

CURRICULUM VITAE



Zakayo I. Amayi, BA (Hons), MPhil, PhD (Candidate)

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STATE DEPARTMENT FOR HIGHER EDUCATION AND RESEARCH

SUMMARY:

Currently serving as lecturer in literature and creative writing at Kibabii University, where I also hold the administrative position of Chairman, Department of English, Literature, Journalism and Mass Communication. I have taught and practiced in literary communication for slightly over seven (7) years. During this period, I have written and researched extensively in literature. My research focus includes global literatures, literary and critical theory, gender studies, creative writing, publishing, and trauma studies. I am pursuing a PhD in Literature at Moi University.

I have taught undergraduate courses in literature and media studies at the Kibabii University and partly at the Masinde Muliro University of Science and Technology (MMUST). I have also worked with the Office of the President and MMUST as an administrator and thus possess competent supervisory experience.

PERSONAL VIRTUES:

Ability to work in a team, good leadership and interpersonal skills, excellent communication skills, always willing to take new challenges, self-motivated, creative and hardworking, and ability to maintain calm under pressure.

KEY SKILLS AND COMPETENCES:

- Writing and speaking skills;
- Analytical and critical thinking skills;
- Management skills.

PROFESSIONAL AFFILIATION:

Member of the Kenya Oral Literature Association (KOLA)

ACADEMIC QUALIFICATIONS:

2017 - Date: Doctor of Philosophy in Literature (Ongoing)

Title of Thesis: "Trauma and Testimony in the Kenyan Autobiography"

Moi University- Eldoret, Kenya

2006: Master of Philosophy in Literature

Moi University - Eldoret, Kenya

2000: Bachelor of Arts (Hons)

University of Nairobi - Nairobi, Kenya

SHORT TRAININGS:

2012: Managing the Training and Development Functions

Government Training Institute (GTI) - Mombasa, Kenya

2009: Peace Building and Conflict Management

Kenya Institute of Administration (KIA) - Nairobi, Kenya

2008: Administrative Officer's Induction Course

Kenya Institute of Administration (KIA) - Nairobi, Kenya

WORK EXPERIENCE:

TEACHING EXPERIENCE:

August 2015 - Date: Lecturer in Literature

Department of English, Literature, Journalism and Mass Communication

KIBABII UNIVERSITY

- Teach and evaluate undergraduate and postgraduate students;
- Set, moderate, administer, process and mark exams;
- Advise and mentor undergraduate and postgraduate students;
- Articulate the Vision and Mission of the University, Department, and Faculty;
- Initiate, plan and conduct research;
- Develop teaching and learning materials;
- Supervise undergraduate and postgraduate students in research activities. Develop research proposals for funding. Participate in meetings and conferences related to research and building inter-disciplinary collaboration within and outside the Department;
- Participate in preparation of Departmental and Faculty strategic plans;
- Organize and supervise educational activities for undergraduate and postgraduate students;
- Attend and participate in seminars, workshops, conferences, etc, in relevant fields;
- Participate in administrative, academic and consultancy activities in the Department and other organizations;
- Participate in planning, development, implementation and evaluation of curricula in the Department;
- Attend and participate in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty;
- Carry out assigned or delegated duties and responsibilities by the Chief University officers, Dean of Faculty, as deemed necessary by such officers.

August 2013 - August 2015: Assistant Lecturer in Literature

Department of English, Literature, Journalism and Mass Communication

KIBABII UNIVERSITY COLLEGE

- Teach and evaluate undergraduate and postgraduate students;
- Set, moderate, administer, process and mark exams;
- Advise and mentor undergraduate students;
- Articulate the Vision and Mission of the University, Department, and Faculty;
- Initiate, plan and conduct research;
- Develop teaching and learning materials;
- Supervise undergraduate students in research activities;
- Participate in preparation of Departmental and Faculty strategic plans;
- Organize and supervise educational activities for undergraduate and postgraduate students;
- Attend and participate in seminars, workshops, conferences, etc, in relevant fields;
- Participate in administrative, academic and consultancy activities in the Department and other organizations;
- Participate in planning, development, implementation and evaluation of curricula in the Department;
- Attend and participate in the Departmental meetings and other activities for effective and efficient management of the Department and Faculty.

EXPERIENCE IN ADMINISTRATION:

July 2014 – July 2021: Chairman, Department, English, Literature, Journalism and Mass Communication

KIBABII UNIVERSITY

- Administrative and academic head of the Department;
- Articulate and implement the mission and objectives of the Department;
- Convene and chair Departmental Board meetings;
- Represent the Department in the Faculty, Senate and other bodies of the University as required;
- Promote and maintain a conducive working environment in the Department;
- Plan and budget for the Department;
- Prepare the Departmental Reports;
- Be the chief examiner of the Department;
- Prepare the graduation list;
- Manage the academic programmes in the Department as required by Senate under various rules and regulations to ensure that acceptable standards of teaching and research are maintained;
- Supervise academic and other staff of the Department; and
- Make recommendations with respect to discipline, probation, advancement and promotion of academic staff within the Department.

August 2013 - July 2014: Coordinator, Sub-Department of English, Literature, Journalism and Mass Communication

KIBABII UNIVERSITY COLLEGE

- Coordinate sub-departmental activities on behalf of the Head of Department of Education and Social Sciences;
- Supervise academic staff in the sub-department;
- Undertake any other duties as assigned by the Head of Department.

January 2012 - July 2013: Senior Administrative Assistant (School of Graduate Studies)

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

- Prepare letters for the appointment of supervisors/examiners;

- Prepare and forward documents to senate/Deans Committee;
- Prepare transcripts from exam records sent to departments;
- Arrange for the payment of honoraria to supervisors/examiners;
- Monitor and direct the work of lower cadre staff;
- Prepare and schedule SGS Board meetings;
- Proofread documents and create materials for presentations; and
- Schedule oral examination.

May 2010 - December 2011: Senior Administrative Assistant (Recruitment, Training & Development)

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

- Maintain and update Staff Establishment in accordance with approved estimates;
- Collate vacant positions for advertisement (External, Internal and on MMUST website);
- Draft advertisements for approved vacancies;
- Receive, sort out and collate application letters from referees and ensure that the applicants' documents are filed and accounted for;
- Prepare summaries of applications for the purposes of short listing and preparing folders for short listed candidates;
- Process invitation letters for interview and ensure that they are sent to candidates in time;
- Open personal files of candidates who have been appointed and ensure that appropriate documents are filed in personal files;
- Provide feedback to unsuccessful candidates and prepare letters and all correspondence on Recruitment, Training and Development;
- Ensure that staff records and statistics are updated accordingly;
- Handle staff appraisal;
- Advise departments on expiring of contracts in time to facilitate timely action;
- Maintain Recruitment, Training and Development Registry;
- Maintain Recruitment, Training and Development database;
- Prepare and/or sign letters and correspondence on Recruitment, Selection, Training and Development issues;
- Offer secretarial services to the following committees:
 - i. Shortlisting committee
 - ii. Staff Establishment, Appraisal, Training and Development Committee
 - iii. Appointments and Promotions Committee
- Maintain an HR Skills Inventory and Development of Training Needs Analysis (TNA) instruments;
- Carry out Training Needs Analysis (TNA) and advise the Training and Development Committee;
- Organize inductions/orientations, seminars and workshops for staff;
- Make follow up on academic and/or professional progress for staff on study leave and keep relevant parties informed;
- Ensure that staff who are granted study leave are bonded accordingly; and
- Liaise with local and international training institutions to source for programmes offered for consideration by Staff Establishment, Appraisal, Training and Development Committee.

October 2008 – April 2010: District Officer (Central Division, Loitokitok District)

OFFICE OF THE PRESEIDENT: PROVINCIAL ADMINISTRATION AND INTERNAL SECURITY

- Symbolize authority of Government;
- Provide strategic leadership;

- Government spokesperson in the field;
- Disseminate and interpret Government policies;
- Arbitrate, mediate, negotiate and resolve disputes;
- Enforce laws and social discipline;
- Champion change;
- Liaison between Government and the people;
- Gather intelligence and advise the government on public opinion and security concerns;
- Custodian of public interest;
- Monitor and evaluate Government projects and programmes;
- Sustain campaign against drugs and substance abuse and HIV/Aids;
- Fleet management; and
- Plan, organize and coordinate Government business and functions in the field.

March - October 2008: District Officer (Mau Narok Division, Molo District)

OFFICE OF THE PRESEIDENT: PROVINCIAL ADMINISTRATION AND INTERNAL SECURITY

- Symbolize authority of Government;
- Provide strategic leadership;
- Government spokesperson in the field;
- Disseminate and interpret Government policies;
- Arbitrate, mediate, negotiate and resolve disputes;
- Enforce laws and social discipline;
- Champion change;
- Liaison between Government and the people;
- Gather intelligence and advise the government on public opinion and security concerns;
- Custodian of public interest;
- Monitor and evaluate Government projects and programmes;
- Sustain campaign against drugs and substance abuse and HIV/Aids;
- Fleet management; and
- Plan, organize and coordinate Government business and functions in the field.

PART-TIME ENGAGEMENTS:

September 2010 - December 2017: Part-time Lecturer in Literature

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

- Teach undergraduate students;
- Set, moderate, administer and mark exams;
- Conduct scholarly research and publish findings.

**June 2016 - Present: Associate Editor (African Journal of Education and Social Sciences)
ISSN: 2415-0770**

KIBABII UNIVERSITY

- Teach undergraduate students;
- Set, moderate, administer and mark exams;
- Conduct scholarly research and publish findings.

June 2014 - Present: Publishing Editor

Z 'N' C PUBLISHERS LIMITED

- Select manuscript for publishing;
- Source for and commission authors; and

- Edit manuscripts and oversee the publishing process

June 2013 – June 2014: Special Literary Commentator

THE STANDARD MEDIA GROUP LIMITED

Write book reviews and literary commentaries

APPOINTMENTS TO UNIVERSITY COMMITTEES:

- 2013-Date: Member of the Kibabii University Senate;
- 2020: Member of the Ad-Hoc Committee on Equipment of Laboratories at the University;
- 2019: Member of the Ad-Hoc Committee Task to Prepare KIBU Communication Strategy Policy;
- 2016: Member of Ad-Hoc Committee of the Senate Considering Nominees for the Award of Honorary Degree;
- 2014-Date: Member of the Committee on Intellectual Property Rights;
- 2013-2018: Member of the Public Complaints Handling Committee;
- 2013-2016: Member of the Corruption and Corruption Eradication Committee;

PUBLICATIONS AND RESEARCH WORK:

- Amayi, Z., Nyongesa, B., Simiyu, I et al. (2015). Communication Skills in Institutions of Higher Learning. Nairobi: Zeed 'N' Cee Publishers Ltd. – ISBN 978-9966-1829-2-0
- Amayi, Z., Nyambane, F.M., Minyikha, L., Ajami, G. (2015). *“Indigenous Oral Poetry for Biodiversity Conservation and (Inter) National Integration.”* International Journal of Innovative Social Sciences & Humanities Research 3 (2): 60-68, April-June 2015
- Amayi, Z., Nyambane, F.M., Okong’o, J.B., Wafula, R. (2014). *“Oral Poetry for Environmental Conservation: A Study of Selected Gusii Song Texts.”* The Journal of Emerging Trends in Educational Research and Policy Studies (JETERAPS) (Vol.1 No.1), 2014
- Amayi, Z. (2009). *Love is Blind*. Nairobi: The Jomo Kenyatta Foundation – ISBN 9966-22-708-3
- Amayi, Z. (2007). *Masai and the Hare*. Nairobi: The Jomo Kenyatta Foundation – ISBN 9966-22-600-1
- Amayi, Z. (2007). *Why Some Animals Have a Bad Smell*. Nairobi: Marimba Publications Ltd. – ISBN 978 9966 794 04-2
- Amayi, Z. (2007). *The Foolish Jumbo*. Nairobi: Kenya Literature Bureau. – ISBN 978-9966 – 44-957-3

REFEREES:

Prof. Isaac Ipara Odeo,

Vice Chancellor,

Kibabii University,

Personal Phone Number: +254 725 429 397

Dr. Julius Ouma Jwan,

Principal Secretary,

Ministry of Education,

State Department of Basic Education,

Personal Phone Number: On Request

Eng. Joseph Nkadayo,

Chairman, Kenya Civil Aviation Authority/Immediate Former Director General, KURA,

Personal Phone Number: On Request