



Curriculum Vitae

Moses R. S. Isutsa

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Vision	Achieve excellence in the service of humanity
Mission	Attain the highest qualification possible in Information Science
Objective	To serve and empower humanity with information & knowledge

Academic Qualifications

2010-2015	Kenyatta University: Master of Library & Information Science
2005-2008	University of South Africa: Degree in Library & Information Science
2005	Kenya Institute of Management: Advanced Certificate in Computer Application and Informatics
1991-1993	Sigalagala Polytechnic: Diploma in Library and Information Studies
1997	Highland Computers: Certificate in Computer Application

Employment profile

2017 May 2nd to date

Job Title : University Librarian

Pwani University

2015 June 3rd to 2017 May 9th

Job Title : Documentalist and Assistant Librarian

Directorate of Performance Contracting and Quality Assurance

Duties and responsibilities

1. Develop, implement and maintain QMS based on ISO 9001:2008 Standard
2. Supervise and monitor Quality Assurance assessments
3. Provide quality assurance committees secretarial services
4. Prepare Reports and Newsletter Editorial, Design, Typeset and Typography
5. Organize Quality Assurance meetings
6. Prepare and Conduct Internal Quality Audits
7. Train and sensitize University staff on Quality Assurance and QMS matters
8. Manage and Update the directorate website portal
9. Establish clarity and consensus about priorities for the corporation's management
10. Ensure impartiality and fairness in the process of delivery of public services
11. Oversee the commitment of the University in setting compressive performance targets
12. Assess and submit quarterly and annual reports to designated agencies
13. Develop performance contracts and cascade them within the university
14. Custodian of codes and documents of ISO 9001:2008 and QMS processes

2012 March to 2015 June 9th

Job Title: Head of Technical Services – KIBUCO Library

1. Collection Development(Acquisition):

Preparation of documents related to proper, timely and adequate acquisition of reading, learning, referral and research materials. Process and requisitioning for local purchase orders, seek and handle pro-forma invoices and quotations for books and supplies, maintain records of invoices/local purchase orders and passing them for payments.

2. Perform Bibliographic Services:

Cataloguing, Classification and meta data creation

2012 March to 2015 June 9th

Job Title: Head of Readers/Public Relations Services:

1. Design and prepare tools requisite for the appropriate facilitation of charging and discharging of materials for use by the library patrons assisted Library Attendants. Direct users on how to use library resources in accordance with the library rules and regulations through mounting user education exercises, orientation, tours, posters, brochures and other relevant guidance materials. Generate appropriate literature to market library services and resources.
2. **Serials/Periodical Services:** Develop, keep track of serials/ periodicals collection assisted in the day-to-day duties by library attendants.
3. **Special/Conservation Collection:** Develop a collection/re-depository/special collection composed of special publication like theses, dissertations, reports, manuscripts, gazette notices and others.
4. **Resource Centre:** Oversaw the operations of Audio-Visual (AV)/Video, Electronic materials including reproduction services.
5. **Virtual Library Services:** Oversee the day today Information Communication and Technology Services ranging from Network Administration, Software/Hardware Administration, System Analysis, Computer Trouble shooting.

Other University wide responsibilities

2016 Oct. 21st

Member Evaluation and Monitoring of Strategic Plan

2015 April

Senior Polling Officer

2014 Aug 1st

Secretary to the University College Library Advisory Committee

2014 July 18th

Quality Assurance implementation committee member

2014 July 3rd

Chairman of casual recruitment for preparation of CUE inspection

2014 April 22nd

Member of tender opening committee

2014 March 28th

Electoral official and conducted KIBUCOSO elections

2014 February 17th

Member, due diligence for proposed completion of tuition block

2014 January 30th

Member tender evaluation committee

2013 November 14th

Member tender processing (evaluation, inspection and acceptance)

2013 November 11th

Member tender opening committee

2013 November 11th

Member procurement committee

Employment History

2012 to 2015

Senior Library Assistant II (**Kibabii University College**)

2003-2012:

Senior Library Assistant III (**Masinde Muliro University Science Technology**)

1997-2003:

School Librarian-**Kakamega High School**

1994-1996:

School Librarian-**Musingu High School**

1996:

Consultancy for **Lirhembe Girl High School Library**

1997:

Consultancy for the **Nyanza Province PDE Home Library**

ISO 9001:2008 Auditor

2015

Certified ISO Internal Quality Auditor

2015-12-09

Appointed as ISO/QMS steering committee member

Awards

2016 September 9th

Appreciation by the Vice Chancellor

2016:

Appreciation and Commendation for attaining ISO 9001:2008 as a
Documentalist by the Management Representative

1996 :

Good performance certificate Musingu High School

Publications

1. Impact of ISO 9001: 2008 on the Information Auditing Process in Public University Libraries in Kenya: A Case of MMUST Library by **Moses Isutsa Richard Shileche** *Imperial Journal of Interdisciplinary Research (IJIR)* Vol-2, Issue-11, 2016 ISSN: 2454-1362, <http://www.onlinejournal.in>
2. Book Chapter on *Current Trends in information use behavior and accessibility at higher institutions of learning for quality education* , May 2016 edition.
3. Barriers to use of ICT-Based Library Services by Persons with Disabilities: Case Study Of Kenya National Library Services (Nakuru Branch)
4. Scenarios in Accessing E-resources in University libraries: A case of MMUST University

Workshop Facilitation

2016 Dec. 2nd

Facilitator at 2nd Inter-County Secondary/Tertiary College Librarians at Kibabii University

2015-12-4

Facilitator at 1st Inter County Secondary/Tertiary College Librarians at Kibabii University.

2009 Jun.

Facilitator (MMUST), the role of library and information services consortium and INASP workshop

2004 Nov.

Senior Staff workshop - I offered Technical support

2004 Jun.- Aug

Staff ICT skills programme Facilitator

2004

CDMHA 1st conference – I offered Technical support

2004 Apr.

Launch of CDMHA - I offered Technical support

Workshop Organization

2012 March 22nd -23rd

Successfully organized Western Region KLA workshop at Sheywe Guest House Kakamega

2011 Mar. 3rd- 4th

Successfully Organised a workshop: School & College libraries in the modern society: Which way forward. Presented a paper: ***Role of information workers in developing a collection policy framework in the information economy age.***

Paper presentations

2016 Dec. 2nd

Presented a paper on Trends and issues surrounding Information Access and Use in Schools: 2nd Annual inter-county conference, Kibabii

2015 July 29-31st

Presented a paper on Information flow assessment and audit of Kibabii Univ. KLA regional conference ,

2014 Sept. 8th -10th

Attended ISO 9001:2008 implementers training on quality management systems

2014 June 20th

Presented a paper on **strong library association**, representing the national office at the Kakamega western branch workshop.

2014 May 16th

Presented a paper, **Need of Information Assessment for Effective Collection Development in Libraries at KNLS Kisumu, KLA Nyanza Regional workshop**

2014 March 21st

Attended staff induction workshop enhancing management culture, integration and internalization at Kibabii University board room

2013 Nov. 29th

Elected Assistant Treasurer Kenya Library Association

2013 Nov. 27th -29th

Attended The role of library and information professionals in dynamic and virtual environment annual KLA conference at Kakamega Golf Hotel

2013 August 31st July - 2nd

Presented a paper **Scenarios in Accessing E-resources in University libraries: A case of MMUST University at the building strong Libraries and information Service Centres, Through Creativity Innovation and ICT at Nairobi safari club Lilian towers.**

2012 Nov. 7th-9th

Presented a paper on ***Barriers to use of ICT-Based Library Services by Persons with Disabilities: Case Study Of Kenya National Library Services (Nakuru Branch)*** at the KLA annual conference at sunset Hotel in Kisumu.

2012 Oct. 26th

Facilitated launch of Rift Valley KLA branch and presented a paper on ***collection development for school libraries***

2011 March 9th

Attended ISO awareness workshop at MMUST

2010

Part-time lecturing the Diploma in Information Studies Classes at Sigalagala T.T.I.

2010 Oct. 1st

Western and Nyanza KLA workshop – Imperial hotel Kisumu. - Presented a paper ***on access and use of e-resources in varsity libraries a case MMUST Library***

2010 Jun.

Appointed, the Western region Kenya Library Association Chairman and representative

2010

Design and registration of Eastern Africa Journal of Science , Engineering and Technology

2009 Dec.

Awarded the Country Trainer of trainers Certificate by AGORA/HINARI at (ILRI)

2009 Mar.

Inter-university exhibition as Exhibitor at Egerton – Kunste Hotel

2008

Typesetting, typography, cover designer of : MMUST HIV/AIDS work study place policy.

2008

Typesetting, Typography of : Peace and Conflict resolution in a Global Context book by Prof. Okoth P.

2008 Nov.

Presented a paper: The role of information audit in the context of a university library at Egerton University

2008 Jun.– Aug.

MMUST staff ICT skills training I served as a Facilitator

2007

Typesetting, Typography and book index production of a book by Prof .Oteng'i S.B.B.

Typesetting, Typography of : Education Media Prospects and Challenges book by Dr. Mutsotso et al.

2007

Processing and preparation of publications, brochures, posters & registration ,design of 1st issue of J-STEM

2006

Lirhanda telecentre setup – technical support

2006

Typesetting & typography of Guidelines for Writing Research Proposals & Theses by Oteng'i, S.B.(PhD)

2006

Served as Secretary Kujisaidia Self Help Group -community service

2005

Virtual library Design of Tables workstations floor plan and internet cabling in LBB block.

2005

ICT web page content task force member

2004-2008

Library ASK Show committee Member/exhibitor

2004-2006

Library management committee: I served as Committee Secretary

2004-2005

Collection management committee: I served as Committee Secretary

2004

Designing of Library charging and discharging tools

2004

ICT inventory task force member

2004

Secretary library collection management committee

2003 - 2011

Training/Workshops/Seminars

2015-12-26

KLA Conference at Meru Slopes Hotel Meru

2015-07-27th-28th

Two days pedagogical skills training workshop at Kibabii University

2015-09-11,14-17th

Quality Management System training

2015 July 27th-28th

Towards enhancing quality instruction and assessment in the provision of university education C^{21st}

Attended KLA Conference in Eldoret: Information literacy ; a bridge to management and use of e-resources

2012 June 4th - 8th

Attended Standing Conference for East, Central and Southern Africa Librarians at Laico Regency- Nairobi

2012 March 5th -9th

Attended “Project Building Stronger Together Library Associations” in Stockholm Sweden.

2011 May 24th -27th

Attended a KLA Annual Conference in Mombasa Reef Hotel

2009

Certificate of Participation (MMUST) fire mitigation in urban area, institutions, environmental fires

2008 Mar.

Gender sensitization workshop(MMUST) participation

2006 Sept.

Attended Monitoring and evaluation of e-resources workshop (INASP - NRB)

2004 Jul.

Web Page design and authoring workshop (INASP Nairobi)

2004 Sept.

PC troubleshooting workshop(INASP, NRB)

Philanthropic

2015: Donate 100 books and dictionaries to the University Library

2012 Nov. 19th Donated 7 books to the university library worth over Kshs 50,000.

Referees

1.Prof. Julius Maiyo Director Performance Contracting and Quality Assurance(KIBU)

2.Prof. S. N. Mutsotso Dean School of Graduate Studies (KIBU)

3.Dr. Paul Obino Director RCE (Kibabii University)