

Jane Mumbi Kamau

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Personal Profile

Diversely skilled and executive professional with over 30 years of experience offering distinguished career in Research, project management, Lecturer, Examiner, strategic planning, policy and budget development and operations leadership. Possesses exceptional interpersonal, communication and staff management skills demonstrated during a history of building and maintaining positive working relationships. I am also adept at facilitating growth by developing various levels of an organization and building cohesive teams and I collaborate effectively with senior management to align defined objectives to achieve mission-critical results. I also have the ability to drive cross-functional collaboration and facilitate a harmonious team environment conducive to organizational efficiencies and overall metrics improvements. Seeking to position myself in a thriving, growing organization, this will give an opportunity to diversify my skills proactively and to exceed organization goals. I will add value to any organization through utilization of my superior knowledge and vast experience in almost all aspects of management.

Education

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| 2011 - 2018 | PhD in Curriculum Studies and Instructions Catholic University of Eastern Africa |
| 2002 - 2005 | Master of Education in Curriculum Studies University of Nairobi |
| 1998 - 2001 | Bachelors in Education (Arts) University of Nairobi |
| 1984 - 1987 | Diploma in Education (Humanities) Kagumo Teachers Training College |
| 1981 - 1982 | Kenya Advanced Certificate of Education Chinga Girls' High School |
| 1977 - 1980 | Kenya Certificate of Secondary Education |

Professional Qualifications

- **1996:** KAAA Officiating and Training; Kenya Amateur Athletics Association
- **1994:** Coaching and refereeing course; Kenya Volleyball Association
- **1993:** Coaching and Officiating Course; International Sports Promotion
- **1991:** Kenya National Examinations Council Examiners Course (P313/2)
- **1988:** Coaching and Refereeing; Kenya Netball Association

Skills

- **Development and Operational Effectiveness:** Ability to lead strategic planning, results-based management and reporting. Ability to go beyond established procedures and models, propose new approaches which expand the range of programs.
- **Project Planning and Management:** I have experience in the preparation of project schedules, plan and monitoring of its ongoing by ensuring its compliance with strategies and policies to its success in implementation.
- **Monitoring and Evaluation:** I have acquired knowledge on monitoring and evaluating projects, ensuring that the budget is properly adhered to; policies of a project are complied with, tracking and identifying program performance gaps/challenges and recommend timely remedial actions and conducting capacity assessments for partners and organize training to address the capacity gaps.
- **Decision Making and Problem-Solving Skills:** I can make timely, well-considered and logical decisions on problem situations that may arise to find appropriate and workable solutions.
- **Teamwork:** I possess a strong commitment to team dynamics with the ability to contribute expertise and follow any directives at appropriate times.
- **Flexibility:** Capacity to fit into most environments, maintain calm under pressure and can adapt well to changes in the work place.
- **Time Management:** Ability to prioritize work and manage time effectively.

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- **Communication skills:** I have excellent communication, written, spoken and presentation skills with the ability to analyze and communicate complex information to a wider audience.
 - **Interpersonal Skills:** I demonstrate the ability to develop effective working relationships with other program partners and counterparts.
 - **Computer Skills:** I am Competent in use of Windows-based packages including Microsoft Office, building a database and analysis using the SPSS package.

Work Experience

January 2023 to Date: Lecturer- Catholic University of Eastern Africa (CUEA), Teaching Curriculum Studies and Instructions

January-April 2022-: Part time lecturer at Management University of Africa (MUA), Teaching Geography and Religion

August-2021 to December 2022: Part-time Lecturer at The East African University (TEAU) Teaching Entrepreneurship skills and Comparative Education

June 2019-April 2020 NG-CDF-Othaya Nyeri County

Position: Research Assistant -Research and Preparation of NG-CDF-Othaya Nyeri County Strategic Plan for 2018 2022

December 2019- to Date- Program Co-coordinator Grassroots Communities Transformation Center (GCTC)- Nyeri

December 2019- to Date- Executive Member and founder of Nyeri Community Development Initiatives (NCDI)- A CBO dealing with environmental conservation, Education, students integration into community work, Youth Empowerment Program, Career Guidance and visiting and supporting the vulnerable and the sick in our community.

Lobbying for funds to educate the youth who drop out of college due to school fees 2020-to Date through NCDI

Key Achievements:

- Completed the Strategic Plan for NG-CDF-Othaya 2018-2022 which is a blue print for the Sub county
- Participated in development and implementation of a curriculum for training and testing public service vehicles drivers in Kenya for International Transport Training College-2018
- Organized rewarded and issued certificates to best performers in a youth talent search at church, Sub-County and County levels through GCTC-Nyeri
- Conducted a fumigation training exercise to the youth and fumigated one primary school, several secondary schools, administration offices, hospitals, public places, business premises, Matatus, school buses, police stations and churches in response to corona virus protection through GCTC-Nyeri
- Interacted with communities and institutions in this county giving me an opportunity to understand and prioritize challenges that limit their participation in development initiatives
- Conducted and coordinated cleaning exercise for our local market center and Covid 19 vaccination for the community through Nyeri Communities Development Initiatives (NCDI)
- Have data bank that can be useful for further research in diverse areas in the community

Responsibilities:

- Carried out experiments and research according to protocols laid out.
- Collected and logged experimental data.
- Conducted statistical analyses of data sets.
- Prepared graphs and spreadsheets to portray results.
- Created presentation slides and posters to help researchers present findings.
- Reviewed print and online resources to gather information.
- Checked facts, proofread, and edited research documents to ensure accuracy.

January -2023 to date: Catholic University of Eastern Africa (CUEA)

Position: Lecturer

April-2022 to December 2022 -Management University of Africa (MUA)

Part time Lecturer: Teaching Geography and Religion

August-2021 to December 2022 : The East African University (TEAU)

Part time Lecturer: Teaching Entrepreneurship skills and Comparative Education

August-2006 – 2020 University of Nairobi

Position: Part-Time Lecturer

Key Achievements:

- Ability to set high standard examinations for students
- Mark examinations and grade students within timelines set
- Become highly analytical through interaction with students
- Gained skills in coaching, guiding and counseling students of different age groups
- Mastered the art of assisting students complete their research projects
- Panel member in examining students as they defend their masters projects and thesis
- Able to interact and assess students at all levels of education
- Started the Othaya Extension Learning Center for ODEL Nyeri Center (University of Nairobi)

Responsibilities:

- Taught Rural and Urban Social Planning (Masters Level), Geography (Graduate Level) Organizational Behavior and Communication (Post Graduate Level), Public Relations (Graduate Level)
- Supervised research projects for graduates and diploma students.
- Lecture planning, preparation and research.
- Contact and teaching students.
- Check and assess students' work.
- Encourage personal development via tutorial or pastoral work.
- Invigilate examinations.
- Attend staff meetings.

April-2005 – August-2006 Star of Hope College/Ministry of Education

Position: Part-Time Tutor

Key Achievements:

- Gain experience of ECE curriculum
- Gathered and developed research materials for later use

Responsibilities:

- Taught Early Childhood Education (Child Development and Pre-School Curriculum)
- Geography/Religion
- Created educational materials to further demonstrate subject matter to be covered in tutoring sessions.
- Assessed the progress of assigned students to ensure effective processes.
- Planned creative lessons to engage and educate students.
- Maintained a quiet and orderly workspace for students within the tutoring space.
- Established a friendly, encouraging and welcoming environment for students upon their entering of the establishment.
- Promoted high standards for academic success and behavior and continually encourage students to meet them.

Other Positions Held

- **November-2018 - 2020:** Examiner -Students pursuing Master's Degree in Project Planning and Management at the University of Nairobi, ODEL campus
- February-2004 – May-2006: Loresho Primary school Graduate teacher at Primary School
- May-1998 – January-2004: Administrator and Senior Teacher at City Primary School
- June-1997 – April-1998: Senior Teacher at Kenyatta University Primary School
- September-1994 – May-1997: Teacher at Murang'a Road Primary School
- January- 1990 – August-1994: Secondary Teacher at Ngenia High School-Geography /CRE
- January-1987 – December-1989: Secondary Teacher at Gathera Secondary School-Geography/ CRE

Registration/Membership

- Teachers Service Commission (TSC)-1986
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- February-1984 – May-1985: Untrained Teacher at Kiamuya Secondary School

Additional Information

Research done

- 2017: Principal Researcher on ‘Influence of parents’ views on their participation in Free Primary Education implementation in Nyeri County, Kenya’
- 2014: Research Assistant for University of Nairobi School of Law, Participated in a pilot study, Machakos County from 19th-22nd May 2014 on Administrative Law and Governance project in preparation for the main Survey Research carried out from 19th-30th June 2014 in Nyeri, Isiolo, Nairobi and Malawi.
- 2012: Research Assistant in a project commissioned by International Environmental Law Research Centre (IELRC) (Based in Switzerland) in collaboration with Strathmore University titled; ‘Land ownership Dimensions of Witchcraft and Witch-burning as Gender-Based Domestic Violence (GBDV) in Kisii County, Kenya’.
- 2011: Research Assistant/Transcriber, Qualitative Case Review Follow-up Phase for Trained Community Service Providers, trained in Legal and Human Rights, a Program of Christian Health Association in Kenya (CHAK)-Protestant Naivasha Site.
- 2010: Research Assistant/Translator, National Evaluation of the Quality and Effectiveness of Prevention of Mother to Child Transmission (PMCT) of HIV program in Kenya; NASCOP/KNH/University of Nairobi; commissioned by Center for Disease Control (CDC)
- 2005: Principal Researcher: Factors influencing the Implementation of Free Primary Education in Starehe Division, Nairobi Kenya: M.Ed. Project, Department of Education, University of Nairobi.
- 2005: Research Assistant: The Role of Traditional Institutions in Women’s Proprietary rights among Pastoral Communities in Kenya: Nanyuki, Kenya. A study Commissioned by SNV (Masala) Kenya
- 2005: Research Assistant: Pre-ADF Youth Survey for N.E., N.W., South, and Central Somalia: A study Commissioned by UNICEF – Somalia.

- 1998: Research Assistant: Gender Dimensions of Politics, Law and Violence: Women and Law in East Africa (K)/UNDP. Nyeri, Kenya
- 1997: Research Assistant “Inheritance Practices Affecting Women among the Kikuyu Community of Central Kenya’: A Paper Presented at the Women and Law Workshop held at Nyali Beach Hotel Mombasa, Kenya.

Publications

- 2021: Dr Ndungu S.M; Dr. Kamau J.M. Education Sustainability as a Vehicle to Country Development Lukenya University Multidisciplinary Journal (LUMJ), 1 (1), pp. 6-13, 2020, ISSN: 2663-3163.
- 2020: Kamau, J. M. & Ndungu, S. N., (2020). Dynamics of Curriculum Change in Kenya and its Impact on Academic Progress and Stakeholders Adjustments’ *Journal of Popular Education in Africa (JOPEA)*, 6(7), 3345- 4580
- 2018: Kamau, J. M., Kanga, A. & Kamau, R. R. (2018). Parents’ Views on their Participation in Free Primary Education implementation in Nyeri County, *Journal of African Interdisciplinary Studies (JAIS)*, 2(8), 2523-6725
- 2018: Kamau, J. M. Kanga, A & Kamau, R. R., (2018). Influence of parents’ understanding on their roles in FPE Implementation process in Nyeri County, Kenya. *Journal of Popular Education in Africa (JOPEA)* 2(6), 2523-2800
- 2014: Kamau, J. M. & Ndungu, S. N., (2014). Paper on ‘Globalization and Primary Education: Policy integration into the Curriculum’. *New Book: Rethinking Development Paradigms in African International Perspectives by African Interdisciplinary Studies Association*. Kisii University, Kenya.

Papers Presented

- **2021:** Virtual presentation of a paper at the International Multidisciplinary research conference in Business, Education, Science and Technology, The East African University (TEAU), Kenya. **Theme: Education, Business, Science and Technology for future Realisation: Lessons from COVID-19 Pandemic and beyond. Title: A critique of National Authority Campaign Against Alcohol And Drug Abuse (NACADA) Intervention Strategies on Alcohol, Drug and Substance use at the Basic Level of Education in Kenya**

- **2020:** Virtual presentation of a paper at The 1st International Multidisciplinary Research Conference in Business, Education, Science And Technology : Lukenya University. Theme : Education, Health and Sciences Title: Education Sustainability as a Vehicle to Country's Development
- **2018:** Presented and submitted a paper at United States International University (USIU-Africa) THEME: Inclusive Education: Strategies for Enhancing Access, Equity, Quality and Opportunities for All. Title: Curriculum Reforms and Inclusive Education 22nd-23rd March-2018
- **2015:** Presented a paper at the Catholic University of Eastern Africa on the Theme 'The Role of Higher Education in Promoting Inter-Religious and Cross-Cultural Dialogues to Curb Terrorism in Africa', Title: Role of the church and state in policy and planning for community development in Kenya: Education development in Counties **19th-20th March 2015**
- **2014:** Presented a paper at the 7th interdisciplinary Session at The Catholic University of Eastern Africa-AMECEA. Theme: 'Advancing Education: A challenge to institutions of learning' Title: 'The place of talents in the Kenyan School Curriculum: Basic Education (Primary Level). Faculty of Education on 11th-13th June 2014.
- **2014:** Presented a paper at the Catholic University of Eastern Africa-GABA Campus, Eldoret. Theme: Church, State and Development in the last 50 years of Africa's Independence. Title: 'Policy and Planning for Community Development in County Governments on February 13th, 2014
- **2004:** Presented a Paper titled: "The Concept of Universal Primary Education and the Socio-Economic dynamics influencing the practicability of Free Education in Kenya" at the First Annual University Exchange between University of Nairobi, Central State University, National Afro-American Museum and Cultural Center and Wittenberg University, at Central State University, Ohio, Columbus, USA

Participation

- **2023:** Participated as an External Reviewer of new Academic Programmes (Masters & Bachelors) for the East African University (TEAU) July 2023
- **2023:** Participated at the Postgraduate Supervisors Training /Workshop at The Catholic University of Eastern Africa (CUEA) May 2023
- **2022:** Participated in the Development of Masters Programme (Educational Research, Measurements and Evaluation) for The East African University (TEAU) August 2022
- **2022:** Participated in creating awareness among parents on talent identification and encouragement to students at Mumbuini Secondary school
- **2022:** Participated in motivating students and Teachers at Charity Secondary school, Nyeri
- **2021:** Participated in creating awareness of active youth organizations through church forums to the local community, Nyeri
- **2021:** Assessing Students on teaching practice for The East African University (TEAU) June, 2021 and November, 2022
- **2021:** Participated in motivating students/candidates at Mumbu-ini Secondary school, Nyeri
- **2021:** Participated in analysis of performance and target setting for the future performance of Mumbu-ini Secondary school, Nyeri
- **2021:** Participated in The East African University (TEAU) WEB Conference Series 22nd-23rd March 2021 as Session Leader
- **2020:** Participated in donating and distribution of food stuff and other items to vulnerable families in the community through Nyeri County Development Initiatives (NCDI) CBO
- **2019:** Assessing Students on teaching practice for The East African University (TEAU) March, 2020
- **2019:** Participant at the Annual Victimology and Victim Support Conference at University of Nairobi, Kenya 22nd-24th. Theme- ‘From victim to survivor: Empowerment for Recovery and Resilience’
- **2019:** Participant at the Capacity Building Training for Co-operatives Societies’ Leaders held at Dedan Kimathi University of Technology (DeKUT) 10TH-11TH June 2019

- **2013:** Participated at the Third Kenya Education Conference on Education Management at Kenya Education Management Institute (KEMI) International Conference Program. Theme: ‘Capacity Development for Education Managers; towards achievement of Education for All (EFA) goals’ on 26th-28th June 2013.
- **2006:** Participant in a Pastoral Program Instruction Seminar for Pastoral/CRE teachers held at Loresho Community Church on ‘The roles of the church, Head teacher and teacher in primary school Pastoral Program instruction, Christian Religious Education curriculum , Gender responsive Pastoral Program Instruction and Christian Religious Education in Kenya’.

Academic Activities

- **2022:** Vice chair (Academics), Board of Management (BOM), Mumbuini Secondary School, Chinga, Nyeri South Sub County
- **2021:** Motivational Speaker to teachers and students at Mumbuini Secondary School and Charity Secondary School in Nyeri County
- **2019:** Member, Board of Management (BOM), Kagongo Primary School, Chinga Nyeri South Sub County Nyeri County
- **2019:** Trainer ‘Leadership’ qualities (Department leaders) in ACK St. Andrews Church Kagongo, Diocese of Mt Kenya West, Nyeri
- **2018:** Motivational talks to teachers and students in Colleges and ACK church sponsored schools in Nyeri South Sub-County
- **2012:** Full Accredited Trainer at various levels in Curriculum Studies and Educational Research by Botswana Training Authority (BOTA) in Gaborone, Botswana.
- **2008:** Participated in Curriculum Review for Primary Schools Social Studies Syllabus at the Kenya Institute of Curriculum Development (KICD).
- **2007:** Trainer: Customer Care and Communication for, Ministry of East African Community staff at Kenya Utalii College, Nairobi
- **1998:** Coordinator as senior teacher of HIV/AIDS awareness and other health related Programmes at City Primary school, Nairobi
- **1996:** Coordinator HIV/Aids awareness programmes at Murang’a Road Primary school, Nairobi

Trainings and Workshops

- May-1997- Participated in a Regional workshop on Women Inheritance in Kenya at Nyali Beach Hotel, Mombasa
- June-2017-Nanyuki Training in Management, accountability, financial record keeping in SMEs in Nyeri County, Kenya
- May-2018- Reviewing the Cooperatives Act at Green Hills Nyeri, Kenya
- June-2019- Leadership and Management functions in Cooperative societies at Kimathi University of Technology
- July-2019 Training on leadership of departmental heads at ACK Kagongo church, Nyeri, Kenya
- November-2020- Workshop for youths on alcohol and drug abuse through NCDI (CBO) Kenya
- February-2021 Workshop on Fumigation against covid 19 at GCTC (CBO) in Nyeri, Kenya

Seminars and Conferences

- June-2004 Participated in the First Annual University Exchange between University of Nairobi and Central State University at Ohio, USA
- June-2013 Participated in Capacity Development of Education Managers at KEMI
- February-2014- Annual International writers conference at Catholic University (Gaba campus)
- June-2014- Participated in the First Round Table Discussion at Graduate School at Catholic University of Eastern Africa
- June-2014-Participated in the Faculty of Education 7th Inter-Disciplinary Session at Catholic University of Eastern Africa-Langata Campus
- June-2019-Participated in a conference ‘Promotion of Talents ‘at USIU, Kenya
- September-2019 Participated in conference on Victim to survivor, Empowerment to Recovery at University of Nairobi, Kenya

Hobbies and Interests

- Reading, Traveling, Community Work, Socializing

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REFEREES

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