
- Organizing and coordinating trainings
- Assisting in developing environmental education materials e.g. brochures, fliers, posters among others.
- Report writing including proceeding and minute
- Analyzing data using SPSS
- Performing secretarial duties Assisting in reviewing environmental Impact Assessment and Audit reports

Achievements:

- Successfully participated in organised world environment day of 2009
 - Reviewed five Environment Impact Assessment report that were issued with licensed
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OTHER RUNNING POSITIONS

- Certified Environmental Impact Assessment and Audit Lead Expert No Reg.6739
- Certified Quality Management System ISO 9001:2015 Lead Auditor

PROFESSIONAL BODY MEMBERSHIP:

- National Quality Institute (NQI)
- Environment Institute of Kenya (EIK)
- National Environment Management Authority (NEMA)

SHORT TRAINING COURSES

- **Nov-Dec 2017: Kenya Bureau of Standards (KEBS)**
Course taken: Quality Management Systems: ISO 9001: 2015 Lead Auditor Course
- **September 2014: Kenya Bureau of Standards (KEBS)**
Course taken: Quality Management Systems: ISO 9001: 2015 Internal Auditor Course
- **Jan- Feb 2012: International Affairs Organisation of African Youth and Earth Charter International**
Course taken: African Youth Leadership, Sustainability and Ethics

MAJOR AWARDS

- **2011: Presidential Award Scheme:** Gold Winner.
- **2011: World Bank Award:** Winner in the Connect 4 Climate Competition at the COP17 United Nations Climate Change Conference 2011, Durban, South Africa- 5th December 2011

REFEREES

1. Mrs. Ruth Nderitu,
Principal Environmental Education Officer
National Environmental Management Authority (NEMA)
Email: ruthnderitu@nema.org
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2. Mr. Solomon Mwaniki,
Project Manager
Africa Medical Research Foundation (AMREF)
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