

GERTRUDE OBWOGE
P.O. Box 58962 00200 City Square
Nairobi, Kenya
Tel. 254 20 2050139; 254 722 753031
obwogethertrude@yahoo.com

PERSONAL PROFILE

A proficient strategic leader with over 19 years in organizational leadership and management

RELEVANT WORK EXPERIENCE

PAN AFRICA CHRISTIAN UNIVERSITY

**Head of Business Department &
Team Leader, Quest Leadership Centre**

September 2011 to date

- Effectively manage and coordinate the business department to ensure development and delivery of quality academic programs.
- Supervision of full time lecturers in the department.
- Appointment, induction, and supervision on part time lecturers in the department.
- Participate in decision making as a member of the University Senate
- Contribute in other University committees as appointed.
- Lecture in relevant courses in the department.
- Provide visionary leadership to Quest Leadership Centre to add strategic value to client relationships and drive the growth of the organization.

TOP VIEW CONSULTANTS, CORAT AFRICA, KEMU, TEAM SOLUTIONS AFRICA & PAC UNIVERSITY

Part Time Lecturer and Consultant

May 2010 to September 2011

- Lecturing in HR, Strategic Management, Business Consulting, and Project Management
- Development of strategic plans for various organizations
- Development of HR Policy Manual for Sisters of Charity of the Incarnate Word
- Training in Leadership and Strategic Planning

SCRIPTURE UNION OF KENYA

Director

June 2008 to July 2010

In this leadership role, I:

- Provided visionary and strategic leadership to the organization by ensuring that strategic plans were evolved, delivered, and contributed to the achievement of organizational objectives.
- Ensured effectiveness and accountability in high profile executive roles including responsibility to the Board of Directors, funding partners, and adherence to government and organizational policy.
- Established and maintained good relationships with strategic national leaders, funding partners, and other organizations in the sector.
- Was charged with the responsibility of budget preparation and implementation, as well as overseeing and ensuring accountability, and regular audits.
- Ensured prudent management of organizational resources to meet set objectives.
- Developed funding proposals for various projects including Life Skills in primary schools, AID for AIDS, an HIV/AIDS awareness campaigns, the ARK Project, and an Abstinence campaign, among others. These were USAID funded projects implemented in partnership with World Vision, World Relief, and Catholic Relief Services, among other partners.
- Ensured effective implementation of donor funded programmes, accountability and effective reporting on the same to the various partners and donors
- Was charged with the responsibility for recruitment, motivation, involvement and retention of members across the country through member recruitment programs, regular communication and reporting, and regular meetings and member conventions.
- Ensured effective planning and management of the varied functions of the organization within the set parameters.
- Collaborated and networked with other teams in the sub-region, region and worldwide to contribute towards achievement of the global organizational objectives.
- Developed personnel procedures and policy manual, board policy and procedures manual and financial policy and procedures manual for the organization.
- Planned and coordinated successful promotional Life Skills Launch, annual dinners, and walks graced by high level dignitaries including the Vice President, Permanent Secretaries and Cabinet Ministers.

General Manager

September 2000 to May 2008

Charged with the responsibility of managing the company's business outlets to ensure growth and profitability:

- Developed an on-going business plan which saw S.U. Christian Book Centre expand to 4 other major cities in the country and grow to 6 outlets in 12 years, as well as secure markets in 7 other countries in Africa.
- Was charged with the responsibility of budget preparation and implementation, as well as overseeing and ensuring accountability, and regular audits.
- Led in the development of over 15 new products for the Book Centre, boosting growth of the publishing function of the organization.
- Negotiated and established significant partnerships with high level players in the book industry like Whitaker Corporation, Harvest House, Zondervan and Thomas Nelson, and several local players which contributed significantly to increased profit margins for the company.

- Developed committed and loyal cross functional teams through interactive and motivational leadership.

Bookshop Manager

April 1994 to August 2000

Assigned the responsibility of overseeing and ensuring profitable operation of Scripture Union Book Centre, an income generating project for the organization, then just a single store with stagnant low level annual sales for over 5 years and millions of Kenya shillings worth of unsellable stock

- Redesigned internal procedures and controls to enhance operational efficiency
- Established key performance indicators for all departments.
- Introduced numerous managerial and operational improvements including computerized systems of operation and staff cross training.
- Assigned accountability to each departmental head to ensure high quality of products and customer service and adherence to policies.
- Turned results of 100% increase in sales turnover by the end of the first financial year in March 1995.
- Was charged with the responsibility of budget preparation and implementation, as well as overseeing and ensuring accountability, and regular audits.
- Adopted a customer focused marketing strategy which saw the Book Centre expand to two other major towns in the country, and open an additional outlet in an up market area in Nairobi, growing to 4 outlets in total.

MINISTRY OF FINANCE

Insurance Officer

July 1992 to March 1994

Worked in the office of the Commissioner of Insurance in charge of approval of registration for Insurance Brokers and Agencies and review of Reinsurance arrangements for Insurance Companies

ACADEMIC QUALIFICATION

2004 to 2006

Master of Business Administration, Strategic Management

Research Project: A Survey of Strategic Management Practices of Churches in Kenya

University of Nairobi

1988 to 1991

Bachelor of Commerce, Insurance

University of Nairobi

OTHER RELEVANT TRAINING OR SHORT IN-SERVICE COURSES

2009

Leading Staff Development - Training for Scripture Union National Directors and Project Managers

1995 Finance for Non Finance Managers - Conducted by CORAT Africa for Non Finance Managers

1995 Project Cycle Management - Conducted by Scripture Union International for project managers

VOLUNTARY SERVICE

Christian Booksellers and Publishers Association (CBPA)

Secretary

1994 to 1998

- Organized joint promotional events, staff trainings and seminars for member organizations.
- Worked with the international association for member organizations to send their staff for overseas trainings, workshops and trade exhibitions.
- Facilitated the preparation and distribution of a quarterly newsletter.
- Organized committee and the association's general meetings and ensured effective communication of information to all stakeholders.

Forum of Bible Agencies – Kenya (FOBA K)

Secretary

2004 to 2008

- Drafting the Terms of Reference for the forum.
- Organizing joint events and training for member agencies.
- Working on a survey of the Bible Gap project in Kenya jointly with the International president of the forum.
- Preparing and presenting forum reports at the FOBA Africa conference.
- Ensuring effective flow of information among member agencies and between FOBA K and the International FOBA.

REFEREES

Mr. Martin K. Karanja CEO, Arba Publishers P.O. Box 16901 00620 NAIROBI – KENYA Tel. 254 722 861439 mkaranjak@gmail.com	Dr. Benson Katulwa MAL Director Pan Africa Christian University P.O. Box 56875 00200 Nairobi Tel. 254 20 2076894 254 725 000260 bmkatulwa@pacuniversity.ac.ke	Rev. Stanley Mutangili A.I.C. Plainsview P.O. Box 40431 00100 NAIROBI – Kenya Tel. 254 722 282714 smutangili@yahoo.com
---	---	---