

# Addah Magawa

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**Career Objective:** To work in a busy, fast paced and challenging environment with people from diverse backgrounds where teamwork is encouraged with opportunities for career growth.

**Personal Data:** Single female Kenyan citizen with strong interpersonal and communication skills and fluent in written and spoken English and Kiswahili.

## Educational background:

2015 - 2018 Bachelor of Business Administration  
Kenya Methodist University

2010 - 2011 Diploma in Project Management  
Kenya Methodist University

1986-1989: Kenya Certificate of Secondary Education

1978–1985: Kenya Certificate of Primary Education

## Professional trainings:

October 2017: Customer Service Training  
Corporate training for ILRI Administrative Assistants  
Public Image International

August 2015: Perfect PA and Effective Office Administrator Skills Training  
Corporate training for ICIPE Administrative Assistants  
Dolphins Training and Consultants Group Ltd.

July 2010 Administration and use of Ms Excel  
CISP (Italian NGO working in Homa-Bay County)

2005: Advanced Diploma in Business English  
Business Training, England (Distance Learning)

2005: Certificate of Competence in Ms Excel

2000: Certificates in Ms Word, Excel, Power Point and Access  
Business Communications Institute, Nairobi

1990-1991: Certificate in Clearing, Forwarding and Shipping  
Kenya Institute of Clearing and Forwarding, Nairobi

## Work Experience:

April 2019 to-date:

### **Administrative Associate**

International Livestock Research Institute (ILRI)  
CCAFS EA Program

### **Duties:**

#### Planning and Scheduling;

- Co-coordinating local and international travel, meetings, workshops and conference logistics and verifying related hotel, housing, catering expense reports etc
- Request for travel advance for staff and ensure travel expense reports are submitted to finance immediately after travel
- Liaise with staff to ensure that they have valid passports and visas for travel
- Prepare consultancy documents for identified project consultants
- Prepare payments for project, staff, and consultants as required including assisting in project budget tracking
- Liaise with ICT to ensure that meeting rooms are set up in advance for local and international calls
- Liaise with staff to ensure that their passports and visas are valid for travel

#### Documentation;

- Maintaining an up-to-date hard copy and electronic filing systems
- Maintain a database of consultancy documents and partners agreements
- When called upon, take dictation and record minutes of meetings

#### Consultancies:

- Prepare consultancy request documents in liaison with technical team
- Seek approvals for all consultancies
- Liaise with P&OD for advertising of consultancies
- Ensure contracts are signed
- Processing consultancy payments in liaison with the Program Accountant

#### Reception;

- Receiving and assisting project visitors and partners
- Setting appointments, monitoring e-mail and following up requests from staff on administrative procurement, transport and Information Technology matters

## Office Administration;

- Providing secretarial support services to management and other staff: word processing, drafting of routine correspondence, report formatting, and when necessary, assist the Communications Specialist in preparation of graphics for presentations at meetings and conferences
- Attend meetings with service providing departments (i.e. Engineering, Housing and Catering, Procurement) to familiarize self with new products and/or changes
- Maintain logs of administrative requests, issue weekly reminders on uncompleted administrative tasks and identify bottle necks for timely support
- Coordinate the maintenance of office equipment
- Requisition, receive and store the office stationery ensuring that basic supplies are always available
- Supervise the Office Assistant to ensure smooth running of offices.

**Oct 2016 to March 2019**

### **Administrative Assistant**

International Livestock Research Institute (ILRI)  
Capacity Development (CapDev)

#### **Duties:**

Support to management of graduate fellowship program;

- Provide administrative support as required during graduate/research fellows' recruitment
- Support induction of new graduates/research fellows to ILRI and liaise with relevant units i.e. ICT, HR, EOH5, security to ensure all relevant procedures are followed
- Support new graduates/fellows in visa application/requirements, research permit and student pass applications
- On-going administrative support to graduate/research fellows
- Regularly maintain up-to-date records of graduate/research fellows
- Ensure all fellows clear with various departments by end of fellowship.

Support to capacity development training activities;

- Provide logistical support in the organization, coordination and implementation of meetings, trainings (group trainings, special workshops)
- Assist in preparation of certificates for participants
- Keep records for participants for future communication
- Take minutes and compile reports for workshops
- Evaluate training activities and use the feedback to improve the quality of services offered by Capacity Development Unit

Maintain training databases and other records for the capacity development unit;

- Maintain an up-to-date electronic trainees' database;
- Keeping proper files records of trainees

Day to day administrative support to capacity development unit;

- Liaising with other administrative units, research themes, projects and support units as required to deal with CapDev administrative matters
- Assist visitors on general administrative matters, provide advice and ensure administrative support as required
- Maintaining and updating a proper filing system for the unit documents

- Organizing travel arrangements and preparing travel expense reports
- Drafting routine correspondence
- Receiving, screening, logging, routing and attending to phone calls
- Any other support/administrative tasks as may be required by supervisor or head of CapDev.

**Dec 2011 to Sept 2016**

**Administrative Assistant**

International Centre of Insect Physiology & Ecology (*icipe*)

**Duties:**

- In-charge of the reception
- Ensuring offices and equipment are repaired in good time
- Receipt of cash and issuing official receipts
- Preparing a summary of payments on a daily basis for accounts office
- Preparing monthly returns' reports to accounts department and insurance companies
- Answering any questions on insurance companies' invoices reports
- Dealing with correspondence as directed by supervisor
- Answering telephone calls on enquiries, receive messages for other staff when absent
- Liaise with other departments on required supplies and raise online requisitions in good time
- Follow up on supplies with procurement officer and suppliers
- Receipt of supplies and checking items received against invoices and quotations
- Entering items received on bin cards and issuing upon request
- Forward suppliers' invoices to accounts department for payment
- Annual stock taking in liaison with the accountant
- Follow up on HR issues as directed by supervisor
- Organize for travel for supervisor and other staff as directed
- Manage office imprest
- Support the centre's Administrative Secretary in absence
- Provide administrative support to PAAL Clinical Trial Project (study of malaria in children)
- Filing all documents appropriately
- Perform any other duty as directed by supervisor.

**March 2010 to Dec 2011**

**Receptionist**

KEMRI - IPM Study

**Duties:**

- Overseeing the reception and secretarial aspects of the study
- Preparing study files for the day's work
- Tracking follow-up of participants
- Answering phone calls and receiving/welcoming all visitors
- Assisting in problem solving at the desk to ensure a smoothly run study
- Ensuring that appropriate forms are used for the correct participant for the proper visits
- Liaising with the study coordinator and administrator to ensure that stationery and other supplies are always in stock
- Ensuring participants' privacy and confidentiality are maintained
- Assisting the nurses, and follow up staff whenever necessary
- Facilitating fare reimbursement to participants as per guidelines
- Liaising with maintenance staff to ensure that all windows are closed, fan, lights and other electronic equipments are turned off at the end of each day
- Assisting the study coordinator in managing the study participant records/database

- Scheduling return appointments for participants
- Liaising with study coordinator to ensure that all study forms are in adequate supply
- Assisting with photocopying of any necessary study documents
- Receiving and dispatching mail to departments/staff
- Assisting Administrator and/or driver(s) with transport arrangements for staff and visitors
- Liaising with Administrator on request for office and study supplies, receipt and disbursement
- Assisting Administrator in checking suppliers' invoices against the quotations and items delivered
- Liaising with study coordinator and follow-up team on missed appointments to ensure that those participants are contacted
- Providing input to the principal investigators and study coordinator on ways to improve the running of the study
- Taking and typing minutes during weekly general staff meetings and sending the same to investigators in time
- Performing other duties as assigned by the study coordinator.

**Feb 2003 -Feb 2010:**

**Clerical Assistant**

International Centre of Insect Physiology and Ecology (*icipe*),  
Mbita Point

**Duties:**

- Photocopying, faxing for projects and external clients
- Filing office documents (correspondence, copies of invoices etc)
- In-charge of office imprest
- Receiving money paid for all services by staff and external clients and issuing official receipts
- Surrendering all monies collected to the accounts office on a daily basis
- Generating invoices for services rendered by workshop to staff and external clients
- Follow up debts owed by staff and other external customers on a monthly basis in liaison with Accountant
- Raising job cards for repairs and maintenance of residential houses in liaison with farm and estates manager
- Assisting in ordering, receiving and issuing of consumables from central stores
- Taking minutes during departmental meetings
- Typing reports, letters and memos as directed by supervisor
- Maintaining files and preparing monthly transaction reports for head office through the Accountant
- Assisting telephonist in managing front office desk (reception and PABX switchboard)
- Standing in for administrative secretary in her absence
- Data entry for research projects when called upon.

**Other Trainings/Workshops/Seminars Attended**

November 2015	ICH Good Clinical Practice Protecting Human Research Participants
November 2010	Basic Fire Awareness Course KK Security
March 2010	IPM Study Protocol Training KEMRI - IPM Study, Suba
March 2010	Human Subject Protection Online Course KEMRI - IPM Study, Suba
March 2010	Good Clinical Practices Course

- 2005: Sunsystem training on the job  
ICIPE Financial Analyst
- 2002: Secretarial duties' training on the job  
Repro-Health Consultants, Nairobi
- 1996: Project Design and Proposal Writing  
Voluntary Agencies Development Assistance (VADA)
- 1995: HIV/AIDS Counselling Course  
The Association of People With AIDS in Kenya (TAPWAK)

## Other Relevant Qualities

- Organized and client oriented
- Ability to work with minimum supervision, both independently and as a member of a team and meet deadlines
- Ability to multi-task.

## Referees

1. Dr. Maren Radeny  
CCAFS EA Technical Program Coordinator  
International Livestock Research Institute (ILRI)  
P. O. Box 30709 – 00100  
Tel: +250 780 018 310  
E-mail: [M.Radeny@cgiar.org](mailto:M.Radeny@cgiar.org)  
KIGALI
2. Jennifer Kinuthia  
Capacity Development Officer  
International Livestock Research Institute (ILRI)  
P. O. Box 30709 – 00100  
Tel: 0710 693 231  
E-mail: [J.Kiniuthia@cgiar.org](mailto:J.Kiniuthia@cgiar.org)  
NAIROBI
3. Dr. Patrick Sawa  
ICIPE  
P.O. Box 30 - 40305  
Tel: 0722 369 254  
E-mail: [psawa@icipe.org](mailto:psawa@icipe.org)  
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