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PSC and NPSC Commissioners and CEOs, and other senior government officials pose for a photo with Judiciary staff outside the Supreme Court premises immediately after the swearing in of the NPSC Commissioners on 18th March 2019. (Full story on page 3)

## Simon Rotich appointed Acting CEO of PSC

By Pauline Muriuki

**M**r. Simon Rotich has been appointed new Acting Secretary/CEO of the Public Service Commission.

In a memo to staff dated 13<sup>th</sup> March 2019, the PSC Chairman Mr. Stephen Kirogo announced the resignation of Dr. Alice Otwala as Secretary/CEO PSC following her appointment as Commissioner NPSC, and the Board's decision to appoint Mr. Rotich to replace her in acting capacity.

The Chairman urged staff to accord Mr. Rotich the necessary support as he discharges

his duties in the new role.

Mr. Rotich is a long serving public servant and has acquired a wealth of experience in the civil service career spanning 27 years.

He has served in various capacities, rising from District Officer, District Commissioner, Under-Secretary, Assistant Secretary, Deputy Secretary, Senior Deputy Secretary and Director of Administration.

He also served as Chief Executive Officer of the Commission for the Implementation of the Constitution (CIC) in

acting capacity from 2011 to 2012, where he oversaw the setting up of systems to enable implementation of the 2010 Constitution.

Mr. Rotich has previously been appointed by the President to serve on various panels including the Panel for Appointment of Chairperson and Members of Commission for Administrative Justice (Ombudsman); Technical and Vocational Education and Training (TVET); National Council for Science, Technology and Innovation (NACOSTI); and Council for Quality Assurance in Ministry of

## Simon Rotich appointed Acting CEO of PSC

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Education, among others.

Owing to his distinguished service, Mr. Rotich was awarded the Moran of the Order of the Burning Spear (MBS) and the Elder of the Order of the Burning Spear (EBS) Presidential State Honours in 2013 and 2018 respectively.

He holds a Master's degree in Public Administration (Moi University), Postgraduate Diploma in Mass Communication (University of Nairobi), and Bachelor of Arts (Kenyatta University).

He has attended various courses and seminars both locally and internationally including the China Conference seminar on Government Governance and human Resource Development for Kenya; AAPAM Conference in Zambia; High Performance Leadership Workshop; the International Workshop on Government Performance Management in New Delhi, India; AAPAM Conference in Durban, South Africa; the International Executive Workshop on Good Governance and Poverty Alleviation (Australia Habitat Studies) in Dubai; Public Service Commission Professionalism, Performance, Excellence, PAI in London and Securing Kenyan Boundaries, Addis Ababa, Ethiopia; among others.

Before his current appointment, Mr. Rotich deputized the Secretary/CEO, was alternate Chair at senior staff meetings; promoted achievement of PSC Strategic Plan; and coordinated provision of office services including security, office accommodation and staff welfare



*Mr Simon K. Rotich*

matters;

He also chaired Commission Human Resource Management Advisory Committee; coordinated involvement of the Commission in stakeholder engagements; and coordinated provision of services for effective holding of Board meetings;

Mr. Rotich also oversaw implementation of Performance Management System/Performance Evaluation; coordinated budget preparation; oversaw the Units in the Corporate Department: Administration, Human Resource Management, General Office Services, Library, Communication Office, Registries, Telephone Services, Transport and Logistics; coordinated internal reforms programs; and coordinated writing of PSC Annual Reports.

It is envisaged that with the

wealth of experience, Mr. Rotich will add well deserved value to the Commission in his new capacity.

In an interview following the appointment, Mr. Rotich expressed gratitude to the Chairman and Commissioners for exuding confidence in his ability to handle the immense responsibilities. He thanked the outgoing CEO and the entire secretariat for the support they accorded him during his tenure as Deputy Commission Secretary.

He called upon staff to rededicate their efforts in the service to enable the Commission deliver effectively on its mandate and urged for continued support to the CEO's office.

## Dr. Otwala takes oath of office as Commissioner of NPSC

By Pauline Muriuki and Habel Shiloli

**F**ormer Public Service Commission Secretary/CEO, Dr. Alice Otwala took oath of office as Commissioner of National Police Service Commission (NPSC) on Monday 18<sup>th</sup> March 2019.

The swearing-in conducted by the Chief Registrar Anne Amadi and witnessed by Chief Justice David Maraga at the Supreme Court was attended by PSC Chairman Mr. Stephen Kirogo, Vice Chairperson Charity Kisotu, Commissioners Dr. Joyce Nyabuti, Dr. Mary Mwiandi, Dr. Reuben Chirchir, Amb. Salma Ahmed, Mr Andrew Muriuki, Ms Joan Otieno, and the acting Secretary/CEO Simon Rotich.

Dr. Otwala, who tendered her resignation from the Public Service Commission last week, was among successful candidates who appeared before the Parliamentary vetting panel for the position of Commissioner of NPSC on 7<sup>th</sup> March 2019 at Parliament buildings.

She survived the rigorous interview and selection process that saw the number of shortlisted candidates for this post reduce from 48 to five, then proceeded to be vetted.

Other members were Lilian Kiamba, Eusebius Karuti Laibuta, Naphtaly Kipchirchir Rono and John



*Dr Alice A. Otwala*

Tentemo Ole Moyaki. Eliud Kinuthia was nominated as Chairman to replace Johnston Kavuludi.

Dr. Otwala's resignation paved way for the appointment of her successor at PSC, Mr. Simon Rotich, in acting capacity.

At the NPSC, she will have opportunity to once more work with the NPSC Secretary/CEO Joseph Onyango, who before his current appointment served as Director Establishment and Management Consultancy at the Public Service Commission under her stewardship.

The incoming boss takes up the intertwined and quite involving roles of Secretary to the Board and CEO of the PSC Secretariat in a commendable seamless transition.

Dr. Otwala departed from the Board barely two months after she ushered in the new Vice Chairperson and seven Commissioners on

January 17<sup>th</sup> 2019, and halfway into her second running contract.

According to head of Human Resource Management, Administration, Ms. Rose Aduda PSC has a robust succession plan and teamwork that enables it to take in its stride any transition, hence the smooth continuity of its operations.

She says Dr. Otwala will be a great asset to NPSC, having taken with her the experience she gained as she rose through the ranks of PSC to become Secretary of the Board and CEO of the Secretariat.

Ms. Joan Machayo, the Director Human Resource Management and Development notes that the stability of any organization is more about its institutions as opposed to the individuals, and that is what PSC has invested in. She commended the outgoing CEO for her succession plan, in which she regularly declared that she had prepared "her officers for succession up to the third level."

Dr. Otwala leaves PSC head high, with a raft of achievements to her credit, including midwifing the transition of the Commission from the old into the new constitutional dispensation that gave the Commission an expanded mandate.

## PSC Pension scheme trustees undergo training

By Badi Khamis

A training to enlighten Pension Schemes trustees on new retirement benefit guidelines published in 2018 was conducted on 8<sup>th</sup> March 2019 at Inter-Continental Hotel, Nairobi.

The training organized by Enwealth Financial Services brought together trustees from 38 Pension Schemes across the country. Amongst the schemes represented were, African Banking Corporation, National Construction Authority, Bank of Africa and Kenya Pipeline Corporation.

The objective of the training was to sensitize members on the new Retirement Benefit Authority guidelines incorporated in the Retirement Benefit Act No.3 of 1997.

The new guidelines also necessitate all Pension Schemes to have Post – Retirement Medical Funds for their members. RBA have given a period of one year for all Pension Schemes to implement the new rules.

According to the Act, *Post-retirement Medical Fund* is a fund established within a scheme to which contributions are made and from which the costs of medical benefits can be met as shall be determined in accordance with the medical



*Trustees from different organizations pose for a group photo during the training at the Hotel Intercontinental on 8th March 2019*

fund rules.

The Act requires Trustees to ensure prudent administration of post-retirement medical funds; offering guidance to schemes to provide for additional voluntary contributions by members in respect of postretirement medical funds; provision of guidance on transfers and access to postretirement medical funds and other such guidance as may be required from time to time.

The new RBA guidelines are designed to enable all stakeholders in the industry to promote proper standards of conduct and sound governance practices, ensure that Sponsors,

Members, Trustees and Service Providers exercise their fiduciary duties effectively and diligently. According to the guideline, Trustees will be mandated to establish a code of conduct, setting the values and ethical standards for the scheme.

Also discussed during the training were ways trustees can build confidence and trust from members and stakeholders, the outlook of 2019 market and regulatory updates on good governance.

PSC Pension Scheme was represented by Ms. Joan Machayo, Ms. Faith Anjili, Mr. Nelson Mithamo and Mr. Collins Mbaluto.

## PSC reports on Public Service Compliance with Values and Principles

### By PSC Governance Division

PSC has finalized dissemination of 2017/18 Evaluation Report on Public Service Compliance with Values and Principles to institutions that responded to the online survey tool.

The report that was disseminated to 251 institutions was prepared in accordance with the requirements of Articles 10 and 232 of the Constitution.

Article 234(2)(c) and (h) requires the Commission to promote the Values and Principles referred to in Articles 10 & 232 and thereafter evaluate and report to the President and Parliament the extent to which they are complied with in the Public Service.

The survey was conducted between 24<sup>th</sup> September and 12<sup>th</sup> October 2018 by an inter-departmental team that was appointed by the Secretary/CEO in May 2018. The report was the sixth to be presented to the President and Parliament since the promulgation of the Constitution 2010.

The report focused on five thematic areas of Diversity Management; Efficiency, Effectiveness, Economic Use of Resources and Sustainable Development; Accountability for Administrative Acts; Improvement in Service Delivery; and Performance

Management.

Among institutions that participated were Constitutional Commissions and Independent Offices; Ministries and State Departments; State Corporations and SAGAs; and Statutory Commissions and Authorities. In a new category, 31 out of 34 public universities participated.

Some of the general key recommendations that cut across all the institutions included reconciling discrepancies on the staff bio-data with the approved establishment by June 2019; developing affirmative action programmes to address imbalances in ethnic representation by June 2019; and progressively improving representation of PWDs by at least 1% every year towards attainment of the 5% constitutional requirement by June 2022.

Others were utilizing radio and social media platforms for job advertisement as required by the PSC Act, 2017; continuously implementing an updated quality management system (QMS); and Administering commitment forms to all staff as required by the Revised Public Service Code of Conduct and Ethics, 2016 by April 2019.

Going forward each institution is expected to address the areas of concern raised in the report in preparation for the next evaluation circle that should begin in May 2019.

***The National Values and Principles of Governance espoused in Article 10 of the Constitution are patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people; human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized; good governance, integrity, transparency and accountability; and sustainable development.***

## Professionalism in Public Service

By Dr. Sylvester Obong'o

As the first Inter-Professional Summit takes place in Mombasa from 19<sup>th</sup> to 21<sup>st</sup> March 2019, it is important to reflect on the essence of professionalism in the public service.

Public service plays an indispensable role in sustainable development. It not only serves as the backbone of the state in implementing strategy for economic growth but also runs programs that function as safety nets for the most venerable segments of the society.

The summit which brings together members of different professional associations is very significant in shaping the role of professionals in our country's development. By bringing all professionals together, the Summit, underscores Daniel and Richard Susskind argument that whereas professions from a distance can look quite different, they are all solutions to the same underlying problem.

Public service employees are selected on the basis of their expertise, careers built on experience and employment life-long. This helps in the deployment of the right people in the right positions and thereby optimally utilizing human capital. Division of labor in the public service allows employees to specialize, which significantly improves their performance.

Like other embryonic professions, career public servants are expected to learn



*Sylvester Obong'o PhD*

their craft, become experts in their chosen field, set personal example of exemplary behavior and conduct, maintain highest level of knowledge and skills, and avoid conflict of interest by placing public interest over personal interest.

Public servants are bound by a common code of conduct regardless of their distinct areas of specialization. As employees of the institution charged with running the administrative machinery of government, public servants play an important role in the governance of a nation. The public service ensures the continuity between transitions of power. Given these crucial roles, the citizenry expects its public service to demonstrate professionalism and ethics in the discharge of their responsibilities.

Professionalism in the public service, therefore, developed in contrast to the

administration in the pre-modern era public service, where amateurs who proved unfit, unqualified, incompetent, exploitative, untrustworthy and corrupt were employed because of patronage links.

The reforms brought about by the Northcote - Trevelyan Commission Report of 1854 in United Kingdom and the Pendleton Act of 1883 in the USA, were therefore due to a realization that it was a mistake to think that blind loyalty or blood ties or friendship or ideological identification alone were sufficient to prevent deceit, fraud, skimming, theft and other criminal acts.

Professor Gerald notes that public service professionalism is not just another job or occupation. It is a challenging calling, involving commitment to serving the public, advancing its interests and avoiding temptations to put self-first before public duties, obligations and responsibilities.

With increasing international competition, a clean and well-functioning public service is a precondition to sustainable economic growth. And since public service performance depends ultimately on the competence and integrity of its workforce, it is important to promote professionalism and ethics at all times.

## Personal Responsibility at the Work Place

By Gabriel Juma

“Every human has four endowments: self-awareness, conscience, independent will and creative imagination. They give us the ultimate human freedom – the power to choose, to respond to change,” Steve Covey.

These words summarize the preceding articles on Personal Responsibility that were carried in PSC News No. 3/2019 and 4/2019. This article will address personal responsibility at the workplace.

Stefan Jacobson in his article titled “Emotional Intelligence, Soft Skills, Workplace Readiness” published in 2017, defines Personal Responsibility at the work place as the level of commitment one is willing to make in setting and achieving clear goals.

In other words, being personally responsible means taking responsibility for one’s actions, words, and performance at work. Thus, responsible employees understand that they are in full control of themselves. Besides taking credit for successes they also take responsibility for their failures.

In another article titled “What It Means to Be Responsible and Accountable in the Workplace” Laurie Brenner avers that being accountable is determined by one’s character. She further opines that it is important to display a positive work ethics and character by



*Gabriel Juma*

taking personal pride in one’s work, taking assigned duties seriously and going the extra mile to get the best results. According to her, the quality of our work defines who we are.

Personal Responsibility at the work place is a shared responsibility by both employees and management. Those in leadership positions are expected to display personal accountability so as to build a culture of accountability in an organization.

Responsibility goes hand in hand with accountability. In their book “The Oz Principle: Getting Results Through Individual And Organizational Accountability” published in 1994, authors Roger Connors, Tom Smith and Craig Hickman consider taking personal accountability to mean making a personal choice to rise above one’s

circumstances and demonstrate the ownership necessary for achieving desired results; “to see it, own it, solve it and do it.” Accountability is something one chooses to exhibit – it is not assigned to an individual. They conclude that “you can be given responsibility, but you have to take accountability.”

Employees are accountable by being present during working hours, completing assigned tasks on time, taking responsibility for specific duties, being consistent in work performance and upholding team spirit in undertaking assigned tasks.

On the other hand, signs of not being responsible include: lacking interest in work, blaming others for mistakes and failures, missing deadlines, avoiding challenging tasks and projects, engaging in self-pity, avoiding taking initiative, lacking trust in team members and making excuses regularly.

Next article will review the legislative provisions that address accountability at the workplace.

## Vacancies advertised for Intelligence Complaints Board

By Badi Khamis

The Public Service Commission has advertised positions of chairperson and members of Intelligence Complaints Board. In an advert published on 12<sup>th</sup> March 2019 PSC seeks to recruit four people to fill one position for the chairperson and three for board members.

According to the advertisement, applicants for the chairperson's position should be Kenyan citizen and hold a law degree from a university recognized in Kenya, or a person who is an advocate of the High Court of Kenya or possess an equivalent qualification in a common-law jurisdiction. In addition, the potential candidate must have at least ten years' experience as a distinguished academic or legal practitioner or

such experience in other relevant legal field, be of high moral character, integrity and impartiality and meet the requirements of Chapter Six of the Constitution.

For the members of the Board candidates can apply for the post in three divergent categories. The categories are: Advocate, retired senior intelligence officer and a person who has served in the Public Service. Those who wish to apply in the advocate category must be Kenyan citizens; have a Bachelor of Laws (LLB) degree from a university recognized in Kenya; and have a Post Graduate Diploma in legal studies from the Kenya School of Law. They must have been admitted as Advocate of the High Court of Kenya; have a minimum of at least seven years post admission experience; and meet the requirements of Chapter

Six of the Constitution.

Qualifications for retired senior intelligence officer include Kenyan citizenship; a degree from a university recognized in Kenya; be a retired Senior Intelligence Officer with a distinguished career in the field; and meet the requirements of Chapter Six of the Constitution. In the last category, a person must have at least seven years' experience in the public service; be a citizen of Kenya; hold a degree from a university recognized in Kenya; have had a distinguished career in his/her respective field; and meet the requirements of Chapter Six of the Constitution.

Candidates may apply manually or electronically. Online applications may be submitted through email to: [iscb@publicservice.go.ke](mailto:iscb@publicservice.go.ke).

## Bereavement

### Mr Isaac Mugo, Principal Governance Officer

Mr Isaac Mugo (Principal Governance Officer) lost his beloved Mother Mama Phelista Njeri Kihui on 3<sup>rd</sup> March 2019. She was laid to rest at her home in Olkalou in Nyandarua County on Friday 8<sup>th</sup> March 2019. The Commission was represented by a team of 16 officers during the burial. The team was led by Mr. Juma Gabriel who presented the CEO's message of condolence to the family. The team expressed gratitude for the support provided by the Commission for us to attend the burial and comfort our colleague.

### Mr Browne Kutswa – Deputy Director Public Communication

Mr Browne Kutswa, Deputy Director Communication lost his beloved brother Robert Eshiomunda Kutswa on 3<sup>rd</sup> March 2019. He was laid to rest at their home in Elukhambi Village, Mundobelwa Sub-location, Khwisero Sub-County, Kakamega County on Friday 15<sup>th</sup> March 2019. May God rest his soul and eternal peace and grant comfort and peace to his bereaved family.

### Ms Alice Nyamao – Chief Office Administrator

Ms Alice Nyamao Chief Office Administrator, deployed to the office of Ag Secretary/ C.E.O lost her father the late Samuel Nyamao on Thursday 14<sup>th</sup> 2019. The burial will be on Friday 22<sup>nd</sup> 2019 in Nyosia Village in Kisii County. The PSC fraternity offers their condolences to Alice during this time of grief.

## Don't let boredom kill your routine

By Kenneth Muchira and Griffins Omondi

**H**ave you ever wondered why someone who used to follow his/her exercise routine religiously suddenly stops exercising altogether?

Could you be a victim yourself? In today's article, we will show you why it is perfectly normal to break from one's exercise routine from time to time. Regardless of what you do, routine can be very boring.

Always waking up at the same time, preparing yourself following the same routine and showing up in office to do what you have been doing for as long as you can remember is nothing close to interesting. But work is work. It has to be done. Even so, you still get a full month's leave every year.

The difference with exercise is that it is optional and more often than not, you are forced to part with some of your hard and boringly earned money to get the services.

After months of doing the same activities over and over again, boredom rears its ugly head. You become less excited about your next workout session and although you haven't cut down on your diet, you convince yourself that you no longer have the energy to exercise.

That is not strange. Weight loss resources contributor Christine MacDonald says a recent study



Kenneth Muchira

from outdoor fitness provider British Military Fitness showed that 75 per cent of people struggle to stick to fitness regime.

The truth is, there comes a time when your body gets fed up with routine. When this happens, one tends to switch off from the things that they afford to switch off from, exercise being a perfect example.

However, hanging up your training boots should not be the only way to go. As fitness trainers, we encourage a change in our clients' workout environments by introducing new programs like hiking, bicycle riding, swimming, outdoor jogging as well holding boot-camp activities.

When these are incorporated within the normal aerobics and weight lifting in the gym, then boredom becomes non-



Griffins Omondi

existent.

Many people have taken breaks from the gym and found it very difficult to get back. Once you have decided to start a workout program, a strong mentality reinforced with a resilient will of mind should always be part of you.

Never let boredom in your gym routine derail your efforts of in hitting your fitness goal. Instead of quitting, simply change your program and keep motivating yourself to push on. You can always approach your instructor for advice whenever you feel like you are starting to lose it.

Watch out for how you can deal with fitness stagnation in our next article.

***Kenneth Muchira & Griffins Omondi are fitness instructors at the Public Service Commission Gymnasium.***

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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
- Internal Audit

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Ms Charity Kisotu	-	Vice Chairperson
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Dr Mary Mwiandi	-	Commissioner
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Ms Joan Otieno	-	Commissioner

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