

CURRICULUM VITAE

NAME APOLLO NGANGA KIARII

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DATE OF BIRTH 16TH SEPTEMBER 1966

SEX MALE

MARITAL STATUS MARRIED

NATIONALITY KENYAN

ID/No. 7665988

PP No. A927032

WORK EXPERIENCE:

1ST APRIL 2014 TO DATE

CHIEF EXECUTIVE OFFICER - KENYA TEA GROWERS ASSOCIATION

DUTIES AND RESPONSIBILITIES

- a) Drives and coordinates all negotiations on behalf of the Association; this includes negotiation on Terms and Conditions of employment, Recognition Agreements, Collective Bargaining Agreements and lobby relevant stakeholders on behalf of the Association
- b) Provides a strong focal point for a consensual approach to current external challenges and spearhead the Association responses including amongst others; levies, Tea Cess and Legislative developments. Lobby and advocate interests as appropriate.
- c) Establishes, maintains, and strengthens linkages for collaboration and networking amongst members and other stakeholders.
- d) Maintains close liaison (including official representation where applicable) with key stakeholders such as the Federation of Kenya Employers, KEPSA, KAM, AIN, KALRO, TRI, GOK National Industrial Training Authority, EATTA and the Tea Directorate.
- e) Monitors economic, regulatory and other related trends in order to determine their potential impact on plans and operations of the Association. Lobby and advocate interests as appropriate.
- f) Develops and nurtures business relationships that can be leveraged in order to achieve the Association's objectives with other kindred organisations; Agricultural Employers Association, Cereal Growers Association, Coffee Growers Employers Association etc, Rainforest Alliance, Fairtrade Organisation etc.
- g) Ensures full representation at Counties and parliamentary committee levels. Establish an effective and authoritative voice for the commercial tea sector to make the industry relevant with Government, this to include engaging with Counties to advise members in good time of any areas of concern.

- h) Establishes relationships with all the existing related parties and new parties of interest to the industry.
- i) Establishes appropriate processes and tools for planning, budgeting, reporting and monitoring progress.
- j) Monitors the market activities in order to identify new business opportunities.
- k) Monitors, guides, reports and coordinates the Association approach to a sustainable CSR strategy. This includes institutions owned or managed by the Association including Moi Tea Girls Sec Sch, Kericho Pry Sch, Kericho Tea Boys Secondary Sch, Nandi Hills Academy and Taito KTGA Sec School.

1ST JULY 2006 TO MARCH 2014

CHIEF MANAGER - HUMAN RESOURCES - OL PEJETA CONSERVANCY (RANCHING) LTD

DUTIES & RESPONSIBILITIES

- DEVELOPMENT, REVIEW AND IMPLIMENTATION OF HR POLICIES, PROCEDURES AND REGULATIONS,
- HUMAN RESOURCES PLANNING, DEVELOPMENT AND UTILISATION OF EXISTING HUMAN RESOURCES,
- ADMINISTRATION AND MAINTAINANCE OF THE PHYSICAL AND COMPUTERIZED EMPLOYEE DATA BASES,
- ADMINISTRATION OF STAFF PENSION SCHEME, COMPANY INSURANCE SCHEME INCLUDING FOLLOWUP OF CLAIMS AND STAFF MEDICAL SCHEME,
- PAYROLL ADMINISTRATION FOR REGULAR AND TEMPORARY EMPLOYEES,
- HANDLING AND MAINTAINING SOUND INDUSTRIAL RELATIONS AND UNDERTAKING UNION NEGOTIATIONS AND DISPUTE RESOLUTION,
- STAFF RECRUITMENT, PLACEMENT, CONTRACTS AND JOB DESCRIPTION PREPARATION,
- DEVELOPING AND IMPLEMENTING STAFF TRAINING PROGRAMS,
- DEVELOPMENT AND IMPLEMENTATION OF STAFF PERFORMANCE PROGRAM INCLUDING CARRYING OUT STAFF APPRAISALS AND EVALUATIONS AND REWARD SYSTEM.
- PREPARATION OF STATISTICAL REPORTS, NUMBERS AND OTHER HR MANAGEMENT REPORTS,
- HUMAN RESOURCES DEPARTMENTAL BUDGET PREPARATION AND IMPLEMENTATION.

15TH MARCH 2002 TO 30TH JUNE 2006

HR AND ADMINISTRATION MANAGER - RED LANDS ROSES LTD

DUTIES AND RESPONSIBILITIES

- STAFF RECRUITMENT, CONTRACTS AND JOB DESCRIPTIO PREPARATION, STAFF APPRAISALS AND TRAINING

- DEVELOPMENT OF COMPANY EMPLOYMENT POLICIES STRATEGIES AND STANDARDS
- PAYROLL ADMINISTRATION FOR REGULAR AND TEMPORARY EMPLOYEES
- HANDLING AND MAINTAINING SOUND INDUSTRIAL RELATIONS AND ADVISING MANAGEMENT ON LABOUR RELATIONS INCLUDING CBA NEGOTIATIONS AND DISPUTE RESOLUTION.
- ADMINISTRATION OF STAFF PENSION SCHEME, INSURANCE SCHEME, STAFF MEDICAL SCHEME, STATUTORY LICENSES AND REGISTRATION.
- MAINTAINING PHYSICAL AND COMPUTERIZED EMPLOYEE DATA BASE
- ADMINISTRATION AND MAINTENANCE OF COMPANY'S LOCAL & INTERNATIONAL STANDARDS ON SOCIAL AND ENVIRONMENTAL ISSUES INCLUDING - KFC, EUREPGAP, FLO, MPS-GAP, Max HAVELAAR, FLP.
- ADMINISTRATION OF COMPANY SAFETY AND SECURITY PROGRAMS
- ADMINISTRATION OF PURCHASE PROCEDURES MAINTENANCE OF COMPANY PLANT AND EQUIPMENT, CONTRACTORS AND COMPANY TRANSPORT SYSTEMS

1ST APRIL 1998 TO JULY 2002

EXECUTIVE OFFICER - AGRICULTURAL EMPLOYER'S ASSOCIATION (AFFILIATED TO FKE)

DUTIES AND RESPONSIBILITIES:

- PROMOTING GOOD LABOUR RELATIONS AMONG MEMBERS, EMPLOYERS AND THE GOVERNMENT THROUGH THE PROCESS OF NEGOTIATIONS, CONSULTATIONS AND RECONCILIATION;
- ORGANIZE MEMBERS (EMPLOYERS) FOR ALL PURPOSES CONNECTED WITH EMPLOYMENT OF LABOUR
- DEALING COLLECTIVELY WITH ANY MATTER AFFECTING LABOUR IN MEMBER ESTATES.
- CO-OPERATE WITH, AND CULTIVATE GOOD RELATIONS BETWEEN EMPLOYEES AND MEMBERS (EMPLOYERS) ON ALL MATTERS AFFECTING GENERAL AND COMMON INTEREST
- COLLECT AND CIRCULATE INFORMATION ON ALL MATTERS RELATING TO LABOUR AND THE FARMING ECONOMY, AND IN THIS CONNECTION PROMOTE, WATCH OVER, TAKE ACTION IN REGARD TO LEGISLATIVE MEASURES OR PROPOSALS AFFECTING, OR TENDING TO AFFECT IT
- INITIATE, PROMOTE AND CO-ORDINATE ALL MATTERS OF COMMON INTEREST TO MEMBERS (EMPLOYERS)
- REPRESENT MEMBERS AT THE RURAL EMPLOYERS' STANDING COMMITTEE MEETING OF THE FEDERATION OF KENYA EMPLOYERS
- REPRESENT MEMBERS IN THE GENERAL COMMITTEE OF F.K.E, RIFT VALLEY BRANCH
- REPRESENT MEMBERS AT THE AGRICULTURE INDUSTRY WAGES COUNCIL

- ACT JOINTLY WITH F.K.E IN FURTHERANCE OF MEMBER'S INTERESTS

THIS STRIVED TO PROTECT AND SAFEGUARD THE INTERESTS OF MEMBERS THROUGH THE PROMOTION OF SOUND INDUSTRIAL RELATIONS AND FAIR LABOUR PRACTICES TO CREATE AN ENABLING ENVIRONMENT FOR GROWTH AND DEVELOPMENT

1ST DEC 1990 - 30TH MARCH 1998

SENIOR LABOUR INSPECTOR - MINISTRY OF LABOUR & HUMAN RESOURCE DEVELOPMENT

DUTIES AND RESPONSIBILITIES

- ADMINISTRATION AND ENFORCEMENT OF THE COUNTRY'S LABOUR LAWS
- PROMOTION OF EMPLOYER/EMPLOYEE RELATIONS
- INVESTIGATION OF TRADE DISPUTES AND TAKING REMEDIAL ACTION.
- INSPECTION OF WAGES, TERMS AND CONDITIONS OF EMPLOYMENT TO ENSURE COMPLIANCE WITH LABOUR LAWS AND REGULATIONS
- ADVISING EMPLOYERS, EMPLOYEES AND TRADE UNIONS ON LABOUR LAWS AND POLICIES AND ON INDUSTRIAL RELATIONS MATTERS
- INVESTIGATION OF LABOUR RELATED CRIMES AND THE PROSECUTION OF OFFENDERS
- ADMINISTRATION OF WORKMEN COMPENSATION
- FORMULATION AND IMPLEMENTATION OF TRAINING PROGRAMS AND COURSES.

OTHER SERVINGS

- MEMBER - TEA INDUSTRY TASK FORCE TO INVESTIGATE AND COME UP WITH RECOMMENDATIONS TO IMPROVE INDUSTRY PERFORMANCE ESPECIALLY NET INCOME / RETURNS TO FARMERS.
- REGIONAL PRESIDENT - FEDERATION OF KENYA EMPLOYERS - RIFT VALLEY REGION - 2015 - 2017
- CHAIRMAN - AGRICULTURAL EMPLOYERS ASSOCIATION - 2011 - 2013
- MANAGEMENT BOARD MEMBER - FEDERATION OF KENYA EMPLOYERS - 2011 TO DATE
- GAZZETTED MEMBER - AGRICULTURAL INDUSTRY WAGES COUNCIL - 2010 TODATE
THE COUNCIL IS MANDATED TO ADVICE AND MAKE RECOMMENDATIONS TO THE MINISTER FOR LABOUR AND HUMAN RESOURCE DEVELOPMENT ON TERMS AND CONDITIONS OF EMPLOYMENT IN THE AGRICULTURAL INDUSTRY.
- MEMBER - NATIONAL INDUSTRIAL TRAINING AUTHORITY - NITA (PLANTATION, AGRICULTURE AND ALLIED INDUSTRIES) SECTORIAL TRAINING COMMITTEE - 2003 TO 2009.

THE COMMITTEE EVALUATES THE TRAINING NEEDS IN THE PLANTATION, AGRICULTURE AND ALLIED INDUSTRY AND MAKES RECOMMENDATIONS TO THE NATIONAL INDUSTRIAL TRAINING COUNCIL (NITC) ON TRAINING PORGRAMS FOR THE INDUSTRY. RECOMMENDS REIMBURSABLE RATES AND ITEMS TO EMPLOYERS CARRYING OUT STAFF TRAINING UNDER THE NITA PROGRAMS.

- MEMBER - NATIONAL INDUSTRIAL TRAINING AUTHORITY - NITA - NATIONAL INDUSTRIAL TRAINING COUNCIL (NITC) TASK FORCE.

THE TASK FORCE WAS MANDATED TO EVALUATE THE IMPLICATIONS OF THE NEW INDUSTRIAL TRANING LEVY ORDER - LEGAL NOTICE No 113/2007 AND MAKE RECOMMENDATIONS ON THE SMOOTH IMPLEMENTATION OF THE ORDER, DEVELOP PROPOSALS FOR RESTRUCTURING OF DIT TO COPE WITH THE IMPLICATIONS OF THE NEW LEVY ORDER.

EDUCATION/PROFESSIONAL BACKGROUND

2011	-	2012	INSTITUTE OF HUMAN RESOURCE MANAGEMENT
1999			KENYA INSTITUTE OF MANAGEMENT
1988	-	1989	THE TECHNICAL UNIVERSITY OF KENYA
1981	-	1984	NYAHURURU HIGH SCHOOL
1974	-	1980	MAWINGO PRIMARY SCHOOL

PROFESSIONAL COURSES

21 ST - 25 TH MAY 2018	MEDIATION TRAINNING INSTITUTE (EA) - CERTIFIED PROFESSIONAL MEDIATOR (ACCREDITED MEDIATOR - COURT ANNEXED ACCREDITATION)
AUG - OCT 2012	INSTITUTE OF HUMAN RESOURCE MANAGEMENT (KENYA) - CERTIFIED HR CONSULTANT COURSE
JAN - FEB 2012	INSTITUTE OF HUMAN RESOURCE MANAGEMENT (KENYA) - EXECUTIVE CERTIFICATE IN REWARD MANAGEMENT
AUG -OCT 2011	INSTITUTE OF HUMAN RESOURCE MANAGEMENT (KENYA) - CERTIFIED PROFESSIONAL TRAINER
23 RD - 24 TH NOV 2010	FEDERATION OF KENYA EMPLOYERS - USAID - HIV/AIDS BEST PRACTICES SYMPOSIUM
7 TH - 8 TH JULY 2010	FEDERATION OF KENYA EMPLOYERS - MANAGING SUSTAINABLE BUSINESS & SOCIAL RESPONSIBILITY - (ISO 26000)
25 TH SEPT 2009	FEDERATION OF KENYA EMPLOYERS - PRE-CBA NEGOTIATIONS
21 ST MAY 2009	ERNST &YOUNG - EMPLOYEE TAXES

23 RD JUNE 2008	SERENA HOTELS - EMPLOYEE WELLNESS PROGRAM
19 th DEC 2007	FEDERATION OF KENYA EMPLOYERS (TOF) TRAINING OF FACILITATORS ON HIV/AIDS IN THE WORKPLACE
27 TH - JULY 2007	RETIREMENT BENEFITS AUTHORITY (RBA) - TRUSTEE TRAINING SEMINAR.
20 TH - 21 ST JUNE 2006	LIAM CONSULTANTS SERVICES LTD - SUPERVISORY SKILLS IMPROVEMENT.
22 ND - 24 TH MARCH 2006	LIAM CONSULTANTS SERVICES LTD - CAPACITY BUILDING IN PERFORMANCE MANAGEMENT & APPRAISAL SKILLS
3 RD - 4 TH AUGUST 2004	STRATEGIC LEADERSHIP CENTER - STRATEGIC HUMAN RESOURCE MANAGEMENT
16 th - 17 th SEPT 2004	SGS (K) LTD - INTERNAL AUDITING TRAINING
23 RD MARCH 2004	SGS (K) LTD - EFFECTIVE PROCEDURE WRITING
16 TH - 20 TH FEB-2004	SGS (K) LTD - EUREPGAP AND ORGANIC FARMING - CODE OF PRACTICE
21 ST NOV 2003	AON MINET INSURANCE BROKERS LTD, GENERAL INSURANCE AND CLAIMS PROCESSING
15 TH - 16 th OCT 2003	KENYA COLLEGE OF INSURANCE - CERTIFICATE OF PROFICIENCY IN INSURANCE - FUNDAMENTALS OF INSURANCE, PRINCIPLES AND PRACTICE OF LIFE AND PENSION BUSINESS
29 TH - 30 TH JULY 2003	BEACONS TRAINING & CONSULTANTS - OCCUPATIONAL HEALTH AND SAFETY
1 ST - 3 RD JULY 2002	BVQI - AUDITORS TRAINING ON SOCIAL CCOUNTABILITY (SA 8000)
24 TH - 26 TH MARCH 2002	FREDRICH NAUMANN FOUNDATION - CONFERENCE PLANNING AND ORGANIZATION
19 TH -22 ND MARCH 2002	ILO/FEDERATION OF KENYA EMPLOYERS - CONCILIATION AND MEDIATION COURSE
17 TH 18 TH SEP 2001	FEDERATION OF KENYA EMLOYERS /ILO - WORKSHOP ON PROMOTION OF THE ILO DECLARATION ON FUNDAMENTAL PRINCIPLES AND RIGHTS AT WORK

18 TH 19 TH OCTOBER 2000	FEDERATION OF KENYA EMPLOYERS - WORKSHOP ON ENHANCING COMPETITIVENESS IN A GLOBALIZED MARKET THROUGH PRODUCTIVITY IMPROVEMENT
9 TH 13 TH MAY, 1994	ILO/ROYAL NETHERLANDS GOVT/KENYA GOVT PERFORMANCE IMPROVEMENT SEMINAR FOR LABOUR OFFICERS AND INSPECTORS
21 ST - 31 ST MARCH 94	ILO/ROYAL NETHERLANDS GOVT/KENYA GOVT PROSECUTION COURSE FOR LABOUR OFFICERS AND INSPECTORS
11 TH - 22 ND OCTOBER 93	ILO/ROYAL NETHERLANDS GOVT/KENYA GOVT REFRESHER COURSE FOR LABOUR INSPECTORS
18 TH - 28 TH MAY 1993	ILO - TRAINING OF TRAINERS IN LABOUR ADMINISTRATION, LABOUR INSPECTION AND DEVELOPMENT
15 TH -19 TH MARCH, 1993	DIRECTORATE OF PERSONNEL MANAGEMENT LABOUR ADMINISTRATION SEMINAR FOR LABOUR OFFICERS AND INSPECTORS

EXAMINATIONS

DEC, 1999	NATIONAL DIPLOMA, HUMAN RESOURCES MANAGEMENT- KENYA INSTITUTE OF MANAGEMENT - PART II
	<u>GRADES:</u>
	<ul style="list-style-type: none"> • HUMAN RESOURCE MANAGEMENT II - PASS • PUBLIC RELATIONS MANAGEMENT - PASS • COMPUTER APPLICATION IN HRM - PASS • INDUSTRIAL AND LABOUR LAWS - CREDIT • STRATEGIC HUMAN RESOURCE MANAGEMENT - PASS • HRM; ANALYSIS AND DECISIONS - PASS
JUNE, 1999	NATIONAL DIPLOMA, HUMAN RESOURCE MANAGEMENT - KENYA INSTITUTE OF MANAGEMENT - PART I
	<u>GRADES:</u>
	<ul style="list-style-type: none"> • HUMAN RESOURCE MANAGEMENT 1 - PASS • FINANCIAL MANAGEMENT - PASS • RESEARCH METHODOLOGY & PROJECT WRITING - PASS • LABOR ECONOMIC - CREDIT • ELEMENTS OF LAW - CREDIT • ORGANIZATIONAL BEHAVIOR - PASS

1989

DIPLOMA, LABOUR STUDIES & MANAGEMENT - KENYA POLYTECHNIC-PART II

GRADES:

• INDUSTRIAL RELATIONS	-	4
• EMPLOYMENT LAW	-	4
• PERSONNEL ADMIN.	-	4
• ECONOMICS	-	3
• COMMUNICATION	-	6
• SOCIOLOGY	-	2
• RESEARCH PROJECT	-	2
OVERALL GRADE	-	CREDIT

1988

DIPLOMA, LABOUR STUDIES & MANAGEMENT - THE TECHNICAL UNIVERSITY OF KENYA - PART I

GRADES:

• INDUSTRIAL RELATIONS	-	2
• EMPLOYMENT LAW	-	3
• PERSONNEL ADMINISTRATION	-	4
• ECONOMICS	-	3
• COMMUNICATION	-	3
• INDUSTRIAL PSYCHOLOGY	-	3
• STATISTICS	-	3
OVERALL GRADE	-	CREDIT

1984

KENYA CERTIFICATE OF SECONDARY EDUCATION;

• ENGLISH	-	3
• KISWAHILI	-	6
• GEOGRAPHY	-	3
• MATHS	-	9
• BIOLOGY	-	3
• C.R.E	-	6
• AGRICULTURE	-	5

DIVISION 2 (TWO) AGGREGATES 26 POINTS

1980

CERTIFICATE OF PRIMARY EDUCATION

• MATHS	-	A-
• ENGLISH	-	A
• GENERAL PAPER	-	A

AGGREGATE

35 POINTS

REFEREES

Mr. Zackary K Ndungu
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Fairtrade Finland
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