



CURICULUM VITAE

Dr. Edna Jemutai Moi

+254 724 378 849

+254 731 231 759

moi.edna@ku.ac.ke
edyjemu@gmail.com

CAREER OBJECTIVE

- To contribute to the mission of my employer by putting into practice the theory and skills of administration and management earned and acquired through research and training.
- To continue learning and improving my Teaching, Research, Administrative, Management and Leadership knowledge and skills in a dynamic professional working environment which is increasingly global.

PERSONAL INFORMATION

Name: Dr. Edna Jemutai Moi
Date of birth: Dec 28th 1980
Sex: Female
Religion: Christian
Nationality: Kenyan
Address: P.O. Box 43844- 00100
Nairobi
Mobile: 0724378849, 0731231759
E-mail address: edyjemu@gmail.com, moi.edna@ku.ac.ke

ACADEMIC QUALIFICATIONS

UNIVERSITY EDUCATION:

1. 2015 -2019: PhD Leadership and Governance. Jomo Kenyatta University of Agriculture and Technology
PhD thesis title: Influence of citizens' involvement on governance of projects in devolved governments in Kenya
2. 2011 – 2013: MASTERS of Public Administration(Public Policy and Administration), Mt. Kenya University
MPA thesis title: Determinants of E-service use in Public Universities: The Case of the College of Agriculture and Veterinary Sciences, University of Nairobi, Kenya
3. 2008 – 2011: BA in Public Administration, University of Nairobi
BA project title: Organizational Culture: An Examination of its Effects on Management: The Case of the University of Nairobi , Kenya

OTHER TRAINED SKILLS:

1. 2006 –2007: Diploma in Business Management, University of Nairobi.
Diploma project title: Marketing analysis of the pilot plant: The case of Pilot plant Kabete
2. Sept 2005 - Nov 2005 Statistical packages (SPSS and STATA), Eastern Institute of Research and Training.
3. August 2003 - Oct 2003 Certificate in Guidance and Counseling, University of Nairobi
4. March 2001 - June 2001 Certificate in Computer Literacy, University of Nairobi

SECONDARY EDUCATION:

1997-2000 : Kenya Certificate of Secondary Education (KCSE), Itigo Girls High school

WORK EXPERIENCE

1. December 2019- to date :Staff Mentor: Kenyatta University: Contacting and Meeting with Mentees; Informing and encouraging students to register with Mentoring Programme;Attending Seminars, Retreats and submitting progress reports at the end of every semester.
2. September 2019- to date : Lecturer Kenyatta University; teaching, supervising post graduate research projects, mentoring and examing various programmes.
3. October 2016 – to 2018 : Kenyatta University Tutorial Fellow teaching APP 101: Introduction to public Administration;APP 200: Principles of Public law; APP 203: Administrative law; APP 308: Administrative leadership in the public sector for both regular and digital school. APL 814: Public governance.
4. 2015 – 2016: Kenyatta University part-time lecturer teaching APP 101: Introduction to public Administration; APP 308: Administrative leadership in the public sector; APP 300 Development Administration; APP 802: Public Administration both regular and digital school.
5. 2013- 2015: Mt. Kenya University Partime Lecturer: BBM 1101:Introduction to Business Studies, BBM4106: Consumer Behavior, BBM 4213: Management of Change, BBM 4220: International Suplies Management.
6. 2014- 2016: University Of Nairobi – Teaching Assistant - The key duties includes and not limited to – Assist in teaching both post graduate and undergraduate statistical packages (SPSS ans STATA), Secretary for post graduate oral examination, Student admissions and orientation , Organizing of marked scripts for external examiners to mark and organizing for students academic field trips, seminars and workshops, Data collection, entry, analysis and reporting, Protocol officer.
7. 2003- 2013: University Of Nairobi – Research Assistant - The key duties includes and not limited to –Student admissions and orientation , organizing for students academic field trips, seminars and workshops, Data collection, entry, analysis and reporting, Protocol officer
8. December 2012- December 2013: Research Assistant, Center for African Bio-Entrepreneurship(CABE) project being involveld in analysis and report writing.
9. December 2011- January 2012: Research Assistant, Participatory Geo-Information System (PGIS) project being involved in data coding and entry.
10. November 2010- December 2010: Research Assistant, Sustainable Intensification of Maize and Legumes in East and Southern Africa (SIMLESA) based in CIMMYT Kenya project being involved in data coding and entry.
11. December 2008- January 2009: Research Assistant Kenya Agricultural Research Institute (KARI) Orphan Crops Programme project being involved in data coding and entry.
12. December 2009- January 2010: Research Assistant with Water Use Efficiency In Lake Naivasha Basin (Msc. Research) project being involved in data coding and entry and analysis.

13. December 2009- January 2010: Research Assistant with Livelihood Under Climate Variability and Change: An Analysis of Rural Poor to Water Scarcity in Kenya Dry Lands (UON) project being involved in data coding ,entry analysis and report writing.
14. December 2009- January 2010: Research Assistant with Cattle Marketing Performance in Southern Sudan (Msc. Research) project being involved in data coding and entry and analysis.

AUTHORED MODULES

1. APP 101: Introduction to Public Administration
2. APP 308: Administrative leadership
3. APP 300: Development Administration
4. APP 802: Public Administration
5. APP 200: Principles of Public law
6. APP 203: Administrative law

PUBLICATIONS

Journals

1. Njoroge G., **Moi E.**(2020). *Effect of devolution on healthcare administration in Murang'a county, kenya International Academic Journal of Arts and Humanities | Volume 1, Issue 2*
2. **Moi E. J.**, Minja D. & Makhamara F.(2020). *Administration of Legal Issues in African Development for Global Sustainability. the East African Journal of Law and Ethics (EAJLE).*
3. Ogogo A. Joyce, **Moi J. Edna** and Ogalloh M.A. Molly (2019). *Government Policies on Education of Learners with Special Needs in Kenya. International Journal of Research and Innovation in Social Science (IJRISS) |Volume III, Issue X, October 2019|ISSN 2454-6186*
4. **Moi E. J.**, Minja D. (2018). Inlusivity and Quality of County Government Projects through Education to Meet the Demands of 21st Century. *The International Journal Of Humanities & Social Studies Vol 6 Issue 10 October, 2018 ISSN 2321 - 9203 www.theijhss.com.*
5. **Moi E. J.**, Iravo M., Minja D. (2018). Citizen Perceptions of the Governance of Projects in Kenya. *International Journal of Innovative Research and Knowledge /Volume-3 Issue-5, May-2018/ISSN-2213-1356*

6. **Moi E. J.**, Iravo M., Minja D. (2018). Influence of the Level of Citizen Participation on Governance of Projects in County Governments in Kenya. *International Journal of Research and Innovation in Social Science (IJRISS) /Volume II, Issue V, May 2018/ISSN 2454-6186*
7. **Moi E. J.**,(2017). Leadership in Public Administration: Which way to go? *International Journal of Law, Humanities & Social Science Volume 1, Issue 2 (June 2017), P.P. 48-50,*
8. **Moi E. J.**,Joyce W. G., and Solomon K. N. (2014). Determinants of E-Services Use in Higher Education: A case of a Kenyan University Academic and Non Academic Staff. *International Journal of Education and Research, Vol. 2 No. 5*

Book

1. **Moi E. J.**, (2012). Organizational Culture: An examination of its effects on management. *LAP LAMBERT academic publishing*

CONFERENCE PAPERS

INTERNATIONAL CONFERENCE PAPERS

1. **Moi E. J.**, 40th Roundtable conference. Transforming institutions in Africa for sustainable Development. 3rd – 6th December 2019 Cairo- Egypt
2. **Edna J. Moi**, Economic inequalities and new leadership in Kenya. Presented at the 5th international Conference, 7th – 8th April 2017, at Dubrovnik University, Croatia

CONFERENCE PAPERS

1. **Moi E. J.**, Pre-conference on building a diversified and transformative workforce for the 21st century job market. Kenyatta university held on 22nd October 2019.
2. **Moi E. J.**, Iravo M., Minja D. (2019). A Gendered Approach to Unlocking the Potential for Sustainable Development. KIPPRA 2nd Annual Regional Conference, 11th -13th June, 2019, at Sarova Whitesands Beach Resort & Spa Mombasa, Kenya.
3. **Moi E. J.**, Iravo M., Minja D. (2019). Emerging Business Trends in Business Management for Global Sustainable Development. Held from 20th – 21st June 2019, at the North Coast Beach Hotel, Mombasa, Kenya.
4. **Moi E. J.**, Minja D. (2018). Re-weaving Education to meet the demands of 21st Century. International Conference on Education, 19th -21st September, 2018, at Kenyatta University, Kenya.
5. **Moi E. J.**, Joyce W. G., Ng'etich K. S. (2014). Determinants of E-Services use by university students: A case of University of Nairobi. Presented at the 1st international Conference, 28-31st May 2014, at Africa Nazareen University, Kenya.

6. **Moi E. J.**, Joyce W. G. Ng'etich K. S. (2014). Determinants of Sustained use of E-services in Public Universities: A comparative study of staff and students of University of Nairobi. Presented in the 4th Annual International Conference on Addressing the Challenges Facing Humanity through Research and Innovation at Kabarak University, Kenya.

BOOKS/ PAPERS REVIEWED

1. Book topic: Governing Kenya: Public Policy in Theory & Practice. **Palgrave McMillan London, United Kingdom**
 2. Paper topic: **Entitled institutional evaluation of the production of hevea planting material component of the residential initiative on natural rubber:** a case study of rubber research institute. International Journal Of Agricultural Policy and Research
-

COMMUNITY OUTREACH

1. Board of Governor(BOG) Kirangari vocational Training center Lower Kabete
2. Board of Management committee (BOM) ASN Madaraka Primary Thika.
3. Clean up Kamukunji Kibera slums on 2nd March 2019, conducted by UCESCO in partnership with SHOFCO
4. Kenyatta University catholic community leadership forum
5. Ngarisha Mtaa Initiative of promoting Kibera Slums hygiene and clean environment organized by UCESCO In partnership with Nairobi City County, Kenyatta University, Institute of Social Work and Community Development, Strathmore University, USIU, Kenya Utalii College, Daystar University and Pan Africa Christian University.
6. Commonwealth I am able Campaign at Kenyatta National Hospital to support interest of young persons with disabilities in Kenya organised by UCESCO in partnership with commonwealth youth council.

MEMBERSHIP

1. Member of African Association for Public Administration and Management(AAPAM).
2. Member of British Institute of East Africa BIEA/IFRA Nairobi.

WORKSHOP/ SEMINARS ATTENDED

PERIOD	TITLE	POSITION	ORGANIZER
7 th November 2019	Training of trainers workshop for staff mentors and growing leaders facilitators	Participant	Kenyatta University
27 th November 2019	Inaugural symposium of the Kenya Think tanks	Participant	KIPPRA
6 th October 2018	Leadership	Participant	Kenyatta University catholic community
15 th – 16 th October 2018	Capacity building workshop	Participant	Kenyatta University Mgt
15th - 18th July 2014	Addressing the Challenges Facing Humanity through Research and Innovation	Participant	Kabarak University
28-31st May 2014	Information and Communication technologies for sustainable development	Participant	Africa Nazareen University
22 nd to 23 rd April 2013	Urban Agriculture research planning	Administrator	Swedish University of Agricultural sciences (SLU), University of Nairobi, and Lund University
27 th Jan 2004	Workshop on linking research to Policy Kari Headquarters Nairobi	Secretariat	University of Nairobi and Department For International Development (DFID)

OTHER RESPONSIBILITIES AT THE UNIVERSITY OF NAIROBI

- Managing income generating unit , Guidance and counseling

OTHER SPECIAL SKILLS

Fire safety and disaster preparedness, Web content, Counseling skills, customer service and self driven with clean driving license.

ACTIVITIES AND INTEREST

Working with the computer, writing, reading, traveling and playing.

REFEREES

Prof. David Minja
Professor
Department of Public Policy and Administration
Kenyatta University
Cell: 0721641539
Email: minja.david@ku.ac.ke

Dr. Felix Kiruthu
Director
City Campus
Kenyatta University
Cell: 0722406651
Email: kiruthu.felix@ku.ac.ke

Dr. Lucy Wangare Ngare
Lecturer
Department of Agribusiness and trade
Kenyatta University
Cell: 0722367948
Email: lwngare@gmail.com