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## Team to review terms and condition of service for Chairpersons, and CEO's

By Badi Khamis

The Public Service Commission has appointed a nine-member taskforce to review the Guidelines on Terms and Conditions of Service for Chairpersons, Chief Executive Officers, Chancellors and Vice Chancellors of Public Universities, Board members, Management and Unionizable Staff of State Corporations, issued on 23rd November 2004.

In a Kenya Gazette notice published on 24<sup>th</sup>, April 2019, PSC sought to notify the members of the public the appointment of Ms. Jane Chege as the chairperson Ms. Wanjiku Wakogi, Mr. Philip Nyingi, Dr. Vincent Nyangilo, Mr. Simon Indimuli, Mr. Kennedy Ondieki, Ms. Jacqueline Manani, Mr. William Migwi and Mr. Maina Weru as members.

According to the Gazette notice the mandate of the taskforce will be, to review the categorization of State



Deputy Commission Secretary Ms. Jane Chege making a presentation during a forum of Commissioners and heads of HR in Ministries at Kenya School of Government

Corporations taking into account their broad mandate, mode of financing, financial dependence on the exchequer, and specialized skill requirements.

It will also review the Salaries and Remuneration Commission report on the job evaluation for State Corporations and recommend appropriate salary bands for Chief Executive Officers.

The task force will review the adequacy of honorarium, allowances and benefits enjoyed by Chairpersons and Board Members and recommend reasonable

terms and conditions of service, taking into account the part time nature of their engagement.

It will recommend appropriate terms of employment and benefits for Chairpersons, Chief Executive Officers, Chancellors of Public Universities and Board Members.

“The Taskforce will carry out its mandate and submit recommendations to the Commission within a duration of two months from the date of gazettelement” read the gazette notice.

## Professor Jim Jose of the University of Newcastle to visit PSC



*Prof. Jim Jose of the University of Newcastle has a word with former Commissioner Prof Michael Lokuruka during a farewell dinner at Hotel Intercontinental in Nairobi (file photo)*

**By Pauline Muriuki**

**T**he Public Service Commission will host Professor Jim Jose of the University of Newcastle and the coordinator of the Newcastle – Public Service Commission Australian Fellowship Award Program on 2nd May 2019.

Prof Jose will be visiting Kenya from 26th April to 3rd May 2019. This will be his second visit to the Commission after an inaugural visit on 19th April 2018, when he met the then PSC Acting Chairperson Amb Peter ole Nkuraiyia, Commissioners, CEO and directors.

The PSC team had

earlier participated in Round 17 of a week's Executive Development Program which was conducted at the University of Newcastle from 17th February to 3rd March 2018.

During the visit Prof Jose's will pay a courtesy call on PSC Chairman, Mr. Stephen Kirogo and the Acting CEO Mr. Simon Rotich.

He intends to brief the Commission on the status of the Fellowship Program and make early preparations in case the Australian government gives direction on the remaining two

subsequent phases. This program was temporarily suspended after a change of government in Australia, awaiting further directions.

The Australian Government approved in principle a three-year Fellowship Program which was set to run from 2018 to 2020.

The first cohort comprising of nine Commissioners, the CEO and five commission staff visited Australia in February -March 2018 on a fully funded Australian Government Fellowship program.

The programme focused on four areas namely: Performance management; Public service productivity; Public service ethics and values; and Public policy formulation and implementation. These areas directly aligned with the Australian Aid Program issue of "Effective governance policies, institutions and functioning economies".

The Public Service fellowships Program was therefore designed as an enabling program which supports the formation of an institutionally led body of individuals championing a program of reform from the inside.

## Hundreds of thousands apply for the PSC advertised posts



*Applicants queue outside commission house awaiting to register their applications*

### BY Badi Khamis

Submission of applications for over 2000 posts advertised by the Public Service Commission on 2<sup>nd</sup> April 2019 closed on 23<sup>rd</sup> April 2019.

The posts attracted a large number of applicants. Long queues were experienced at Commission House as applicants trailed-in to submit their documents. More than 100,000 applications had been received through the PSC

online portal at the time of closure.

Throughout the submission period, hundreds of applicants flocked the Commission House daily to deliver their applications, with the final day registering the largest number, which was served beyond official working hours.

Among the positions advertised were, Counsellors, Pension Officers, Pension Assistants, Economists, Agricultural Officers, Veterinary Officers,

Lecturers, Instructors, and Music Officers,

Others were Assistant Engineers, Hydrologists, Water Research Officers, Trans-boundary Water Resources Officers, Land Registrars, Land Surveyors, and Petroleum Auditors.

Others included Petroleum Environmental Auditors, Petroleum Technologists, HRM&D Officers, HRM&D Assistants and State Counsels.

# Sensitization Program on Compliance with Values and Principles, Public Service Code of Conduct & Ethics, 2016 and Risk Management

By Beatrice Muthoni

**O**ne hundred and three members of the PSC Secretariat staff signed the *Public Service Code of Conduct* staff commitment forms from 16<sup>th</sup> to 25<sup>th</sup> April, 2019 as required by law.

Each of the officers undertook the commitment after participating in a one-day sensitization programme on Compliance with Public Service Code of Conduct & Ethics, 2016.

Public Officers are required to commit to the code by signing commitment forms for accountability purposes.

The training sought to place the Commission staff in a lead role in committing to promote Public Service Values and Principles in Article 232 of the Constitution.

The sessions covered Public Service Values and Principles in Article 232; Public Service Code of

conduct and Ethics, 2016; Public Officers Ethics Act; and Wealth Declaration among others.

Mr. Wesley Kipngetich, Deputy Director, Compliance and Quality Assurance emphasized the need for PSC staff to be more knowledgeable on goes on within the Commission and the public service in general, to be better placed to respond to queries from MDAs.

He urged that PSC documents such as circulars and manuals be availed across departments in the Commission to enhance knowledge among staff.

Mr. Simon Ojau, Assistant Director, Compliance and Quality Assurance, analyzed the Public Officer Ethics Act 2003, whose provisions most participants admitted not to have known.

During group work, various case scenarios were presented to participants to identify the dilemmas posed. They were asked to find in the Public Officer Code of Conduct and Ethics provisions that would help in resolving the dilemmas.

The participants appreciated the training and were of the view that more refresher courses should be organized by the Commission to train staff, especially on moral ethics of a public officer.

They felt that public officers, once recruited in service, should thoroughly be inducted on Public Officers' Ethics Act before they take-up the appointment, as this will bring back the moral of old public service.

## Fake job advertisement in social media

An unknown number of unsuspecting job seekers have fallen prey to fraudsters and lost money after responding to a fake advertisement purported to have originated from the Public Service Commission.

The advertisement that was circulated in the social media invited applications for non-existent jobs in the public service through a fake website account and e-mail address.

The applicants were directed to deposit Ksh200 via M-pesa number 0795757895 for

processing of their applications, after which they were notified that they were successful.

Further, the applicants were advised to pay KShs950 as they awaited their letters of appointment.

In a disclaimer released to all media houses on 18th April 2019, the Public Service Commission notified the general public to be wary of fraudsters, to avoid being cheated.

In the notice, the PSC clarified its procedure of

declaring vacancies in the public service, using authentic media platforms, and the Commission's Website.

"PSC job adverts will always appear concurrently in at least two daily newspapers of nationwide coverage and also the PSC Website [www.publicservice.go.ke](http://www.publicservice.go.ke)," read the notice in part. It provided other official contacts of the Public Service Commission as e-mail: [psck@publicservice.go.ke](mailto:psck@publicservice.go.ke) and Twitter: @PSCKenya

## Kenya Music Festival Trainers and Adjudicators attend Workshop

By Gabriel Juma

**A** Kenya Music Festival Trainers and Adjudicators' Workshop was held at Tom Mboya Labour College, Kisumu from 19th to 25th April 2019.

It brought together adjudicators and trainers of music from all levels of learning. Participants included university lecturers, teachers, sponsor representatives and music specialists.

The workshop purposed to train adjudicators to be able to adjudicate at the same level and have uniformity of judgment; appraise them on the messages to be checked when judging the items; and appraise the adjudicators and trainers on the new rules in the syllabus.

It also sought to sensitize adjudicators and trainers on the guidelines for training and adjudicating; and appraise them on expected code of conduct during the festivals.

The Commission was represented by Commissioner Dr. Reuben Chirchir and Mr. Juma Gabriel, Deputy Director, C&QA on 23<sup>rd</sup> April 2019.

In his address to the participants Commissioner Chirchir indicated that the Commission had singled out performing arts as one of the strategies for promoting values and principles in the public service.

"This has necessitated PSC's close partnership with the Ministry of Education to support music and drama festivals through donation of trophies," he said.

Dr. Chirchir observed that in the last two years the Commission and the ministry had created a theme on special composition on "Promotion of National and Public Service Values."

He explained that under the broad theme, two sub-themes namely "A Representative Public Service" and "Delivery of

Public Services" were provided, packed and communicated on a competitive basis.

The Commissioner appreciated the effort by producers, directors and performers in the various teams that had actively participated.

He opined that this year, besides the two sub-themes, the Commission had agreed with the Ministry to introduce another sub-theme 'Equitable Allocation of Resource and Opportunities.'

In his concluding remarks he urged the trainers to prepare quality items that could be used to reach all and sundry.

Mr. Juma made a presentation on the Commission's expectations on the three sub-themes.



The Ag. CEO Mr Simon Rotich hands over to Ms Alice Nyamao monetary contributions from PSC family following the passing on of her dear father in March 2019. Looking on is the Director Administration Mr Gerald Kuhaka

## Public Service Productivity Training held in Mombasa

By Gabriel Juma

There is need to link productivity to performance in the public service, review variables for measuring productivity and develop a public service productivity index.

This emerged during a Public Service Productivity Training that was organized by African Association for Public Administration and Management (AAPAM) in partnership with the Ministry of Public Service, Youth and Gender Affairs and the Kenya School of Government (KSG) from 15th to 18th April at the KSG, Mombasa Campus.

The over 120 delegates at the training, drawn from Kenya, Botswana, Lesotho, Malawi, South Africa and Uganda, also identified the need to use resources in public service more prudently, eliminate waste and transform public institutions to be lean organizations;

Additionally, they recognized the need to ensure that client service charters are implemented and functional.

Principal Secretary (PS), Ministry of Public Service, Youth & Gender Affairs Dr. Francis Owino, while officially opening the training said the training was premised on the theme 'Enhancing Public Service Productivity' and aimed at empowering public administrators with skills to measure and improve productivity.

He noted that over the years the Government of Kenya had initiated various reforms to improve productivity in the public service such as Result Based Management, Strategic Planning, Performance Contracting,



*Dr John Bii Deputy Director KSG Mombasa campus presents certificate of attendance to one of the delegates from Uganda. In the background are other participants.*

Programme Based Budgeting, Staff Performance Appraisal System, and Annual Excellence Award Schemes for recognizing exemplary performance, among others.

The PS further indicated that though tremendous progress had been achieved, emerging challenges and the dynamic nature of the service called for adjustments to improve productivity.

The AAPAM Vice President, Mr. John Nakabago, stressed that productivity is an important subject in the public service because it is the public service that drives the process of development for any country.

He observed that the public service takes the leadership by formulating the right policies that allow the private sector to thrive.

Mr. Nakabago advised that for Africa to break away from being categorized as a third world country, public officers had a prime duty of transforming the continent.

He said realizing the transformation agenda will require knowledge, skills, competencies

and innovation. He thanked the sponsoring countries and the delegates for attending the training.

KSG Director General Dr. Ludeki Chweya indicated that Kenya School of Government

exists to build capacity in the public service, conduct research

and provide consultancy services to public institutions.

He thanked AAPAM for organizing the training and hoped that the public service would be an effective mechanism for transforming the continent from a third world to an industrialized continent.

The workshop aimed at empowering leaders, administrators and managers in the Public Service with knowledge, skills and competencies for implementing, managing, measuring and sustaining productivity in public organizations.

It was gratifying for participants to learn that Botswana had developed a Public Service Charter and customer service standards that was guided by eight principles to help the public service provide the highest levels of service to its customers.

Public Service Commission was represented in the training by Gabriel Juma, Deputy Director, Compliance and Quality Assurance.

# Tools for Accountability in Kenyan Public Institutions

BY Gabriel Juma

The Kenyan Constitution 2010 is a value laden document, with values and principles running through its first 15 chapters.

Chapter Six of the Constitution on leadership and integrity provides broad principles and standards that guide state officers to uphold and maintain high standards of integrity befitting leadership positions.

The values and principles enshrined in Articles 10 & 232 of the Constitution explain the relationship between public authorities and citizens.

The National Values and Principles of Governance in Article 10 bind all persons, state organs, state officers and public officers whenever any of them applies or interprets the Constitution; enacts, applies or interprets any law; or makes or implements public policy decisions.

On the other hand the Public Service Values and Principles apply to all state organs in both levels of government, and all state corporations.

Article 260 of the Constitution defines a State Organ to include a Commission, Agency or any other body established under the Constitution.



*Gabriel Juma*

Additionally, a public officer is defined as any state officer or any person other than a state officer holding a public office, while a public office is defined to include an office in the national or county government or the public service whose remuneration and benefits are payable directly from the consolidated fund or directly out of money voted by Parliament.

Some of the measures the Government has introduced to transform the public service and improve accountability include every public institution having a strategic plan that is linked to the Vision 2030 and the Medium Term Expenditure Framework (MTEF).

Other requirements are for public institutions to in place a Client Service Charter as prescribed by various legislations; have in place grievance handling procedures,

maintain a Complaints Register; and put in place mechanisms that guide public officers on management of conflict of interest.

Similarly, public participation has been anchored in the Constitution to enhance transparency and enable citizens interrogate public policies, value for money decisions and hold government to account.

Finally, the migration to e-procurement platform as expressed in the Executive order on Procurement of Public Goods, Works and Services by Public Entities'.

To further promote accountability in the public sector management, Public officers in positions of public leadership must demonstrate moral leadership and leadership by example (walking the talk); encourage whistle blowing by both public officers and citizens; expose all unethical and corrupt practices and discipline those who indulge in such practices; and frequently sensitize public officers on ethical standards so as to rediscover the traditional African values of honesty, integrity and handwork.

The next issue will discuss at length each of these institutional accountability tools.

## Flexibility, an important benefit of exercise

By Kenneth Muchira and Griffins Omondi

**A**sk anyone about the benefits of exercises and you can be sure that most of the responses you get will revolve around losing weight, getting stronger, preventing and managing lifestyle diseases, looking good and stress relief.

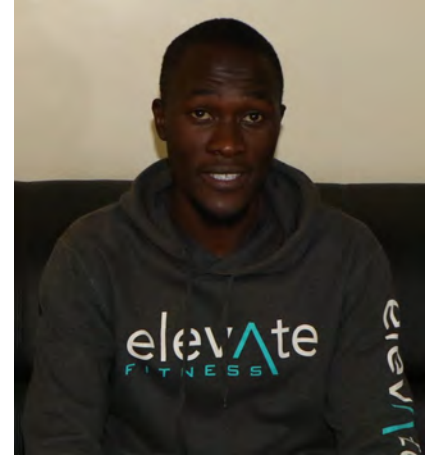
Even those whose last act of physical exercise was during the compulsory Physical Education (P.E) lessons back in their school days will surprise you with their knowledge on the merits of exercise. Very few will mention this salient point: Fitness boosts our *Flexibility* and *Mobility*. Enter our fitness topic of the day.

Simply put, flexibility refers to the degree to which your muscle can lengthen while mobility is the ability of a joint to move through a range of motion. These two are the reasons why you were able to perform acrobatic stunts like putting one leg over your neck and jumping around single-legged. They are also to blame for why simple tasks like using the pit-latrine back in the village have become difficult or impossible altogether. Flexibility tends to diminish as we get older.

The good news is that flexibility and mobility can be regained and maintained through exercise, more specifically through stretching.



Mr. Kenneth Muchira



Mr. Griffins Omondi

That's why we insist that our gym clients dedicate a few minutes of their exercise time to stretching. This can be done before or after your exercise regimen, depending on your instructor's preference or your own.

However, stretching should **never** be done before warming up your muscles. Many people make this mistake of stretching their muscles the moment they step in the gym, or outside their house just before going for their jog. Picture your muscles as a hard plastic material.

If you try to bend a hard plastic material with your hands, you might break a sweat before it bends and if it bends, it will most likely break. Now try softening the same plastic with a flame of fire and see how easy it becomes to bend it without breaking.

Before you have warmed up, your muscles behave like a hard plastic material. Trying to stretch them will be highly ineffective and might lead to injury.

Stretching is mostly done in fitness centers through a trainer's guidance. Many clients eventually learn to do it on their own. However, if you have serious muscle tightness issues, consult your instructor.

Together, you can come up with a program where the instructor manually stretches you and for as few as three times a week, you will begin to see tremendous change in your flexibility and mobility. And then you might not need anyone's help in scratching your back or tying your shoe anymore.

Don't miss out on our next issue as we shall take you through how to do our stretching safely, correctly and effectively.



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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
- Performance and Service Delivery Improvement
- Board Management Services
- Compliance and Quality Assurance
- Finance and Planning
- Corporate Services
- Legal Services

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