

PROFILE FOR ADMINISTRATIVE STAFF MEMBER

Name: Saad Minado Okwiri (PhD Finance)

Job Title: Ag. Registrar Administration, Planning and Development



Responsibilities:

In sum, to ensure proper functioning and coordination of all established sections under the division which are planning, human resources, environment management , repairs and maintenance, transport and estates.

Specific Tasks and Duties

- a) Advise and Coordinate the functions of all HoDs or sections within the administration and planning such as human resources, central services, recruitment and training, security services.
- b) Coordinate and collect evidence for performance targets and preparation of the division's performance contract quarterly reports.
- c) Serve as secretary to the Management Board.
- d) Communicate, follow up and implement decisions of Management Board.
- e) Assist in the coordination, formulation and implementation of Human Resources relating to Staff Training, Recruitment, Staff Evaluation, Staff Benefits, Labor Relations, Staff Conduct and Discipline, Job Descriptions, Scheme of Service and Union matters in collaboration with HoDs or sections concerned.
- f) Coordinate and monitor physical infrastructure, planning and development, maintenance and repair of existing facilities.
- g) Generate comparative data on institutional performance in other universities and colleges within the region and globally for the purposes of facilitating bench banking of performance.
- h) Coordinate the preparations, review and implementation of the strategic plan.

Degrees and Other Credentials

No.	Degree	Institution	Year
1	Doctor of Philosophy (PhD)	Jomo Kenyatta University of Agriculture and Technology	2018
2.	Master of Business Administration- (Financial Management) MBA	Catholic University of Eastern Africa (CUEA)	2011
3.	Bachelor of Commerce-Bcom	University of Bombay-India	1987

		Post Graduate Diplomas	
4.	Diploma in Financial Management	University of Bombay-India	1988
5.	Diploma in Business Management	Indian Institute of Management Studies- New Delhi	1988

Prior Academic / Administrative Experience

No.	Institution	Position / Title	Year
1.	Umma University	Dean, School of Business and Technology	2015-2017
2.	Umma University	Dean of Students	2014-2017
3.	Umma University	Head of Business Department	2014-2015
4.	Umma University	Lecturer- Department of Business	2014- 2017
5.	Jaramogi University of Science and Technology	Part-Time Lecturer –Department of Business and Economics	2013-2015
6	Jomo Kenyatta University of Agriculture and Technology- Kakamega CBD Campus	Part-Time Lecturer-Post graduate Programs in the School of Entrepreneurship and Management	2014-To date
7.	Mt. Kenya University- Kakamega Campus- Department of Accounting and Finance	Part-Time Lecturer-Post graduate Programs	2013-2014
8.	Western College of Arts and Applied Sciences (WECO) .Currently, Masinde Muliro University.	Full Time Lecturer- Accounting and Finance	1992-1994
		Administration	
1.	Self Employment	Senior Partner- Saad Minado & Partners- Accounting & Auditing Firm	2000-2005
2.	Petro-Link (EA) Limited Kisumu	Finance and Administration Manager	1999-2000
3.	Self-Employment	Cane -Farming	1998-1999
4.	Mumias Out growers Ltd	Financial Accountant / Management Accountant	1994-1997

Research, Scholarly Professional Activities

Unpublished Research Work

Factors affecting the growth of women owned Micro and Small Enterprises in Kajiado County Kenya.

Unpublished Research Work

- i. Dr. Maende C.M, **Okwiri S.M** and Dr. Otieno Denis (2011): Socio-economic factors affecting Women Entrepreneurs in Mumias District.
- ii. Prof. Namusonge G.S. and **Okwiri S.M** (2015): Addressing critical factors that influence Women Entrepreneurs to access financial services for their empowerment in Mumias, Kenya.
- iii. Prof. Sakwa. M and **Okwiri S.M** (2012): Factors affecting cane production in Mumias sugar belt.
- iv. Dr. Orlando Clement and **Okwiri S.M** (2016): Evaluating factors affecting the growth of women owned Micro and Small Enterprises in Kenya. A case of Kajiado County
- v. Research work funded by Umma University entitled: Factors affecting the growth of women owned Micro and Small Enterprises in Kajiado County Kenya.

Workshops

- i. Curriculum Development on the foundation of Islamic Epistemology held on 17th-19th 2015 at Al-Sumait University, Zanzibar.
- ii. Regional Workshop on Enhancing Research, Innovation and Outreach held on 18th-20th 2015 at Umma University
- iii. Umma University, School of Business and Technology workshop on review of existing curricula held in July 2016
- iv. Umma University, Stakeholders consultative meeting on Bachelor of Science in Nursing held in July 2016
- v. International Seminar on Islamic Banking and Finance entitled: Demystifying Islamic Banking and Finance Options in Kenya on 5th December 2016.

Professional Contributions

- a) Member of Umma University Management Board.
- b) Member of Task Force on preparation of the Master of Business Administration (MBA) program Umma University for presentation to the Commission for University Education (CUE). The program is yet to be approved.
- c) Convener of the School's Subcommittee that is mandated to design and deliver short courses addressing matters of IT literacy, Financial literacy and Socio-Economic challenges facing the community and other stakeholders.