

JOEL MUSYIMI AUKA

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PROFESSIONAL SUMMARY

Results-driven Project Management and ICT Specialist with over five years of experience supporting government and donor-funded programs in youth empowerment, digital inclusion and governance. Skilled in project coordination, logistics, reporting and stakeholder communication. Proven ability to manage administrative processes, organize training events and maintain accurate documentation. Adept at supporting program delivery through efficient planning, M&E tracking and ICT systems. Recognized for reliability, teamwork and operational excellence across multi-stakeholder environments.

CAREER HIGHLIGHTS

- Directed 1,800+ polling officials during Kenya's 2022 elections, ensuring smooth petition-free delivery.
- Secured 500+ youth internships/apprenticeships under KYEOP and Brighter Monday Ltd, increasing employment rates by 20%.
- Delivered digital literacy training to primary school teachers and pupils, advancing ICT skills across Machakos schools.
- Designed and managed beneficiary databases for multi-county youth programs, streamlining reporting.
- Built partnerships with government, and communities to strengthen youth employability through digital skills training upscaling.

PROFESSIONAL EXPERIENCE

Master Trainer - Kenya ICT Action Network (KICTANet)

November 2024 - July 2025.

- Deliver in-person and virtual digital literacy training to Community Digital Champions (CDCs), youth, women and local groups.
- Guide CDCs in using digital platforms, online safety tools and productivity applications.
- Develop training modules, lesson plans and digital literacy content for diverse audiences.
- Developed training schedules, tracked performance and reported to funders (UK international development & GoK).

Key Achievement: Enhanced digital literacy capacity for 6,000+ CDCs.

County Mobilizer - Brighter Monday Ltd

September 2022 - September 2023

- Secured 200+ internships/apprenticeships, improving youth job placement by 20%.

- Conducted outreach campaigns, increasing youth participation in KYEOP programs.
- Built partnerships with government, employers and community leaders.

Key Achievement: Strengthened county-level youth employment linkages.

Deputy Constituency Returning Officer - Independent Electoral & Boundaries Commission (IEBC)

April 2022 - August 2022

- Oversaw recruitment, training and deployment of 1,800+ polling officials in Kitui Central Constituency.
- Assist in developing the constituency election plan, timelines, and operational schedules.
- Ensure all activities comply with the Elections Act, IEBC regulations and ethical standards.
- Coordinated logistics, IT systems -Candidates Registration Management System and Kenya Integrated Elections Management System (KIEMS) and payroll preparation for the 2022 elections Officials.
- Engaged stakeholders (Candidates and Political Parties, Observers, Media, Security and Civil Society Organizations) for smooth poll delivery.

Key Achievement: Delivered petition-free elections in Kitui Central Constituency.

Project Assistant - Kenya Youth Employment & Opportunities Project (GoK/World Bank Project)

February 2019 - February 2022

- Coordinated youth training programs across multiple Sub-counties.
- Secured 300+ internships/apprenticeships, improving youth job placement.
- Support procurement processes, including preparing requisitions and documentation.
- Coordinate logistics for events, travel, venues and training materials.
- Manage project assets, inventories and records.
- Track activity budgets and support financial reconciliation.
- Ensure proper use of resources and compliance with policies.
- Support preparation of financial reports and audit requirements.
- Developed & maintained youth beneficiary databases for M&E and reporting.
- Linked youth to grants (Micro Small Enterprise Authority, Youth Enterprise Development Fund) and vocational certification under National Industrial Training Authority).

Key Achievement: Facilitated entrepreneurship, job linkages, grant support, loans for 1,000+ youth.

EARLIER CAREER & OTHER ASSIGNMENTS

- Customs Management Trainee - Kenya Revenue Authority (KRA).
- ICT Management Trainee - ICT Authority.
- ICT Intern - Kenya Medical Training College (KMTA).
- Voter Registration Assistant - Independent Electoral and Boundaries Commission (IEBC).
- Data Capturer - Kenya National Examinations Council (KNEC).
- LQAS Supervisor - World Health Organization (WHO).
- Data Collector - Bioversity International.
- Volunteer - Kenya Red Cross Society.

EDUCATION

- Bachelor of Business Information Technology (BBIT) - Kenya Methodist University (Second Class Upper)
- Diploma in Project Management - Kenya Institute of Management (Upper Credit)
- Post Graduate Diploma in Customs Administration - Kenya School of Revenue Administration-on going
- Kenya Certificate of Secondary Education - Kitui High School (B-)

CERTIFICATIONS

- Cisco Certified Network Associate (CCNA)
- Project Management Essentials
- MEAL Essentials
- IT Service Management Training

KEY COMPETENCIES

- i. Administrative Coordination: Scheduling, logistics, procurement and records management
- ii. Project Support: Planning, documentation, work plan tracking and reporting
- iii. Training & Orientation: Event coordination, participant mobilization and feedback management
- iv. ICT & Data Management: Database management, digital tools (MS Office, ODK, Kobo, SurveyCTO)
- v. Communication & Stakeholder Relations: Liaison with government, NGOs and communities
- vi. Monitoring & Evaluation: Data entry, progress tracking and performance reporting.

REFERENCES

Dr. Samuel Gichichi Macharia

County Elections Manager-Independent Electoral and Boundaries Commission

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