**Edith Njeri Nduati**

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| **Personal Profile** | |
| An intelligent and conscientious professional who effectively combines an outstanding academic background with a wealth of transferable skills. Adept at applying analytical problem-solving and planning capabilities to develop innovative and creative solutions to problems and to manage projects from conception through to successful completion. I am an expert critical analysis writer and data collector in all fields of study and I have great organizational skills. My ability to negotiate and facilitate make me a dependable and empathetic leader. Possesses exceptional interpersonal, communication and staff management skills, demonstrated during a history of building and maintaining positive working relationships. A success-driven individual with the ability to perform in highly pressurised and challenging working environments, offering a significant contribution whether operating independently or leading an efficient and productive team. |  |

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| **Education** | |
| |  |  | | --- | --- | | **2018 – To Date** | **Masters of Science in Public Health** | | Jomo Kenyatta University of Agriculture and Technology |  |  |  | | --- | --- | | **2016 - 2017** | **Certificate of Monitoring and Evaluation** | | Jomo Kenyatta University of Agriculture and Technology |  |  |  | | --- | --- | | **2012 - 2016** | **Bachelor of science in Public Health** | | Jomo Kenyatta University of Agriculture and Technology |  |  |  | | --- | --- | | **2008 - 2011** | **Kenya Certificate of Secondary Education** | | St. Francis Girls’ High school | |  |

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| **Skills** | |
| * **Problem Solving and Decision Making:** Ability to analyze and define a problem, evaluate alternatives, find a solution; and understand how and when to make a choice. * **Communication Skills**: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback. * **Planning and Organizing**: Ability to identify and prioritize activities and assignments, make necessary adjustments as required; foresee risks and allow for contingencies when planning. * **Flexibility and Adaptability**: I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas. * **Team player**: Works as a competent member of the team, willingly providing back-up support for coworkers when appropriate and actively supporting group goals. * **Analytical Skills**: Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval and implementation. * **Time Management:** Ability to prioritize work and manage time effectively. |  |

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| **Work Experience** | |
| |  |  | | --- | --- | | **April 2019 - To Date** | **Nairobi City Water and Sewerage Company** |   **Position:** Environment and Compliance Supervisor  **Key Achievements:**   * Carries out E&SIA for the company * Compliance by companies to required Environmental aspects * Achieved 80% of greening program in work stations and catchment areas   **Responsibilities:**   * Site visit and inspection. * Gathering baseline information on trade facilities. * Gathering information on all private exhausters discharging to NCWSC sewers. * Conduct environmental awareness during monitoring and inspection sessions. * Preparing monthly, quarterly and bi-annual reports. * Carry out internal environmental audits, and do reports on the same. * Carry out educational and awareness training programs for locals living in the catchment areas. * Assist in preparation of questionnaires/checklist for audit for respective stations. * Assist in monitoring farming practices in all the catchment areas. * Assist in establishing trees nurseries, more specifically indigenous for the catchment areas. * Assist in initiating greening programs in all working stations.  |  |  | | --- | --- | | **November 2016- march 2019** | **Nairobi City Water and Sewerage Company** | | **Position:** Sociologist -Output Based Aid Project in 12 Informal Settlements, Funded by World Bank  **Key Achievements:**   * Increased customer base of the company by contracting more customers. * Successfully met all the project timelines according to targets set**.** * Resolved 80% customer complains on time during project period**.** * Increased revenue collection in the company. * Successful compilation of materials used in the project   **Responsibilities:**   * Contracting customers to the project. * Prepare and carry out Community Entry meetings. * Mapping and household identification. * Conduct Focus Group Discussion sessions. * Came up with awareness and education programs and ensure they are carried out. * Prepare questionnaires to be used in surveys carried out regularly. * Prepare Monthly, Quarterly and bi-annual reports. * Prepare and carry out community Barazas. * Carry out WASH campaigns. * Address customer complains as they arise. * Maintain database of customers contracted to the project. | |  |  |  | | --- | --- | | **August 2016 – November 2016** | **Nairobi City Water and Sewerage Company** | | **Position:** Community Development Assistant  **Key Achievements:**  **Successfully carried out E&SIA for the company**  **Compliance by companies to required Environmental aspects**  **Achieved 80% of greening program in work stations and catchment areas**  **Responsibilities:**   * Gathering baseline information on trade facilities. * Site visit and inspection. * Gathering information on all private exhausters discharging to NCWSC sewers. * Conduct environmental awareness during monitoring and inspection sessions. * Assist in preparing monthly, quarterly and bi-annual reports. * Carry out internal environmental audits and do reports on the same. * Carry out educational and awareness training programs for locals living in the catchment area. * Assist in preparation of questionnaires/checklist for audit for respective stations. * Assist in monitoring farming practices in all the catchment area. * Assist in establishing trees nurseries, more specifically indigenous for the catchment areas. * Assist in initiating greening programs in all working stations. | |  |  |  | | --- | --- | | **September 2015 – May 2016** | **Ruiru sub-district Hospital** | | **Position: Public Health attaché**  **Responsibilities:**   * Caring out school sanitary inspection. * Inspection of food premises in Ruiru Town. * Inspection of proper waste management at the hospital. * Giving door to door polio vaccines. * Community mobilization. * Weekly reports on disease incidence rates. * Prepared research manuscripts and research presentations. * Developed research survey, questionnaire, or tests. * Recruited and enrolled study participants. * Maintained accurate records of interviews, safeguarding the confidentiality of subjects, as necessary. * Provided ready access to all experimental data for the faculty researcher and/or supervisor. | |  |  | | --- | | **Other Positions Held** | | * **June 2016:** Volunteer KEWASNET * **2011 November-2012 January:** Black Burn LTD | |  |

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| **Additional Information** | |
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| **Referees** | |
| Paul Mbanga  position, STC-World Bank, Kenya Telephone no: +254 724 331 919 Email: [pmbanga28@gmail.com](mailto:pmbanga28@gmail.com)   Jackson Munuve  Resident Engineer, Output Based Aid Project Telephone no: +254 723 173 339 Email: [MJackson@nairobiwater.co.ke](mailto:MJackson@nairobiwater.co.ke)  Eng. Manore  Engineering manager- NCWSC  Telephone no: +254 721 576 183 |  |