

ORGANIZATION OF THE CENTRE

The administrative structure of INSEFOODS shall be as established based on the University Statute thirty-five of 2013, beginning at the level of University Council through the University Management Board to respective committees as outlined in Schedule VI of the Statutes.

The Centre will be headed by a Centre Director (CD) appointed by the Vice-Chancellor as stipulated in the rules and regulations governing appointments of senior management staff. The CD will be responsible for day to day operations of the Centre and answerable to the Vice Chancellor through the Deputy Vice-Chancellor Research, Innovation and Outreach (RIO). The CD will be supported by a Deputy Centre Director (DCD) appointed by the Vice Chancellor, a Project Manager recruited by the Centre, and 5 (five) Task Leaders initially appointed by the Vice Chancellor from JOOUST staff, but subsequently hired as fulltime employees of the Centre when resources permit, who will be in-charge of the following technical sections (1) Research and Technology, (2) Training and Mentorship, (3) Innovation, Business Incubation and Outreach (4) Partnerships and Collaboration, and (5) Monitoring and Evaluation. The CD will be further supported by the following staff recruited by the Centre: Finance Assistant, Procurement Assistant, Insect Farm Manager, 5 Project Assistants (one for each technical section), an Administrative Assistant, a Secretary, a Driver and an Office Assistant.

Functions of the Centre Director

The CD shall be responsible for:

1. Capacity development through Masters, Doctoral, Post-Doctoral and Short Courses programs;
2. Providing leadership and strategic direction to the Centre;
3. Coordinating the functions of research, innovation and technology; training and mentorship; partnerships and linkages as well as outreach and extension units in collaboration with relevant JOOUST Schools;
4. Participation in university committee meetings;
5. Ensuring sustainable growth of the Centre.

Functions of the Deputy Centre Director

The DCD shall be responsible for:

1. Assisting the Centre Director in the management of Centre activities;
2. Research, Training and Learning activities as the Principal Investigator;
3. Technical Task Leaders

Membership to Committees

The CD and DCD will be expected to actively participate in the following committees of the University:

1. Senate
2. Deans
3. Research Publication and Press
4. Community Liaison
5. Farms and Field Stations
6. Fairs, Shows and Exhibitions
7. Income Generating Committee
8. Any other University committees as assigned by the VC

Technical Task Leaders

The Vice Chancellor shall appoint Technical Task Leaders at the levels of Professor, Assoc. Professor or Senior Lecturer to oversee the various tasks established within the Centre. These are (1) Research and Technology, (2) Training and Mentorship, (3) Innovation, Business Incubation and Outreach (4) Partnerships and Collaboration, and (5) Monitoring and Evaluation. It is envisaged that the tasks will grow into larger units/divisions of the Centre in future, and that the Centre shall employ fulltime Task Leaders as soon as it mobilizes necessary resources.

Functions of the Task Leaders

The Leader of Research and Technology Task shall be responsible for:

1. Coordinating research activities of the Centre and ensuring relevance to the Centre objectives;
2. Coordinating the development of multidisciplinary proposals for grant funding in collaboration with staff from the University or other institutions;
3. Identifying and encouraging technology development and transfer from research activities;
4. Organizing conferences, workshops, seminars;
5. Enhancing good environmental stewardship;
6. Reporting to the DCD.

The Leader of Training and Mentorship Task shall be responsible for:

1. Developing curricula for training, accreditations and scholarships;
2. Developing a mentorship programme for the Centre;
3. Organizing workshops and seminars for staff, students and communities;
4. Developing and Conducting training for short courses;
5. Liaising with relevant Deans for students' academic and welfare activities;
6. Reporting to the Deputy DCD.

The Leader of Innovation, Business Incubation and Outreach Task shall be responsible for:

1. Identifying and encouraging innovation from research activities;
2. Coordinating Research Needs Assessments;
3. Profiling patentable innovations and Inventions;
4. Coordinating the creation and development of sustainable, globally competitive micro-small and medium enterprises (MSMEs) through commercialization of research outputs;
5. Coordinating technology innovation and transfer by enabling spin-offs to learn how to translate research into products tailored to market demand and developing appropriate business models;
6. Supporting selected groups e.g. women, youth and disadvantaged entrepreneurship;
7. Reporting to the DCD.

The Leader of Partnerships and Collaboration Task shall be responsible for:

1. Initiating and coordinating broad-based linkages, partnerships and collaborations;
2. Identifying and building synergies with relevant local, regional and international organizations;
3. Managing staff and student exchange programmes;
4. Reporting to the DCD.

The Leader of Monitoring and Evaluation Task shall be responsible for:

1. Managing Centre M&E activities and reporting;

2. Providing data and information for evaluations;
3. Reporting to the DCD.

Functions of Support Staff

Project Manager shall be responsible for:

1. Planning, budgeting, overseeing and documenting all aspects of the Centre activities;
2. General administration of Centre activities;
3. Working closely with Task Leaders to make sure that the scope and direction of each Task is on schedule;
4. Preparation of timely Centre reports;
5. Performing any other duties as may be assigned by the Director;
6. Reporting to the CD.

Senior Technologists shall be responsible for:

1. Assisting Task Leaders (Research & Technology; Training & Mentoring; Partnerships & Collaboration; Innovation, Business Incubation & Outreach; and Monitoring & Evaluation).
2. Undertaking Centre activities related to the Task area;
3. Reporting to the respective Task Leader.

Farm Manager shall be responsible for:

1. Responsible for the management of the insect production and demonstration units on and off campus;
2. Liaise with the relevant project Leaders for day to day project business on insects production and processing;
3. Reporting to the DCD.

Senior Accountant shall be responsible for:

1. Management of funds within the approved budget;
2. All financial matters, records and preparation of timely financial reports for the Centre;
3. Reporting to the CD.

Senior Assistant Procurement Officer I shall be responsible for:

1. Procurement of goods and services in accordance with approved procurement procedures;
2. Responsible for all procurement and stores matters in the Centre;
3. Reporting to the CD.

Senior Administrative Assistant I shall be responsible for:

1. Administrative activities of the Centre;
2. Management of Centre records and filing;
3. Management of the Director's Diary;
4. Carrying out any other official duties as may be assigned by the Director;
5. Reporting to the CD.

Senior Secretary shall be responsible for:

1. Secretarial services of the Centre;
2. Carrying out any other official duties as may be assigned by the Director.
3. Reporting to the CD.

Driver I shall be responsible for:

1. Providing Driver services to the Centre;
2. Providing basic vehicle maintenance to project vehicles;
3. Carrying out any other official duties as may be assigned by the Project Manager;
4. Reporting to the Project Manager.

Office Assistant shall be responsible for:

1. Assisting the Administrative Assistant;
2. Assisting the Secretary;
3. Delivery and receipt of Centre documentation;
4. Carrying out any other official duties as may be assigned by the Administrative Assistant;
5. Reporting to the Administrative Assistant.

FUNCTIONS OF THE CENTRE

The Centre shall perform the following functions:

1. Strengthen education capacity excellence and development impact
2. Strengthen research capacity excellence
3. Attract regional faculty and students
4. Build national, regional and international academic partners and collaborations
5. Implement good practice management and governance
6. Develop sustainability.

GOVERNANCE

Centre Advisory Board

The Centre shall be governed by an Advisory Board as provided for in Statute XXXV. The Board shall be answerable to the Vice-Chancellor and shall comprise the following members:

1. The Deputy Vice-Chancellor, RIO (Chairperson);
2. Deputy Vice-Chancellor, Academic Affairs;
3. Deputy Vice-Chancellor, Planning, Administration and Finance;
4. Director, Africa Centre of Excellence in Sustainable Use of Insects as Food and Feeds (Secretary);
5. Deputy Director, INSEFOODS;
6. Director, Centre for Research, Innovation and Technology;
7. Dean, School of Agricultural and Food Sciences;
8. Two (2) co-opted members from outside the University;
9. Registrar (RIO).

Functions of the Board

Functions of the Board shall include but not limited to:

1. Providing oversight to the Centre;
2. Being the link between the UMB and the Centre;
3. Receiving regular progress reports for consideration and approval; and
4. Monitoring and evaluating the general performance of the Centre.

Technical Support Committee

The Technical Support Committee shall consist of the relevant professional/academic/research staff of the University and other collaborating partners. Functions of the Technical Support Committee shall include but not limited to:

1. Development of academic programmes to be offered by the Centre;
2. Supervision of research and training;
3. Reviewing and coordinating research and training activities;
4. Providing student mentorship;
5. Any other activities related to the Centre's core mandate.

PROPOSED STAFF ESTABLISHMENT

The Centre shall be responsible for providing highly trained human capacity and innovative products, services and solutions that address the challenge of food & nutrition security using insects as food and feed. The Centre shall be responsible for the recruitment of support staff; and postgraduate students (M.Sc. and Ph.D.) in specific areas whose programmes are offered. Table 8.1 shows the proposed staff establishment.

STAFF STRUCTURE AND LIST

POSITION	NAME	EMAIL	PHONE
PROJECT STAFF			
1. Director	Prof. Adrian Mukhebi	amukhebi@jooust.ac.ke	0710-344273
2. Deputy Director/PI	Prof. Monica Ayieko	mayieko@jooust.ac.ke	0725-731847
3. Project Manager	Mr. Dickson Owuor	dicowuor@gmail.com	-
4. Technologist	Mr. Evans Nyakeri	evans.nyakeri@gmail.com	0721-750390
5. Farm Manager	Mr. Charles Dwasi	dwasi.charles@yahoo.com	0726-856723
6. Graduate Assistant	Mr. Charles Adino	ngonga.charles30@gmail.com	0726-306778
7. Accountant	Ms. Wilkister Baraza	wilkister.baraza123@gmail.com	0723-911971
8. Procurement Officer	Mr. Arnold Wegulo	angira@jooust.ac.ke	0727-833840
9. Administrative Assistant/Secretary	Mrs. Godla Ndelema	ndemagoddy@gmail.com	0713-709134
10. Office Assistant	Ms. Maureen Otieno	reensotieno@gmail.com	0728-212764
11. Driver	-	-	-
TASK LEADERS¹			
1. Research and Technology	Prof. Fred Amimo	amimofa@gmail.com	0720-332486

¹ Task Leaders are JOOUST Staff providing leadership in five key areas of INSEFOODS' activities, but they do not draw a salary from the INSEFOODS Project funds; they are paid by JOOUST. Similarly, Members of the Technical Support Committee are JOOUST staff providing support to INSEFOODS in their areas of professional expertise and are also not paid a salary by INSEFOODS, but are paid by JOOUST.

POSITION	NAME	EMAIL	PHONE
2. Training and Mentorship	Dr. Mary Onditi	marykileons@yahoo.com	0727-293522
3. Innovation, Business Incubation and Outreach	Dr. ArvinLucy Onditi	lucionditi@gmail.com ;	0713-464919
4. Partnerships and Collaboration	Dr. Alice Muriithi	muriithi.alice@gmail.com	0722-326501
5. Monitoring and Evaluation	Mr. Willian Akobi	akobik@yahoo.com	0722-415865
TECHNICAL SUPPORT COMMITTEE			
1. Member – Dean Agriculture	Prof. Reuben Mosi	oyoomosi@yahoo.com	0722-799531
2. Member – Entrepreneurship	Prof. Maria Onyango	Clajos2000@yahoo.com	0729-742743
3. Member – Registrar Academic	Dr. Walter Akuno	wakuno@jooust.ac.ke	0723-289537
4. Member – Plant, Animal & Food Sciences – Field Research	Dr. Darius Andika	oandika@yahoo.co.uk	0721-533596
5. Member – M&E	Dr. Lorna Okotto	lgokotto@yahoo.com	0733-779630
6. Member – Natural Science-Ecology-Conservation	Dr. John Nyongesa	jnyongesah@jooust.ac.ke	0702-469532
7. Member – Director Centre for Research, Innovation & Technology	Dr. Benard Muok	bmuok@yahoo.com	0735-859357
8. Member – Social Science- Anthropology	Dr. Isaya Onjala	Oduoronjala2013@gmail.com	0728-981619
9. Member - ICT	Dr. Solomon Ogara	sogara@jooust.ac.ke	0733-282523
10. Member - Economics	Dr. Fronica Monari	fronicak@yahoo.com	0722-888463
11. Member – Biochemistry	Dr. Joshua Asito	jakogwanjo@gmail.com	0719-380879
12. Member – JKUAT – Food Science & Technology	Dr. John Kinyuru	jkinyuru@gmail.com	0723-667432
13. Member – KALRO – Applied Statistics (Biostatistics)	Dr. Jacob Ong'ala	ongalajacob@gmail.com	0787-373029