



## Inside this issue:

<b>Mr Kirogo roots for consultative approach to solving HR challenges in counties</b>	<b>2</b>
<b>President Kenyatta appoints selection panel to recruit new commissioners</b>	<b>2</b>
<b>2017/18 Annual Report completed on schedule</b>	<b>3</b>
<b>300 public institutions sensitized on Constitutional Values</b>	<b>4</b>
<b>PSC to participate in Nairobi Show</b>	<b>4</b>
<b>Budget Process 2019/20 FY and the medium term</b>	<b>5</b>
<b>Let's talk about Emotional health – with <i>Rahma Hassan</i></b>	<b>5</b>
<b>PICTORIAL: CAPACITY BUILDING FOR THE COUNTY</b>	<b>6</b>
<b>PSC in pictures</b>	<b>7</b>

## PSC conducts capacity building forums in counties

By Browne Kutswa and Badi Khamis

The Public Service Commission in partnership with the Ministry of Devolution and ASALs conducted a weeklong capacity building and technical assistance programme to County Public Service in accordance with the Fourth Schedule of the Constitution.

The Commission dispatched teams headed by commissioners to eight centres across the country where participants from all the 47 counties converged from 16th to 22nd September 2018. The centres were in Mombasa, Kisumu, Kakamega, Machakos, Embu, Eldoret, Garissa and Nakuru.

The program provided an opportunity for the two levels of government to share knowledge on existing human resource policies and regulations, experiences and challenges. The visits also sought to deepen and enhance collaboration in matters affecting both the national and county governments public service. In attendance were county public service boards, county executive committee members for public service administration, chief officers, county secretaries, chiefs of staff, and the directors of human resource management.

The program is part of the Commission's broad mandate as a national government entity that is required to help build capacity and provide technical



*PSC Chairperson Stephen Kirogo (seated 3rd right) with PSC staff and County Public Service officials in Machakos county during the HR capacity building forum. Also in the picture is Commissioner Titus Ndambuki (seated 2nd left).*

support to county governments as outlined in the Fourth Schedule of the Constitution on distribution of functions between the national government and county governments.

In a speech read on his behalf during the opening of the forums, PSC chairperson Mr. Stephen Kirogo emphasized the need for standard norms and uniformity in management of human resources in both the county and national public service. He assured the County Public Service Boards of continued collaboration and support from the Commission.

"The Commission extended support to the Boards by issuing various policies and guidelines including advisories on the management of human resources," Mr. Kirogo's statement read.

Among the issues discussed during the forums were the role of key players in County Public Service management, human resource management, performance management, disciplinary control and county appeals, and values and principles of Public Service.

Mr. Kirogo disclosed that the Commission is aware of the challenges County Public Service Boards were experiencing in the course of managing the human resource function, citing as examples, appointments, placements and promotions of staff, transfers and deployments, clarity of roles and delineation of duties, pension matters, and disciplinary issues.

## Mr Kirogo roots for a consultative approach to solving HR challenges in counties

By Joan Machayo

**P**ublic Service Commission chairperson Stephen Kirogo has called for a consultative approach to solving human resource challenges at the county level to enable county officers deliver services to the public smoothly.

Speaking at the Kenya School of Government (KSG) in Embu during the closing of the capacity building program for county public service officers, Mr. Kirogo reiterated the need for the various offices within the county public service to unpack their mandate and understand their roles in order



PSC Chairperson Mr. Stephen Kirogo

to drive change in their jurisdiction.

“Feedback is the breakfast of champions,” he said. “Feedback will enable counties to formulate better decisions to improve and increase performance thus having a positive impact on *mwananchi*.”

He urged County Public Service officers to embrace a culture of competitiveness in their day to day service delivery to the public.

Also present was the Director KSG Embu Dr. Josephine Mwanzia who informed participants that KSG was ready to work with the counties on strategies to strengthen boards and to share success stories in both the county and national government. She stressed that capacity building starts in the workplace and ends with the citizen.

## President Kenyatta appoints selection panel to recruit new commissioners

By Pauline Muriuki and Badi Khamis

**P**resident Uhuru Kenyatta has appointed a selection panel that will pick a new vice chairperson and seven commissioners of the Public Service Commission. The term of the current commissioners comes to an end on 8<sup>th</sup> of January 2019 after serving a six-year non-renewable term as stipulated by the Constitution.

The selection panel is headed by Muthoni Kimani and comprises



Members of the selection panel after being sworn in at Harambee House in Nairobi

Kennedy Kihara, Dr Francis Owino, Rose Mwaura, Dorcas Kemunto, Gilda Odera and Mohammed Gabbow. The panel has invited

interested persons to apply for the positions by 12<sup>th</sup> October 2018.

The current commissioners who are

set to exit are Vice Chairperson Amb Peter ole Nkuraiya, Commissioners Titus Ndambuki, Patrick Gichohi, Judith Bwonya, Lawrence Nyalle, Prof Michael Lokuruka, Veronica Birgen, and Catherine Omweno.

Current chairperson Stephen Kirogo began his six year term in August this year following his confirmation by Parliament and subsequent swearing in by Chief Justice David Maraga.

## 2017/18 Annual Report completed on schedule



L-R: Deputy Director Board Management Services George Mukabi, designer Nick Amany, Deputy Director Compliance & Quality Assurance, Gabriel Juma and Chief Human Resource Management Officer Hannah Njoki during a meeting to finalize the Annual Report in the Commission boardroom

### By Gabriel Juma

The Public Service Commission Annual Report for the 2017/18 Financial Year has been forwarded to the President and Parliament ahead of the 30<sup>th</sup> September statutory deadline. Commission Secretary/Chief Executive Dr Alice Otwala signed off the Report on 28<sup>th</sup> September 2018, following its adoption by the Commission Board on Tuesday 25<sup>th</sup> September, 2018 in compliance with Article 254(1) of the Constitution and Section 90 of the PSC Act of 2017.

Finalization of the Report was a joint effort of the Commissioners and the Secretariat. The process of preparation of the report

began with the appointment of an inter-departmental team led by Mr. Gabriel Juma. Other members of the team were George Mukabi, Browne Kutswa, Christine Baari, Joseph Kenei, Jeremiah Kagwe, Caroline Kiget, Rebecca Kiplagat, Hannah Mwangi and Jethro Mosoti.

Commission Chairperson Mr Stephen Kirogo led Commissioners and CEO in congratulating the team for the excellent work that resulted in timely submission of the Report. The preparation of the report began with the team receiving submissions from all the Directorates. The team also received valuable data for functions undertaken by ministries and departments under delegated functions from the Compliance and Quality Assurance Directorate

after the conclusion of the audit exercise in August 2018.

The report is organized into six chapters. Chapter one provides background information on the Commission. Chapter two highlights the delivery of the Commission's mandate. Chapter three covers collaborations, networks and partnerships. Chapter four outlines the financial and audit reports while chapter five highlights the challenges and opportunities. Chapter six presents the way forward. Unlike the previous reports, the way forward is presented in a matrix, outlining the commitments, programmes and initiatives that the Commission hopes to implement within the next one year to improve service delivery.

Other key reports that are work in progress ahead of the November 2018 deadline are the Commission's End of Term Report and the 2017/18 Evaluation Report on Public Service Compliance with Values and Principles in Articles 10 and 232 of the Constitution.

## 300 public institutions sensitized on Constitutional Values

By Gabriel Juma and Isaac Mugo

Over 500 officers from 300 public organizations participated in a sensitization program on Constitutional values and principles at the Kenya School of Monetary Studies. The Commission conducted the four weeks exercise from 20<sup>th</sup> August to 13<sup>th</sup> September 2018 targeting heads of Human Resource divisions and officers responsible for Governance from the participating institutions.

The institutions were categorized into five sectors namely: Universities; Constitutional Commissions and Independent Offices; Ministries and State Departments; State Corporations and SAGAs, and Statutory Commissions and Authorities. The sensitization was undertaken pursuant to Article 234(h) of the Constitution of Kenya and Section 64 of the PSC Act, 2017.

The objective of the sensitization was to appraise participants on the 2017/18 reporting cycle. After the workshop, participants were expected to take charge of the reporting processes since they remained the best placed to respond and manage the online tool. They were further urged to prepare a report for the CEO on the proceedings of the workshop and seek concurrence for constitution of a working team to



Principal Governance & Ethics Officer Mr Isaac Mugo making a presentation during the sensitization on Values and Principles of the Public Service at the Kenya School of Monetary Studies

facilitate data collection.

Following the finalization of the sensitization exercise, the Commission has embarked on the process of gathering data from all public organizations. An online tool has been sent to the email addresses of the Heads of Human Resource in the 300 institutions. The deadline for submission of the required information is 8<sup>th</sup> October 2018 for the cross-cutting tool that was sent to all institutions and 12<sup>th</sup> October, 2018 for the Institution specific tool.

The Commission expects all public institutions to comply in order to avoid being penalized for non-compliance in line with Section 64(4) of the PSC Act, 2017 which provides that any authorized officer or public body who does not comply is liable to disciplinary action in accordance with the applicable laws.

The Commission will analyze the data and prepare a report that will be submitted to the President and Parliament.

## PSC to participate in Nairobi Show

By Pauline Muriuki

The Public Service Commission will participate in this year's Nairobi International Trade Fair which will take place at the Jamhuri Park showground from 1<sup>st</sup> October to 7th October 2018. The theme of this year's show is **"Promoting Innovation and Technology in Agriculture and Trade."**

The event is organized by the Agricultural Society of Kenya. It is the largest annual trade fair in the East African Region attracting over 300 local and foreign exhibitors and over 350,000 visitors. The show offers opportunities for regional, continental and global exhibitors to display and demonstrate their services and products. Its aim is to

enhance business integration through participation by all, both locally and internationally.

PSC will use the event to showcase its work in regard to recruitment and selection, policy development, policy implementation and promotion of values and principles. It will also use the forum to engage with stakeholders at different levels and receive feedback that can contribute towards enhanced service delivery. It is expected that by the end of the event, there will be deeper awareness about the functions of the Commission while new relations, networks and contacts will have been established. Among the visitors expected are students, county officials and public servants.



Deputy Commission Secretary, Corporate Services Mr Simon Rotich briefing the PSC team that will participate in the 2018 Nairobi International Trade Fair during a meeting held at the Commission boardroom on 27<sup>th</sup> September 2018

## Budget Process 2019/20 FY and the medium term

By Pauline Muriuki

The Public Service Commission is in the process of preparing the Commission's budget for the period 2019/20 to 2021/22. This activity is in compliance with a circular issued by the National Treasury providing guidelines on processes and procedures for preparations of 2019/20 to 2021/22 medium term.

A technical team was appointed comprising officers from Finance, Human Resource and Planning Departments to embark on the process. The team converged in Naivasha from 16<sup>th</sup> to 22<sup>nd</sup> September 2018 for a working retreat. The team comprised Deputy Commission Secretary Corporate

Services Simon Rotich, Director Finance & Planning Dismas Ogot, Deputy Directors Finance & Planning Anastasia Kariuki and Ezekiel Ohando, Assistant Director Finance & Planning Rebecca Kiplagat, Statistician Alex Koros, Economist Joseph Kenei, Senior HRM Officer Mildred Akelo, and Principal Finance Officer Nelson Mithamo.

All directorates were required to submit their budget requirements for the period to Finance and Planning Directorate. These were to be consolidated, and reports prepared and presented to the Commission board. The reports are to be submitted to the National Treasury before 15<sup>th</sup> October 2018 to enable them to organize for Sector retreats where institutions are

expected to defend their budgets and bid for resources for the 2019/20 FY and the medium term.

The three reports prepared by the team are: Programme Performance Review (PPR) for 2015/16 to 2017/18 Financial years; Programme Based Budget (PBB); and Sub-Sector Report (SSR) for 2019/20 to 2021/22 Financial Years. The programme performance review presents the Commission's achievements for the last three Financial Years (2015/16 to 2017/18) and forms a basis for the preparation of the PBBs and SSRs 2019/20 to 2021/22 Financial Years.

## Let's talk about emotional health – with **Rahma Hassan**

**Emotional health** can lead to success in work and overall health. In the past, researchers believed that success made people happy. Newer research reveals that it's the other way around. Happy people are more likely to work toward goals, find the resources they need and attract others with their energy and optimism — key building blocks of success.

People who have good emotional health are aware of their thoughts, feelings, and behaviors. They have learned healthy ways to cope with the stress and problems that are a normal part of life. They feel good about themselves and have healthy relationships.

However, many things that happen in your life can disrupt your emotional health. These can lead to strong feelings of sadness, stress, or anxiety.

Even good or wanted changes can be as stressful as unwanted changes.

### **What You Can Do**

Research shows hardiness is the key to resilience for not only surviving, but also thriving, under stress. Hardiness enhances performance, leadership, conduct and both physical and mental health.

#### **The Road to Resilience**

Learn how to develop and use a personal strategy for enhancing resilience despite challenging life experiences.

#### **Communication**

Find a way to communicate your situations with a significant other.

#### **Live a balanced life**

Focus on the things that you are grateful for in your life.

Try not to obsess about the problems at work, school, or home that lead to negative feelings. This doesn't mean you have to pretend to be happy when you feel stressed, anxious, or upset. It's important to deal with these negative feelings, but try to focus on the positive things in your life, too.

Some research has shown that having a positive outlook can improve your quality of life and give your health a boost. You may also need to find ways to let go of some things in your life that make you feel stressed and overwhelmed. Make time for things you enjoy.

*Adapted from Review of research challenges, assumption that success makes people happy.*

**PICTORIAL: CAPACITY BUILDING FOR COUNTY PUBLIC SERVICE, 16<sup>th</sup>-22<sup>nd</sup> SEPT.2018**



PSC Chairperson Stephen Kirogo is received by Isiolo County Public Service Board member Ms. Lucy Mworira



Vice chair Peter Nkuraiya (standing 6th left) with PSC staff and County Public Service officials in Nakuru



Commissioner Veronica Birgen (seated 3rd right) with PSC officers and County Public Service officials in Kisumu



Commissioner Judy Bwonya (5th right) with PSC staff and County Public Service officials in Eldoret



Kakamega governor Wycliffe Oparanya (in red tie) with Commissioner Catherine Omweno (2nd left) and County Public Service officials



Commissioner Lawrence Nyalle (seated 3rd left) and County Public Service officials in Garissa

## PSC IN PICTURES



**Left:** L-R: The Chief Executive Officer Kenya Institute of Management Mr Muriithi Ndegwa, Cabinet Secretary Ministry of Public Service, Youth and Gender Affairs Prof Margaret Kobia, PSC CEO Dr Alice Otwala and advisor in the public service ministry Mary Kimonye during the 6<sup>th</sup> Women in Leadership Conference at Whitesands Beach Hotel, Mombasa.



PSC CEO Dr Alice Otwala (centre) in discussions with the Course Coordinator of the London-based Public Administration Institute Ms Denise Smart who paid her a courtesy call in her office at Commission House. Also in the picture is the Deputy Director Research & Policy Analysis Dr Sylvester Obong'o.



Deputy Director Corporate Communications & Media Relations explains the exhibition strategy that the Commission will deploy in this year's Nairobi International Trade Fair during a briefing meeting held at the Commission boardroom on 27<sup>th</sup> September 2018

## 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](http://www.publicservice.go.ke)  
[psck@publicservice.go.ke](mailto: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

Stephen Kirogo, CBS	-	Chairperson
Amb. Peter ole Nkuraiya, CBS	-	Vice 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