CURRICULM VITAE

FOR

FRANCIS MUTHWII MUTHUMO

P.O BOX 487-90200

KITUI

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**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Francis M. Muthumo

A married Christian male

Kenyan National, born on 10th April 1978

**Permanent Address**: **Temporary Address**

P.O Box 487-90200, Nairobi City Water & Sewerage Company

Kitui. P.O Box 30656-00100

Tel: 0720/0737-971627 Nairobi

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**PERSONAL PROFILE**

1. A team player with ability to work under pressure.
2. A quick apt learner.
3. Able to work independently with minimum supervision.

**CAREER OBJECTIVE**

To maximally utilize acquired knowledge, experience and other available resources to come up with reliable, satisfiable and fruitful results in my place of work while achieving individual growth and development.

**EDUCATION RECORD**

Sept. 2011 – June 2012 **University of Nairobi**

Masters in Environmental Chemistry

Course work

Sep. 1998 – June 2002: **University of Nairobi,**

Bachelor of Science (Chemistry)

Second Class Honours (Upper Division)

1993 – 1996: **Kitui High School**,

Kenya Certificate of Secondary Education (K.C.S.E)

Mean grade B (plain)

1984- 1992: **Kwa-Ngindu Primary School**,

Kenya Certificate of Primary Education (K.C.P.E)

Obtained 503 marks out 700 marks.

**PROFICIENCY TRAININGS/WORKSHOP/CONFERENCES ATTENDED**

1. Ultimate customer care conducted by peak performance international.
2. HIV/AIDS training and counseling conducted by community counseling and training centres.
3. Analytical method validation and quality control conducted by E-Salama.
4. 5th metrology conference organized by Kenya Bureau of Standards.
5. Water Safety Plans Capacity Development
6. Second Conference of the International Year of Chemistry (IYC 2011)
7. IWA/WHO Water Safety Conference

**WORK EXPERIENCE**

February 2017 – Present 2017: **Nairobi City Water & Sewerage Company**

**Position**: - Environment Coordinator

**Key Responsibilities**

* Coordinate Inspection of Industries and Trade facilities for compliance to the provisions of Water Quality regulations 2006.
* Oversee the permit to discharge process for Industries, Trade facilities and Exhausters.
* Interface with external and regulatory agencies on administrative issues especially on implementation of the EMCA and Water Act.

February 2013 – January 2017: **International Water Association (IWA), Africa Office**

(Seconded from Nairobi City Water and Sewerage Company)

**Position**: - Project and Congress Support officer

**Key Responsibilities**

* Scope opportunities throughout Africa to further develop utility strengthening through trainings on NRW, O & M, Asset management and WSPs.
* Assist in scoping potential IWA members from utilities, universities and research institutions.
* Support regular communications to African members and partners.
* Support the organization of regional IWA projects and events.
* Support establishment and strengthening of YWP chapters and events.

June 2008 – January 2013: **Nairobi City Water and Sewerage Company**

**Position** – Quality Assurance Officer

**Key Responsibilities**

* + - * Organize, coordinate and supervise quality control/assurance of a water treatment plant.
      * Ensure that all water treatment chemicals/materials deliveries confirm to specifications.
      * Conduct research and development for water treatment chemicals.
      * Respond to and follow up on water quality concerns/queries.
      * Maintain, calibrate and report on equipment suitability impacting on water quality and plant performance.
      * Train, Supervise and appraise laboratory technicians.
      * Prepare laboratory reports

April 2008 – May 2008: **Kenya Commercial Bank Ltd.**

**Position**-Card Sales Representative

**Key Responsibilities**

* + - * Solicit new customers/clients and sell card products to new customers.
      * Appraise new card applications and recommend on credit worthiness.
      * Monitor, review and report on performances of existing card customers.

Sep. 2007 – March 2008: **Barclays Bank of Kenya Ltd**.

**Position**-Barclaycard Direct Sales Representative

**Key Responsibilities**

* + - * Solicit new customers/clients and sell card products to new customers.
      * Appraise new card applications and recommend on credit worthiness.

Oct. 2002 – July 2005: **Crown Berger (K) Ltd**.

**Position**: Customer Care Officer

**Key Responsibilities**

* + - * + Selling the products benefits.
        + Receiving and processing customer orders.
        + Offering technical advice to customers.

**HOBBIES**

Social work and research

Listening to music

Sharing ideas and experiences

**REFEREES**

1. Eng. Lucy Njambi

Technical Director

Nairobi City Water & Sewerage Company

P.O Box 30656-00100

Nairobi

1. Sarah M. Tibatemwa

Director, IWA Africa office

P.O Box 68200-00200

Nairobi

Tel: 0719-504 022

E-mail: sarah.tibatemwa@iwahq.org

1. Felix Lukwa Lusiri

Quality Assurance Manager

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**Sincerely Francis M. Muthumo**