

Administration

SWA Administration

The Unit mainly deals with the Human Resource Management and general administration of SWA. Some of the functions undertaken by the Unit include:

- Interpretation and implementation of University Policies and CBAs
- Records Management
- Staff Recruitment
- Staff Training
- Staff Appraisal
- Staff Discipline
- Leave Management
- General Administration

Administration Staff:

Head of Section



[Mr Thairoh Peter Ndegwa](#) – Chief Personnel Officer

Assisted by:



[Ms Njoroge Juliana N](#) – Asst. Senior Secretary



[Ms Adamba Pamela](#) – Ag. Registry Supervisor



[Mr Nyabera Abel Gikonyo](#) – Clerk



[Ms Mwongo Kellah M](#) – Clerk



[Ms Charo Christine K](#) – Clerk



[Ms Karanu Tabitha Wanjiku](#) - Clerk



[Mr Gicheha David Thiong'o](#) - Driver



[Mr Karanja John Gathu](#) - Driver



[Mr Musyimi Samson Kithenge](#) - Driver