

CURRICULUM VITAE - UPDATED NOVEMBER 2021 PERSONAL INFORMATION

NAME: Dr. Margaret Wambani Iyaya
SEX: Female
MARITAL STATUS: Married
NATIONALITY: RELIGION: Kenyan Christian
ID/NO.: September 6, 1966
DATE OF BIRTH: Lecturer
PRESENT POST: Box 190 Kakamega
ADDRESS: MOBILE 2
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EDUCATIONAL BACKGROUND

Ph.D. Disaster Management and Humanitarian Assistance, Masinde Muliro University of Science and Technology, Kakamega, Kenya

MA Education Administration and supervision, 1995 Andrews University, Berrien Springs, Michigan, USA

BA Major: Religion/Education Minor: Home Economics, 1992 University of Eastern Africa - Baraton, Kenya

KCE 1983 Bunyore Girls' High School, Kenya

CPE 1979 Ndivisi Primary School, Kenya

PROFESSIONAL EXPERIENCE

Untrained Teacher: Chebwai Secondary School, 1986

Graduate Teacher: Segero SDA Secondary School, 1992-1993

Teacher and Librarian: Herbert Hills Academy in Savannah, Tennessee, USA, 1995-1996

Lecturer/Academic Dean: Trans-Africa Institute of Advanced Studies, Lodwar, 2000-2001

Research Assistant: Ellen G. White Research Centre at the University of Eastern Africa- Baraton, 2001-2002

Senior Administrative Assistant: Masinde Muliro University of Science and Technology, 2003– 2011

Personal assistant to the Principal October 2003- March 2004

School of Graduate Studies, March 2004-2010

My role was to coordinate activities pertaining to graduate studies at the university. My responsibilities included but were not limited to:

- Handling all issues pertaining to the Board of the School of Graduate Studies as well as providing secretarial services
- Processing applications for admission
- Liaising with Programme coordinators in provision of management information in respect to admission statistics
- Creating and maintaining student records
- Handling all Deans and Senate Committee matters pertaining to graduate studies
- Preparing documentation for meetings
- Acting as resource and point of contact to faculty and staff on student matters
- Acting as resource and point of contact for prospective and enrolled students
- Coordinating the appointment of supervisors and examiners for students
- Providing secretarial services during Oral Examination sessions
- Coordinating student research permit application
- Coordinating examination of theses for students
- Coordinating with the finance Officer on the honoraria payment for student supervisors and examiners
- Preparing letters of completion of studies
- Preparing transcripts for examination records
- Other related issues as required by the Dean School of Graduate Studies

Assistant Registrar: MMUST, Sept. 2011- April 2021

Faculty of Science (September 2011-April 2014)

- Handling all issues pertaining to the Faculty Board
- Registering students
- Creating and maintaining student records
- Preparing documentation for meetings
- Acting as resource and point of contact to Registrar (AA) on student matters
- Providing secretarial services during Faculty Board meetings
- Preparing transcripts for examination records
- Advising students as need arises
- Issuing certificates
- Preparing graduation lists
- Other related issues as required by the Dean Faculty of Science

Examinations' Office (April 2014 - June 2016)

- Head of Examinations' processing unit
- Prepare , disseminate and monitor examination processing scheduling

- Summarize external examiners CVs for Senate approval and facilitate the processing of their appointment letters
- Prepare semester reports on the administration of examinations for presentation to senate
- Process cases of students' irregularities and communicate to students accordingly
- Provide secretarial services to the senate Board of Examiners and other Adhoc Committees
- Undertake any other duties that may be assigned from time to time

Office of the DVC (ASA) (June 2016-March 2017)

- Processing requests for part time lecturers
- Secretariat to Deans' Committee
- Secretariat to Senate Ad-hoc Committees as assigned from time to time
- Preparing quarterly and annual reports for DVC (ASA) office
- Organizing for seminars, workshops organized by the office
- Undertake any other duties that may be assigned from time to time

School of Arts and Social Sciences (SASS) (March 2017-April 2021)

- Registering students
- Creating and maintaining student records
- Acting as resource and point of contact to Registrar (AA) on student matters
- Providing secretarial services during School Board meetings
- Preparing transcripts for examination records
- Advising students as need arises
- Preparing graduation lists
- Other related issues as required by the Dean School of Arts and Social Sciences

Senior Assistant Registrar: MMUST, April-September 2021

School of Arts and Social Sciences (SASS) (April – September 2021)

- Registering students
- Creating and maintaining student records
- Acting as resource and point of contact to Registrar (AA) on student matters
- Providing secretarial services during School Board meetings
- Issuing provisional transcripts
- Advising students as need arises
- Preparing graduation lists
- Other related issues as required by the Dean School of Arts and Social Sciences

Lecturer: September 2021- Date

PERTINENT INFORMATION

I am computer literate

COMMUNITY INVOLVEMENT

- 1987-1991 Student Literature Evangelist in both Kenya and Sweden during school holidays
- 1988-1991 Teaching Pathfinders at Baraton SDA church (9-16 year olds)
- 1989-1990 Secretary of Theology Club - University of Eastern Africa-Baraton
- 1989-1991 Sabbath School Superintendent - University of Eastern Africa-Baraton
- 1992-1993 Pathfinders' coordinator - Segero SDA Secondary School
- 1997-1998 Volunteer Customer Service Representative - Adventist Information Ministry, Andrews University, Berrien Springs Michigan, USA
- 2001-2010 Teaching Children at Sabbath School (Cradle Roll-Primary), Baraton church, Sichirayi SDA Church, Kakamega
- 2011 Kakamega District (Church) treasurer
- 2006-2018 Church Treasurer: Sichirayi SDA Church (2006-2014), Ebwambwa SDA Church (2015-2018), NWKC
- 2010-2015 School Board Member (Treasurer): Sichirayi Adventist Academy, Kakamega
One of the founders of Sichirayi Adventist Academy, Kakamega
- 2012-2014 Maraba District (Church) treasurer
- 2014 Std 8 Class Representative - Satellite Academy, Kakamega
- 2015 Sabbath School Superintendent -Ebwambwa Sabbath School
- 2016- 2019 Strategic planning and development leader: Ebwambwa SDA Church, NWKC
- 2017-2019 Women Ministries leader: Ebwambwa SDA Church, Maraba District, NWKC
- 2006-Present Church Board Member: Sichirayi SDA Church, (2006-2015), Ebwambwa SDA Church (2016-2022), NWKC
- 2010-Present Sabbath School Class teacher: Sichirayi SDA Church (2008-2015), Ebwambwa SDA Church (2016-2022), NWKC
- 2015-present Part time Literature Evangelist
- 2015-present Discover Bible School Coordinator - Ebwambwa SDA church/Sichirayi District
- 2016-2021 Education leader: Maraba District (church); Ebwambwa SDA Church
Sichirayi District, NWKC

SEMINARS AND WORKSHOPS ATTENDED

- 28th October 2004:** Seminar on Pension Schemes Administration organized by Alexander Forbes Financial Advisors at Hilton Hotel Nairobi
- 20th March 2005:** Seminar on conducting Sabbath School Classes for Children organized by Kakamega SDA Church
- 3rd August 2005:** Seminar of performance contract organized by Western University College Management at Savona Isle Hotel, Kakamega
- 14th-16th Mar. 2011** Implementation of ISO 9001:2008 Seminar
- 24th June 2014** Successfully organized a workshop for curriculum development, review and implementation for the Faculty of Science held at MCU, MMUST in Kakamega, Kenya

24th June 2014: Successfully participated in the workshop for curriculum development, review and implementation for the Faculty of Science held at MCU, MMUST in Kakamega, Kenya

9th -22nd July 2014: Successfully participated in the workshop for research methodology organized by Ball State University in collaboration with MMUST held at SPD 314, MMUST in Kakamega, Kenya

3rd -12th Nov. 2014: Successfully completed the course assessment and examination for the ISO 9001:2008 Internal Quality Auditors Training according to ISO 19011:2011 Standard conducted at Bishop Stam -Kakamega for Masinde Muliro University of Science and Technology Staff

21st May 2015: Successfully attended training on confidentiality and security of information conducted by the National Intelligence Security (NIS) at MMUST

23rd -24th July 2015: Successfully attended seminar for Senior Administrative staff of MMUST focusing on Customer Care

19th -22nd April 2016: Attended conference on Adventist Education at Kamagambo Adventist College

13th June 2016 ERP presentation and training Workshop Attended

21st July 2016 seminar on Retirement Planning

29th -30th August, 2016 Attended Continual Improvement Seminar at Bishop Stam-Kakamega for Masinde Muliro University of Science and Technology Staff

22nd -24th August, 2018 ISO 9001:2015 Transition Gap Analysis and Training

3rd -5th October, 2018 Attended Quality Management Systems Documentation & Risk Management Training at Masinde Muliro University of Science and Technology Staff based on 9001:2015

2018: Completed a Women Ministries Leadership Certification Program of the General Conference of Seventh - day Adventist, West Kenya Union conference

2nd -27th April 2019: Participated in the children Vocational Bible School

RETREATS ATTENDED

10th and 11th February 2006:

Retreat at Park Villa Hotel in Webuye to finalize the Western University College of Science and Technology Pension Scheme Trust Deed and Rules draft document

August 2008: Pathfinders Camporee in Mwanza, Tanzania

March 2010: Organized and attended a retreat to draft the rules and regulations and the strategic plan for the School of Graduate Studies of Masinde Muliro university of Science and Technology

INTERESTS AND ACTIVITIES

Gardening, singing, crocheting, reading

AWARDS AND CERTIFICATES RECEIVED

Physics award in 1983 at Bunyore Girls' High School

Certificate of Achievement for completing the James White Library Student orientation, 1995 Reese

Maxwell Global Mission Scholarship at Andrews University in Michigan, USA

HELB Scholarship, 2007

POSTGRADUATE SUPERVISION

On-going supervision

PhD Thesis by Eunice Ndulu (CDM/H/207/14) entitled: *Role of Early Psychological Intervention for Disaster Management among Disaster Responders within Nairobi cityCounty, Kenya*

Master's Thesis by Mutuku Vincent Matolo (CDM/G/01-55425/2017) entitled: *The Role of Africa Sand Dam Foundation in Improving Livelihoods of Communities in Mbooni East Sub County*

PUBLICATIONS

Publications in Peer Reviewed Journals

Margaret W Iyaya, Kennedy Onkware and John O Shiundu (2015); Student Common Discipline Problems and their Effect on Learning in Secondary Schools in Kenya; Published in *International Journal of Innovative Social Science & Humanities Research, Vol-3; Issue-4*

Margaret W Iyaya, Kennedy Onkware and John O Shiundu (2015); The Influence of Principals Leadership Styles on Teacher Outcomes in Secondary Schools in Kenya; Published in *International Journal of Innovative Social Science & Humanities Research, Vol-2; Issue-3*

Margaret W Iyaya (2017); The Relationship between Principal Leadership Style and Student Discipline Problems in Secondary Schools; Published in *International Journal of Humanities & Social Studies, Vol-5; Issue-7*

Eunice K Ndulu, Peter Odera and Margaret W Iyaya (2019); Rationale for Early Psychological Intervention among Disaster Actors in Nairobi County, Kenya; Published in *Journal of Education and Practice ISSN 2222-1735 (Paper) ISSN 2222-288X (Online) Vol.10, No.32*

Eunice K Ndulu, Peter Odera and Margaret W Iyaya (2019); Effectiveness of psychological intervention Approaches in preventing posttraumatic stress disorder among disaster actors in Nairobi county, Kenya; Published in *International Journal of Education and Research Vol.7; No.10*

Books

The Influence of Principals Leadership Styles on Student Discipline; Iyaya M. W. (2015); Published by LAP Lambert Academic Publishing; ISBN-13 978-3-659-77123-1

CONTRIBUTION TO UNIVERSITY ADVANCEMENT

- 2004-2007 Member of the Interim Committee of the MMUST Pension Scheme Associate
- 2015/2016 Patron of MMUSDA students association

Secretariat to various Ad-hoc Committees

MEMBERSHIP TO PROFESSIONAL BODIES

I am a member to the following professional bodies:

Association for Supervision and Curriculum Development (ASCD): Basic Online

ASCD Membership ID# 000002031995

Adventist Professionals Network

REFEREES

Prof. K Onkware

Dean, School of Disaster Management and Humanitarian Assistance

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Dr. Ferdinand Nabiswa

Chairman of Dept. (Emergency Management Studies)

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Prof. T. W. Sakwa

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