

- 1998 : Promoted to Assistant lecturer with the Teachers Service Commission and worked as Section head for Department Archives and Records management, Kenya Polytechnic.
- 1993 : Appointed as Graduate teacher II with the Teachers service Commission.

MAJOR TASKS & ACCOMPLISHMENTS :

At National Level:

- A Board member of “**Matiliku High School Makueni**” an International NGO whose objective is to solicit for funds both locally and internationally to empower OVCs and rural communities.
- A Board member of St. Marys Girls School Nairobi County.

At Institutional Level:

- Developed and implemented both Bachelor Arts and Diploma Curricula and Syllabi in Department Library Information Studies Kenya Polytechnic University College.
- Established Partnerships and linkages for the department with Government ministries and Private organizations to provide industry expertise in the training of students undertaking courses in Library information sciences
- Coordinated training of the entire institution on Records Management

UNDERGRADUATE STUDENTS & RESEARCH PROJECTS SUPERVISED

Grace Ogega: *Marketing of Library and Information services at the Kenya Polytechnic University Library (2012).*

Peter Mambo: *Library needs assessment of library services at the Kenya Polytechnic University Library (2012).*

PROFESSIONAL AFFILIATIONS:

1997- to date: Member, of Kenya Library Association

PROFESSIONAL TRAINING & EXPERIENCE:

22nd – 23rd July, 2012 facilitated a workshop for The Kenya National Agency (KNA) on Digitization of Photos and Archive held at the Brackenhurst Conference Centre-Limuru

23rd May 2012 – Attended Patent Application Training by Kenya Industrial Property Institute (KIPI) at the Red Court Hotel South C.

24TH-27TH APRIL, 2012 facilitated a seminar for Kenya Union Of Savings And Credit Co-Operative Society Limited (Kuscoco Ltd) On Records Management and Data Security at Seasons Hotel - Narok

13th-15th facilitated a workshop for Kenya Polytechnic University College on Records Management for ISO certification at Izzak Waltom -Embu

27th Nov – 8th Dec 2006 participated Writing Workshop on Curriculum Review for Craft Certificate in Information Studies at KIE.

3rd April – 14th April 2006 participated on Workshop on Curriculum Review for Proficiency Examination Syllabus for Clerical officers organized by Public Service Commission of Kenya at KCCT Mbagathi

7th Nov – 11th Nov 2005 Workshop on Curriculum Design for Craft Certificate in Information Studies at KIE

December 2005 : Facilitated in a Workshop on Archives & Records Management organized by the Ministry of Home Affairs

DEPARTMENTAL, FACULTY/SCHOOL, AND UNIVERSITY COLLEGE RESPONSIBILITIES:

January 2010- Now: Head of Department for library and information Studies in charge of administration and coordination of academics and student welfare programmes – by extension, a member of the College Academic Board (CAB).

THESIS TITLES

1. Collection development in technical institutions in Kenya. M.Phil. Thesis, Kenyatta University (1997)
2. Access and use of information to socially deprived children in slums. A case of Nairobi County (on-going)

TABITHA MBENGE NDIKU- AUGUST 2012.