

CURRICULUM VITAE.

PERSONAL DETAILS.

Name: PHELIX OKOTH AJUOGA

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Date of Birth: 24th March 1996.

Professional Affiliation: Member, IHRM (No. 15428)

Nationality: Kenyan.

Town of Residence: Kakamega

Gender: Male

Religion: Christian

Languages: English, Kiswahili

MY PROFILE.

Strong leadership and organizational skills, excellent written and oral communication skills. Competent team player who believes in integrity, dedication, being visionary, mentorship, attentive to instructions, show of compliance to regulations/rules in all regulated environments including those with strict supervision and above all being faithful to Almighty God.

CAREER OBJECTIVE.

To empower lives and communities through effective HR practices that impact positively on organization's image/brand and enhance talent attraction and retention.

PERSONAL PHILOSOPHY.

Challenges in life lead to opportunity for growth, responsibility and authority to bring a positive transformation in the society and should be taken positively.

EDUCATION BACKGROUND/ACADEMIC QUALIFICATION

YEAR	INSTITUTION	COURSE	AWARD
THESIS TITLE: Employee Relations Management and Organizational Commitment among Medical Doctors in the County Referral Hospitals within Western Region, Kenya.			
2023-date	Mount Kenya University	Certified Human Resource Professional Course (CHRP)	At Level 3 Student No. HS6992
2019- 2024	Masinde Muliro University of Science & Technology (MMUST)	Masters of Science in Human Resource Management	Awarded MSc HRM Degree
2014-2018	Masinde Muliro University of Science & Technology (MMUST)	Bachelors of Commerce	Human Resource Management Option (1st Class Honours)
2010-2013	Wiobiero Secondary School.	Kenya Certificate of Secondary Education (KCSE).	B+ (B Plus)
2001-2009	Ngere Primary School.	Kenya Certificate of Primary Education (K.C.P.E)	Marks: 327 /500.

TRAININGS ATTENDED/PARTICIPATED

1. Productivity Mainstreaming and Improvement- 18th -21st February, 2025

Venue: Golf Hotel, Kakamega

Areas of Focus.

- ❖ Productivity and performance; the change in thinking
- ❖ Development, implementation and measurement of productivity
- ❖ Development of productivity metrics
- ❖ Development of workforce improvement strategy

2. Participated in the MMUST Performance Contracting Workshop of Cost Centre Champions held on 3rd to 4th April, 2023 at Farm View Hotel, Busia.

3. Training on Skills, Retirement and Culture Change-2021, 2023 & 2024

Venue: Farm View Hotel, Busia (2021, 2023)/ Kisumu Hotel-Kisumu (2024)

Areas of Focus.

- ❖ Organization Culture and Behaviour Change
- ❖ Occupation Health & Safety
- ❖ Stress Management & Counselling
- ❖ Psychological Planning for Retirement & Financial Management
- ❖ Team work & team building
- ❖ Safe Road Use

4. Effective Leadership and Virtues Training Seminar (2017)

Venue: Masinde Muliro University of Science and Technology.

Areas of Focus.

- ❖ Leadership styles.
- ❖ Qualities of a good leader.
- ❖ Virtues expected in leadership.
- ❖ Chapter six of the Kenyan constitution (leadership and Integrity)
- ❖ Team work & team building

3. Labour Laws Workshop (September, 2019)

Venue: Itoya Hotel, Busia. Organized by IHRM Western Branch

Areas of Focus:

- ❖ Employment Act, 2007

- ❖ OSHA, 2007
- ❖ Termination of Employment
- ❖ Employment & Industrial Relations Court

4. Workshop on Research and Proposal Writing (August, 2019)

Venue: Mmust-Organized by Directorate of DIAL

Areas of focus:

- ❖ Proposal writing
- ❖ Data collection and analysis
- ❖ Research methodologies
- ❖ Concept Papers

5. Seminar on Safeguarding and handling of Information at the Workplace (December, 2019)

Venue: Mmust-Organized by Office of the Registrar Administration

Areas of focus

- ❖ Information Security
- ❖ Threats to Organization Information
- ❖ Safeguarding Organization Information
- ❖ Legal issues in Information Management
- ❖ Oath of Secrecy

WORK EXPERIENCE.

2019 to Date

Administrative Assistant (HR Officer) -Office of the Registrar HR & Administration (MMUST)

Duties & Responsibilities

At MMUST, I am part of a team directly handling about 1,300 staff comprised of academic staff (Professors, Associate Professors, Senior Lecturers, Lecturers & Assistant Lecturers/Tutorial Fellows and Researchers); non-academic staff (Medical Doctors, Clinical & lab technologists, ICT officers, administrators, technicians, accountants, secretaries, engineers) & support staff (cleaners, casual laborers).

These 1,300 staffs have diverse areas of specialization ranging from Engineering, Social services, health sciences, Business & Economics.

The duties are summarized as:

- Appointed University Focal Person-Road Safety Mainstreaming-2022 to date.
- In-charge of inputting & updating staff details on ERP & Payroll.
- Champion, University Productivity Mainstreaming and Improvement.
- Policy Development and Review e.g. HR Policy Manual-revised 2022 and 2024, Staff Establishment 2019-2024, Statutes-2022, Internship policy Development (Working with teams) e.t.c.
- Secretariat during CBA Joint Negotiation Committee meetings between University & Unions (Handled 2013-2017 and 2017-2021 CBA Cycles)
- Organizing SETA (Staff Establishment Training & Appraisal Committee) meetings-working with Secretary, SETA;
- Preparation of Documents for Interview;
- Preparation of adverts for vacant positions;
- In charge of attachees' training-working with SAR, T&D;
- Issuing of Employment Numbers (PF. No.) to new staff;
- Filing at the Staff Registry;
- Opening of Employees' Personal files to new staff-Working with In-charge Registry
- Doing summaries of employees' details for processing/action by Registrar, SAR and AR;
- Secretary in staff welfare matters like Disciplinary hearings, Staff Dependent Scholarship & sponsorship committees;
- Shortlisting of candidates for vacant positions;
- Secretariat during interviews;
- Preparation of intern's and attachees orientation document.

3rd November, 2019 to Date

Part-time Tutorial Fellow in the School of Business & Economics- Masinde Muliro University of Science & Technology.

Duties

- Undertake teaching and research activities under the guidance and supervision of mentors assigned by the Chair of Department or Dean.
- Undertake administrative duties as assigned by the Dean, Associate Dean or Chair of Department.
- Participate in the development of Curricula, learning materials, preparing schemes of work and maintaining records of Diploma and Certificate students as assigned by the Chair of the Department.
- Teach Diploma and Certificate students in areas allocated by the CoD.
- Participate in examination supervision in the school.
- Monitor students' progress, attendance and achievement in the classes taught.
- Perform any other related duties as assigned by the Dean, Associate Dean or Chair of Department.

Other Appointments.

1. Appointed University Road Safety Mainstreaming Focal Person-2023
2. Secretary, Productivity Mainstreaming & Improvement at the University-2025
3. Appointed Student Warden to work with the Dean of Students in managing students' welfare at halls of residence -February 2025
4. Appointment as a Member of the Training Needs Assessment Taskforce-April, 2020;
5. Appointment as a Member of ERP Taskforce on Updating of Human Resource Information;
6. Appointed as Secretariat of the Adhoc Committee on Policies to develop Gifts and Donations Policy and the Disciplinary Policy;
7. Appointed to the Committee to undertake Staff Rationalization-April, 2021;
8. Member of Committee on Review of Human Resource Policy Documents-May, 2021-2024.

19/6/2017-19/9/2017

Industrial attachment at South Nyanza Sugar Company Limited

Roles and experience during the placements and attachments;

- Budget preparation
- CBA negotiation process

- Pension and payroll management process
- Updating of employees accounts i.e. NSSF and NHIF
- The process of handling disciplinary cases and employee's grievances
- Training and development and its importance to an organization

Part Time Examination Invigilator, Masinde Muliro University of Science & Technology

- i. **February-March 2019:-** School of Computing (SCI)
- ii. **May-June 2019: -** School of Engineering (SEBE)
- iii. **December, 2020:-** School of Disaster Management & Humanitarian Assistance (SDMHA)
- iv. **January, 2020:-** School of Disaster Management & Humanitarian Assistance (SDMHA)

TEACHING EXPERIENCE

Tutorial Fellow (**On Part-time basis**), Masinde Muliro University of Science & Technology handling Introduction to Entrepreneurship, Organization Behaviour, Introduction to Purchasing & Supply Management, Introduction to Human Resource, Labour Law, Supply Chain Management & Industrial Relation Units-**From 2019 to date.**

SKILLS.

- ❖ Driving: Holder of Class E vehicles driving license from Imperial Driving School-2016
- ❖ Computer knowledge.
- ❖ Researcher
- ❖ Counselor

LEADERSHIP EXPERIENCE.

University student leadership.

a.) **C.E.O;** Business Students Association-Mmust

Academic Year 2017/2018.

Roles.

- Link the students body with Administration at the University and/or community.
- Represented the association during clubs and societies meetings.
- Organizing community voluntary work & support outreach programs (e.g. Corporate Social Responsibility).
- Represent the association in the interuniversity business seminar/functions
- Mentorship programs in collaboration with office of dean of students.
- Oversee the smooth and effective running of the association.
- Chair association's meetings.
- Delegate duties to other executive members.
- Responsible for student welfare.

b.) Class Representative (4th year class)

c.) Class Representative (HRM Masters Class)

d.) Ag. Assistant Patron-Business Students Association (BSA)-MMUST, Since February, 2019

Secondary School Leadership

- i. **2010-2011:** Class prefect
- ii. **2012:** Deputy Head boy
- iii. **2013:** Environmental prefect

ACHIEVEMENTS/SPECIAL AWARDS/RECOGNITION.

- ❖ Honored for exemplary leadership and organizational skills as a student leader (BSA) and Class representative (4th year) in the University.
- ❖ Recognized for the great organizational skills exhibited during my Industrial Attachment at Sony Sugar Company Limited

VOLUNTEER/COMMUNITY INVOLVEMENT.

- ❖ Conducting Corporate Social Responsibility to Fatherless Children's' Home-Maraba, Daisy Special School-Kefinco.
- ❖ Conducting and participating in tree planting exercise within Mmust, Shivas and Kakamega forest in collaboration with FOKF (Friends of Kakamega Rain Forest)
- ❖ Ag. Assistant Patron-Business Students Association-MMUST- Beginning 2019
- ❖ Volunteer Students Counselor

PROFESSIONAL AFFILIATION

1. Member in Good Standing, Institute of Human Resource Management-
Membership No. 15428

RESEARCH WORK.

Undergraduate Research Project.

1. Effects of Occupational Safety and Health Programs on employees' performance at KPLC-Kakamega.

Post Graduate Research Projects

1. Employee Relations Management and Employee Commitment among Medical Doctors in the County Referral Hospitals within Western Region, Kenya.
2. Seminar Paper on Effects of Employees work life balance on Organizational Performance.
3. Term Paper on Effects of Human Resource Development Programs on Employee Performance and Organizational Productivity.
4. Paper on Budgeting and Budgetary Control as an Indicator of Prudent Human Resource Management.

HOBBIES AND INTERESTS.

- “Wide and wild” reading: Bible, newspapers, magazines and other academic and relevant materials
- Socializing with people across ethnic, social & religious division.
- Mentorship and Counselling
- Research work.

REFEREES

1. Prof. Robert Wanyama Egessa (PhD, CHRP-K, CPS-K)

Associate Professor of Strategic Human Resource Management & Corporate Governance

Director, Career Services & Former Dean, School of Business and Economics-MMUST

P.O BOX 190-50100-Kakamega

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2. Dr. Eglay Tsuma

Senior Lecturer and Registrar HR & Administration-MMUST

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3. Doreen Amwoga

Chief Officer, Administration

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