
HER EXCELLENCY AMBASSADOR MARY WANGUI MUGWANJA

CURRICULUM VITAE

NAME: MARY WANGUI MUGWANJA
DATE OF BIRTH: 28TH NOVEMBER 1966
PLACE OF BIRTH: NYANDARUA, KENYA
NATIONALITY: KENYAN
CHILDREN: TWO (2)
E-MAIL: office@kenyaembassyvienna.at

Personal Statement Highly focused and self-driven individual with a good command of Leadership and Administrative Capabilities. Adaptive to change and always striving for excellence both at personal and career fronts.

Possesses excellent analytical, communication, leadership, decision making and negotiation skills.

Education **Strathmore University 2008 - 2015**
Bachelor of Science in Leadership and Management Degree - Double Major Public Administration & NPO Management - 2nd Class Upper Division

Strathmore University 2003 - 2004
Certificate in Leadership & Management

Kiambu Institute of Science & Technology 1986-1988
Diploma in Secretarial Duties

Kambui Girls High School - 1981 - 1984
Kenya Certificate of Education - 2nd Division

Matindiri Primary School - 1974 - 1980
Kenya Certificate of Primary Education

Professional Training **Strathmore Business School Executive Education 12th - 16th September, 2011**
Strategy in Action

Barclays Bank of Kenya Ltd
Situational Leadership
Performance Development Leadership
Trainer of Trainer in Presentation Skills
Action Centered Leadership

KIMS & Associate
Coaching & Feedback

Resource Associates
In Search of Excellence

KPMG/Franklin Covey
7 Habits of Highly Effective People

Affiliations **Kenya Institute of Management - Full Member**

Employment Details **County Government of Nyandarua - CECM - Transport, Energy and Public Works - September 2020 to July 2022**

- **Managing of the County Roads Equipment and Machinery and contracting a Management Consultant** to support the day to day managing of the roads construction works;
- **Achieved 90% project implementation in 8 months;**
- **Exceptional performance through the County Roads Equipment and Machinery achieving grading of 1000KMs and gravelling of 300KMs in 8 months and a further 200Kms under private contracting. Previously the County used to construct 160KMs annually;**
- **Reduction of roads construction costs to 40%** using County Roads Equipment and Machinery leading to tripling of the total Kilometers of roads constructed in 2020/21 and efficiency in the Department;
- **As result of timely procurement, managed to award all the projects under Fuel Levy Fund, a National Government Grant through the Kenya Roads Board (KRB) and achieved 95% completion and absorption rate for the Grant;**
- **Timely processing of County Bills of Quantities and Designs (97%)** and offered technical backstopping to other County Departments;
- **Supervision of all ongoing development projects** through the Public Works Directorate;
- **Led the Department in preparation of its Strategic Plan;**
- **Championed the County with the assistance of Ministry of Energy and European Union under the Sustainable Energy Technical Assistance (SETA) Programme, the preparation of the County Energy Plan set to inform the Integrated National Energy Plan (INEP);**
- **Facilitated in partnership with Rural Electrification and Renewable Energy Corporation (REREC) matching Fund Programme. The procurement and installation of 29 transformers with approximately 2,700 household** gaining access to electricity;
- **Facilitated procurement, implementation and maintenance of all County Floodlights appropriated in the Budget for FY 2020/21 and 2021/22 FY** including a manlift truck to ensure efficiency in the Sub Sector;
- **Creating awareness for development projects in the County through Social and Mainstream Medias including live TV appearances representing the County Government;**
- **Facilitated construction of all bus parks and Boda Boda sheds appropriated in the Budget for FY 2020/21; and**

- Championed the signing of Memorandum of Understanding with the **National Youth Service on Disaster and Fire Emergency Responses in protection of lives and property and staff training.**

County Government of Nyandarua - County Executive Committee Member (CECM) Finance and Economic Development - November 2017 to August 2020

- Facilitated preparation of the **Second County Integrated Development Plan (CIDP2)** with linkages to **International and National Plans such as the Vision 2030, African Agenda 2063 and the Sustainable Development Goals (SDGs)** and its successful launch;
- Timely **Budget** preparations and approval for **FYs 2017/18, 2018/2019, 2019/20 and 2020/21;**
- Full implementation of the above budgets and achieving **commendable County Absorption Rates;**
- **Chair of CECM Finance Caucus** for the 47 Counties;
- Championed **Counties Revenue allocation and policies in Intergovernment Budget and Economic Council (IBEC)** as the Chair of the Counties' Finance Caucus;
- Achieved an **Unqualified Audit Report** from the Office of the Auditor General for **FY 2017/2018** being the best that has even been **achieved since Devolution;**
- **Rated No.1 by World Bank** under the Assessment for Financial Prudence in managing their Donor Funds – Kenya Devolution Support Programme (KDSP) in **FYs 2017/2018, 2018/2019 and 2019/2020;**
- **Rated No.2** by World Bank under the Assessment for Financial Prudence in managing their Donor Funds – KDSP **in FY 2016/2017;**
- From the above commendable performance, the County Government was awarded a total Grant of **Kshs.906M** by the World Bank;
- The World Bank Grant of **Kshs.906m** enabled the County Government to buy Road Construction Equipment and Machinery of **Kshs.500m** which I facilitated the acquisition;
- Facilitated the formulation of the **Nyandarua Investment and Development Act, 2020** which established the **Nyandarua County Investment and Development Authority**, recruited the **Board Members and now the Authority is operational and acts as the Public Private Partnership Unit and investment vehicle for the County;**
- Preparation of the **Finance Acts** for Financial Years (FYs) **2017/2018, 2018/2019 and 2019/2020;**
- Managed the **County Medical and General Insurances** in an effective and efficient manner including contracting Service Providers;
- Managed **County Own Source Revenue Collection (OSR)** and contracted a more effective and efficient Service Provider for Automation of the Revenues leading to doubling of the Revenue Collections and annual incremental growth;
- Supported the **Governor's Initiatives**, ensured timely planning and implementation;
- Managed the **Country Treasury effectively for 3 and half years with good relations between the County Government Executive and the County Assembly Arms and the National Government including Constitutional bodies;**
- Facilitated the formulation and formation of **Central Region Economic Bloc (CEREB) comprising of 10 Counties with Nyandarua's Governor being the Chair;**
- Managed all the **Partnerships in a professional manner** including seamless processing of suppliers and contractors payments;
- Ensuring **proper management and control of and accounting** for the finances of the county government and its entities;

- Facilitated the formulation of the **County Risk Policy, County Asset Management Policy and the Nyandarua County Machinery and Equipment Policy**;
- Championed the **County Credit Worthiness Rating with the World Bank and the Commission on Revenue Allocation (CRA) – The County Obtained a rating of BBB and A3 rating for Long Terms and Short Term Issuer, the highest rating obtained by a County**;
- Managing the **County’s Public Debt and other obligations**, establishing the **County Debt Register** and developing a **framework of debt control**;
- **Monitoring, evaluating, and overseeing Economic Trends and Affairs** of the County Government; and
- Championed the signing of **Memorandum of Understandings with the Kenya Institute for Public Policy Research and Analysis (KIPPA) and Industrial & Commercial Development Corporation (ICDC) on Mutual Cooperation and Technical Support to the County.**

Equity Bank of Kenya Ltd – 18th June, 2012 to November, 2017

Snr. Business Growth & Development Manager – Westlands Corporate

- Growing the bank’s business portfolio from inception to a balance sheet worth **Kshs.30B**;
- Successful negotiation of a facility of **US\$150M** which placed my Centre as the top branch in the Bank;
- Lead a team of **20 staff with 7 of them at Manager’s level**;
- Creating a risk-controlled environment with no operational losses for 5 years and managed to frustrate an attempted fraud of **Kshs.251M**;
- On boarding of new clients, currently the branch **has 2000 clients composed of the High Net Worth, SME and Corporates**;
- Budget formulation, utilization and control – ensured **value for money and business profitability**;
- Managed to **break even in a record time of 3 months** and maintained growth in profitability every year; and
- Built strong relationships with the Ministries that support the **parastatals specifically Ministry of Finance, Health, Agriculture and Energy.**

Equity Bank of Kenya Ltd – 20th August 2009 – 17th June, 2012

Business Growth & Development Manager – Westlands Retail

- Managed a team of **43 out of which 8 were Managers**;
- Balance sheet growth to **15B**;
- Built the Clients base from **30,000 to 52,000**;
- Promoted **20 staff to higher roles**;
- Promoted to a Senior Growth & Dev. Manager; and
- Improvement in **customer service delivery and loyalty.**

Barclays Bank of Kenya Ltd – June 2008 – July 2009

Business Development Manager - Westlands Hub

- Westlands Hub comprised of **9 branches – total staff of 270 out of which 30 were managers**;
- The **hub maintained a lead** all through during my leadership;
- Facilitated **successful seminars** with very positive feedback to the Executive;
- Managed the **business club membership fee collection** for the entire Bank;
- Embedded **sound relationship management in all the branches**; and

- Promoted 10 staff to higher roles.

Barclays Bank of Kenya Ltd – November 2007 to May 2008

Senior Branch Manager – Westlands Branch

- Managing a team of 30 out of which 7 were Manager;
- Hosted the Group C.E.O during his first visit to the Country and received exceptional feedback and praise from the entire local and international management;
- Took effective control of the branch during an armed robbery in 2007, held the team and clients together, no casualties and recovered Kshs.32m which led to a BBK Chairman’s gold award for courage and effectiveness;
- Together with the team managed to mitigate all fraudulent activities in the branch and turned it to a model one;
- Promoted more than 15 staffs to higher roles;
- Ensured quality customer service through formulation of measures that were eventually adopted by the entire Bank; and
- Control of fraudulent activities through staff motivation, through “Know Your Customers” (KYC), consequence management and timely decisions.

Barclays Bank of Kenya Ltd – January 2005 to October 2007

Branch Manager - Ruaraka Branch

- Managed a team of 30 out of which 7 were managers;
- Balance sheet growth from 700M to 2B;
- Model Branch in Mount Kenya Hub;
- Best branch in customer service;
- Best branch in SME clients recruitment and retention; and
- Promoted to Senior Branch Manager.

Barclays Bank Kenya Ltd – July 2001 to December 2004

Prestige Manager – Karen and Plaza Prestige Centers

- Started off Karen Supreme Center and grew the branch to a portfolio of 1500 clients and a balance sheet of 2B;
- Championed Prestige concept and came up with service and business improvement strategies which were rolled out in all the Prestige Centers;
- Coaching and mentoring of staff and a number promoted to higher levels; and
- Turned around Plaza Prestige Center from the least Prestige Center to No.1 position both in customer service, business growth, low risk control environment and a motivated and productive team.

Barclays Bank of Kenya Ltd – July 1998 to June 2001

Personal Banker - J.K.I. A Branch

- Selling various bank’s products;
- Managing clients’ relationships; and
- Managing external relationships especially with the Airport Management for ease of clearance for the Bank’s executives.

Barclays bank of Kenya Ltd – July 1990 to June 1998

Secretary/Bank Clerk – Kisii and JKIA Branches

- Effective and efficient dairy managements;
- Staffs and clients relationships;

- Took initiative to sell the bank's products which eventually led to promotion to a sales person;
- Supported the management in timely decision making; and
- Established effective and quality networks at the Airport and in the banking sector.

Languages English and Swahili

Other Skills Computer Skills

Social Activities Board Member - Equity Investment Bank
Responsibilities Committee Member - Equity Investments Cooperative Society
Secretary - Prittlane Court II Management Ltd (residence)

Personal Interests Counseling and service

Awards Barclays Bank of Kenya Ltd Chairman's Award