

BIWOTT GEOFFREY KIPRONO

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BIO DATA

Gender: Male

Nationality: Kenyan

School: School of Business and Economics

Department: Management Science

Current position: Tutorial Fellow

CAREER PROFILE SUMMARY

As a distinguished scholar with experience in teaching, training, research, developing and implementing processes and systems that go into unleashing enormous knowledge and skills passed down to generations, I am passionate about making a difference in the lives of students. Moreover, I have also successfully developed strategic plans, policies and coordinated various activities in the school of business and economics. I am an effective communicator with superior detail orientated personality who imparts information effectively across all management, department, and discipline levels. I bring on board the following skill set; general management, strategic management, global business management, business development, national development and total quality management. Similarly, I am also an enthusiastic problem-solver with exceptional technical ability to rapidly assess diverse situational challenges, and develop action plans. Given my experience and efficient delivery, I am now looking to further engage my expertise in lecturing as I explore positions within my diverse fields.

EDUCATION BACKGROUND

- **Doctor of Philosophy in Business Management (DBM-Strategic Management)** - Moi University; 2015 to Date-Thesis writing.
- **Master of Business Management (MBM-Strategic Management)** - Moi University; 2009 to 2013.
- **Bachelor of Business Management (BBM-Human Resource Management) – Second class honours upper Division** Moi University; 2004 to 2008.
- **Kenya Certificate of Secondary Education-KCSE** - 1999 to 2002.
- **Kenya Certificate of Primary Education-KCPE** - 1987 to 1998.

PROFESSIONAL COURSES

- **Certified Human Resource Professional of Kenya CHRP (K)-HS3149-Level 5;** 2019 to Date.
- **Computer proficiency**

KEY SKILLS AND COMPETENCIES

- **Teaching:** Committed to excellent teaching and able and willing to teach varied units. As a teacher and lecturer, I have been able to set clear targets and goals and worked with staff to extend the implementation within the classroom and campus environment.
- **Assimilating and Clarifying Information:** I have the ability to quickly assimilate information to identify essential issues, developing a clear understanding and clarifying uncertainty through eliciting and exploring information and managing multiple complex issues at once.
- **Managing Work Efficiently:** I am able to manage time and deal with my work load

proportionately, ensuring efficient completion of the workload while utilizing available resources, to carry out the role in the most efficient way.

- **Lesson Planning:** Excellent ability to plan, prepare and deliver instructional activities that facilitate active learning experiences for example, I have successfully developed course outlines, descriptions, providing a variety of learning materials and resources for use in educational activities as well as identifying and selecting different instructional resources and methods to meet students' varying needs.
- **Excellent Communication and Interpersonal Skills:** An expert with the ability to relate to staff at different occupational levels as well as from different cultures/ethnic backgrounds fostering an attitude of appreciating diversity.
- **Ability to inspire and encourage** colleagues with a commitment to collegiality. High level of personal responsibility, professionalism and a strong sense of accountability, being firm, fair and transparent in my management style.
- **Relationship Management:** Ability to enhance and build relationships with key stakeholders within the university in order to ensure constant growth of the school and entire university.
- **Curriculum review and development:** ability to review and develop new curriculums to suit current market trends in business
- **ICT Competence:** Proficient in using the MS suite, the email and the internet.

WORK HISTORY

Tutorial Fellow-Scale 11

Bomet University College (*Constituent College of Moi University*); October 2018 to Date

Duties and Responsibilities

Key Lecture Areas

- Global Business Management.
- Business Communication.
- Principles of management
- National Development.
- Labour Laws.
- Management Communication.
- Project supervision

Other Responsibilities

- **January 2020 :** Mentor-Mentorship and guidance of students Bomet University College
- **June 2019:** Participated in Membership committees of Policy development in: Research policy, Bio-safety policy and Entrepreneurship policy.
- **September 2018:** School Timetabler School of Business and Economics

General Manager

Smart Farmer Africa Ltd; August 2017 to August 2018

Duties and Responsibilities

- Handled company affairs on behalf of the Chief Executive Officer.
- Assisted the Chief Executive Officer in the periodic review of company performance.
- Engineered effective leadership strategies for the organization.
- Chaired recruitment and selection and also advised the CEO on company matters.
- Developed and implemented 84 page SFA policy manual.
- Member and Secretary to the Board of SFA
- Restructured the company including staff and departmental alignments together with Board leadership and composition.

Part Time Lecturer

Moi University; May 2013 to June 2017

Duties and Responsibilities

- Global Business Management.
- Business policy and strategy.
- National development.
- Entrepreneurship concepts and its applications.
- Total quality management.
- Business law.

OTHER PAST EXPERIENCES

- **Deputy Principal-Academics;** Laikipia University Kitale campus (EVC College), September 2010 to May 2013- Chaired academic, recruitment and discipline committee, facilitated staff teaching functions, ensured and provided a lead in the management of campus affairs.
- **Examination Moderator;** Bugema University, 20th to 22nd June 2012- handled exams moderation in relation to blooms taxonomy.
- **Micro-Finance Officer;** Faulu Kenya, May 2009 to September 2010- carried out group conflict management, portfolio growth management, training and development.
- **Head of Department Business;** (AIRADS College), September 2008 to May 2009- Ccoordinated all departmental activities and managed the department successfully.
- **Examination Officer;** (ECPS College), May to September 2008- handled exam administration, proper examination scheduling supervision, and timetabling.

OTHER ENGAGEMENTS

- **Deputy Constituency Returning Officer;** DCRO-Nandi Hills Constituency, June to August 2017.
- **Presiding Officer;** Interim Independent Electoral Commission (IIEC) Referendum, 27th July to 5th August 2010.

PUBLICATIONS

- 1) Biwott, G., Limo, P & Maru, L. (2019). Do self-awareness and self-regulation affect knowledge sharing behaviour? Evidence from Kenyan universities: intelligence unmasked. Journal of Business Management and Economic Research.
- 2) Biwott, G., Maru, L., & Limo, P. (2019). Employee Social Skills as an Antecedent to Knowledge Sharing Behaviour in Kenyan Universities. African Journal of Education, Science and Technology.
- 3) Biwott, Ambrose K. and Paula, G. (2015). Do employees work life policies and empowerment strategies drive employee commitment? Evidence from Kenyan referral hospitals: synergy effect. Global Journal of Human Resource Management.
- 4) Moses, K, Paula G, Dennis, O. and Biwott, G. (2015). Training and development strategies on employee commitment in Kenya: Quantitative analysis approach. International Journal of Quantitative and Qualitative research methods.
- 5) Thomas, T, Chenuos, N, and Biwott, G., (2014). Do Profitability, Firm Size and Liquidity Affect Capital Structure? Evidence from Kenyan Listed Firms. European Journal of Business and Management.
- 6) Kemboi, A and Biwott, G. (2014). Health and safety as an antecedent to service delivery in public institutions in Trans-Nzoia Kenya. European Journal of Business and Management.
- 7) Biwott, G, Toroitich, M. and Chepkesis, M. (2014). Financial sustainability practices and outcomes in Kenya's Non-governmental organizations: Development assistance diplomats and Angels of Mercy paradox. International Journal of Business and Management Review.

- 8) Biwott, G. and Kemboi A. (2014). Managerial competencies as an antecedent to customer satisfaction in small and medium sized enterprises (SMES) in Eldoret municipality Kenya. International Journal of Advanced Research.
- 9) Kemboi, A, Biwott, G. and Tarus, T. (2014). Service quality as a catalyst for customer satisfaction of small and medium sized enterprises (SMES) in Kitale municipality, Kenya. International Journal of Business and Management Review.
- 10) Biwott, G. and Isabwa H. (2014). The efficacy of knowledge Capital Management as a tool for Employee Performance of Banks in Tindiret constituency Kenya. International Journal of Advanced Research.
- 11) Kemboi, A, Biwott, G. and Jeptoo, K. (2014). Intellectual Capital as an Antecedent to Employee Performance in Eldoret town commercial bank Kenya. Developing Country Studies journal.
- 12) Rose, J.S Boit, Emma S, Biwott, G, and Tarus, T. (2014). Trust and goodwill as drivers of small enterprise success: Evidence from Kenyan service sector intellectual capital perspective. International Journal of Small Business and Entrepreneurship Research.
- 13) Boit, R., Biwott, G., and Kemboi A. (2013). The efficacy of retirement plans and flexible scheduling in improving the quality of service delivery among civil servants in Nandi south Kenya. The International Institute for Science, Technology and Education.
- 14) Maru, L. C., Biwott, G. and Chenuos, N. (2013). Selected Job Characteristics and Performance of Nursing Employees in National Referral Hospitals in Kenya. European Journal of Business and Management.
- 15) Kemboi, A, Biwott, G. and Tarus, T. (2013). Staff Welfare as an Antecedent to Service Delivery among Civil Servants in Nandi County Kenya. European Journal of Business and Management. International Institute for Science, Technology and Education.
- 16) Kemboi, A, Biwott, G., Chenuos, N, and Rutto, A (2013). Skill Variety, Feedback and Employee Performance in Moi Teaching and Referral Hospital Eldoret Kenya. European Journal of Business and Management.

WORK IN PROGRESS-BOOK CHAPTER

Biwott, G. (2020). Leadership Discovery and Design an African Transformation: Exceller Publishing Limited Exceller Books: A Global Press UK.

WORKSHOPS

- Administration of university examinations and academic programs.
- Quality assurance, ethics and integrity considerations in university examinations.

MEMBERSHIP

- Member, Teaching and Education Research Association (TERA) New York City – M19956.
- Member, European Centre for Research Training and Development UK -1871.
- Member, International Society for Development and Sustainability (ISDS) -Japan-M170064.
- Member, Institute of Directors (IoD) Kenya-0866.
- Member, Institute for Human Resource Management (IHRM) Kenya-09626.
- Member, Kenya institute of Management (KIM) Kenya-45350.

REFEREES

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