

CURRICULUM VITAE

EPHRAIM GATHAIYA (HSC)
P.O. BOX 46763-00100
NAIROBI
KENYA
TEL/FAX 020-4182758
MOBILE: 0720410517



PERSONAL DETAILS

Date of Birth : 23rd September 1949
Nationality : Kenyan
Marital STATUS : Married
Education : 1: Post Graduate Diploma in Social Policy and Administration- University College of Swansea-UK-1980.
2: Diploma in Social Work – Kenya Institute of Administration (K.I.A) – 1977.

PROFESSIONAL EXPERIENCE

1980 TO DATE: DIRECTOR, ANTONIUS WATOTO FOUNDATION

This is a programme which takes care of children as follow:-

- ◀ The relief of poverty or distress for children in Kenya
- ◀ To assist in sponsorship of students in primary and secondary schools, colleges and universities
- ◀ The provision of financial assistance for the advancement of education for the children.
- ◀ The promotion of the welfare of the children.
- ◀ The promotion of greater Inter-action and understanding between children and all other persons resident in Kenya.
- ◀ To establish study centre and organize study groups, lectures, courses, conventions, seminars and similar activities for education benefit of the children.
- ◀ To assist in construction of learning facilities ie classrooms, laboratories, dining halls, and other related.
- ◀ To consult, advice, assist and enter into reciprocal relationship with other foundations and organizations with objectives and aims similar to those of Antonious Watoto Foundation.

1999 TO 2009-CHIEF EXECUTIVE-HELPPAGE KENYA

MY MAIN DUTIES

Reporting to the Boards of Directors

- ◀ Day to day running of the institution.

- Implementing the organization's functional administrative and strategic policies as directed by the Board.
- Ensuring that the organization's objectives are met and at the same time, maintaining a close liaison with the Kenya Government, local and international organizations and individuals.
- Ensuring that the organization has effective financial and accounting control systems that would result in good budgetary controls, sound financial and working capital management.
- Participating in publicizing the organisation's projects and ensuring a good working relationship with the donors.
- Preparation and submission of project proposals earmarked for fund raising.
- Preparation of periodic management reports for the board.
- Presentation of financial and accountability statements as necessary.
- Being the Secretary to the Board.
- Preparing the organisation's budgets.
- Planning, monitoring and evaluating the services given to the elderly.

From: May to November 1999

General Manager – The Children of God Relief Institute (Nyumbani)

MY MAIN DUTIES

- Day to day running of the Secretariat of the Children of God Relief Institute.
- Developing and co-ordinating Financial Programme Control of the Institute (Nyumbani)
- Co-ordinating HIV/AIDS Community Based Programme.
- The Promotion of the Welfare of the Children in need under the Institute.
- The Promotion of greater interaction and understanding by various Government Ministries, NGO, Donor Agencies, Diplomatic bodies, private sectors etc. In the understanding of HIV/AIDS.
- To establish study centre and organize study groups, lecturers, courses, conventions, seminars and similar activities for education benefit of the children.
- To consult, advise, assist and enter into reciprocal relationship with the other foundations and organizations with objectives and aims similar to those of the children of God Relief Institute.
- Chief Executive of the Children of God Relief Institute.

1983 – 1998: KENYA RED CROSS SOCIETY

For 16 years I worked as the Secretary General (Chief Executive) of the Kenya Red Cross Society, a leading local NGO in areas of relief and development. My duties involved:-

- Chief Executive of the Society.
- Secretary to the Council, Executive Committee and other special Standing Committees.
- Responsible for all personnel, accounts and administrative matters.
- Planning, implementing and evaluation of all the programmes run by the Society.
- Ensure that the overall running of the Society falls within the policies laid down by the Council and the Executive Committee.
- To liaise with the Government and other agencies both nationally and internationally.
- To liaise with the international Committee of Red Cross and the Federation on all the Society's activities.
- Co-ordinating Executive Committee Meetings on monthly basis.
- Co-ordinating the Council of Delegates Meetings which normally takes place once a year.
- Responsible for swift action by the Society in the event of disasters.
- Responsible for the Fund Raising for the Society for self reliance

1978 – 1982: KENYA YOUNG MEN ASSOCIATION (YMCA)

For five years (5) I worked with the Kenya Young Men Christian Association (YMCA) as a Sponsorship Officer. Main duties covered:-

- Establishing funds for advancement for poor and distressed children and then provide financial assistance for their education and alleviation of their poverty.
- Provision of financial assistance for the advancement of education of children.
- Promotion of Children's Welfare.
- Established Nursery Schools, convened seminars for nursery school teachers and similar activities for educational benefit of the children.

1979 – 1980: UNIVERSITY OF WALES – SWANSEA – UK

Postgraduate Diploma in Social Policy and Administration.

1976 – 1977: KENYA INSTITUTE OF ADMINISTRATION (KIA)

Studied as a Social Worker and achieved a Diploma in Social work.

1970 – 1975: TEACHING

Worked as a teacher in Primary School in West Pokot District of the Rift Valley Province. Taught a cross section of subjects.

WORKING EXPERIENCE

I have worked in the community environment involving different vulnerable groups since 1978. I have worked in the Ageing field and have presented different papers in forums of ageing. Involved in drafting the current Kenya Policy on Ageing. Participated in the AU Meeting, which came up with AU Policy Framework and plan of Action on Ageing

Participated in the Second World Assembly of Ageing in The Madrid International Plan of Action on Ageing (MIPAA)

I have participated in various school programmes in Kenya assisting different students. Involved in construction of classrooms, laboratories, dining halls etc in different schools.

HONOURS

Honoured by Head of State – Republic of Kenya and was awarded Head of State Commendation (HSC Civilian Division) for my work in improving welfare of young and older persons in Kenya.

EPHRAIM GATHAIYA