

African Union
Interafrican Bureau for Animal Resources

PO Box 30786 00100 GPO
Nairobi, Kenya
Tel +254 20 3674000



Information and Communication Experts

Friday
19th March, 2010

8. Information & Communication Expert:

| Ran | Folio | NAME | NATIONALITY | PHONE NO | E-MAIL ADDRESS | TIME | AVAILABILITY FOR THE INTERVIEW |
|------------|--------------|-----------------------|--------------------|-----------------|--|--------------|---------------------------------------|
| | | | | | | | |
| 1 | 105 | Antoinette B. Kamau | Kenyan | 254722605629 | antoinette.kamau@erc.go.ke | 09.00 | |
| | | | | | | | |
| 2 | 49 | Gerald Nyamatcheranga | Malawian | 265999951067 | geraldnya@yahoo.com | 10.00 | |
| | | | | | | | |
| 3 | 30 | James O. Falaiye | Nigerian | 2348029768649 | jamesfal@hotmail.com | 11.00 | |

**INTERAFRICAN BUREAU FOR ANIMAL RESOURCES
BUREAU INTERAFRICAIN DES RESSOURCES ANIMALES**

Kenindia Business Park Building, Museum Hill, Westlands Road
PO Box 30786 - 00100 - Nairobi, Kenya, Telephone: +254 20 3674000, Fax: +254 20 3674341
E-mail: ibar.office@au-ibar.org, Website: www.au-ibar.org

ADMIN/2C

11th March 2010

MEMORANDUM

To : Prof. Ahmed El-Sawalhy, AU/IBAR, Chairman
Dr. Simplice Nouala, AU/IBAR, Member
Mr. Alban Bellinguez, AU/IBAR, Member
Mrs. Habiba Mejri-Cheikh, AUC, Member
EC representative, Member

4) From : Prof. Ahmed El-Sawalhy, Director of AU/IBAR

Subject : **Interviews of candidates who applied for the position of Information and Communication Expert within AU/IBAR.**

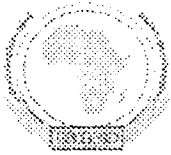
Following an advertisement made by our office on different websites to fill the position of Information and Communication Expert within AU/IBAR, I wish to inform you that I have appointed you as a Member of the above Committee which will interview the candidates shortlisted for the above position.

The interviews will be held on 19th March 2010 from 09.00 a.m. to 11.00 a.m. at the AU/IBAR Offices, Room no. 217

Your presence will be highly appreciated.

Best regards.

**IMPROVING HUMAN WELLBEING
THROUGH ENHANCED ANIMAL HEALTH, PRODUCTION, TRADE AND MARKETING
AU/IBAR**



**African Union
Interafrican Bureau for Animal
Resources**

The African Union's Interafrican Bureau for Animal Resources (AU/IBAR) is a specialized technical office reporting to the Department of Rural Economy and Agriculture of the AU Commission. The institution is mandated to support and coordinate the improvement of livestock as a resource for human wellbeing in the Member States of the African Union and contribute to economic development, particularly in rural areas. AU/IBAR approaches livestock development from three strategic angles: animal health, animal production and trade and marketing of animals and animal products.

Vacancy Announcement

AU/IBAR is seeking the services of an **Information and Communication Expert** to provide leadership and managerial coordination of activities in the field of information communication and knowledge management. This position is funded through the **EC funded Support Program to the AUC**

POST LEVEL: P4 Step 5 (USD 94,928 p.a)
IMMEDIATE SUPERVISOR: Director, AU-IBAR
TYPE: Short term contract
DEADLINE FOR APPLICATIONS: 15 January 2010
DATE OF ISSUANCE: 10 December 2009
DUTY STATION: Nairobi/Kenya

The initial appointment will be for 12 months including a 3 months probation period. Contract extension will be subject to performance and availability of funding.

Major duties and responsibilities

The Information and communication expert will advise the director of AU/IBAR Assist AU/IBAR to develop and update a communication strategy with the aim to improve the institutional visibility and sharing of animal resources information with its member countries and with international relevant bodies. He/she will:

- Advise on adequate formats and channels of communications according to the type of information and media to be used
- Assist to develop communication materials on all relevant information from AU/IBAR projects and activities.
- Define contents, messages, information campaigns to promote awareness and visibility of IBAR at both Central and Regional Levels.
- Continuous monitoring of the quality and functioning of AU/IBAR website.
- Provide technical assistance to AU/IBAR Regional Animal Health Centers and Member Countries in communication related matters.
- Advise on required training programs and provide input for training methodology and content.

Qualifications

At least an advanced degree (Msc) preferably Ph.D in Communication or Information Sciences or related field is a requirement. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree

experience

At least 10 years in organising and leading a multi-disciplinary team of experts in information management, communication and knowledge management for international organisation dealing with rural development is compulsory. The incumbent is expected to be conversant with information and communication technologies (i.e. hardware, software, processes, protocols, international standards and other products) and the use of these in cost-effective and sustainable manner. Experience in data collection, collation and analysis as well as generation and presentation of information is mandatory. Previous experience in managing corporate communications and knowledge management is expected

Competencies

- Professionalism - Proven expertise in animal production science, policy formulation and advocacy related to animal production and sustainable development; demonstrated in-depth technical knowledge and proven analytical skills on issues related to animal production and sustainable development;
- Planning and organising - Proven ability to plan and organise work within a project; ability to make timely decisions;
- Communication - Effective written, oral and presentation skills, particularly ability to present information in a concise and accurate manner; ability to develop consensus among people with varying points of view.
- Teamwork: Excellent interpersonal skills and ability to operate effectively across organisational boundaries; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.
- Judgement/Decision-making - Good judgement and initiative, imagination and resourcefulness, energy and tact, ability to ensure an effective work structure to maximise productivity and achieve institution's goals.

Language Requirement

Proficiency in one of the African Union's working languages. Knowledge of other working languages would be an added advantage.

Other Skills

- Well-developed computer skills including word processing, spreadsheet applications and use of the Internet are required.
- Record of relevant publications is highly desirable.

How to apply

Submit your CV including three references and a motivation letter to the Director at applications@au-ibar.org clearly indicating in the subject line the position you are applying for. Certified copies of relevant qualifications will be requested at later stage and only short-listed candidates will be notified.

For more information on AU/IBAR and the position visit www.au-ibar.org

AU/IBAR is an equal opportunity employer.

ANTOINETTE B. KAMAU

(1)

etty Biwott

(14)

om: Antoinette Bonita Kamau [antoinette.kamau@erc.go.ke]
nt: Friday, January 15, 2010 1:40 PM
r: Applications
bje:ct: INFORMATION AND COMMUNICATION EXPERT
tachment: manpower COVERLETTERr.doc; antoinette April 08 CV 12 (2)AU.doc

od Afternoon,

tached please find my motivation letter and CV for the above mentioned position.

gards

ntoinette Kamau

his e-mail message has been scanned for Viruses and Content and cleared by MailMarshal
#####

12th January 2010

The Director,
applications@au-ibar.org

RE: INFORMATION AND COMMUNICATION EXPERT

Having been involved in a wide range of communication processes, developing and implementing effective communication strategies; developing information campaigns and working closely with the media, I have been seeking new avenues to utilize this knowledge. Over the past few years, I have worked with various organizations acquiring experience that will be effective in carrying out the duties for this position. I am currently the Senior Manager, Communication and Public Affairs for the Energy Regulatory Commission (ERC), a Regulatory Agency.

My work at ERC primarily involves developing, implementing, monitoring and evaluating ERC's Communication Policy, Communication Crisis Plan, Corporate Social Responsibility Policy, Resource Centre Policy and the Stakeholder Engagement Strategy. By implementing the above mentioned strategies and policies, I understand challenges facing organization in identifying the right content, effective communication channels and target audience for effective communication to take place.

I also write, review and edit ERC publications, speeches, press releases and ERC Communication papers. I coordinate and manage ERC events aimed at creating awareness amongst the various stakeholders. Further, I carry out content analysis of emerging issues and trends of relevance to the energy sector which have impact on the critical role of the Commission and advise the Commission as appropriate. I ensure that there sustenance of media relations to deliver high quality visibility of ERC and oversee the maintenance of the Commission website and update. During key events I represent the Commission at all public and international forums.

I had a brief stint at United Nations Development Programme as a National UNV Communication and Personal Assistant to the Minister for Ministry of Planning & National Development. My work focused on managing the Minister's dairy, appointments, meetings and drafting letters and speeches. I also maintained effective client relationships externally and

internally; edited the Planning bulleting. I was the liaison person between the Minister and the various stakeholders.

My experience at the Nairobi City Council where I held the position of Chief Public Relations Officer focused on establishing the Public Relations Department which was non-existent before I joined. The Council is host to twenty-two departments. I had the challenging responsibility to firstly ensure appreciation of the value and importance of developing communication strategies as a means of improving service delivery, to ensure effective communication within these departments and to develop communication tools. For example I was the initiator and editor of the first council magazine "The City Mirror", I also interacted with various government ministries, media; NGO's and key UN bodies.

I also created an information centre, which was a platform for communication between the members of the public and the Council as a channel for complaints and suggestions. I collated this information and relayed it to the various departments and gave feedback to the public. I also did research and content analysis of all the print media, the objective of this was to monitor public perceptions towards the Council after which I advised the senior managers on the way forward and drafted responses. Protocol work, organizing press conferences and major Nairobi City events were part of my responsibilities. I also served as the personal assistant to His Worship the Mayor and the Town clerk. From my experience at the Council I have learnt that the very success of developing effective communication strategies helped shatter the myth that the council is an ineffective local authority.

At a UK based non- governmental organization Association for Better Land husbandry (ABLH). My work involved working directly with the poorest of the poor, as the Head of Communication, apart from carrying out the communication function, I was also involved in the development of advocacy and policy strategies exposed me to working closely with the Ministry of Planning on the Poverty Reduction Strategy Paper (PRSP) and Ministry of Trade. I also had a lead role in research, designing effective communication and media strategies, developing communication materials and programmes for ABLH publics in western and central Kenya and developing a fundraising strategy. Other tasks included writing and editing articles, regular updating and maintaining the website. I also managed the resource center and worked closely with the media to show case ABLH profile.

My motivations for working with AU/IBAR are my attraction to participate in the promotion of the principles of African Unity. I have the relevant work experience and qualifications to meet the job's desired end.

I welcome the opportunity to discuss my background and credentials further.

Sincerely

Antoinette Bonita Kamau
Enclosure: Resume

CV- Antoinette Bonita Kamau

PERSONAL INFORMATION

Nationality: Kenyan
Tel Contact: Office: +254 20-2847223
Safaricom; +254-722605629
Address: P.O.BOX 46990 00100 GPO Nairobi
Email Address: antoinette.kamau@erc.go.ke
Kenyan passport No: A1008681 -Valid
Driving License: Kenyan - Valid

Career Objectives: To lead and manage a Regional /International Communication portfolio that highlights developmental concerns and promotes sustainable development within the global arena.

Education: Ph.D in Communication, Desertation Topic; Managerial Decisions Process for Corprate Branding and Identity Management in the Energy Sector. A Case Study of the Energy Sector Parastatls in Kenya.Daystar University.

Masters of Communication, Daystar University, Nairobi 1994-1997. Thesis Topic. The State of the Public Relations Profession in Kenya.

Bachelor of Education Degree (Linguistics and Literature)
University of Nairobi (1998-1991).

Key

Competencies: Development of effective Communication and Media Strategies and Crises Communication Plans; Experience in Monitoring and Evaluating Communication Strategies; Provide Communication Advisory Services and Effectively Manage high-level Communication Audiences; Conceptualization, design and implementation of Communication Campaigns; Management of high level Communication with Media, Government, Public and International Community, Development of clear goals and strategies consistent with corporate direction.; Prioritization of identified assignments; Strong analytical, writing and communication skills.

Computer Skills: Ten year regular user experience in MSWord, Excel, PowerPoint, Internet.

Language

English, Kiswahili,

PROFESSIONAL EXPERIENCE

Jan 2006
to Date :

Senior Manger, Communication and Public Affairs; Energy Regulatory Commission. Duties: Develop and implement Communication Policy, Communication and Media Strategy, Communication Crisis Plan, Corporate Social Responsibility Policy, Resource Centre Policy; Develop and implement Stakeholder engagement strategy. Write and edit publications, speeches, press releases and brief backgrounders, consultative papers; Event coordination and management as well as development and implementation of events and activities aimed at creating awareness amongst the various stakeholders, Content Analysis of emerging issues and trends relevant to the energy sector which have impact on the critical role of the Commission and advising the Commission as appropriate; Plan and Coordinate Commission local and International tours; Development and sustenance of Media Relations to deliver high quality visibility of the Commission activities; Oversee the maintenance of the Commission website and update; Represent the Commission at all public and international forums; Liaison person for the Commission; Support the build capacities in communications skills; Monitor and Evaluate communication and stakeholder activities; Continuously create awareness of the Commission mandate and activities; Identify, establish and maintain beneficial relationships with key local and international partners.

Achievements:

Designed and implemented the following: ERC Communication Policy; Resource Centre Policy and the CSR Policy which were approved by the Commission. Developed and designed the ERC Resource Centre from scratch which is up and running. Successfully established an effective Communications Unit and this helped raise awareness of the Commission by 80 % by using diverse communication channels. Successfully developed the New ERC Corporate Identity; Successfully organized and coordinated in collaboration with the World Bank a successful Commission study tour worth over \$100,000 to South East Asia and the Nordic countries. Successfully developed, Edited and Launched the ER Service Delivery Charter.

August 2006 to
December 2006

National UNV Communication and Personal Assistant to Minister for Ministry of Planning & National Development/United Nations Development Programme. Duties: Managed Ministers diary, appointments and meetings; Manage documents, drafted letters, documents, reports and speeches for the Minister; Manage and coordinated the Minister's agenda, prepared meetings and served as a secretary during meetings; Maintained effective client relationships externally and internally; edited the Planning bulletin; liaison person between the Minister and the various stakeholders.

Achievements:

Set up an effective communication system that helped manage high profile sensitive communication in the Ministers office.

1998 to 2005:

Head of Communication- Association for Better Land Husbandry, Association for Better Land Husbandry. Duties: Developed communication strategies for various stakeholders; Researched and maintained a data base for potential donor agencies; Developed a fund raising strategy for the organization; Translated technical materials for public readership; Researched, wrote and edited publications for various organizations; Liaison with Government of Kenya, Ministries, NGO partners and various Stakeholders; Media relations; Organized events, press conferences, press receptions and press trips; Maintained corporate image for the organization; Wrote press releases, advertisements, feature articles, position papers, concept Papers and speeches; Represented the CEO in international and local meetings; Monitored and evaluated programs; Organized inter -agency meetings, organize training for various stakeholders; Up-dated the organizations website; Researched consolidated, analyzed, developed and implemented media and advocacy communication strategies that impacted positively on the organization; Up-dated the organizations website; Maintained the resource center; Advised and trained staff on media relations and communication issues; Designed and developed Information, Education and Communication materials and programmes.

Achievements

Designed and implemented a successful communication and advocacy strategy for western and central Kenya to focus on organic farming (focus was on Soya and sunflower) not only as an economic activity but also as a source of nutritional. Value Successfully lobbied and managed to obtain a grant from the Commissioner of Poverty Eradication to support the farmer's strategy that assisted (60%) small-scale farmers in western Kenya.

1994 - 1999

Chief Public Relations Officer & Personal Assistant to Mayor and Town Clerk Nairobi City Council (NCC). Duties: Media relations and networked with media houses; Edited and produced publications; Planned the layout and design of publications; Wrote Speeches for the Mayor and the Town clerk; Monitored and analyzed public opinion and provided NCC Executives with intelligence on the ever-changing public opinion status; Wrote press releases, speeches, and concept papers; Represented the Town Clerk and Mayor in local and international meetings; liaised with local, international agencies and various ministries on behalf of NCC; Was the contact person for the Mayor with international and local partners; Carried out internal and external Communication Strategy;; Organized and coordinated travel arrangements for the Mayor and Town Clerk; Organized trainings and workshops for Mayor, Town clerk and Chief Officers; Organized events.

Achievements

Carried out a successful internal and external communication audit which formed a basis for developing and implementing a successful communication strategy. Successfully implemented the publications policy by being the first to publish the first Council newsletter, *City Mirror*.

- 1992 to 1994** Graduate Management Trainee, Nairobi City Council. Duties, Arranged and organized meetings for the Town clerk; organized and coordinated travel for the Town clerk, coordinated fleet management; Handled leave management; In-charge of the secretaries in the Town clerk department.
- Achievement:** Introduced a motor tracking system which resulted in the Council saving 0.5m of fuel.
- Publications:** The State of Public Relations Profession in Kenya. (Masters Thesis)
Energy Newsletters and Annual Reports for the Energy Regulatory Commission.
- Research Experience:** Survey on the public perceptions of the Commission, (June 2006).
Communication Audit of Internal and External Communication at the Nairobi City Council (1995).
Content Analysis on all major newspapers on issues relating to energy, (On-going).
Customer Satisfaction Survey; Energy Regulatory Commission, (2008)
- Other Trainings:**
- The 10th Eastern African Regional Fundraising Workshop; *Diversify Funding Source*, Resource Alliance, 2005, Dar-es-salaam
 - The International Federation for Alternative Trade Regional Conference 2006, Mombasa.
 - Frontiers in Managing Reforms and Regulations of Infrastructure Utilities Africa, 2007; University of Cape Town, Graduate School of Business., South Africa
 - Advanced Public Relations and Customer Care, 2007, ESAMI, Durban, South Africa
 - Corporate Social Responsibilities-Global Trends and PR implications, FAPF 2008, Kumasi, Ghana Africa's Diversities: Communicating the Opportunities FAPRA 2007, Kampala, Uganda.
 - Executive Leadership Program, University of Cape Town, Graduate School of Business 2008, South Africa.
 - Performance Management; Conducted by the Public Sector Reforms and Performance Contracting. 2009.
- Additional Assignments:**
- Project Manager; Website design and up grading
 - Media Strategist; Kenya Energy Sector Environmental Programme (KEEP).
 - Liaison Officer; Union of Producers, Transporters and Distributors of Electrical Power in Africa (UPDEA).
 - ERC Liaison Officer; Kenya Public Service Week
- Professional Affiliations:**
- Member; Public Relations Society of Kenya (PRSK)
 - Member; Federation of African Public Relations Associations (FAPRA)
 - Member; Association of Media Women In Kenya (AMWIK)

Références:

1. **Mrs. Catherine Kola**
Immediate former Commission Secretary
Energy Regulatory Commission
Telephone: 0733712946
Email : catherine.kola@gmail.com

2. **Ms.Lilian Kaviti, PhD**
Lecturer, Language and Communication
Department of Linguistics and Language
University of Nairobi
P.O.BOX 30197- 00100
Telephone: 0721565228
Email: lkaviti@uonbi.ac.ke

3. **Mr. Samuel Kauga Koinange**
4. **Managing Director(Former Head of Operations ABLH)**
K-Bay International
Telephone: 0722822159
Email: admin@marketafrica.com

GERALD NYAMATCHERANGA

(2)



From: Gerald Nyamatcherenga [geraldnya@yahoo.com]
Sent: Thursday, December 17, 2009 12:41 PM
To: Applications
Subject: Information and Communication Expert
Attachments: cover letter.doc; CV.doc

Dear Sir/Madam:

I am writing in response to the advertisement of the above position that you placed on Reliefweb and hereby submit my application as attached.

I shall be most grateful if my application is favourably considered.

Yours sincerely,

Gerald Nyamatcherenga.

never set off on anything less than

The Director
African Union/Inter-African Bureau for Animal Resources
PO Box 30786,
Westlands Road
Nairobi, KENYA

Dear Sir/Madam:

APPLICATION FOR THE POST OF INFORMATION AND COMMUNICATION EXPERT.

I have over 20 years solid credentials in journalism, Communication, media project management and training. Over the years I have demonstrated my skills in serving both local and international organizations in Africa and Asia. I am currently working as a Development Communication consultant on a World Bank funded project in Malawi. However, I recently completed my assignment as Communications Specialist for the UN Development Fund for Women (UNIFEM) in East Timor where I was involved in women's empowerment campaigns to advocate for women's rights and gender equality. I have vast practical experience in designing communication strategies; developing public information/PR materials as well as developing outreach products. I have also worked for Internews on a media project funded by USAID in South Sudan where I trained journalists after I had served the UN Mission in Sudan (UNMIS). Prior to my assignment in Sudan, I worked for UNDP in Pakistan where I raised the UNDP profile in the media with regard to the earthquake that struck the country in 2005. The job also involved me travelling to the earthquake affected areas and writing humanitarian and success stories.

I have also worked for Internews as Project Director on an EU/USAID funded media development project in Afghanistan that trained Afghan journalists from across the country that were deployed in the 31 community radio stations Internews set up throughout the country. I was also involved in the recruitment of local staff and international consultants to work on the project. I have previously been involved in a DFID funded media campaign on "freedom of expression" in Malawi. Additionally, I have comprehensive knowledge and skills for resource mobilization, advocacy, organise media and public events, liaise and coordinate with partners on various activities to maximize synergy. I am also fully conversant with computer applications in such programmes as Word, Publisher, Excel, Power Point, Lotus notes and Internet navigation. Therefore, I feel I am a perfect match for the position and would appreciate to have the opportunity to add value to your organization.

Accompanying this letter of interest is my Curriculum Vitae for your review and I would welcome the opportunity to further discuss my skills with you on this position.

Sincerely yours,



Gerald Nyamatcherenga.

Curriculum Vitae

Position: Information and Communication Expert– Nairobi, KENYA

Organization: AU/IBAR

1. Personal Data:

1.1. Name: Gerald Frastone Nyamatcherenga

1.2. Address: Malawi Social Action Fund, P/Bag 352, Lilongwe 3, Malawi.

1.2. Date of Birth: 10 September, 1958.

1.3. Nationality: Malawian.

1.4. Email: geraldnya@yahoo.com

Phone: +265-999 951 067 OR +265-888 865 802.

2. Education/Training:

- Cardiff University/UK, Master of Arts, Journalism, 1996-1997.
- The Thomson Foundation UK, Broadcast Journalism Diploma, June – Sept. 1996.
- BBC World Service Training, Radio Journalism Certificate, January – March 1996.
- Administrative Staff College of India (ASCI), General Management Certificate, January – February 2002.
- National Institute of Small Industry Extension Training, Training Methods and Skills Certificate, July – October 1999.
- Eastern and Southern Africa Management Institute (ESAMI), Training the Gender Trainers Certificate, 3 – 28 May 1999.
- Eastern and Southern Africa Management Institute (ESAMI), Media Management Certificate, 1 – 19 March 1999.
- West European Parliamentarians for Africa (AWEPA), Political and Economic Reporting Certificate, 12 -23 September, 1994.
- US Information Service/Columbia University, News Reporting Certificate, Jul-Aug 1993.
- Radio Netherlands, Radio Production Certificate, January – May 1991.

3. Employment Record:

August 2009 - Present: Malawi Social Action Fund (MASAF).

Development Communication Manager

- Facilitate a diagnostic survey of the overall communication and environment relevant to the Local Development Fund (LDF) and develop an appropriate strategic communication framework.
- Identify development communication issues and needs for the LDF and Technical Support Team (TST).
- Coordinate implementation of the identified information and communication interventions in line with the communication needs at different institutional levels of the LDF, stakeholder requirements and particular communication issues and challenges at component level.
- Ensure systematic and periodic monitoring and evaluation of implementation of the communication strategy.
- Monitor and evaluate activities on the basis of applied communication research and frequent visits to project sites.

July 2008 - January 2009: UN Development Fund for Women (UNIFEM)

Communications Specialist (*East Timor*)

- Develop and implement communication and media strategies
- Create, promote and maintain publicity information campaigns in consultation with the communication regional office.
- Synthesize, write and edit programme contributions, overseeing development of regular reports/documentation.
- Prepare briefs and ensure media publicity and proof stories and photographs for the country office database through UNIFEM New York.
- Oversee production of audio/videos, photographs and publications.
- Maintain the photographic database in collaboration with local partners where required for UNIFEM regional web site.
- Ensure delivery of UNIFEM's content for updated UNIFEM regional web site.
- Ensure UNIFEM's representation in country level events organised by partners to ensure visibility.
- Distribute campaign materials (Posters and Radio/TV PSAs) to the media on women's empowerment and women's participation in politics.
- Coordinate training for women on effective media communication skills.

December 2007 - February 2008: Internews Sudan

Regional Journalism Advisor (*Consultancy*)

- Lead in the establishment of training schedule for community radio stations.
- Organise and train journalists of local radio stations to develop their technical capacity.
- Conduct in-station mentoring of beginner reporters and working journalists at partner stations.
- Coordinate with Chief of Party on station management issues including recruitment of journalism trainees and radio station staff.
- Work with the COP in producing work plans, budgets, annual reports and project deliverables.
- Document skills progress and outputs of trainees for reporting to funder.
- Assist reporters in finding civil-society and NGO sources and develop appropriate professional relationship with them.

April 2007 - November 2007; United Nations Mission in Sudan (UNMIS)

Radio Production Advisor

- Design and produce radio programmes for broadcasting on UN Radio
- Provide information to the public on political and socio-economic situation in Sudan.
- Provide a platform for intra community debate on the peace and future of Sudan.
- Sensitize the public on specific issues such as gender, HIV/AIDS, public health, human rights, elections and civic education.
- Liaise with UN agencies, government, civil society organizations to keep track of national, sub-regional and global media developments and trends.
- Build capacity of local journalists and UN Radio staff in radio broadcasting/production.
- Lead teams of journalists for specific formats and programme sections.
- Assist in developing and implementing UNMIS' media/public information strategy.
- Establish a network of contacts in the field that can gather and evaluate information for programme content.
- Act as a focal point for the UN Radio in the region for listener feedback.

February 2006 - July 2006; UNDP Pakistan

Media Officer

- Enhance presence of UNDP in the media by among other things:
- Organise press conferences, media group visits, prepare press releases etc.

- Produce publications and advocacy materials.
- Assess media and advocacy activities and advise areas of improvement.
- Build capacities of national media by among other things: provide on-the job training to national media and advocacy officers and national project staff dealing with reporting and communications.
- Assist cultivating a strong relationship with a range of media organisations.
- Ensure that UNDP website is updated on earthquake related activities.

June 2004 - November 2005; Internews Europe

Project Director (*Afghanistan*)

- Manage project implementation and finances, assuring project stays within budget.
- Work with project team to develop training curriculum.
- Overseeing editing/publication of the Afghanistan Media Monitor monthly magazine and training materials.
- Maintain relationships with donors through reporting, liaison, communication and advocacy.
- Hire and manage international consultants and local staff.
- Cultivate and maintain relationships with local and international media, partners and agencies.
- Write press releases, project activity (narrative) reports and organise press conferences.

April 2001 - December 2001: Technical Entrepreneurship Vocational Education and Training Authority/Malawi

Communications Specialist

- Design and implement Communication strategies.
- Mobilize resources for Information, Education and Communication (IEC) activities.
- Develop and co-ordinate production of promotional materials.
- Write press releases, organize media events such as press conferences, plan and conduct field trips for journalists to TEVETA projects etc.
- Provide information to the public.

August 2000 – January 2001; Telkom Networks Malawi

Customer Care Manager

- Promote positive corporate image.
- Manage the call centre.
- Develop customer education and retention programs.
- Develop work-procedures.
- Find solutions to customer's problems (problem-solving).
- Report writing.
- Marketing and public relations.

February 1983 - July 2000; Malawi Broadcasting Corporation

Journalist/Head of Training

- Train journalists/broadcasters.
- Co-ordinate training conducted by external trainers.
- Raise funds for training programmes.
- Conduct training research and general administration.
- Part-time trainer-Malawi Institute of Journalism (MIJ).
- News reporting, news writing and reading.
- Radio production and presentation of programmes.
- Carry out media campaigns on various social issues such as human rights, environment, HIV/AIDS etc.

4. Professional Membership:

- Journalists' Union of Malawi (JUMA)
- National Media Institute for Southern Africa (NAMISA)

5. Countries of Work Experience:

East Timor, Sudan, Pakistan, Afghanistan and Malawi.

6. Computer Skills:

Word, Excel, Power Point, Publisher, Outlook, Lotus and Internet.

7. Publications:

- I. Emergency Response Challenges in Mountainous Terrain (of Pakistan); Published by Asian Disaster Preparedness Centre: Bangkok, Thailand, June 2006.
- II. Media Performance in Malawi since Independence (1964) MA thesis published by Cardiff University Press, Sept. 1997.

REFERENCES:

1. Mr. Jon Newstrom (Chief of Party)
Sudan Radio Service.
Naivasha Road.
P.O. Box 4392-00100
Nairobi, KENYA.

Phone: +254 -721 144 525
+256- 477 260 171

E-mail: jon@newstrom.com

2. Mr. Haoliang Xu (Resident Representative).
UNDP
67 Tole bi Street
05000 Almaty, KAZAKHSTAN.

Phone: +7 327 2795359

E-mail: haoliang.xu@undp.org

3. Mr. Jumbe Omari Jumbe (Regional Coordinator)
United Nations Mission in Central African Republic and Chad (MINURCAT)
Abeche, CHAD.

Phone: +235-600 1115. Ext 6921

E-mail: jumbeomari@yahoo.com

JAMES O. FALAIYE

(3)

etty Biwott

(5)

From: James Falaiye [jamesfal@hotmail.com]
Sent: Wednesday, December 23, 2009 10:14 PM
To: Applications
Subject: Information and Communication Expert
Attachments: Information and Communications Expert.doc

Attached is my application for the position of Information and Communication Expert.

James Falaiye

Email: jamesfal@hotmail.com
jamolafa@yahoo.co.uk

Windows Live Hotmail: [Your friends can get your Facebook updates, right from Hotmail®.](#)

JAMES O. FALAIYE
Family Health International
Godab Plaza, Plot 1073-A1, JS Tarka Street, Area 3, Garki, Abuja, Nigeria
Tel: 234 802 976 8649, 234 807 591 0725
E-mail: jamesfal@hotmail.com
jamolafa@yahoo.co.uk

23 December 2009

APPLICATION FOR THE POSITION OF INFORMATION AND COMMUNICATION EXPERT

Following your advertisement, I am applying for the position of Information and Communication Expert. I have more than ten years working experience in print and electronic communication locally and internationally, which includes writing, editing, proofreading, publishing, public/media relations, advocacy, capacity building in writing and publishing, and communications management. I have worked with different organizations to develop communication products in the form of books, pamphlets, brochures, reports, magazine and peer-reviewed journal articles, press releases, speeches, media talking points, newsletters, etc. I have also been involved in training different categories of people in writing both scientific and general reading materials. I have extensive work experience in the communication of health, agricultural, environmental, and development issues.

In addition, I managed the *African Journal of Reproductive Health* for more than six years, including the management of the peer-review process, editing, design, and marketing. I have experience in planning and implementing donor-funded projects, including capacity building, networking, field research, and IEC design and production. I have a good working knowledge of the computer with internet capabilities, a positive mental capacity, and a sound mind.

I look forward to your favorable response to my application.

James Falaiye

CURRICULUM VITAE

NAME: FALAIYE James Oladipo
SEX: Male
DATE OF BIRTH: 12 August 1967
MARITAL STATUS: Married
NATIONALITY: Nigerian
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EDUCATION

Formal Training

2006–2009

Sheffield Hallam University, Sheffield, UK
 MA Professional Communication

2005/2006

University of Oxford/Fahamu, Oxford, UK
 Certificate in Writing

1984–1989

University of Calabar, Calabar, Nigeria
 B. Sc. Agronomy

1979–1984

Federal Government College, Ogbomoso, Nigeria
 Ordinary Level School Certificate/General Certificate of Education

Selected Relevant Informal Training

| Training Program | Date | Duration | Organizer |
|---|----------------|-------------|---|
| Training in Creative Writing and Photography | November 2009 | One week | Family Health International |
| Experiential Training in HIV/AIDS Care and Support | May 2007 | One month | The AIDS Support Organization, Uganda |
| Workshop on Organizational Strategic Planning | August 2005 | One week | Management Strategies For Africa, Abuja, Nigeria |
| Strategic Online Publishing | October 2004 | 3 days | International Network for the Availability of Scientific Publications, Oxford, UK |
| IEC Validation Workshop for NGOs and the Media | May 2004 | 3 days | International Organization for Migration |
| Training Workshop on Proposal Writing | September 2003 | 3 days | Women's Health and Action Research Centre, Benin City, Nigeria |
| Training Workshop on Writing | March 2003 | 3 days | Women's Health and Action Research Centre, Benin City, Nigeria |
| Endowment/Asset Building Feasibility Planning and Legal Processes Workshop | March 2004 | 2 days | Development Alternatives and Resource Centre, Lagos, Nigeria |
| Training workshops on <ul style="list-style-type: none"> • Starting and Managing an NGO • Management and Prevention of HIV/AIDS • Family Planning • Monitoring and Evaluation | 2002/2003 | 3 days each | Women's Health and Action Research Centre, Benin City, Nigeria |
| Strategic Change Management Retreat for NGOs/CSOs Executives | November 2002 | One week | Pathfinder International (Nigeria) |
| Training on Health Information | November 2001 | Two weeks | Health Information Forum of the International Network for the Availability of Scientific Publications, Oxford, UK |
| Editorial/Illustration Processes in Publishing | May 1999 | One week | Nigeria Publishers Association |

WORK EXPERIENCE

Senior Writer/Editor, Family Health International, Abuja, Nigeria (August 2008–Present)

- Managing writing, editing, production, and dissemination of FHI/Nigeria's communication products (electronic and print)
- Providing communications support to FHI/Nigeria's programs and zonal offices
- Documenting FHI/Nigeria's work in different formats and for different audiences
- Tracking, developing and disseminating success stories and good practices
- Identifying media opportunities (print and electronic) for placement and dissemination of information, and developing and implementing media strategies
- Working with the media to communicate FHI activities to different audiences at different forums
- Compiling and maintaining FHI/Nigeria's editorial calendar
- Training FHI/Nigeria and implementing agency staff on identification and preparation of communications product contents
- Monitoring and supervising the development of print and electronic media and web content with FHI partners at national and state levels
- Participating in the initiation, design and monitoring of communication unit activities
- Identifying and managing freelance writers, editors and copyeditors
- Performing other duties as assigned by the associate director for communications

Science Writer/Editor, International Center for Agricultural Research in the Dry Areas (ICARDA), Aleppo, Syria (August 2005–December 2006)

- Writing, editing, proofreading, designing, and publishing technical and business documents
- Conceptualizing, researching, writing, designing and producing written products to the highest standards, such as brochures, manuals, training materials, project profiles, meeting summaries, press releases, website sections, presentations/speeches, annual reports, newsletters, and magazines
- Working with scientists to develop and evaluate manuscripts for suitability and to improve content for publication in peer-reviewed journals or other publications
- Identifying media opportunities (print and electronic) for placement and dissemination of information, and developing and implementing media strategies
- Assisting scientists in identifying key messages for development into print and electronic communication products
- Providing training and capacity building related to writing to scientists and the national agricultural research systems
- Improving the center's internet presence and the use of interactive media
- Writing/preparing scripts for video documentaries
- Transcribing audio and video documents
- Performing other duties assigned by ICARDA

Managing Editor/Assistant Director, Women's Health and Action Research Centre, Benin City, Nigeria

Managing Editor, African Journal of Reproductive Health (February 1999–August 2005)

- Providing administrative and technical leadership for the communication programs of the centre
- Managing the *African Journal of Reproductive Health*, the *Women's Health Forum*, and the *Journal of Medicine and Biomedical Research*
- Managing in-house journal manuscript tracking, submission and peer-review system
- Reviewing, copy-editing, re-writing, proofreading, producing and distributing the center's publications
- Assisting the executive director in planning and implementing donor-funded projects, including proposal writing, reporting, budgeting, and field work
- Coordinating the production and dissemination of IEC/BCC materials
- Supporting and facilitating internal and external capacity building programs
- Participating in the organization of conferences, seminars, press briefings, and community mobilization/outreach activities

- Liaising with the media, the Board of Trustees, and other stakeholders of the centre
- Preparing materials for the center's website
- Coordinating networking and collaboration activities with stakeholders and partner organizations
- Performing other duties assigned by the Executive Director

Science Editor, Spectrum Books Limited, Ibadan, Nigeria (August 1997– January 1999)

- Writing, editing, proofreading, designing, and publishing science-based and related manuscripts
- Providing administrative and technical leadership for the publishing of science titles
- Liaising with authors and assessors to ensure the suitability of manuscripts for publication
- Commissioning authors to develop manuscripts for educational and other special publications
- Performing other duties assigned by the Publishing Director

Farm Manager, Felisenco Farms, Onitsha, Nigeria (December 1995–July 1997)

- Providing administrative and technical support for the production program of the farm
- Ensuring conformation to routine administrative and production guidelines by the staff
- Maintaining up-to-date record of activities in the farm including financial and production schedules
- Developing and implementing monthly and annual work plans
- Maintaining necessary contact with all clients
- Advising the managing director on necessary improvements in the farm
- Performing any other duty assigned by the Managing Director

Science Teacher, Cross River State Post-Primary Schools Management Board, Calabar, Nigeria (December 1991–November 1995)

- Teaching science subjects at all levels
- Supervising student activities

CONSULTANCIES

- Consultancy to develop the Local Economic Empowerment and Development Strategy (LEEDS) for 11 LGAs in Edo State of Nigeria, May–September 2008
- Consultancy to produce the Nigeria Health Review 2006, February 2007

SELECTED DONOR-FUNDED PROJECT COMMUNICATION AND PUBLICATION EXPERIENCE

FAMILY HEALTH INTERNATIONAL

1. The Men's Health (MHP) Project
2. The Community TB Care (CTBC) Project
3. Global HIV/AIDS Initiative Nigeria (GHAIN) Project
4. Niger Delta AIDS Response (NiDAR) Project
5. Strengthening Nigeria's Response (SNR) Project

ICARDA

6. Collaborative research, training, and development projects in the GAP (Guneydogu Anadolu Projesi or Southeastern Anatolia Project) region of Turkey, funded by GAP
7. Innovative financial mechanisms for improving the livelihoods of rural Afghans currently economically dependent on opium poppy (mint production), under the Research in Alternative Livelihoods Fund, funded by the DFID
8. Food security and poverty alleviation in and agriculture (Balochistan), funded by the USAID
9. Developing sustainable livelihoods of agropastoral communities of West Asia and North Africa, funded by Arab Fund for Economic and Social Development
10. Integrated pest management in the cereals /food legumes cropping systems in Morocco (development of Hessian fly resistant wheat varieties)
11. Rebuilding Agricultural Markets Program (RAMP) in Afghanistan (village-based seed enterprise program and protected agriculture), funded by the USAID

12. Partnership to improve rural livelihoods in West Asia and North Africa through strengthened teaching and research on sheep and goat production, funded by the USDA
13. Biological diversity, cultural and economic value of medicinal, herbal and aromatic plants in southern Tunisia, funded by the USDA
14. Improving the livelihoods of rural communities and natural resource management in the mountains of the Maghreb countries of Algeria, Morocco and Tunisia, funded by SADC
15. Conservation and sustainable use of dryland agrobiodiversity in Jordan, Lebanon, Syria and the Palestinian Authority, funded by GEF/UNDP

WHARC

16. Project to increase capacity in private sector delivery of post-abortion care and family planning services in three states of Nigeria. Funded by Packard Foundation.
17. Project to increase capacity in private sector delivery of post-abortion care and family planning services in Northern Nigeria. Funded by Packard Foundation.
18. A collaborative initiative to develop leadership for safe motherhood programming and advocacy in Nigeria. Funded by MacArthur Foundation.
19. Project to increase the capacity of Nigerian NGOs to implement and evaluate HIV/AIDS prevention and care programs. Funded by the World Bank through the National Action Committee on AIDS (NACA).
20. Young adults and adolescents reproductive health in Edo State of Nigeria. Funded by Policy Project/USAID.
21. Project to prevent mother to child transmission of HIV/AIDS in Edo North Senatorial District of Edo State of Nigeria. Funded by Pathfinder International.
22. The Nigerian TeenCare Project. Funded by MacArthur Foundation & the Rockefeller Foundation.
23. Training of TBAs on the prevention of postpartum haemorrhage using misoprostol. Funded by University of California School of Public Health and the WHO.
24. Effectiveness of emergency contraceptives. Funded by the WHO and the Nigerian Network on Reproductive Health Research.
25. Rural Edo Women Reproductive Health and Empowerment Project. Funded by Ford Foundation.

SELECTED PUBLICATIONS EDITED AND PRODUCED

A. Books

1. Nigerian Health Review 2006 by Health Reform Foundation of Nigeria (HERFON)
2. Seed Production in Cool Season Food Legumes: Faba Bean, Chickpea, and Lentil, by Zewdie Bishaw and Antonius J.G. van Gastel
3. Contemporary Obstetrics and Gynaecology for Developing Countries by Friday Okonofua and Kunle Odunsi
4. A Compendium of Clinical Medicine by AO Falase and OO Akinkugbe
5. The Nigerian Foreign Exchange Market: Management and Development by Idika Kalu Uma

B. Journals

6. African Journal of Reproductive Health Vol. 3 No. 1 to Vol. 9 No. 2
7. Journal of Medicine and Biomedical Research Vol. 1 No. 1 to Vol. 4 No.1

C. Reports

8. Community TB Care in Nigeria: A Project Review
9. Sexual Behavior and Characteristics of Men who have Sex with Men: Report of In-Depth Interviews Conducted in Lagos and Abuja, Nigeria
10. Men who have Sex with Men in Nigeria: Strategy Paper
11. Niger Delta AIDS Response (NiDAR) project report
12. Global HIV/AIDS Initiative Nigeria (GHAIN) Progress Report 2007
13. Socioeconomic and livelihood characteristics, and baseline information of integrated research sites in Balochistan
14. Report of the INRA-ICARDA Collaborative Research, 2003–2004
15. Adoption and Impact Assessment of Improved Technologies in Crop and Livestock Production Systems in WANA Region
16. Project Report on Young Adult and Adolescent Reproductive Health in Edo State of Nigeria
17. Needs Assessment Report of the Nigerian Partnership for Safe Motherhood, 2004

18. WHARC Annual Reports 1999 to 2003
19. ICARDA Annual Report 2005

D. Brochures/Occasional Working Papers

20. GAP and ICARDA: Ties that Bind Series 22
21. Guidelines for Quality Seed Production
22. The Role of Non-Governmental Organizations in Promoting Reproductive Health in Nigeria
23. Breast Cancer in Nigeria: An Overview
24. Abortion Law in Nigeria: The Way Forward
25. Contemporary Issues in Reproductive Health in Nigeria
26. Legal Constraints to Adolescents' Sexual and Reproductive Health in Nigeria
27. Critical Issues in Reproductive Health and Rights in Nigeria
28. HIV/AIDS in Nigeria: What You Should Know

E. Magazines, Newsletters, Press Releases

29. GHAIN Sharp-Sharp Gist
30. FHI Nigeria Update
31. GHAINing Ground
32. The Week at ICARDA
33. ICARDA Press Releases
34. ICARDA Caravan Number 22
35. Women's Health Forum, 1999 to 2003

F. Training Materials

36. Training Curriculum for Leadership in Safe Motherhood by the Nigerian Partnership for Safe Motherhood
37. Training Curriculum on Safe Motherhood in Nigeria by the Society for Gynaecology and Obstetrics of Nigeria (SOGON)
38. A Facilitator's Guide to Safe Motherhood Leadership Training Programmes by the Nigerian Partnership for Safe Motherhood
39. PACPOP Training Module
40. HIV/AIDS Training Module for NGOs
41. Posters and other IEC materials

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

1. Member, Council of Science Editors (CSE)
2. Member, Association of Learned and Professional Society Publishers (ALPSP)
3. Member, World Association of Medical Editors (WAME)
4. Member, Forum of African Medical Editors (FAME)

OTHER INFORMATION

- Coordinator of some civil society networks in Nigeria between 2000 and 2005
- Best staff of the year 2000 and 2003 at Women's Health and Action Research Centre
- Managing Editor of the best international journal in Nigeria – National Universities Commission (NUC) Assessment Report of June 13, 2005
- Ability to use computer software packages such as Microsoft Word, CorelDraw, Adobe PageMaker, Microsoft PowerPoint, Microsoft Excel, MS Outlook Express, Internet Explorer, QuarkXpress, etc.

LANGUAGES

- | | | |
|---------|---|-------------------|
| English | — | Expert knowledge |
| Yoruba | — | Mother tongue |
| Efik | — | Working knowledge |
| Igbo | — | Basic knowledge |
| French | — | Basic knowledge |
| Arabic | — | Limited knowledge |

REFEREES

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