

John Kimani – Curriculum Vitae

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Date of Birth: 5 TH May 1987	ID No: 25522526	Gender: Male
Nationality: Kenyan	Marital Status: Married.	Teams: jkimani33@gmail.com
Religion: Christian	Education: Graduate	Degree: Computer Science

Summary:

A passionate and skilled managing and maintaining an organization's information and communication technology systems, including installing hardware and software, providing effective and efficient ICT user support, troubleshooting technical issues, network administration and Monitoring, data and Information security, and implementing new technologies, while ensuring smooth operation and user accessibility across all systems. Effective and efficient ICT support, Management of ICT Assets, Team Management, Knowledge building, and Knowledge sharing. Accountability and Learning expert with over 7 years' cumulative experience in data management and analysis for both programs and research, M&E design and implementation of processes and indicator definitions, frameworks/ Log frames, systems and accountability strategies/ assessments, Learning and development management, quality assurance and quality control, stakeholder management and analysis, Strategic planning, evaluation, and reporting.

I have a proactive character strength possessing good interpersonal and communication skills with zest for learning, high-stress tolerance, willingness to be trained with multitasking abilities, proven team player, fast learner, and alert with brilliant organization skills.

Career Objectives:

To work in a dynamic system and learning field that gives the enabling environment to utilize my career competence and strengths to deliver exceptional results, while building my experience to enhance my career while serving populations. I intend to increase my knowledge by furthering my studies and undertaking special pieces of training. I gain fulfillment in serving the world, communities, and societies to create a difference in line with the Sustainable Development Goals Integration.

Skills and Competency areas:

Implement ICT strategies and new technologies in accordance with corporate information management and technology standards, guidelines, and procedures

- Provide inputs to the development and review of internal ICT policies and procedures as required;
- Draft ICT annual work plan and budgets for the office;
- Provide IT support in the use of Atlas (implementation of PeopleSoft ERP) functionality for improved organization results and improved user services.

Ensure effective functioning of the Organizational Office hardware and software

- Install, operate, and maintain all organization Office hardware equipment;
- Provide advice on the acquisition of hardware supplies,

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- Make routine repairs and changes of hardware electronic components;
- Plan, install and maintain all communication systems including mobile and satellite phones;
- Install commercial and in-house developed software and related upgrades, anti-virus programs and information security;
- Maintain an up-to-date inventory of the software and hardware.

Ensure efficient networks administration

- Monitor the network connection on a daily basis to ensure stable and responsive network environment;
- Configure network printers and provide user access as required;
- Trouble-shoot and monitor network problems; respond to user needs and questions regarding network access;
- Liaise with the organizational to trouble-shoot and monitor network problems; respond to user needs and questions regarding network access
- Maintain up-to-date parameters of information for the network clients and electronic mail;
- Implement backup and restoration procedures for local drives; maintain backup logs; organize off-site storage of backups;
- Maintain measures for business continuity and disaster recovery processes and procedures including backup and restoration of both server and local storage facilities;
- Liaise with other UN agencies or venders to Manage Local Area Network (LAN) in accordance with LWF requirements.

Provide administrative support regarding ICT issues

- Provide technical support in the procurement of new ICT equipment for the organization, provide technical specifications and information on best options in both local and international markets, review quotations and bids;
- Maintain inventory and stock of supplies and spare parts in cooperation with the Procurement Unit;
- Process ICT equipment registration and disposal in ATLAS asset module, support to the physical inventory verification exercise by checking the accuracy of records and location of property and prepare inventory reports as required;
- Provide ICT support to key events.

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Provide technical support and advice to organization staff

- Diagnose, evaluate, and prioritize requests for assistance from staff in RO/COs/ Programme Presence offices experiencing problems with hardware, application software, operating systems, networking and other computer-related issues;
- Liaise with Senior ICT Officer in HQ for support and guidance;
- Meet all ICT on-boarding requirements for new personnel.

Facilitate knowledge building and knowledge sharing in the Country Office

- Identify and promote different systems and applications for optimal content management, knowledge management and sharing, information provision;
- Contribute to the organization of trainings for the CO staff on ICT issues;
- Synthesize lessons learned and best practices in ICT.

Key functional indicators

- Well maintained and serviced hardware and software;
- Quality support and advice to clients;
- Timely web maintenance;
- Quality trainings and reference materials.

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Equality
- Gender Equity
- Teamwork
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration

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- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Strong knowledge of PC/LAN operating systems, Microsoft Windows, corporate ICT security and virus protection systems;
- Strong PC hardware troubleshooting skills;
- Strong knowledge of video conferencing and telecommunication;
- Strong knowledge of database Oracle DB;
- Ability to review a variety of data, identify and adjust discrepancies;
- Ability to provide input to business processes re-engineering, elaboration, and implementation of new systems;
- Good Communication skills.
- Utilization of data for decision-making and ability to think broadly, and consider other issues in planning, implementation, monitoring, and evaluation of a program to focus on objectives, purpose, and targets including stakeholder engagement.
- Competency and vast knowledge in data quality assurance and quality control activities, systems, and processes.
- Due diligence, Compliance & reporting, Risk assessment analysis, and Project risk management.
- Extensive knowledge of Research Ethics, Good documentation, and communication practices.
- Vast knowledge of Programme/ Project management life cycle management as well as Budgeting and budget implementation and reviewing.
- Experienced in result-oriented management of a large, diverse, and dynamic team, commitment to good leadership with integrity, and ability to foster teamwork and on-job training/support.
- Experienced in strategic development and program design & writing, planning, implementation, monitoring and evaluation. Experience in Agribusiness management, livelihoods, community development and health, protection and relief.
- Empirical knowledge of humanitarian codes, principles and practice as well as child protection (CPIMS) and gender-based violence having been a key lead child protection and GBV point of contact in charge trainings, implementation, reporting and evaluation.
- Advance knowledge and experience in research studies, VMMC, STIs, HTS, Linkages, Care and Treatment, Fisher fork, Feeding program and DREAMS program data (both cohort and non-cohort systems), livelihood and agribusiness projects, OVC, Maternal and child health programs
- Empirical Knowledge in health and safety practices, strengthening families, community mobilization, Adolescent youth empowerment and sexual partners' interventions.

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Strengths:

Self-starter and team player, Strong determination and analytical, Proactive, Positive attitude with strong problem-solving skills and flexibility.

Work and Leadership Experience

1st April 2020 to 6th April 2025: Lutheran World Federation Kenya-Somalia

Programme Position: Information Technology Assistant Officer (Administration)

Key Duties and Responsibilities: (Achievements)

1. Continuously providing Leadership ICT docket and Information Security Management for LWF Dadaab program. These include development, implementation, and field support supervision of efficient monitoring and evaluation of ICT systems, tools, and processes to effectively represent LWF Dadaab programs in all aspects – In charge of data/ information Security management and entire ICT infrastructure.
2. Leading in designing and implementing ICT program impact and accountability Asset management by thinking innovatively to gather results that best reflect ICT projects programs and contribute to organizational learning, within the constraints of staff capacity. I have effectively developed and established various systems/ strategies of community/ beneficiary participation, accountability/feedback.
3. Participating in the development of country-level accountability strategies, including stakeholder participation, transparency, eLearning in school reporting, and ensuring LWF values, standards, and policies are adhered to throughout our programs.
4. Continuously undertaking identification of lessons learned and defining the MMK Strategic Plan.
5. Contribute to effective, evidence-based decision-making by producing purposeful reports to the senior program leadership team in the LWF Dadaab program as required.
6. Continued to ensure continuous improvement development, implementation and administration of Program Management Information System, PMIS, and feedback management. I have established effective systems of complete follow-ups of program issue/Ticket trackers.
7. Consistently undertaking stakeholder engagement and dissemination activities.
8. Continuously taking the lead and ensuring the effective functioning of the Beneficiary Complaints and Response Mechanism (CRM) in line with LWF policies.
9. Continuously ensure quality assurance and quality control activities and systems of data verification and validations (RDQAs) and other routine structured program audits.
10. Continuously conducted training and awareness-raising activities for operations and program technical staff at the organizational level regarding ICT priorities and quality standards.

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1st September 2016 to 31st March 2020: Lutheran World Federation Kenya-Somalia Programme

Position: Information Communication Technology Trainer. (Livelihoods Program)

Key Duties and Responsibilities: (Achievements)

1. Ensured timely training and sharing of quality data reports (regular/ routine and ad hoc) for the ICT program for external stakeholders and internally for program status updates and improvement.
2. Lead and conducted various capacity-building training on technical and programmatic areas for Livelihoods programmes staff, communities and other stakeholders.
3. Ensure good leadership in ICT management and support in program planning, evaluation, management, and decision-making—This was a key pillar to achieving the organization's strategic objectives.
4. As in charge of ICT reporting and other livelihood-related reports, I ensured timely and quality reporting.
5. Coordinated and ensured quality merging/ consolidation, verification and validation of data sent from all the livelihoods programmes.
6. I established systems and lead the process of identification of gaps and possible improvements areas in the program systems.
7. Ensured congruence in the entire organisation Livelihoods programme reports continuously where I managed to established proper interdepartmental collaborations.
8. Ensured continuous development/ improvement and proper roll out of updated data tools to reflect the program needs and effective delivery.
9. Established and maintained effective Quality Assurance and Quality control (QA/QC) systems/ activities for Quality Improvement and Management (QIM). I ensured continuous planning and implementation of these activities that continuously streamlined the program hence program excellence.
10. Participated in the Livelihoods program technical working group meetings/ forums to represent the organization, review and validation of program performance.
11. Ensured engagement and networking with strategic stakeholders – spearheading strategic collaborations with other partners to ensure program support and achievement.
12. Planning on budgets and proposals writing with other organization departments to look for more funding for the expansion of the organization projects to all Dadaab Refugee camps. We secured ECHO, UNICEF, UNHCR, COS, BPRM, Portcus e.t.c.

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1ST September 2014 To 31st August 2016: Institute of Advanced Technology

Position: Information Technology Trainer - Department: Information Communication Technology.

Key Duties and Responsibilities: (Achievements)

1. Supervised data collection, entry, verification, validation and general data management - Excellently performed in the role.
2. Ensured proper ICT coordination and supervision, progress and performance assessment and quality assurance quality control activities (QA/QC).
3. Designed training manuals and applied educational methods to engage trainees.
4. Evaluated the effectiveness of each educational session.
5. Maintained updated records of training curriculum and materials.
6. Ensured that all learners were trained and certified accordingly.
7. Marketed and promoted Institute's services through the use of website and social media platforms.

8. Led in reporting any protocol non- adherence and social harm observed within time as stated in the protocol and development of Standard Operating Procedures - Managed to maintain high standards and real time reporting as expected.

9. As the custodian of data, data tools and equipment's in the county and responsible for study resources entrusted in the county - I maintained stewardship and proper utilisation of resources, quality data storage and dissemination/ sharing strategies.
10. As in charge of reporting (ad hoc and routinely), I carried out continuous data analysis, data auditing and reports as expected which were utilised in various levels of external meetings and internally for improvements.
11. Data extraction lead point person and database administrator - I ensured highly effective databases and support sharing and satisfaction of requests by the implementation teams.

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Education

Course	Institution	Year Conferred
Bachelor of Science, Computer Science	Meru University of Science & Technology	12/2013
Certificate in International Computer Driving License (ICDL) & MOL	Institute of Advanced Technology	03/2015
Cisco Certified Network Associate (CCNA)	Institute of Advanced Technology	05/ 2015
CompTIA N+ (Network) Certification	Institute of Advanced Technology	05/ 2015

CompTIA A+ (PC Technician) Certification Institute of Advanced

05/2015

Technology

Certificate in A+ & N+

Presbyterian
University of East

Africa

Hobbies:

Coding, Gym, Community help servicing, Reading, Adventure, Social work especially on youth empowerment and mentorship, Football and Listening to Music.

Proficient Languages:

ENGLISH	Understanding	writing	Speaking
KISWAHILI	Understanding	writing	Speaking
LOCAL LANGUAGE: Kikuyu	Understanding	writing	Speaking

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Other Courses/Trainings attained.

2024 December: "Building a Scalable and Secure Enterprise with Oracle Private Cloud"- Edureka
2024 December: BusinessIntelligencewithExcel – Edureka
2024 December: "CCNA: Master Networking with Cisco!" – Edureka
2024 December: "Certified Ethical Hacker - Fundamentals and Techniques" – Edureka
2024 December: "Copilot in Power Platform" – Edureka
2024 December: "Create a copilot with Microsoft Copilot Studio and Dataverse for Teams" – Edureka
2024 December: "Designing Professional Reports with SQL Server Reporting Services" – Edureka
2024 December: "Digital Marketing Strategies for Online Success" – Edureka
2024 December: "Empower Your Workforce with AI - Exploring Copilot for Microsoft 365" – Edureka
2024 December: "Machine Learning Basics" – Edureka
2024 December: "Oracle Cloud Infrastructure Storage & Database" – Edureka
2024 December: "Overview of Certified in Governance, Risk and Compliance (CGRC)" – Edureka
2024 December: "Power excel as a BI Tool" – Edureka
2024 December: "RBAC and ABAC access controls" – Edureka
2024 December: "Strengthening SAP Security and Governance - A Holistic Approach to Compliance and Cybersecurity" – Edureka
2024 13th Nov Cyber Security and Ethical Hacking Internship Program – Edureka
2024 October: 7'S Competency training & Safeguarding training – LWF and UNHCR
2024 October 10-11: First Aid at Work Training – EcoHealth Company Ltd.
2023 June: Fire Marsal/ Safe and Security – LWF, Dadaab East Africa.
2023 May: Gender Based Violence Training by – LWF Fabo.org.
2023 April: LWF Code of Conduct course – LWF 2013–
Statistical Package for Social Science, SPSS.
2015– Certificate in International Computer Driving License.

My current level was Ksh. 90,000 and expected remuneration to be a range of Ksh. 150,000 to 200,000 for which will be stipulated to productive and greater returns to your organization.

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REFEREES:

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