

STEPHEN AKWABI AMUNGA

CAREER OBJECTIVE

To work within an institution that is dynamic and challenging and which will enhance my individual and career growth enabling me contribute to its success and growth.

WORKING EXPERIENCE

1. [JUNE 2016-CURRENT] SECURITY, SAFETY & ENVIRONMENT ADVISOR COMPANY: NORWEGIAN REFUGEE COUNCIL- SOMALIA

DUTIES AND RESPONSIBILITIES

Safety Management and Focal Point

- Regular evaluation/revision of NRC Somalia Security/Safety Management Plan, MOSS, MORSS SOP's and CP's (with Country Director, Country Management Team: CMT, and Global Security Programme Manager).
- Collate and disseminate appropriate safety and security information for NRC in Somalia (South Central, Puntland and Somaliland)
- This includes drafting regular situation reports and maintaining documents outlined in the NRC Security Plan
- Regularly liaise with INGOs , UN bodies, and other relevant partners on matters related to security and safety and providing up-to-date case study information to feed into Security Advisories.
- Conduct regular field office assessments and implement changes where necessary alongside the Country Director Coordinate all security aspects of operational/programme planning and contingency responses;
- Provide information and recommendations to the Country Director with regards to all security matters;
- Briefing of new staff and visitors on safety and security matters/code of conduct with regular liaison with Global Security Programme Manager

Internal Capacity Building

- With the Country Director, and Area Coordinators (or OICs) across field locations, ensure implementation of NRC Security Policies and Procedures across all field offices
- With the training team conduct internal training for all field office staff, in safety-specific knowledge and skills
- Ensure radio communications procedures are implemented correctly and consistently within the programme, providing training where necessary.
- In consultation with the Logistics Coordinator ensure the radio communications systems are maintained in good working order; VHF, Thuraya and other satellite phones.

Field Assessments

- Conduct assessments of new locations for NRC and Provide the Country Director/Programme Manager recommendations towards operation in new locations.
- Liaise with other INGO/UN counterparts to obtain relevant information to Ensure staff conducting training or supporting training in any new locations are fully briefed

Sharing Information and Reporting

- Provide timely and accurate security advice and information to NRC-Somalia management, CMG, programme and project managers.
- Immediately report all security –related incidents involving NRC staff, eligible dependants, resources, assets, facilities, programs, and projects to the HO, and in his/her absence to the Country Director, Deputy Country Director(Programmes), Deputy Country Director (Operations) and RO.
- Provide the NRC project staff with situation reports and other appropriate security –related information as and when required
- In coordination with the INSO and UNDSS ensure appropriate professional liaison with local authorities responsible for security, law and order, counterparts in diplomatic missions and municipal/civic/religious and traditional leaders
- Conduct incident investigations as and when requested by the CO. HO, and RO
- Participate in inter-agency security coordination effort

**2.[JULY 2015-CURRENT] SECURITY AND SAFETY MANAGER Ag. Country
Logistics Focal Point
COMPANY: TEARFUND- SOUTH SUDAN**

DUTIES AND RESPONSIBILITIES

Cooperate Policies, Management Systems and Procedures

- Ensured that all Tearfund programme activities and locations are assessed and monitored in relation to staff safety and security, and make recommendations on procedures and practices to reduce staff risk and vulnerability to key decisions makers. Worked daily to directly inform the Response Manager (and other relevant leadership) of current situation/security environment as well as the recommended procedures, trainings, practices and alerts.
- Facilitated the review of the Country-level safety and security plan as part of a fully inclusive process involving a broad representation of team members. Publish, publicise and implement the agreed documents through regular workshops, presentations and as part of an induction programme for new staff.
- Provided support to project staff in the developing and implementation of local safety and security plans. Facilitate the revision of safety and security plans and procedures for all operational areas in accordance with Tearfund's global safety and security guidelines (on personal safety of staff, offices, accommodation, warehouses).
- Ensured revised safety and security policies and procedures for the country programme are approved by the Team Lead.
- Ensured that contingency plans for Evacuation, Relocation, Hibernation, and Medical Evacuation are in place, disseminated and adopted amongst staff, including through the use of simulations. These should be reviewed on a quarterly basis. Ensure that Business Continuity is also considered as part of the wider contingency planning process.
- Ensured Crisis Management procedures/plans are in place (in line with organisation-wide procedures) that can be activated at the time of a critical incident, with key members of the SMT represented to coordinate an effective crisis response, and including key steps for various cases such as death, kidnap, arrest and ensure they are regularly simulated, reviewed and updated.
- Ensured that security procedures are understood and respected by all staff at all times and inform and support line managers in taking the right steps in case of non-compliance to rectify the situation immediately. Liaised with the International Safety Coordinator to make sure in country safety and security plans, including procedures, are in line with organisation-wide policy.

Security Information, Management and Communication

- Represented and promoted Tearfund as a leader in all security related networks/cluster meetings; attend all cluster meetings, participate in the NGO Security Tree and all other inter-agency (and UN) information sharing.
- Researched and analysed security environment nationally and locally for all Tearfund office/project areas from a variety of local and international sources, NGO Security Cluster/Security Tree, UNDSS, OCHA and other INGOs in order to produce a formal weekly security update.
- Communicated security information, analysis and recommendations to all staff on a day-to-day basis (regularly throughout the day), and the International Safety Coordinator where sizeable changes are required. Maintain a Security notice board with all key security information, lead daily security briefs (of Country Office), and communicate security information as and when needed to relevant team members.
- Supported field teams in their ongoing threat assessments and compile reports on security assessments of offices, staff guest houses, field sites and project areas. Compile and verify the effective completion of the monthly health and safety as well as security checklists across all project locations and the country office.
- Ensured the timely compilation of situation updates, and security reports for field and Country Office management. Update the Monthly Security Review each month or as the situation in country modifies.
- Ensured that a centralised filing system of security-related documents is maintained and available to the appropriate staff.
- Systematically mapped all incidents and provide timely analysis to identify emerging trends inform future security management. Ensure field offices adhere to the same process and share information to the post holder in order to develop a greater programme-wide perspective.
- Ensured and regularly reassess that Tearfund vehicles, premises and equipment are compliant with Tearfund's safety and security standards. Liaised with the International Safety Coordinator and Logistics in-country and UK around these areas.

Programme and Strategic Planning

- Participate with the senior management team in developing the Country Strategy and associated implementation Plans and programme budgets.

Financial Management and Planning

- Advise project staff on preparation of project budgets which include adequate provision for security measures and training, and to support compliance with good practice/agreed minimum standards and policies for the sector.
- Ensure security, and health and safety training needs are factored into the annual programme budget and individual donor budgets.
- Have a dotted line responsibility on security budgets and advise on the best use of security funds.

Team Management

- Cultivated greater security awareness and culture across the team through prioritizing skill development and coaching all staff in relevant areas of safety and security.
- Map security training needs (including personal safety and safety and security management), develop and provide regular training for all international and national staff on personal safety, responding to common threats as well as managing safety and security (where applicable). Examples of training include compound safety, security guards, convoy driving, threat assessments, contingency planning, health and safety, and communications procedures.

- Provided safety and security briefings (induction and upon arrival) to all newly recruited and visiting international and national staff, as well as upon major shifts in the security context.
- Advised and where necessary implemented improvements to the physical compounds within the programme.
- Established & monitored HR/ Finance/Logistics working practices within the context of safety and security and advise around best practice and procedures including resource handling/transportation, distributions, etc.
- As part of the senior management team, promoted the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Upheld staff conduct and discipline with regard to Tearfund's health and safety and security procedures.
- Assisted Area Coordinators in defining required personnel competencies for roles with a specific security component.
- In conjunction with Human Resource Manager and the Pastoral Care Coordinator (in Global HR in UK), arranged pastoral support sessions for staff following an incident.

Good Practise and Institutional Learning

- Ensured that all aspects of the Programme are managed and implemented in accordance with signatory codes of conduct and accepted good practice.
- Facilitated learning reviews, incident debriefs and so other evaluations. Ensure learning from reviews, evaluations and audits is understood and disseminated to field, UK-based stakeholders and other programmes. Linking with the International Safety Coordinator in the UK, ensure learning is placed on internal knowledge management channels.
- Create structured opportunities to encourage learning from project staff and identify case study themes & issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.
- Ensured project design and execution is compatible with local cultural norms, paying particular attention to gender issues and conflict management.

External Relationships and Representations

- Build positive working relationships with sector-related personnel in INSO, local communities, UN, NGOs and donor agencies. Ensured that Tearfund has and is leading in a wide network of security contacts and sources of information.
- Attended all inter-agency security meetings, conferences and workshops. Participate in the Security Tree and any other incident/information-sharing mechanisms.
- Participated within professional & academic research and information-sharing networks to keep abreast of sector developments and key initiatives.

Logistics and Procurement

- Managed and supervised major logistics activities, incl. purchase and procurement, warehousing, asset management, fleet management and material planning, and be responsible for the financial management of the dep
- Ensured regular and rigorous supervision of all logistics units and hubs to ensure quality and follow up of Tearfund procedures and donor compliance both locally and internationally.
- Implemented and improved logistics management systems and developed local systems for internal control and monitoring.
- Coordinated with all programmes and departments, and support as necessary their planning and analysis for improved cost efficiency and timely delivery of assets and services

3. [JANUARY 2015-JUNE 2015] **SECURITY COORDINATOR**
COMPANY: MINE ADVISORY GROUP (MAG) INTERNATIONAL.

DUTIES AND RESPONSIBILITIES

Security Management and Systems

- Ensure that all MAG programme activities and locations are assessed and monitored relative to their impact on staff safety and security, and make recommendations on protocols and practices to reduce staff risk and vulnerability
- In consultation with the CD, TFMs and CLM continuously monitor the security /safety environment in areas of operations and nationally as necessary for all MAG programme areas and draft recommendations for the Country Director, who will decide on adjustment of security policies and procedures as needed
- Maintain the Safety and Security Guidelines for all operational areas in accordance with MAG global security guidelines. Publish, publicize and implement the ratified documents
- Maintain the contingency plans for Evacuation, Relocation, Hibernation, and Medical Evacuation that are in place, disseminated and adopted amongst staff; update and revise at least quarterly
- Ensure and regularly reassess that MAG vehicles, premises and equipment are compliant with internationally recognized safety and security standards. Conduct ongoing threat assessments and compile reports on security assessments of offices, staff guest houses, field sites and project areas
- Research and analyze security-related information from a variety of local and international media sources, governmental sources, the UN and other INGOs in order to produce a formal weekly security update
- Ensure that communication systems are adequate and maintained. Provide training to staff on the use of such equipment and communications protocols in conjunction with the Logistics Manager.
- Monitor HR / Finance / Logistics working practices within the context of safety and security and alert the relevant managers and the Country Director if inappropriate decisions are impacting on the safety and security of the team or external perception of the organization thereby creating security risks
- Conduct local analysis of incidents to inform future security management, In conjunction with the TFMs and CLMs, assist in the debriefing of staff that has experienced security incidents or 'near miss' incidents
- Coordinate post-incident follow up actions, analysis and recommendations
- Ensure systems are in place to instantly respond to a crisis management situation by working with the Incident Management team ; ensure that lines of communication and reporting to the Crisis Management team in New York are fully understood and implemented
- Conduct security assessments in new areas of Somalia prior to entry by MAG programme staff, in collaboration with the SA (HQ)

Documentation

- Maintains a documented list of all relevant actors (including contact details) in country on security actors (including armed groups).
- Ensure that briefing documents and maps are developed to help orient all new staff (national and international) about the overall security situation in Somalia and the particular threats and procedures in the areas where staff will be based.
- Systematically map all incidents on a dedicated map and provide timely analysis to identify emerging trends. Ensure field offices adhere to the same process and share information with the post holder..

Briefing, Training and Capacity Building

- Ensure Security briefings (arrival and complete) are of adequate quality and done in timely manner
- Work with national and international staff to build a shared understanding of security analysis and risk mitigation.
- With the support of the SA (HQ), develop a standardized security training method and provide security training for all staff in safety and security related subjects ensuring that policy and guidelines are understood and are being adopted and implemented across the programme.
- Build capacity of a local security manager as well as train security focal points
- Guide train and monitor all staff to ensure the Country's Minimum Standards in Safety and Security are followed and respected

Coordination and Networking

- Actively builds a network among relevant actors, including armed groups and forces.
- Coordinate and liaise on programme safety and security matters with all relevant actors in country such as national and international NGOs, UN, Donor organizations, government authorities and other stakeholders within the population.
- Proactively share information with staff in the CO and in the field ensuring high security awareness levels, close situation monitoring and effective two-way communication on security-related issues.
- Under guidance of the CD, serve as a key resource to MAG and its operational partners in times of emergencies, such as natural or manmade disasters

4. GLOBAL SECURITY, SAFETY AND EMERGENCY ADVISOR. (Germany)COMPANY: Risk Centurion Management Services.

DUTIES AND RESPONSIBILITIES

- Development, Analysis, preparation and documentation of security plans, Procedures, Context Analysis, Threat assessment, Risk Assessment, Risk Mitigation measures, Contingency Plans and standard operating procedures (SOP) for INGOs (MAG, OSAC, Marathon Oil and UNICEF)

**[JUNE 2014-DEC 2014] QHSE CONSULTANT (T&D projects in Uganda, Tanzania,
Rwanda and the Congo) COMPANY: BV (Bureau Veritas) and Isolux Spain**

DUTIES AND RESPONSIBILITIES

- Reviewing of the **HSE & The QUALITY PLAN** according with local regulation showing the requirements about the HSE and Quality activities during the execution of the project (*Supply and Installation of new 220 kV substations*) in Uganda, Tanzania, Rwanda and Congo.

5.[JUNE 2012-DEC 2014] **AFRICA REGIONAL SECURITY, SAFETY AND
EMERGENCY ADVISOR (Head of Operations in Africa)**
COMPANY: Relief International (INGO)

DUTIES AND RESPONSIBILITIES

Programming and Emergency:

- Serve as the organization's Security Focal Point for the Region and HQ, providing security and emergency policy guidance and security management support to the CO management teams in the region, enabling effective programme planning, implementation and delivery within the framework of all RI security policies and procedures;
- Ensure the mainstreaming of security into all levels of programme design, implementation and delivery through the substantive monitoring of ongoing and future projects and programmes, providing innovative and proactive support, direction and solutions where required;
- Review the impact of current, as well as future potential security factors and trends on RI planning, programme design and delivery, as well as the possible impact that programme design might have on the safety and security, ensuring that possible support measures are identified and improvements are implemented;
- Liaise with UNDSS, as well as other UN Agencies, Funds & Programmes and other stakeholders regarding the implementation of specific assistance to Country Offices within the region;
- To protect and minimize the risk to RI staff, project personnel, property and operations in all locations and at the same time enabling RI programme delivery throughout;
- Maintain a security network with colleagues from RI, UNDSS, and other UN Agencies, INGOs. Funds, and Programmes with the aim of ensuring coordination and collaboration of the actors within the Africa region.

Threat and Risk Assessment:

- Undertake security assistance missions to countries within the region with the aim to determine regional and country specific RI security requirements in support of regional RI initiatives;
- Assist/provide inputs to UNDSS in preparing a comprehensive threat and risk assessment of the region, which is to include all locations where RI staff members, dependents and equipment are present;

Security Plan and security support to resilience of the Country Office:

- Support RD in security planning and emergency/crisis preparedness in accordance with country- specific requirements; Work closely with UNDSS to ensure that RI procedures conform to the UN security policies;
- Through the appropriate RI security personnel, see that all RI personnel and eligible family members are included in the Security and Contingency Plans.

Minimum Operating Security Standards:

- Monitor the level of MOSS compliance of the Country Offices and projects within the Africa region. Assess the levels of compliance of RI.
- Ensure that personnel are provided with; and proficient in the use of, safety and security equipment, including communications equipment, vehicle emergency equipment and personal security safeguards required for work in the field;
- Establish internal communication systems and ensure RI communications are integrated into the appropriate Security Emergency Communications System;

Information Management:

- Collect, analyze and disseminate security centric information pertaining to the region to the SO and HQ management; Participate in inter-agency security coordination efforts
- Promote information exchanges with other INGOs, as well as other agencies and organizations, to enhance coordination and implementation of security management measures;
- Monitor international events and information sources in order to assess their security related trends and implications on RI operations and personnel & eligible family members in the Africa region.

Funds Management:

- Formulate and manage the annual work plan and related budget, initiates budget revisions;
- Advises on, and reviews the draft operational budgets of, the RI security personnel deployed within the Africa region;
- Ensure that costs and expenditures remain within budgeted and approved limits through the monitoring of monthly ATLAS budget reports;
- Ensure mainstreaming of costs related to implementation of security measures into programmes/projects.

Resource Mobilization

- Ensure that the security cost of doing business is included in all appeals and project descriptions for COs in the region;
- Provide inputs to donor reports, as required.

Office and Residential Security:

- Conduct/review periodic security assessments of RI premises and provide advice on shortfalls in security preparedness with recommended improvements and solutions for Country Offices in the region;
- Represent RI security interests in any common premises occupied by RI personnel while ensuring staff safety and security;
- Ensure that RI premises and international staff residences are compliant with SOPs.

Managerial Functions:

- Responsible for supervision of all RI security personnel deployed in the region, irrespective of funding source, providing leadership, authoritative guidance. Serves as the first reporting officer for all RI International Professional security personnel in the region, as reflected in their individual PMDs;
- Ensure that the RI Africa Security Team is adequately staffed by competent and proficient personnel with the appropriate skills and expertise required to enable the successful achievement of their respective functions and Country Office goals and objectives;
- Participate in the assessment processes for locally-recruited security staff, and, in collaboration with the HR unit, ensures that recommended candidates meet all qualifications.

Training:

- Ensure security awareness and capacity building of the RI actors included in the Framework of Accountability within the Region.
- Brief RI personnel during security assistance visits on their specific security responsibilities and accountability and RI security policies and procedures;
- Coordinate security training for the RI Africa Region Security Team; Provide ongoing mentoring to RI Africa Region Security Team; Contribution to knowledge networks and communities of practice.

Oct- Dec 2012- Ag. Country Director – South Sudan.

- Manage the South Sudan field office (Maban and Longechuk)
- Implement and develop the country strategy
- Develop the country programme
- Ensure effective monitoring and impact assessment
- Manage programme finances at the Country Level.
- Communicate programme activities
- Represent International Service

June 2014- Current- Ag. Africa Regional Procurement and Logistic Advisor.

Logistics

- Implementing standardized, Company side Logistics processes and procedures to improve Company profitability- Managing logistic mobilizations for key projects.
- Providing advice to Head office, Projects and Country teams on logistical issues.
- Supporting projects with logistical challenges as required.
- Ensuring that all Company assets are ‘sweated’ to the maximum extent possible to provide the highest ROI possible thus ensuring compliance with all regional regulations.
- Supporting new business proposals providing advice and costs as required.
- Managing transportation of equipment and approving relevant payments.

Procurement

- Continuously improving procurement policies and processes to facilitate more effective and cost efficient operations.
- Managing the procurement process for key projects, ensuring procurement is cost effective, timely, efficient and compliant with Country regulations and Company policy.
- Documentation, communication and education of procurement policies and processes. Managing the tender process for new suppliers in collaboration with Programme Managers.
- Negotiating and maintaining PSL agreements thus executing procurement and ensuring supplier and sub-contractors meet contracted obligation.
- Maintaining critical records, including, equipment cost list for pricing purposes.
- Obtaining and maintaining operational and project budget ‘cost tracking sheet’.
- Processing purchasing orders in line with operational need and project budget and tracking report and coordinating delivery of equipment and stores in project theatres.

6. [NOVEMBER 2009- 2012] SECURITY SAFETY HEALTH AND ENVIRONMENTAL MANAGER (East Africa).COMPANY: Wartsila Eastern Africa.

DUTIES AND RESPONSIBILITIES

- Promote and ensure no non-conformances in Security, safety and environmental procedures by advising the management on matters appertaining to Security, Safety Health and Environment.
- Develop a system of monitoring security, safety and environmental aspects of the plant through developing and communication procedures to the staff.
- Develop an efficient SSHE system in the plant thus preparing and disseminating regular health safety and environmental data and reports.
- Ensure visitor safety and compliance with rules and developing a system of monitoring LTA thus ensuring compliance with statutory requirements including the SSHE, OSH act 2007.
- Implementation of the SHE systems in line with ISO 14001, ISO 9001 and OSHAS 18001 into the Company whereas planning, organizing and managing SHE activities.
- Organizing site audits in line with SHE standards to ensure conformance and promotion of system requirement by the legislation and NEMA and DOSHS including training of the Safety Health Committee and carrying out various environmental management audits. Development and implementation of SHE plan, programmes and budgets
- Ensures that all the required maintenance reporting procedures are adhered to for all equipment and management of continuous improvement through PCAT process.
- Manage Area P&L through optimum utilization of personnel, equipment and material resources through data management systems.
- Manage and review Area reporting with contact with Area Directors with regards to SHEQ.

7. [MARCH 2007-NOVEMBER 2009] OCCUPATION SECURITY SAFETY AND HEALTH FACILITATOR/RESEARCHER (Nairobi)-COMPANY: DATALINE INTERNATIONAL Ltd.

DUTIES AND RESPONSIBILITIES

- Preparing final reports, policy advisory documents culminating in the development of key recommendations to our clients in terms of safety.
- Developing Safety training manuals which respond to key results of our surveys. Carrying out of Safety and Health training to companies on a number of issues including occupational safety and health.
- Responding to various clients who require factory inspection and investigation in regards to Safety that meet the Government requirement.
- Analyzing the effectiveness of organizations through carrying out surveys on Safety and Health Audits.
- Making inspection to buildings and physical facilities to determine the conformances to Safety and health Codes, Standards and regulations.
- Participate in Overall environment Safety and health Programmes thus maintaining adequate reports of inspection and investigation reports.

8. [FEBRUARY – MARCH 2008] TUTORIAL FELLOW/SAFETY OFFICER/TRAINER INSTITUTION: SOVAYA COMMUNICATIONS LTD.

DUTIES AND RESPONSIBILITIES

- Training students on Canopy Information Technology installation systems and broadband wireless application.
- Involved in decision making in the college through the board and assessing student performances through administration of evaluation tests and examinations.
- Carrying out Safety Audits/training thus advising the Management on legal aspects in regard to OSHA 2007-Sensitization of the organization of Environment Awareness.

**9. [SEPTEMBER – DECEMBER 2007] SAFETY ENGINEER
INSTITUTION: ZENA HOLDINGS (TELEKOM WIRELESS)**

DUTIES AND RESPONSIBILITIES

- Installation and configuration of fax black boxes, Telkom wireless equipment's and modems.
- Data manipulation techniques using Microsoft Excel, FORTRAN and SYSTAT computer programming packages.
- Database maintenance using Microsoft Access

**10. [MAY – JUNE 2007] SECURITY REGISTRY SUPERVISOR
INSTITUTION : KENGEN**

DUTIES AND RESPONSIBILITIES

- Data entry of details and information of Kengen shareholders.
- Customer care in the shareholding department thus advising clients about status of their share details.
- Circulation and dissemination of crucial and vital information to shareholder and stakeholders of Kengen.

**11. [CONSULTANCIES] MODERATOR FOR NEPAD/UNDP WORKSHOPS
INSTITUTION: UNDP-NEPAD KENYA SECRETARIAT**

DUTIES AND RESPONSIBILITIES

- Conducting Focus Group Discussions in the provinces on different aspects of governance and socio-economic development issues. Compiling final field reports which are used in periodic progress reports produced by NEPAD Kenya
- Carrying out any other duties as requested by my immediate supervisor. Duties include logistical arrangements, mobilizing participants, paying re-imbursements to the participants among many others.

EDUCATIONAL QUALIFICATIONS

Msc in Occupation Safety and health at Jomo Kenyatta University (Mombasa Branch) and Part Time Lecturers for Short Courses at Jomo Kenyatta University of Agricultural Technology (2011)

1. (2010) **Bureau Veritas** **(Nairobi)**
Lead auditor in Occupation safety and health Assessment series OSHAS 18001:2004 and Environmental management systems ISO 14001:2004. Trainer for Occupation Safety and Health
 2. (2007-2009) **Dataline International Limited** (Nairobi)
Occupation health, Security and safety training/ Occupation health and safety audits. ISO 14001:2004 EMS and ISO 9001:2008 QMS Lead Auditor.
 3. [2002-2006] **University of Nairobi** [Nairobi, Kenya]
Bachelor of Science. (MATHEMATICS AND CHEMISTRY)
 4. [2000-2002] **College Of Insurance** [Nairobi]
Certificate in Computer Programming.
 5. [1997-2000] **Kakamega High School** (Kakamega)
Kenya Certificate of Secondary Education
 6. [1988-1996] **Bukhulunya Primary School** [Kakamega]
Kenya Certificate of Primary Education
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OTHER SKILLS AND COMPETENCIES

OTHER RELATED WORKSHOPS/SHORT COURSES/EMPLOYEMENT

1. Security and Safety Training in Mines Advisory Group- Manchester- UK
2. Crisis Management Training EISF- Nairobi- Kenya
3. Security and Security Management by NSP.
4. Acted as a Country Director for South Sudan- Relief International
5. Lead Expert for NEMA in EIA and EA.
6. Secretary General for KOHSA (Kenya Occupation Health and Safety Association)
7. Trained in HEIST (Harsh Environment Individual Safety Training)
8. Trained in SEA Investigation Workshops (Sexual Exploitation and Abuse)
9. Attended the New Manager training Course by TSL
10. Attended Security Management Training with CSD and NSP
11. Trained Occupation First Aider by Kenya Red Cross.
12. Evacuation Search and Rescue Responder.
13. Lead Trainer on Occupation Safety and Health Systems at Dataline International Ltd.
14. Mainstreaming of Safety and Security in INGOs by Church World Service.

COMMUNICATION RELATED

1. Spreadsheets- Ms Excel/ Ms. Access.
2. Operating system- Windows NT, Windows 2000, Windows XP.
3. Microsoft Office Applications MS Word, MS Access, MS PowerPoint and MS Outlook.
4. Systems FIDELIO FO Systems, MICROS Restaurant System, SOPHO Telephone System.

ADMINISTRATIVE

1. Taking lead sessions within a team
2. Effective customer care, public relations and communication
3. Writing Implementing and Evaluating of strategic plans
4. Mentorship programmes

PERSONAL SKILLS

1. Excellent Communication and Oratory Skills.
2. Confidence and Honesty
3. Strong Leadership and Interpersonal Skills.
4. Willingness to Learn and adapt to new responsibilities.
5. Outgoing Personality with a strong sense of humor.

REFEREES

1. Mr. Geoffrey Omedo.
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P.O. Box 41609-00100 NAIROBI,
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2. Mr. Kenneth Asumu,
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3. Mr. Jeff Ohanga,
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Norwegian Refugee Council
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