**CURRICULUM VITAE**

**WILFRED ONSERIO METOBO: CHRP, CPM, MIHRM, MKIM, CONSULTANT**

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**ELDORET.**

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**Personal Details:**

Date of Birth : 1st Feb, 1979.

Marital Status : Married.

Languages : English, Kiswahili and Ekegusii {Written and Spoken}.

**Career Objective:**

To be passionate about building value, highly motivated professional, results-oriented, willing to learn and able to meet organizational/Institutional goals and objectives effectively and efficiently.

**Key Skills and Attributes:**

Ability to work independently and meet deadlines, good organizational and analytical skills, goal-oriented, strong managerial and leadership skills, excellent communicator, exceptional report writing and presentation skills with strong interpersonal skills and ability to influence, team-player, good understanding of Kenya Labour Laws {2007} and Labour Relations Act {2007}, ability to develop good HR Policies that attract, develop and retain top talents, strong Project Planning and Management skills.

Impeccable track record in Public Management and Administration with impressive performance indices, excellent mentorship and coaching skills, and good understanding of Public and Private sectors in Kenya.

I am a Certified Strategic Leadership and Management Professional, Certified Mediator, Certified Monitoring & Evaluation {M&E} Professional who is able to develop logical frameworks, analyze both Quantitative and Qualitative data and manage performance. I possess good understanding of global HR trends and their effects on employee contribution and motivation.

**Educational Background:**

**Kenyatta University (2018-) :PhD in Business Administration (Human Resource Management)**

**Kenyatta University : MBA (Human Resource Management)**

**(2010-2015)**

**Units Covered:**

* Financial Accounting.
* Management Accounting.
* Management Functions.
* Managerial Economics.
* Human Resource Management.
* Strategic Management.
* Quantitative techniques.
* Management Information Systems.
* Marketing Management.
* Financial Management.
* Industrial Relations and Law.
* Human Resource Employment and Development.
* Employee Reward and Compensation.
* Management of Strategic Change.
* Human Resource Management Seminar.
* Research Methods.
* Research Project.

**University of Nairobi : M.A – Project Planning and Management.**

**(2013-2015) Units Covered:**

* Fundamentals of Management.
* Research Methods.
* Project Planning, Design and Implementation.
* Statistical Methods.
* Social Change and Community Development.
* Project Financing.
* Project Total Quality Management.
* Project Monitoring and Evaluation.
* Management of Information Systems.
* Environmental Issues in Project Planning and Management.
* Conflict Analysis and Resolution.
* Principles and Procedures in Project Planning and Management.
* Entrepreneurship and Business Management.
* Gender Issues in Development.
* Research Project.

**Mt. Kenya University :** **M.A (Monitoring and Evaluation)**

**(Graduating in DEC, 2019) Units Covered:**

* Development Communication.
* Appraisal and Evaluation cycle.
* Project Design and Management.
* Research Methodology.
* Advanced Social Statistics.
* Quality Management and Standards
* Advanced Evaluation Techniques
* Integrated Monitoring and Evaluation
* Stakeholders Analysis
* Monitoring Information Systems
* Capacity Building
* Impact Assessment
* M&E consultancy
* Strategic Change Management

**Maseno University :** B.Ed. Degree (Arts):

**(2000-2005)** *2nd class, Upper division.*

**Kenya Technical Teachers College :** **Higher National Diploma in Human**

**(Aug 2008- July 2009) Resource Management**

**Units Covered:**

* Fundamentals of Human Resources Management.
* Employee Resourcing.
* Training and Development.
* Reward Management.
* Employee Relations.
* Personnel Administration.
* Working Environment.
* Course Specialization and Entrepreneurship Projects.

**Kenya Institute of Management** : **(i.) Diploma in management (project**

**Management option). (July 2011- Sept 2013).**

**Units Covered:**

* Financial and Cost Accounting I.
* Management and Information Systems.
* Organizational Behavior.
* Economics.
* Business Statistics.
* Business Law.
* Practice of Management.
* Financial Management.
* Quality Management.
* Research methods.
* Project Planning, Design and Implementation.
* Legal, Policy and Community Issues in Project Management.
* Project Financing.
* Strategic Project Management.
* Practice of Project management Consultancy.
* Project Monitoring and Evaluation.
* Project Management Tools and Techniques.
* Procurement and Supply Chain Management.
* Research Project.
* Industrial Attachment.

**: (ii.) Monitoring and Evaluation**

**Professional Course (Sept 2012-Feb 2013)**

**Units Covered:**

Essentials of Monitoring and Evaluation.

Designing and Implementing an M&E System.

Performance Monitoring and Evaluation.

Data management and information use.

Sustaining M&E systems.

Final Project Assignment.

**: (iii.) Certificate in Computer Applications**

**(CCA) - (Sept 2013 - Dec 2013)**

**Units Covered:**

* Windows XP/VISTA.
* Ms Word.
* Ms Excel.
* Ms Access.
* Ms PowerPoint.
* Internet and E-mail.

**International Correspondence Schools** : Diploma in Public Relations.

**(Nov. 2007- April 2009)**

**Business Training, Manchester (UK)** : Diploma in Advanced Business English.

**(May 2011 – March 2012)**

**KASNEB** : **CPS Part I.**

**(Jan 2012- Dec 2012)**

**Units Covered:**

* Organizational Behavior
* Introduction to Law
* Communication and Report writing.

**Cambridge International College (UK):** International Premier Diploma in

(**July 2014 –Present**) Leadership and Team Management.

(Completing in Dec 2019)

**Kenya Institute of Management:** Strategic Leadership Management

**(May2016- August 2016)** Professional Course

**Other Trainings:**

**May 2009 :** I attended an **Induction Training** at Mt. Kenya School of

Adventure and Leadership and covered areas such as outdoor

Leadership, Problem-Solving, Team-Building, Time Management,

Personal development, Camp craft and Environment awareness.

**Aug 2007 :** Entrepreneurship Course (sponsored by the Ministry of Youth

Affairs).

**Research Experience:**

**University of Nairobi:** Factors Influencing Implementation of Performance Contracting

in Public Service in Kisii County Government.

**Kenyatta University:** Effect of HR Policies on Service Delivery in Kisii Teaching and

Referral Hospital.

**Mount Kenya University:** Influence of Monitoring and Evaluation on Performance of

Roads projects in Devolved Governments in Kenya. A case

of Uasin Gishu County Government.

**Nov 2008 :** I carried out a *Training Needs Analysis* (TNA) at Kisii Bottlers

Ltd and designed a *Public Relations Campaign Strategy*.

**March 2009 :** I did research on the Implementation of *Health and Safety*

*Policy* in the same Company, (i.e. Kisii Bottlers Ltd.)

**June 2012-Aug 2012 :** I did *Industrial Attachment* (Project Management) at Bombaba

Secondary School.

**March 2013 :** Project Research- Factors *Affecting Monitoring and Evaluation*

*Of CDF Projects:* *A Case Study of Bomachoge Constituency*,

Gucha District.

**Employment History and Experience:**

***Employer; Designation and Duties;***

1. **Public Sector Accounting** **Manager, HR & Administration**

***Standards Board***

***(July 2019- Date)***

* Developing, Interpreting and coordinating implementation of human resources and administration policies, regulations and procedures;
* Implementing strategic objectives on human resource functions;
* Managing staff medical scheme, welfare programs, pension and statutory deductions;
* Overseeing performance management;
* Planning, directing and controlling Human Resource Management;
* Establishing and managing an efficient and effective, professional sustainable human resource information system;
* Managing staff recruitment, selection, placement induction, progression, retention and exit;
* Deploying staff in liaison with other departments;
* Managing staff payroll and leave;
* Coordinating training and development of staff;
* Managing staff grievances and disciplinary process;
* Advising in manpower planning, job analysis, job evaluations, pensions and gratuities; and
* Managing labour and industrial relations
* Ensuring Compliance with labour laws.
* Any other duties as may be assigned from time to time.

1. **University of Eldoret** **Senior Assistant Registrar (HR)**

***(Oct 2016 – June 2019)***

* Provide leadership, guidance and direction to the Human Resource Department;
* Formulate and implement Human Resource Strategies, policies and guidelines;
* Facilitate recruitment and selection of staff;
* Undertake capacity building by initiating and facilitating staff development and succession planning programs;
* Manage employee relations, grievance handling, discipline and guiding the University management on adherence to labour laws and regulations;
* Manage incentives including staff remuneration and other benefits;
* Manage staff performance involving development, coordination and overseeing individual job performance evaluation;
* Manage administrative infrastructure to improve human capital systems;
* Guide the University management on development and implementation measures to ensure a healthy and safe working environment for staff;
* Any other duties as may be assigned from time to time.

1. **Kisii County Government Senior Assistant County Commissioner**

***(Jan 2014- Sept 2016)******/Ward Administrator***

- Coordinating, Managing and supervising the

General administration functions in the ward.

Developing policies and plans:

* Ensuring effective service delivery.
* Coordinating developmental activities to empower the community.
* Providing and maintaining infrastructure and facilities of Public Service.
* Exercising any functions and powers delegated by the County Secretary.
* Facilitating and coordinating citizen participation in the development of policies and delivery of services.

1. **Teachers Service Commission (Kenya) Graduate Teacher (1)**

***(2006 to Dec 2013)***

* Teaching students
* Senior teacher.
* Acting Deputy Principal.
* Quality assurance and standards.
* Career guidance.
* Mentoring and Counseling learners.
* Curriculum implementation.
* Performance management.
* Co-curricular activities
* In- charge of staff-welfare & motivation.
* Regional Adjudicator – English Verses & Public speaking.

***17th Feb-19th Feb. 2015*** - I attended IHRM/ Intra-Health International HRH

Capacity Bridge project mentorship debriefing in

Nairobi whose objective was to prepare HR mentors

Who will be supporting the mentorship programme to the County Human Resource management officer the Health sector.

5**. *Feb 2015-April 2015*** HRH mentor, Kisii County Public Service Board

I mentored members/Commissioners of Public

Service Board on best HR policies, identification,

Recruitment, development and retention of competent Workforce

- I successfully participated and completed Human

Resource management mentorship programme

***6. 19th May 2015* -**I was invited as one of the facilitators to the 4th

Quarterly Human Resources for Health Inter –Agency

Coordination committee (HRH-ICC) forum for Lake

Basin Cluster held in Homa-bay County. This forum

brought together eight Counties, namely; Kisumu,

Migori, Kisii, Homa-bay, Nyamira, Bomet, Kericho

and Siaya.

***7. May 2016- August, 2018*** i. Part-time lecturer

University of Nairobi (Project Management and Public Relations)

ii. Part-time lecturer Jomo Kenyatta University of

Agriculture and Technology (Strategic Management)

**8. *Kenya Institute of Management*** Consultant in Certified Senior Management

***(March, 2018- Present)*** Courses and Supervisory Skills Development

Facilitator.

**Key Achievement**s:

Development of HR Policy instruments. On 19th March 2015, I was recognized as administrator of the year by the Chief Officer (Administration). I Mentored Kisii County Public Service Board on best HR practices. I was identified as a facilitator on best HRH policies in devolved Governments.

Improved performance, staff motivation and general staff- welfare. Talent identification, nurturing and development. For instance, I led the School Music Choir to National status in Music festivals three times in a row (2009-2011). Mentorship and coaching programmes for both students and staff.

I served as Executive Secretary, Kenya Music Festivals Foundation, Gucha Branch between 2009-2013. I also acted as Deputy Principal for one year (Jan 2012-Jan 2013). I supervised KNEC exams in 2011 and 2012. I worked as a supervisor during the Kenya National Census in 2009. Served as Head of Examinations, Careers & Guidance and Senior Teacher.

Community development programmes, empowerment and community involvement in project identification, development and implementation. Performance Management.

**Professional Bodies:**

I am a Certified Human Resource Professional (CHRP) and full Member of the Institute of Human Resource Management (MIHRM), Membership Number **3659**

I am also a full Member of The Kenya Institute of Management (MKIM), Membership number **43 981.**

I am a registered Management Consultant (HR, Project Planning, and M&E)

**Referees:**

**Dr. Ibrahim Nyaboga**

**Coordinator School of Business & Economics**

**Mount Kenya University,**

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