



# KENYA MEDICAL RESEARCH INSTITUTE

DOCUMENT TITLE: **KEMRI GRADUATE SCHOOL STAFF PROFILE**


REF NO: **KEMRI/KGS/ADMIN/26**

ISSUE NO: **1**

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**[HILLARY LOVOGA IMIRE]**

## PERSONAL PROFILE

	<b>ADDRESS:</b>	<b>54840-00200</b>
	<b>CURRENT POSITION:</b>	<b>Administrative Officer</b>
	<b>EMAIL ADDRESS:</b>	<b>himire@kemri.go.ke</b>

## BIO

Hillary is a highly skilled and dedicated Administrative Officer with a diverse background in Human Resource, Administrative and records management & archiving. With over 12 years of experience in various administrative roles, He brings a wealth of knowledge and strong foundation in administrative operations and technology enabling him to implement efficient processes and improve organizational productivity. In addition, he has expertise in Monitory & evaluation and quality management systems. Hillary has undertaken advanced leadership trainings, including a Senior Management Course at the Kenya School of Government (KSG), Leadership and Management in Health from the University of Washington, USA and Training on Responsible Conduct of Research for Administrators.

## EDUCATION QUALIFICATION

- Bachelor's Degree in Business Administration, Human Resources Management Kenya, Methodist University- 2017
- Diploma in Information Technology, Nairobi Institute of Business Studies - 2006
- Diploma in Archives and Records Management Kenya Polytechnic - 2004

## **PROFESSIONAL QUALIFICATION**

- Senior Management Course at the Kenya School of Government (KSG),
- Leadership and Management in Health from the University of Washington, USA
- Training on Responsible Conduct of Research for Administrators, collaborative institutional training initiative (CITI program).
- Performance appraisal systems workshop which was conducted by the Kenya School of Government.
- Leadership and Management Up- Skilling training
- Quality Management Systems Internal Auditor Trainings conducted by Afri Aviation Solutions
- Attended Job Analysis Training conducted by Pricewaters Coopers(PWC) and Salaries and Remuneration Commission(SRC)

## **WORK EXPERIENCE**

Over 12 Years

## **AREAS OF INTERESTS**

- Monitoring and evaluation
- Strategic planning and management
- Quality management systems

## **SELECTED PUBLICATIONS**

## **RELEVANT LINKS**