SAMBA MUTHUI, FCIArb, MCIPS *Chartered Professional*

T: **+ 254 701 149 127** **E-mail:** sambamuthui@gmail.com **LinkedIn:** https://www.linkedin.com/in/samba-muthui-86059516b/

PROFESSIONAL PROFILE

SUPPLY CHAIN PROFESSIONAL

Supply Chain Management |Leadership | Executive Communication

Supply Chain Management Strategy: I have developed expertise and possess an analytical mindset to support organizations Strategy development in order to make effective Supply Chain decisions while being compliant with organizational Policies which are mostly Premised on the **Public Procurement and Asset Disposal Act (2015)**

Leadership & Relationship Building: Strong experience with building effective work relationships with stakeholders having worked extensively with vendors across the globe, Senior Management and multi-cultural teams

Supply Chain Intensity & Effective Communication: Ability to navigate through heavily matrixed organizations to effectively influence getting work done. I readily break down complex, abstract ideas and themes to actionable points.

SUMMARY OF ACCOMPLISHMENTS

- Championed the **Environmental Compliance Initiative (ECI).** This is an initiative of the USAID Tumikia Mtoto project that ensures our Stakeholders in the Supply Chain eco-system are trained on issues pertaining environmental sustainability. I developed an online tool that trains and sensitizes USAID Tumikia Mtoto project Suppliers and requestors on best practices in terms of waste management and disposal. This online tool once completed by vendors and requestors *certifies* them as compliant to USAID Tumikia Mtoto project requirements by earning them an **(ECI) Certificate** of merit.
- Spearheaded the **Document Management System (DMS)** that enabled **Centre for Health Solutions- Kenya** store their documents virtually in a cloud platform as opposed to storing the document in a dedicated warehouse which was costlier and presented challenges of retrieval of the files. Through this initiative the organization reduced the storage cost of documents across all projects by an impressive **75%** consequently aiding in the reduction of **carbon footprint** across the globe.
- Core member of the leadership team that worked on preparation and submission of the proposal to develop an investment arm for **Centre for Health Solutions- Kenya** as a way to ensure sustainability of the organization by ensuring there are additional revenue streams for the organization. This initiative was **successful with a 30% reduction in operating costs across all projects and an impressive 15% increase in revenue in less than 3 months**, ultimately leading to a successful investment arm of the organization that is still operational.
- During my tenure at **Kenya Ordnance Factories Corporation,** I led the digitization efforts of the Supply Chain Management function. In a period of 18 months, I spearheaded the design and roll out of a simplistic yet elaborate ERP user friendly platform, effectively **reducing turnaround time for replenishment of stocks from 30 to 7 days.** This enabled enhanced productivity, which led to **increased revenue for the organization.**

CORE COMPETENCIES

- Supply Chain System Strengthening
- Strategic Sourcing
- Supplier Relationship Management
- Contract Management

Supply Chain Policy Formulation
Materials Management
Global Sourcing
Leadership

Cooperation and Networking
Executive Communication
Dispute Resolution Expert
Negotiation Maven

ACADEMIC QUALIFICATIONS

2014 – 2016 **United States International University, Africa (USIU-Africa)**
Masters of Business Administration (**Strategic Management**)

2010 – 2013 **Africa Nazarene University,** Bachelor of Commerce (**Management Major**)

PROFESSIONAL QUALIFICATIONS

2019 – 2021 **Chartered Institute of Arbitrators (CIArb- UK)**
Module 3 – **Evidence, Decision Making & Award Writing**; Module 2 – **Law of Obligations (Law of Contract** and **Law of Tort);** Module 1 - **Law, Practice and Procedure**

2013 – 2014 **Chartered Institute of Procurement and Supplies (CIPS-UK)**
Professional Diploma in Procurement and Supplies (Level 6)

EXECUTIVE EDUCATION

April 2020 – June 2020 **Kellogg School of Management, Northwestern University, USA-** Professional Certificate **(Organizational Leadership)**

January 2020- February 2020 **Yale University, USA-** Professional Certificate **(Introduction to Negotiation: A Strategic Playbook for Becoming a Principled and Persuasive Negotiator)**

November 2019 **Universiteit Leiden, the Netherlands-** Professional Certificate **(International Law in Action: The Arbitration of International Disputes)**

June 2019 - August 2019 **IE Business School in Madrid, Spain-** Professional Certificate **(Globalization, Economic Growth and Stability**)

March 2019- May 2019 **Hong Kong Polytechnic University (HKPU) -** Professional Certificate (**Knowledge Management and Big Data in Business**)

January 2019- March 2019 **Linux Foundation (LinuxFoundationX)** Professional Certificate (**Blockchain for Business**) Introduction to Hyperledger Technologies; Understanding its Uses and Implications

October 2016- February 2017 **Africa Process and Performance Institute (APPI) & USIU-Africa**
Professional Certificate (**Certified Process and Performance Professional**)

PROFESSIONAL TRAINING

June 2022 – June 2023 **Chartered Institute of Procurement and Supplies (CIPS-UK) -** Ethical Certificate (**Ethical Procurement and Supply Professional)**

June 2019 **Centre for Advanced Procurement Studies (CAPS) -** Training Certificate (**Procurement Policy, Strategy and Planning**)

January 2019 **John Hopkins BLOOMBERG School of Public Health & USAID-** Training Certificate **Logistics for Health Commodities** (Global Health eLearning Centre)

WORK EXPERIENCE

June 2021- Current **Supply Chain Management Lead, World Vision International**
The position is responsible for overseeing all aspects of Procurement, Logistics and Administration unit. I am mandated to provide oversight in the Supply Chain Division by ensuring there is Compliance to the Policies. I also provide guidance in the Strategic Planning, Budget preparation, Procurement Planning, Drafting of Procurement Policies, Facilitating and Conducting Procurement trainings for staff, Coordination and Management of Procurement functions. Further to this I oversee the Vendor Management process and review Procurement reports prior to presenting the same to National Director and Regional Supply Chain Director.

March 2020 – Current **Management Consultant, Swift Optimal Limited**
I undertake Management and Technology based consulting assignments. Key among the assignments I have undertaken are "*Adoption of the Public Procurement and Asset Disposal Act 2015 to enhance the Performance of Staff in a state parastatal in Kenya*"

January 2020 – Current **Independent Dispute Resolution Expert**
Independent Dispute Resolution expert in the field of ***Arbitration***. Samba advises on issues relating to Supply contracts, Tortious Claims, Data protection, Debt Service Agreements, Banking, Real Estate and Trade, both Local and International.

October 2019 – September 2020 **Supply Chain Management Leader, Centre for Health Solutions- Kenya (CHS Kenya)**
This role primarily focused on engagement and partnership with the Management team to ensure high quality work and rigorous performance reviews.

March 2018 – September 2020 **Procurement & Logistics Officer, Centre for Health Solutions- Kenya (CHS- Kenya)**
I was responsible for overseeing the Procurement and Logistics functions for various projects within Centre for Health Solutions – Kenya. Led team of 6 Procurement, Administration and Logistics Assistants through procurement audits and operational execution of projects.

Jan 2015 – February 2018 **Procurement Officer, Kenya Ordnance Factories Corporation (KOFC)**
I deputized the Procurement Manager and coordinated and assisted in sourcing of materials both locally and overseas. Worked collaboratively with a team of 8 procurement clerks through procurement audits.

Jan 2012 – December 2014 **Procurement & Administration Assistant, Match General Enterprises Ltd**
I was tasked with the Planning, Coordination and Implementation of Supply Chain Management needs for the organization such as Procurement, Distribution, Stores Management, Market Surveys and Research.

INTERESTS

Mentorship and coaching programs for young men in order to equip them with life skills that will enable them become men of integrity and consequently make a meaningful contribution to the society.

PROFESSIONAL MEMBERSHIP ASSOCIATIONS

- Member of the Chartered Institute of Procurement and Supply– UK (MCIPS-UK); As a member, Samba has achieved an internationally recognized award representing the global standard for a procurement professional.
- Member of Kenya Institute of Supplies Management (MKISM)
- Fellow of the Chartered Institute of Arbitrators- UK (FCIArb-UK); CIArb is a global membership organization promoting Arbitration as a means of resolving disputes in the corporate sphere.
- Member of the London Court of International Arbitration (LCIA); LCIA is one of the world's leading international institutions for commercial dispute resolution.
- Member of the Hong Kong International Arbitration Centre (HKIAC); HKIAC provides alternative dispute resolution services such as administered and ad hoc international arbitration
- Member of the African Arbitration Association (AfAA); The AfAA aims to promote, encourage, facilitate and advance the use of international arbitration within the African continent
- Young Members Group (YMG) Chartered Institute of Arbitrators- UK
- Young Members Group (YMG) Singapore International Arbitration Centre - (SIAC)

REFEREES

Available upon request