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Summary

Certified Program Manager with 12 years of dynamic experience in regional, national, and international development projects implementation. Hands-on experience in team leadership, stakeholders management, knowledge management, organizational performance management, data management, project monitoring, evaluation, research, and learning in educational, health, and trade facilitation programs in, governmental, nongovernmental, and private institutions. Excellent, analytical, communication, and organizational skills. Innovative, efficient, trustworthy, and accountable avid learner. Ability to work in a team, multicultural environment, and under pressure to meet tight deadlines. Ability to work under minimal supervision in a constantly changing environment.

Experience



PROJECTS PLANNING & QUALITY ASSURANCE OFFICER

TradeMark East Africa

Jun 2021 - Present (1 year 5 months +)

Roles and Responsibilities:

- Promoting synergies and improved Project Cycle Management practice in regional and country programmes.
- Content development for programme and corporate documents such as business plans, strategies, mobilisation plans and reports, among others.
- Working with teams to develop and track mobilisation plans and project expenditure.
- Programme performance monitoring and the preparation of periodic management reports on performance.
- Internal and external reporting functions including the compilation of Senior Leadership Team (SLT) papers, donor reports and other programme documents.
- Supporting development and coordination of project formulation including the production of Concept Notes and Project Appraisal Reports.
- Working with project leaders in the development and updating of project Work plans, Risk Plans, Monitoring Plans, and Delivery Chain Maps in line with approved project appraisal reports and the Results Framework.
- Working with the Lead for New Frontiers and the Horn to support efficient programme set-up, donor and partner engagement and preparation of budgets in collaboration with Finance, Procurement and Results focal persons to support Horn of Africa and New Frontier programmes.
- Developing presentations, talking points and other documents to support Programme Delivery Hub as well as the Chief of Programmes, Country Programmes Lead, Senior Lead New Frontiers and Senior Lead for the Horn of Africa.
- Developing concise communication material to support staff and partner training on results-based project management using TMEA PCM guidelines.
- Providing and maintaining programmes capacity planning and resource tracking service.
- Gathering requisite data and information for the preparation of background documents, guidelines, and other material as required.



OFFICER PROGRAM DELIVERY UNIT

TradeMark East Africa

Mar 2020 - Jun 2021 (1 year 4 months)

Achievements:

- Fostered successful implementation of the organisation strategy by contributing to Programme Delivery Unit, Key Performance Indicators (KPIs).
- Coordinated Regional Programme Implementation Teams' Meetings, drafting and following up on action points.
- Coordinated the drafting of project formulation Concept Notes and Project Appraisal Reports.
- Drafted program presentations/talking points for Programme Delivery Unit, The Chief Technical Officer, Chief Operations Officer, Strategic Objective Leaders, Senior Management Team, and Directors.
- Developed content for programme and corporate documents such as business plans, strategies, mobilisation plans, and reports, among others.
- Compiled Senior Leadership Team papers, Donor reports, and other programme documents.
- Developed concise communication material to support regional staff and partner training on results-based project management.
- Drafted Quarterly Outcome Reports to Senior Leadership Management Teams and partners.
- Provided project control and governance in view of results delivery.
- Programs capacity planning, resources, and results tracking.
- Synthesised reports from the Corporate Services and Programme teams and drafting summarised Senior Management reports.
- Gathered required data and information for the preparation of background documents, guidelines, and other material as required.
- Coordinated the Chief Operations Officer's engagement with and participation in National Oversight Committee meetings.



KNOWLEDGE MANAGEMENT AND ORGANISATIONAL PERFORMANCE OFFICER

TradeMark East Africa

May 2019 - Mar 2020 (11 months)

Achievements:

- Defined Organisation knowledge management.
- Reviewed organisational performance measurement and management.
- Coordinated lessons learned sessions and knowledge cafes.
- Drafted, disseminated, and archived lessons learned.
- Introduced improved organisational performance framework across TMEA.
- Introduced systems, tools, and procedures to aid in the recording, storage, packaging, and sharing of relevant knowledge (lessons & best practices) for purposes of learning and improved performance.
- Designed incentives packages aimed at encouraging improved knowledge management and organisational performance.
- Championed for the technological solutions to be used in managing TMEA's knowledge, provided training, and mainstreamed usage.
- Operationalised communities of practice and knowledge networks within and outside the organisation.



MONITORING AND EVALUATION PERSONNEL

AMREF

Mar 2017 - Apr 2019 (2 years 2 months)

Achievements:

- Strengthened M&E systems.

- Prepared work plans, budgets, M&E plans and performance frameworks for projects.
- Monitored implementation of project activities.
- Ensured conformance to project objectives, work plans, budget, and expected results.
- Reported and documented project progress by taking lead in data capture.
- Prepared monitoring tools to track project indicators as per the performance framework.
- Updated Funds PUDR (Progress update and disbursement request).
- Provided technical input in the implementation of projects.
- Reviewed project grants Sub-Recipients reports.
- Carried out onsite data verification (OSDV).
- Developed and maintained database back up and filing systems for project data.
- Prepared monthly, quarterly, and annual programmatic performance reports.
- Documented and disseminated lessons learned and best practices.
- Carried out Quality Assurance for M&E via Technical Assistance and Capacity Building.
- Ensured quality management of project related data through the execution of regular data quality audits and onsite verification exercises.
- Capacity built grants Sub Recipients (SRs) on Monitoring and Evaluation as per grant provision of organisational systems strengthening and performance-based funding where SRs are funded based on performance every month.
- Participated in operation research within the project and other continuous quality improvement initiatives within projects.
- Ensured program integration and growth by participating in meetings and conferences.



M-HEALTH LAB PROGRAM TEAM LEADER

Dodore Kenya Limited

Mar 2016 - Mar 2017 (1 year 1 month)

Achievements:

- Spearheaded prototyping of mobile-health interventions and concepts e.g., M-TIBA
- Supervised and (co-) managed multiple project teams.
- Operationalized project concepts within allotted timelines and budgets.
- Drafted M-health solutions concepts.
- Drafted project-related research and data collection tools.
- Audited and analysed Project data; Monitored and Evaluated projects.
- Coordinated data collection of behavioural economics research studies.
- Disseminated project findings.
- Promoted Business development through showcasing and marketing of company services to potential partners.



GLOBAL FUND DATA MANAGEMENT ASSISTANT- NATIONAL AIDS AND STI CONTROL PROGRAM (NASCOP)

Ministry of Health, Kenya

Dec 2015 - Mar 2016 (4 months)

Achievements:

- Monitored & Evaluated Global Fund HIV funded activities.
- Ensured collection of High-quality data on HIV/AIDS.
- Monitored health sector response to HIV/AIDS.
- Promoted data use at all levels to inform HIV programming.
- Prepared and disseminated Program implementation reports.

- Ensured the data collection tools are in sync with the ever-changing information needs for HIV programming.
- Participated in Operational research.
- Produced guidelines on data collection, reporting, feedback, and use for HIV programming.
- Strengthened health information systems.
- Conducted regular supervision to ensure high-quality data collection, collation, reporting, and use at all levels.



LEAD FIELD COORDINATOR USAID-AMPATH- TB REACH PROJECT

AMPATH Kenya

Feb 2014 - Mar 2015 (1 year 2 months)

Achievements:

- Ensured increased case detection and access to proper and uninterrupted TB treatment in Busia, Bungoma, Trans-Nzoia, Kakamega, and Vihiga, Counties through cough monitors approach.
- Disseminated project achievements in Quarterly review meetings.
- Coordinated TB awareness activities in the 5 counties.
- Supervised 5 regional Field coordinators and 200 cough monitors.
- Defined key indicators to be used for the measurement of performance.
- Aggregated TB data from health care institutions in the implementation area.
- Prepared monthly and quarterly TB reports based on the results obtained.
- Coordinated distribution of TB laboratory commodities in project sites.
- Coordinated distribution of IEC materials.



FIELD COORDINATOR USAID-AMPATH- TB REACH PROJECT

AMPATH Kenya

Nov 2012 - Jan 2014 (1 year 3 months)

Achievements:

- Coordinated TB awareness activities in 11 Sub-Counties.
- Offered On job training to 88 community health volunteers/cough monitors on TB advocacy strategies and screening.
- Supervised cough monitors.
- Reviewed cough monitors reports.
- Coordinated TB data collection, collation, and analysis from project sites.
- Disseminated project achievements in Quarterly review meetings.
- Conducted operational research.
- Coordinated distribution of TB laboratory commodities in project sites.
- Distributed TB IEC materials.



GRADUATE PUBLIC HEALTH OFFICER (INTERN)

Ministry of Health, Kenya

Oct 2011 - Oct 2012 (1 year 1 month)

Achievements:

- Identified public health issues at the community level.
- Assessed health needs in the community.
- Coordinated sanitation and hygiene programs in the community.
- Sensitized communities on food and water safety measures.

- Spearheaded Community-Led Total Sanitation (CLTS) process aimed at rendering villages open defecation free.
- Conducted Training of Community Own Resource Persons (CORPS), Community based health volunteers (CHVs), and Community Health committee (CHCs) on Public Health Issues.
- Implemented public health programs and projects.
- Inspected homesteads, markets, commercial premises, trading centers to ensure cleanliness and sanitary requirements are maintained.
- Implemented vector, vermin, and rodent control measures; Initiated and implemented community-based health care programs.
- Implemented integrated mosquito control and other public health strategies.
- Organized health action days to advise communities on common public health issues.
- Followed up on proper collection and disposal of solid waste in markets and other dwelling premises in towns.
- Coordinated Tuberculosis defaulters tracing and reported Tuberculosis and other immunizable and notifiable diseases incidences.
- Collected and maintained up-to-date records of services rendered.



VOLUNTEER PUBLIC HEALTH INTERN

Kenya Red Cross

Feb 2011 - Oct 2011 (9 months)

Achievements:

- Responded to Public and Environmental Health related humanitarian crisis.
- Responded to floods and other disasters.
- Implemented Community-Led Total Sanitation (CLTS) in Nyando plains.
- Drafted grants proposals for humanitarian activities funds.
- Spearheaded Nutrition, Water, Sanitation, and Hygiene health education activities in the local community and schools.

Education



UNICAF

Master of Business Administration - MBA, Management

Jun 2021 - Feb 2023



MASENO UNIVERSITY

Master of Public Health - MPH, Epidemiology & Population Health

Sep 2011 - Sep 2013



MOI UNIVERSITY

Bachelor of Science (Environmental Health), Public Health

Jan 2007 - Dec 2010, SECOND CLASS HONOURS – UPPER DIVISION



SACHO HIGH SCHOOL

High School Diploma, Kenya Certificate of Secondary Education (KCSE)

Feb 2001 - Nov 2004, GRADE: A-, POINTS: 78/84

Licenses & Certifications



CERTIFIED GRADUATE PUBLIC HEALTH OFFICER -KENYA - Ministry of Health, Kenya – (Serial Number: 283/2013)



CERTIFIED PROGRAM MANAGER - International Organization for Project Management™ (IO4PM™) - (Serial Number: 12012731883674)



PROJECT DESIGN, MONITORING, AND EVALUATION CERTIFICATION - PM4DEV



LEADERSHIP AND MANAGEMENT IN HEALTH - University of Washington

Skills

- Analytical Skills
- Budgeting
- Business Development
- Business Strategy
- Communication
- Customer Service
- Data Analysis
- Knowledge Management
- Leadership
- Management
- Microsoft Excel
- Microsoft Office
- Microsoft PowerPoint
- Microsoft Word
- Program Management
- Project Management
- Project Monitoring & Evaluation
- Public Speaking
- Research
- Strategic Planning
- Sustainable Development
- Team Leadership
- Training Facilitation

Languages

- English - Fluent
- Swahili - Fluent
- French - Basic

References

- Dr. Phillip Owiti, Kenya Ministry of Health, +254724245436, philip.owiti@gmail.com
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- Verona Kemunto, Dodore Kenya Limited, +254722228067, veronakemunto@gmail.com
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