

CURRICULUM VITAE

PURITY NKIROTE MUCHERE

PROFILE:-

“Work with due professionalism, diligence and honesty to promote achievement of my organization’s goals and objectives while keeping our mission and vision at heart”

QUALIFICATIONS

- Ph.D in Business Administration UON Since 2016, (On-going at Thesis Examination stage Marketing Option) November, 2020
- Master of Business Administration (MBA) UON, (Marketing Option) **(December, 2014) = 8 years**
- Bachelor of Business Management (Marketing Option) **(December, 2010) = 12 years**

Member of: MSK, KENASA

Attended: Conferences = 5, Workshops = 16, Seminars = 3 and Trainings= 9

- Diploma in Business Administration **(December, 2007) (13 years)**
- Advanced Certificate in Business Administration 2005 (15 years)
- Certificate in Secretarial Studies- Shorthand Typist I (2003) = **19 years**
- Certificate in Computer Applications) 2003) = **17 years**
- Passport No: A1099540
- Driving License (BCE)

WORK EXPERIENCE: 19 years of Senior Administrative service in MMUST
(Since 2003 to date) in various offices & different capacities

SENIOR ADMINISTRATIVE ASSISTANT, II
P.O BOX 190-50100
KAKAMEGA

CURRICULUM VITAE

1.0 PERSONAL DETAILS

SURNAME: Muchere
OTHER NAMES: Nkirote Purity
ADDRESS: P.O. Box 2430- 60400
MERU, KENYA

EMAIL ADDRESS: puritynkirote@yahoo.com OR pmuchere@gmail.com

NATIONALITY: Kenyan
MARITAL STATUS: Married- with three children

2.0 ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

Course	Year	Institution
Ph.D Business Administration (Ongoing) (Marketing Option)	2016	-UON (Examination Stage)
Master of Business Administration	2012 – 2014	UON, Marketing Option)
Bachelor of Business Management	2007-2010	MMUST, (Marketing Option)
Diploma in Business Administration	2005 - 2006	MMUST, Administration
Advanced Certificate in Business	2004 -2005	MMUST, Administration
Certificate in Secretarial Studies Isiolo	2000 – 2002	St' Mary's Secretarial College- Isiolo
Certificate in Computer Studies Isiolo	2000 – 2002	St' Mary's Secretarial College- Isiolo
Driving License (BCE)	2007	(AA), Kisumu Kenya
Kenyan Passport	2007	KPPTNO: 11099540
Secondary School Certificate	1992 - 1995	Nkuene Girls High School (O-Level)
Primary School Certificate	1984 – 1991	Nabea Academy

3.0 WORK EXPERIENCE

Have Seventeen (19) years working experience in MMUST office having served been involved in establishment of seven (7) offices in various Schools, Departments and Directorates.

Bachelor's Degree: 12 years, Master's Degree: 9 years

April, 2021 to date Office of the Director, PME as the Senior Administrative Assistant I Grade 11, these are my current workstation

March, 2014- Dec. 2021 Transferred to the Office of the Director, PME as the Senior Administrative Assistant II Grade 10, these are my current workstations and also as Alumni Officer of MMUST.

- 2014 February:** Involved in the preparation of the drafting of the 1st drafts of the Alumni strategic plan and draft of constitution
- February, 2012 – 2013:** As Administrative Assistant SOLACE, Successfully processed examination Results and prepared graduation lists for the University 6th and 7th Graduation Ceremonies.
- 6th February 2012:** Promoted to a post of Administrative Assistant, Office of the Director, SOLACE Grade C/D also offering Administrative duties to the Office of the Co-ordinator, Information & Documentation- SOLACE.
- 2012 to Date:** Part-time appointment as an Instructor on part-time teaching in the Department of Business Management - MMUST. Teaching the following courses: Introduction to Business Studies and Element of Management.
- 2007 September – January 2012:** Transferred to the office of the Director, SOLACE as the Secretary Grade B also offering the secretarial duties to the Co-ordinator of Information & Documentation- SOLACE. Also served the Director, DIAL for 6 months before deployment of the secretary.
- 3rd Nov. 2003 October to August 2007:** Masinde Muliro University College of Science & Technology Employed on permanent terms as a Secretary Grade A to office of the Director, Institute of Graduate Studies, Research and Extension and also to the Chairman Department of Curriculum & Instructional Technology.
- 2003 January - September:** Copy Typist Maseno University in the offices of Deputy Vice Chancellor, PES, (Planning & Extension Services), Deputy Registrar PES, Deputy Registrar, Central Services, Student Welfare Services. Internal Audit & in the office of the Deputy Registrar, PES.
- Have Fourteen (14) years working experience in various capacities.
- 2002 – 2003** Three months attachment at the office of the Deputy Director of Agriculture, In charge of Land Development Division – Ministry of Agriculture & Rural Development in **NAIROBI**.

3.0 RESPONSIBILITIES:

OFFICE MANAGER- 2003 to 2012

General office work and running of office secretarial duties

ADMINISTRATIVE DUTIES: 2012 to date

ADMINISTRATIVE ASSISTANT, SOLACE RESPONSIBILITIES: (2012 – 2014)

- (i) Receiving and compiling applications for Diploma and Certificate courses for processing
- (ii) Computing students' records
- (iii) Responding to enquiries
- (iv) Processing marks
- (v) Compiling consolidated mark sheet and producing transcripts for approved results

- (vi) Conducting students registration
- (vii) Keeping records of complaints and suggestions
- (viii) Coordinating with administrators in other campuses and study centres
- (ix) Secretariat SOLACE Board meetings among many others.

CURRENT WORK STATIONS:

SENIOR ADMINISTRATIVE ASSISTANT II, TVET RESPONSIBILITIES: (2016 - 2017)

- (i) Preparing and updating of final TVET programmes (both undergraduate and diplomas) from respective departments before submission to the University Senate
- (ii) Processing of the academic results for the TVET programmes at all levels before onward submission to University senate
- (iii) Shelving and preparing of the formulated policy issues in the TVET Directorate
- (iv) Promoting and demonstrating TVET activities through workshops, seminars and conferences
- (v) Building linkages in TVET between the university, the industry and other TVET institutions locally and internationally.
- (vi) Building strong collaborations between TVET Directorate and MMUST Enterprises in developing new production ventures using human and physical resources in the directorate
- (vii) Ensuring high quality standards in training technologists with skills for today's industry.
- (viii) Giving advice on all Policy issues and implementation of programmes.

SENIOR ADMINISTRATIVE ASSISTANT II, ALUMNI RESPONSIBILITIES: (Since 2012- date)

- (i) Publishing and disseminate the Alumni's policies and activities to members in the alumni's written and electronic publications
- (ii) Keeping records of all major events of the alumni in a diary for future referencing
- (iii) Liaising with the University to maintain links with the alumni officials and serving as a channel of communication with the University management
- (iv) Publishing the history of the alumni association when and where appropriate
- (v) Keeping the alumni association in contact with the community
- (vi) Constantly reminding the members of their payments arrears

CURRENTLY, SENIOR ADMINISTRATIVE ASSISTANT II, PME RESPONSIBILITIES: (Since 2014 to date)

- (i) Assisting in the preparation of the performance contract reports
- (ii) Taking minutes of all meetings of the directorate PME
- (iii) Making official communication as instructed by the director, PM&E
- (iv) Collecting/documenting/filing reports and documentary evidenced from various sections and divisions
- (v) Performing any other University duties as assigned by the Director.

SECRETARIAT TO PRIZES AND AWARDS COMMITTEE RESPONSIBILITIES (SINCE 2016 TO DATE)

- (i) Identifying and drafting letters to key MMUST External donors who are mainly university external stakeholders such as commercial banks, insurance firms, supermarkets, sugar companies, suppliers to the university in writing and following up physically delivered letters of request signed by the Vice Chancellor soliciting for financial or material support.
- (ii) The need for physical visiting is mainly to enlighten our sponsors by issuing university brochures and informing them of the 10 schools in the university and what each school does and which school suits their organization in case they want to be specific in their donation e.g. hospitality management for hotel, SOBE for Banking and finance, procurement etc
- (iii) Physically visiting organizations with view to strengthening our relationship and exploring opportunities for partnership e.g. internships and field attachments for our graduating students in various schools.
- (iv) Great achievement in terms of marketing our programmes as well as increasing enrollment of postgraduate as well as undergraduate studies. The main role of marketing under PSSP office. All the achievements monitoring and evaluation done by the Chair Prizes & Awards Committee

NB: Since 12th graduation to date under the Chair Prizes and Awards Committee we have not raised less than Kshs. 2M in every graduation. The donated funds are used for the University Supplements, advertisements of university programmes and also publishing the names of best scholars in the dailies as well as awarding them in various schools. We award them monies, trophies and certificates of recognition and achievement

RESOURCE MOBILIZATION COMMITTEE UNDER RPS RESPONSIBILITIES

- (i) Physical visit with signed letters to various organizations e.g. African development Bank, KNATCOM, UNEP, Brookside, Delmonte among others as assigned by the Director, RPS. This is to soliciting for funding for conferences as well as invitations for conference participation. The funds donated are used to fund young researchers to pay conference fees etc

PART-TIME TEACHING IN MMUST:

- All marketing units in Masters, Degree and undergraduate

Part-time Instructor in various schools: The School of Computing and Informatics since 2006 up to date and The School of Business and Economics since 2010 up to date.

Have been a member/Secretariat of Prizes and Awards committee since 2016 to date:

Some of the funds raised during the tenure include:

4.0 SEMINARS AND WORKSHOPS ATTENDED

- The 6th Association of Third World Studies Conference ATWS (MMUST Chapter) Conference held at Bishop Stam from 22nd to 24th November, 2005 at Bishop Nicholas Stam Pastoral Centre.
- Workshop on Introduction to Material Development for Open Learning and Distant Learning (ODL) held on 5th – 7th November, 2008
- Workshop on Design of Educational Programmes using Radio of Teaching and Learning (COL) 17th – 21st February, 2009.

- 1st MMUST Management Conference “Management in the 21st Century: Documenting Best Business Practices “held on 10th April, 2010 at Main Campus MMUST, Kakamega.
- MMUST Secretarial Seminar Held from 7th – 9th May, 2010 at FTC, Busia
- ISO awareness training workshop conducted by Kenya Bureau of Standards National Quality Institute at MMUST on 10th March, 2011
- Workshop on Introduction to Material Development for Open Learning and Distant Learning (ODL) held on 5th – 7th November, 2008
- MMUSTAA Strategic Planning and Constitution reviewing Workshop held at Bishop Stam as from 16th – 20th February, 2014.
- MMUST Training on Customer care for all University Administrators held at Busia TTC on 23rd July, 2015
- MMUST KENASA Chapter Training held at Meru Technical in October, 2015
- MMUST Attendance on Training Performance Contracting held on Thursday 22nd October, 2015 at the Main Catering Unit (MCU) MMUST
- MMUST Attending Performance Contracting Awareness session held on Monday 9th November, 2015 at the MMUST Graduation Square
- MMUST KENASA Chapter Training held on 3rd and 4th November, 2016 in MMUST Multipurpose Hall
- BUREAU VERITAS Training Workshop on ISO 9001:2008 Quality Management Systems Continual Improvement Training Course on 29th – 30th August, 2016
- University of Venda (UNIVEN SA and MMUST Kenya Mega Workshop at MMUST Kenya workshop at MMUST on 2nd to 5th May, 2017
- 1st African Women in Science and Engineering and International Network for Women in Engineering and Science (AWSE) Western Region- MMUST Chapter, Seminar and Launch Held at MCU Boardroom on 27th April, 2017
- Integrity through Virtues Certificate of recognition on Completion of the Virtues project program dated 1st March, 2017 held in MMUST
- MMUST KENASA Chapter Training on Cyber Space & Cyber Security, Stress Management, Economic Empowerment Training held at Hotel Kunste, Nakuru on 12th – 13th April, 2018
- Kenya School of Government Training (KSG) on Administrative Skills Development Course held at MMUST MCU Boardroom on 7th – 11th May, 2018
- Workshop on “Building a Culture of Peace and Non Violence Coordinated by MMUST and Victims of Terrorism Organization Kenya (VTOK) at Bishop Nicholas Stam Center, Kakamega held on 5th – 8th June, 2018
- Workshop on “Building a Culture of Peace and Non Violence Coordinated by MMUST and Victims of Terrorism Organization Kenya (VTOK) at Bishop Nicholas Stam Center, Kakamega held on 5th – 8th June, 2018(Certificate of Appreciation as an Organizer)
- 1st Pan African International Research Congress on Knowledge Generation and Dissemination (PAIRC, 2018) Congress hosted by MMUST on 18th – 21st June, 2018 at the Grand Royal Swiss Hotel, Kisumu- Kenya. Theme: Harnessing Research Output for Sustainable Development

- Virtues Project International Association Five Strategies for Incorporating character Building and positive Discipline into any Community Training of Completion done in April 29th 2017
- BUREAU VERITAS Training Workshop on ISO 9001:2015 Quality Management Systems Transition Internal Auditors Training done on 19th – 20th November, 2018
- KENASA Workshop on the themes: Evolution of the Office Administration Profession, Leveraging Best Practices in Office Administration to Optimize Productivity, The Art and Science of Relevance and Acknowledging Wins training held Rift Valley Technical Institute, Eldoret on 6th to 7th December, 2018
- Alumni Strategic Plan Review Committee Two Days Workshop Held on 9th to 10th May, 2019 At The Busia Texas Hotel
- KENASA 9th Annual General Conference Workshop training of the Themes: Leading when you are not in-charge at Sai Rock Hotel, Mombasa held on 7th – 8th June, 2019
- Alumni Executive Committee Special Invitation by the Vice Chancellor to attend The MMUST 13th International Multi-Disciplinary Conference held on 19th to 21st June, 2019
- International Mother Language Multi- Disciplinary Conference held on 20th to 21st February, 2020 At MMUST MCU 001
- African Women in Science and Technology & Engineering Basic of Social Science Evaluation on Study Designs and Instrumenting Workshop held on 23rd July, 2020 at MMUST, Kakamega
- Kenya Bureau of Standards (KEBS Training on Calibration and Testing ISO: IEC/17025:2017 Training held on 20th to 24th September, 2021 at Nyali Beach Hotel, Mombasa
- Prizes and Awards Committee Certificate of Appreciation for sponsoring awards during 17th Graduation ceremony held on Friday 17th December, 2021

5.0 MEMBERSHIP

- Certificate of Full membership from the Marketing Society of Kenya (MSK) (Awaiting Paid current FY 2021/ 2022 renewal certificate)
- Certificate of Full membership from the Kenya National Secretaries Association (KENASA)
- KUSU
- MMUST Alumni

6.0 RESEARCH WORK

- Marketing Strategies adopted by Supermarkets to Gain a Competitive Advantage in Kakamega Town, Kenya” (A Case study of Kakamega) presented at the University of Nairobi for the Award of MBA Degree (Marketing Option), 2014
- Desk research on: The Assessment on Student Satisfaction Level and Quality of Service in Universities located in Kakamega County, Kenya
- “The Causes of Ineffective Communication in Public Universities” (A Case Study of MasindeMuliro University) presented to the Department of Business

Management at MasindeMuliro University of Science and Technology for the award of a Diploma in Business Management in 2006.

- “An Investigation into Online Presence of Internet Consumers in Kakamega Central Business District (CBD)” (A Case Study of Kakamega County) presented to MasindeMuliro University of Science and Technology for the award of Degree in Business Management in 2010.
- PH.D Research ongoing at Data Collection stage.

7.0 HOBBIES

Challenging Endeavors, Charity works participation, socializing & sports.

8.0 PUBLICATIONS

1. Muchere N. Purity, “Location as a Competitive Strategy by Supermarkets of Kakamega Town, Kenya” *International Journal for Management Science and Technology (ISSN: 2320-8848(0)/2321-0362(P.) Vol.3:Issue.11 (December, 2015).*
2. Muchere N. Purity, “Price Variation by Supermarket in Kakamega Town, Kenya”. ” *International Journal for Management Science and Technology (ISSN: 2320-8848(0)/2321-0362(P.) Vol.3:Issue.11 (December, 2015).*

9.0 APPOINTMENTS

- Appointment as Senior Administrative Assistant, Alumni Office since May, 2012 offering Administrative duties appointment by UMB through DVC, PR & I
- Appointment as Senior Administrative Assistant, TVET since May, 2016 offering Administrative duties and as working as the Office Manager appointment by Registrar Administration
- Appointment as Member of Award Committee for the 13th Graduation appointment by Senate, August, 2018
- Appointment as Member of the Committee to Identify and recommend ways of improving MMUST Graduate Employment Chances March, 2017
- Appointment as Member of Organizing Committee for the forth coming First Pan African International Research Congress on Knowledge Generation and Dissemination to take place on 17th to 22nd June, 2018
- Involvement in the documenting and preparing for Negotiations and vetting of the University Council performance Contract with the government of Kenya by the ministry of education and the Executive office of the president respectively FY 2014/2015 to date
- Appointment as member to undertake Internal Quality Audit as Lead Auditor in the University for ISO 9001:2015 Quality Management Systems Transition internal Auditors Training and Implementation in the university by the Vice Chancellor, July, 2019
- Appointment as Secretariat to Tracer Studies Committee for SOBE and SEBE MMUST Alumni June, 2019
- Appointment as Secretariat to Hon. MasindeMuliro University Planning Committee on 2nd August, 2019
- Appointment by University Senate as Member to the Prizes and Awards Subcommittee of Graduation Prizes and Awards (GCPAC) for 14th Graduation ceremony scheduled for December, 2018

- Involvement in the preparations of the Alumni AGM held on October, 10th 2020 at Golf Hotel Kakamega
- Appointment by University Senate as Member to the Prizes and Awards Subcommittee of Graduation Prizes and Awards (GCPAC) since 5th Graduation ceremony to date 15th Graduation ceremony scheduled for 18th December, 2019
- Appointment by University Senate as Member to the Prizes and Awards Subcommittee of Graduation Prizes and Awards (GCPAC) since 6th Graduation ceremony to date 16th Graduation ceremony scheduled for 18th December, 2020
- Appointment by University Senate as Member to the Prizes and Awards Subcommittee of Graduation Prizes and Awards (GCPAC) since 7th Graduation ceremony to date 17th Graduation ceremony held on for 17th December, 2021.

10.0 REFEREES

1. Prof. J. W. Nasongo
Director, Performance Monitoring and Evaluation (PME)
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