

CURRICULUM VITAE



Personal Data.

Name: John Maina Wanjiku

Contact Address: 284-10205, Maragua-Kenya.

Email Address: Mainaluka4403@Gmail.Com, Mainalouisfenderico@Yahoo.Com.

Mobile no: +254721110969; +254734028814.

Gender: Male.

Marital Status: Single.

Date of Birth: 25TH November 1991.

Place of Birth: Murang'a County.

Nationality: Kenyan.

County of residence: Nairobi City County.

Languages: English, Kiswahili and Kikuyu- speaking, reading and writing-Level Excellent.

Professional Skills

Retail management: development of staff operational schedules, development of merchandise codes, requisition schedules and timelines for receiving of the goods, cash management, after sale and customer services.

Research: preparing research proposals, data collection, data analysis, report writing and presentation.

Policy analysis: defining policy problems, identifying policy alternatives, framing the policy document, monitoring policy implementation and evaluating policy outputs.

Office administration: maintaining cleanliness, mail incomings, delivery, and filing of documents.

Human resource: staff training; development of staff recruitment, benefits and disciplinary code of conduct; development of operational schedules and management of the personal files.

Administration. Designing management approaches to ensure quality service delivery, the best approach to personnel management and finally office management, which involves information management such as ensuring there is an effective filing system, efficient receiving and dispatching of mails procedures and that there is good security of the data stored among others.

IT. Skills: Microsoft Office 2013 and 2016. CRM- Customer relationship management.

Research packages: SPSS and Epi Info.

Other skills: driving- 3-year experience.

Education Background

20th November 2018 to date: University of Nairobi- Master of Arts in Political Science and Public Administration. Reg. No: C50/16626/2018.

29th October 2013-15th December 2017: Rongo University- Bachelor of Arts in Political Science and Public Administration. Reg. No: AS/PPA/097/2013. Graduation date: 15th-December-2017. Qualification: First Class Honours.

2009-2012: Thika High School. K.C.S.E. 2012 Grade - B. Index No. 11207101050

2001-2008: Ndutumi Primary School. K.C.P.E. 2008 Marks-359/500 Index No. 204110001

Work experiences.

April 2020- To Date. Research & Monitoring and Evaluation Assistant (Part-time) Leviathan Consultancy. Main tasks: collecting data from the fields in terms of questionnaire administration, key informant interviews, focus group discussion and phone interviews; proposal preparation; data analysis; data presentation and report writing.

JANUARY 2020- To Date. Lecturing Private Students (University and College Students). Main Areas: POLITICAL SCIENCE, PUBLIC ADMINISTRATION AND INTERNATIONAL RELATIONS. Specific Courses Taught: Political Inquiry (Theory and Research Methods), International Organisations, Bureaucracy, Administrative Theory, Politics of Developing Areas, Government and Politics in Africa, Politics of The Great Lakes Region and Policy Analysis (Public And Foreign).

February 2018-March 2020. Tusker Mattresses Limited (Qrisha Outsourcing Limited). Cashier roles: ringing items, processing payments, packing services, customer service. Shop Assistant roles: Replenishing the store through requisition of all the out of stock merchandise, cleaning the merchandise, enforcing the F-I-F-O rule, taking care of goods against shoplifters, ensuring that the merchandise are placed with the correct and up to date price tags and assisting customers who are in need.

October/August 2017: polling/tallying/queuing clerk during the 26th October Repeat Presidential Polls and the August 8th General Elections. Duties included laying out the polling station and the counting centre, demarcating and displaying IEBC posters in the polling stations, controlling queues and guiding the voters to their respective polling stations, identifying voters before allowing them to vote, issuing the dully-identified voters with IEBC stamped presidential and member of the national assembly ballot papers.

10th May-12th August 2016: Intern (On Attachment) at Nairobi City Inspectorate Department-Nairobi City County Government. Key responsibilities included Incoming of mails, filing of correspondences and updating of operational files, dispatching of documents both within and out of City Inspectorate Department and Recording, channelling and maintaining leave registers. Immediate supervisor: Michael Ngesa- Senior Administrative Officer (Administration).

Dissertations/Research Projects Undertaken/Publications.

Project	Description.	Reference.
Critical Mass And Women Political Leadership Index.	Master's thesis	onyangoj@uonbi.ac.ke
Power Mapping: Jamii Bila Balaa. Strengthening Family And Community Networks To Prevent Violent Extremism	Monitoring and evaluation.	Zedekia.sidha@gmail.com
Wanjiku, J. (2017). Assessment of the Effects of Media to Political Accountability in Kenya: Case of Rongo Constituency. Available at SSRN 3762141.	Undergraduate project.	Zedekia.sidha@gmail.com

Notice Period.

Within five business days.

Expected Remuneration.

As per the institution regulations, work expectations and my qualifications.

Referees

1. Michael Ngesa Principal Administrative Officer (Administration) Nairobi City Inspectorate Department, Mobile- 0720 821514 Ngesawin@gmail.com	2. Zedekia Sidha. Lecturer – Rongo University. Dissertation supervisor. Senior Policy Advisor- Leviathan Consultancy Limited. Mobile- 0723987358 Zedekia.sidha@gmail.com
3. Julius Wang'ombe Chief Cashier (Cash Office Attendant) Tuskier Mattresses Limited Tuskys Eastlands (Buruburu). Mobile: 0711145433. Wangombejulius15@gmail.com	4. Constance J. Ayabei Course Coordinator- Political Science and Public Administration (2013- 2017 Class). Lecturer- Rongo University Mobile: 0704267733 Constance.ayabei@gmail.com cayabei@rongovarsity.ac.ke