

ELLY OCHIENG NDIAO

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PERSONAL DETAILS	
Gender	Male
Date of birth	4 th August 1976
Nationality	Kenyan
Marital status	Married
Religion	Christian
Languages	English, Swahili

CAREER OBJECTIVE:

To become a leading scholar in Development matters by teaching, research, and publishing and thereby make a significant contribution to the University community and the society at large.

PERSONAL PROFILE STATEMENT

A multi-gifted communicator, trainer, teacher, administrator and leader with wide experience having worked with both the Private Sector, a national Christian Organization as well as teaching Social-science based courses in both Public and Private Universities including: **Development Studies/Community Development (Diploma, Bachelors and Masters), Anthropology, Gender and development, Social Work, and Development Communication.**

SKILLS AND COMPETENCIES:

- Nine years' experience of teaching as adjunct/full time lecturer in both public and private universities.
- Excellent training, teaching, and facilitation skills acquired through my work with FOCUS.
- Proven research skills gained during the Masters programme and the ongoing PhD Studies as well as other research outputs
- Published author of one book and three articles in peer reviewed journals
- Supervision of research projects having supervised several research projects for Interns in my former workplace and currently bachelor's students.
- Wide experience in working with university students both in one-on one and in group settings.
- A proven track record in academic excellence evidenced by numerous academic excellence awards.
- Energetic and dynamic with highly developed conceptual and critical thinking abilities.
- Excellent public relations, communication and interpersonal skills.
- Reliable, dependable and results-driven person.
- Proficiency in using Microsoft Office (Word, Excel, PowerPoint and Outlook) to research, analyze, organize and present information.
- Team player with well-developed team leadership, planning and organization skills.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

September 2014 to date: PhD Candidate; Jomo Kenyatta University of Agriculture and Technology (JKUAT)

Course: PhD in Development Studies

Progress: Has completed course work, data analysis, now working on journal publications, hoping to complete by November 2023

Area of specialization- Participatory Governance for Sustainable Development

Award	Institution	Year
Masters in Anthropology: Specialized in Development Anthropology. <i>Thesis title: The Role of NGOs in Poverty Reduction in Kasipul Division, Rachuonyo District</i>	University of Nairobi: Institute of Anthropology, Gender and African Studies	2006
Certified Public Secretary (CPS-K)	Kenya Accountant and Secretaries National Examinations Board (KASNEB)	2005
BA. Anthropology. Graduated with 2 nd Class Honours, Upper Division. <i>The best final year student in Anthropology in 1998/99</i>	University of Nairobi: Institute of Anthropology, Gender and African Studies	1995-1999
Kenya Certificate of Secondary Education (KCSE), <i>Attainment: Grade B Plain</i>	Our Lady's Ringa High School	1990-1993
Kenya Certificate of Primary Education (KCPE), <i>Attainment: 349/500 marks</i>	Kakelo Primary School	1981-1989

WORK EXPERIENCE

June 2022 To date: Africa International University

Position: Acting Head of Department and Fulltime Lecturer, Department of Development Studies.

Duties:

- Teaching of both courses in Diploma and Bachelor's courses in Development Studies
- Supervising Students research projects
- In charge of administrative functions of the department

September 2017 to May 2022: Africa International University

Position: -Fulltime Lecturer, Department of Development Studies.

Duties:

- Teaching of both courses in Diploma and Bachelor's courses in Development Studies
- Supervising Students research projects

May 2014- to August 2017: St. Paul's University, Nairobi and Limuru Campuses.

Position: Adjunct Lecturer, Department of Development Studies.

Courses:

Diploma: Advocacy and Lobbying, Introduction to Development Communication, Resource Mobilization and Fundraising Skills.

Bachelors: Introduction to Community Development, Introduction to Gender and Development, Community Capacity Building and Empowerment, Globalization and Development, Urbanization, Social Stratification and Inequality and Development Ethics.

Masters: Participatory Monitoring and Evaluation.

May 2015-to date: The Cooperative University of Kenya (CUK), Nairobi and Karen Campuses

Position: Part-time Lecturer, Faculty of Cooperatives and Community Development

Courses: Introduction to Development Anthropology, Development Studies and Ethics, Gender and Development.

May 2016-to December 2016: University of Nairobi (UON)

Position: Part-time Lecturer, Institute of Anthropology, Gender and African Studies.

Course: Ecological Anthropology, Gender and Reproductive Health, Gender and Communication, and Cultural Anthropology.

January 2015-to May 2016: The Catholic University of Eastern Africa (CUEA)

Position: Part-time Lecturer, Department of Development Studies.

Course: Development Theory, Principles of Community Participation.

September 2014 to December 2014: Jomo Kenyatta University of Agriculture and Technology (JKUAT)

Position: Part-time Lecturer, School of Communication and Development Studies

Course: Concepts of Community Development

March 2014 to July: Fellowship of Christian Unions (FOCUS)

Position: Director: Special Assignments in the office of the National Director.

Duties:

- Developing of manuals and policy documents for review by the National Director and the Management Team.
- Representing the National Director in meetings with other FOCUS stakeholders and partners.
- Overseeing all the finance functions of the office of the Finance and Administration Director.
- In charge of the preparation of documents with respect to expenditure and overseeing the preparation of of cheques and payments and approving such expenditures.

August 2010 – February 2014: Fellowship of Christian Unions (FOCUS)

Position: Director of Students Ministry.

Duties:

- Coordinating the implementation of all programs relating to students at the Campus, Regional and National levels.
- Facilitating trainings and workshops at Christian Union, Regional and National levels in the key areas of FOCUS work including: leadership development, mentorship and spiritual development
- Overseeing the development and implementation of relevant content and training materials for capacity building of student leaders.
- Coordinating the preparation, implementation and monitoring of the annual departmental operational plans (and budget and to ensure that expenditure is in line with priorities and budget lines.
- Coordinating and overseeing the collection and analysis of baseline data and other information necessary For developing strategies and appropriate interventions.
- Supervising all staff in the department, and the staff working with Christian Unions in various campuses across the country.

June 2007-August 2010- Fellowship of Christian Unions (FOCUS).

Position: Regional Coordinator, Pwani Region

Duties:

- Coordinating all the activities of FOCUS in the Region for students, Associates and Partnerships.
- Conducting training sessions of CU leaders and members in the region in the key areas of FOCUS work: Evangelism, Discipleship, Missions and Leadership Development.
- Supervising all the FOCUS staff in the Region including, Staff appraisals and accountability.
- In charge of all the administration and proper operation of the regional office.

August 2005-2007. Fellowship of Christian Unions (FOCUS).

Position: Training Secretary based in Mombasa.

Duties:

- Conducting leadership training and mentorship and counseling among university students.
- Planning for and facilitate trainings in the CU for all leaders and small groups within the Christian Union.
- Carry out relevant surveys to monitor the social, spiritual and academic trends among students and recommend and/or undertake appropriate interventions.
- Establish positive working relationships with the administrations, chaplaincy, and Christian Union Patrons of the various Institutions.
- Supervising the Intern staff attached to the Campus/colleges working with the students.

June 2003-July 2005- Pannell Kerr Foster (PKF).

Position: Company Secretarial Assistant

Duties:

- Providing Consultancy services to various clients on formation of new companies.
- Offering professional advice to clients in filing the documents for compliance as per the Companies Act.
- Arranging and attending general and special Company meetings and taking minutes of the proceedings.
- Dealing with correspondences and acting on instructions from various clients on Legal, Administrative and Secretarial matters.

CONSULTANCY WORK UNDERTAKEN

2020 Participated in the preparing of the strategic plan the Bible Society of Kenya (BSK)) for the years 2021-2025, working as an associate Consultant with Taruma Consultant Limited.

2019-Participated in the midterm review of Bible Society of Kenya (BSK) strategic plan for the years 2017-2022 working as an associate Consultant with Taruma Consultant Limited.

December –March 2017- Participated in the preparing of the strategic plan for the Christian Student Leadership Centre (Ufungamano House) for the years 2017-2022,

May-June 2015: Participated in the preparing of the strategic plan for Kingdom Seekers Fellowship (2015-2019, Nakuru as an associated Consultant with Taruma Consultant Limited.

April 2015- contributed to the training manual and facilitated workshops for members of the Marketing and Social research in Africa (MSRA) on Ethics in research with Taruma Consultants Limited and trained two companies using the Manual.

September-November 2013- participated in the Midterm review of the FOCUS strategic plan of 2011-2015 facilitated by Value Plus Consultants.

August-November 2010-member of the lead team of three FOCUS staff who worked with the lead consultant form Value Plus consultants in the preparation of the FOCUS strategic plan 2011—2015

2006-2007-Member of the Strategic Plan Steering Committee and Deacon in charge of strategic plan development and implementation at Mombasa Pentecostal Church for the period 2007-2012.

ACADEMIC AWARDS

- Gandhi Smarak Nithi Trustee Fund prize: Best final year student in the Institute of African Studies 1998/1999

- Prof Gideon were (Anthropology prize): Best final year student in Anthropology in 1998/1999
- KASNEB prize: Best overall Student in CPS Section IV , June 2004
- KASNEB Prize: Best student in Statistics, CPS Section IV, June 2004
- Institute of Certified Public Secretaries of Kenya Prize (ICPSK): Best Student in company Secretarial Practice, CPS Section VI.

PUBLICATIONS:

1. Book: The Christian Student on Campus, 2015,
2. Elly Ochieng Ndiao (2nd Author) -Co-authored with Prof. Rosemary Mbogo, Dr. Joash Mutua, Dr. Fransica Ngala, Dr. Niceta Ireri. *Supervision Challenges and Delays in completion of PhD Programmes in Public and Private Universities: Experiences of Supervisors and Graduate Students In selected Universities In Nairobi, Kenya*, European Journal of Education Studies, 2020; doi: 10.5281/zenodo.3653866
3. Elly Ochieng Ndiao; Assessment of Programme activities conducted by NGOS and their impact towards poverty reduction in Kasipul Constituency, Homabay County, Kenya, European Journal of Education Studies,2020, Doi: 10.5281/zenodo.3612274
4. Elly Ochieng Ndiao: Public Participation in the Budget Process During the Covid-19 Pandemic: An Assessment of Challenges and Strategies Employed by Selected Counties in Kenya, Impact Journal of Transformation Vol.5 (1) 2022 .

CONFERENCE PAPER PRESENTATIONS

Supervision Challenges and Delays in completion of PhD Programmes in Public and Private Universities: Experiences of Supervisors and Graduate Students In Selected Universities In Nairobi, Kenya. Presented at the Council for Christian Colleges & Universities collaboration in doctoral education forum held at Dallas Baptist university between Sept. 19 – 21, 2019

The Impact of covid-19 on completion of PhD programmes in public and private universities: experiences of supervisors and graduate students in Kenya. Presented at the Council for Christian Colleges & Universities collaboration in doctoral education forum held on September 29 – October 1, 2022 at Judson University in Elgin IL in the United States.

LEADERSHIP EXPERIENCE

- June 2022 to date Acting HOD, Development Studies, Africa International University
- 2020-May -August 2021: Member of AIUSWA Constitutional Review Committee
- 2020 to date: Patron, AIU Christina Union
- 2019-2022: Chairman of Students Electoral Commission (SEC) for African International University student council elections.
- 2019-2021-Vice secretary, AIU Staff welfare Association
- 2019-to date- Member of AIU editorial committee
- February 2012-March 2016: Board member, Scripture Union Bookshops.
- August 2010- April 2014: Member, FOCUS National Governing Council
- 2007-2010: Secretary to the Deacon Board, Mombasa Pentecostal Church
- 2004-2005: Chairman, FOCUS Associates, Mombasa Branch
- 2001-2002: National Coordinator, Christian Post Graduate Fellowship (CPF)
- 1999-2003: National Chairman, CPS Students Association

- 1998-1999: Chairman, Sunday Service Committee, Main Campus Christian Union, University of Nairobi
- 1997: Chairman, University of Nairobi Anthropology Students Association (UNASA)
- 1995-1998: Class representative to the faculty.

INTERESTS AND HOBBIES

Reading, Traveling and Sports

MEMBERSHIP IN PROFESSIONAL ORGANISATIONS

A non -practicing member of the Institute of Certified Public Secretaries of Kenya (ICPSK)

REFEREES

1	NAME	Dr. Paul Maina Guthiga
	ROLE	Regional Advisor
	ORGANIZATION	The International Livestock Research Institute (ILRI)
	TELEPHONE	0725587381
	EMAIL	pmguthiga@gmail.com
2	NAME	Prof. Jayne Mutiga
	ROLE	Lecturer and Director of Translation Studies
	ORGANIZATION	University of Nairobi.
	MOBILE	0724141262
	EMAIL	Jaynemutiga@yahoo.co.uk
3	NAME	Mr. Simon Masibo
	ROLE	Associate Regional Secretary
	ORGANIZATION	The International Fellowship of Evangelical Students (IFES)
	MOBILE	0720971668
	EMAIL	masibo.simon@gmail.com