

LILIAN NAMUMA SARAH KONG'ANI
22ND DECEMBER 1985
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PERSONAL ATTRIBUTES

I am confident, dynamic, reliable, faster learner, determined, team-player, results-driven and with good communication skills.

MISSION

To work in challenging and dynamic setting and positively contribute towards sustainable development in the communities and the society at large.

EDUCATION BACKGROUND

September 2014 to date	Pursuing Master of Science in Environmental Governance, University of Nairobi
September 2005 – Dec 2009	Bachelors Degree in Environmental Studies (Community Development); 2 nd class honours; Upper Division, Kenyatta University
2000-2003,	Kenya Certificate of Secondary Education; mean grade B+, Lugulu Girls High School
1996-1999,	Kenya Certificate of Primary Education; Marks 503, Makhanga Primary School

COMPUTER SKILLS

Proficiency in Microsoft: Word, Excel, Access, PowerPoint and professional typing.

WORK EXPERIENCE

March, 2012 to date

Working with Wangari Maathai Institute for Peace & Environmental Studies,
College of Agriculture & Veterinary Sciences,
University of Nairobi

Designation: Administrative Assistant

Duties:

- ❖ Ensure the efficient and effective use of the Institute utilities/Facilities
- ❖ Ensure that equipment in the Institute office are soundly working
- ❖ General supervision and allocation of duty to all non-teaching staff
- ❖ Monitoring Institute votes at UNES, Bursar's office and Grants office
- ❖ Procuring equipments and Stationery required for Institute use
- ❖ Preparing annual procurement plans for the Institute
- ❖ Preparation of payment schedules for direct service providers
- ❖ Processing leave and off-duty requests by support staff
- ❖ Regular updating of Institute Website
- ❖ Reporting any computer problems to the relevant ICT office
- ❖ Prepare and submit quarterly and annual performance reports of the Institute to the college registrar
- ❖ Taking and keeping accurate minutes of the WMI Boards, management and committee meetings
- ❖ Addressing student and non-academic issues
- ❖ Facilitating registration of courses by all students
- ❖ Issuing result slips and filing copies
- ❖ Keeping examination records in both hard and soft copies
- ❖ Keeping fee payment records for all students and schedules as submitted by UNES
- ❖ Maintaining and updating individual student files
- ❖ Manning the student computer laboratories
- ❖ Monitoring that lectures and classes commence on schedule as per the timetables
- ❖ Preparation of graduation list
- ❖ Preparation of Special/Supplementary examination lists
- ❖ Preparing and issuing examination cards
- ❖ Preparing consolidated mark sheets for the Institute Board of Examiners
- ❖ Preparing Senate Reports
- ❖ Preparing students provisional result slips/transcripts
- ❖ Preparing updated class lists of students duly authorized to attend classes and sit University examinations upon payment of fees
- ❖ Processing of applications for admission for postgraduate and undergraduate students
- ❖ Registration of new and continuing Module I and II undergraduate and Postgraduate students
- ❖ Registration and processing of documents for all affiliated students and researchers
- ❖ Any other duties that may be assigned by the Director or any other person authorized by him.

May-June 2011

Worked with the Cooperative Insurance Company (CIC) as an M-BIMA Coordinator

March-April, June-July 2010, July 2011, January 2012

Data punching and entry at the London Centre of Marketing (LCM)

February - March 2010

As a researcher assistant, I worked with the Promotive Health Consultancy funded by UNICEF on Community Health Strategy. This created a platform through which meeting and working with the people in the local communities was enabled.

March- December 2009

I worked with the United Nations High Commission for Refugees (UNHCR) as an intern in the Community Services Unit. I worked directly with refugees and asylum seekers from ten different nationalities who seek asylum in Kenya.

Responsibilities

- ❖ Receiving refugees at the reception desk
- ❖ Individual interviews with children and adults and specifically with separated children.
- ❖ Conducting home visits and needs assessments.
- ❖ Participation in the Best interest determination process for the children.
- ❖ Participation in the Urban Refugee Protection Network meetings.
- ❖ Assessment and recommendation of refugees for financial and transport assistance.
- ❖ Coordinating assistance with GTZ; an urban implementing partner.
- ❖ Seeking solutions for refugees with other organizations.

January-March, 2009;

Volunteered at Youth for Conservation in the Membership department to coordinate members' activities, communicate and respond to the members' mails, organize and update members' databases.

July-September 15th 2008;

Attached at Youth for Conservation (YfC) where I conducted research on environmental issues including solid waste management, biodiversity conservation, climate change among others to initiate and enhance Community Education in Selected Schools and institutions of higher learning within Langata. I also had an opportunity to learn YfC's front office work and also reviewed some EIA reports of Tana Sugar Project and Lake Natron Soda Ash Projects among others.

CAPACITY BUILDING AND EXPERIENCES

- ❖ Certificate of appreciation for contribution towards a successful Golden Climate International Olympiad Project, Light Academy Schools.
- ❖ Certificate in performance enhancement
- ❖ Certificate in Advocacy and Lobbying skills
- ❖ Certificate of participation in Fire Safety training

- ❖ Participation in Clean up Campaigns and tree planting activities organized by YfC, NEMA and KUNEC in different parts of Nairobi.
- ❖ Certificate in participation in a CITES awareness raising and procession in support of a 20 year moratorium ban on Ivory trade.
- ❖ Participation in research on alternative renewable energy resources for rural development
- ❖ Proposal writing on impacts of IDPs on water quality and sanitation
- ❖ Conducted a research in Mai Mahiu internally displaced persons' camp on the impacts of IDPs on Water Quality and Sanitation.
- ❖ Community service
- ❖ Undertook a BID (Best Interests Determination of the children) training facilitated by the United Nations High Commissioner for Refugees.
- ❖ Participated in the Disability training which was facilitated by Handicap International and Association for Physically Disabled of Kenya (APDK), through which my capacity on reaching the disabled people and creating awareness among them was enhanced. All persons with disability are human beings and they all have equal rights as the "normal" persons.

REFEREES

<p>Professor S.G. Kiama, Ag. Director, Wangari Maathai Institute for Peace & Environmental Studies; College of Agriculture & Veterinary Sciences, University of Nairobi P.O BOX 30197, Nairobi Kenya Tel: 0722 380 971. kiama123@yahoo.com</p>	<p>Dr. Thuita Thenya Lecture Department of Geography and Environmental Studies, University of Nairobi P.O BOX 30197, Nairobi Kenya Tel: 0721471082 tthenya@yahoo.co.uk</p>
<p>Mr James Karanja, Community Services Officer, United Nations High Commissioner Refugee (UNHCR), BOX 43801, 00100, Nairobi 0722 681 790 karanja@unhcr.org</p>	<p>Mrs Shabnam Malik London Centre of Marketing Coordinator, 0728 357 299 coordinatorbackoffice@gmail.com</p>