

CURRICULUM VITAE



PERSONAL DETAILS	
Name	Jacklyne Okello Alari
Languages	Ateso, English, Kiswahili
Employment Status	Employed
Institution/organization	Kibabii University
Position	Registrar (Academic Affairs)
Area of specialization	Education Administration & Leadership
Address	P. O. Box 24557, -00502, Karen, Kenya
Corporate email	jalari@kibu.ac.ke
Personal email	jackalari@gmail.com
ORCID ID	https://orcid.org/0002-0351-2699
Career Objective	To offer quality service to the ever-changing society
Personal Attributes	<ul style="list-style-type: none"> ▪ An administrator with adequate and reliable competence, thoroughness, commitment, firmness, with good communication skills. ▪ An honest, humble, understanding, creative, self-driven, flexible, sociable, jovial, loving and caring person who adapts easily to new working and learning environments. ▪ A strong team player with good leadership skills, able to work with all groups of people, can work under pressure with virtually no supervision yet remains focused on the achievement of institutional goals. ▪ Has the capacity to multi-task, firm, fair, and intrinsically motivated
Competencies	Education Administration and leadership, Quality Assurance, Curriculum development, E-learning

ACADEMIC BACKGROUND					
#	From	To	Institution	Qualification	Year of Graduation
1.	2022	2023	Association of African Universities and OBREAL Global	Diploma, Harmonization Accreditation and Quality Assurance in African Higher Education (HAQAA2) MOOC series on African Regional Continental Integration and Cooperation in Higher Education	2023
2.	2021	2022	EPHPATHA: Guadalupe Ministry to the Deaf	Kenya Sign Language	(Level 1,2,3 completed)
3.	2015	2018	Universidad Empresarial De Costa Rica	Doctor of Philosophy (Ph.D.) in Education Administration & Leadership	2018
4.	2011	2012	The Catholic University of Eastern Africa	Master of Education in Educational Administration and Planning	2012
5.	2007	2011	The Catholic University of Eastern Africa	Bachelors of Education (Science) (Biology & Mathematics)	2011
6.	2009	2009	The Catholic University of Eastern Africa	Advanced Certificate in Justice and Peace	2009
7.	2006	2007	The Catholic University of Eastern Africa	Pre-University Certificate	2007
8.	1996	1999	Our Lady of Mercy Secondary School, Busia, Kenya	Kenya Certificate of Secondary Education (KCSE)	1999
9.	1988	1995	Nambale AC Primary School, Busia, Kenya	Kenya Certificate of Primary Education (KCPE)	1995

WORK EXPERIENCE				
#	From	To	Position held	Employer
1.	2024	To date	Registrar (Academic Affairs)	Kibabii University
2.	2019	2023	Deputy Registrar (Academic Affairs) Major Achievements <ul style="list-style-type: none"> Curriculum review and development across departments Timely processing of students' requests Timely uploading of semester courses on ODeL 	Karatina University <u>Duties and Responsibilities:</u> - <ul style="list-style-type: none"> Policy formulation and general administration of the various academic activities in the University Management of the various departments within the academic divisions Any other duties as may be assigned by a senior officer. Teaching <ul style="list-style-type: none"> Teaching Practice Supervision - 2022, 2023
3.	2014	2019	Registrar, Academic Major Achievements <ul style="list-style-type: none"> Streamlined MIUC admission process Developed MIUC Admissions Policy 2017 Developed MIUC Student Handbook 2017. Developed MIUC Curriculum Development and Review Policy 2017 Developed MIUC Credit Transfer and Exemptions Policy 2017 Reviewed MIUC Statutes 2017 	Marist International University College (MIUC) <u>Duties and Responsibilities:</u> - <ul style="list-style-type: none"> Promote the mission and vision of the College. Observe the staff code of conduct. Live by the College core values. Ensure quality customer care. Supervise and evaluate the Records and Registry staff Organize and administer the records, registration and graduation

			<ul style="list-style-type: none"> ▪ Core developed MIUC Facility Hire Policy 2016 ▪ Core developed MIUC Examinations Policy 2016 ▪ Core developed MIUC Anti-Plagiarism Policy 2017 ▪ Core developed MIUC School Based Policy 2016 	<p>functions, including admissions, transcript evaluations, and the College certification process.</p> <ul style="list-style-type: none"> ▪ Collecting, recording, maintaining and reporting of student records within MIUC guidelines, e.g., grades, registration data, transcripts, transcript verification, and other associated audits; ▪ Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process; ▪ Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services; ▪ Ensure security and confidentiality of student records and transcripts; ▪ Ensure confidentiality of information that is not permitted to be used by anyone other than designated persons; ▪ Develop and administer the departmental budget; ▪ Liaise with administrators, deans, faculty, IT and counselors to facilitate and improve services to students;
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				<ul style="list-style-type: none"> ▪ Provide back-up for records and registration services; ▪ Serve as Secretary of the Management Board, the Academic Board and Council ▪ Provide policy guidance in curriculum development ▪ Perform any other duties as assigned by the Principal or the Management
4.	2013	2019	Academic Staff – School of Education	<p>Marist International University College (MIUC)</p> <p><u>Courses taught & Supervision:</u> -</p> <ul style="list-style-type: none"> ▪ Human Growth and Development ▪ Research Methods ▪ Educational Statistics ▪ Human Resource Management in Education ▪ Group Dynamics & Psychology at Workplace ▪ Curriculum Development ▪ Teaching Practice- Supervision - 2019, 2018, 2017
5.	2013	2014	Personal Assistant to the Principal	<p>Marist International University College (MIUC)</p> <p><u>Responsibilities:</u> -</p> <ul style="list-style-type: none"> ▪ Assist the Principal in the routine administrative office work and always maintaining the required confidentiality

				<ul style="list-style-type: none"> ▪ Process general correspondence pertaining to administrative matters as need arises ▪ Ensure prompt and accurate dissemination of official information to staff and students as directed by the Principal. ▪ Process confidential letters and memos as directed by the Principal ▪ Keep and maintain a register of incoming and outgoing official correspondences. ▪ Organize and maintain filing system in the Principal's Office. ▪ Maintain record of all regular and ad hoc committee meetings ▪ Maintain record of Principal's meetings and appointments ▪ Perform any other duties as may be delegated by the Principal.
6.	2012	2012	Acting Head Teacher - Savelberg Mixed Primary School Namanga,	Little Sisters of St. Joseph
7.	2011	2011	Part Time Lecturer	E-Smart College Mumias of the Maasai Mara University Course taught: History and Philosophy of Education
8.	2010	2010	Teacher - Assistant Class Teacher	Tala High School <u>Responsibilities:</u> - <ul style="list-style-type: none"> ▪ Teaching Biology and Mathematics

				<ul style="list-style-type: none"> ▪ Assistant Class teacher form four west ▪ Pastoral care
9.	2005	2006	Missionary Childhood Animator	Catholic Diocese of Malindi, Kenya Missionary Child Animator Responsibilities: - <ul style="list-style-type: none"> ▪ Pastoral care ▪ Pontifical missionary childhood Program Coordinator

SERVICE WITHIN THE UNIVERSITY

Karatina University	<ul style="list-style-type: none"> • Appointed Secretary, Committee to Draft Commission for University Education (CUE) Self-Assessment Report (SAR). • Appointed Member of the Disposal Committee, 12th September 2023. • Appointed Members of the Evaluation Committee ... • Appointed Member, Performance Management Committee, 14th June 2023. • Appointed Member, Committee on University Space Allocation, 12th June 2023. • Appointed Secretariat Senate Adhoc Committee to Investigate Increase Cases of Examination Irregularities, 8th February 2023. • Appointed Member of a Committee on International Conference, 2023, 12th September 2022 • Appointed Secretariat Senate Adhoc Committee on Research Topics for Postgraduate students, April 2022. • Appointed Member of Evaluation Committee to Evaluate Requests for Quotation number KarU/Proc/21/212-2022 for the supply and delivery of staff uniforms and KarU/Pros/21/214-2022 for the supply and delivery of undergraduate gowns – 15th February 2022. • Appointed Chairperson of Evaluation Committee to Evaluate Requests for Quotation number KarU/Proc/21/146/2021-2022 for the supply and delivery of Catering Crockery – 30th November 2021. • Appointed Chairperson of Evaluation Committee to Evaluate Requests for Quotation numbers KarU/Proc/21/142/2021-2022, KarU/Proc/21/143/2021-2022, KarU/Proc/21/151/2021-2022,
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	<p>KarU/Proc/21/150/2021-2022, and KarU/Proc/21/152/2021-2022 for the supply and delivery of foodstuffs in the Catering Department and graduation – 24th November 2021.</p> <ul style="list-style-type: none"> • Appointed member of Evaluation Committee to Evaluate Requests for Quotation numbers KarU/Proc/21/147/2021-2022 and KarU/Proc/21/148/2021-2022 for the supply and delivery of graduation hoods and caps and Live TV Coverage – 22nd November 2022. • Appointed Chairperson of Evaluation Committee to Evaluate Requests for Quotation number KarU/Proc/21/117/2021-2022, KarU/Proc/21/118/2021-2022 and KarU/Proc/21/127/2021-2022 for the supply and delivery Reagents, Apparatus for Agricultural Sciences and supply and delivery of Sport Equipment – 17th November 2021. • Appointed Chairperson of Evaluation Committee to Evaluate Requests for Quotation number KarU/Proc/21/116-2022 and KarU/Pros/21/120-2022 for the supply of furniture – 3rd November 2021. • Appointed Member of Evaluation Committee to evaluate Request for Quotation number KarU/Proc/21/063/2021-2022 for procurement of advertising services for newspaper, Television, and Social Media advertisement – 13th October 2021 • Appointed Chairperson Committee to Evaluate Request for Quotation for purchase of assorted Physical & Biological Science Laboratory equipment, Quotation number KarU/Proc/21/058/2021-2022 – 5th October 2021 • Appointed Chairperson Committee to Evaluate Request for Quotation for the supply and delivery of assorted hand sanitizer materials, Quotation number KarU/Proc/20/028/2020-2022 – 3rd September 2021 • Appointed Chair Gender Mainstreaming Committee, to implement Performance Contract targets for the year 2021/2022, September 2021 • Appointed as a Member of Committee to Evaluate Request for Quotation for newspaper, television and social media advert, Quotation number KarU/Proc/20/026/2020-2022 – 26th August 2021 • Appointed Secretary to the ‘Carry your candle initiative’ Committee 9th April 2021 • Appointed Chairperson Committee to Evaluate Request for Quotation for refresher Training for Internal Quality Auditors and sensitization of process owners, Quotation numbers KarU/Proc/20/266/2020-2021 – 29th March, 2021
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- Appointed Chairperson Committee to Evaluate Request for Quotation for purchase of Tissue Processor, Quotation numbers KarU/Proc/20/255/2020-2021 – 17th March 2021
- Appointed Chairperson Committee to Evaluate Request for Quotation for purchase of Tea Laboratory Equipment, Quotation numbers KarU/Proc/20/229/2020-2021 – 10th March, 2021
- Appointed Chairperson Committee to Evaluate Request for Quotation for purchase of Human Anatomy Lab Items, Quotation numbers KarU/Proc/20/184/2020-2021 – 5th February, 2021
- Appointed Chairperson Committee to Evaluate Requests for purchase of School of Nursing Laboratory Equipment Quotation numbers KarU/Proc/20/144/2020-2021 and KarU/Proc/20/146/2020-2021 – December, 2020
- Appointed member of Adhoc 2020 Graduation Committee – 24th November 2020.
- Appointed Chairperson Committee to Evaluate Requests Quotation numbers KarU/Proc/20/031/2020-2021 and KarU/Proc/20/033/2020-2021 for purchase of Nursing skills human anatomy and medical physiology laboratory Equipment– September, 2020
- Appointed Chairperson of Tender Opening Committee Restricted Tender number KarU/RT/001/2020-2021 for networking of resource center phase (1) and block M (University Clinic Extension) – September, 2020
- Appointed Member to Evaluation Committee for Quotation No. (KarU/Proc/20/008/2020-2021) for purchase of ICT equipment for 1st quarter F/Y 2020/2021 – August 2020
- Appointed Secretariat Committee to Organize the 2nd National Cohesion and Integration week and Conference – March, 2020
- Appointed Member to Evaluation Committee for negotiation on party and party costs for valentine Ataka vs Karatina University case – January 2020
- Appointed Member to Evaluation Committee for Restricted Tender (KarU/RT/005/2019-2020) for the supply and delivery of assorted library books – January 2020
- Appointed Member to Evaluation Committee for Request for Proposal (KarU/REP/002/2019-2020) for provision of consultancy services for customer satisfaction survey – December, 2019
- Appointed Member to Evaluation Committee for Quotation KarU/Proc/123/2019-2020 for hire of dome tent/ A Frame tent and related accessories for the 7th Graduation ceremony – October 2019
- Appointed Secretariat to Deferment/Re-admission Policy Sub-Committee –October 2019
- Appointed Member to Evaluation Committee for KENET internet connectivity – October 2019

	<ul style="list-style-type: none"> • Appointed Tender (KarU/RT/002/2019-2020) Opening Committee for repair and servicing laboratory equipment – September 2019. • Appointed Member to Evaluation Committee (KarU/Proc/19/009/2019-2020) for electronic television advertisement. • Appointed Secretariat Committee on Establishment of the Journal of Agriculture and Natural Resources – August 2019 • Co/Developed Postgraduate Rules and Regulations, 2020 and Admissions Revised Policy 2019.
Marist International University College (MIUC)	<ul style="list-style-type: none"> • Recording Secretary Board of Governors (MIUC) (2013 to date) • Member and Secretary of MIUC Management Board (2014 to April 2019) • Secretary of MIUC Academic Board Committee (2014 to April 2019) • Secretary of MIUC Academic Council (2014 to April 2019) • Secretary MIUC Bursary Fund Disbursement Committee (2014 to 2016) • Member MIUSCO Vetting Committee (2013 to March 2019) • Member Career and Placement Committee (2014 to 2017) • Chair MIUC Timetables Committee (2014 – 2017; 2017-April 2019) • Member Disciplinary Committee (2014 to April 2019) • Member Program Development and Review Committee (2014 to April 2019) • Member Pastoral Care Committee (2014/2015 Academic Year) • Student mentor (2014 to 2017) • Member Bursary Fundraising Committee (2016/2017 Academic Year) • Member 2017–2022 Strategic Development Committee (MIUC) • Member of the academic stream negotiating on Tangaza University College and Marist International University College partnership (From July 2015 to April 2016).
SKILLS DEVELOPMENT FOR IMPROVED SERVICE DELIVERY TRAINING	
Year	Course/Area of training, Date and Facilitating Organization
2023	Productivity Measurement and Development of Productivity Metrics for MDAs organized by the National Productivity and Competitiveness Centre held from 14 th to 18 th August, 2023 at Karatina University.
2023	Hands on Training Workshop on e-content Development and Delivery through the Regional E-Learning Platform (REP) 21 st June 2023 by RUFFORUM

2023	Attended Grade 7 Competence Based Curriculum Webinar on Health Mathematics, Integrated Science and Computer Science, January 2023 by Oxford University Press EA. Ltd
2022	Pre-conference Training on Quality Assurance held on 24 th October 2022 by Kenya Universities Quality Assurance Network (KuQAn) at Kabarak University
2022	Harmonization of African Higher Education, Quality Assurance and Accreditation (HAQAA 2) on African Regional and Continental Integration and Cooperation in Higher Education 5 th October to 18 th December 2022. Organized by OBREAL Global, with the collaboration of the Association of African Universities (AAU) (a project funded by the European Union).
2022	Online content development, skills for uploading and delivering course modules held on 27 th and 28 th June 2022 by Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)
2022	Massive Open Online Course (MOOC) on Authentic Assessment for Online Learning by Commonwealth of Learning (COL). Started on 9 th May and ended on 3 rd June 2022.
2022	Online Training for Lecturers on Micro-Learning, held on 4 th March 2022 – Karatina University
2022	Online Training and Capacity Building Workshop on Instructional Design for Digital Contexts, held on 3 rd March 2022 – Karatina University
2021	Certificate of Completion, by Skills for Prosperity Kenya (SFPK) programme, - Digital Education Capacity Strengthening held online from 4 th August sponsored by Open University (UK) and the Ministry of Education, State Department for University Education and Research.
2021	Massive Open Online Course (MOOC) on Introduction to Sustainable Development in Business by Open University of Mauritius and Commonwealth of Learning. Started 2 nd and ended on 30 th April 2021
2021	Certificate in Advanced Cybersecurity Training for Teachers (four weeks online) offered by Commonwealth of Learning (COL), March 2021.
2020	Certificate in Cybersecurity Training for Teachers (four weeks online) offered by Commonwealth of Learning (COL), December 2020.
2020	Professional Certificate training in Research Methods by Association of African Universities (AAU) September- 11 th December 2020.
2020	Professional Certificate training in Dissertation/Thesis Writing and Supervision by the Association of African Universities (AAU). Three months – September – 11 th December 2020.
2020	Self-learning Online Course on Understanding Open Educational Resources offered by Commonwealth of Learning, Canada, completed on 3 rd December 2020.

2020	Massive Open Online Course (MOOC) on Academic Counselling for Open Distance Learners (AC4ODL) by Odisha State Open University (OSOU) and Commonwealth Educational Media Centre for Asia (CEMCA). Started 2 nd November 2020 and ended on 3 rd December 2020.
2020	Faculty Online Teaching Modular Training (FOTMT) by Association of African Universities (AAU), June – August 2020.
2020	Training on Online Examination, Setting, and Administration by Karatina University 29 th August 2020
2020	Online staff training by Centre for Open and Distance E-learning on the use of Moodle by Karatina University 28 th and 29 th July 2020
2020	Completed an Online MOODLE Self Taught Course for Instructors by KENET, 1 st & 2 nd July 2020.

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MEMBERSHIP IN PROFESSIONAL BODIES/ASSOCIATIONS

#	Body	Member since	Role/Position
1.	Africa Research Innovation and Development Network (AFRID Network)	2022	Member
2.	East African Higher Education Quality Assurance Network (EAQAN)	2017	Official - Kenya Chapter Representative (2019 – 2021)/ Member
3.	Kenya Universities Quality Assurance Network (KuQAn)	2016	Secretary – General (2021-2024)
4.	Association of Academic Registrars of Universities in Kenya (AARUK)	2016	Member – Treasurer (2023-2025)
5.	Teachers Service Commission (TSC)	2011	Member

RESEARCH INTERESTS

1.	Education Administration, Management, Leadership, Governance
2.	Quality Assurance Practices in Higher Learning Institutions
3.	Best Management Practices
4.	Human Resource Management

ACADEMIC PUBLICATIONS

#	Title	Publisher	Authors list	Date
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1.	An Evaluation of Academic Integrity and Sustainable Quality Education in Higher Learning Institutions in Kenya: Students' Perspectives.	<i>Kabarak Journal of Research & Innovation</i> , 13(4), 81-94. Retrieved from https://journals.kabarak.ac.ke/index.php/kjri/article/view/249	Murumba, J., & Alari, J. O. (2024).	2024
2.	Establishing How the Head-Teachers 'mentorship Roles as Instructional Leaders Influence The Performance of The Newly Deployed/Transferred Teachers in Public Secondary Schools.	<i>European Journal of Education Studies</i> , 9(8).	Jato, H., Okemasisi, K., & Alari, J. O.	2022
3.	Survey on Student's Perception on University Leadership Responsiveness to Addressing their Concerns.	International Journal of Management and Leadership Studies 2020; 4(iv): 120-130 https://doi.org/10.52281/jv3i112 ISSN 23117575	Alari, J. O and Oduor, O. M.	2020
4.	Survey of Undergraduate Students Perception of Leadership, Governance and Integrity in Universities in Kenya.	<i>International Journal of Management and Leadership Studies</i> , Vol.2, 3/1: 1-8 (ISSN 2311 7575)	Alari, J. O.	2020
5.	Leadership and the Management of the Human Resource in Institutes of Consecrated life.	LAP LAMBERT Academic Publishing	Jacklyne Okello Alari	2019
6.	Internal Quality Assurance (IQA) Mechanism: Awareness and Involvement of Staff and Students: A case of Marist International University College (MIUC).	The Agakhan University (ISBN: 978 - 99666 - 59 - 013 - 8)	Jacklyne Okello Alari	2019

7.	Training and Development of the Human Resource in Institutes of Consecrated Life: A Case of Tangaza University College (TUC) and Marist International University College (MIUC)	International Journal of Scientific Research and Management (IJSRM) (ISSN (e): 2321-3418)	Jacklyne Okello Alari	2018
8.	Teachers and Students Perception about Form One Placement of Students in Public Secondary Schools in Mumias Division Kakamega County	Universal Journal of Education and General Studies (ISSN: 2277-0984)	Jacklyne Okello Alari and Joash Migosi	2013
THESIS PUBLICATION				
	Year	Research Title		
1.	2018	Okello, J. A.; Leadership and Management of the Human Resource in Institutes of Consecrated Life: A case of Tangaza University College and Marist International University College. <i>Ph.D Thesis, Universidad Empresarial De Costa Rica, San Pedro, Costa Rica</i> (2018)		
2.	2012	Okello, J. A.; Teachers and Students Perception about Form One Placement of Students in Public Secondary Schools in Mumias Division Kakamega County, <i>M.Ed Thesis, The Catholic University of East Africa, Nairobi, Kenya</i> (2012)		
PEER REVIEW EXPERIENCE/EDITOR				
	Year	Title		
1.	2023	Reviewer Manuscript ID QAE-04-2023-0079 entitled "Reflections on Experimental Report Theses of MA Translation and Interpreting in China" for Quality Assurance in Education. Emerald Publishers		
2.	2023	Reviewer Manuscript ID QAE-01-2023-0006 "Service Quality Measure in Ethiopian Higher Education Context: Developing A Comprehensive Measure" for <i>Quality Assurance in Education</i> . Emerald Publishers		
3.	2021	2021 26 th -28 th International Conference on Cohesion and Integration, Karatina University, Abstract reviewer and proceedings associate editor.		
4.	2020	2020 East African Higher Education Quality Assurance (EAQAN) 10 th Annual Conference Abstracts reviewer.		

5.	2019	2019 East African Higher Education Quality Assurance (EAQAN) 9 th Annual Conference Abstracts reviewer.
CONFERENCES ATTENDED		
#	Year	Conference name and Venue
1.	2023	The 12 th East African Higher Education Quality Assurance Network (EAQAN) Forum (blended) held in Bujumbura, Burundi from 5 th to 8 th September 2023.
2.	2023	InfoPoint Hybrid Conference under the theme, "Advancing African Continental Integration in Higher education: building trust through better quality" held online on 20 th March 2023 by Association of African Universities (AAU)
3.	2022	Kabarak University School of Education, Humanities and Social Sciences 12 th Annual International Research Conference. Theme: Enhancing Education Issues through Quality Assurance in Higher Education held on 25 th October 2022 at Kabarak University.
4.	2022	The 11 th Annual East African Higher Education Quality Assurance Forum, 20 th - 23 rd September 2022, Dar-Es-Salaam, Tanzania at Giraffe Beach Hotel Theme: Promoting Sustainable Development Through Quality Assurance of Higher Education
5.	2021	The 2 nd International Conference on Cohesion and Integration 26 th – 28 th May 2021 at Karatina University
6.	2020	Promoting Integrity, Accountability, and Transparency in the Public Service Administration during COVID -19 Period and Beyond. Web Conference by EACC Integrity Training Academy held on 21 st July 2020 – Kenya
7.	2019	The 9 th Annual East African Higher Education Quality Assurance (EAQAN) Forum May 6 th – 10 th , 2019 at Imperial Golf View Hotel Entebbe, Uganda.
8.	2018	The 8 th Annual East African Higher Education Quality Assurance (EAQAN) Forum May 7 th – 10 th , 2018 at Park Inn by Radisson, Kigali Rwanda.
9.	2012	1 st International Interdisciplinary Conference on Africa's Golden Jubilee: Assessing 50 years of Scholarship and Development in Africa at the Catholic University of Eastern Africa, 2012, Kenya
10.	2009	International Conference on the African Universities 2009 Catholic University of Eastern Africa, Kenya
11.		

PAPERS PRESENTED IN CONFERENCES/SEMINARS			
#	Year	Conference name and Venue	Paper title
1.	2023	The 12 th East African Higher Education Quality Assurance Network (EAQAN) Forum (blended) held in Bujumbura, Burundi from 5 th to 8 th September 2023	Effective Teaching Methods for Higher Education in the 21st Century for Sustainable Development.
2.	2022	Kabarak University School of Education, Humanities and Social Sciences 12 th Annual International Research Conference on Enhancing Education Issues through Quality Assurance in Higher Education held on 25 th October 2022 held on 25 th October 2022.	Survey on Effect of Covid 19 Pandemic on University Student Life in Kenya
3.	2022	Kabarak University School of Education, Humanities and Social Sciences 12 th Annual International Research Conference on Enhancing Education Issues through Quality Assurance in Higher Education held on 25 th October 2022	Strengthening Quality in Higher Education: The Role of University Administrators
4.	2022	The 11 th Annual East African Higher Education Quality Assurance Forum, 20 th - 23 rd September 2022, Dar-Es-Salaam, Tanzania at Giraffe Beach Hotel	Academic Integrity and Sustainable Quality Education in Higher Learning Institutions in Kenya: Students' Perspectives
5.	2022	The 11 th Annual East African Higher Education Quality Assurance Forum, 20 th - 23 rd September 2022, Dar-Es-Salaam, Tanzania at Giraffe Beach Hotel	Reflections For The African Credit Transfer System (ACTS)
6.	2018	The 8 th East Africa Quality Assurance Forum May 7 th – 10 th , 2018 at Park Inn by Radisson, Kigali Rwanda.	Internal Quality Assurance Mechanisms: Awareness and Involvement of Staff Members and Students. A case of Marist International University College.

CONSULTANCY		
#	Year	Task & Venue
1.	2022	E-content development and delivery; Research Methods for Masters and PhD students for RUFORUM.
2.	2021	Co-facilitator of the Kenya Universities Quality Assurance Network (KuQAn) at the Zetech University Quality Assurance Workshop held on 29 th April 2021. Theme: Harnessing our Attitude, Energy and Synergy by embracing Best-Practices for value addition.
3.	2019 - 2020	Strategic Plan Development 2020 -2025 for the East African Higher Education Quality Assurance Network (EAQAN)
4.	2018	Lead Facilitator for the Quality Assurance Training and Best Management Practices for the University of Kabianga Senate on 28 th March 2018.
5.	2017	Trained the Kenya Methodist University Senate on Credit Transfers and Exceptions on 18 th December 2017.
6.	2015-2020	Constitution review, Little Sister of St. Joseph 2015 - 2020
ORGANIZED/PARTICIPATED EVENTS		
#	Year	Event
1.	2023	2 nd Online Kenya Universities Quality Assurance Network (KuQAn) Webinar on The Nexus of Quality Teaching and Learning: Two Sides of the Same Coin held on 21 st September 2023.
2.	2023	Organized International conference on “ <i>Climate change and Sustainable Development</i> ”, Karatina University Kenya, 24 th -26 th May, 2023
3.	2023	Quality Assurance Training (blended) by the Kenya Universities Quality Assurance Network (KuQAn) held on 27 th and 28 th April 2023 at Gelian Hotel, Machakos
4.	2022	1 st Blended Kenya Universities Quality Assurance Network (KuQAn) Joint Conference in Collaboration with Kabarak University held on 24 th and 25 th October 2022 at Kabarak University.
5.	2022	1 st Online Kenya Universities Quality Assurance Network (KuQAn) Webinar on Universities Preparedness for the Competency-Based Curriculum (CBC) held on 31 st May 2022.
6.	2022	Organized and participated in the National Cohesion and Integration Week held between 29 th - 31 st March 2022 at Karatina University.
7.	2022	Participated in an online International Women’s event held on 8th March 2022.

8.	2021	Organized for the 4 th Annual Forum of Kenya Universities Quality Assurance Network (KUQAN): Quality Assurance during the Covid-19 Era; Challenges & Opportunities held Online on 18 th and 19 th October 2021.
9.	2021	Organized for a blended International conference on National Cohesion and Integration held between 26 th to 28 th May, 2021.
10.	2021	Participated on an online COVID 19 sensitization session held on 18 th December 2020 and 12 th February, 2021.
11.	2019	Organized for the 9 th Annual East African Higher Education Quality Assurance (EAQAN) Forum May 6 th - 10 th , 2019 at Imperial Golf View Hotel Entebbe, Uganda.
12.	2016	Organized staff team building event at Marist International University College (MIUC)
TRAININGS ATTENDED		
1.	2023	Webinar on Data Ethics and Human Rights in the Platform Economy held on 20 th June 2023 by the Association of African Universities.
2.	2023	Education Collaborative speaker series on AI and ChatGPT: Considerations for HEIs in sub-Saharan Africa held on 30 th March 2023
3.	2023	WEBINAR: How to use the African Standards and Guidelines for Quality Assurance in Higher Education (ASG-QA) in my institution? Presentation of the User's Guide and application examples held on 18 th January 2023 by Association of African Universities (AAU).
4.	2022	Launch of the Association of African Universities (AAU) Africa Quality Rating Mechanism (AQRM) held Virtually on 3 rd June 2022.
5.	2022	1 st Kenya Universities Quality Assurance Network (KuQAn) Webinar on Universities Preparedness for the Competency-Based Curriculum (CBC) held on 31 st May 2022.
6.	2022	Training on the African Continental Qualifications Framework (ACQF) held Virtually on 18 th February 2022.
7.	2022	A Sensitization Workshop to Create Awareness on the Kenya National Qualification Framework (KNQF) among Stakeholders in the Mt. Kenya Region held at Dedan Kimathi University on 16 th February 2022 by the Kenya National Qualification Authority (KNQA).
8.	2021	A workshop to launch and sensitize stakeholders on the Credit Accumulation and Transfer System (CATS) held at Egerton University, Main Campus from 8 th to 11 th November 2021 by the Kenya National Qualification Authority (KNQA)

9.	2021	The 4 th Annual Forum of Kenya Universities Quality Assurance Network (KUQAN): Quality Assurance during the Covid-19 Era; Challenges & Opportunities held Online on 18 th and 19 th October 2021.
10.	2020	Symposium on Science, Technology, and Innovation held from 9 th - 11 th November 2020 by National Commission for Science, Technology, and Innovation (NACOSTI)
11.	2020	Virtual Training on Data Collection Module of the Integrated University Management Information System 20 th – 21 st August 2020 by Commission for University Education.
12.	2020	Virtual Workshop to Validate Credit Accumulation and Transfer (CAT) System held on 15 th July 2020 by Kenya National Qualification Authority.
13.	2020	1 st Association of African Universities (AAU) Virtual Quality Assurance (QA) Workshop for the 21 st Century Higher and Tertiary Education Personnel in a Digitized “New Normal Global Environment” held from 6 th July 2020.
14.	2020	The "NEW NORMAL" Higher Education Terrain Quality Assurance During & Post-COVID-19 Pandemic Outbreak: Changes, Risks & Mitigatory Measures. Webinar held on 2 nd July 2020 by the Association of African Universities (AAU).
15.	2020	“Virtual Stakeholder Validation Workshop on the Draft National Skills Development Policy” held on 30 th June 2020 by Kenya National Qualification Authority.
16.	2020	Online Assessment: Best Practices and Practical Solutions" webinar held on 23 rd June 2020 by International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
17.	2020	“Re-imaging Higher Education in Africa, the New Normal” webinar held on 19 th June 2020 by RUFORUM.
18.	2020	“3rd National Forum for Universities, TVETs and other Agricultural Industry Players" webinar held on 17 th June 2020 by Egerton University.
19.	2020	“Validation Workshop for Standards for Assessing National Qualifications” webinar held on 12 th June 2020 by Kenya National Qualification Authority.
20.	2020	First webinar being organized by RUFORUM on Learning from a crisis: University leaders’ response to the COVID-19. Held on Wednesday 10 th June 2020 at 14:00-16:00 EAT.
21.	2020	Continental Webinar on The Response of Higher Education Regulatory Bodies to The Covid-19 Pandemic: Opportunities & Challenges. Held on 21 st May 2020 by the Association of African Universities.
22.	2020	Attended Grant Proposal Writing Seminar on 24 th and 25 th February 2020 at Karatina University
23.	2019	Training on HIV and AIDS and National Cohesion and Integration held on 5 th August 2019 at Karatina University

24.	2019	Academic Registrar's national Forum on Quality Education in Kenya from 23 rd to 24 th May 2019 at Jaramogi Oginga Odinga University of Science and Technology.
25.	2018	Kenya University Quality Assurance Network (KuQAn) Training on Quality in Higher Education held in Naivasha, Kenya, from 24 th to 25 th January 2018
26.	2018	National Multiplication Training (NMT) on Self and External Assessment at Institutional Level for Public and Private Universities in Kenya – Part 1 held in Naivasha, Kenya, from 22 nd to 24 January 2018.
27.	2017	Training workshop on the Validation of Data Collected from Kenyan Universities by the Commission for University Education, held at Egerton University Main Campus, 13 th – 14 th December, 2017.
28.	2016	Training workshop on Curriculum Development, Review and Mainstreaming of National Cohesion and Integration Studies held at Astorian Grand Hotel, Naivasha on 28 th and 29 th November, 2016.
29.	2016	Training workshop on the Validation of Data Collected from Kenyan Universities in 2015/2016 by the Commission for University Education, held at Nuru Palace Nakuru, 26 th - 29 th June 2016.
30.	2015	Training workshop on the Use of the New Data Collection Tool by the Commission for University Education, held at Flamingo Hotel, 2 nd – 4 th December 2015.
31.	2015	Training workshop on Data Collection and Management in the University by the Commission for University Education, held at ARC, Egerton University on 7 th – 8 th October, 2015.
32.	2010	Financial Management held at Savelberg Retreat Centre, Adams Arcade, Nairobi, August, 2010
33.	2008	Pastoral leadership, management, and project writing. Hekima College JESAM College of Business Administration, July 21 st - August 11 th 2008, Kenya
34.	2005	Introduction to Project Management, 2005, Koinonia Advisory Research and Development Services (KARDS), Kenya

SCHOLARSHIP/ AWARDS

#	Year	Award	Awarding body
1.	2022	Funded training (HAQAA2)	OBREAL Global
2.	2011	Scholarship	Catholic Scholarship
3.	2010	Scholarship	Catholic Scholarship

4.	2009	Scholarship	Catholic Scholarship
MASTERS THESIS EXAMINED (EXTERNAL EXAMINER)			
#	Year	Name of Student, Research Title, & Institution	
1.	2023	Stephen Mutuku Mutinda (2023). The Contribution of the Catholic Diocese of Marsabit on Students' Retention in Selected Secondary Schools in Marsabit County – Kenya. Masters' Thesis, Tangaza University College (September, 2023)	
2.	2023	Donasiana Birgita Njuu (2023). Influence of Head-Teachers' Leadership Styles on Students' Academic Performance in Public Secondary Schools in Dodoma Urban District, Tanzania	
3.	2023	Chiira Rahab (2023) Principals' Instructional Leadership Role and Lesson Study Program Implementation in Public Secondary Schools in Kajiado County, Kenya	
4.	2023	Kilwake Everlyne (2023). Principals' Teacher Management Strategies and Learners' Academic Achievement in Public Secondary Schools in Kilifi Sub-County, Kenya. Masters' Thesis, Tangaza University College (May 2023)	
5.	2022	Lucy Wambui Waweru (2022). Influence of Principals' Leadership Strategies on Development of Students' Global Citizenship Skills in Private Catholic Secondary Schools in Nakuru County, Masters' Thesis, Tangaza University College (August 2022)	
6.	2022	ARTHUR AVUYALI KEAR (2022). The Contribution of Teachers' Instructional Strategies to Learners' Academic Achievement in Public Secondary Schools in Kuria West Sub-County, Migori County, Kenya. Masters' Thesis, Tangaza University College (August 2022)	
7.	2022	Doreen Kabuno Mathiu (2022). Assessment of Family-School Partnerships And Learners' Discipline In Public Secondary Schools In Kandara Constituency, Murang'a County, Kenya, Masters' Thesis Tangaza University College (June 2022)	
8.	2022	Caroline Mueni Mwangagi (2022) Principal's Transformational Leadership Strategies for Retention of Learners in Public Secondary Schools in Malindi Sub-County, Kenya, Masters' Thesis Tangaza University College (June 2022)	
9.	2022	Mutinda Stephen Mutuku (2022). The Contribution of the Catholic Diocese of Marsabit on Students' Retention in Selected Secondary Schools in Marsabit County – Kenya. Masters' Thesis, Tangaza University College (May 2022).	
10.	2021	Euteria Delia Paliani (2021). Head Teachers' Administrative Strategies on Retention of Girls in Community Day Secondary Schools in Mchinji District Malawi. Masters' Thesis Tangaza University College (September 2021).	

11.	2021	Marietta Nzuka Samuel (2021). Principals' Motivational Strategies on Teachers' Job Satisfaction in Public Secondary Schools in Migwani Sub-County, Kitui - Kenya. Masters' Thesis Tangaza University College (May 2021)
12.	2019	Davies JR, A. E. W. (May 2019). The Kenya Government's Responsibility to Protect (R2P): Refugees a Case Study of the Urban Refugees in Nairobi. Masters' Thesis Hekima University College
13.	2019	Mar, N. S. (May 2019). Cultural Reconciliation: An Assessment of Relevance in the South Sudan Crisis. Masters' Thesis - Hekima University College
14.	2019	Wenceslas, T. (May 2019). State Micro-Financing in Peacebuilding: A Study of North Kivu Province of The DRC. Masters' Thesis - Hekima University College
MASTERS THESIS SUPERVISED		
#	Year	Name of Student, Research Title & Institution
1.	2021	Harriet Jato, (2022) Head teachers' Mentorship Role and Teachers' Performance in Public Secondary Schools in Lufwamanya District, Zambia.
2.	2021	Rebecca Wambui Maina (2021) Efficacy of Headteacher's Instructional leadership on Learners Development of Digital Skills in Primary Schools in Bahati Constituency Nakuru County, Kenya. - Ongoing
3.		
UNDERGRADUATE RESEARCH PROJECTS SUPERVISED		
#	Institution	Research Title and Name of Student
	Marist International University College	<ol style="list-style-type: none"> 1. Challenges Facing Female Students in Accessing Education in Public Secondary Schools in Chakol Division, Teso South Sub County Busia County (Carol Eمويت, 2014) 2. Factors Influencing Students' Selection of Science Subjects in Public Secondary Schools in Makadara Division (Cecilia Mbithe, 2014) 3. Challenges Facing Student Involvement in Selection of Prefects in Public Schools in Lang'ata Sub-County (Octaviano Okandumbu, 2014) 4. Contributions of Teacher Motivation On Learner Academic Performance in Public Secondary Schools in Kikumbulyu Location Makueni County (Stephen Mwendwa 2014) 5. Determinants of Career Choice Among Students in Public Secondary Schools in Butula District (Noel Barasa, 2014)

		<div>6. Analysis of Factors That Influence Student’s Performance in Mathematics in Secundar Schools in Kajiado North Sub-Country (Modeste 2015).</div> <div>7. Factors Influencing Students Participation in Sports and Sports Team Membership in Secondary Schools in Kakamega South Sub Country (Charlotte Musebe, 2015)</div> <div>8. Effects of Teacher Turn-Over On Students Academic Performance in Private Secondary Schools in Ruiru Sub-County (Ombima Judith – 2016)</div> <div>9. The Effects of Biological Jargons on Students’ Academic Performance in Public Secondary Schools in Kajiado County, Ngong Division (Ngulube Boston Chaipilah, 2018)</div> <div>10. Effects of Students’ Motivation on Learning English as Second Language in Secondary School in Ngong Sub-Division, Kajiado County (Niragire Stephanie; 2018)</div>		
UNDERGRADUATE RESEARCH PROJECTED EXAMINED				
#	Institut ion	Research Title and Name of Student		
	Marist Internat ional Univers ity College (MIUC)	<div>1. Influence of parental academic background on students’ academic performance in public secondary schools in Ngong division, Kajiado County (2017)</div> <div>2. An investigation into the factors influencing reading culture in public secondary schools in Dagorretti, Sub county, Nairobi County (Ataku Israel David, 2017)</div> <div>3. Challenges facing the use of field trip method in teaching and learning of biology in public secondary schools’ n Ngong’ zone, Ngone sub-county, Kajiado County (2018)</div> <div>4. Factors Influencing Students’ Conscription in Christian Religious Education in Teso South Sub-County, in Busia County (George Angedu Opala, 2018).</div>		
COMMUNITY OUTREACH/ VOLUNTARY SERVICE				
#	Year	Organization / Target Group	Role	Remarks
1.	2022	KTN/Students aspiring to join universities and colleges	Guest Speaker	Successfully mentored students and marketed the Karatina University
2.	2020	St. Anne’s Sega Girls Secondary Schools	Guest Speaker – 2020 Annual General Meeting	Successfully marketed the Karatina University

3.	2019	Nyamira Girls High School, Form Two & Four Students	Guest Speaker – Careers and Subject Selection	Successful – attracted one student to Karatina University
4.	2019	St. Consolata Catholic Church, Giakaibei Parish Youth on 3 rd August 2019	Mentorship on “Life in Higher Learning Institutions”	Successful
5.	2019	St. Consolata Catholic Church, Giakaibei Parish Youth	Mentorship - Life in Higher Learning Institutions	Successful – more than 100 youth attended
6.	2019	Little Sisters of St. Joseph	Constitution Review Committee	Member -Secretary task assigned
7.	2019 to 2023	Kenya/Tanzania Province, Little Sisters of St. Joseph, 2019 to 2023	Advisory	Member - Secretary task assigned
8.	2018	School of Education, Masaai Mara University	Guest speaker - Graduate Employability	Successful
9.	2006	Volunteer- Wema Dispensary, Tana River Delta	<u>Duties:</u> - <ul style="list-style-type: none"> ▪ Counseling patients ▪ Vaccination of children 	Worked under supervision of the Nurse In Charge.
LEADERSHIP EXPERIENCE				
#	Year	Institution/Associations	Role	
1.	2023 to 2025	Association of Academic Registrars of Universities in Kenya	Treasurer	
2.	2023-2028	Little Sisters of St. Joseph	General Council Member	

3.	2021-2024	Kenya Universities Quality Assurance Network (KuQAn)	Secretary-General
4.	2019-2023	Kenya/Tanzania Province, Little Sisters of St. Joseph	Advisory Board Member
5.	2018-2021	East African Higher Education Quality Assurance Network (EAQAN)	Kenya Chapter Representative
6.	2016-to date	Kisoko Parish Clergy and Religious Association (KICRA) Kisoko Parish, Bungoma Diocese	Secretary
7.	2013-2016	St. Martin De Pores Small Christian Community, Regina Caeli Karen Parish	Coordination
8.	2011-2012	St. Mary Magdalene Community, Little Sisters of St. Joseph	Local Community Superior
9.	2007-2011	The Catholic University of Eastern Africa (CUEA)	Unit and Class representative
10.	2010-2011	The Catholic University of Eastern Africa (CUEA)	Treasurer, Natural Science Club
11.	2008-2009	The Catholic University of Eastern Africa (CUEA)	Vice Chairperson, Natural Science Club
12.	1997-1999	Our Lady of Mercy Girls Secondary School, Busia	Head Girl
13.	1996-1997	Our Lady of Mercy Girls Secondary School, Busia	Dormitory Captain
OTHER TESTIMONIAL			
	1. Certificate by OBREAL Global as a founding member of the HAQAA Network on African Continental and Regional Integration in Higher Education launched on February 7, 2023.		
	2. Certificate of participation in the Education Collaborative speaker series on AI and ChatGPT: Considerations for HEIs in sub-Saharan Africa.		
	3. Certificate of appreciation for organizing the Cohesion and Integration Peace Walk, 2022, Karatina University		
	4. Certificate of service in the Organizing Committee during the 5 th International Conference May 2021, Karatina University.		

5. Certificate of participation in a virtual workshop to validate the Credit Accumulation and Transfer (CAT) system in Kenya held on 14th July 2022 by the Kenya National Qualification Authority.
6. Certificate of participation in a virtual stakeholders workshop to validate the National Standards and Guidelines for Assessment of National Qualifications in Kenya held on 12th June 2020, by the Kenya National Qualification Authority.
7. Certificate of participation in a stakeholders workshop to Draft the National Skills Development Policy held on 30th June 2020, by the Kenya National Qualification Authority.
8. Certificate of participation in the Academic Registrar's National Forum on Quality Education in Kenya 23rd – 24th May 2019.
9. Certificate of Participation in the 9th Annual East African Higher Education Quality Assurance (EAQAN) Forum May 6th – 10th, 2019.
10. Certificate of Participation in the Amazing Race Marist Edition, 2018
11. Certificate of participation in Science presentation; making a micro-scope and shoe polish from locally available material, 2010/2011
12. Certificate of Leadership in appreciation of her leading role as a Treasurer Natural Science Club, 2010/2011
13. Certificate of volunteer work helping to clean up, fix up and conserve our environment 2010 on the Clean Up the World, by (UNEP) United Nations Environment Program
14. Certificate of participation in *inculcating responsibility among student leaders*, November, 2010
15. Certificate of participation in the music festivals at the Catholic University of Eastern Africa January, 2010
16. Leadership certificate for good service as a class representative academic year 2009/2010 Catholic University of Eastern Africa
17. Certificate of participation in the science talk "*current application of calculus - integration and differentiation*" held at the Catholic University November, 2009
18. Certificate of active participation in a seminar on philosophy of science 2009 Catholic University of Eastern Africa
19. Certificate of participation in the Cultural Festivals 2008 Catholic University of Eastern Africa
20. Leadership certificate for good service as a class representative 2008/2009, Catholic University of Eastern Africa
21. Certificate of good leadership as a Vice- Chairperson of the Natural Science Club 2008/2009 Catholic University of Eastern Africa
22. Certificate of participation in a seminar on *A scientist is the philosopher* 2007 Catholic University of Eastern Africa
23. Awarded certificate of merit in drama as the best actress 1994, Nambale A/C Primary School, 1996, Our lady of Mercy Girls Secondary school

REFEREES	
	<ul style="list-style-type: none"> Dr. Everlyne Anduvare Deputy University Librarian, Karatina University P.o Box 1957 - 10101, Karatina, KENYA www.karu.ac.ke Email: eanduvare@karu.ac.ke OR P.O. Box 13019-00400, Nairobi varelynn@gmail.com
	<ul style="list-style-type: none"> Dr. Joan Wakasa Murumba P.O Box 135 – 50205 WEBUYE Email: jwakasa14@gmail.com
	<ul style="list-style-type: none"> Dr. Everlyn Suleh, Mobile: +254 722799178 Email: eveaosuleh@yahoo.co.uk
	<ul style="list-style-type: none"> Sr. Euphresia Mutsotso Little Sisters of St. Joseph P.O Box 24557 – 00502, Karen, Nairobi Phone: 0712235129 Email: euphmutso@gmail.com