



# PSC News

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A bi-weekly e-newsletter of the Public Service Commission

## Public Servants with fake academic credentials risk dismissal

By Tom Muema

**T**he Public Service Commission has directed Ministries, State Departments and Agencies to dismiss public servants found with fake academic credentials.

Through a circular dated 19 October 2023, PSC Chairperson Amb. Anthony Muchiri noted that there were a number of public servants who used forged academic documents to secure employment and promotions.

“A preliminary audit report from MDAs indicates that there are substantial cases of forged academic and professional certificates utilised for the award of appointments, promotions or re-designation in the Public Service,” Amb. Muchiri said.

In the circular, the Commission chair has given MDAs greenlight to dismiss all public servants found in possession of forged academic certificates in accordance with the Public Service Commission Act, 2017, The Public Officer Ethics Act, 2003 and the Leadership and Integrity Act of 2012.

Amb. Muchiri also offered advisory on the benefits and monies entitled to the officers dismissed on account of procuring appointments in the public service using forged or



*Public Service Commission Chairperson Amb. Anthony Muchiri/ PSC file photo*

fraudulently acquired academic certificates. He noted that the employment of officers with fake academic credentials is null and void and culprits should be stripped of any benefits.

“Employment based on forged certificates is void and such persons shall not be entitled to any benefits including pensions, unpaid allowances and accrued leave days,” Amb. Muchiri said.

Further, the PSC Chair has directed the cases to be referred to the Directorate

of Criminal Investigations for prosecution and recovery of monies owed and assets procured from the fraudulent activity.

In October 2022, the Commission wrote to all authorized officers requiring them to undertake an audit of professional certificates of all appointed officers in the last 10 years.

MDAs that are yet to conclude the exercise have until 31 December 2023 to submit the audit report to the Public Service Commission.

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## Selection interviews for 16,000 PSIP applicants concluded



*PSC Director Administration Mr. Gerald Kuhaka speaking to PSIP candidates prior to the interview sessions at Laikipia University on 14th November 2023*

**By Tom Muema**

**T**he Public Service Commission has successfully interviewed 16,625 candidates eyeing 8,000 internship slots advertised by the Commission under the sixth Cohort of the Public Service Internship Programme (PSIP). The interviews took place in eight regions across the country between 14th and 18th November 2023.

In an exclusive interview with *PSC NEWS*, Deputy Director PSIP Mr. Simon Mwangi confirmed that the exercise was a great success with all interviews countrywide taking place as scheduled.

“Considering the large number of candidates shortlisted

and this being the first-time we did the PSIP interviews physically post covid-19 era, I’m proud to note that everything went well as planned,” said Mr. Mwangi.

He further noted that successful candidates will be notified later in this year or early 2024 once the selection and deployment exercise is concluded.

In total the Commission received 50,269 applications and shortlisted 16,625 candidates who have already been interviewed. Selected candidates will be deployed in various Ministries, State Departments, State Corporations and Public Universities early next year. All the interns will be working under PSC trained mentors and

coaches, tasked with nurturing and shaping their career growth.

PSC will be onboarding the largest number of interns under PSIP for the first time since the programme was inaugurated in 2019. This follows a directive by President William Ruto early this year, to increase the number of candidates joining the programme to benefit more young people graduating from universities.

The 6th Cohort will bring the total number of graduates who have benefitted from the programme to over 21,000 since the Commission started the Public Service Internship Programme five years ago.

## Public servants to declare their wealth by 31st December 2023

By Pauline Muriuki

All public servants have until 31st December 2023 to declare their income, assets and liabilities and that of their spouse/s and dependent children below the age of 18 years.

This is according to the Public Service Commission's notice published in MyGov pullout on 24<sup>th</sup> October, 2023.

Individual public officers in Ministries, State Departments and State Corporations (MDAs) have been requested to obtain the prescribed Wealth Declaration Forms from their respective Authorized Officers.

The form can also be downloaded from the Commission's website [www.publicservice.go.ke](http://www.publicservice.go.ke).

According to the Public Officers Ethics Act 2003 and Administrative Procedures for the Declaration of Income, Assets and Liabilities, 2016 – Legal Notice No. 53, wealth declaration is a constitutional obligation. All public officers in the MDAs are required to declare their income, assets and liabilities, and that of their spouses and dependent children below the age of 18 years biennially (after every two years).

The exercise of filling the declaration forms began on 1<sup>st</sup> November 2023 and is expected to end on 31<sup>st</sup> December, 2023. Public officers are expected to fill the forms in A3 paper format and submit to the Authorized officers who will in turn submit the declaration returns to the Public Service Commission on a date specified to them by the Commission as per the downloadable schedule available in the Commission's website.

Two years ago, the Commission trained the Heads of Human Resource Management from all Public Institutions under its jurisdiction on Constitutional Values and Principles and Declaration of Income, Assets and Liabilities in order to facilitate the process.

Public officers are advised to take personal responsibility for the completeness and accuracy of the information submitted to the

*A sample of the Wealth declaration form*

Commission.

Authorized Officers have been mandated to commence and conclude disciplinary proceedings for non-compliance from 2<sup>nd</sup> January, 2024 in accordance with human resource policies and procedures manual, and the Commission informed on sanctions taken by 31<sup>st</sup> January, 2024.

A circular detailing the declaration process has been issued to the Service and can also be accessed through the Commission's website.

## PSC top officials in Australia for capacity building training



PSC Chairperson Amb. Anthony Muchiri (3rd left) Vice Chairperson Charity Kisotu (centre), Commissioners, Senior PSC Secretariat Staff and members of Australian Awards Fellowship pose for a photo

By Virginia Asievera

**A** two weeks capacity training program under the Australia Awards Fellowship was mounted for the Public Service Commission top leadership in Australia.

Commission Chairperson Amb. Anthony Muchiri, Commissioners and senior secretariat staff attended the program that took place from 4th to 18th November, 2023.

The theme of the fellowship program is *Building capacity for effective governance in public service management and sustainable development*.

“The 2023 Australia Awards Fellowship Program recognizes that the Kenya Public Service Commission has significantly contributed to the project. The AAF program places great value on the unique people

to people links fostered at individual, institutional and country levels,” stated Dr Patricia Johnson, Senior Lecturer University of Newcastle- Australia.

The aim of the two weeks intensive workshop is to provide high quality training, exchange of expertise, skills, knowledge and opportunities to enhance networks with several organization.

The Australia Awards Fellowships seeks to expand networks of influence and leadership by strengthening partnerships between Australian organizations and partner organizations in developing countries.

The Fellowship program targets officials and professionals in their senior and mid-career stages who can lead their respective organizations to enhance their institutional capacity and achieve

development outcomes in key areas.

In the 2016 signed Memorandum of Understanding PSC collaborated with the University of Newcastle-Australia in the following key areas: capacity building of PSC staff in policy formulation and implementation, applied research, devolution in public service, leadership development and exchange programmes.

The Chairperson was accompanied by Vice. Chairperson Ms. Charity Kisotu, Commissioners; Dr. Mary Mwiandi, Dr. Joyce Nyabuti, Dr. Reuben Chirchir, Amb. Salma Ahmed, Amb. Patrick Wamoto, Ms. Joan Otieno, Mr. Andrew Muriuki and CEO Dr. Simon Rotich, PSC Directors, Dr. Sylvester Obong’o and Ms. Joan Machayo.

## African Leadership Academy explores areas of collaboration with PSC

By Badi Khamis

Officials from the Senior Faculty of the African Leadership Academy (ALA) based in South Africa on 23rd November 2023 discussed with the Public Service Commission (PSC) areas of possible cooperation and partnership, with a special focus on skilling public servants through training.

ALA is the founder of the Umholi we Africa Fellowship, The Umholi we Africa fellowship connects highly talented young leaders to strategic government opportunities in their home country.

Present during the meeting were, PSC Chairperson Amb. Anthony Muchiri, Commissioners Dr. Mary Mwiandi, Amb. Patrick Wamoto, CEO Dr. Simon Rotich and Senior PSC officials.

The team from ALA comprised of the Senior Program Manager Ms Amanda Chembezi, Senior Director of Programs Ms Val Wiggett, and Senior Program Associate Mr Malilomi Nkhabi.

Others were the current Fellow of Umholi we Africa Fellowship Mr. Leonor Fall and Senior Director of Growth and Strategy (African Leadership University) Mr. John Kimani and Consul General of Kenya in Los Angeles Amb. Thomas Kwaka aka Big Tedd.



*PSC Chairperson Amb Anthony Muchiri speaking with Consul General of Kenya in Los Angeles, Amb. Thomas Kwaka aka Big Tedd immediately after the consultative meeting at the Commission House*

## 44 vacant positions announced in Public Service Commission

By Virginia Asievera

Public Service Commission advertised 44 vacant positions to the public on 24<sup>th</sup> October 2023. Interested persons were required to apply for the positions through the Commissions job portal on or before 14<sup>th</sup> November 2023.

The advertised vacancies are Principal Management Analyst (5), Principal Legal Officer (2).

Other vacancies included Human Resource Management & Development Officer (2), Performance Management and Service Delivery Transformation Officer (3), Principal Human Resource Management & Development Officer (4),

Principal Monitoring and Evaluation Officer (2), Principal Governance and Ethics Officer (2), Principal Compliance Audit Officer (4), Legal Officer (1).

More vacancies in PSC include; Supply Chain Management Officer (1), Information Systems Auditor (1), Risk Management Officer (1), Accountant (1), Finance Officer (1), Office Administrative Assistant (10), Reception Assistant (2), Senior Support Staff (2).

To verify for qualifications the applicants were advised to visit the commissions job portal and view the advert details before application.

## Key findings on Performance Management in the 2021/2022 Survey

By Juma Gabriel, PhD, MKIM

**T**he 2021/2022 Values and Principles evaluation sought to establish the measures that public institutions had put in place to improve performance management.

The performance indicators were the number of institutions that implemented Performance Contracts and the staff appraisal system.

Findings revealed that out of 252,007 officers 148,094 set performance targets. This represented 59% of staff.

This implies that 103,941 (41%) of staff did not set targets and therefore could not be held to account for their performance.

This was a clear indication that the institutions did not have a way of measuring staff performance.

In addition, out of the 148,094 officers who set targets, 61,040 (41.2%) were appraised while 87,054 (58.8%) were not appraised hence defeating the purpose of the performance appraisal system.

Out of the 61,040 officers appraised, 5,319 (9%) were rated 'Excellent,' 24,418 (40%) were rated 'Very Good,' 21,887 (36%) were rated 'Good,' 7,345 (12%) were rated 'Fair' and 2,071 (3%) were rated 'Below Average.'

Those rated 'Very Good' and 'Excellent' were 49% suggesting that half of the officers did not meet their



**Dr. Gabriel Juma**

targets.

The total number of officers appraised had dropped by 42,677 (42%) from 102,717 in 2018/2019 FY to 60,040, an indication that the performance appraisal process was on a decline.

Findings further revealed that 43 (9%) of the institutions evaluated did not have an appraisal tool.

261 (55%) institutions had established Employee Performance Management Committees (EPMC) while 216 (45%) had not. This was contrary to the provisions of Regulation 32 of the Public Service Commission (Performance Management) Regulations, 2021 requires public institutions to establish the Employee Performance Management Committee.

The Committee is mandated to consider and moderate individual performance scores and making recommendations to the authorized officer for officers to be rewarded, sanctioned or

placed on planned performance improvement.

In addition, 145 institutions held EPMC meetings and made recommendations on the evaluation scores of 19,696 officers. This represented 30% of the evaluated institutions.

The low number of institutions that held EPMC meetings implies that the majority of the institutions were unable to assess the level of performance of their staff, negatively impacting productivity and service delivery.

The number of institutions that held EPMC meetings had increased from 11 in 2018/2019 to 145 in 2021/2022 evaluation period.

The key recommendation were; All public institutions to implement performance contracts in line with Public Service Commission (Performance Management) Regulations, 2021 and performance contracting guidelines.

All public institutions to re-energize the implementation of performance management to improve the achievement of their targets and improve service delivery.

Authorised Officers to ensure all employees set performance targets and are appraised in accordance with Regulation 39 (1) of the Public Service Commission (Performance Management) Regulations.

Performance management is

*Continued on page 7*

## Key findings on Performance Management in the 2021/2022 Survey

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a term that was introduced following the crisis in the public sector in Great Britain in the 1970s.

The Governments of the late Margaret Thatcher and later John Major introduced new legislation and new terminologies that radically changed the way the public sector was to be managed.

The changes saw the introduction of concepts such as “value for money” and performance measurement.

Over the last three decades’ performance management has undergone significant changes because the public sector worldwide has come under increasing pressure to improve performance and demonstrate greater transparency and accountability.

This is according to Anupchowdhury and Nikhil Chandra Shil in an article titled Performance Management Systems in Public Sector under New Public Management.

Performance Management was reinvigorated in the Public Sector in Kenya under the Result Based Management Reforms initiative in 2004. Currently, Performance Management in the public service is guided by the Public Service Commission Act, 2017, Public Service Commission (Performance Management) Regulations, 2021, the Human Resource Policies and Procedures Manual, 2016 and the Public Officers Code of Conduct, Revised 2016.

In particular, the Performance Management Regulations provide

guidelines that enable institutions to link planning, budgeting and implementation of the plans to achieve the targeted results.

Performance management aims at improving service delivery.

It involves the development of strategic plans, signing of performance contracts and appraisal and monitoring and evaluation of performance at the institutional and individual levels.

Regulation 15 of the Public Service Commission (Performance Management) Regulations, 2021 requires public institutions to sign performance contracts at the commencement of each financial year.

The findings revealed that 342 (73.4%) institutions signed performance contracts with the government while 124 (26.6%) did not.

Similarly, Chief Executive Officers (CEO) of three (27%) Constitutional Commissions and Independent Offices signed performance contracts with their respective boards while 8 (73%) did not.

Further, Regulation 33 of the Performance Management Regulations, 2021, requires public officers to develop individual work plans which contain performance targets or expected results on specific assignments and activities for which the employee performance will be measured.

The individual work plans are derived from departmental annual work plans.

Similarly, Regulations 39, 40 and 41 provide for the staff

appraisal process while Regulation 36 requires public officers to set performance targets based on institutional and departmental work plans.

The targets form the basis of the annual staff appraisal. The evaluation results, derived from an objective process, can be used to improve service delivery.

Staff who continually meet and exceed their targets should be given priority when opportunities at higher levels arise thus motivating them.

The results can also be the basis of tailoring training programmes to staff who are lagging behind thus improving their performance.

**Performance Management Regulations provide guidelines that enable institutions to link planning, budgeting and implementation of the plans to achieve the targeted results.**

*The writer is a Deputy Director in Compliance & Quality Assurance Department and can be reached on [gju-ma@publicservice.go.ke](mailto:gju-ma@publicservice.go.ke)*

## The Carbs Question

By Kenneth Muchira

**T**he call to limit or completely eliminate carbs from our diet has been a resounding mantra for those seeking a slimmer waistline.

But is this approach truly the golden ticket to shedding those extra pounds, or have we fallen prey to a one-size-fits-all dietary misconception?

Carbohydrates are found in various forms such as sugars, starches or fibres and they serve as the primary source of the body's energy.

They are abundant in foods like fruits, vegetables, grains, and legumes. A commonly shared notion is that consumption of carbohydrates leads to rapid spikes in blood sugar, leading to increased insulin production and subsequent fat storage.

A reduction in carbs intake will trigger the body to burn stored fat for energy, resulting in weight loss. Sounds like a very easy plan for someone wishing to shed off.

The question here is, should carbs be demonized so strongly? Are they the sole reason we are not happy with the size of our bodies?

Short-term studies often showcase initial weight reduction, but the long-term sustainability and health implications of these diets are under scrutiny. One of the critical factors to consider is the type of carbohydrates consumed. Refined carbs, like those found in sugary drinks, white bread, and pastries, do



*PSC Staff in a fitness session with fitness consultant Kenneth Muchira (in green t-shirt)*

contribute to weight gain when consumed in excess due to their low nutrient content and high glycemic index.

However, complex carbohydrates present in whole grains, fruits, and vegetables offer essential nutrients, fiber, and a slower release of energy, aiding in digestive health.

There is no single perfect way of approaching weight loss. It requires a combination of several aspects and most importantly, the consistency to keep these aspects in motion long enough to achieve desired results.

A total elimination of carbohydrates is only viable as far as refined carbs go.

Many whole grains and fruits are sources of healthy carbohydrates and also contain essential vitamins, minerals, and antioxidants crucial for overall well-being. Eliminating them from our diets entirely

would do us more harm than good.

However, some people interpret this to mean that they can eat healthy carbs as much as they want. Wrong! As long as you are in a battle to decrease your waistline, your diet must be controlled such that your current intake is just enough to keep your body running without adding more weight.

It should also be small enough to create an energy deficiency that will trigger the body to use the already stored fat for energy.

We shall discuss more on this issue in upcoming articles. For now, let's demonize all refined carbohydrates while being mindful of how much of the healthy carbs we consume.

***Kenneth Muchira is a Fitness Consultant at the Public Service Commission***



## PSC IN PICTURES



*PSC Vice Chairperson Charity Kisotu (left) and Comm. Mary Mwiandi engage in an exercise during the capacity building training at the University of Newcastle- Australia*



*Comm. Mary Mwiandi addresses Cohort 2 PSELF participants at the Kasarani Sports Complex on 29th November, 2023*



*Attorney General Justin Muturi (left) when he paid a courtesy call on PSC Chairperson Amb. Anthony Muchiri on 26th October, 2023*



*Above: PSC Chairperson Amb. Anthony Muchiri (2nd right) poses for a photo with Cabinet Secretary (CS) for Public Service, Performance and Delivery Management Hon Moses Kuria when he paid a courtesy call. Also in the photo are Commissioners Mary Mwiandi (2nd left), Amb. Patrick Wamoto (right) and CEO Dr Simon Rotich (left)*

**Right:** Establishment Management and Consultancy Services (EMCS) Director Nelson Weru leads the PSC team in a tree planting exercise at Rift Valley Technical Training Institute in Eldoret before the PSIP interview session on 14th November 2023



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