

Jane Save Ndungo

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Profile

I am professional trained in business administration with 24 years working experience in both private and public segments. I have worked in the manufacturing and services sectors. I have experience in investment promotion, market development, trade policy analysis, sector analysis, export trade development, business to business linkages, development of strategic plans, ISO Certification process and development and management of projects and programmes including Donor Funded Programmes. My core capabilities include; investment partner search and linkages, development of market briefs and analysis, coordination of market visits, trade policy analysis, project management (including budgeting, accounting for funds and project evaluation), development of market entry programmes, business fitness assessment, export market profiling and assessment and development of business to business linkage strategies.

I have participated in various trade policy facilitating forums such as the WTO Trade Policy Review Meetings, Preparations for WTO Ministerial Conference, various Tripartite Free Trade Area Negotiations, AGOA Forum, the EAC-EU-EPA Negotiation, the Kenya-Ethiopia Special Status Agreement Mission, preparation of the Second Medium Term Plan for Kenya's Vision 2030 and participation in the Commonwealth Business Forum among others.

In addition, I have managed numerous donor-funded projects (USAID, COMSEC and DANIDA) aimed at accessing international markets and economically empowering businesses especially the youth-led and women-led enterprises. The activities within the projects range from preparation of project proposals, procuring and managing consultants, designing training programmes, developing detailed work plans, project implementation, and monitoring & evaluation. I have managed projects that involved travel to various parts of Kenya as well as other regions in the world such as Uganda, Tanzania, South Africa, Zambia, Mauritius, Netherlands, Belgium, Germany, China, Malaysia, Norway, Sweden, Switzerland, United Kingdom, Canada and USA.

Currently, I am working as Group Advocacy Manager at the Safal Group, Africa's largest Steel Manufacturer. This position entails providing leadership, guidance and group oversight with respect to Government relations in Kenya and the Region. Pressing for interventions for issues that are affecting the competitiveness of companies under the Safal Group umbrella

In addition, I am a **Business Consultant** having undergone a Trainer of Trainers (TOT) programme, I have assisted Small and Medium Enterprises to develop their business and enhance their capacity to export. I have developed a training manual for costing and pricing.

In 2018, I completed the FKE Female Future Leadership Programme which enhanced my board-readiness and leadership skills for managing organizations at the apex level.

I hold a Bachelor of Commerce Degree with a Marketing Major and a **Masters Degree in Business Administration with a specialization in Strategic Management.**

On selected occasions I moderate business events and I serve on one school board.

Professional Experience

2018 (November) – to date

Company: Safal Group

Position: Group Advocacy Manager

To provide leadership, guidance and Group Oversight with respect to Government relations in Kenya and the Region. To work with Business Heads in the Region and Group Officers in lobbying Regional, National and County Governments on matters that impact the Group's Businesses.

Job Summary:

Key responsibilities:

To press for interventions for issues that are affecting the competitiveness of companies under the Safal Group umbrella (MRM (Athi River + Mariakani, SBS, Insteel, Alaf Tanzania, Uganda Baati, Rwanda, Burundi). This will be done through:

- Leading and supporting the Advocacy Strategy aligned with Group Strategy and Challenges
- Collecting data/Market intelligence on relevant information to our operations from the market and other government agencies
- Designing and overseeing policy, research and advocacy strategies and delivery of results on new business initiatives in our expansion plans and specifically market access.

Other Roles

- Maintain useful and credible contact lists with government agencies, regulatory authorities and industry lobby associations
- Lobby other stakeholders on new government regulations that need to have an input before they can be implemented if they are of an adverse nature to industry
- Engage private and government bodies such as KAM/KEPSA/FKE/KIM/KEBS/KRA/ICPAK/EABC/SADC/EAC/National Treasury/County governments, etc. through committees and other forums to make contributions through advocating our position on all matters that affect us or that will be beneficial to the industry. Similar set of partners will apply for the region
- Ensure a cordial relationship with other business membership organizations and other networks to support our operations.

Other Ad-Hoc Roles

- Support the MRM Foundation (CSR focus areas – health, education, environment, shelter, eye-on-the-world + others)
- Support marketing activities

2014(April) – 2018 (October)

Company: Innovation Norway (the Trade Section of the Royal Norwegian Embassies in Nairobi, Kampala and Dar es Salaam)

Position: Senior Market Advisor

To promote development of Norwegian enterprises in the East African market through facilitating cooperation with business community, clients, partners and government agencies in the region. Support Norwegian companies in developing their competitive advantage through assisting them in understanding the domestic market requirements and adaptation of their products and services for the regional market.

Job Summary:**Key responsibilities:**

- Identify needs of Norwegian businesses to gain access to regional market opportunities and facilitate access to local partners and these markets.
- Identify opportunities for Norwegian partners/suppliers in the areas of Oil & Gas, Maritime, Energy, Environment and other sectors in the region by facilitating market research and developing company/project profiles;
- Organize workshops, seminars and other venues in which Norwegian companies may have an opportunity to meet with potential regional enterprises operating in the same field and/or relevant clients of Norwegian business products and services;
- Coordinate and cooperate with the Norwegian Embassy in Nairobi as well as Norwegian Embassies in Uganda and Tanzania.
- Manage services by contracted consultants and advisors in the region to support the functions of the office.
- Any other services in the field of promotion of business cooperation and/or market research/facilitation that may be assigned by the Director of the regional office.

2011 (December) – 2014 (March):

Company: Export Promotion Council (EPC)

Position: Manager, Trade Policy Analysis

Job Summary:

To monitor, analyze and evaluate the opportunities and implications to export trade as a result of Kenya's participation in various trade agreements and disseminate the findings to stakeholders and exporters with a view of contributing towards the competitiveness of Kenya's exports.

Key responsibilities:

- Keep abreast of all developments concerning Multi-lateral, Regional and Bilateral Trade Agreements such as WTO, AGOA, COMESA, ACP-EU, GSP among others in which Kenya is a member and write reports for stakeholders (including exporters)
- Follow closely developments in other trade arrangements of interest to Kenya and write reports to be disseminated to stakeholders (including exporters)
- Identify, analyze and evaluate on a continuous basis the opportunities and implications to export trade as a result of Kenya's participation in these trade agreements
- Participate in economic and trade policy meetings/discussions with other stakeholders in both public and private sectors with a view to represent the interest of the export sector
- Develop trade alerts for informing the business community

Key Achievements

- Successfully organized the National Exporters' Forum 2013, where H.E. President Uhuru Kenyatta was the Chief Guest. This is an annual event which provides a platform for exporters to engage with the top echelon of the government
- Successfully organized County Exporters' Clinics in 7 Counties with a total attendance of over 750 participants. The clinics provide a forum for exporters at county level to learn more about exports and potential markets for Kenya's exportable products

Additional Tasks at Export Promotion Council (EPC)

- Served in the **Strategic Plan Implementation Team** for EPC, the task of the team was to coordinate the development of the Organization's Strategic Plan for 2012-2017 and overseeing its implementation.
- Served as a trained **Quality Management Systems internal Auditor**, my work was to occasionally audit the work processes at EPC.
- Served as a **Business Consultant** having undergone a Trainer of Trainers (TOT) programme, I assisted Small and Medium Enterprises to develop their business and enhance their capacity to export. I also developed a training manual for costing and pricing.

2005(April) – 2011(December):

Company: Export Promotion Council

Position: Manager, Enterprise Assistance Services

Job Summary:

To interface closely with the exporting community and provide technical assistance aimed at improving products to international market requirements, improving business management skills of business enterprises and creating business to business linkages.

Key responsibilities:

- Manage donor-funded projects aimed at accessing international markets
- Undertake supply studies to establish the country's capacity to produce goods or services for export markets;
- Carry out export readiness assessments to establish the state of preparedness of enterprises before linking them to the export market;
- Provide or arrange for technical assistance in product design and development;
- Initiate and coordinate sector specific dissemination workshops/seminars and other outreach programmes to improve exporting skills.
- Preparation, implementation and monitoring of trade promotion activities such as trade fairs/ exhibitions, trade missions, buyer – seller meetings, business to business linkages, etc;
- Gather and compile relevant products and markets intelligence reports for use in the improvement of sector specific information.

Other responsibilities

- Participate in business forums on trade promotion issues;
- Provision of market intelligence alerts, trade information and business counseling to the business community;
- On-site export business coaching.

Some of the Key Achievements

- Successful completion of 3 donor-funded projects (COMSEC, DANIDA and USAID) which culminated export sales and sustained orders in some cases;
- Implementation of Product design and development programmes for Kenyan SMEs in the commercial crafts sector
- Implementation of several export market promotional programmes for Kenyan

companies targeting the following markets:

- UK Market UK (2012)
- Chinese Market (2010)
- German market (2008 and 2009)
- UK Market UK (2007)
- Uganda Market (2006/8)
- USA Market (2006)

- Successful development and implementation of the ISO 9000 standards.
- Completion of a training as an Internal ISO Auditor
- Successful preparation of the COMESA Business Forum which coincided with the COMESA Heads of States Summit. (May 2007, Nairobi).
- Organizing and facilitating several workshops and seminars among them a Business Marketing and Management Workshop for Women SME Entrepreneurs.
- Successful completion of the Training the Trainer Programme to be a consultant for businesses aspiring to penetrate the export market
- Developing a training module for Costing and Pricing and undertaking training for business enterprises on the same.

November 1997- 2005

Company: Bata Shoe Co. (K) Ltd.

Position: Ladies Category Merchandiser

Job Summary

Managing the sourcing, introduction, selling and phasing out stages of merchandising lady's shoes and ensuring that stocks are available at the right time, right place, right price and acceptable fashion.

Key responsibilities:

- Establishing a representative line of merchandise, which will enable the company to operate profitably while maintaining a strong competitive position;
- Give input in production planning to ensure timely production and delivery of quality merchandise;
- Control and monitor supplies to Company owned stores to optimize sales while maintaining required stock levels;
- Make decisions, on pricing, selling, seasonal promotions, price reductions, re-grouping and clearance sales (liquidation);
- Work with Product Development department for faster development of new products as dictated by market needs and duly launch these new products;
- Ensure quality of shoes from beginning of production to warehouse, is up to company quality standards;
- Establish requirement for externally sourced merchandise in terms of product mix, quantities and price points;
- Sourcing and buying merchandise from manufacturers outside Kenya;
- Dealing directly with suppliers and developing new supplier contacts.

Other responsibilities

- Deputizing in Merchandising Department in the absence of the Departmental Head
- Preparing the yearly departmental budget.
- Preparing long-term sales estimates for a period of 5 years.

- Preparing the work plan for merchandising department.
- Stock taking and stock accounting in any of the Bata stores and depots twice per year.

Some of the Key Achievements

- Streamlining the product line to a profitable number of products
- Successful Implementation of a computerized system for manufacturing, warehousing and sales

1996

Company: Gemwil International Ltd

Position: Marketing Executive (On Internship terms)

Job Summary

Telemarketing for a clearing and forwarding company.

Key Responsibilities

- Getting customers through telemarketing.
- Office administration.
- Handling customers

1993-1995

Company: Haco Industries (K) Ltd.

Position: T.C.B Consumer Consultant (On Internship terms)

Job Summary

Educating beauticians on the recommended use and benefits of T.C.B hair products, through personal visits, seminars and hands-on workshops.

Key Responsibilities

- Resource person in the education seminars mainly in product presentation and training.
- Hands-on coaching on product handling

Education	<p>2008 - 2011 Institution: United States International University Degree: MBA Major: Strategic Management</p> <p>1992-1997 Institution: University of Nairobi Degree: Bachelor of Commerce Major: Marketing Honours: Upper 2nd Class</p> <p>1988-1991 Institution: Loreto High School Limuru Examination: Kenya Certificate of Secondary Education (K.C.S.E) Grade: B</p> <p>1980-1987 Institution: Limuru Town Primary School Examination: Kenya Certificate of Primary Education (K.C.P.E) Points: 68 out of 72</p>
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On The Job Training	<p>2017/2018 FKE Female Future Leadership Programme Benefits: Enhanced my board-readiness and leadership skills for managing organizations at the apex level</p> <p>2011 Course: ISO 9001:2008 QMS Internal Auditors Benefits: Better understanding of ISO 9001-2008 Quality Management Systems</p> <p>2007 Course: Training The Trainer (TTT3) Trainers: CBI Benefits: Consultancy skills and Exporter training</p> <p>2006 Course: CBI RISE website content development Trainers: CBI Benefits: Hands-on-experience on data mining, uploading information on to the website and managing the content on the eacexport.com website.</p> <p>2006 Course: ISO 9000 Standards Trainers: Kenya Bureau of Standards (KEBS) Benefits: Equipped with a deeper understanding of the ISO 9000 standard that applies to the service industry. Thereafter I participated in the successful preparation of the ISO documentation for the Export Market Department, in EPC</p> <p>2005 Course: Sino-African Cotton and Cotton Textile Production & Trade Trainers: China Textiles Planning Institute of Construction – Sponsored by Ministry of Commerce of the Peoples' Republic of China Award: Certificate</p>
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2005

Course: BSO FAME XIV – tailored for business Support Organisations

Trainers: Centre for the Promotion of Imports from Developing Countries (CBI) in Netherlands

Award: Certificate

2005

Course: Development of Market Profiles

Trainers: Centre for the Promotion of Imports from Developing Countries (CBI)

Awarded: Certificate

2002

Course: How to work with Windows, Excel, Access and PowerPoint.

Trainers: Onix Computer Services Ltd.

Awarded: Certificate

2002

Course: Marketing Course for Practicing Marketers

Trainers: Marketing Society of Kenya

Awarded: Certificate

2002

Course: Quality Customer Care

Trainers: Consultants For Effective Training (CET)

Awarded: Certificate

2000

Course: Customer Oriented Computer Course (COINS)

Trainers: Bata Shoe Company in Canada.

Details: Participated in the implementation of the program in Bata Shoe Company Ltd. This entailed coordinating the selling process through the computer system between marketing department and the information systems department. The implementation was successful and the COINS program is the one used in the Company to-date.

**Personal
Information**

- 48 years of age
- Married with three children
- Kenyan Nationality
- Hobbies – traveling and reading
- Personal Social Responsibility – supporting needy causes especially social and education related.
- Vice Chairperson of Ngarariga Girls Secondary School (on my second term)

REFEREE Peter Njuguna Manager, Finance & Strategy Kenya Commercial Bank Insurance Agency Cell phone: +254 722 838 113 Email: njugunagpn@gmail.com	REFEREE Robert Miano, Business Leader, Self Employed Cell Phone: +254 722 869 583 Email: robertmiano@gmail.com	REFEREE Christine Mwaka, Kenya Export Promotion & Brand Agency (KEPROBA), 16 th Floor, Anniversary Towers, University way P.O. Box 40247,00100 Nairobi, Kenya Tel: 254-20-2228534-8 Cell Phone: +254 725 383 985 Email: cmwaka@epc.or.ke	REFEREE Beatrice Mwasi, Centre For Business Innovation Training (CBIT), 3 rd Floor, Aqua Plaza, Muranga Road, P.O. Box 7689, 00100 Nairobi, Kenya Tel: 254-20-3741240, 3741246 Cell Phone: +254 721 828 699 Email: bmwasi@yahoo.co.uk
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