

## **Hellen Adhiambo Gichuhi, MBS**

### **Curriculum Vitae**

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### **OBJECTIVE/ STATEMENT OF PURPOSE**

To become Diplomat par Excellence, leveraging my education and experience to make a positive impact for peace in the region and to uplift the people therein.

### **KEY ACHIEVEMENTS**

- **Elected Chair of IOC Sub-Commission for Africa for the period 2025 - 2027**
- Awarded Moran of the Burning Spear in December 2023 for service to country
- As Secretary Diaspora Welfare and Partnerships, coordinated phase three of the Mobile Consular Services where over 5000 Kenyans were served
- Coordinated the Diaspora Investment Conference 2023 in Nairobi Kenya and the Diaspora Tech Investment Expo in Atlanta Georgia 2024
- Developed several policy documents including the Diaspora Policy, Evacuation and Repatriation guidelines, The Diaspora Placement Agency concept, the Diaspora Jamhuri Awards concept. Also developed the concept and workplan for operationalisation of the Cultural Diplomacy pillar of Kenya's Foreign Policy
- Ably represented Kenya on various conferences and meetings
- As Ambassador/ Deputy Permanent Delegate, led the Africa Group at UNESCO in developing resolutions through consensus including calling for the repatriation of stolen African artefacts and strengthening of IOC-AFRICA
- Was an active member of the highly successful Sustainable Blue Economy Conference Secretariat in 2018
- Established the Cultural Diplomacy Department to implement the cultural diplomacy pillar of Kenya's Foreign Policy.
- Led negotiations with Ethiopia for a Strategic Environmental Assessment (SEA) to determine cause of water loss in Lake Turkana (World Heritage Site) and coordinated inter-ministerial meetings to formulate Kenya's position in these negotiations.
- Participated in the formulation of the Foreign Service Academy's Kiswahili training programmes (a keystone of our Cultural Diplomacy Department), drafting the Strategy paper on the same.
- Hosted several high-level state visits in the Missions served
- Initiated and facilitated the Joint Commission of Cooperation with Djibouti in April, 2010.

## **KEY EXPERIENCES**

Secretary, Diaspora Welfare and Partnerships, State Department for Diaspora Affairs  
Charge d'Affaires, Kenya Embassy in France accredited to Serbia, Monaco, Holy See and Portugal  
Ambassador deputy at the Permanent Delegation of Kenya to UNESCO, Paris  
Member of the Sustainable Blue Economy Conference Secretariat  
Director Cultural Diplomacy  
Ag High Commissioner, at the Kenya High Commission in Pretoria, South Africa  
Over 15 years of positive contribution in diplomacy and diplomatic relations  
Over 20 years of active engagement in Training, Administration and Education work  
Over 25 years involvement in Participatory Human Development Processes

## **KEY SKILLS**

Leadership and excellent interpersonal skills  
Presentation and communication skills  
Excellent negotiating skills  
Analytical and coordination skills Computer skills – MS Office and Internet  
Productivity Improvement Processes

## **EDUCATION**

### **Graduate studies**

2005 – January 2007	MA in Diplomacy and International Studies – University of
1987– 1988	Bachelor of Education (Upper 2 <sup>nd</sup> Hon) – Kenyatta
Ongoing	Pursuing PhD in International Mediation

### **Professional training**

June – July 2009	Strategic Leadership development program (SLDP 20), Kenya Institute of Administration (KIA)
February 2008	International Relations, Chinese Foreign Service Institute
July 2007	Induction Course, Kenya Foreign Service Institute
July – August 2006	Internship East African Legislative Assembly
1996– 1997	Management Training Programme – Kenya Airways

### **Academic Qualifications**

1980 – 1985	'O' and 'A' Levels – Alliance Girls High School
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### **Languages:**

English	Fluent
Kiswahili	Fluent
French	Basic spoken

<b>EMPLOYMENT HISTORY</b>		
<b>Position</b>	<b>Key responsibilities and Key achievements</b>	<b>Dates</b>
<b>Secretary, Diaspora Welfare and Partnerships State Department for Diaspora Affairs, Kenya</b>	<ul style="list-style-type: none"> <li>i. Coordinate the Welfare and rights activities for the Diaspora</li> <li>ii. Built relations with various partners to fundraise for SDDA activities (over 20 million raised)</li> <li>iii. Review and harmonization of the 2014 National Diaspora Policy.</li> <li>iv. Review of the repatriation and evacuation guidelines</li> <li>v. Developed and coordinated Phase 3 of the Mobile Consular Service Outreach Program rolled out between March-May 2024 in thirty-two (32) countries where 5,024 services were offered to Kenyan Diaspora.</li> <li>vi. Coordinated the Diaspora Investment Conference 2023 which sought to bring together Diasporians who were home for Christmas to have conversations with private sector and government institutions at National and County levels.</li> <li>vii. Developed the concept for the Jamhuri Diaspora Awards launched in December 2023. It will provide a platform to recognize and celebrate the achievements and contributions of individuals from the Diaspora; while fostering a sense of uzalendo, national pride, unity, collaboration, representation, networking and community development.</li> <li>viii. Coordinated the Diaspora Tech Investment Expo in Atlanta Georgia where over 1000 Diaspora attended.</li> <li>ix. Developed the concept paper for Diaspora Placement Agency.</li> <li>x. Focal point for Kenya's leadership on diaspora issues in the multilateral arena. This includes the AU, UN and other Intergovernmental organisations.</li> </ul>	<b>Oct 2023 to date</b>
<b>Charge d'Affaires Embassy of Kenya in Paris</b>	<ul style="list-style-type: none"> <li>i. Hosted HE William Samoei Ruto, PhD, CGH, President of the Republic of Kenya during the Summit for a New Global Financing Pact in Paris, France, June, 2023. The objective of the Summit was to build a new contract between the countries of the North and the South to address climate change and the global crisis and offered an opportunity to address key issues on reform of multilateral development banks, debt crisis, innovative financing and international taxes and special drawing rights (SDRs) in respect of climate change. HE the President held a total of 18 engagements including bilaterals and media engagements.</li> <li>ii. Presided over the meetings with the Deputy Director and Director of the Paris Peace Forum (PPF) in June and July 2023 respectively. Notably, Kenya was offered a seat in the Executive Board and became a member of the Board in December 2023.</li> <li>iii. Diaspora Diplomacy: Held a total of 8 Diaspora engagements to foster unity and to engage on the available investment opportunities in Kenya including Madaraka Day celebrations. Held discussions on skills transfer back to</li> </ul>	<b>May to Sept 2023</b>

	<p>Kenya and othwe welfare and rights issues.</p> <ul style="list-style-type: none"> <li>iv. Held fruitful discussions with Portugal and Serbian Officials on economic and trade cooperation</li> <li>v. Intervened for Kenya to join the OECD Development Centre (joined in Nov 2023)</li> <li>vi. Kenya became an Associate Member to the International Energy Agency (IEA) in June 2023.</li> </ul>	
<p><b>Ambassador/ Deputy Permanent Delegate</b></p> <p><b>Permanent Delegation of Kenya to UNESCO</b></p>	<p>Deputy Permanent Delegate - Promoted to Ambassadorial position</p> <ul style="list-style-type: none"> <li>i. As the technical Ambassador at UNESCO, I Coordinate and guide all program officers at the Delegation. I also initiate new areas for collaboration such as the Priority Africa Decision which ensured that UNESCO responds to the needs of Africa through integration of the priority in programmes and projects and that the sector receives sufficient human and financial resources. Led the Africa working group in formulating and harmonising policies and programmes in UNESCOs areas of competence namely education, natural sciences, social and human sciences, culture, blue economy, information and communication. In addition, the Permanent Delegation handles UNESCO's crosscutting issues of Gender Equality, Sports and the Youth.</li> <li>ii. Led the Africa Group technical team at UNESCO on developing a Resolution calling for the repatriation of stolen African artefacts which was adopted. Also led the Africa Grouo in advocating for strengthening of IOC-AFRICA.</li> <li>iii. Initiated the UNESCO virtual working methods which was adopted by the Executive Board and enabled UNESCO to continue work despite the COVID-19 pandemic</li> <li>iv. As the led technical officer, I evaluate and supervise the performance of the mission and discuss with staff areas for improvement as well as commend good work.</li> <li>v. From the Ministry of Foreign Affairs Strategic plan, I lead the staff in developing and implementing the missions strategic plan;</li> <li>vi. Analyse policy documents at UNESCO to identify policy gaps then lead the research assistants in strategising on filling the gaps in UNESCOs areas of competence.</li> <li>vii. Supervise the legal officer at UNESCO to ensure that all the relevant laws are harmonised;</li> <li>viii. To sustain a smooth working environment with other delegations, I lead Kenya in chairing committees at UNESCO to brainstom for consensus on topical issues.</li> <li>ix. Provide leadership and build teamwork at the Mission</li> <li>x. Submit annual reports and staff evaluation reports</li> <li>xi. Oversee the Budget and procurement plan for the mission</li> </ul>	<p><b>Feb 2019 to date</b></p>

<b>Sustainable Blue Economy Conference Secretariat member</b>	<ol style="list-style-type: none"> <li>1. Governors and Mayors Convention: Developed concept note and program for the segment; Identified and invited participants; speakers and managed all logistics for the segment.</li> <li>2. Branding. In collaboration with the secretariat and executive, coordinated the design for all branding including the conference logo, videos, bags and gift items as well as look and feel of the website.</li> <li>3. Moderators: Secured funding for moderators; Developed ToRs for moderators; Coordinated the logistics for moderators; Briefed and debriefed the moderators</li> </ol>	<b>March 2018 to Feb 2019</b>
<b>Director Cultural Diplomacy</b>	<ol style="list-style-type: none"> <li>1. Established the Cultural Diplomacy Department and provided technical and administrative direction, as part of process in implementing the cultural diplomacy pillar of Kenya's foreign policy.</li> <li>2. Developed and implemented the Cultural Diplomacy Concept note and strategy.</li> <li>3. Provided leadership at UNESCO meetings</li> <li>4. Coordinated inter-ministerial meetings with Ethiopia, and successfully negotiated the need for a Strategic Environmental Assessment (SEA) to determine cause of water loss in Lake Turkana.</li> <li>5. Provided advice and guidance to missions in matters relating to Cultural Diplomacy;</li> <li>6. Sat as alternate to the Principle Secretary at Brand Kenya Board meetings, influencing the 'One Look One Feel' Project;</li> <li>7. Participated in the formulation of the Foreign Service Academy's Kiswahili training programme</li> <li>8. Updated Performance Contract/Work Plan &amp; Procurement Plan for Cultural Diplomacy</li> <li>9. Influenced and managed the branding of Foreign Affairs Ministry's gift items.</li> <li>10. Sat as member of various MFA senior staff committees, and chaired Procurement Evaluation Committees.</li> <li>11. Team leader for the unit</li> </ol>	<b>January 2016 to July 2018</b>

<b>Deputy Director, Diaspora &amp; Consular Affairs</b>	<ol style="list-style-type: none"> <li>1. Served Kenyans in the Diaspora requiring consular services.</li> <li>2. Rapporteur for Diaspora Homecoming Conference.</li> <li>3. Presented papers on investment opportunities to the Diaspora.</li> <li>4. Initiated and completed the repatriation of over 40 distressed Kenyan girls through consular engagement.</li> <li>5. Developed the concept for the National Diaspora Council of Kenya (NADICOK), the umbrella body informing and directing Diaspora into collaborating with Government in nation building (remittances, local investment opportunities, etc.)</li> </ol>	<b>March 2015 to December 2015</b>
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<b>Senior Assistant Director: Protocol</b>	<ol style="list-style-type: none"> <li>1. Identified premises for Kenya's chanceries abroad.</li> <li>2. Facilitated inbound and outbound high level visits.</li> </ol>	<b>Sept 2014 – Feb 2015</b>
<b>Acting High Commissioner, Pretoria, South Africa</b>	<ol style="list-style-type: none"> <li>1. Facilitated and hosted high level visits.</li> <li>2. Represented Kenya in various forums and particularly regarding the International Criminal Court (ICC) case of 2013/2014</li> <li>3. Facilitated meetings with President Jacob Zuma.</li> <li>4. Engaged BMW (Automotive), inviting them to build an assembly plant in Kenya,</li> <li>5. Handled all administrative and political aspects of the mission.</li> </ol>	<b>February 2013 to May 2013</b>
<b>Deputy High Commissioner, Pretoria, South Africa</b>	<ol style="list-style-type: none"> <li>1. Led the management of all general administrative responsibilities at the Mission.</li> <li>2. Managed the Trade docket.</li> <li>3. Facilitated exchange visit by Business persons; participated in several plenary discussions and exhibitions to promote Kenya.</li> <li>4. Led negotiations with South Africa on several issues.</li> </ol>	<b>May 2010 to August 2014</b>

<b>Second Counsellor, Africa &amp; AU Directorate/ Head of Horn of Africa Unit</b>	<p>Africa &amp; AU Directorate facilitates and manages Kenya's diplomatic engagement with all African countries at bi-lateral and multi-lateral level.</p> <ol style="list-style-type: none"> <li>1. Ensured that Kenya's interests were effectively pursued through the Joint Commission of Cooperation, in particular with Ethiopia and Djibouti.</li> <li>2. Liaison person for all public communication on countries assigned</li> </ol> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Initiation and facilitation of the Joint Commission of Cooperation with Djibouti in April 2010.</li> </ul>	<b>Sept 2009 to May 2010</b>
<b>Deputy Head, Horn of Africa Division</b>	<p>The Horn of Africa Division is the peace diplomacy arm of the Ministry, responsible for coordinating affairs of the IGAD sub-region, where the key concerns are conflict and environmental degradation. The implementation of Sudan's Comprehensive Peace Agreement (CPA), Somalia's Transitional Federal Charter (TFC) and support regional and international initiatives aimed at promoting the implementation of the CPA were key tasks of the division.</p> <ol style="list-style-type: none"> <li>1. Served as Government liaison person for the TFC and in the post-conflict reconstruction efforts in Sudan and Somalia, preparing and updating brief for the assignment.</li> <li>2. Represented Kenya at Summit sessions and meetings of the IGAD's Heads of State and Government, IGAD Council of Ministers and IGAD Committee of Experts and the IGAD Organs.</li> <li>3. Facilitated and participated in joint border consultative meetings with Ethiopia under the framework of ICPAT (IGAD Capacity-building Programme Against Terrorism).</li> </ol>	<b>Dec 2008- Sept 2009</b>

<b>Ag. Head, Public Affairs &amp; Communication</b>	<ol style="list-style-type: none"> <li>1. As the official mouthpiece of the Ministry, developed and implemented the Ministry's communication policy</li> <li>2. Published Ministry's publications through various media including the Ministry website, bulletins and mainstream Mass Media.</li> <li>3. Managed response to public enquiry on matters touching on Kenya's Foreign Policy post 2007 elections.</li> </ol> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• A revitalized up to date website</li> <li>• Consistent monthly bulletins</li> <li>• Active participation in the Public Service Week events</li> <li>• Achieved standardized Ministry branding; initiated the development of a branding catalogue.</li> <li>• Developed a draft communication strategy.</li> <li>• Initiated the Corporate Social Responsibility Programme of the Ministry (Nduvoini Childrens Home and various slum schools in Nairobi were beneficiaries).</li> <li>• Raised the Ministry's profile in the mass media and built strategic relationships with media personnel</li> <li>• Gave several lectures on public diplomacy</li> </ul>	<b>July 2007 - Dec 2008</b>
<b>Internship, East African Legislative Assembly</b>	<ol style="list-style-type: none"> <li>1. Prepared for and participate in the Inter-parliamentary Relations Seminar (Nanyuki III) -Dar es Salaam, Tanzania.</li> <li>2. Gained significant exposure to the workings of the East African Community and its challenges as an international organization.</li> <li>3. Honed negotiating skill through witnessing negotiating first hand, while exposing me to the art of diplomacy and to applied international economics.</li> <li>4. Honed diplomatic writing skills (motion papers, concept papers, protocol procedures).</li> </ol>	<b>July - Aug 2006</b>



<p><b>Chairman</b></p> <p><b>SelfReliant Kenya</b></p>	<p>Serving as volunteer chair of this non-profit NGO. Aim was to include the local community in decision-making and problem solving, and thereafter initiating self-sustaining projects through participatory human development process.</p> <p>Duties in this job:</p> <ul style="list-style-type: none"> <li>• Chair all management meetings and general members meetings</li> <li>• Responsible for all correspondence and publicity</li> <li>• Proposal writing and fundraising</li> <li>• Responsible for budget control and donor accountability reports.</li> <li>• Served as secretary to the committee (secure meeting dates,agenda, etc.)</li> <li>• Member and non-member contract negotiation</li> </ul> <p><b>Achievements:</b></p> <p>Secured donor funding (Norwegian Church Aid and OutreachInternational)</p> <p>Fund allocation and management, greatly impacting womenand youth projects</p>	<p><b>2003-2007</b></p>
<p><b>Indexer at Kenya Indexing Project</b></p>	<p>Kenya Indexing Project developed a computer-based index of newspaper and journal articles pertaining primarily to conflict in the Great Lakes region.</p> <ol style="list-style-type: none"> <li>1. Gained an understanding of the United States Library of Congress subject headings and applied to indexed articles</li> <li>2. Indexed newspaper articles covering gender issues, international conflict and culture.</li> <li>3. Ensured that data was consistent with that of other indexers by understanding our indexing instructions.</li> </ol> <p><b>Achievement:</b></p> <p>Experience in this position gave me in depth analysis of <b>international conflicts</b>, diplomatic issues, with a greater understanding of <b>international relations</b>.</p>	<p><b>Oct 2003 - June 2006</b></p>

<p><b>Quality Systems &amp; Productivity Coordinator – Kenya Airways</b></p>	<p><b>Key Responsibilities:</b></p> <p><b>One Day All Staff Event:</b> Planned and coordinated an in-house, one day event for all 2000 KQ staff, to ignite the change process at human resource level, designing the theme and content in liaison with the company's directors and coordinating multiple service providers. The training lasted for 14 continuous days each time.</p> <p><b>News Bulletin &amp; Reports:</b> Responsible for intra-company communication on Quality Management, published a regular staff information bulletin and periodic reporting to company directors.</p> <p><b>Budget:</b> Prepared and controlled an annual budget of Ksh 5 million for my division.</p> <p><b>Productivity Improvement:</b> Served as Productivity Improvement Coordinator from April 1999 to August 2000, an initiative to identify new areas for intervention to improve the airline's productivity. This was a successful project, which saw the airline see significant financial gain and mindset change amongst staff.</p> <p><b>Setting Company's Quality Standards:</b> Drove the standards setting objective for the company, and this buy in creating customer oriented standards.</p> <p><b>March 1996 – June 1997 Management Trainee</b> Attached to the Human Resources Department, I served, amongst other divisions, within the Welfare Office where I developed a system to collect previously uncollected excess medical claims from staff. This period also afforded my in-depth insight into Human Resource Management.</p> <p><b>June 1995 – March 1996 Training Coordinator</b> In charge of all training logistics, I perfected my logistic and organization skills</p> <p><b>Achievements:</b></p> <p><b>Excess Medical Claims</b> Implemented an efficient and effective collections system, a system that was in use at Kenya Airways several years later.</p>	<p><b>June 1997 - Aug 2007</b></p>
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	<p><b>Quality Standards</b> Implemented harmonized and documented quality standards throughout the company, securing effective customer service and profitability.</p> <p><b>Reports and Newsletters</b> With transparency through consistent documentation and communication of activities, progress was monitored and solutions to problems implemented. This contributed to the company receiving prestigious awards in 1998 and 1999. The role greatly enhanced my analytical skills.</p> <p><b>One-Day Events</b> I organized and facilitated two, all-staff events with resoundingsuccess. This event had a cross section of 1000 staff in the company attending daily for 30 days.</p> <p><b>Productivity Improvement Program</b> I facilitated Productivity Improvement Team Training, and thereafter joined one of the teams as core member in the pilot phase (March to Sept 1999). Implemented companywide different recommendations from the programmes, and saw significant behaviour and systems changes. This phase of the project was very successful and savings of over Ksh 308 millionwas realised.</p> <p><b>Crisis Centre Associate</b> Following the KQ431 tragedy, I served at the crisis centre (Intercontinental Hotel) to assist the bereaved families by providing information, arranging for travel for the bereaved, etc. As an associate in this assignment, I quickly learned to identify unscrupulous persons planning to take financial advantage of the airline following the tragedy!</p>	
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## **OTHER COMPANIES**

### **April 1990 – June 1995 - Clear Streams Services**

Sourced and sold wicker baskets for profit to Horizon Group of Hotels (Windsor, Mayfair, Kichwa Tembo and Siana Springs).

## **OTHER COURSES, WORKSHOPS & MEETINGS**

- Resource person at the Centre for Mediation in Africa, University of Pretoria: Mediation (as a PHD student) - 2011 - 2014
- WTO/ADB Symposium on Trade Facilitation for African Countries, 13-15 November 2012
- Resource person during the Launch of the UNSG's report on 'Guidance for Effective Mediation' 28 Nov 2012
- Participant at United Nations Institute for Training & Research: Conflict Prevention & Peacebuilding in Africa - 2008
- Participant at Induction Programme for Posted Officers, Foreign Service Institute, 12-23 April 2010
- Participant at the Training Programme on Bilateral/Multilateral Diplomacy and the 21<sup>st</sup> Century Diplomat, Foreign Service Institute and DiploFoundation, 22-24 March 2010
- Participant at The Experts Meeting on the IGAD Regional Minimum Integration Plan (MIP), 20-21 January 2010, Addis Ababa, Ethiopia.

### **2009**

- SLDP 20, Kenya Institute of Administration (KIA), 8th June – 17th July 2009
- ICPAT Legislative Harmonization Workshop 29-30 JUNE, 2009
- ICPAT-UNCTED Border Security Seminar, Kampala, Uganda, 13-14 May, 2009
- *"Towards Developing a Regional Security Architecture for the Horn of Africa: Developing Regional Responses to Human Insecurity"* 13-14 March, 2009, Mombasa
- 8th Meeting of the IGAD Focal Points, 27-28 January, 2009, Addis Ababa, Ethiopia.
- AU Summit, 29th January, 2009 Addis Ababa, Ethiopia
- IGAD Summit, February 2nd, 2009, on the margins of the 12th Ordinary Session of the Assembly of the African Union, Addis Ababa, Ethiopia.
- IGAD Strategy Implementation Committee, January 28th, 2009, Addis Ababa, Ethiopia.
- IGAD Capacity Building Programme Against Terrorism (ICPAT) report relating to the Ethiopia/Kenya common border, 21st April, 2009, Nairobi.
- *'The Environmental Security in the IGAD Region: An Approach for Building Sustainable Development and Peace Seminar'*, 5-7 May 2009, Addis Ababa, Ethiopia
- Brainstorming workshop on Sudan and Somalia, 20th February, 2009
- 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> Session of Kenya/Ethiopia Border Administrators/Commissioners Meetings
- Regional Workshop on IGAD Climate Security and Climate Adaptation Programme, 4-6 Nov 2009, Addis Ababa, Ethiopia

### **2008**

ICGLR *'The Challenges of Media Development, Promoting Media Freedom and Professionalism within the Great Lakes Region'* 24-26 November, 2008, Kigali, Rwanda

- 1999      2 Week Productivity Improvement Course followed by 1-month intensive training offacilitators in productivity improvement – FAMA, Nairobi.
- KQs Way to Continuous Improvement
  - Managing for Results Workshop – School Of Professional Studies, Naivasha

### **MEDIA PRESENTATIONS**

#### **June 2007 – September 2009 Ministry of Foreign Affairs Magazines**

June 2013      Journal of Public Administration, South Africa, Paper on *Mediator's Strategy in International Relations – Embracing the Mass Media: Kofi Annan's 2008 Use of the Mass Media in Kenya*

2002 - 2003 Reporting in 'The Message' magazine for the Women's ministry, Gospel Assembly Church

1997 - 2000      Going Quality Volumes 1 – 7 (Kenya Airways Newsletter)

1997 - 1999      Take Off Kenya Airways – Reporting on the Productivity Improvement Program