

# Natalie N. Mathenge

## A. Personal details

Postal address	C/o Mrs E. M. Mathenge P.O. Box 46849 Nairobi, 00100		
Email	<a href="mailto:njanjamath@gmail.com">njanjamath@gmail.com</a>		
Mobile number	+254 716 209579		
Date of Birth	08 January 1976	Nationality	Kenyan

## B. Summary of skills

1. Experience in human resources across a broad spectrum of human resource practice areas.
2. A HR practitioner who appreciates the need to understand and get involved in the business in order to be a better partner to the leadership team.
3. Able to resolve problems and challenges through proactive consultation and relevant research and or reading.
4. Natural tendency for professionalism, ethical practice and focus on performance further reinforced by the experience of having worked with strong brands such as PricewaterhouseCoopers, Ernst & Young and STANLIB.
5. Appreciation for diversity in all its forms gained from experience working in environments that thrive on diversity and multiculturalism.
6. Worked with stakeholders with varying requirements and at different levels.

## C. Experience

### 1. **November 23 2016 – October 2019, HR Business Partner EA (Kenya and Uganda), STANLIB Kenya**

Oversee and coordinate all human resource functions in Kenya and Uganda which has included:

- a) Setting up the HR function in both businesses and streamlining shared and outsourced services.
- b) Developing HR strategies/ plans and budgets aligned to business priorities and including coordinating and reporting on quarterly strategy reviews.
- c) Overseeing the performance management process including training/ awareness, updating templates and implementing identified actions.
- d) Coordinating the implementation of talent management activities which include primarily succession planning and learning and development activities.
- e) Developing and implementing HR policies and RACMs (Risk and Control Matrixes).

### 2. **June 2016 – November 2016**

- a) Independent consultancies with thinkPeople Consulting Limited which were largely recruitment activities and a confidential board and senior management evaluation.
- b) Review and update of the Ernst & Young HR policy manual.

### 3. **June 2015 – May 2016, Manager-People Advisory Services (contract), Ernst & Young Kenya**

- a) Served as the Deputy Team Lead, Job Evaluation for the Civil Service of Kenya and managed a team of 12 – 15 consultants.

- b) Coordinated the technical efforts of the team and had a dual reporting line to the Partner in Kenya and the Project Team Lead in South Africa.
- c) Provided technical input and guidance to the team of Consultants' and the main client as well as secondary clients.
- d) Prepared, reviewed and submitted all technical inputs for the assignment.

#### **4. Mar 2014 – May 2015, Senior HR Consultant, Adept Systems**

Involved in consulting services to small and micro-entreprises for HR audits, organisation structure review and performance management amongst other areas. Some of the key assignments included:

- a) Review of the performance management system for Fidelity Insurance Company Ltd. Adept Systems was contracted by Fidelity Insurance to develop a performance management system for the company. We trained the management team on performance management and facilitated goal setting at department and senior management level.
- b) Review of the performance management tools and policy for Pioneer Holdings Limited. This included coaching the management team on effective communication and which was done through one on one meetings, group training sessions and regular catch up meetings. I reviewed the appraisal tool and trained the team on performance management and use of the revised tool as well as prepared a draft performance policy.
- c) HR Audit for Laxcon Construction. We carried out a situation analysis on the current practices and systems in place and submitted HR staff capacity assessments, proposed HR department structures and documented corresponding work flows.
- d) SMT (senior management team) capacity assessment for Ashut Engineers Ltd. (both divisions). We held one on one assessments, administered psychometric profiling and reviewed personnel files for the Directors and heads of department in both divisions. Our findings to the Directors and Board of the company were adopted and they initiated the implementation of proposed recommendations.
- e) HR Audit for Eldoville Dairies Ltd. The HR Audit included Heads of Departments capacity assessments, high level review of payroll data against minimum statutory requirements and the review of the performance management tool and assessments for the previous performance period.
- f) Sub-contracted to Ernst & Young Kenya to:
  - Support the Job Evaluation for Civil Service. Due to the length and complexity of the assignment I transitioned to work directly with Ernst & Young.
  - Provide support on the finalisation of Joint Capacity Assessment and Rationalisation Reports (CARPS) for various counties. My primary role was to participate in the compilation of reports. This involved ensuring all relevant information was included, the reports were completed on time and submitted to the review team for finalisation and forwarding to the client.

#### **5. Dec 2013 – Mar 2014, Independent Consultant on assignment with Artemis Africa Consulting**

- a) Led a team of consultants in carrying out a human resource audit for a leading supermarket with key activities being to carry out a staff survey, review of human resource policies and practices, staff headcount and assessment of senior staff.
- b) Presented a high level preliminary findings report on emerging issues to the Managing Director and his deputy.

**6. Dec '2010 – Nov' 2013, Manager-People and Change, PricewaterhouseCoopers Kenya**

- a) Prepared project proposals and presentations/ pitches and carried out risk management on clients.
- b) Involved in various human resource consulting assignments including organisation structure review and development, job evaluation and grading, policy manual review, staff assessments and executive search and selection.
- c) Executed project tasks including preparing project deliverables such as assignment reports, preparing and making presentations to clients and internal teams and following up on client payments.
- d) Worked closely with clients at different levels including Boards, senior management teams and project teams.
- e) Coordinated the availability and input of internal and external project resources including ensuring involvement of internal teams in quality and risk reviews (Partner, Director and Manager). This also included securing internal subject matter expert inputs and coordinating the inputs of sub-contracted companies and individuals.

**7. Aug' 2009 – Nov' 2010, Senior Business Advisor, Ernst & Young Kenya**

- a) Provided technical support and guidance to the Director and Manager on human resource consultancy assignments.
- b) Some of the assignments I was involved in were organisation structure review and design including job analysis and job evaluation/ grading, HR audit, remuneration review, HR policy review and executive search and selection
- c) In these assignments my roles included execution of assignment tasks, reporting, giving client presentations and risk management.

**8. Jan' 2007 - July 2009, Senior Human Resource Consultant, Adept Systems Management Consultants**

- a) Coordinated recruitment consulting activities that required development of client adverts, longlisting, shortlisting, interviewing and reporting.
- b) Provided technical support on key assignments such as organisation structure review, development of job descriptions and job evaluation, carrying out HR Audits and undertaking capacity assessment exercises.
- c) Supervised a team of consultants including assigning tasks, reviewing assignment deliverables and providing technical support and guidance as required.

**9. Jan' 2006 – Dec' 2006, Human Resources Administrator, Wilderness Lodges Limited**

Set up the HR department which involved:

- a) Documentation of organisation structures and job descriptions.
- b) Developed a HR policies and procedures manual and provided support to managers on its interpretation and implementation.
- c) Set up a medical scheme with Resolution Health for all staff. Resolution Health also carried out an audit of the outpatient services offered at the clinic and provided guidelines for improvement of its operations.
- d) Managed staff recruitment, appointments and promotion processes. Together with the Internal Auditor, carried out a staff headcount at all locations

**10. Oct' 1999– Aug' 2005 – beginning of my career I worked with various employers:**

- a) Arthritis Care – London, UK
- b) Buro Four Project Services Limited – London, UK
- c) Adept Systems Management Consultants

## **D. Education**

- 1. Federation of Kenya Employers**, Female Future Programme: Leadership training programme, 2015
- 2. Middlesex University Business School-UK**, MA Human Resource Management (CIPD), 2005
- 3. Institute of Human Resource Management Kenya (IHRM-K)**, Higher National Diploma in Human Resource Management, 2001
- 4. United States International University Nairobi**, BA International Relations, 1998

## **E. Other activities**

Facilitated a human resource practice for a USAID/ Pearl Capital Partners (PCP) Group Investees Workshop held at the Karen Country Lodge (Thursday 12 – Friday 13 March 2014)

- The aim of the workshop was to bring together investee companies under the African Agricultural Capital Fund (AACF), for discussions and support in Business Administration; including Corporate Governance, and Finance Management, important aspects for business growth.
- Participants included six (6) investee companies including Midlands, Wilmar Flowers, Biyinzika in Uganda, Eldoville etc. It was attended by the decision makers (top management/ Directors) from each of the companies, Chief Executive Officers (CEO), Chief Financial Officers (CFO), Operation Managers, Human Resource Managers and Marketing Managers.