



Inside this issue:

Roundtable forums kick off	2
Officers sensitized on staff performance appraisal system	3
National values conference slated for August	3
ERP demos begin	4
Knowledge Hub	4
I-Sourcing System to enhance procurement processes	5
Lessons from China with Joan Machayo	5
Retirement Confidence	6
PSC IN PICTURES	7
ROUND TABLE FORUMS PICTORIAL	8

President Kenyatta nominates Stephen Kirogo as PSC chairperson



Mr. Stephen Kirogo speaks to the press at a past event

By Browne Kutswa

President Uhuru Kenyatta has nominated Mr. Stephen Kirogo as chairperson of the Public Service Commission (PSC). Mr Kirogo now awaits parliamentary approval before he can assume leadership of the Commission.

Following the nomination, the clerk to the National Assembly Michael Sialai has invited the public to submit any representations by written statements on oath with supporting evidence contesting the suitability of Mr Kirogo for appointment to the position.

Said Mr Sialai in a press announcement: "The representations may be

forwarded to the clerk of the National Assembly, P.O. Box 41842-00100 Nairobi, or hand delivered to the office of the clerk or emailed to clerk@parliament.go.ke, to be received on or before Tuesday 24th July 2018 at 5.00pm."

Mr Kirogo will face the Departmental Committee on Administration and National Security to vet his suitability for the position on 30th July this year.

Amb. Peter Ole Nkuraiyia has held the position in an acting capacity since January this year following the appointment of Prof. Margaret Kobia as Cabinet Secretary in the Ministry of Public Service, Youth and Gender Affairs.

Once confirmed, Mr Kirogo will hold office for a non-renewable term of six years and chair a board that comprises eight commissioners and the CEO.

The current commissioners are Amb. Nkuraiyia, Prof. Michael Lokuruka, Dr Judy Bwonya, Veronica Birgen, Catherine Omweno, Titus Ndambuki, Patrick Gichohi and Lawrence Nyalle. CEO Dr Alice Otwala is the board secretary.

Mr Kirogo is currently the Principal Administrative Secretary in the Cabinet Office. He emerged best among several applicants during interviews conducted by a selection panel that was appointed by the President through a gazette notice dated 16th April, 2018. The selection panel was chaired by Ms Muthoni Kimani and the members were Kennedy Kihara, Dr Nura Mohammed, Edwin Makori, Salome Gitoho, Hirji Shah and Rose K'Oweru.

Over 100 applications were received, out of which ten candidates were shortlisted for interviews that were held on 29th and 30th May 2018.

Roundtable forums with ministries kick off



Commissioner Titus Ndambuki addresses Ministry of Energy officers during the roundtable meeting on HR issues at the Ministry headquarters at Nyayo House

The Public Service Commission has held sensitization forums on human resource issues with top leadership in over thirteen ministries. The commission targets to complete the remaining ministries in the next few days. The forums began on 10th July 2018 targeting Cabinet Secretaries, Chief Administrative Secretaries, Principal Secretaries and members of Ministerial Human Resource Management Advisory Committees. The objective is to enlighten them on HRM policies and practices, discipline management and control in the public service.

Speaking at the ministry of transport and infrastructure Commissioner Veronica Birgen urged the HR officers to adopt a standardized approach in managing human resources. She

also appreciated the challenges of managing the human resource sector and acknowledged that the forums are a good platform to highlight challenges and other HR issues.

At the Lands and Physical Planning Ministry the CS, Ms. Farida Karoney assured PSC that staff in her ministry will adhere to the guidelines and policies outlined by the Commission.

"This forum will accord Heads of Departments and senior staff in my ministry with a better understanding, knowledge and competence in managing public affairs," said the Ms Karoney. PSC Commissioner, Dr. Judith Bwonya represented the acting Chair, Amb. Peter Ole Nkuraiya during the discussions.

Dr. Bwonya said that the ongoing forums will create awareness on recruiting staff and have a better understanding on

public governance.

She said that sensitization must start from the top and cascade downwards.

"Heads of Departments are responsible in executing projects and are at the core of realization of these key projects." Said Dr. Bwonya.

She said Heads of Departments have diverse backgrounds hence they need to be sensitized on Human Resource management.

"The objective these meetings across all Ministries and State Departments is to create forums to share knowledge on delegation of powers, good governance, emerging issues as well as share experiences, challenges and chat a way forward." said Dr. Bwonya.

She said skills, competencies and the right leadership based on the National Values and Principles of Governance, and Values and Principles of Public Service are key ingredients for service delivery to the citizens.

"We appreciate the challenges of managing the human resource sector and hope that the lessons learnt will improve the public service." - Comm Veronica Birgen

Officers sensitized on staff performance appraisal system



Mr Simon Mwangi, Deputy Director Human Resource Management and Development, addressing participants during the PAS champions sensitization

By Badi Khamis

A preparatory training to improve the performance of officers, with special emphasis on individual work planning, target setting and performance indicators was conducted from 4th to 9th July, 2018 at the ICT training room, Commission House.

The revised PSC Staff Performance Appraisal System (SPAS) was piloted from 1st March, 2017. During the initial phase of the new appraisal tool, some challenges were observed which required interventions.

At the end of the piloting period, the performance management implementation committee reviewed the pilot process and identified areas which needed to be improved before the same is taken to the next phase of the implementation.

Champions were nominated from each PSC directorate to coordinate performance management activities

in their respective Directorates, guiding the implementation of Staff Performance Appraisal in the Directorates, ensure availability of the Performance Management System instruments, sensitize staff and induct new staff on PAS, coach staff on individual work planning and target setting and deal with inconsistencies in calculation of performance and competencies score by some appraisers.

The training was also aimed at equipping the SPAS champions with knowledge to assist all cadres at the PSC identify SMART target setting, understand the inconsistencies in calculation of performance and competencies score by some appraisers; and difficulties in evaluation of shared team targets and additional assignments.

National values conference slated for August

By Pauline Muriuki and Badi Khamis

The Public Service Commission will host a National Conference on Public Service Values and Principles. The conference is to be held on 7th August, 2018 at the Kenyatta International Convention Centre (KICC).

The conference themed “promoting integrity, efficiency and productivity of the public service” will bring together participants from public sector organizations at national and county government levels among other stakeholders.

A steering committee chaired by Deputy Commission Secretary, Corporate Services Mr Simon Rotich is already in place to prepare for the conference. According to Mr Rotich, a total of 1,400 delegates are expected to attend.

Under Article 232 of the Constitution, Public Service Commission is the body charged with the promotion of values and principles of the public service. Some of the Values and Principles of public service are professional ethics; efficient and economic use of resources; responsive, prompt, effective, impartial and equitable provision of services; involvement of the people in the process of policy making and accountability for administrative acts.

In September 2015 PSC released a framework for implementation of values and principles as stipulated in Articles 10 and 232 of the Public Service. The policy framework covers all staff in ministries and departments, state corporations, Semi- Autonomous Government Agencies (SAGAS), Independent Commissions and statutory Commissions, Authorities and Committees under the national Government.

ERP demos begin



A facilitator from Compulynks addressing participants during ERP demos at the ICT training center Commission house on 11th July 2018

By Badi Khamis

Public Service Commission (PSC) has contracted an Information Technology firm Compulynks to develop a software - Enterprise Resource Planning (ERP) that will integrate numerous functions into a comprehensive system. The system will streamline processes and information management across the Commission.

The firm performed a demo for staff on 11th July 2018 at the ICT training center. During the demo, the directorate staff were taken through recruitment module which entails a new online application platform which will further ease job application processes through the Commission website.

The module will also provide an online means of submitting indents to the Commission submitted from the ministries. Indents are draft requests sent to PSC which provide specifications and requirements for declared vacancies.

The main characteristic of ERP system is that it has a common database which provides various

functions. It can be used by different departments in an organization to access similar information and utilize the same for their unique needs. ERP applications enable users to harmonize reporting and also allows generation of reports from a single system.

According to Assistant Director ICT Mr. Hidavu Maro, the new system will be extended to directorates which had already undergone similar demos on their various modules. The directorates are Compliance and Quality Assurance, Human Resource Management and Development and Establishment and Management Consultancy Services.

Over 10 staff from the Recruitment and Selection department participated in the demonstrations. They had a chance to give their suggestions on what to be incorporated in final product.

“The system once in place will do away with all the processes which involve a lot of paperwork and enhance efficiency in service delivery,” said Maro.

Knowledge Hub

By Pauline Muriuki

“Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation.”

These were words of Walter Cronkite, an iconic American broadcast journalist, best known as anchorman for *The CBS Evening News* from 1962 to 1981.

Most of us will subscribe to Walter Cronkite’s view that the library is an excellent facility in any institution.

The Public Service Commission has a special library which serves the staff of PSC. The information service provided by the library saves employees time and money they would otherwise spend in looking for the books elsewhere. PSC has invested in its library by allocating a budget to purchase books and subscribe to journals whenever the need arises. The purchases are done based on user needs. While making these purchases, the librarians also ensure they align with the mandate of PSC.

Library books are classified using the Dewey Decimal Classification scheme, a tool used to group books in subjects. Books can be easily located on the shelves using the subjects as labelled. The Library is currently using KOHA, an open source Library management system to manage circulation.

Other than books, the library collection includes a variety of magazines (local and International), newspapers, the Kenya Gazette and government documents.

On e-electronic resources, there are Audio Visual materials on management, HIV/AIDS, drugs and substance abuse. New books are purchased from time to time to keep the library up-to-date with the changing times.

There is also a First Aid kit stocked and administered from the library in case of an emergency or minor accidents. One of the Librarians, Mr. Alfred Onono is a trained first aider. Included in the first aid kit is a digital pressure reading machine that has proved to be very valuable.

“Everything you need for a better future and success has already been written. And guess what? All you have to do is go to the library” – Henri Frederic Amiel.

I-Sourcing System to enhance procurement processes

By Pauline Muriuki

The PSC procurement unit participated in a five-days' workshop to understand the utilization of a new computer system dubbed I-sourcing. The workshop took place at Kasarani Sports View Hotel Nairobi in two phases, from 6th to 8th July 2018 and on 14th and 15th July 2018.

According to Acting head of procurement Ms Tabitha Kariuki, the procurement unit I-sourcing is a system-based sourcing in which the current manual procurement system has been automated into the Integrated Financial Management System (IFMIS).

I-sourcing system has many benefits. In reporting tender evaluation matters, supplier quotes are unchangeable from the beginning to the end of the process. This indicates enhanced transparency and accountability. For open tender, it is open to everyone in the county on condition that they are registered in the IFMIS. It also encourages transparent evaluation of awards since it is done in the system.

The system is accessible by all suppliers hence promoting free and fair competition. It also encourages paperless procurement. I-sourcing also reduces congestion in the office in that suppliers do not have to come to the office to collect tender documents. This also minimizes chances of collusion

between suppliers and procurement officers.

"The I-sourcing system also reduces time spent by suppliers who initially visited the procurement office to pick quotations and photocopying of the documents. Suppliers can now simply login into the system and access all requisite documents," said Ms Kariuki.

According to Ms Kariuki, the system also has a component known as an automatic award generation which ensures that the best supplier is awarded based on technical and commercial points. It is role-based, meaning that not one person does everything. For instance, the initiator of the process cannot be the same one to approve, thus ensures checks and balances.

PSC was represented by Ms Kariuki, Wilson Mbolonzi-Senior Supplies Chain Management Assistant and Isaac Kiprotich - Supplies Chain Management Assistant. The Finance Division was represented by Ezekiel Ohando - Deputy Director Finance, Rebecca Kiplagat - Assistant Director Finance, Nelson Mithamo - Principal Finance Office. Also present was Mr Antony Achor from Treasury.

Lessons from China with Joan Machayo

The Chinese have a rich and enviable culture. They borrowed a lot from Confucius which advocates for humanism. Confucius was a famous philosopher in ancient China, around 500 BC. His teachings have influenced modern day China and its public service. Confucius' philosophy was that people could achieve peace by doing their duty, and cooperating with society. If people rebelled, and everyone tried to do his or her own thing, then the world would be full of fighting and unhappiness. He says, *'Without an acquaintance with the rules of propriety, it is impossible for the character to be established.'*

Here's an example of a story people told about Confucius:

Zi Lu, they say, asked Confucius, "When we hear a good idea, should we start to do it right away?" Confucius told him, "No. First, you should always ask someone with more experience." Later on, **Ran You** asked Confucius the same question. But this time Confucius said, "Yes, of course you should do it right away." There was another student who had heard both of these conversations and was very confused. He asked Confucius why he had answered the same question in two different ways.

"Ran You has a hard time making a decision," Confucius said. "So I encouraged him to be bolder. Zi Lu sometimes decides things too quickly. So I reminded him to be careful. Naturally different people should get different answers."

Confucius had an insatiable thirst for knowledge and believed in education as a way of life. He did not see it as procuring of knowledge only but building of character, morality, and integrity. Though his philosophical ideas and teachings necessitated self-discipline, he did not believe in self-denial or self-repression but believed in the good of the self and others.

He says *'The will to win, the desire to succeed, the urge to reach your full potential...these are the keys that will unlock the door to personal excellence.'*

I urge all of you to try and grow yourselves by reading available literature on Confucius. The first Confucius institute in Africa was established at the University of Nairobi and it still exists.

In the next issue of PSC News, I will share what we can do to improve the public service in Kenya....Lessons learnt.

Retirement Confidence

By Joan Machayo

I begin by questioning the following: How well are you prepared for retirement? Pensions, which are typically workplace retirement plans, form an important resource - often in the form of a regular income stream for retired employees in addition to the government social security funds whose features differ significantly across countries.

In a study titled "Retirement confidence: How well are Kenyans prepared for retirement". by Enwealth Financial Services in collaboration with Strathmore University in January 2018, findings reflect how Kenyans are typically confident with retirement. As a trustee of the PSC Pension scheme, I wish to share these findings briefly.

You recall, Justice Rawal and her Supreme Court Philip Tunoi contested the constitutional requirement that Judges retire at 70, arguing they were appointed under the old Constitution when the age was capped at 70 (Daily Nation 30th May 2016). Further, the Business



*Ms Joan Machayo, Acting Director,
Human Resource Management and
Development*

Daily, February 6th 2017 stated 'a wave of anxiety is sweeping through the corridors of a number of state agencies after the Industrial Court ruled out extended terms for elderly chief executives.

Public Service Commission (PSC) has restated the ruling which has already cut short careers of two parastatal chiefs, adding that it has embarked on a process to compile data to determine the number of sexagenarian CEOs...' (Business Daily, February 6th 2017). This indicates that even at top management level, retirement provides a difficult decision area for most employed people.

The results of the study indicated as follows:

Only one in seven respondents are "very confident" that they will outlive their retirement savings, an important aspect in preventing old age poverty.

Investigations revealed that most of the retirees (70) did not know their actual pension entitlement or their total accrued pension at retirement.

Respondents estimated that Ksh.50,000 is the amount of money they will require upon retirement for upkeep expenses (e.g. housing, food, clothing, medical, etc).

The study suggested that financial literacy courses should include modules that help individuals anticipate their expenses in retirement to improve their retirement confidence.

What do you think? How does this resonate with you?

PSC IN PICTURES



Left: PSC Commissioner Veronica Birgen addressing participants at the Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works during round table meetings

Right:(R-L) Ms Charity Odhiambo Senior HRM, Peter Maina Director Recruitment and Selection, Paul Maki Assistant Director HRM and Damaris Ngangi Records management officer following proceedings during ERP demo on 11th July 2018 at the ICT training center Commission House



Left: Mr. Andrew Njogu Assistant Director ICT stressing a point on 11th July 2018 at the ICT training center Commission House

Right: (R-L) Carol Kiget Assistant Director HRMD , Charles Mayieka ICT officer, Rose Aduda Deputy Director C&QA and Hidavu Maro Assistant Director ICT following proceedings during SPAS sensitization at the ICT training room Commission House



8 PICTORIAL— PSC ROUND TABLE FORUMS ON HR WITH MINISTRIES



Ms Loise Wainaina Deputy Director HRMD and senior officers in the Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works



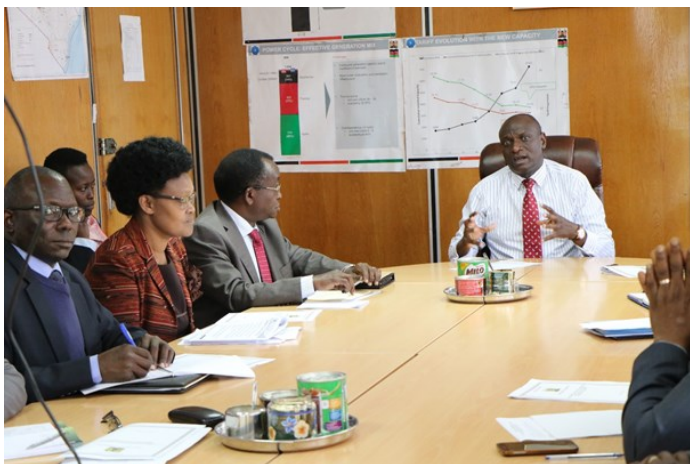
Commissioner Veronica Birgen (left) chats with ministry officials at the Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works



Cabinet Secretary Ministry of Devolution and ASAL Areas Mr. Eugene Wamalwa speaks as Commissioner Ndambuki and other officials listen at the Teleposta Towers, Nairobi



Commissioner Catherine Omweno (centre) and CS Ministry of foreign affairs Amb Monica Juma (right) at the ministry headquarters in Nairobi



Ministry of Energy CS Charles Keter addressing PSC team led by commissioner Ndambuki at Nyayo House, Nairobi



Commissioner Ndambuki in a tete-a-tete with the Immediate former PS Ministry of Devolution and ASAL Areas Nelson Marwa at Teleposta Towers, Nairobi

PUBLIC SERVICE COMMISSION

Commission House
Harambee Avenue
P. O. Box 30095—00100
Nairobi

Tel. 254 20 2223901
254 20 2227471
Fax No 254 20 214791

Website:
www.publicservice.go.ke
psck@publicservice.go.ke

Facebook page:
Public Service Commission of
Kenya

Twitter:
@PSCKenya

EDITORIAL TEAM:

Editor:
Browne Kutswa

Editorial Assistants:
Pauline Muriuki
Badi Khamis

Design & Layout:
Pauline Muriuki
Badi Khamis

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

Commissioners

Amb. Peter ole Nkuraiya, CBS	-	Acting Chairperson
Patrick Gichohi, CBS	-	Commissioner
Titus Ndambuki, CBS	-	Commissioner
Dr Judith Bwonya, MBS	-	Commissioner
Catherine Omweno, MBS	-	Commissioner
Veronica Birgen, MBS	-	Commissioner
Lawrence Nyalle, MBS	-	Commissioner
Prof. Michael Lokuruka, EBS	-	Commissioner

Secretary/Chief Executive

Dr. Alice A. Otwala, (Mrs) CBS