

DR. MARTIN KANG'ETHE  
GACHUKIA

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#### PART A: PERSONAL INFORMATION

Surname: Gachukia

Other Names: Martin Kang'ethe

#### PART B. CAREER OBJECTIVES

- i. To leverage my 14+ years' experience as a university registrar and public administrator, senior lecturer Procurement & Logistics with the goal to make a difference in the public service.
- ii. To leverage my 10 Years experience as a lead trainer on Procurement and Logistics in capacity building of Procurement and Logistics Professionals
- iii. To leverage my knowledge in Philosophy, business management and supply chain management in order to polish professionals to high productivity.

#### PART C. ACADEMIC QUALIFICATIONS

Period	Institution	Achievement
2012-2018	Jomo Kenyatta University of Agriculture and Technology	PhD-Supply Chain Management
2008-2010	Jomo Kenyatta University of Agriculture and Technology	Master of Science (Procurement and Logistics)
2004-2007	Catholic University of Eastern Africa (CUEA)	Bachelor of Sacred Theology <b>First Class Honours</b>
2004-2007	Pontifical Urbaniana University-Rome	Bachelor Arts Philosophy <b>Second Class Hons. Upper Division</b>

#### PART D. PROFESSIONAL QUALIFICATIONS

Period	Institution	Achievement
15 <sup>TH</sup> AUG- 9 <sup>TH</sup> SEP 2022	Kenya School of Government: Senior Management Course	Senior Management Course: <b>Credit</b>

#### PART E. PROFESSIONAL TRAINING AND DEVELOPMENT

Course	Institution
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World Bank Procurement Framework (WB/KISM)	The World Bank Group
Training of Trainers (Many times)	Kenya Institute of Supplies Management
Training of Trainers	International Trade Center (ITC)
Training of Trainers	Management Decision Information
Team Management	Kenya Institute of Management

#### **PART F. COMMUNITY AND SOCIAL WORK**

- i. I give career guidance and motivational talks to SCM students at tertiary levels of education.
- ii. Moderator of St. Bakhita Small Christian Community- Regina Caeli Catholic-Karen

#### **PART G. WORK EXPERIENCE & KEY ACHIEVEMENTS**

##### **OCTOBER 2024 -TO DATE: UNIVERSITY OF KIGALI (RWANDA)**

**Job Position:** University Registrar and Procurement & Logistics Specialist

**Reporting to:** Deputy Vice Chancellor Academic Affairs

**Direct Reports:** 4 Managers

**Indirect Reports:** 40 Registry, Examinations and Archives Staff

##### **KEY RESPONSIBILITIES:**

To provide leadership and oversight to all aspects of the Office of the Registrar. Managing the critical role in the University and Academic operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of grades, compliance with Higher Education Concil (HEC) regulations, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic, examinations and record keeping with the in keeping with the academic goals and mission of the institution.

Senior lecturer under the University of Kigali Graduate School for Logistics, Procurement and Supply Chain Courses, Research and Supervision. Curriculum developer and professional Course lead on Procurement and Logistics Programs.

##### **Other responsibilities:**

- a. Management of staff and operations of the Office of the Registrar;
- b. Supervising the registration of continuing and incoming students, transfer of credits, and degree evaluations.
- c. Ensuring the integrity, accuracy, and security of all academic records of current and former students, and facilitates effective student registration process;
- d. Partnering with Admissions and Academic Advising to facilitate an efficient and timely process to move newly accepted students to registered;
- e. Managing an efficient transcript evaluation and processing;

- f. Developing and maintaining degree audit system and certification of students for graduation/graduation clearance;
- g. Maintaining up-to-date course schedules, catalogs, final examination schedules;
- h. Managing efficient use of classrooms through the preparation of both the course register and examinations master timetables;
- i. Interpreting and enforcing academic policies and regulations of the University;
- j. Monitoring operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Registrar's office;
- k. Serving as the official responsible for HEC, Data Protection compliance officer for the University.
- l. Developing and maintaining accurate curriculum management systems published in an University Catalog;
- m. Planning and managing the annual budget of the Registrar's Office.

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## **2021 - OCTOBER 2024: KENYA INSTITUTE OF SUPPLIES MANAGEMENT (KISM)**

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**Job Position:** Registrar and Acting CEO

**Reporting to:** Chief Executive Officer and Statutory Committee on Registration & Licensing

**Direct Reports:** 6 Managers

**Indirect Reports:** 40 Individual Consultants

### **KEY RESPONSIBILITIES:**

**Main Responsibility:** To provide leadership by planning, organizing and managing all of the activities related to the admission and registration of procurement Professionals in Supply Chain Management, enforcing the rules, and serving as the official authorized keeper of the Institute's member records.

### **Other responsibilities:**

- b. Managing the operations of the registration and membership department which has 6 permanent staff and serving more than 10,000 procurement professionals in the Country.
- c. Receipt of applications for registration in line with the Supplies Practitioners Management Act, 2007 and ensure effective member admission and registration;
- d. Processing applications for registration and grant of practicing certificates and licenses in accordance with the provision of this Act, for approval by the Registration Committee;
- e. Overall responsibility for document and information management and maintains accurate and complete records of persons who have applied for and/or achieved Levels of certification(s) under the SPMA, 2007.
- f. Verifier of all information entered in the KISM information management electronic database records in support verification requirements.
- g. Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through registration and records;
- h. Develop and administer the departmental budget;
- i. Support in monitoring compliance with professional, quality assurance and other standards published by the Council for observance by the members of the Institute;
- j. Ensure adherence to prescribed regulations which govern quality assurance programmes including actions necessary to rectify deviations from published standards;
- k. Submit results of quality assurance investigation to the Registration Committee that a member's conduct be referred for inquiry under section 23 of the said Act;
- l. Advise the Chief Executive Officer on matters pertaining to professional and other standards necessary for the achievement of quality assurance;

- m. Maintain a register of the Institute members and act as a guardian of data privacy
- n. Make recommendation for necessary alterations and corrections in the register in relation to any entry therein under section 19 of the said Act
- o. Handle member complaints and provide redress
- p. Make recommendation to remove a member from the register under section 19 of the said Act when necessary

### **KEY ACHIEVEMENTS AT KISM**

- a. I have acted as the Chief Executive Officer for one year from May 28<sup>th</sup> 2021 to June 23<sup>rd</sup> 2022 hence responsible as the Institute's accounting officer during this period.
- b. I published the KISM Elections register of 6,325 eligible voter members that was used in conducting the January 2023 Council elections.
- c. I published the inaugural Kenyan Gazette register for the 1<sup>st</sup> time in the 15-year history of the procurement professional's Institute in December 2021
- d. I introduced and successfully implemented a e-member self-service portal for purposes of member applications, annual renewals of membership and member profile system.
- e. Introduced members service clinics, membership for a and members sensitization seminars,
- f. Prepared the Registration and licensing policy to guide application and membership of all members in line with the Supplies and Practitioners Management Act 2007 and the attendant regulations of 2015, 2022.

### **2013 – 2021: RIARA UNIVERSITY (RU)**

**Job Position:** Registrar

**Reporting to:** Deputy Vice Chancellor Academic Affairs

**Direct Reports:** 6 staff

**Indirect Reports:** 6 Schools of Business, Journalism, International Relations, Law, Computing and Education.

### **KEY RESPONSIBILITIES:**

#### **Main Responsibility:**

To provide leadership and oversight to all aspects of the Office of the Registrar. Managing the critical role in the University and Academic operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of grades, compliance with CUE regulations, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic, examinations and record keeping with the in keeping with the academic goals and mission of the institution.

#### **Other responsibilities:**

- a. Management of staff and operations of the Office of the Registrar;
- b. Supervising the registration of continuing and incoming students, transfer of credits, and degree evaluations.
- c. Ensuring the integrity, accuracy, and security of all academic records of current and former students, and facilitates effective student registration process;

- d. Partnering with Admissions and Academic Advising to facilitate an efficient and timely process to move newly accepted students to registered;
- e. Managing an efficient transcript evaluation and processing;
- f. Developing and maintaining degree audit system and certification of students for graduation/graduation clearance;
- g. Maintaining up-to-date course schedules, catalogs, final examination schedules;
- h. Managing efficient use of classrooms through the preparation of both the course register and examinations master timetables;
- i. Interpreting and enforcing academic policies and regulations of the University;
- j. Monitoring operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Registrar's office;
- k. Serving as the official responsible for CUE, KNQA, Data Protection compliance officer for the University.
- l. Developing and maintaining accurate curriculum management systems published in an University Catalog;
- m. Planning and managing the annual budget of the Registrar's Office.

#### **KEY ACHIEVEMENTS AT RIARA UNIVERSITY**

- a. I am the founding registrar after the award of Letter of Authority (LIA) by Commission of University Education (CUE).
- b. I have presided over 5 graduations from 2017,2018,2019,2020 and 2021.
- c. I set up Student Management System that links admissions, finance, student progression, examinations, graduation, and alumni.
- d. I published and regularly update the University's academic handbook and course catalog.
- e. Grown student population from 1 to over 4,000 students.
- f. Grown the Registry department with independent offices on admission, Registry, and examinations.
- g. Collaborated in policy preparation on Staff exchange and student academic mobility with other Universities.

#### **2010 TO 2013: PROCUREMENT MANAGER**

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**Institution:** Riara Group of Schools

**Job Position:** Procurement Manager

**Reporting to:** Managing Director

**Direct Reports:** Managing Director

#### **KEY RESPONSIBILITIES**

- Develop and maintain an annual procurement calendar and Coordinate with functional areas to obtain and review specifications.

- Implementation of ERP-System on Materials Management ( SAP- B1)
- Budget preparation by providing data on price trends, market conditions, new products, comparative prices and quotations, supply and delivery dates, quality of products.
- Evaluate and recommend operational changes to raise the efficiency of the service offered while achieving cost effective and profitable service levels.
- Develop strategic relationships with suppliers to continually add value and enhance the supply chain services.
- Responsible for procurement management-(this includes projections , price evaluation and processing orders), contract administration, follow up and expedites the processes
- Negotiate and facilitate competitive pricing thorough competitive bidding, formal and informal quotations, and negotiations in compliance with Organization policies.
- Implementation of institution's Purchasing and Planning Policies, systems and procedures.
- Fleet Management of more than 45 buses/Vans

#### **KEY ACHIEVEMENTS AT RIARA GROUP OF SCHOOLS**

1. Introduced and implemented SAP B1 ERP system on materials management.
2. Consulted as the procurement professional in the full construction and equipping of Riara University
3. Introduced a fuel mileage reports in management of the School busses fleets.

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#### **PART H. OTHER PROFESSIONAL ENGAGEMENTS**

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- a. I am a certified trainer of trainers.
- b. I have helped many trainers and other professionals in PSCM achieve their optimal performance levels through mentorship and coaching.
- c. I Provide guidance and leadership to my department and committees in the Institute
- d. Participated in the maiden review of Certified Procurement and Supply Professional of Kenya (CPSP-K) curriculum (2019).
- e. Prepared Procurement and Supply Chain Management specialization courses under Bachelor of Business Administration at Riara in compliance with Commission for University Education (CUE) requirements (2017).
- f. Part-time lecture on procurement, Logistics and supply chain courses (2014 to date)
- g. External examiner for University of Kigali on Procurement and supply chain courses (2019)

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#### **PART I. PROFESSIONAL BODIES MEMBERSHIP**

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Body	Status	Member Number
Kenya Institute of Supplies Management	Practitioner's Licence Current for year 2023	K2337/2021
Kenya Institute of Supplies Management	Full Member-In good standing	67776

The Association of Academic Registrars of Kenya (AARUK)	Member	
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## PART J. RESEARCH, PUBLICATIONS, CONSULTANCIES

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### Edited Book

Gachukia M.K., Zephania T.O (2020) *Impact of Mobile Payments Applications and Transfers in Business*; IGI Publishers DOI: 10.4018/978-1-79983298

### Published Papers

Park, E., & Gachukia, M. K. (2020). The Role of the Local Innovation System for Inclusive Upgrading in the Global Value Chain: The Case of KenyaGAP in the Kenyan Horticultural Sector. *European Journal of Development Research*. <https://doi.org/10.1057/s41287-020-00285-w>

Gachukia, M. K. W. and Muturi, W. M. (2017) 'Identifying global value chain governance determinants in Kenya's horticultural oriented export sector by nonlinear principal component analysis', *International Journal on Food System Dynamics*, 8(4). <http://dx.doi:10.18461/ijfsd.v8i4.845>.

Wanjiru, M.K. and Makori, S., (2016). Role of Traceability in Kenya's Credence Export Goods: From the Perspective of New Institutional Economics and Supply Chain Management. *XIMB Vilakshan Journal of Management*, 13(1), 39-60.

Gachukia, M. K. W. (2016). Value Chain Governance and Governmentality of Horticultural Exporters by Developing Economies: A perspective of Kenya's Fresh Fruits and Vegetable Export Sector. *International Journal on Food System Dynamics*, 7(1), 14-23. <http://dx.doi.org/10.18461/ijfsd.v7i1.712>

Gachukia, M. K. W. (2015). Moderating effect of traceability on value chain governance of credence goods : a perspective of the New Institutional Economics framework. *Studies in Agricultural Economics*, 117(2), 102-110. doi:<http://dx.doi.org/10.7896/j.1513>

Gachukia, M. K. W. (2013). The Role of Reverse Logistics in E-Waste Management: An Assessment of the East Africa Community, *The Ugandan Journal of Management and Public Policy Studies*, 5(1), 56-67

### Participation in Research, Training and Development Projects

Lead Change agent on Sida Framework Agreement for Global Capacity Development Programme on Sustainable Public Procurement 2022-2023 under Kenya Institute of Supplies Management

Post Doctoral Fellowship under DAAD scholarship for a research stay at Rhine-Waal University from September 2018 to February 2019

“AfricaLics PhD Fellowship-Scholarship Programme”, Aalborg University, February-June 2016.

“AfricaLics PhD Academy in Innovation and Development in Africa”, Manouba University, Tunis-Tunisia March, 20<sup>th</sup>-1<sup>st</sup> April, 2016.

“Global School in Empirical Research Methods Summer School”, University of St. Gallen, Switzerland, 1<sup>st</sup> -19<sup>th</sup> June, 2015: Courses taken analysis of Categorical Data & Analysis of Mediated and Moderated Effects.

“Transferable Skills Training for Successful Postgraduate Students-Global and Local Perspectives”, Makerere University-Uganda, 18<sup>th</sup> August-5<sup>th</sup> September, 2014.

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## **PART K. COMPETENCES AND STRENGTHS**

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- a. Ability to identify strategic issues, opportunities and risks.
- b. Capacity to establish and maintain strategic internal and external partnerships and collaborations.
- c. A manager par excellence.
- d. Excellent computing skills (Ms Word, PowerPoint, Excel)
- e. Competent in SAP Suites Navision and Business Central (BC) ERP systems
- f. A fast and good learner with ability to quickly and effectively adapt to changes and new environments.
- g. Goal oriented with strong persuasive skills.
- h. Professional competence in management and capacity building/training.
- i. Commitment to continuous learning and improvement.
- j. Extensive knowledge and practical experience on key issues in public and private sectors
- k. Excellent interpersonal and communication skills with ability to tailor language, tone, style and format to match the audience.
- l. Strong report writing, critical thinking and analytical skills.
- m. Ability to work independently and in team environments with persons of different disciplines.
- n. Respect for diversity.
- o. Proven leadership and management skills.
- p. Problem solving skills based on the subject needs.

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## **PART L. UNIVERSITY TEACHING POST GRADUATE AND UNDERGRADUATE**

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### **January –April 2014: Karatina and Dedan Kimathi University**

- i. Emerging Issues in Purchasing and Supplies
- ii. Procurement and Supply Law
- iii. Supply Chain Management
- iv. Logistics Management

### **January –December 2015 Karatina and Riara University**



- i. Purchasing Management
- ii. International Purchasing
- iii. Logistics Systems
- iv. Logistics Strategies
- v. Procurement and Supply chain Theory and Practice
- vi. Logistics Management

**January –December 2017: Riara University**

- i. Supplier Relationship Management
- ii. Sustainable Supply Chain Management
- iii. Logistics Management

**January – July 2018: Riara University**

- i. Supplier Relationship Management
- ii. Procurement Legal Framework
- iii. Procurement Management
- iv. Corporate Governance

**2019-to date Riara University**

- i. Purchasing Management
- ii. International Purchasing
- iii. Logistics Systems
- iv. Logistics Strategies
- v. Procurement and Supply chain Theory and Practice
- vi. Logistics Management

**Doctoral Fellowship: Denmark**

“AfricaLics PhD Fellowship-Scholarship Programme”, Aalborg University, February-June 2016

**Post-Doc Fellowship: Germany**

Post Doctoral Fellowship under DAAD scholarship for a research stay at Rhine-Waal University from September 2018 to February 2019

**Curriculum Preparation**

Prepared Riara University Procurement and Supply Chain Management Specialization Curriculum in 2014