

## **RESUME**



## **PROFILE**

Experienced and results-oriented civil servant with over 10 years of managerial experience in project implementation. A professional with tested supervisory and motivational skills, adept in employee relations, workplace conflict resolution and diplomatic in dealing with clients and employees. Result oriented and committed to the attainment of organizational goals.

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**DR. COLLINS K.  
MATEMBA**

**Personal  
Information**

Mobile Phone No.

**E-mail**

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colluve@yahoo.com

**Postal Address**

- 50100  
Kakamega

**Languages**

English  
Kiswahili

**Key skills**

Team management  
Project management  
Research  
Good Communicator  
Conflict resolution  
Time management  
Microsoft Word  
Excel  
PowerPoint

**Other  
interests/Hobbies**

Music  
Sports  
Voluntary work

**Registrar Planning, Research and Innovation - Masinde Muliro  
University of Science and Technology**

15/2023 to-date

- Coordinate periodic review of divisional policies so as to enforce continuous improvement in service delivery within the division.
- Coordinate the development of annual budgets for the various divisional departments
- Ensure compliance to the set policies and alignment of departmental activities towards achievement of targets.
- Develop, activate and manage research networks between staff, research centres/institutes/partners, public and private sectors at national and international levels.
- Act as the link between the University and the community with respect to research initiatives of mutual benefit.
- Coordinate outreach activities and technology transfer;
- Design, prepare, document, coordinate and implement resource mobilization work plan.
- Lead and guide in the identification of funding opportunities through proposal writing and other statutory means.
- Source information on donor policies and priorities and update their profiles.

**County Executive Committee Member (CECM) - Health  
Services (County Government of Kakamega)**

11/2020 – 12/2022

- Prepared and presented memorandums to County Executive Committee, providing insights that informed county decisionmaking.
- Partnered with local and international development partners to develop plans and strategies that aligned with the departmental objectives and long-term goals.
- Through engagement with development partners achieved tremendous infrastructural improvement and reduction in maternal and child mortality in the county.

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**EMPLOYMENT HISTORY**

- Initiated the formulation of county's Sexual and Gender Based Violence Policy (2021) and pro bono legal services to Sexual and Gender-Based Violence (SGBV) survivors.
- In partnership with UNICEF, redesigned and re-launched a social protection program popularly known as 'Oparanya Care'.
- In recognition of these efforts, was named the best performing CECM in the county 2019/2020.

**County Executive Committee Member (CECM) - Roads, Public Works and Energy  
(County Government of Kakamega)**

07/2015 – 10/2020

- In-charge of Roads, Public works and Energy policy and planning in the county which saw the enactment three (3) policies; the 10 kms Ward Road Policy, The Rural and Market Electrification Policy and Kazi Kwa Vijana Policy.
- Oversaw the provision of mechanical and electrical construction services of public buildings and rural electrification in collaboration with Rural Electrification and Renewable Energy Corporation (REREC). This led to mass electricity connections to the rural poor and installation of high masts in markets and areas of high population concentration.
- Oversees the development and expansion of the road network in Kakamega County through careful planning and management of construction of new roads and maintenance of existing ones which enabled the county be declared as having the best road network among rural counties in Kenya an achievement that earned me the award of the best performing CECM 2020-2021 in Kakamega County.

**Chief Officer - Education, Science and Technology (County Government of Kakamega)**

12/2014 – 07/2015

- Prepared departmental budget and reports while monitoring and evaluating the implementation and outcomes relative to the budget lines causing improvement in absorption rates.
- Established a culture of accountability and continuous improvement in program implementation leading to improved budget absorption to 89%.
- Worked closely with project managers to develop and implement strategies for cost savings and resource optimization.
- Managed the day-to-day operations while at the same time carrying out staff appraisal and leading to improved efficiency in service delivery.
- Provided policy direction and guidance on ministry-related policy issues leading to improvement in educational standards.
- Initiated the preparation and enactment of the County Loan and Bursary Policy which saw a marked improvement in enrolment of students from poor economic background.
- Initiated close working relationship with key education stakeholders and development partners in the promotion of education which led to improved infrastructural improvements.
- Oversaw the recruitment and deployment of secondary schools teachers on Board of Management (BoM) terms, a move that witnessed remarkable improvement in teacher deployment in understaffed schools.
- Initiated close working relationship with key education stakeholders and development partners in the promotion of education which led to improved infrastructural improvements.

- Processed transactions accurately and efficiently, ensuring that all transactions were completed within the established time frame.

### **Senior Lecturer, Masinde Muliro University of Science and Technology**

07/2003 – 12/2012

- Developed and designed new course outlines and curricula to meet the needs of a changing student body, resulting in quality education and increase in enrollment.
- Delivered lectures and seminars that received high ratings from students and colleagues, contributing to a positive learning environment.
- Mentored graduate students on their research projects, resulting in several nationally and internationally recognized publications.
- Evaluated student performance using assessments to ensure courses meet quality standards.
- Mentored and advised students on academic and career decisions, providing guidance and support that resulted in over 95% graduation rate.
- Conducted research and co-authored a book, and published scholarly papers, some of which were presented at international conferences.
- As a Hostel Warden, and in collaboration with the Office of the Dean of Students, I was charged with providing high quality support services to the students through responsible spiritual care, welfare and discipline of students residing in the hostels.
- In conducting the students' union elections as the Chairman of the Election Board, I ensured free, fair and credible elections resulting in a violence-free event, thereby maintaining tranquility in the university's otherwise volatile electoral environment.

### **Appointments and Promotions**

7/2003 - 6/2012

- Senior Lecturer, Educational Psychology – June 2012
- Lecturer, Educational Psychology – July, 2007
- Assistant Lecturer, Educational Psychology – July, 2003

### **Courses Taught**

7/2003 – 12/2012

- Introduction to Psychology
- General Educational Psychology
- Human Growth and Development
- Educational Measurement and Evaluation
- Social Psychology
- Educational Research Methods 1
- Guidance and Counseling
- Abnormal Psychology/Behavioural Disorders
- Health and Psychosexual Issues
- HIV/AIDS Education and Life Skills
- Personality and Personality Theories
- Personality Constructs and Skills in Counseling
- Psychology of Human Adjustment 1

### **Master's Degree Research Supervisions**

- ✓ Okotso Rose Muhalakha – Effect of Online Disinhibition on Family Relationship Among Married Secondary School Teachers In Kakamega East Sub-County, Kenya. (Thesis defended, 2018).
- ✓ Anne A. Ngaira – M.Ed in Guidance and Counseling - “Effects of Teenage Pregnancy on Social and Academic Adjustment of Girls in Public Secondary Schools, Kenya” (Thesis defended in 2014)
- ✓ Wafula Abel Maina – M.Ed in Guidance and Counseling - “Role of Career Guidance and Counseling on Subject Choice among Secondary School Students in Kenya”-(Thesis defended in 2014).
- ✓ Godwin Mmbaya – M.Sc in Human Resource Management - “Relationship between Employee Turnover and Performance of Micro-Finance Institutions in Kenya: A Case Study of Kakamega County” (Thesis defended in 2014)
- ✓ Alexina Sheila Mung’ahu – M.Ed in Guidance and Counseling - “Effect of Family Structure on Juvenile Delinquency: A Case of Kakamega Rehabilitation School, Kenya” (Thesis defended in 2014)
- ✓ Sikolia Laban Wekoko – M.Ed in Guidance and Counseling - “Effects of Students’ Strikes on Academic Performance in Public Secondary Schools in Kenya” (Thesis defended in 2012)
- ✓ Salamba Florah Fedha – M.Ed in Guidance and Counseling - Effects of Parental Involvement and Gender Factors on Children’s Education and Academic Performance in Western Division of Kisumu Municipality” (Thesis defended in 2012)
- ✓ Josephine Nyaboke Nyamora – M.Ed in Guidance and Counseling - “Effects of Adolescent Sexual-Related Behaviours on Academic Performance Among Secondary School Students in Kenya” (Thesis defended in 2012)
- ✓ Mandila Ben Shikomera – M.Ed in Guidance and Counseling - “Factors Influencing Teachers Implementation of Early Childhood Education Programmes in Lugari Sub County, Kenya” (Thesis defended in 2012)
- ✓ Daniel M. Mmbwanga – M.Ed in Guidance and Counseling - “Effectiveness of Educational Programmes on Self Reliance for Mentally Challenged Persons at Kaimosi Special School. Kenya” (Thesis defended in 2012)
- ✓ Awinja Jane – M.Ed in Guidance and Counseling - Relationship between Problem Solving Approaches and Academic Performance: A Case of Kakamega Municipality, Kenya” (Thesis defended in 2012)
- ✓ Ogutu, J.P – M.Ed in Guidance and Counseling - “Stereotyping Gender Roles on Pupils’ Career Aspirations and Teachers’ Subject Teaching Preferences in Primary Schools in Kenya” (Thesis defended in 2012)
- ✓ Siaba Violet Barasa – M.Ed in Guidance and Counseling - “The Role Of Schools Support Services in the Effectiveness of Peer Counselling in Public Secondary Schools of Hamisi District, Kenya” (Thesis defended in 2011)

- ✓ Joel Peter Ogutu – M.Ed in Guidance and Counselling-“Gender Role Stereotyping in Academic and Career Aspirations of Primary School Pupils: A Case of Butula District, Kenya”. (Thesis defended, 2011).

### Published Papers in Referred Journals

- Mandila, B.S., **Matemba, C.K.** & Abenga, E. (2017). Factors Influencing Teachers Implementation of Early Childhood Education Programmes in Lugari Sub County, Kenya. *Global Educational Research Journal*, 7(2) 775-786
- Mmbwanga, D.N., **Matemba, C.K.** & Bota, K.N. (2015). Assessment of Institutional and Personnel Related Challenges Facing Educational Programme for Mentally Challenged Persons at Kakimosi Special School. *Journal of Education and Practice*, 6(13), 2015:13-20
- Mmbwanga, D.N., Bota, K.N. & **Matemba, C.K.** (2015). Effectiveness of Educational Programmes on Self Reliance for Mentally Challenged Persons at Kaimosi Special School, Kenya. *Kenya Journal of Guidance Counselling and Psychology*, 5(1), 111-119
- Awinja, J., **Matemba, C.K.** & Otieno, K, (2014) Relationship between Problem Solving Approaches and Academic Performance: A Case of Kakamega Municipality, Kenya. *International Journal of Human Resource Studies*, 4(4), 10- 20.
- Barasa, V.S. Odera, P. & **Matemba, C.K.** (2012). Challenges Facing Peer Counselling in Public Secondary Schools in Hamisi District, Vihiga County, Kenya. *Kenya Journal of Guidance Counselling and Psychology*, 2(1), 59-70
- Ogutu, J.P., Odera, P. & **Matemba, C.K.** (2012). Stereotyping Gender Roles on Pupils’ Career Aspirations and Teachers’ Subject Teaching Preferences in Primary Schools in Kenya. *Journal of Science Technology Education and Management (J-STEM)*, 5(1&2), 53-65

### Online Articles

- i. Mmbwanga, D.N., **Matemba, C.K.** & Bota, K.N. (2015). Assessment of Institutional and Personnel Related Challenges Facing Educational Programme for Mentally Challenged Persons at Kakimosi Special School. *Journal of Education and Practice*, 6(13), 13-20.  
(<https://www.iiste.org/vol-6-no-13-no-14-no-15-2015-journal-of-education-and-practice/>)
- ii. Ogutu, J.P., Odera, P. & **Matemba, C.K.** (2011). Perceived Effects of Gender Role Stereotyping on Academic Aspirations of Primary School Pupils. *International Journal of Current Research*. 3(5), 135-142. <https://www.journalcra.com/sites/default/files/issuepdf/626.pdf>

### Published Book Chapters and Monograph

- i. Matemba, C.K. (2008). Strategies for Peace and Conflict Studies. In Okoth P.G. (Eds.), *Peace and Conflict Studies in a Global Context* (pp. 34-46). Kakamega: MMMUST Press
- ii. Matemba, C.K. (2008). Peace Building. In Okoth P.G. (Eds.), *Peace and Conflict Studies in a*

*Global Context* (pp. 96-108). Kakamega: MMMUST Press iii. Matemba, C.K. (2008). Peace Keeping. In Okoth P.G. (Eds.), *Peace and Conflict Studies in a*

*Global Context* (pp. 109-124). Kakamega: MMMUST Press iv. Matemba, C.K. (2008). Management of Peace in the Post-Cold War Era. In Okoth P.G. (Eds.), *Peace and Conflict Studies in a Global Context* (pp. 164-178). Kakamega: MMMUST

Press

v. Matemba, C.K. (2012). "Student Unrest: Challenges and Prospects of Conflict Management and Resolution in Kenyan Public Universities" (Monograph) 978-659-11109-9; Lambert Publishers Academic Publishing

### **Special Duties Appointment 2004 – 2012**

- Co-coordinator of Teaching Practice, Vihiga/Kakamega Region: 2004 – 2011 □ Member, Senate Technical Committee for Botanic Garden, February 2010
- Chairman Students' Electoral Board, March 2011.
- Hostel Warden (Hall 3) 2008 – 2011.

### **Senior Education Officer, National Ministry of Education**

01/1999 – 06/2003

- Supervised and managed all types of examinations in Vihiga District leading to a presidential commendation letter on pointing and stamping out examination irregularities in district.
- Coordinated registration of candidates for public examinations leading to higher enrollment of KCPE and KCSE candidates in Vihiga District.
- Generated reports and provided examination result analyses to senior management, resulting in improved education standards.
- Prepared and presented reports on primary and secondary schools' enrollments to senior management and external stakeholders resulting in increased enrollment and transition.

### **Lecturer/Tutor, Migori Teachers Training College (Teachers Service Commission)**

09/1995 – 12/1999

- Taught and supervised student teachers in academic and co-curricular activities.
- Monitored and reported student teachers' progress to the senior management, providing feedback on areas of improvement.
- Assessed student teachers during school attachment, providing guidance on proper subject matter delivery.

### **Graduate Teacher Moi Girls Vokoli (Teachers Service Commission)**

9/1990 – 9/1993

- Prepared and delivered lessons to student in a variety of disciplines.
- Mentored student in various aspect of life while at the same time providing feedback to the school administration and parents on areas of concern.
- Supervised co-curricular activities and other delegated functions geared towards wholesome development of students.
- Conducted limited guidance and counselling making referrals for follow ups.

## **EDUCATION**

- 2007 - 2010 Doctor of Philosophy (Ph.D.) in Conflict Resolution and Management, Masinde Muliro University of Science and Technology.
- 1995 -1998 Master of Philosophy in Educational Psychology (Mphil. Ed. Psych) Moi University.
- 1987 - 1990 Bachelor of Education Hons. (B.Ed. Arts Hons) Moi University.
- 1985 - 1986 Kenya Advanced Certificate of Education (KACE) Kakamega High School
- 1980 - 1984 Kenya Certificate of Education (KCE) Kakamega High School

## **Computer Training**

- 2013 – Certificate in Introduction to Computers - Creative Designs School of Computer Studies.

## **Other Certificates (Workshops & Seminars)**

- 2020 - Certificate in Leadership, Governance and Ethics by Ford Foundation.
- 2018 – Induction Training for County Executive Committee Members - Kenya School of Government.
- 2018 – State Protocol Training Course (Transformation of Events to Quality County Functions) - House of Major in conjunction with the Kakamega County Government.
- 2015 - Standard Financial Management Operating Procedures - PricewaterhouseCoopers Kenya Ltd.
- 2014 – Induction Training for County Government Officers - Kenya School of Government.
- 2006 - Quality Management Systems (Implementation of ISO 9001-2000 - Kenya Bureau of Standards.

## **Other Responsibilities (Community Service)**

- 2019 – 2022: Member of Board of Management of Eregi Teachers Training College
- 2016 – 2018: Member of Board of Management of Eregi Teachers Training College
- 2013 – 2015: Member Board of Governors, Bugina Secondary School
- 2008 – 2011: Member Board of Governors, St. James Shisesia Secondary School

## **Affiliation**

- Association of Disaster Management and Conflict Resolution of Kenya (ADMCRK)

## **Merit Awards**

- Elder of the Order of the Great Jewel (EGJ)
- Best performing County Executive Committee Member (CECM) in Kakamega County, FY2019/2020.
- Best performing County Executive Committee Member (CECM) in Kakamega County, FY 2020/2021.
- Commendable Officiation, Kenya Colleges Drama Festival (Nyanza Zone), 1998.

- Certificate of Academic Merit Award, 2<sup>nd</sup> Best Subject Performance, History & Government, Sabatia Division, 1992.

## **REFERENCES**

- i. Prof. Philip Kutima  
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- iii. Dr. Lawrence Angolo Omuhaka, CBS  
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