



Moses Kijugu

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Summary

A multi-skilled Information and Knowledge Management practitioner; possess transformation leadership skills, hands-on skills on technical processes, ICT driven information services and knowledge management and result-oriented leadership.

I have extensive experience in collecting, organizing, managing and disseminating diverse formats of information resources in modern-day libraries. Satisfactory success is attributed to ICT driven strategies, proper planning, team work, inspirational leadership, result-oriented attitude and innovative approaches.

I am an enthusiast and champion for knowledge management -- Organizational learning -- Innovation & change management and Quality Management Systems (QMS) for sustainable competitive advantage.

Experience



Knowledge Management Specialist

Government of Kenya

Nov 2018 - Present (1 year 5 months +)

1. Leading development of Knowledge Management frameworks
2. Coordinating systems documentation, cases and learning from projects by the Authority
3. Identifying and refining successes and failures of every projects
4. Identifying, acquiring and availing information required by staff members to perform their duties
5. Coordinating knowledge sharing forums, from internal and external expertise
6. Instituting sustainable team and organizational learning practices



Committee Member

Kenya Bureau of Standards

Oct 2019 - Present (6 months +)

KEBS/TC 194 Records and Archives management



Committee Member

Kenya Library and Information Services Consortium (KLISC)

May 2017 - Present (2 years 11 months +)

Legal Framework Committee



Head Librarian

Zetech _ University

Sep 2016 - Oct 2018 (2 years 2 months)

Overall team leader of University library staff (11-member team), Services and operations.

Responsibilities include;

1. Supervision, coaching and overseeing work shifts of the team
2. Library medium term planning, budget preparation, and its implementation
3. Oversee library processes - selection, acquisition, processing and preservation mechanisms
4. Ensuring realization of departmental objectives including periodic reporting
5. Advocacy and promotion of library and its central role among the university fraternity

6. Representation of library in various forums (internal and external committees)
7. Spearheading team learning, knowledge management and talent management at the department



Internal Quality Auditor - QMS

Zetech _ University

Jul 2015 - Oct 2018 (3 years 4 months)

Conducting Internal Quality Audits in reference to ISO 9001:2015



Librarian

Zetech _ University

Aug 2013 - Aug 2016 (3 years 1 month)

Overall management of campus library operations, services and facilities.

Other responsibilities;

1. Supervision, coaching and coordination work shifts of campus library team (5-member team)
2. Administration of Koha system
3. Coordination of user training, surveys and implementation of recommendations
4. Cataloging, classification, indexing and bibliographic control
5. Leading digitization process for establishment of Institutional Repository
6. Training and championing use of Electronic resources (E-books and E-journals),
7. In charge of library digital services and web based communication tools



Library Assistant

Kenya Methodist University

2013 - 2013 (1 year)

Digital & online outreach library services, Creating past papers online database, Online user outreach services, training and support on E-resources, Cataloguing, and Circulation & special collection (thesis, journals and audio-visual) management.



Library Assistant

KCA University

2012 - 2012 (1 year)

Implementing KOHA, in system migration (Liberty3- KOHA), Cataloguing, updating the Past papers database through Greenstone system, Circulation and shelving.



Library Assistant

East African Community Secretariat

2012 - 2012 (1 year)

Data management (Adlib system), Cataloging, Users' training and technical support on Electronic resource databases, editing reports, Creating ISBN numbers, and abstracting reports, reference services.

Education



Jomo Kenyatta University of Agriculture and Technology

Master of Science - MS, Information and Knowledge Management

2017 - 2020

Information Sciences, Information and Knowledge Management, Information Organization and Retrieval, Research Methodology, Knowledge for Development, E-Government, Enterprise Content Management, Indigenous Knowledge Management, Communication for Innovation, Information Ethics, Organizational Learning, E-Learning, Statistical Methods for Information Professionals, Leadership & Change Management, and Infopreneurship



Moi University

Bachelor of Science (BSc), Information Sciences

2008 - 2012

Library Science and Information studies, Information Technology, Records Management and Publishing and Media studies

Licenses & Certifications



ISO 9001:2015 Internal Quality Auditor - SGS



ISO 9001:2015 QMS Documentation - SGS



ISO 9001:2015 Lead Auditor - Kenya Bureau of Standards



ISO/IEC 17024 Implementation Course - KENASgoke



ISO/IEC 17024 Internal Quality Auditor - KENASgoke

Honors & Awards



Recognition Award - Zetech University

Member of Transition Committee that successfully led to Re-certification of Zetech University on ISO 9001:2015



Best Creative Award - Emerald Publishing

Zetech University students' Knowledge Ambassadors to secure Emerald Best Creative Award during the 6th Ambassadors' workshop held 2018 at Daystar University

Skills

Cataloging • Collection Development • Research • Digitization • Library Science • Electronic Resources
• Digital Libraries • Information Literacy • Library Management • Integrated Library Systems