

CURRICULUM VITAE

PERSONAL DETAILS

NAME : JAMES NJUGUNA DENNIS
DATE OF BIRTH : 25/01/1961
ID NO : 4270334
GENDER : MALE
MARITAL STATUS : MARRIED
NATIONALITY : KENYAN
HOME COUNTY : NAKURU
SUB COUNTY : LANET
RELIGION : CHRISTIAN
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PROFESSIONAL / ACADEMIC QUALIFICATION

INSTITUTION : KENYATTA UNIVERSITY
DURATION : 3 YEARS
COURSE : PHD- ONGOING

INSTITUTION : EGERTON UNIVERSITY
DURATION : 2003 – 2007
COURSE : MED (EDUCATIONAL ADMINISTRATION)

INSTITUTION : NAIROBI UNIVERSITY
DURATION : 1987 – 1992
COURSE : BED (ARTS)

INSTITUTION : AFSHE
DURATION : 1987
COURSE : K.A.C.E

INSTITUTION : TOWN HIGH SCHOOL
DURATION : 1976 – 1979
COURSE : EACE CERTIFICATE

INSTITUTION : EGERTON PRIMARY SCHOOL
DURATION : 1969 – 1975
COURSE : C.P.E

WORK EXPERIENCE

2012 TO DATE : HOD TECHNICAL AND APPLIED SCIENCES

2009 TO DATE : PART TIME LECTURER KENYATTA UNIVERSITY

2010-2012 : PART TIME LECTURER MOUNT KENYA UNIVERSITY

1996-2010 : PRINCIPAL, SEC SCHOOLS
KIANJOYA SECONDARY (1996 – 2001)
KABAZI SECONDARY (2001 – 2008)
MARAIGUSHU SECONDARY (2009 – 2010)

1991-1995 : TEACHER, MUGAA SECONDARY SCHOOL

1984-1987 : SUPPLIER (GRADE1) KENYA AIRFORCE

PROFESSIONAL COURSES AND WORKSHOPS ATTENDED:

1. **GUIDANCE AND COUNSELLING BY MINISTRY OF EDUCATION**
(18TH – 20TH MARCH 2009)
2. **ICT INTERGRATION IN EDUCATIONAL MANAGEMENT-BY K.E.S.I**
(10TH -23RD AUGUST 2008)

CONTENTS:

- Application of ICT in school management
 - Project based learning
 - ICT as a tool for financial management in schools
 - ICT research strategies.
3. **COUNSELLING SKILLS FOR MANAGERS BY KENYA INSTITUTE OF PROFESSIONAL COUNSELLING** (19TH- 21ST JULY 2007)

CONTENTS:

- The need for counseling skills for managers
 - Types of managerial challenges facing managers in the place of work
 - Approaches applied by the modern managers in counseling workers
 - Different personnel requiring counseling in learning institutions
4. **RE-ENGINEERING THE MANAGEMENT OF SCHOOLS IN KENYA. BY: KENYA EDUCATION STAFF INSTITUTE** (4TH-7TH OCT 1999)

CONTENTS:

- Efficient handling of finances for effective school management
 - Focus on people health, safety, security and welfare
 - Guidance and counseling
 - Core functions, responsibilities, and duties of school managers
5. **INDUCTION COURSE IN EDUCATIONAL MANAGEMENT BY MINISTRY OF EDUCATION/K.ES.I(8TH-20TH AUG.1999)**

CONTENTS:

- Principles of educational management

- Responsibilities/duties of school managers
- Management of Educational Resources
- School and community relations

6. IN SERVICE COURSE FOR HEADS OF DEPARTMENTS BY MINISTRY OF EDUCATION (5TH-7TH MAY 1999)

CONTENTS:

- Role of Heads of Departments
- Motivation and staff development
- Time management
- Communication skills

7. INSERVICE COURSE FOR DEPUTY HEAD TEACHER BY MOE.

(12TH-17TH SEPT 1997)

CONTENTS

- Delegation of duties and motivation
- Staff development
- Leadership and management skills
- Management of meeting and public relations
- Communication

8. SUPPLIER'S ADVANCED COURSE: GRADE IN SUPPLIES BY KENYA

AIRFORCE (MOI AIR BASE) (1984-1987)

CONTENTS:

- Storage, stock control and material handling
- Distribution, storehouse layout, stores accounting
- Bills progression, inventory control and purchasing techniques
- Customs clearance procedure

REFEREES

1. DR. NDERITU
CHAIRMAN DEPT OF EDUCATIONAL ADMINISTRATION & CURRICULUM
STUDIES-K.U
P.O BOX 43844
NAIROBI
TEL: 0722356797

2. DR. ANYIENI,
DEPUTY DIRECTOR NAKURU CAMPUS, KENYATTA UNIVERSITY,
P.O BOX 17952,
NAKURU
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3. DR. SOPHIA NDETHIU,
CHAIRMAN, COMTEC DEPARTMENT,
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