

CURRICULUM VITAE

DR. HENRY KIPLANGAT CHERUIYOT (PhD)

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PERSONAL DETAILS

Nationality: Kenyan Date of Birth: 11/12/1966 Marital Status: Married

OBJECTIVE

To excel in teaching, training, and development of high performing business professionals.

PROFESSIONAL PROFILE

- Has extensive experience in plan and development of high quality infrastructure and best administration of human resource both in unionized and non-unionized established labor market.
- Has a proven track record for consistently creating good industrial relations.
- Able to obtain excellent team work, through; mentorship, training and development of human resource.
- Demonstrates excellent interpersonal skills, energy and drive to motivate and lead all employees to achieve their targets.

COMPETENCIES

- High level of integrity to the satisfaction of both internal customers and members of the public.
- Demonstrated ability to uphold national values and principles of good governance.
- Able to deliver with minimum supervision.
- Advocate for positive national image in multi-cultural environment with respect to diversity.
- Proven track record in organizational, interpersonal communication skills.

KEY STRENGTHS

- Leading and building high performance teams players, driving client result oriented service deliveries
- Creatively conceiving, sourcing and developing best business professional.
- Applying innovative human resource strategies to increase client satisfaction
- Building a solid client pipeline through referrals and focused efforts to create awareness
- Ability to adapt to changing working requirements, human resource conditions and emerging technologies

WORK ACHIEVEMENTS

1 Research and Publications

- i Cheruiyot H. K. (2017) Influence of Product Adaptation on Sustainable Competitiveness of Tea Firms in Kenya, *The International Journal Of Business & Management (ISSN 2321–8916) Vol 5 Issue 6 June, 2017*
- ii Cheruiyot H. K. (2017) Influence of Process Adaptation on Sustainable Competitiveness of Tea Firms in Kenya *The International Journal Of Business & Management (ISSN 2321–8916) Vol 5 Issue 6 June, 2017*
- iii Cheruiyot H. K. and Maru L (2017) Corporate Environmental Practices and Sustainable Competitiveness in Kenya's Tea Sub-Sector *The International Journal Of Humanities & Social Studies (ISSN 2321 - 9203) Vol 5 Issue 11 November, 2017*

2 Professional Consultancy

I have successfully offered consultancy services to the following companies on the negotiation CBAs with various trade unions together with respective employers' associations.

3 Administration/Responsibility

Human Resource and Corporate Affairs Manager for Kaisugu Ltd and Kiptagich Tea Estates Ltd from 2011 to 2016. My main responsibilities were:-

- i. **Policies and Procedures:** I successfully formulated and implemented HR policies and procedures for the two companies
- ii. **Community Engagement:** I have full knowledge on how to handle both internal and external customers. By fostering community relations through events such as involvement in community initiatives in tree planting to conserve environment and I chaired Board of Management for Kericho Tea High School and a Board Member at Kericho Primary School sponsored by Kenya Tea Growers Association where Kaisugu Ltd is a member.
- iii. **Liaison Role with Employers' Associations:** Representing employer at the Federation of Kenya Employers and at Kenya Tea Growers Association forums on human resource issues and during negotiations of CBAs between my employer and Kenya Plantation and Agricultural Workers' Union and; advocating for human resource policies that give good enabling environment for tea growers and manufacturers; in pursue of economic development for our nation.

- iv. **Human Resource Recruitment:** Conducting recruitments and selection to ensure that the companies have critical number of qualified employees who are able to execute the corporate strategic plans.
- v. **Human Resource Compensation and Benefits:** I was responsible for preparation of annual budget for all the employees for the approval by the board and ensure that only approved and correct benefits and allowances are processed and any necessary recovery made in line with the policy and labour legislations. Manage the staff medical scheme in liaison with insurance brokers and underwriters. As the secretary to pension scheme trustees, convene meetings, prepare agenda and take minutes.
- vi. **Experience in Labour Laws:** Having worked in the Ministry of Labour from 1993 to 2011 where I moved through ranks up to the post of Senior Labour officer. I gained experience on employees' issues related to Employment Act, Labour Relations Act, Occupational Safety and Health Act, and Work Injury Benefits Act.
- vii. **Experience in Labour Institutions Machinery:** Have experience in both public and private sector grievance handling procedure from the shop-level up to industrial court where have been trained at CID Training school on how to carry out successful prosecution on labour cases; hence good knowledge on collating appropriate case documentation and evidence, handling of witnesses with a view to gaining confidence in giving evidence on behalf of employer.
- viii. **Industrial Relations:** Ensure harmonious industrial relation is maintained. Form joint industrial committee to deliberate on any emerging industrial issues with a view to enhance good industrial relations. Prepare a schedule for the implementation of the agreement and communicate to all relevant parties on the signed CBA. For instant negotiation of CBAs for the two companies.. Resolve employees' grievance and disciplinary cases through recommendation of appropriate and fair action in line with the HR policies
- ix. **Training and Development:** In charge of job descriptions, development and competency profiles that facilitates HR planning, performance management, training and development, career planning, job evaluation and pay structure design. Including, completing performance appraisals, personal development and effective succession plan in accordance with the established performance management system.

4. Assistant Registrar-Administration. Bomet University College- June 2018 to July 2021 and my main responsibilities includes and not limited to:-

- i. Manages Recruitment Process for Human Resource
- ii. Supervise Induction Courses for new Employees, Training and Development
- iii. Management of Payroll and Performance Management

- iv. Employee Separation, Labour Relations and interpretation of negotiated of CBAs.
- v. Manages Occupational Health and Safety for all Employees and Members of the Public.
- vi. General Administration and Security Services.

5. Lecturer. Bomet University College (Constituent of Moi University) in School of Business and Entrepreneurship from August 2021 to date and also being in-charge of Stakeholder Engagement for Bomet University College.

A.	PROFESSIONAL COURSES	
Year	Institution	Award
2018	Moi University P. O. Box 3900 ELDORET	PhD in Business Management (Strategic Management).
2004-2007	Kenyatta University P. O. Box 43844 NAIROBI	Masters in Business Administration, Human Resource Management Option.
1988-1991	Kenyatta University P. O. Box 43844 NAIROBI	Bachelors of Arts in Economics and Business Studies.
1986-1987	Tengecha High School P. O. Box 139 LITEIN	Kenya Advanced Certificate of Education with 3 Principals & 1 Subsidiary.
1981-1984	Tengecha High School P. O. Box 139 LITEIN	Kenya Certificate of Education with 2 nd Division of 28 points.
1974-1980	Mombwo Primary School P. O. Box LITEIN	Kenya Certificate of Primary Education with 29 Points.
B.	PROFESSIONAL COURSES	
Year	Institution	Type of Training
1988	National Youth Service, Gilgil, Kenya	Personal Fitness, Foot-drill, Fire-fighting and National Development Issues and Strategies.
1993	African Regional Labor administration Centre, Harare,	Client Orientation of Employment Services.

	Zimbabwe.	
1994	Computer Systems Ltd, Nairobi, Kenya.	Introduction to Micro-Computers and MS-DOS Word Perfect and Lotus.
1999	International Labor Organization, Nairobi, Kenya.	Industrial Relation in a Restructured Economy: NAIROBI , Kenya.
2001	Ministry of Labor and Human Resource Development, Nairobi, Kenya.	Labour Administration Course.
2003	CID Training School, Nairobi, Kenya.	Prosecution Course (Labour).
2004	Houston Technologies, Kericho, Kenya.	Computer Operations.
2005	African Regional Labor administration Centre, Cairo, Egypt.	The Role of Labour Administration in Small & Medium Scale Enterprises and the Informal Economy in the Context of Globalization.
2006	Ministry of labor and Human Resource Development, Technology Development Centre, Nairobi, Kenya.	Performance Appraisal Systems.
2009	International Training centre, Turin, Italy.	International Labour Standards and Corporate Social Responsibility: Tools for a Globalised World of Work.
2010	Kenya Institute of Administration, Nairobi, Kenya.	Senior Management Course- Kenya Institute of Administration.
2014	Lan-X Africa Ltd, Lake Bogoria Resort, Kenya.	Performance Evaluation Workshop.
C.	PROFESSIONAL EXPERIENCE	
Year	Nature of Certificate	Certificate Number
2018	HR Practicing Certificate	003050
2018	Membership Certificate	04609
2018	Member of Executive Committee IHRM South Rift Branch	N/A

D.	WORK EXPERIENCE
1993-1994	Officer In-charge of Nairobi- Industrial Area Employment Office.
1994-1997	Ministry Headquarter –Administration Division.
1997-2000	Deputy District Labour Officer –Uasin Gishu (Eldoret) District.
2000-2001	District Labour Officer- Baringo District.
2001-2009	District Labour Officer – Kericho District.
2009-2011	District Labour Officer (Ministry of Labour)- Eldoret.
2011-2016	Group Human Resource & Corporate Affairs Manager - Kaisugu Ltd and Kiptagich Tea Estates Ltd.
2018-2021	Assistant Registrar- Bomet University College.
2021- Todate	Lecturer- Bomet University College, School of Business and Entrepreneurship
E.	COMMUNITY ENGAGEMENT
2015-2016	Chair of Board of Management, Kericho Tea Boys’ High School.
2011-2016	Kericho Primary School.
2017	Chair Building Committee, Tamboiyot Africa Gospel Church.
G.	REFEREES

Prof Joshua Otieno Orwa
Deputy Principle
Academic and Student Affairs
Bomet University College
P. O. Box 702-20400
Kericho
Tel: 0722940181

Abisai Ambenge
Regional Manager
Federation of Kenya
Employers-Nakuru
P. O. Box 48311 - 00100
Nairobi
Tel: 0722711039

Philip Biegon
Managing Director
Kaisugu Ltd
P. O. Box 37-20200
Kericho
Tel: 0722341684