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## CURRICULUM VITAE

### DR. BENARDATTE NAROTSO ABWAO MUKABI

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P.O. Box 1874 - 50100  
KAKAMEGA

Phone: +254 (0)720470610  
email benarben@gmail.com

#### PERSONAL DETAILS

Citizenship	Kenyan
Permanent Address	P.O.BOX 1874-50100 Kakamega
Office Address	Masinde Muliro University of Science and Technology P.O BOX 190-50100 Kakamega
Gender	Female
Date of Birth	14 <sup>th</sup> May 1967
Marital Status	Married
National Identification Card no.	9338972
Profession	Administrator, Manager, Counselor and Lecturer

#### CAREER VISION AND OBJECTIVES

**Vision-**To mould and mentor the youth to be all round citizens who are self reliant and able to cope with emerging global trends through mentorship, teaching, research, Guidance and Counseling, to further the course of Education in Kenya in line with vision 2030.

**Objectives-**To utilize my vast experience in Teaching, Administration, exceptional Counseling and skills in mentoring young persons, and further the course of Education in Kenya. Develop Knowledge and skills for personal and corporate development.

#### SUMMARY OF KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

- Ability to Impart knowledge
- Proven Administration, management and leadership skills
- Ability to handle student affairs
- Ability to make quick rational decisions in challenging situations
- Ability to conduct conflict management and peace building
- Ability to handle multiple task
- Ability to Guide and Counsel any client
- Ability to work under pressure with limited supervision.
- Conceptual and Analytic skills
- Good at motivating and mentoring students and staff.
- Knowledge of Peace and Conflict Studies
- Knowledge of Counseling Psychology
- Willingness to learn.
- Report writing.
- Computer literate
- A team player and self-motivated.
- People skills (Able to interact with facilitators and participants.
- Proficient in English, Kiswahili and some African languages.

## EDUCATION BACKGROUND

### University level:

- **Doctor of Philosophy (PhD) in Peace and Conflict Studies.** Thesis on The Role of Women Conflict Management in the Immediacy of 2007/2008 Post-Election Violence in Kakamega County, *KENYA*. Masinde Muliro University of Science and Technology. P.O BOX 190-50100 Kakamega, Kenya, **2010-2015**.
- **Master of Education – Educational Psychology (Guidance and Counselling).** Thesis on The Influence of Guidance and Counseling on the Knowledge of HIV/AIDs, among Adolescence Girls in Butere Mumias District). Kenyatta University. P.O. BOX 43844-00100 Nairobi, Kenya, **2003-2007**.
- **Honors, Bachelor of Education Arts- History and Christian Religious Education.** Kenyatta University. P.O. BOX 43844-00100 Nairobi, Kenya, **1987 – 1990**

### High School level:

- **Kenya Advanced Certificate of Education (KACE),** Two Principles, Tumutumu Girls High School, and Private Bag Karatina. **1985-1986**.
- **Kenya Certificate of Education (KCE),** Division two 18 (eighteen) points, Kaimosi Girls High School, Private Bag Tiriki. **1981-1984**

### Primary school level

- **Certificate of Primary Education (CPE).** Butula Girls Primary School, **1974-1980**

## WORK EXPERIENCE

**DURATION** : 2013 November to 2014 to date

**EMPLOYER** : Masinde Muliro University of Science and Technology

**POSITION** : **Coordinator University Complaints Office**

**PLACE OF WORK:** MMUST

**REPORTING TO:** Deputy Vice Chancellor Administration and Finance

### Key Duties and Responsibilities

- Receiving and resolving complaints from staff, students and other stakeholders.
- Responsible for processing of complaints related matters arising from suggestion boxes.
- Forwarding quarterly reports to Commission on Administration of Justice through Deputy Vice Chancellor Administration and Finance.
- Forwarding monthly reports to Deputy Vice Chancellor Administration and Finance.
- Sensitize MMUST community on mechanism and structure for addressing complaints
- Any other duties assigned by the Vice Chancellor.

**DURATION** : 2015 to Date

**EMPLOYER** : Masinde Muliro University of Science and Technology (MMUST)

**POSITION** : **Part Time Lecturer**

**PLACE OF WORK:** Department of Peace and Conflict Studies

**REPORTING TO:** Chairman Department of Peace and Conflict Studies

### Key Duties and Responsibilities

- Teaching
- Research and Publication
- Supervision of post Graduate students

- Outreach programs

**DURATION** : 2020 to Date

**EMPLOYER** : Masinde Muliro University of Science and Technology (MMUST)

**POSITION** : **Dean of Students**

**PLACE OF WORK:** Student Affairs Department

**REPORTING TO:** Deputy Vice Chancellor Academic and Student Affairs

**Key Duties and Responsibilities**

- Coordinate activities of all sections of Student Affairs Department in relation to the welfare of students thus Accommodation, Catering, Games and Sports, Chaplaincy, guidance and counseling and wardenship.
- Develop policies related to student welfare in the University.
- Guide the Students Governing Council (SGC) and Congress in matters related to students' welfare.
- Coordinate MMUST University Students' Organization (MMUSO) elections and oversee smooth transition from one outgoing SGC and Congress to a new one.
- Enforce the discipline of students by ensuring that the rules and regulations governing students conduct and discipline are adhered to. Coordinate student's disciplinary cases and processing them in consultation with the Chief Academic Officer for the Students Disciplinary Committee.
- Develop departmental budgets and recommend expenditure of funds on student's activities. Coordinate community outreach programs for students.
- Organize various types of entertainment for students and coordinating all other cultural activities.
- Facilitate registration of Clubs and Associations and coordinate activities of the various registered clubs of MMUST.
- Coordinate cultural activities for students.
- Coordinate awareness programs and activities that relate to student welfare like Disability Awareness, Alcohol, Drug Abuse Awareness and Careers Fair Week.
- Coordinate Financial Aid for needy students by liaising with various sponsoring organizations, and recommending financial aid.
- Supervising and coordinating all students' publication like newsletters and newspapers maintaining a communication (dialogue) between the University administration and the students through their organization.
- Assist in clearing students who are through with their studies or are leaving the university.
- Planning, preparing and directing students' welfare activities like funerals, weddings, parties or the celebrations.
- Keeping in safe custody all MMUSO equipment e.g. computer, printer, furniture among others, and maintaining records for them.
- Overseeing the management of students' Centre facilities. Carry out research in relevant areas and publish.

Undertaking such other assignments as may from time to time be assigned by the Vice Chancellor, Deputy Vice Chancellor Administration and Finance or Deputy Vice Chancellor Academic and Student Affairs.

**DURATION** : 2014 July to January 2019

**EMPLOYER** : Masinde Muliro University of Science and Technology (MMUST)

**POSITION** : **Acting Dean of Students**

**PLACE OF WORK:** Student Affairs Department

**REPORTING TO:** Deputy Vice Chancellor Academic and Student Affairs

**Key Duties and Responsibilities**

- Coordinate activities of all sections of Student Affairs Department in relation to the welfare of students thus Accommodation, Catering, Games and Sports, Chaplaincy, guidance and counseling and wardenship.
- Develop policies related to student welfare in the University.
- Guide the Students Governing Council (SGC) and Congress in matters related to students' welfare.

**DURATION** : 2013 to July 2014

**EMPLOYER** : Masinde Muliro University of Science and Technology

**POSITION** : **Acting Deputy Dean of Students**

**PLACE OF WORK:** Student Affairs Department

**REPORTING TO:** Dean of Students

**Key Duties and Responsibilities**

- Assist in coordinating student welfare in liaison with other service departments of MMUST.
  - Assist in guiding the Students Governing Council (SGC) and Congress in matters related to students' welfare.
  - Assist in administration of MMUST University Students' Organization (MMUSO) elections.
  - Assist arranging in conjunction with the students' organization various types of entertainment for students.
  - Assist in coordination of student's disciplinary cases.
  - Assist to Coordinate awareness programs and activities that relate to student welfare like Disability Awareness, Alcohol, Drug Abuse Awareness and Careers Fair Week..
  - Assist Supervising and coordinating all students' publication like newsletters and newspapers.
  - Planning, preparing and directing students' welfare activities like funerals, weddings, parties or the celebrations.
  - Assist in overseeing the management of students' Centre facilities.
  - Research on relevant areas.
- Undertaking such other assignments as may from time to time be assigned by the Vice Chancellor, Deputy Vice Chancellor Administration and Finance or Deputy Vice Chancellor Academic and Student Affairs and the Dean of Students.

**DURATION** : 2011 to 2013

**EMPLOYER** : Masinde Muliro University of Science and Technology

**POSITION** : **Acting Senior Assistant Dean of Students**

**PLACE OF WORK:** Student Affairs Department

**REPORTING TO:** Dean of Students

**Key Duties and Responsibilities**

- Assist in liaising with other service departments of MMUST that deal with the Welfare of Students.
- Assist in advising the Students Governing Council (SGC) and Congress in matters related to students' welfare.
- Assist in administration of MMUST University Students' Organization (MMUSO) elections Assist arranging in entertainment for students.
- Assist in coordination of student's disciplinary cases.
- Assist to coordinate awareness programs for students.
- Assist Supervising and coordinating all students' publication like newsletters.
- Assist in overseeing the management of students' Centre facilities.
- Undertaking such other assignments as may from time to time be assigned by the Dean of Students.

**DURATION** : 2012 October to 2013 November

**EMPLOYER** : Masinde Muliro University of Science and Technology

**POSITION : University Complaints Officer**

**PLACE OF WORK:** MMUST

**REPORTING TO:** Deputy Vice Chancellor Administration and Finance

**Key Duties and Responsibilities**

- Forwarding quarterly reports to Commission on Administration of Justice on behalf of the University.
- Participation in handling of complaints from staff, students and other stakeholders.
- Responsible for processing of complaints related matters arising from suggestion boxes.
- Sensitize MMUST community on mechanism and structure for addressing complaints.
- Any other duties assigned by the Vice Chancellor.

**DURATION : 2010 to 2011**

**EMPLOYER :** Masinde Muliro University of Science and Technology

**POSITION : Student Counsellor**

**PLACE OF WORK:** Student Affairs Department

**REPORTING TO:** Senior Student Counsellor

**Key Responsibilities**

- Coordinating individual and group counseling of students services for various concerns.
- Assisting with orientation of new students.
- Reviewing and preparing general information booklet for students.
- Liaising with the wardens on matters concerning students counseling and advising.
- Dealing with the disadvantaged groups like physically challenged, mature age students and foreign students in collaboration with relevant service departments.
- Liaising with the Wardens on matters concerning students counseling and advising.
- Liaising with the office of the Chief Academic Officer in matters related with interfaculty transfers, timetables, results.
- Coordinating family life counseling and education in conjunction with the University Health Centre and other donors.
- Research on relevant areas.
- Performing any other duties from time to time as may be assigned by Deputy Vice Chancellor Academic and Student Affairs, the Dean of Students or Senior student counsellor..

**DURATION : 2002 to 2010**

**EMPLOYER : Teachers' Service Commission.**

**POSITION : Principal-High Schools.**

**PLACE OF WORK:** Shitoto Girls' Secondary School, Khwisero Girls' Secondary, and Mwangaza Secondary school.

**REPORTING TO:** District Education Officer-Mumias, Butere and Kakamega Districts.

**Key Responsibilities**

**Management, Planning, Implementation and Coordination**

- Overall head of the Institution under the direction of the Board of Governors
- Organizing and managing the approved school curriculum
- Managing and controlling school finances and stores.
- Managing and motivating human resource in the school.
- Secretary to the school's Board of Governors
- Management and Maintenance of the school plant equipment
- Interpreting and Implementing policy decisions pertaining to learning/ education
- Overall Organizer, Coordinator and Supervisor of all the activities in the Institution
- Coordinating specific learning activities
- Promoting positive linkages between the Institution and neighboring communities and Organizations
- Promoting good industrial relations
- Promoting the welfare of the members of the Institution

- Financial Management

**2001 – 2002**

**EMPLOYER:** Teachers' Service Commission

**PLACE OF WORK:** Eshisiru Secondary School

**POSITION:** Deputy Principal

**REPORTING TO:** The Principal

**Key Responsibilities**

- Taught History and Christian Religious Education
- In charge of discipline in the school
- Participatory involvement in the overall school management.
- Managing and maintaining the physical resources.
- Managing and motivating human resource in the school.
- Organizing and administering the approved school curriculum.

**DURATION:**1996 – 2001

**EMPLOYER:** Teachers' Service Commission

**PLACE OF WORK:** Kakamega High School

**POSITION:** Head of Department (Guidance and Counselling) and Teacher

**REPORTING TO:** The Principal

**Teaching History and Christian Religious Education.**

- Planning and developing effective guidance and counselling programmes for students teachers and support staff..
- Coordinating the counseling sessions for students and teachers through external speakers.
- Promoting the educational healthcare programmes and handling referral cases.
- Developing a high sense of social, civil and personal understanding in school.
- Identifying the needy students for bursary support and general social issues in view of assisting them.

**DURATION :**1997

**EMPLOYER:** Electoral Commission of Kenya

**PLACE OF WORK:** Kakamega Municipality

**POSITION:** Polling Clerk

**REPORTING TO:** Returning Officer

**Responsibilities**

- Guiding voters.
- Coordinating voting activities.

**ADDITIONAL TRAINING/COURSES**

- 2018- **Transition ,Change and Impact Awareness Executives Training ISO 9001:2015** -Bureau Veritas- Masinde Muliro University of Science and Technology
- 2018- **Strategic Leadership and Management of Higher Education Institutions-** By School of Business and Economist( SOBE) - Masinde Muliro University of Science and Technology
- MMUST
- **2017: Job Evaluation and Analysis awareness training-** Masinde Muliro University of Science and Technology
- **2016- ISO 9001:2008 continual Improvement Course-** Masinde Muliro University of Science and Technology
- **2015: Performance Contract Negotiation Training-**Masinde Muliro University of Science and Technology

- **2015: Transformational leadership, Resource mobilization and Negotiation skills, Strategic thinking, Strategic plan implementation, and Team building-** Mombasa Beach Hotel
- **2015: Grants Proposal writing-** Masinde Muliro University Science and Technology.
- **2013: Public Complaints Handling Techniques and Mechanisms-** By Commission on Administrative Justice.
- **2005: Computer Proficiency Course** in Ms Office (Ms Word, Ms Excel, Ms Access, Ms PowerPoint and use Internet) Kobjoi Development Training Institute. P.O. BOX 14 Kobujoi, Kenya.
- **2001: Financial Management** of Community Piped Schemes: Kenya Finland Community Water Management Project (KFCWSMP) – Kakamega, Kenya.
- **2001: Education Management Course.** Kenya Education Staff Institute (KESI) Kakamega, Kenya.
- **1996: Management Training Course. Ministry of Education. Kakamega, Kenya.**

#### **PUBLICATIONS IN REFERRED JOURNALS**

1. **Joel Peter Ogutu and Benardatte Narotso Mukabi**, “ Analysis of self-efficacy as intervention strategy in management of Burnout among teachers in Busia County, Kenya. International journal of Education and Research. Vol18 No.1. January 2020.
2. **Mukabi N. Benardatte**, E. Were, J. Achoka (2016 ), “Emerging Women’s image following the 2007/2008 Post Elections Violence in Kakamega County, Kenya”. Journal of Education and Social Science. A Journal of the Faculty of Education and Social Sciences, Masinde Muliro University of Science and Technology, Vol.1 Issue no. 3, May pp.80-90 (ISSN 2223-490X).
3. **Mukabi N. Benardatte**, E. Were, J. Kasilly (2015), “Women in Conflict management following the 2007/2008 Post 2015 Elections Violence in Kakamega County: Challenges and Prospects”. International Journal of Humanities and social Studies, Vol.3 Issue no.7, July pp244-250 (ISSN- 9203).
4. **Mukabi N. Benardatte** (2015),”Impact of the 2007/2008 Post Elections Violence on Women in Kakamega County, Kenya”. International Journal of Academic Research in Business and Social Sciences. HRMARS, Vol.5 ,Issue No. 6.June pp. 208-219 (ISSN: 2222-6990).
5. **Mukabi N. Benardatte**, M. Poipoi (2015) “The Role of Women in Conflict Management following the 2007/2008 Post Elections Violence in Kakamega County, Kenya”. International Journal for Humanities and Social Science.(SSRG-IJHSS)-Volume 2 issue 3 May to June 2015( ISSN: 2394-2703).
6. G. Muango, J. Ogutu , **Benardatte Abwao** (2012),”Effects of Alcohol and Drug Abuse in the Universities: A case of Masinde Muliro University of Science and Technology”. International Journal for Current Trends Research. INJCTR Int.J.Cur.Tr.Res (2012)1 (3):72-78 ( ISSN: 2278-8042).

#### **CONFERENCES AND WORKSHOPS ATTENDED, RESEARCHES AND SURVEYS**

- **2019-** 2<sup>nd</sup> International Conference on Mental Health Conference, 20<sup>th</sup> -22<sup>nd</sup> November, 2019 (Chuka University)
- **2018- National Youth Summit (Facilitator) mentoring the youth for successful co-existence-** Masinde Muliro University of Science and Technology
- **2016-** Fourth National Conference on Alcohol and Drug Abuse by NACADA on 30<sup>th</sup>-31<sup>st</sup> March 2016 at Kenya School of Monetary Studies Nairobi.
- **2015-** Education Management Society of Kenya (EMSK). An International Conference on Security. Organized by Masinde Muliro University of Science and Technology, 9<sup>th</sup>-12<sup>th</sup> June 2015 At Bishop Stam Kakamega.
- **Presented a paper on**, the Support given to Women in Conflict Management following the 2007/2008 Post Elections Violence in Kakamega County Kenya.
- **2015-** Third National Conference on Alcohol and Drug Abuse organized by NACADA from 18<sup>th</sup>-21<sup>st</sup> May 2015 at Bomas of Kenya.

- **2013-** Conference on Alcohol and Drug Abuse among the Youth organized by NACADA from 10<sup>th</sup> - 12<sup>th</sup> May 2013, at Kasarani Sports Complex Nairobi.
- **2012-**Research on the Role of Women in Conflict Management in the immediacy of 2007/2008 Post Election Violence in Kakamega County, Kenya .
- **2012-**Workshop on Disability Mainstreaming at Masinde Muliro University of Science and Technology, Organized by National Council for Persons with Disabilities.
- **2010-**Conference on Issues facing the Family and the Counselling Response at Safari Park Hotel Nairobi. Organised by Kenya Association of Professional Counsellors.
- **2010-**Conference Facilitation paper on Stress Management presented during MMUST Students Leadership Training at Bishop Stam Kakamega.
- **2010-**Workshop facilitation paper on Counselling Skills presented to Academic Advisors and Wardens at Masinde Muliro University of Science and Technology.
- **2010-**Workshop on Non-violent Conflict Transformation for Kenyan Public Universities-Egerton University, Organized by Amani Communities Africa.
- **2010-**Participated in a Baseline Survey on Alcohol and Drug Abuse at Masinde Muliro University of Science and Technology, Secretary to the Committee.
- **2009-**Conference facilitation paper on The Youth, Freedom of Choice and the HIV/AIDS Pandemic in Kenya: Philosophical Reflections. Presented in Conference for Principals at Kaimosi Teachers Training College.
- **2008-** Conference facilitation paper on Guidance and Counselling in Fostering School Discipline. Presented to Secondary Schools Heads of Department, Busia District at Blue York Hotel.
- **2006-**Research on the Influence of Guidance and Counseling on the Knowledge of HIV/AIDS among Adolescent Girls in Butere-Mumias District, Submitted to Kenyatta University, Department of Education Psychology.
- **2006-**Research on Knowledge and Prevalence of HIV/AIDS in Chepareria Division West Pokot District. Submitted to World Vision Kenya.Marich Pass ADP.
- **2005-**A paper on Reality Therapy and Choice Theory in Counselling.Submitted to Kenyatta University, Department of Education Psychology.
- **2005-**A paper on an Investigation on the state of Drug Abuse in Kakamega Municipality.Submitted to Kenyatta University,Department of Education Psychology.
- **2005-** Conference facilitation paper on Stress Management presented to Principals of Secondary Schools in Western Province,at Bishop Stam Kakamega.

## MEMBERSHIP TO PROFESSIONAL BODIES AND AFFILIATIONS

- Research Gate

- Google Scholar
- Kenya Universities Deans of Students Association.
- Association of Disaster Management and Conflict Resolution of Kenya (ADMCRK)
- Kenya Association of Professional Counselors
- Kenya University Professional Counselors Association
- Kakamega County Education Board
- Mothers Union-Anglican Church of Kenya-Christ Church Kakamega
- Progressive Women Group Kakamega

## **CHAIRING OF MAJOR COMMITTEES, MEMBERSHIP, AND OTHER ACHIEVEMENTS**

- 2014 to 2019 - Chairperson Student Welfare Committee
- 2016 to Date - Chairman Masinde Muliro University of Science and Technology. (MMUST) FM Board.
- 2014 to Date – Chairman /Convener Graduation Sub-Committee for Hospitality and Catering Masinde Muliro University of Science and Technology.

## **MEMBERSHIP TO UNIVERSITY COMMITTEES**

- 2019 January- Member(3different) Adhoc committees of Senate on Appeals from Student Welfare Committee
- 2019 January- Member Adhoc committee of Senate on Examinations irregularities
  - 2019,2018,2017,2016,2015,2014,2014 - Rattansi Educational Trust Fund Bursary
    - 2018- Organizing Committee MMUST Youth Leadership Summit
  - 2018 – Member AIDS Control Unit Sub Committee
  - 2018- Member Occupational Health, safety and Environmental committee
- 2017- Member Disability Mainstreaming committee
- 2017- Member of the Strategic and Institutional Planning Committee
- 2017 - Shortlisting Committee
- 2017 - Student Disciplinary Committee
- 2017- Adhoc Committee of Senate on Examinations irregularities
- 2017- KUSA playoffs MMUST Organizing Committee
- 2016- AIDS Control Unit Committee of Masinde Muliro University of Science and Technology Masinde Muliro University of Science and Technology
  - 2015 –Organizing Committee of the International Conference on New Paradigms in National and International Security hosted by Masinde Muliro University of Science and Technology 9<sup>th</sup> -12<sup>th</sup> June 2015 at Bishop Stam Kakamega.
  - 2015-Library and ICT Committee
  - 2015-Participated in designing and development of a five year strategic plan for Masinde Muliro University of Science and Technology 2015-2019.
  - 2015-Deputy Presiding Officer Masinde Muliro University of Science and Technology Students Organization Electoral Commission 2015.
  - 2014- Corruption Prevention Committee of Masinde Muliro University of Science.
  - 2014- Alcohol and Drug Abuse follow up Survey committee of Masinde Muliro University of Science and Technology.
  - 2014-Deputy Returning Officer Masinde Muliro University of Science and Technology Students Organization Electoral Commission 2014.

- 2010-Participated in the Development of Alcohol and Drug Abuse Policy for Masinde Muiro University of Science and Technology.
- 2010-Participated in the Baseline Survey on Alcohol and Drug Abuse at Masinde Muliro University of Science and Technology.
- 2003-2009-Participated in development and designing of a five year strategic plan for the three Secondary Schools-Shitoto 2003, Khwisero 2006 and Mwangaza 2009. The strategic plans were implemented to promote Girl-Child education in the regions.

#### **INTIATED AND DEVELOPED STUDENT WELFARE DEPARMENTS POLICIES**

- 2018- Alternative Mode of Discipline Policy
- 2018- Students Bursary and Award Policy
- 2018- University Chaplaincy Policy
- 2018- Students Clubs and Associations Policy
- 2018- Counselling Policy
- 2018- Policy on Students' participation in University activities
- 2018- Student Welfare and support policy
- 2018- MMUSO Sponsored activities policy
- 2016- Reviewed 2018 –Students Accommodation policy
- 2015- Reviewed 2018- Talent scholarship policy
- 2015- Reviewed 2018- Students Work Study Policy
- 2015- Reviewed 2018- Students Needy Kitty Policy
- 2010- Reviewed 2018-Alcohol and Drug Abuse Policy (Member of the Committee)

#### **GENDER ISSUES.**

- Done research on the Knowledge of HIV/AIDS among adolescent girls in Butere Mumias District – a vulnerable group compared to the boys in the region. Came up with recommendations to save the girl-child.
- Research on the Role of Women Conflict Management in the immediacy 2007/2008 Post Election Violence in Kakamega County.

#### **HOBBIES**

Socializing, travelling and keeping fit

#### **REFEREES**

Prof. Josephine Ngaira  
Deputy Vice Chancellor  
Academic and Student Affairs  
Masinde Muliro University of Science and Technology  
P. O. Box 190-50100  
Tel. +254722812984  
Email- dvc-asa@.ac.ke

#### **KAKAMEGA**

Prof. Judith Achoka  
Director Research  
Masinde Muliro University of Science and Technology  
P. O. Box 190-50100  
[directorrel@mmust.ac.ke](mailto:directorrel@mmust.ac.ke)  
achokajudith@yahoo.com  
[jachoka@mmust.ac.ke](mailto:jachoka@mmust.ac.ke)

Tel. 0721232432

**KAKAMEGA**

Prof. Crispinous Iteyo

Chairman, Department of Peace and Conflict Studies

Masinde Muliro University of Science and Technology

P. O. Box 190-50100

Email [citeyo@mmust.ac.ke](mailto:citeyo@mmust.ac.ke)    [citeyo@yahoo.com](mailto:citeyo@yahoo.com)

Tel. +254717255686

**KAKAMEGA**

Dr. Maxwell Mageto

Coordinator University Public Complaints Office

Masinde Muliro University of Science and Technology

P. O. Box 190-50100

Email [mmageto@mmust.ac.ke](mailto:mmageto@mmust.ac.ke)

Tel. +254714786409

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