



REPUBLIC OF KENYA
THE COUNTY GOVERNMENT OF GARISSA
OFFICE OF THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE



Email: mohamud.hassan@garissa.go.ke
Website: www.garissa.go.ke

P O BOX 563-70100
Garissa

Ref: CGG/CS/DEP/VOL.1 (38)

27th January 2024

Eng Jacob M. Juma
P/NO. 20140160514

Dear Jacob,

RE: DEPLOYMENT

Pursuant to the Powers Conferred to my Office by Section 72 Sub-Section 2 of the County Government Act 2012; this is to inform you that you have been deployed to Garissa Municipality as the **Chief Superintending Engineer** with immediate effect.

By a copy of this letter, you are required to report to the Municipal Manager- Garissa Municipality for further instructions.

I take this opportunity to wish you success in your new station.

Kind regards,

THE COUNTY SECRETARY
COUNTY GOVERNMENT OF GARISSA
P. O. Box 563 - 70100,
GARISSA

Mohamud H. Mursal
County Secretary & Head of County Public Service
GARISSA COUNTY

CURRICULUM VITAE

PERSONAL CONTACTS

Name: ENG. JACOB M. JUMA
Address: P.O Box 15335-00400
NAIROBI

Mobile NOs: +254 726 435 916/ +254 736 457 877

Email: amuj_yakubu@yahoo.com/ amujyakubu@gmail.com

MEMBERSHIP IN PROFESSIONAL SOCIETIES:

- Professional Engineer, duly registered with Engineers Board of Kenya (EBK) 2023 (A4521).
- Corporate Member of Institution of Engineers of Kenya (IEK) 2023 (M.7642).

CURRENT TASKS ASSIGNED

- Monitoring of work progress in the infrastructure and buildings department
- Planning, design and supervision of construction projects
- Materials Quality Control during implementation of various works, investigation and research
- Control and supervision of maintenance of various structures.
- Ensure design, Construction and standards specifications are adhered to
- Preparation of regular and periodical reports on project progress
- Preparation of structural designs and drawings
- Preparation of Tender documents
- Preparation of Departmental priorities and budgets and consolidation of ministerial budgets in liaison with other departmental heads
- Training and mentoring of younger incoming technical staff and those under internship/ attachment programmes

KEY QUALIFICATIONS:

I have 11 years post-graduation experience in design, supervision and contract management in built environment and 2 years post-graduation experience on road construction projects. Since joining the County Government of Garissa, I have risen through the ranks from the entry level to Chief Superintending Engineer, Structural.

I have been trained on budget making process, been trained on Building audit by National Building Inspectorate (NBI)

I have a bachelor's degree in Civil and Structural Engineering, Duly registered professional Engineer with Engineers Board of Kenya (EBK) and a Corporate Member of Institution of Engineers of Kenya (IEK)

EDUCATIONAL BACKGROUND

MAY 2015 TO DATE:

Institution: - Jomo Kenyatta University of Agriculture and Technology

Course: - M. Sc Civil Engineering (Structures Option)
Qualification: - Deferred

AUG 2007 TO MAY 2012: **Institution: -** Masinde Muliro University of Science and Technology

Course: - B. Tech. Civil and Structural Engineering

Qualification: - Second Class Honors Upper Division

JAN 2002-NOV 2005: **Institution: -** Kapkateny A.C.K High School

Course: - Secondary Education

Qualification: - K.C.S.E Certificate, Grade A- (Minus)

PROFESSIONAL TRAINING

AUGUST 2007- MAY 2012: **Institution: -** Masinde Muliro university of science and Technology

Training: - Civil and Structural Engineer

Qualification: - Second Class Honors' Upper Division.

WORK EXPERIENCE

1. **CHIEF SUPERINTENDING ENGINEER, STRUCTURAL**

Date: April 2021 – To date

Employer County Government of Garissa

DUTIES AND RESPONSIBILITIES

- Monitoring of work progress in the infrastructure and buildings department
- Planning and design of various projects, supervision of construction and contracts
- Materials Quality Control during implementation of various works, investigation and research
- Control and supervision of maintenance of various structures/roads.
- Ensure design, Construction and standards specifications are adhered to
- Preparation of regular and periodical reports on project progress
- Preparation of structural designs and drawings
- Preparation of Tender documents
- Preparation of Departmental priorities and budgets and consolidation of ministerial budgets in liaison with other departmental heads
- Training and mentoring of younger incoming technical staff and those under internship/ attachment programmes

2. **SENIOR SUPERINTENDING ENGINEER, STRUCTURAL**

Date: Jan 2018 – April 2021

Employer County Government of Garissa

DUTIES AND RESPONSIBILITIES

- Monitoring of work progress in the infrastructure and buildings department
- Planning and design of various projects, supervision of construction and contracts
- Materials Quality Control during implementation of various works, investigation and research
- Control and supervision of maintenance of various structures/roads.
- Ensure design, Construction and standards specifications are adhered to

- Preparation of regular and periodical reports on project progress
- Preparation of structural designs and drawings
- Preparation of Tender documents
- Preparation of Departmental priorities and budgets and consolidation of ministerial budgets in liaison with other departmental heads
- Training and mentoring of younger incoming technical staff and those under internship/ attachment programmes

3. **ENGINEER 1, STRUCTURAL**

Date: July 2014 – Dec 2017

Employer: County Government of Garissa

DUTIES AND RESPONSIBILITIES

- Monitoring of work progress in the infrastructure and buildings department
- Planning and design of various projects, supervision of construction and contracts
- Materials Quality Control during implementation of various works, investigation and research
- Control and supervision of maintenance of various structures/roads.
- Ensure design, Construction and standards specifications are adhered to
- Preparation of regular and periodical reports on project progress
- Preparation of structural designs and drawings
- Preparation of Tender documents
- Planning, design, supervision of construction, contracts, material investigation and research related to building and other structures
- Control and supervision of staff and financial control in public work
- Ensuring sufficiency of design and contract drawings;
- Implementation of design standards and procedures;
- In charge of all architectural, engineering and quantity surveying services.

4. **ASSISTANT SITE ENGINEER**

Date: November 2013 – June 2014

Company: Put Sarajevo Gen. Engineering CO. (K) Branch

Contract: Up-grading to Bitumen standard of Homa Bay – Mbita Road (C19) project

Employer: Kenya National Highways Authority (KeNHA)

DUTIES & RESPONSIBILITIES

- Primarily involved in coordinating re-measurement of various bill items
- Plotting of cross sections with **AutoCAD**
- Preparation and computation of quantities for interim certificates
- Liaising with Site Agent and Resident Engineer on re-measurement
- Preparation of Interim Payment Certificates (IPC)
- Liaising with the Resident Engineer's representatives on final quantities
- Pricing and estimating contracts (including administration cost estimates)
- Tendering processes and pre-tender site visits as contractor's representative

- Preparation of cash flow statements for the site agent
- Preparation of work schedules for the site agent
- Preparation of daily work reports for the site agent
- Supervision and coordination of various activities related to work on site
- Computation and requisition of construction materials required on site from head office

5. ASSISTANT ENGINEER

Date: August 2013 – January 2014

Company: Saumo Enterprises Ltd

Projects: Construction and Completion of Nyagancha Box Culvert
Construction and Completion of Chemosian Bridge
Construction of Proposed Riosiri Market Stalls at Nyamarambe

DUTIES AND RESPONSIBILITIES

- Overseeing the smooth running of activities on various sites
- Primarily involved in coordinating re-measurement of various bill items
- Preparation and computation of quantities for interim payment certificates
- Preparation of Interim Payment Certificates (IPC) for the three projects
- Computation and requisition of construction materials required on site from head office
- Liaising with Site Agents, Clerk of works and Project Engineers on Re-measurement and variation of various bill items in comparison with BOQs
- Pricing and estimating contracts (including administration cost estimates)
- Tendering processes and pre-tender site visits as contractor's representative

6. ASSISTANT ENGINEER/ DRAUGHTSMAN

Date: July 2012 – August 2013

Company: Put Sarajevo Gen. Engineering CO. (K) Branch

Contract: Up-grading to Bitumen standard of Homa Bay – Mbita Road (C19) project

Employer: Kenya National Highways Authority (KeNHA)

DUTIES & RESPONSIBILITIES

- Primarily involved in coordinating re-measurement of various bill items
- Plotting of cross sections with **AutoCAD**
- Preparing and computation of quantities for interim certificates
- Liaising with Site Agent/Engineer on re-measurement
- Preparation of Interim Payment Certificates (IPC)
- Liaising with the Resident Engineer's representatives on final quantities
- Preparation of cash flow statements for the site agent
- Preparation of work schedules for the site agent
- Preparation of daily work reports for the site agent

SKILLS IN COMPUTER

- I. Office Packages: Microsoft office suite and Microsoft Office Project
- II. Draughting and Design Software: - AutoCAD Civil 3D and ARCHICAD
- III. Structural Analysis and Design Software: - PROKON
- IV. Operating systems software: Microsoft windows 2000 and above

Referees

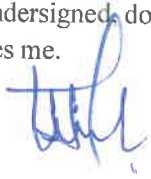
Eng. Edward P.O. Ndinya
County Works Officer
County Government of Garissa
+254 722 756 552

Paul M. Sure
Managing Director- Saumo Enterprises Ltd, Kisii
+254 722 525 627

Certification

I, the undersigned, do certify that to the best of my knowledge and belief, this information correctly describes me.

SIGN:



NAME: ENG. JACOB M. JUMA

COUNTY GOVERNMENT OF GARISSA



**OFFICE OF THE COUNTY SECRETARY
DEPARTMENT OF COUNTY HUMAN RESOURCE MANAGEMENT**

Telephone number: 046 2102607

P.O BOX 563 - 70100

Website: info@garissa.go.ke

GARISSA COUNTY

Ref: CGG/CHRM/APP/DAPSB/PUB/VOL.1(15)

18th July 2016

MR. JUMA MREFU JACOB
ID/NO: 25108723

Thro'

The Chief Officer
Department of Road, Public works, Physical planning and Housing
P.O Box 563 – 70100
GARISSA COUNTY

RE: APPOINTMENT

This is to convey to you the decision of the County Public Service Board via its meeting held on January 2016 min Ref: NO GCPSB/ min /0005 of 22nd January 2016 that you be appointed as Assistant Engineer II (Structural) JG "K" and be admitted into the permanent and pensionable establishment with effect from 2nd June 2014, being the date you were first placed on probation.

A handwritten signature in black ink, appearing to be "Y. Abdullahi".

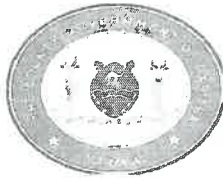
Y. ABDULLAHI

Ag. DIRECTOR, COUNTY HUMAN RESOURCE MANAGEMENT

A handwritten signature in blue ink, likely belonging to the Ag. Director, County Human Resource Management.

Cc:

- County Secretary
- Secretary, County public service board



**COUNTY GOVERNMENT OF GARISSA
OFFICE OF THE COUNTY SECRETARY**

P. O. Box 563 - 70100
Email: info@garissa.go.ke

When replying please quote:
CGG\CS\PROM.2/VOL.2 (061)

22nd April, 2021

Mr. Jacob M. Juma
P/NO: 20140160514

Dear Jacob,

RE: PROMOTION

This is to inform you the decision of the authorised Officer that you have been promoted to **Chief Superintending Engineer - Job Group 'P'** in the Department of Housing and Public Works with immediate effect.

The necessary arrangements are being done to adjust your salary to the new scale and you will adhere to the terms and conditions of County Government.

I wish you all the best and congratulations in your new role.

Yours sincerely,

Abdi M. Ali 
County Secretary & Head of Public Service
GARISSA COUNTY

C.c

- Secretary, County Public Service Board
- Director, Human Resource Management
- Chief Officer, Lands, Urban Development, Housing and Public Works
- Payroll Manager



COUNTY GOVERNMENT OF GARISSA.



MINISTRY OF LANDS, HOUSING, URBAN DEVELOPMENT AND PUBLIC WORKS

OFFICE OF THE CHIEF OFFICER

P.O. BOX 563-70100
GARISSA

Website: info@garissa.go.ke

Ref No.: 20140160514

Date: 6th September, 2019

MR. JACOB M. JUMA

RE: APPOINTMENT.

In pursuant to the Power conferred to the Accounting Officer by Section 45[4] of the County Government Act 2012 of delegation of authority, I have appointed you as the **County Project Coordinator** for Garissa County and also **Project Manager** for all projects in Township sub-county. You will be reporting directly to the Chief Officer.

You will be required to perform your duties and responsibilities with due diligence. The appointment is effective as from **6th September, 2019.**

I wish you all the best in the new appointment.

Yours faithfully,

Hussein Farah
Chief Officer
Housing and Public Works
GARISSA COUNTY.

Copy to:

- County Secretary
- Ccem-lands, housing, urban Dev't& P/Works
- County public service board
- File copy



MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

This is to certify that

Sumat Mesfur Jacob

having satisfied the requirements
for the award of the degree of

BACHELOR OF TECHNOLOGY IN
CIVIL AND STRUCTURAL ENGINEERING

Second Class Honours (Upper Division)

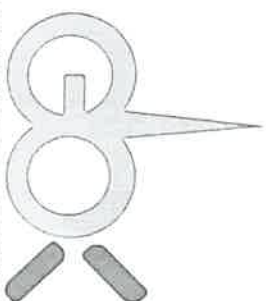
was admitted to the degree at a congregation held
at this University
on the Seventh Day of December
in the Year Two Thousand and Twelve

A stylized signature in black ink, consisting of several loops and a final vertical stroke.

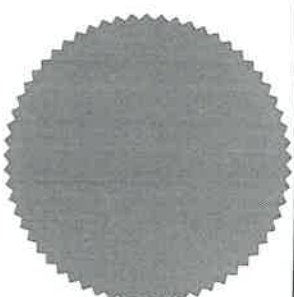
Vice-Chancellor

A stylized signature in black ink, featuring a large, sweeping loop and a final horizontal stroke.

Deputy Vice-Chancellor
(Academic Affairs)



ENGINEERS BOARD OF KENYA
— Enhancing Professionalism —



THE REPUBLIC OF KENYA
ENGINEERS BOARD OF KENYA

Certificate of Registration

THIS IS TO CERTIFY THAT

Eng. Juma Muefu Jacob

HAS BEEN DULY REGISTERED
AS A PROFESSIONAL ENGINEER

Pursuant to and in accordance with Section 16
of the Engineers Act, 2011, and that on the

29th June 2023

such name was entered in the Register under the
Serial Number

A 4521

Given under our hands and Common Seal of the
Engineers Board of Kenya, at Nairobi this

29th June 2023



Eng. Margaret N. Ogai
Registrar

ENGINEERS BOARD OF KENYA

Engineer's Practising Licence

Pursuant to Section 32 of the Engineers Act, 2011, I hereby certify that

..... Eng. Jacob Juma Mweya
is duly registered as Professional Engineer
in the field of Civil & Structural Engineering
..... 2024 for the year
Issued this 3rd day of January 2024 and is hereby licenced to practice as such.

Issued under the Seal of the Board

Serial No. EBK 2024 / A 4521 / M 602

Eng. Margaret N. Ogai

Registrar



The Institution of Engineers of Kenya

CERTIFICATE OF MEMBERSHIP

THIS IS TO CERTIFY THAT
Juma Murefu Jacob

HAS BEEN ADMITTED

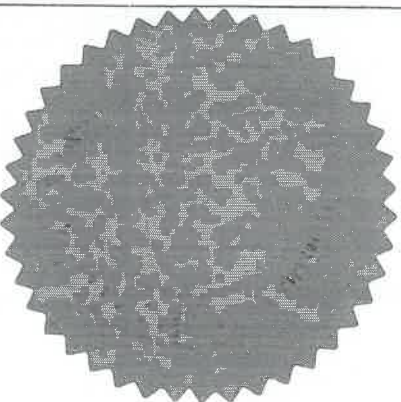
Corporate Member M.7642

OF THE INSTITUTION OF ENGINEERS OF KENYA ON THE

24th August 2023

GIVEN UNDER OUR HANDS AND THE COMMON SEAL
OF THE SAID INSTITUTION ON THE

1st September 2023



MEMBER

Handwritten signature

PRESIDENT

Handwritten signature

HONORARY SECRETARY

Handwritten signature

SERIAL NO: 