

## CARRICULUM VITAE FOR SYLVESTER MWENZE MASILA

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### OBJECTIVE

To work in an establishment where my professional experience in Environment, Safety and Health experience can be put to use while enabling full utilization of my personal and social skills. My main goal is to achieve long term individual career and institutional growth while serving God and humanity.

### PERSONAL PROFILE

I am a flexible self-starter who is optimistic, passionate, capable of working independently or as part of a team, committed to responsibilities and able to work under pressure to meet any deadlines.

### EDUCATION

1. January 2019-To date : Kenyatta University (**Ongoing**)
  - Master of Science in Occupational Safety and Health.
2. 2009- 2013: Makerere University, Kampala, Uganda.
  - Bachelor of Arts in Environmental Management.

### WORK EXPERIENCE

**MARCH 2015 TO DATE: DATALINE INTERNATIONAL LIMITED**

**JOB TITLE: ENVIRONMENTAL SAFETY AND HEALTH (ESH) EXECUTIVE**

#### **MAJOR DUTIES**

- To provide a professional, efficient and effective environmental administrative support to meet the needs of Dataline International Limited.
- To work within the laws of Kenya and ensure all the right procedures and standards are adhered to as per NEMA and DOSHS requirements.
- To market the Company whilst maintaining the existing clientele base.
- Head of the Environment, Safety and Health Department.

#### **KEY RESPONSIBILITIES**

##### **Environmental Safety Coordination**

- Application and follow up of NEMA and DOSHS Licenses.
- Carrying out Environmental Impact (Social) Assessments (EIA's) and Audits.
- Liase with DOSHS Advisors in carrying out safety audits for our clientele.
- Liase with NEMA and DOSHS on regulatory changes in Environmental Management.

**Administrative Role**

- Deal with enquiries and representations from clients and prospective clients in a professional manner
- Compilation of regular reports
- Ensuring that routine administrative duties are properly and timely completed
- Maintaining and updating records

**Business Development Role**

- Daily liaison with other members of the team to provide information and ensure that clients receive excellent client service.
- Actively marketing Dataline International Limited Services to prospects to achieve set sales targets

**MARCH 2014-FEBRUARY 2015: INTERN AT THE NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA), WASTE MANAGEMENT UNIT**

**➤ Specific duties**

- Receipt and review of applications for waste transportation, waste disposal site applications and export permits.
- Drafting and printing of waste management licenses.
- Updating and maintaining the Waste Management System database.
- Preparing of weekly, monthly and quarterly reports to monitor progress within the section and Country at large.
- Carrying out site inspections to monitor compliance levels of facilities.
- September 2013 To February 2014: Incidence and inspection unit, NEMA
- Receiving incidences from complainants through different channels
- Recording and updating all reported incidences onto the NEMA online registry
- Carrying out inspections on compliance for all reported incidents
- Forwarding incidences to the different County Directors of Environment for action
- Preparing weekly, quarterly and annual reports

**ACCOMPLISHMENT:**

- Was nominated and took part in a combined data collection, report compilation and GIS mapping and map generation exercise for Nairobi River Basin identification of discharge points by NEMA and Ministry Of Environment And Mineral Resources.
- Contributed to smooth running of the Waste Management and Incident Desk sections in specific tasks allocated.
- Updated regularly the Waste Management System database thus efficiency of the section and the institution.

**JANUARY 2012-JANUARY 2013 VOLUNTEER/OFFICE ASSISTANT AND PROJECT ASSISTANT ~ PEARL OF AFRICA ENVIRONMENT (PAE) , KAMPALA UGANDA**

**Specific duties**

- Preparing of EIA's (Environmental Impact Assessments) and Project briefs of various projects within Kampala district. .
- Updating the organization website with relevant environmental and projects information.

- Writing project proposals for the various projects undertaken by the organization and doing follow-ups after implementation.

### **PERSONAL ATTRIBUTES**

Strong interpersonal skills, good mediation skills when dealing with people, ability to build strong working relationships, good communication skills, leadership skills, positive attitude for assignments and unrivalled flexibility.

### **HOBBIES:**

Involvement in church activities, constructive discussion forums, cycling, reading and travelling

### **MOST RECENT RELEVANT CAREER TRAININGS**

1. Environmental Impact Assessments for Upstream Oil and Gas Operations Webinar, April 2019  
by



**Global Network**  
on environment and oil & gas

### **REFEREES**

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