**DR. MATTHEW KIMELI CHIRCHIR, Ph.D.,**

**(MBA, BA (Hons.), IHRM, AKIM)**

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**PERSONAL INFORMATION**

**DATRE OF BIRTH 14 March 1978**

**MARITAL STATUS MARRIED**

**NATIONALITY KENYAN**

**COUNTY UASIN-GISHU**

**ID NUMBER 20774788**

**RELIGION CHRISTIAN**

**SUMMARY OF SKILLS AND COMPETENCIES:**

Experienced lecturer in Human Resource Management, Business management, Office and secretarial Management, successful trainer, lecturer and an administrator with good results; effective time management skills, good organizational skills, records management, typing shorthand skills, and interpersonal skills, proficient in Microsoft Office.

**EDUCATION BACKGROUND:**

1. **UNIVERSITY**

**(2013 to 2019) Dedan Kimathi University Of Technology,** Doctor of Philosophy **(**PhD) in Business Administration; Human Resource and Organization Management.

**2**.  **UNIVERSITY Kenyatta University, School of Business**

**(2005-2011)** Master of Business Administration (MBA) - Human Resource Management

**3. UNIVERSITY Kenyatta University School of Humanities and Social**

**(2000 – 2004) Science**

Bachelor of Arts Degree; Business Studies, Secretarial

Studies and Sociology. **First Class** Honours.

**4. UNIVERSITY Kenyatta University, School of Pure and Applied**

**(Sept – Dec 2001) Science Computer Science Department**

Certificate in Computer Studies and Computer

Applications.

**5. COLLEGE Emmanex Computer College, Nairobi.**

**(Sept 2003 – March 2004)** Certificate in Microsoft Office and Publisher.

**6. HIGH SCHOOL Legebet Secondary School**

**(1993 – 1996)** Kenya Certificate of Secondary Education (K.C.S.E.) (B Plain)

**7. PRIMARY SCHOOL Legebet Primary School.**

**(1983 – 1992)**  Kenya Certificate of Primary Education (KCPE) (68 Points)

**WORKING EXPERIENCE**

1. **Kenya School of Government; Baringo, 1st July- 2012- To Date**

**POSITION: LECTURER –Business, Office Management and HR**

* + Lecturer, in the area of expertise and related disciplines
  + Currying out research and consultancy
  + Supervising students research project work
  + Preparing training schedules.
  + Currying out training needs analysis
  + Preparing training materials.
  + Setting, administering, moderating and marking examinations

1. **CHUKA UNIVERSITY July 2012 – 31st December, 2015**

**POSITION: Part time lecturer in the school of Business**

* + Lecturer, in the area of expertise and related disciplines
  + Participating in relevant training activities.
  + Setting, administering, moderating and marking examinations

1. **KENYATTA UNIVERSITY July - 2012 31st December, 2015**

**POSITION: Part time lecturer in the school of Business**

* + Lecturer, in the area of expertise and related disciplines
  + Preparing training materials.
  + Setting, administering, moderating and marking examinations

1. **UNIVERSITY OF KABIANGA January 2011- December, 2018**

**POSITION: Part time lecturer in the school of Business and Economics**

* + Lecturer, in the area of expertise and related disciplines
  + Preparing training materials.
  + Setting, administering, moderating and marking examinations
  + Supervising students research project work

1. **GURUNANAK NISHKAM SEWAK JATHA – (GNNSJ)- Nishkam Saint Puran Singh Institute; School of Business Studies- Kericho(Dec. 2007 – 30th June 2012)**

**POSITION: COLLEGE PRINCIPAL**

**Duties and responsibilities**

* Providing strategic and dynamic leadership and direction in the formulation, development, implementation and evaluation of the institutions plans and strategies to facilitate desired growth and Support the trustees in the strategic oversight of the institution.
* Was the academic and administrative head of the institution. Had overall responsibility of the direction, organization, and administration of the programs of the institution.
* Together with the Director of Operations; preparing the institutions annual plans and estimates and advising the Director of Operations on the development needs of the institution, including those of learning facilities, infrastructure, human capital and general student welfare.
* Ensuring the facilitation and maintenance of local and international linkages with other institutions of higher learning.
* Formulating and reviewing policies, systems and procedures that deliver efficiency and improve internal controls.
* Ensuring that the institution had effective system for developing the required human resources to implement the institutions current and future programmes.
* Enacting/formulating institutions policies in consultation with the Director of Operations from time to time and Facilitating the implementation of the institutions policies and ensuring the day to day smooth flow of the schools operations
* Handling issues relating to staff e.g. recruitment, training, leave etc and being responsible for the institutions assets; ensuring their safety.
* Counseling and guiding staff members in order to enhance productivity and responsibility.
* Monitoring the teacher’s class attendance and fee payment to facilitate decision making and prompt fees collection as well as Maintaining staff and students discipline and order to ensure a conducive learning environment.

1. **Inoorero University - Parklands Nairobi (March 2005 – December 2007)**

**POSITION: ASSISTANT LECTURER**

**Duties and Responsibilities:**

* Lecturer teaching Diploma in Business and Office Management Course/ Secretarial Studies Course.

**Subjects**: Business Studies, Typing, Business Communication, Business English, Business Organization, Office Management, Communication Skills, Principles and Practice of Management, Commerce, Principles of Accounting

* Evaluation of students in class and on industrial attachment.
* Preparing training schedules.
* Setting, Marking and Moderating Diploma and Certificate Examinations.
* Developing Curriculum e.g. Diploma in Project Management.
* Class teacher and officer in charge of the departmental typing pool and Examinations.
* Undertaking departmental Marketing activities within and outside the city.

1. **Elgonview Commercial and Technical College**

**(August 2004 – February 2005) –**

**POSITION: TUTOR**

**Duties and Responsibilities:**

* Tutor teaching Secretarial and Business Courses.
  + **Subjects**: Principles of Accounting. Business Studies, Typing, Business Communication, Business English, Office Practice, Communication Skills, Commerce,
* Head of Sales and Marketing Department Section.
* Undertaking departmental Marketing activities

**Papers Published**

1. An analysis of citizens' participation in public administration in Kenya; *International Journal of Business, 3(6), 317-324.*
2. An Assessment of Factors Influencing Service Delivery In County Governments In Kenya: A Study Of County Government Of Kitui, Kenya; *International Journal of Innovative Research and Advanced Studies, 4*(8), 253-262.
3. Psychosocial Effects of Liberation War among Freedom Fighters (MAU MAU) In Kenya: A Post-Colonization Review; *International Journal of Innovative Research and Advanced Studies, 4*(10), 1-7.
4. The Influence of Management Training On Civil Servants’ Post-Training Work Behaviour; *International Journal of Economics, Commerce and Management, 6*(4), 527-537.
5. Antecedents of Trainee Satisfaction with Senior Management Training. *International Journal of Economics, Commerce and Management, 7*(2), 692-709.
6. Interrogating the Efficacy of Public Service Personnel Training at the Kenya School of Government. *The European Education Researcher, 2*(2), 97-110.Doi 10.31757/euer.222
7. Empirical Analysis of Age and Gender as Predictors of Performance in Examination among Adult Learners. *European Journal of Education Studies, 6*(3), 97-110. doi: 10.5281/zenodo.3246853

**Conferences attended and Papers Presented/Co-Authored and Research Projects**

**Paper title**: Psychosocial Effects of Liberation War in Kenya

A study of Post War Victims among Freedom Fighters (MAU MAU)

**Presented at**: Dedan Kimathi University of Technology University (DKUT) International Conference on African Liberation Efforts.

**Theme**: Pan-Africanism and Post-liberation challenges in Africa

**Paper title**: Fire disaster preparedness in touristic and heritage sites

**Presented at**: Dedan Kimathi University of Technology University (DKUT) International Conference on African Liberation Efforts.

**Theme:** Pan-Africanism and Post-liberation challenges in Africa

**Paper title**: Factors affecting staff turnover in tertiary colleges in Kenya

**Presented at**: Kenyatta University School of business, masters dissertation

**Paper title:** Balancing family and work life amidst increase in work demands.

**Presented at:** The 4th annual national Hansard association of Kenya conference,

**Papers Reviewed**

**Paper title:** Ecological risk perceptions and public participation in recreational activities within lake waterfronts in Kisumu County

**Journal**: International Journal of Ecology and Ecosolution

**ESSENTIAL SKILLS**

* Pedagogical/teaching skills
* Typing 50 wpm.
* Shorthand 80 wpm.
* Team Player
* Good Communication Skills.
* Good Public Relations Management.

**PERSONAL INTERESTS**

* Helping the disadvantaged in the society.
* Participating in Community Service and charitable events.
* Reading Newspapers.
* Listening to Christian music.

**AFFILIATION TO PROFESSIONAL BODIES**

* Full member, Institute of Human Resource Management (IHRM)
* Associate Member of Kenya Institute of Management (AKIM)

**COMMUNITY SERVICE**

BOARD CHAIRMAN, Kamoiywo Girls High School BOG, Nandi County

BOG Member Kamoiywo Girls Secondary School

**REFEREES**

1. MRS. TERESIA MUGENDI

HEAD OF DEPARTMENT- OFFICE MANAGEMENT

KENYA SCHOOL OF GOVERNMENT

P.O. BOX 402

EMBU. TEL: 0725 346 146

1. MR. CHARLES ONKUNDI

HEAD OF TRAINING

KSG BARINGO

P.O. BOX 91-30400

KABARNET TEL: 0725 872337

1. MR. HENRY WERE

LECTURER

KENYA SCHOOL OF GOVERNMENT

P.O. BOX 402

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