

JACOB JEKETULE SOKO

PERSONAL DETAILS

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HIGHLIGHTS OF QUALIFICATIONS

Hands on experience in planning and managing various researches
Deep knowledge of working with children, youth and adults
Wide knowledge of social science research and evaluation methods
Ability to carry out monitoring and evaluation
Ability to conduct seminars, trainings and workshops with different age groups
Ability to work with various computer software programs
Strong documentation skills

EXPERIENCE

2013 - to present - Tangaza College (Catholic University of Eastern Africa)

Research Officer

Planning, Monitoring and evaluation of the progress of research activities
Maintaining financial accountability for all grants awarded
Providing administrative and logistical support in the research office
Organizing trainings, conferences and workshops
Developing policies and drafting research proposals, and publication specifications
Carrying out research, data analysis with Statistical Package for Social Sciences (SPSS)

2007 - to present - Tangaza College (Catholic University of Eastern Africa)

Lecturer

Principles of Management, Marketing, Change Management, Quick Books Accounting, Pastoral Cycle Methodology and Foundations of Social Ministry.

2011 - to present (Part-time) - Spec Training and Consulting Ltd, Nairobi Kenya.

Trainer & Lead Consultant

Leading research projects on monitoring and evaluation of projects
Developing strategic plans for organizations including setting logical frameworks
Facilitating trainings and workshops on child protection strategies, positive discipline in schools, Finance and Management.

2005 – 2012 - Missionaries of Mariannahill Catholic Institute, Kenya.

Financial Administrator

Planning for human resources needs
Managing a library
Budgeting, procurement & maintaining inventory of supplies and assets
Assigned to prepare, observe and analyze bookkeeping records, financial statements and reports.
Developing and modifying accounting systems.
Assisting with the preparation of support for annual audits by outside auditor

2003 Jul – 2005 July. - Catholic Development Centre - South Africa

Program Officer

Research - Responsible for need analysis
Facilitating proposal writing and documentation of natural farming best practices
Capacity building and training farmers on natural farming
Direct involvement in food supply and seed security programs
Resource mobilization, fundraising and disbursing funds
Monitoring, evaluation and reporting of projects under Catholic Development Centre
Project database development and Management

1994 – 1996 – GTZ (Urban water and sanitation project), Malawi

Youth Coordinator

Led the youth to play an active role in digging trenches to lay pipes for water as a community contribution in the urban water provision project.
Initiated sports activities to help youth shun from bad behaviours

EDUCATION

2011 –to date: Ph.D Student –Business Administration - Jomo Kenyatta University of Agriculture and Tech. (JKUAT) – Kenya.

2005 -2007: Master of Business Administration. Daystar University – Kenya.

2000-2003: BA - Bachelor of Arts in Social Ministry - Catholic University of Eastern Africa – Kenya.

SKILLS AND TRAININGS

Database with Microsoft Access and Visual Basics platforms
Child Protection Strategies, 2014: 3rd March – 4th March
Valid driving licence
Educating Adults Professional Development Training, DePaul University, United States of America, October 2013.
Proposal Writing and Resource Mobilization, 2007: 29th Oct – 1st Nov.
Counselling and Conflict Management– Kenya, 2003 June to July.
Certificate of Training in Computer, Dataease Software Ltd. Kenya, 2001
Data analysis with SPSS
Computerized Accounting Using QuickBooks Accounting and Dynacom Accounting Software
Horizon 2020 Awareness and Training Workshop for Kenyan Scientists, January 21st 2014.
Use of Logical Framework and Participatory Rural/Learning Appraisals

ACHIEVEMENTS

Developed Child Protection Manuals for Schools and Children’s Homes
Developed a curriculum for Masters of Arts Program at Tangaza University College (Constituent College of Catholic University of Eastern Africa)
Conducted a feasibility study for Missionary Sisters of the Precious Blood – Juja Farm (2014).
Facilitated a Mid-term Evaluation of United Nations High Commissioner for Refugees (UNHCR) and Government of Kenya–Security Partnership Project (2012).
Conducted Mid-term Evaluation of Masters of Arts in Social Ministry Program at Tangaza University College, (2013).
Conducted an evaluation of Francis Taylor Project-Mwingi, (2012).
Conducted an evaluation of Oyugis Integrated Project-Oyugis, (2011).

PUBLICATIONS

Books

Soko, J.J. (ed). (2014). *Kasembo Farm Management 2000-2006*. Canada: Societe des Ecrivains. (Online).
Soko, J.J. & Katuse, P. (2014). *Marketing for Social Transformation*. Nairobi: Paulines.
Soko, J.J., (2014). *Organizational Development and Change Management*. Lambert Academic Publishing.
O’Byrne, D., Churu, B., Soko, J.J. (eds) (2013). *Proclaiming the Good News in Joyful Service and Hope*. Nairobi: Paulines.

Soko, J.J., Mphande, M., Pierli, F. & Katuse, P. (2012). *Management for Social Transformation*. Nairobi: Paulines.

Journals & magazine articles

Soko, J.J., (2014). Intangible Assets for Sustainable Competitive Advantage in Institutes of Higher Learning. *Msingi Journal*.

Soko, J.J., (2012). Change Management in Kenyas' Catholic Organizations. *International Journal of Management and Business Studies*.

Soko, J.J. (2011). *Valuing Ethnic Diversity for Competitive Sustainable Advantage*. International Journal of Professional Practice – Kenya Methodist University.

Mphande, M, and Soko, J.J. (2009). *Professional Management Practice and Ministry – Tension Between Management and Ministerial Approach*. Tangaza College Occasional Paper No. 23. Nairobi: Paulines.

Soko, J.J. (2013). *Managing Street Children a Holistic Approach*. (Abstract online) Nairobi: French Institute of Research in Africa (IFRA).

Soko, J.J. (2013). What kind of leadership does Kenya need? *New People Magazine*.

INTERNATIONAL CONFERENCES

Child victims, Vulnerable Children and “Violent” Youth in East Africa, International Conference, Kampala Uganda, 19-21 Nov 2012.

East Africa Communication Association Conference, 50 years of Communication and Development in Africa, Nairobi, 9– 11 October 2013.

Joint IST-Africa CAAST-Net Plus Horizon 2020 Workshop, Nairobi, 21 January 2014.

1st Social Transformation Conference, Nairobi, 13-15 November 2014.

REFEREES

Dr Paul Katuse,
Assistant Professor - Chandaria School of Business, United States University
International -Africa, P.O. Box 1463 -00800, Nairobi, Kenya.
Tel: +254 – 721879563 Email: pkatuse@usiu.ac.ke

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SPEC Training and Consultancy, P.O. Box 15055 -00509
Tel: +254 735296833. Email: pbwangila@gmail.com