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Development of new PSC Strategic Plan gains momentum



Finance and Planning Director Dismas Ogot (left) has a word with the Deputy Director Planning Ms Anastacia Kariuki and Deputy Director Board Management Services Mr George Mukabi during tea break on the sidelines of the strategic planning workshop at Eseriani Hotel in Naivasha on Saturday 26th May 2018

By Browne Kutswa

Plans to develop a new strategic plan to replace the current Public Service Commission Strategic Plan 2013-2018 are in top gear. A team comprising senior officers from all the directorates in the Commission are working on a draft that will be submitted to the Commission board for further interrogation and adoption before end of the current financial year.

The team under the leadership of the Director, Finance and Planning Mr Dismas Ogot retreated to Naivasha from 21st May to 2nd June 2018 to prepare draft proposals for a new Public Service Commission Strategic Plan 2018/19 – 2022/23 one that will guide the commission in implementation of its mandate over the next five years.

During the current strategic plan period that lapses on 30th June this year, the Commission recorded remarkable achievements in fulfilment of its mandate. Article 233 of the Constitution of Kenya 2010 establishes the

Public Service Commission and spells out its functions in Articles 234, 155(3)(a), 158(2)(3) and (4), 171(2), 230(2)(b) and 236. The functions entail the provision of competent human resource, promotion of good governance and ensuring efficiency and effectiveness in the provision of quality services in the Public Service.

Some of the achievements under its mandate during the current plan period include recruitment of thousands of new entry level staff and promotional appointments in the public service; introduction of teleconferencing in conducting interviews for candidates who cannot physically present themselves for interviews; and the introduction of the Public Servant of the Year Award that recognizes the actions and achievements of public officers from across the service.

The commission also designed and reviewed organizational structures and established offices in ministries/ state departments; developed, reviewed and approved Schemes of

Service for various cadres in the public service which contributed to clear career progression paths and job descriptions; provided technical assistance to county governments to enable them to effectively discharge their mandate; developed and issued various policies and guidelines to address fundamental changes in both the structure of the public service and management of human resources; and reviewed the Public Service Commission Act, 2012 which culminated in the Public Service Commission Act, 2017. The commission also developed and issued 'A Framework for the Implementation of Values and Principles under Articles 10 and 232 of the Constitution in the Public Service'. The framework provides guidelines on interpretation, applicable standards and performance indicators per value and various strategies for promotion and evaluation of compliance.

PSC staff in China for high performance training

By Simon Mwangi and Pauline Muriuki

A team of 22 officers and commissioners from the Public Service Commission left for China on 27th May 2018 to attend a seminar on building high performance work teams for enhanced service delivery in Public Service Management.

The Chinese government provided scholarships for the three weeks seminar whose main objective is to provide an opportunity to participants to learn from the experiences of China's strategy in raising the standard of governance and human resource development in the public sector.

It will also provide a learning opportunity on areas for improvement in the management of human resource systems, so as to adapt to the trend of globalization and push Kenya's governance and human resource

development to a new level.

The seminar will take place in the city of Hangzhou, Zhejiang province, from 29th May to 18th June, 2018. It is expected that on return the officers will be able to apply the skills and experiences acquired to organize their units and departments for enhanced service delivery and also share experiences on effective team building approaches for better performance in the public sector.

Commissioners Catherine Omweno, Prof. Michael Lokuruka and Lawrence Nyalle and deputy commission secretaries Simon Rotich and Jane Chege are part of the team that comprises middle and senior level management staff in the Commission. Five other participants from the Ministry of Public Service, Youth and Gender Affairs are also in the team, bringing the total number of the delegation to 27.

The seminar is the culmination of

a proposal developed by the Commission and submitted to the China Technical Co-operation Assistance Programme through the Directorate of Public Service Management in the Ministry of Public Service, Youth and Gender Affairs.

Leading Chinese institutions will conduct the seminar, coordinate the tour and identify key areas of learning and experience sharing to enable participants to learn from the many decades of Chinese experience in various fields.

Kenya and China have a long history of collaboration in infrastructure development, training and capacity building among other sectors. The seminar will take the collaboration a notch higher and deepen relations between the two countries.

Funding for MDAs reduced in new budget proposals

By Browne Kutswa and Pauline Muriuki

Ministries, Departments and Agencies (MDAs) will have to contend with reduced funding in the new financial year beginning July this year as government moves to prioritize funding for The Big Four Agenda programmes outlined by the President.

The Big Four Plan focuses on key interventions in manufacturing, agriculture and food security, healthcare as well as housing which will drive the economic transformation agenda towards industrialization, job creation and a general improvement in the quality of life for all Kenyans. To achieve these policies, the 2018 Budget Policy Statement outlines overall expenditure proposals for programmes under various Ministries, Departments and Agencies (MDAs).

According to the policy document released by Treasury Cabinet Secretary Henry Rotich, the country was experiencing reduced revenue inflows among other factors such as the need to manage the country's domestic debt that have occasioned the urgency for austerity measures and funding cutbacks in government departments.

The National Treasury has proposed budgetary cuts in MDAs during the next financial year with a view to conforming to global fiscal policy standards of lowering government expenditure in the next five years.

Public Service Commission will also feel the pinch with a reduced budget of Ksh. 1.16 billion, down from Ksh 1.359 billion in the current financial year. In light of the cutbacks, CEO Dr Alice Otwala directed all directorates to exercise prudence in managing the available resources in order to enable the commission carry out its constitutional mandates.



National Treasury CS Henry Rotich speaks at a past event

Addressing a senior staff meeting at the Commission on 15th May 2018, Dr. Otwala cautioned that all budget lines will experience reductions except for compensation to employees and related pension expenditures.

"Departmental heads must work towards minimizing costs in their work plans," said Dr Otwala.

Despite the financial crunch, the CEO called for the prioritization of key programmes, citing the development of a new strategic plan that will guide the commission activities until 2023 as one of

the activities that must be concluded during the current financial year. She appointed a technical committee under the chairmanship of the Director Finance and Planning to lead the process of developing the new strategic plan.

During the meeting annual work plans, procurement and cash flow plans were reviewed and adopted.

How career management guidelines will strengthen the civil service

The Public Service Commission has developed draft guidelines for career management in the civil service to provide for a structured upward and horizontal mobility of civil servants.

The document, released in April this year, anticipates the retention of a skilled and dedicated staff in the public service.

According to the Commission's CEO, Dr. Alice Otwala, the guide will ensure that the civil service has the systems, interventions and right conditions for attracting and retaining the best skills for purposes of discharging mandates of Ministries, departments and agencies (MDA's), driving development and offering services to citizens.

The document will help to mainstream best practices that include career planning, pathing and development, besides offering linkages with other human resource practices, prioritizing resource allocation to career management and broadening the training process to include coaching and mentoring.

Previously, tools used for



PSC CEO Dr Alice Otwala

career management in the service have had various shortcomings that included inflexibility in terms of requirements, an elongated grading structure and ambitious job descriptions.

"They have had a lack of clear linkage between an officer's performance and his/her career development," Dr. Otwala pointed out adding that further review of these guidelines was carried out on

ad hoc basis.

The document envisions a pragmatic individual staff career destiny, shaping an HRM personnel that sets career goals and designing of suitable career plans for attaining the goals, providing clear guided prospects for vertical and horizontal mobility of staff with corresponding competencies.

The guide intends to open opportunities for MDA's to collaborate more objectively with clearly defined roles in the management of careers. It also recognizes values such as transparency, inclusivity, merit, parity of treatment and non-discrimination besides expanding the scope of responsibilities of supervisors and staff.

National Treasury staff earn promotions

By Badi Khamis

Public Service Commission (PSC) has sanctioned the promotion of 421 middle level officers from the National Treasury.

The appointments filled internally advertised posts under the Public Service Commission's delegated authority.

The approval letter containing the names of appointed officers was forwarded

to the Principal Administrative Secretary, National Treasury and Planning early this month.

PSC CEO Dr. Alice Otwala in a memo noted the National treasury had complied with the guidelines and regulations pertaining to advertising and filling of the positions.

During the exercise, 308 officers were promoted to the level of Chief Accountant, Job group M, 74 to senior accountant, Job group L, 8 to senior finance officer Job group M and 27 to Finance officer 1, Job group L. 4 officers were also promoted to the level of Principal driver Job group J.

New training manual to harmonize sensitization on values



Commissioner Prof Michael Lokuruka makes a point during the retreat to develop facilitators training manual at Burch Hotel in Naivasha. On the left is C&QA Director Mr Simon Wachinga

By Gabriel Juma

A new facilitators training manual to guide the sensitization on National and Public Service Values and Principles, Public Service Code of Conduct and Ethics and Administrative Procedures for Declaration of Incomes, Assets and Liabilities will soon be out.

The Directorate of Compliance and Quality Assurance (C&QA) is leading the process of developing the manual that will result in the harmonization of sensitization and civic awareness programs.

C&QA director Mr Simon Wachinga led his team during the seven day working retreat in Naivasha from 13th to 20th May 2018 to prepare the document.

The main objective for developing the manual is to provide a structured approach to sensitization and civic awareness programmes on good governance practices and ethical conduct at various levels across the Public Service. It also standardizes facilitation at various levels and cadres while ensuring that the same concepts, approaches and methods are used to suit the peculiarities of specific target groups.

The manual will enable facilitators to execute the mandate of sensitizing and training actors in the public service and across the Kenyan citizenry on matters pertaining to values and principles. The manual provides a skills-oriented approach to impartation of competencies and lays emphasis on learning outcome, methods of delivery and expected attitudinal behaviour.

“The sensitization manual will not be for certification purposes but will also guide in resource allocation to support implementation of the Public Service Code of Conduct and Ethics, National and Public Service Values and Principles and Administrative Procedures for Declaration of Income, Assets and Liabilities,” said Mr Wachinga, adding that currently training providers use their own approach leading to confusion and inconsistencies in the delivery of the sensitization content.

The rationale for the development of the manual is that there has not been sufficient understanding on how to deliver the content, hence the contradictions and inconsistencies in sensitization programmes.

“The development of the

manual is the right step towards providing uniform content for facilitators and trainers,” said PSC Commissioner Prof Michael Lokuruka who participated in one of the retreat sessions in Naivasha.

The urgency for a facilitator’s manual is also due to the fact that good governance, ethics and integrity are not distinct areas of study recognized in institutions of learning. This implies that, one cannot readily access materials and references in this field.

The facilitator’s manual will not only provide guidelines customized to the Kenyan public service situation for reference but also for research by both locals and foreigners. It is anticipated that implementation of the manual will lead to an ethical public service, an empowered Kenyan citizenry and high levels of integrity and quality in service delivery.

Ensuring occupational safety in the workplace



Mr. Gerald Kuhaka, Acting director corporate services addressing staff during the sensitization workshop on occupational safety

By Badi Khamis

Public Service Commission (PSC), Corporate Services Directorate on 25th April 2018 organized a sensitization program on occupational safety at the work place.

According to Mr. Gerald Kuhaka, Ag. Director corporate services directorate, the program is part of the directorate's 2017/2018 performance contract targets.

"The participants were drawn from sections which are highly vulnerable to work place risks and hazards," said Mr. Kuhaka adding that training was in compliance to the provisions of occupational

safety and health act (2007) and environmental management and coordination act (1999). The program aims to equip the staff with the firefighting skills.

Deputy Commission Secretary Mr. Simon Rotich while opening the training said the commission was working on modalities to solve staff stagnation in their job progression.

Noting the importance of the training, participants requested more time to allow for the unpacking of all crucial information central in understanding and managing occupational safety.

They suggested for at least 5

days of theory and practical sessions to enable them digest the use of some of the firefighting equipment and carry out mock demonstrations.

During the training the participants were taken through the rules of firefighting, workplace hazards and mitigation measures, firefighting equipment and their uses, rescue and evacuation procedures, types of extinguishers and the chemistry of combustion. Similar program was also conducted last year.

New entry positions in the civil service are advertised

By Badi Khamis

The Public Service Commission has advertised 144 new entrants' positions to be filled in the mainstream public service. The advertisement was published in "MyGov" newspaper and also uploaded on the Public Service Commission's website on 16th May 2017. PSC seeks to recruit new entrants to the public service to fill positions of Civil Registration Officer II and Metrological Technologist III.

The positions for the Civil Registration officer II are under the Ministry of Interior and Coordination of National Government, State Department for Interior. The potential candidates to fill these positions are required to have a Bachelor's degree in either Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Studies, Law and Anthropology from a recognized university in Kenya. The duties of the successful candidates will entail collecting basic data on birth and death; distributing and collecting birth and death registers to and from registration agents; attending to enquiries on birth anath from clients; filling and retrieving birth and death records;

dispatching of birth and deaths certificate and assessing applications for issuance of birth and death certificates.

The positions for the Metrological Technologist III

"The advertisement was published in 'MyGov' newspaper and also uploaded on the Public Service Commission's website on 16th May 2017"

are under the Ministry of Environment and Natural Resources in the State Department for Natural Resources. The candidates are required to have a Diploma in Meteorology and Meteorological

Communication or equivalent qualification from recognized institutions. Being an entry grade, successful candidates will work under supervision of a senior officer whereby they will be required to carry out routine and special weather observation; undertaking meteorological data entry; coding and decoding of observed weather parameters into meteorological data messages according to international standards formats; transmitting meteorological data messages; plotting various data sets on specific weather charts and receiving, checking and correcting meteorological and aviation data messages.

Also included in the advertisement are 98 promotional positions from different government ministries.

Candidates can apply for the positions online on the Public Service Commission website

www.publicservice.go.ke or by downloading and filling PSC 2 application form (revised 2016) and submit the same to the Secretary/CEO.

The advertisement will be closing on 5th June 2018.

In retirement, Susan Riungu's is a happy soul

By Badi Khamis

One day, a time will come when one must retire from active public service duty. "Rubber hit the tarmac when I retired in the year 2015," Susan Riungu boasted.

Before her retirement, Riungu worked as a secretary in the CEO's office at the Public Service Commission. It's now 4 years since she "hang boots" after 35 years of exemplary service.

In an interview with PSC News Riungu confessed hungering for retirement but initially missed her former colleagues and office environment. But as time elapsed she gleefully adopted to her new life.

To keep herself busy Riungu is currently immersed in farming in her rural home in Meru central of Meru County. She spends most of her time growing a variety of green vegetables, tomatoes and carrots besides keeping dairy cows and chicken.

Before her retirement farming was only a hobby but after vacating service she managed to galvanize it into a full time engagement. "It has been easy for me to take to farming since I had developed an early passion," she joyfully narrated.

According to her, retirement should be should not be viewed as the end to life and a chastisement but a life time adventure.

"It's only in retirement that one is capable and has time to engage in activities that could not have been done while in employment and interestingly at your own pace and convenience," she advised reiterating the



Susan Riungu Feeding her cows in her rural home in Meru Central

importance of planning for retirement as early. Retirement, she pointed out entailed quitting one's formal employment abruptly ending monthly income. "I request my colleagues to prepare adequately for that day so that it does not arrive as a thunderbolt," she implored advising the newly employed especially the young to save wisely to ensure an eventful retirement.

"I encourage them to embrace the culture of saving so that they may enjoy a better lifestyle once they retire," she

added warning that comfort zones are not permanent.

"I request my colleagues to prepare adequately for that day so that it does not arrive as a thunderbolt" - Susan Riungu

PSC in Pictures



Left: This is it - Director C&QA Simon Wachinga takes his team through a presentation during the workshop to develop facilitators sensitization training manuals on National and Public Service Values and Principles, Public Service Code of Conduct and Ethics and Administrative Procedures for Declaration of Incomes, Assets and Liabilities Code of at Burch Hotel in Naivasha on 19th May 2018

Right : Tea Time - Part of the team working on the new PSC Strategic Plan take a break to enjoy the warm sun and a cup of tea during the workshop at Eserian Hotel in Naivasha on 26th May 2018. From left to right is Senior Office Administrator Ms Roselyne Kerubo, Finance and Planning Director Dismas Ogot, Deputy Director Planning Ms Anastasia Kariuki, Deputy Director Board Management Services George Mukabi and Economist/Statistician Joseph Kenei



Left : Worthy cause - PSC officers Pauline Muriuki and Alfred Onono and his son took part in this year's Mater Heart Run held in Nairobi on Saturday 26th May 2018

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Vision

To be the lead service commission in the provision, management and development of competent human resource in the Public Service.

Mission

To transform the public service to become professional, efficient and effective for the realization of national development goals.

Core Values

- Integrity
- Professionalism
- Equity and Diversity
- Team Spirit
- Transparency and Accountability
- Creativity and Continual Improvement

Public Service Commission departments

- Recruitment and Selection
- Human Resource Management & Development
- Establishment and Management Consultancy Services
- Board Management Services
- Compliance and Quality Assurance
- Finance and Planning
- Corporate Services
- Legal Services

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