



THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P.O. Box 52428, Nairobi, 00200, Tel +254(020) 343672, 2249974, 2251300, 341639

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke

NAME: MRS SUSAN WAMBURA NJAGI

Current Designation:	Assistant Executive Secretary, PUBLIC AFFAIRS AND MARKETING
Office Telephone:	+254(020) 2219929, 3341639, 3343672
Official Email:	susan.njagi@tukenya.ac.ke
Consultation Hours:	8AM-5PM MON - FRI



EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Masters of Science (M.Sc.)	HUMAN RESOURCE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY(Kenya)	2018
Bachelor of Management & Office Administration	OFFICE MANAGEMENT	JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (Kenya)	2015
Higher Diploma	SECRETARIAL MANAGEMENT	NYS INSTITUTE OF BUSINESS STUDIES(Kenya)	2008
Certificate	SHORTHAND I - III	EAST AFRICA COMMERCIAL COLLEGE(Kenya)	2004
Certificate	TYPEWRITING III	EAST AFRICA COMMERCIAL COLLEGE(Kenya)	2001
Certificate	OFFICE MANAGEMENT III	EBENEZER COMMERCIAL COLLEGE(Kenya)	1995
Certificate	TYPEWRITING I - II	EBENEZER COMMERCIAL COLLEGE(Kenya)	1995
Certificate	BUSINESS ENGLISH II-III	EBENEZER COMMERCIAL COLLEGE(Kenya)	1994
Certificate	COMMERCE I - II	EBENEZER COMMERCIAL COLLEGE(Kenya)	1994
Certificate	SECRETARIAL DUTIES II	EBENEZER COMMERCIAL COLLEGE(Kenya)	1994
Certificate	OFFICE PRACTICE II	EBENEZER COMMERCIAL COLLEGE(Kenya)	1994
Certificate	OFFICE PRACTICE I	EMBU PRIVATE(Kenya)	1993
Certificate	BUSINESS ENGLISH I	EMBU PRIVATE(Kenya)	1993
O level/Equivalent	KENYA CERTIFICATE OF SECONDARY EDUCATION	KAROTI GIRLS SECONDARY SCHOOL(Kenya)	1990

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2014 - Todate	The Technical University of Kenya	Secretary
2013 - 2014	The Technical University of Kenya	Assistant Secretary
2010 - 2013	The Kenya Polytechnic University College	Assistant Secretary
1995 - 2002	NATIONAL IRRIGATION BOARD	SECRETARY