



ROSE NAKHANU KAPUKHA

P.O.BOX 1699- 50200, Bungoma

Tel: +254 701579965,

Email: rkapukha@maseno.ac.ke

PROFILE SUMMARY

Am a highly motivated, adaptable and responsible information technology professional with methodical, customer-focused approach to work and a strong drive to see things through to completion. My key areas of interest are Database Systems and Artificial Intelligence (Machine Learning and Natural Language Processing)

EDUCATION

- **Ongoing Doctor of Philosophy in Information Technology** - Kibabii University
- **Masters of Science in Information Technology** - Kibabii University, 2018
- **Bachelor of Science in Information Sciences** - Moi University 2011, Second Class Honors Upper Division
- **Kenya Certificate of Secondary Education- B (Minus)**, Eluuya Girls' High School

PROFESSIONAL MEMBERSHIPS

- **Member**, Association for Computing Machinery
- **Member**, Internet Society of Kenya

WORK EXPERIENCE

Maseno University; April 2022 to Date

Instructor – Department of Information Technology, School of Computing and Informatics

Responsibilities;

- Teaching as a member of teaching team within an established programme of study.
- Teaching in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions
- Developing own teaching materials, methods and approaches taking into account established or agreed practices and University policies on teaching
- Designing and supervising laboratory exercise laboratory exercise for the assigned course units
- Supervising the work of students, provide advice on study skill and help them with learning problems
- Setting and marking examinations as well as assessing the work and progress of students.
- Supervising student projects, fieldwork, placements and internships.
- Providing academic input on existing and new course and course development.
- Carrying out assessment, monitor and evaluate examinations, and provide academic and consultative support to students in their learning activities.

Kibabii University; January 2018 to Date

Documentalist – Directorate of Quality Assurance

Responsibilities;

- Policy, Procedure Manual and Proposals development, review and implementation
- Co-ordination of audits–Lead the team tasked with preparation of reports, specifically checking for compliance, Preparation of the audit file, co-ordination of both system and Certification external audits, respond to audit queries and follow up on resolution of audit issues and implementation of audit recommendations.
- Planning – Coordinate the planning function both at departmental and University wide level through development and review of both the departmental strategic plans, Implementation, monitoring and reporting on the departmental performance contract and work plan
- Implementation of document management system
- In-charge of monitoring the implementation of the Quality Management System
- Collecting data and filing documents, creating accessible archives
- Managing information in the archives, creating ways to easily extract information from the archives
- Creating systems and tools to ensure easy and safe circulation of files
- Generating reports when required and assisting in the management of the quality management system, analysis, recovery and spreading of the relevant information generated in each sector

Other Administrative Responsibilities/positions Held

- Member, Commission for University Education Self-Assessment Committee
- Member, Road Safety Committee
- Member, KUSA Local Organizing Committee, 2021
- Member, University Planning and Performance Board
- Member. Resource Mobilization Committee
- Auditor, Quality Management System
- Auditor, Information Security Management System

Key Achievements

- Successfully Undertook the transition of the university from ISO 9001:2008 to ISO 9001:2015
- Successfully played a lead role in reviewing the documentation of the quality management system
- Played a lead role in the development of the departments Strategic plan, Objectives and procedures
- Capacity building of staff within and outside the department on the on the implementation of the quality management system in their various functions
- Successfully played a role in sustaining the Service Charter through the documentation for the Regular Inspection that are conducted after five years by the Commission for University Education.

Part Time Tutorial Fellow, KIBABII UNIVERSITY, November 2017 to Present

Responsibilities;

- Teaching (Area of specialization: Database Management, Project Management & Artificial Intelligence)
- Setting Examinations, Invigilating, Marking, Submission of Marks (Both hard and soft copies)
- Uploading Marks on the ERP
- Marking Supplementary and Special Exams
- Any other official duties assigned by the CoD

IEBC, Constituency ICT Clerk, June – November, 2017

Responsibilities;

- Provided technical support to users by diagnosing and correcting problems
- Performed complex computer operation tasks acting under general supervision, assist with development of operations procedures
- Installed and configuring computer hardware operating systems and applications
- Train others in work procedures or direct the work of others on a project basis

- Managing electronic records for the commission and other clerical duties

KNBS, ICT Supervisor, July– November, 2019

Responsibilities;

- Training Content Supervisors and ensuring that Enumerators are adequately trained;
 - Working with the Content Supervisors to ensure that the census enumeration starts at the agreed time in the assigned supervision areas;
 - Carrying extra census equipment/materials to be given to the Content Supervisors in case of emergencies;
 - Providing technical support on ICT issues to Content Supervisors and Enumerators in their area of supervision;
 - Any other duties as may be assigned by the CSO.
-

OTHER PAST EXPERIENCES

IT intern, Nzoia Sugar Company LTD, May 2011 – July 2011

Duties and Responsibilities

- Providing user education on ERPs and other application systems
- Performed complex computer operation tasks acting under general supervision, assist with development of operations procedures
- Maintenance of computer and other IT accessories
- Data entry
- Provided technical support to users by diagnosing and correcting problems
- Received, log and tracked all calls from users related to network, printing and PC issues
- Monitored and operated computer equipment and peripherals, perform routine maintenance that includes cleaning hardware
- Organized and maintained various IT files and the citywide hardware and software inventory
- Maintained tape library and perform backups, operated standard office equipment

PROFESSIONAL QUALIFICATION:

- Qualified Quality Management System Auditor (ISO 9001:2015)
- Qualified Information Security Management system Auditor (ISO 27001:2013)
- Webometrics Champion for Quality Assurance department
- Information Security Management system Champion and auditor
- Professional member of Association of Computing Machinery
- Member of Internet Society of Kenya
- Member of East African Higher Education Quality Assurance Network

SIGNIFICANT WORK EXPERIENCE:

- Instructor at Maseno University – April 2022 to Present
- Documentalist at Kibabii University – December 2017 to April 2022
- Part time tutorial fellow at Kibabii University – Jan 2018 to Present
- Technician at Kibabii University – June 2013 to 2017
- ICT assistant and voter registration clerk at IEBC - 2017
- Computer Studies teacher at Mabanga high school – Jan 2012 – June 2013

PUBLICATIONS

| Title | Name of Journal | Year of publication |
|--|---|---------------------|
| Challenges facing disposal of E-waste in Kenya Public Universities | IOSR Journal of Engineering (IOSRJEN) | 2019 |
| Adoption of ICT Disposal and Refurbishing Center in Public Universities in Kenya | Proceedings of Kibabii University 3 rd Interdisciplinary International Scientific Conference; June 12- 14, 2018 URL: https://library.kibu.ac.ke/adoption-ict-disposal-refurbishing-center-public-universities-kenya/ | 2018 |

WORKSHOP AND CONFERENCES ATTENDED

- Annual forum of the 9th East African higher education quality assurance network, in May 2019, Entebbe, Uganda, on theme “Competence Based Learning for Achieving Sustainable Development”
- 3rd International Conference held at Kibabii University in June, 2018 based on the theme “Creativity and Innovation for Sustainable Development”
- 2nd Interdisciplinary International Scientific Conference held at Kibabii University in June, 2017 based on the theme “Innovative Research and knowledge for Global Competitiveness and Sustainable Development”
- Information Security Management Systems ISO/IEC 27001:2013 awareness training in Kibabii University

COMMUNITY SERVICE

- Board member at Moiben Technical and Vocational College
- Contribution to Kibabii University 4th International Conference
- Trained IEBC election officials on ICT
- Trained Haraka women group on use of ICT in table banking
- Worked as judge in Bungoma Central science Congress

REFEREES

Dr. Muhambe Titus Mukisa
Maseno University
Tel: +254 720 048 445 Email: muhambe@maseno.ac.ke

Mr. Benson Esuza
Constituency Election Coordinator
Kabuchai Constituency
Tel: +254 721 336 801 Email: bensonesuza@gmail.com

Prof. Julius Maiyo
Dean, School of Computing and Informatics
Kibabii University
PO BOX 1699, Bungoma
Tel: +254 721 223 154 Email: maiyojulius@kibu.ac.ke