

Sophy Nekoye Waliaula

Master of Arts Sociology (MA) University of Nairobi. Kenya

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Personal Profile:

In my Career Development, my sound professional training in Social Sciences and Human Resource Management has allowed me to demonstrate proficiency in Public and Private Administration, Human resource management, general Management and Administration, thus making me that utility person with cross-cutting management and Administrative skills that all progressive institutions, state, non-state, commercial and not-for-profit entities require.

Currently, I am employed at Kibabii University as Senior Administrative Assistant and ISO Coordinator in the Performance Contracting and Quality Assurance Directorate, specifically managing the University Quality Management System based on ISO 9001:2015 Standard and ISO/IEC 27001:2013 Standard (ISMS) - Information Security Management System, Performance Contracting, general Administration and Human Resource duties and responsibilities.

Educational Background & Trainings

2020	Strategic Leadership and Development Program Certificate from Kenya School of Government - KSG Mombasa Campus (SLDP)
2020	National Cohesion, Values and Principles of Governance Training by the Directorate of National Cohesion and Values -Ministry of Interior & Coordination of National Government
2020	Kenya Sign Language Certificate (KSL) from Kenya Institute of Special Education (KISE) and National Council for People with Disability (NCPWD)
2019	Quality Management Systems Lead Auditor Certificate (LA, QMS) Based on ISO 9001:2015 Standard by SGS- Nairobi
2018	Doctor of Philosophy in Sociology from University of Nairobi-Kenya (PhD) - On going
2018	Senior Management Course Certificate from Kenya School of Government - KSG Mombasa Campus (SMC)
2018	Quality Management Systems Auditor Certificate Based on ISO 9001:2015 Standard by ACAL- Nairobi
2017	Master of Arts in (Sociology) Rural Sociology & Community Development - University of Nairobi- Kenya (MA)

Sophy Nekoye Waliaula

Master of Arts Sociology (MA) University of Nairobi. Kenya

2017	Certification in Total quality Management from Kenya Institute of Management (TQM)	
2016	Cabinet Memos and Board Paper Writing Course from Kenya School of Government - KSG Embu Campus	
2015	Quality Management Systems Auditor's Certificate based on ISO 9001:2008 Standard by ACAL (QMS)	
2010	Higher National Diploma in Human Resource Management - KNEC (HND)	
2008	Bachelor of Arts Degree in Social Sciences - Makerere University, Kampala Uganda (BA)	
2007	Certificate in Computer Programmes - Makerere University, Kampala Uganda	
2003	A' level -	St. Lawrence group of Schools (Creamland Campus), Kampala Uganda Certificate of Advanced Education
2001	KCSE -	Chwele Girls High School -Kenya Certificate of Secondary Education
1996	KCPE -	Cranes Academy - Kenya Certificate of Primary Education

Work Experience

Aug 2020 to Date **Employer:** Kibabii University
Location: Bungoma County (Main Campus)
Position: Trustee Kibabii University Pension Scheme
Reporting to: The Board of Trustees/Members

Responsibility Overview:

- Understand and comply with the provisions of the Trust Deed and Rules.
- Understand and oversee the implementation of appropriate investment strategies for the Fund.
- Take part in the selection of competent service providers and oversee their performance.
- Understand how to safeguard the schemes assets.
- Act with impartiality in respect of all members and beneficiaries.
- Understand how the scheme should be administered in accordance with the RBA Act
- Act with due care, diligence and good faith.
- Understand the regulatory environment and oversee compliance with the regulations.
- Act jointly with the other Trustees.

Sophy Nekoye Waliaula

Master of Arts Sociology (MA) University of Nairobi. Kenya
Oct 2015 to Date

Employer: Kibabii University
Location: Bungoma County (Main Campus)
Position: Senior Administrative Assistant/ISO Coordinator
Reporting to: Deputy Vice Chancellor Administration, Finance and Development.

Responsibility Overview:

Responsible for formulation, implementation, documentation, monitoring and evaluation of the University policies, procedures, quality management system and information security management system and Coordination, identification and mitigation of Risks in the University, Performance Contracting, general Administration and Human Resource Management.

Responsibility detail

- Prepare Audit Programs
- Prepare Audit Plans
- Coordinate and Carry out Internal audits
- Prepare and present audit findings and report to University management.
- Ensure the ISO 9001:2015 standard is reflected in the University quality management system and ISO 27001:2013 Standard on Information security management system.
- Organization of auditors to undertake the audits.
- Liaise with External auditors and consultants for efficient and timely submission of the corrective action plans.
- Documentation of the quality management system in the university.
- Coordination, monitoring and evaluation of mitigation measures of all the identified departmental risks for onward processing to the University management Board and University Council
- Develop and guide all departments in the University on their Standard Operating procedures (SoPs)
- Guide departments in developing departmental objectives.
- Monitoring and Evaluation of the Departmental Objectives.
- Monitor and maintain University quality management system and Information Security Management System.
- Train staff on quality management system.
- Advise management on areas of improvement.
- Assess Risks and their mitigation measures
- Develop University policies and ensure implementation
- Support in the staff welfare matters.
- Formulation Implementation, Monitoring and Evaluation of the University Strategic and Master plans
- Prepare work plans for internal quality Audits.
- Prepare Directorate annual work plan.
- Prepare Directorate procurement plan.

Sophy Nekoye Waliaula

Master of Arts Sociology (MA) University of Nairobi. Kenya

- Prepare Directorate budget.
- Ensure all the relevant Directorate information and activities are uploaded on the University Website for Webometrics purposes.
- Assist in job evaluation.
- General Human Resource duties as assigned.
- General Administrative duties as assigned
- Participate in formulation, negotiation, vetting and implementation of performance contracts
- Prepare quarterly PC reports
- Supervise assigned members of staff.

Member of;

- University Knowledge Management Committee
- ISO Steering Committee
- National Cohesion & National Values mainstreaming Committee
- WEBOMETRICS Committee
- Resource Mobilization Committee
- Community Outreach Committee

Feb 2013 to Oct 2015

Employer: Kibabii University

Location: Bungoma County (Main Campus)

Position: Administrative Assistant

Reporting to: Dean Faculty of Education and Social Sciences,
Dean Faculty of Science, Dean School of Computing
and Informatics.

Responsibility Overview:

- Key responsibility was to process students Examinations results for University Senate presentation and approval.
- Providing secretarial services to Faculty and school board's presentation meetings
- Taking minutes during meetings in the faculties and school
- Issuing of examination cards to students
- Preparation of graduation lists and arranging graduates' seats
- Preparation of students transcripts
- Assisting in the registration and orientation of students
- Providing liaison support to post graduate students on issues of presentations
- Ensuring appropriate documentation and filling in the faculty and school
- Day to day operations in the office and attend to students and lecturers
- General Administrative duties

Master of Arts Sociology (MA) University of Nairobi. Kenya

Responsibility overview:

Page 5 of 8

Sophy Nekoye Waliaula

Master of Arts Sociology (MA) University of Nairobi. Kenya

- Recreation facilities and welfare activities
- Collective bargaining agreement
- Discipline and disciplinary procedures
- Master filling
- Registry
- Promotions and Demotions

Publications

- Effect of Co-Operatives on the Livelihoods of Rural households in Sirisia Constituency in Bungoma County, Kenya. *Sophy Nekoye Waliaula, Edward K. Mburugu (Vol 40 2017)*

Life Mentors

- Prof. Wangari Mathai - Kenyan Nobel Laureate winner & Environmentalist (The Late)
- Dr. Cindy Trimm - USA Life Strategist and Coach
- Mr. Barrack Obama - H.E former President of USA
- Mr. Les Brown - USA Motivational Speaker
- Ms. Oprah Winfrey - USA Life Coach & Motivational Speaker

Workshops & Seminars

- Job Evaluation
- National cohesion and values mainstreaming
- Drugs and Alcohol abuse
- New Competence Based Curriculum
- ICT Champion training
- QMS trainings

Professional affiliations

- Institute of Human Resource (IHRM)
- Kenya Institute of Management (KIM)
- The Institute of Social Workers

Community Outreach Programmes

- Laboot Primary School in Mt. Elgon Sub-County-Bungoma County - Donations, Anti-jigger campaign and motivational speeches
- Hospice Centre in Kip Karen- Uasin Gishu County- Donations and motivational speeches
- Sanitary towels distribution to girls in Schools in Bungoma County

Sophy Nekoye Waliaula

Master of Arts Sociology (MA) University of Nairobi. Kenya

- Distribution of Soap, Masks and Sanitizers to the Kibabii community during Covid-19 pandemic
- Distribution of Soap to truck drivers along Kanduyi-Malaba route during Covid-19 pandemic

Jan-Sep 2004 **Employer:** Central Engineering kirloskar Kenya limited
Location: Webuye, Bungoma County -Kenya.
Position: Customer Care Relations officer
Reporting to: Marketing Manager

Responsibility overview:

- Sales
- Records Keeping
- Banking

Other pursuits and interests

Makerere University: - Member of habitat club

St. Lawrence: - Member of Public speaking club

Chwele girls Secondary School: - Member of Limara club, Girl Guide, Hockey and Table tennis

Cranes Academy: - Active choir member, hygiene Prefect

Referees

Prof. Gidraph G. Wairire

Associate Professor
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Prof. Stanely Ngome Mutsotso

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Dr. Muganda Manini Munir

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