

RESUME

ROSE MUTHONI WACHIRA (MA, BBA)

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EXECUTIVE SUMMARY

I am a focused and passionate leader/team player with excellent communication, analytical and conceptual skills with a long track record of result-based management.

I am well educated, with extensive knowledge of human resource management especially in the real estate sector.

I am a motivational leader with first-rate interpersonal skills and passion to achieve the vision and mission of organizations through sustainable interventions and solutions.

Most importantly am a firm believer in adherence and compliance to the set rules and legislation of the republic of Kenya.

WORKING EXPERIENCE

Director | Human Resource Manager,
Reporting to: Board of Directors,
Quantlyman Associates, Nairobi: 2002 to present.

Key Responsibilities

Strategy and planning: In consultation with the board and other stakeholders refine organization mission, vision and values, and deliver on short and long term strategies for Quantlyman Associates.

Business management and Administration: Provide general oversight of all activities in the organization and ensure the entity is running smoothly.

Compliance and Accountability: Ensure that the firm is fully compliant with organizational policies and procedures and adhere to the set rules and regulations.

Human Capital management: Manage recruitment of staff; provide mentoring and coaching other development activities to do with the staff.

Project management: Provide leadership in the execution and monitoring of all organization projects to ensure timely implementation.

Director, Reporting to: Board of Directors, Vorna Valley Development Company Limited, Nairobi: 2014 to present.
Key Responsibilities: Participate in the identification, feasibility analysis and negotiation of real estate acquisitions. Source and analyze the feasibility of potential development sites and evaluate associated development schemes. Development planning for successful development of housing projects, which would include extensive financial investment analysis, pro-forma modeling of new developments, opportunistic investment strategies and potential public participation Source acquisition opportunities, conceptual planning Participate in the identification and negotiation of debt financing including public and, public grants, public incentives, and tax credits. Direct activities with project managers, architects, engineers, and other consultants to plan projects related to public entitlement, site permits, acquisition due diligence and closing activities. Work with local governmental bodies and other interested parties to obtain necessary project permits and ensure compliance with Kenyan legislation. Direct and manage the Development Project Execution Team responsible for the construction of projects, coordination of designers and consultants and general contractor, etc. Monitor and assure timely completion of the investment and development within the established budget, schedule and required investment returns. Initiate, plan and manage the marketing and leasing plan for development/investment opportunities, including all aspects of marketing materials and promotion, broker relations and supervision of listing agents (as applicable) to broadly expose property, anticipate competition, and secure lease prospects.

Pursue prospective tenants for leasing of available retail space and other non- hospitality project components and negotiate letters of intent and lease agreements directly with tenants to ensure the achievement of stated development and investment goals.

Understand and negotiate all aspects of lease agreements to determine the impact of each lease on the value of each development/investment.

Provide leadership, mentoring, professional guidance, direction and supervision to other internal team members, including Development Project Managers and Investment Analysts.

Work with Development team to transition project acquisition and entitlement to project programming, design and delivery phase.

Administrator, Midchem pharmaceuticals, Nyeri

Reporting to: Directors

1989 -2002

Key Responsibilities

Financial management and reporting: Ensure sound financial policies and procedures, including delegated authorities are in place, maintained and followed to work in order to support long term and short term goals of the organization.

Strategy and planning: In consultation with the directors and other stakeholders refine organization mission, vision and values, and deliver on short and long term strategies for Midchem Pharmaceuticals.

Business management and Administration: Provide general oversight of all activities in the organization and ensure the entity is running smoothly.

Compliance and Accountability: Ensure that the firm is fully compliant with Kenyan legislation.

Human Capital management: Manage recruitment of staff; provide mentoring and coaching other development activities to do with the staff.

Project management: Provide leadership in the execution and monitoring of all organization projects to ensure timely implementation.

ACADEMIC QUALIFICATIONS

- Pursuing **Master of Arts (Women in Leadership and Governance)**
African Women's Studies center-University of Nairobi (expected to complete bymid-2020)
- Bachelor of Business Administration (HR) at Kenya Methodist University
- Diploma in **human resource management** - University of Nairobi
- Certificate in **Public Relations** – University of Nairobi

BOARD MEMBERSHIP

- Member of Exter Limited
- Member of Bleind Limited
- Member of Choice Microfinance

LANGUAGES

- English- Fluent both written and spoken
- Kiswahili- Fluent both written and spoken

PERSONAL DETAILS

- Date of Birth: 29th March 1967
- Nationality: Kenyan
- Marital Status: Married
- Religion: Christian

SOCIAL MEMBERSHIP

- Muthaiga golf club
- Limuru country club
- Impala sports club

HOBBIES

- Golfing
- Travelling
- Gardening

REFEREES**Prof Wanjiku Kabira**

Director, African Women Studies Center-University of Nairobi

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Mrs. Mary.W.Mutonyi

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