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| **CURRICULUM VITAE**  **PERSONAL DETAILS**  NAME: Hillary Thomas Wandera  GENDER: Male  AGE: 53 Years  CONTACT ADDRESS: P.O. Box 19934, 00202 – KNH, Nairobi.  EMAIL ADDRESS: [htwandera@gmail.com](mailto:htwandera@gmail.com)  CELL PHONE CONTACT: 0723410666 / 0733707857  **OBJECTIVE:**  To add value to the organization that I work for by being honest, passionate and committed to offering HR services and to strategically partner with peers and other departments’ heads to enhance on the organization’s productivity through a motivated workforce.  **ACADEMIC / PROFESSIONAL QUALIFICATIONS**   |  |  |  | | --- | --- | --- | | **Title of qualification** | **Year of Study** | **Institution** | | Senior Management Course | 22nd October to 16th November 2018 | Kenya School of Government, Nairobi. | | Masters of Business Administration (Strategic Leadership and Management) | May 2010 – Nov 2011 | St. Paul’s University | | Bachelor of Business (Hons) - Human Resource Management | Sept 2008-April 2010 | Limkokwing University - Malaysia. | | Bachelor of Business Administration | 2004 -  2005 | Newport International University. U.S.A. | | Advanced Diploma in Business Administration | 1998 -1999 | ABE (U.K) | | Diploma in Information Technology (Spreadsheets) | 1994 - 1995 | Institute of Commercial Management (UK) | | Certified Human Resource Management Professionals Part I & II (HRMPEB) | 2016 - 2017 | HRMPEB (K) | | Computer Packages- Access, Excel, Word, Ms Word & Powerpoint | 2000 April-May | Compuera | | Kenya Advanced Certificate of Education | May 1985 – Nov 1986 | Raval’s College | | Full Member -In the professional HR body in Kenya. | IHRM (K) Institute of Human Resource Management Kenya. | | | HR Practicing certificate (valid) | IHRM (K) Institute of Human Resource Management Kenya. | | | Member of the Editorial Board | Journal of Human Resources Management and Labor Studies. | | | **Publications:**  International Journal of Humanities and Social Science:  (a). Effects of Short term employment contracts on an organization: a case of Kenya Forest Service.  (b). Effects of Retrenchment / Staff Rationalization: a case of KTDA Ltd  (c) Effects of huge public debt to the Citizens of Kenya | Vol 1 No. 21 (Special Issue December 2011)  Vol. 2 No. 23 December 2012 | |   **Professional Training (Short courses)**   * New Kenya Labour Laws Training * Computerized record keeping training. * Leadership and Teambuilding. * Training in Collective Bargaining and Industrial Relations Course. * Training in Pensions Administration. * Certificates in Human Resource Management. * Training on interviewing skills * Certificate in Supervisory Skills Development * Certificate in Health and Safety. * Training in Cooperative Management * Training in public sector taxation * Training in public procurement laws   **Other Capabilities;**   * Excellent proposal writing and presentation skills * Have leadership skills having been a leader from high school to work experience currently. * Very good communication skills. * Able to respond fast to various situations. * Extrovert and able to relate well to diverse personalities. * Good in computer applications software. * Work with minimum supervision and meets deadlines. * Able to interact with diverse cultures, age and race due to the exposure of my working experience. * Knowledgeable on the Labour Laws and applications. | | |
| **KENYA FOREST SERVICE**  **JULY 2015 TO DATE**.  **POSITION: HEAD OF PAYROLL ADMINISTRATION AND PERFORMANCE MANAGEMENT (SENIOR HUMAN RESOURCE OFFICER)**  **REPORTING TO; MANAGER, HUMAN RESOURCE & ADMINISTRATION.**  **In-Charge of Performance Management and Payroll Administration**  **Responsibilities;**   * Processing of monthly payroll and statutory deductions * Management and administration of Performance tools and processes. * Supervision and mentoring of Hr staff. * Implementing reward and sanction policy and procedures. * Preparation and effective monitoring of the HR and administration budget. * Trains and sensitizes staff on upholding the performance contracting and appraisal culture in the Organization. * .Coordinates the departments target setting of various Hr and Administration Units. * Cascades performance contracts of various HR and Administration Units. * Coordinates the evaluation of performance appraisals of staff in the Organization. * .Manages the Public complaints procedures mechanism in the organization. * Setting up of new employees in the Hr system by allocating codes to enable effectiveness in payments and deductions. * Ensures proper interpretation of relevant Labour Laws. * Attending to and resolving staff queries on hr issues. * Ensuring qualifying staff are confirmed in appointment to Permanent and pensionable terms and subsequent enrolment in the Staff Pension Scheme. * .Maintain proper working relationships with third party institutions and resolve any issues. * Generate pay reports as may be requested from time to time.   **2014 TO JUNE 2015. SENIOR HUMAN RESOURCE OFFICER IN-CHARGE OF PERFORMANCE MANAGEMENT**   * Assisted to put in place performance appraisal tools * Coordinated performance contracting within hr and admin activities * Coordinated performance target setting in HR and Admin Units among others   **AUGUST 2011 TO 2014. HUMAN RESOURCE OFFICER – PLANNING AND RESOURCING**   * Designed jobs descriptions and specifications of the organizations jobs * Presided over the 2nd phase of absorption process for over 3000 employees * Processed Short term employees’ monthly Muster roll. * Managed new employees’ induction trainings * Member of a task force on the review of the Organization’s policies * Management of Staff exits * Maintenance of Staff skills and talents data base register. * Managed leave management. * Managed staff transfers and deployments. * Managed recruitments of staff and set up in the System   **JAN 2010 TO AUGUST 2011. HUMAN RESOURCE OFFICER IN-CHARGE OF REGISTRIES.**   * Supervised the merging of all registries into one unit * Developed the filing indexing for KFS * File tracking. * Ensure dispatch of incoming and outgoing mails * Worked with ICT and developed a web based files tracking system for registries * Coordinated the overall transformation of the registry set up among others   **Human Resource Consultant (**2008-Jan 2010) at Rickair Agency  **Responsibilities;**   |  |  | | --- | --- | | **Staff Welfare** | * Put in place HR Structures. * Developed a filing indexing for the Organization. * Administration and Management of the staff Medical scheme. * Sensitization of staff on new labour laws * Update medical service providers with new staff joining the schemes together with relevant details. * Facilitation of final dues for deceased staff e.g. payments from medical providers and final expense pay. | | **Human Resource Information system, (HRIS) management** | * Updating staff posting and transfer records. * Assist in giving information relevant to Human Resource Planning. i.e. grade plans and information on health and safety plans-premiums, etc |   **AUG 1988 – JUN 2007**  **KENYA TEA DEVELOPMENT AGENCY LTD**  **POSITION: EMPLOYEE RELATIONS ANALYST**  **REPORTING TO THE GENERAL MANAGER, HUMAN RESOURCE AND ADMINISTRATION.**  Served as Human Resources Officer / Employee Relations Analyst where I ensured that the various field Units Heads adhered to the requirements of labour practices in the handling of employees in their respective stations / sections. Assisted in the reviews of Human Resources Manuals, Administered the approved medical scheme, attended various field units Board meetings with a view to advising on issues affecting the employees, attended to conciliation meetings at various Labour offices and constantly liaised with F.K.E and attended to Industrial Court / civil suit matters, formulated and implemented the Fair Trade requirements with regard to best Hr practices leading to certification of a number of Tea Factory Companies, also handled disciplinary issues, constantly made analysis of performance review reports, implementation of court awards and counseling of staff, among others.  During the above period while at K.T.D.A., I successfully acted in the position of HR Manager (factories) whenever my superior proceeded on annual leave or special assignments with intervals.  Assistant Human Resources Officer - Previously Worked at K.T.D.A. : March 1995 – June 1998: As an Assistant Human Resources Officer where I handled matters of recruitment, coordination of staff trainings, drawing up of contracts, computation of annual leaves and recommendations of reimbursements, among others.  Also worked as a **Personnel Assistant, Personnel Clerk** before and handled the filing and retrieval of official documentations, among others. All this experience was gained at K.T.D.A. Ltd with effect from. **2nd August 1988 to March 1995.** | | |
| Relevant Activities | **Hon. Secretary / Chairman; Chai Housing Cooperative Society**  A Countrywide Society working for members to improve their respective livelihoods by facilitating the acquisition of affordable housing units with diverse membership.    Responsibilities:  Involved in national networking and events coordination   * Organized seminars and delivered speeches * Visiting and aiding head office and field members * Involved in fund raising teams for projects   **Highlights/Achievements of time served so far;**   1. Developed and put in place performance management tools. 2. Managed a phased absorption of 2800 staff from the Forest Department to the Service. 3. Assisted to develop and established an online records management system and transformed the entire registries operations. 4. Managed various construction pilot projects where I played a leading role in managing short term contracts and procurements of essential administrative items hence enabling the attainment of project time limits within budgeted provisions. 5. Have succeeded in ensuring that there was continued industrial harmony in the entire organization with prompt grievance handling mechanism and workable staff welfare projects. 6. Have further achieved to have more productivity amongst employees by having highly motivated staff through well understood policy guidelines which have been effectively communicated to all and sundry. 7. Further succeeded in working as a member of a team in a multicultural environment whereby the contributions of each is appreciated and valued without prejudice for the last twenty five (25) years. 8. Developed and put in place a Motorbike ownership scheme for K.T.D.A field extension staff, which in essence has helped easier mobility, continued to add value to the organization’s goals and objectives, among others. 9. Succeeded in exercising due diligence over the years in most of my valuable undertakings. 10. Have vigorously defended the Company in more than 12 civil suits filed by individual former employees wherein seven (7) judgments were entered in favour of the Company. 11. Have successfully been able to revive a moribund cooperative society and delivered titles to members whose hope had diminished. 12. Have succeeded in being a team player instrumental in putting up workable staff welfare schemes. 13. Represented companies in Board meetings and presented various reports which were adopted for implementations and formed policies. 14. Assisted in designing and development of a registry management system. 15. Merged the registries and streamlined the workflow 16. Developed the organization’s filing key / indexing system 17. Monthly timely response to over 200 third parties and filing of returns (HELB, PAYE, NHIF and NSSF). 18. Coordinated alongside external team of experts in carrying out a Job evaluation, development of the Career Progression guidelines, Hr policy Manual and workload analysis. 19. Spearheaded a team that came up with organizational structures that were approved by the Board 20. Represented HR and Administration Division in the formulation of KFS 2nd Strategic Plan (2014 – 2017) 21. Done payroll cleansing/ audit 22. Tasked with the phased implementation of the PSC 3A salary structure and SRC’s allowances guidelines. 23. Been an able member of the Tender Opening/ Evaluation / Inspection Committees. 24. Served as a member of the Monitoring and Evaluation Committee 25. Spearheaded the Showcasing of the HR & Admin Division’s achievements during the KFS’ 10TH Anniversary celebrations. 26. Was a member of the Committee that was tasked to organise the inaugural Tree Growing and Forest Conservation Heroes celebrations presided over by the 1st Lady (Margaret Kenyataa). | |
| Interests and Hobbies | * Reading inspirational books * Swimming , playing Table-Tennis and movies * Travelling and interacting with people from all walks of life | |
| Referees | 1. **References:** 2. **Jane Terry Nyambura Magochi - Director, KTDA Foundation - P.O. Box 30213, 00100, Nairobi. Tel. +254 722234228. Email address: jnyambura@yahoo.co.uk** 3. **Evans Kwendo Manana - Medical Services Practitioner - P.O. Box 19934 – 00202 Nairobi. Cell Phone: +254 711666053.** 4. **Irene Muthoni Githaiga –**  Manager**, Planning and Resourcing**- **P.O. Box 30213, 00100. Cell ph. +254 726509394 Email:** [**igithaiga@ktdateas.com**](mailto:igithaiga@ktdateas.com) | |