

CURRICULUM VITAE

PERSONAL INFORMATION

NAME : Dr. Jacinta Munyiva Kinyili (PhD)
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TELEPHONE : 0721-512293, alternative no.0721575332
DATE OF BIRTH : 5th October 1972
ID. NO : 11361846
PASSPORT NO : A616358
SEX : Female
MARITAL STATUS : Married
CITIZENSHIP : Kenyan
LANGUAGES : Kikamba, Kiswahili, English

EDUCATION BACKGROUND

Sept 2010 to Nov. 2015 : Doctor of Philosophy (PhD) in Human Resource Management
University : Jomo Kenyatta University of Agriculture & Technology

Oct. 2008 - April 2011 : Master of Science (MSC) in Human Resource Management
University : Jomo Kenyatta University of Agriculture & Technology

July 2007- Oct. 2008 : Post Graduate Diploma (Upper credit) in Human Resource Management
College : Kenya Institute of Management (KIM)

April 2005- April 2007 : Master of Education (Administration)
University : Kenyatta University

March 1992- Sept 1996 : Bachelor of Education (Science) - Second Class Honours (Upper Div)
University : Egerton University

1987-1990 : Secondary Education- K.C.S.E (Aggregate Grade B)
School : Muthetheni Girls High School

1979-1986 : Primary Education -K.C.P.E (64 Points)
School : Komboyoo Primary

OTHER COURSES

- August 2008** :7 Days Course in Education Management by Kenya Education Staff Institute
(KESI)
Venue : Eldoret Polytechnic
- July 2008** : 3 Days Maths Workshop
Venue : Machakos Girls
- September 2001** : 20 Hrs Course in Guidance & Counselling
Venue : Machakos Technical Training Institute
- June-July 2001** : 40 hours Certificate in computer Course
Venue : Felmu College-Machakos
- February 2001** : 1 Month Youth Exchange Program
Venue : Japan
- January 2001** : 10 Hrs AIDS Awareness course
Venue : Machakos
- 2000** : 30 hours course on Youth Counselling
Venue : Machakos Teachers College
- 2000** :30 hours course on Marriage Counselling by the University of Nairobi
Venue : Machakos Teacher's College Extra- Mural center
- 1999** :20 hours course in General Counselling by the University of Nairobi
Venue : Machakos Teacher's College Extra- Mural center

ACADEMIC RESEARCH EXPERIENCE

- | | <u>TITLE</u> |
|---|---|
| Doctor of Philosophy in HRM
Thesis | :Role of Human Resource Management Practices
on Retention of Healthcare Staff in Public
Healthcare Institutions in Machakos
County,Kenya |
| Master of Science in Human Resource
Management (HRM) research
Project | : Factors Affecting Performance of Employees in
the Health Sector in Kenya. A case study of
the Ministry of Health Staff at the Machakos
Provincial Hospital |

Master of Education (MEd) research project : An investigation into the effectiveness of the boards of Governors in the Management of Public Schools in Kathiani Division of Machakos District – Kenya.

Post graduate Diploma in HRM research project : An investigation into Conflicts and their Management in Public Secondary Schools. A Case Study of Central Division in Machakos District, Kenya.

PUBLICATIONS

2011

Title : Factors Affecting Performance of Employees in the Health Care Sector in Kenya.

Publisher: VDM Verlag Dr. Muller GmbH & Co.KG –Germany

2015: Role of Remuneration and Career Advancement Practices on the Retention of Employees in Organizations : Evidence from Research. *International Journal of Advanced Research in Management and Social Sciences*, 4(7), 254-279.

2015 : Influence of Work Environment Management and Work-life Balance Practices on the Retention of Workers in Organizations: Theoretical Review. *Journal of International Academic Research for Multidisciplinary (JIARM)*, 3(7), 215-229.

EMPLOYMENT HISTORY

Feb 2015-Todate :Lecturer- Machakos University

Duties : Teaching Business Management and Human Resource Management units to undergraduate and post graduate students.

Responsibilities : Ag. Dean School of Business and Economics (Oct 2016-Todate)
Chair of Department –Business Entrepreneurship and Management Science

:
Oct 2012 –Jan 2015 : Assistant Lecturer- Machakos University College

Duties : Teaching Business Management and Human Resource Management units

to undergraduate and post graduate students.

Responsibilities : Ag. Dean School of Business and Economics (May-2013-Jan 2015)
Coordinator, Post Graduate programmes, (SBE)

April 2012-Oct 2012 : Tutor-Machakos Technical Training Institute

Duties : Teaching Organizational Management and Human Resource
Management courses

May 2009-March 2012: Katheka-Kai Sec,Principal Graduate Teacher II (Job group 'N')

Duties and Responsibilities:

- Head of Science Department
- Teaching Chemistry & Maths
- Member of Guidance and Counseling Committee
- Science Club Patron
- District Science Congress Judge.
- K.N.E.C Examiner in Chemistry

Aug 2004- May 2009 : Katheka-Kai, Senior Graduate Teacher (job group 'M')

Duties and Responsibilities:

- Teaching Chemistry & Maths
- Head of Science Department
- Member of Guidance and Counseling Committee
- Science Club Patron
- Setting & Moderation Form 4 District Mock exams in Chemistry
- Divisional & District Science
- Congress Judge.
- K.N.E.C Examiner in Chemistry
- District Science Congress Official

Sep. 1999- July 2004 : Katheka-Kai, Graduate Teacher I

Duties and Responsibilities:

- Teaching Chemistry & Maths
- Guidance and Counseling mistress
- Class Teacher
- Science Club Patron
- Setting & Moderation Form 4 District Mock Exams (Chemistry)
- Divisional & District Science Congress Judge
- K.N.E.C Examiner in Chemistry
- Divisional Science Congress Official.

Oct 1996- June 1999 : Katheka-Kai Sec, Graduate Teacher II

Duties and Responsibilities:

- Teaching Maths & Chemistry
- Class Teacher
- Guidance & Counseling Mistress
- Preparing Students For
- Science Congress.

OTHER TEACHING EXPERIENCES

Jan. 2013 to date : Part-time lecturer St. Paul's University –Machakos Campus.

Units : MBA and undergraduate courses in HRM, Labour Laws, Industrial Relations Strategic HR Management, Entrepreneurship and other business courses

May.2012 to date : Part-time lecturer; South Eastern University College (Machakos, Kitui and Mito- Andei Campuses)

Units :MBA -HRM Courses such Human resource development, HRM, Entrepreneurship, HRM Seminar and Labour relations.

Jan.2011 to date :Part-time Lecturer; Daystar University -Athiriver campus

Units : Organisation and Management, Conflict Management ,labour Law and Labour Relations, Business Subject Methods, Business Studies, Human Resources Management, Industrial Psychology.

Aug.2012 to date : Part-time Lecturer; Catholic University of Eastern Africa (Langata campus and City Campus)

Units : Managing Change for Competitive Success, ,Total Quality Management, labour Law and Labour Relation, Career Guidance and Counseling, Industrial Psychology

Jan. 2011 to date : Kenya Institute of Management -Machakos

Duties : Supervisor Students Research project, Setting national end semester exams, Guiding students undertaking project work , Participating in project defense panel.

Feb 2009 to date : Part- time Lecturer; Kenya Institute of Management (K.I.M)

Units: : Human Resource Management , Organizational Behaviour, Counseling
In HRM ,Employee relations, Practice of Management, Employee
Resourcing , Research Methods , Principles of Management ,
Consultancy in HRM ,

OTHER RESPONSIBILITIES

2012 to 2014

Chairman-Business and Computer School ACK Machakos, Committee.

2011 to date

Chairman- Board of Governors, Machakos Institute of Technology

Sept. 2015 to date

Member- Board of Management, Machakos School

MEMBERSHIP:

- Associate Member: Kenya Institute of Management
- Egerton University Alumni
- Kenyatta University Alumni
- Jomo Kenyatta University of Agriculture and Technology Alumni

REFEREES

1. Prof. Francis Mathooko
Principal Machakos University College
P.O Box 136-90100
Machakos.
Cell: 0722327745
2. Dr. Kabare Karanja
Lecturer
Jomo Kenyatta University of Agriculture and Technology
P.O. Box 62000
Nairobi.
Cell: 0722-964988
3. Prof. Gregory S. Namusonge
Dean school of Entrepreneurship Leadership and Management

Jomo Kenyatta University of Agriculture and Technology
P.O. Box 62000
Nairobi.
Cell: 0722-964988

4. Dr. Petronilla N. Otuya
Dean Faculty of Social Sciences.
St. Paul's University
Private Bag- 00217, LIMURU