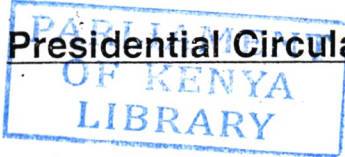


Presidential Circular No.1/2004



*Mr. Omoto's office*



*Library Copy*

REPUBLIC OF KENYA

PROCESSED BY THE NATIONAL ARCHIVES DEPARTMENT  
ACQUISITION No. 710704  
DATE 2004

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**ORGANIZATION OF  
THE GOVERNMENT  
OF THE  
REPUBLIC OF KENYA**

September, 2004

ISSUED BY THE OFFICE OF THE PRESIDENT, NAIROBI

# REPUBLIC OF KENYA

Office of the President,  
P. O. Box 30510 - 00100,  
NAIROBI.

24<sup>th</sup> September, 2004

**Presidential Circular No.1/2004**

## ORGANIZATION OF THE GOVERNMENT

This Circular is issued with the authority of His Excellency the President and it contains appointments and changes made in the Government since the previous circular was issued on 31<sup>st</sup> July, 2003. The Ministerial portfolio responsibilities remain an internal matter for each Ministry to determine within the broad scope of the listed functions, and these responsibilities will be varied as circumstances and needs arise. This circular supersedes all previous Presidential Circulars on the above subject.

**Amb. Francis K. Muthaura, M.B.S.**  
**PERMANENT SECRETARY, SECRETARY TO THE**  
**CABINET AND HEAD OF THE PUBLIC SERVICE**

**To:**

**All Ministers.**  
**All Assistant Ministers.**  
**All Permanent Secretaries** (*with sufficient copies for all Heads of Departments*).  
**All Provincial Commissioners.**  
**The Attorney-General.**  
**The Private Secretary/Comptroller of State House.**  
**The Controller and Auditor-General.**  
**The Secretary, Public Service Commission of Kenya.**  
**The Clerk, National Assembly.**  
**The Registrar, High Court of Kenya.**  
**The Chairman, Electoral Commission of Kenya.**

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1/7/2

NATIONAL ASSEMBLY DEBATE  
ACCESSION No. \_\_\_\_\_  
DATE \_\_\_\_\_

# 1. OFFICE OF THE PRESIDENT

Harambee House, Harambee Avenue, P. O. Box 30510-00100, Nairobi  
Telephone: 227411  
Telegrams: "RAIS"

## HIS EXCELLENCY THE HON. MWAI KIBAKI, C.G.H., M.P.

Minister of State for Provincial Administration and National Security:  
**HON. DR. CHRISTOPHER N. MURUNGARU, M.P.**

Assistant Minister for National Security: **HON. PROF. KIVUTHA KIBWANA, MP**

Assistant Minister for Provincial Administration: **HON. DANSON B. MUNGATANA, MP**

Minister of State for Public Service: **HON. WILLIAM OLE NTIMAMA, MP**

Assistant Minister for Public Service: **HON. SOITA SHITANDA, MP**

Minister of State for Special Programmes: **HON. NJENGA KARUME, MP**

Assistant Minister for Special Programmes: **HON. DR. WILFRED MACHAGE, MP**

Permanent Secretary, Secretary to the Cabinet and Head of the Public Service:

**AMB. FRANCIS K. MUTHAURA, M.B.S.**

Permanent Secretary, Provincial Administration and Internal Security: **MR. DAVE M. MWANGI,  
OGW**

Permanent Secretary, Department of Defence: **MR. SAMMY P.M. KYUNGU, S.S.**

Permanent Secretary/Director of Personnel Management: **MR. SIMON P. NJAU, O.G.W.**

Permanent Secretary for Special Programmes: **MR. MAHBOUB M. MAALIM, OGW**

Permanent Secretary, Governance and Ethics: **MR. JOHN GITHONGO**

Private Secretary/Comptroller of State House: **MR. HYSLOP P. IPU, M.B.S.**

Principal Administrative Secretary: **MR. EMMANUEL M. KISOMBE**

Public Communications Secretary: **DR. ALFRED N. MUTUA**

Inspector General of State Corporations: **MR. JOHNSON M. OTENYO, M.B.S.**

## **DEFENCE HEADQUARTERS**

**Ulinzi House, P. O. Box 40668, Nairobi  
Telephone: 2721100  
Telegrams: "DEFENCE"**

**Chief of General Staff: GENERAL JOSEPH R.E. KIBWANA, E.G.H., C.B.S., 'nwc' 'psc' (USA)**

**Vice Chief of General Staff: LT. GENERAL NICK LESHAN OLE LETOLUO, M.G.H., C.B.S., DCO  
'awc' 'acsc' (USA)**

### **KENYA ARMY HEADQUARTERS**

**Ulinzi House  
P. O. BOX 30503, Nairobi  
Telephone: 2721100  
Telegrams: "ARMY"**

**Commander, Kenya Army: LT. GENERAL JEREMIAH MUTINDA KIANGA, M.G.H., C.B.S.,  
'ndc' (K) 'cgsc' (USA)**

### **KENYA AIR FORCE HEADQUARTERS**

**EASTLEIGH  
P. O. BOX 48888, Nairobi  
Telephone: 764400 - 15  
Telegrams: "KAF"**

**Commander, Kenya Air Force: MAJOR GENERAL JULIUS WAWERU KARANGI, C.B.S.,  
'ndc' 'psc' (K)**

### **KENYA NAVY HEADQUARTERS**

**P. O. Box 95350, Mombasa  
Telephone: 011-451201-5, Mombasa  
Telegrams: "NAVY"**

**Commander, Kenya Navy: MAJOR GENERAL PASTOR O. AWITTA, M.G.H., E.B.S.,  
NDC(K) 'psc'(USA)**

## **KENYA POLICE HEADQUARTERS**

**Vigilance House, Harambee Avenue, P.O. Box 30083, Nairobi  
Telephone: 333641, 335124  
Telegrams: 'VIGILANCE'**

**Commissioner of Police: MAJOR GENERAL MOHAMED HUSSEIN ALI**

### **CRIMINAL INVESTIGATIONS DEPARTMENT**

**CID Headquarters, P.O. BOX 30036, Nairobi  
Telephone: 2713330  
Telegrams: 'CRIMINAL'  
Director of Criminal Investigations: MR. JOSEPH MWANGI KAMAU**

### **GENERAL SERVICE UNIT**

**GSU Headquarters, Thika Road, P.O. Box 49506, Nairobi  
Telephone: 802733/802737  
Telegrams: 'POLGEN'**

**Commandant, General Service Unit: MR. LAWRENCE MWADIME NYANGE, M.B.S.**

## **ADMINISTRATION POLICE**

Harambee House, Harambee Avenue, P.O. Box 30510, Nairobi  
Telephone: 227411  
Telegrams: "RAIS"

Administration Police Commandant: MR. KINUTHIA MBUGUA, OGW

## **NATIONAL SECURITY INTELLIGENCE SERVICE**

Telephone: 225901 P.O. Box 30091 - 00100, Nairobi  
Fax: 243006  
Telegrams: "SECINTEL"

Director General: BRIG. (RTD) W.A.C. BOINETT, M.G.H., C.B.S.

### **FUNCTIONS**

#### **Cabinet Office:**

- Organization and Co-ordination of Government Business.
- Appointment and Terms of Service of Ministers and Assistant Ministers.
- Appointment of Permanent Secretaries.
- Appointment of Judges.
- Appointment of Ambassadors and High Commissioners.
- Constitution and Abolition of Public Offices
- Commissions of Enquiry
- Custodian of Kenya Seal.
- Honours and Awards.
- Public Holidays.
- Inspection of State Corporations.
- State Corporations Advisory Committee.
- Directorate of e-Government.
- Public Communications Office.
- Efficiency Monitoring Unit.
- National Economic and Social Council.
- Nominations for Senior Jobs in International Organizations.

#### **State House:**

- State House and Lodges.
- Presidential Press Service.

#### **Provincial Administration and National Security:**

- Defence.
- Provincial Administration.
- Kenya Police
- Administration Police
- Government Press.
- Boundaries.
- Registration of Births and Deaths.
- Registration of Persons.
- National Agency for the Campaign Against Drug Abuse (NACADA).

#### **Public Service:**

- Personnel Management.
- Public Service Reform.
- Government Training Institutes.
- Permanent Public Service Remuneration Review Board.

#### **Special Programmes:**

- Special Programme Policies.
- Arid and Semi-Arid Resource Management Project.
- Co-ordination of Disaster Risk Reduction Programmes.
- Co-ordination of the Campaign against HIV/AIDS.
- National AIDS Control Council.
- El Nino Emergency Project (ENEP).
- Disaster and Emergency Response Co-ordination.

## **2. OFFICE OF THE VICE-PRESIDENT AND MINISTRY OF HOME AFFAIRS**

Jogoo House, "A" Taifa Road, P. O. Box 30520, Nairobi  
Telephone: 228411  
Fax: 218811  
Telegrams: "HOME"

Vice President and Minister for Home Affairs : **HON. ARTHUR MOODY AWORI, E.B.S., MP**

Minister of State for Home Affairs: **HON. LINAH JEBII KILIMO, M.P.**

Minister of State for National Heritage: **HON. NAJIB BALALA, M.P.**

Permanent Secretary: **AMB. MOHAMED MAALIM MAHAMUD**

Principal Immigration Officer: **MR. HENRY OLE NDIEMA, O.G.W.**

Commissioner of Prisons: **MR. ABRAHAM M. KAMAKIL, E.B.S.**

### **FUNCTIONS**

#### **Vice-President and Minister for Home Affairs:**

Leader of Government Business.

Prisons and Remand Homes.

Criminal Rehabilitation.

Immigration.

Betting Control and Licensing.

National Youth Service (NYS)

#### **Minister of State - Home Affairs:**

Children's Department

Children's Homes.

Probation Services.

Approved Schools.

Refugees.

#### **Minister of State - National Heritage:**

National Archives/Public Records.

National Museums and Monuments.

Historical sites

NGO Co-ordination.

NATIONAL ASSEMBLY LIBRARY

ACCESSION No. \_\_\_\_\_

LOCATION \_\_\_\_\_

### **3. MINISTRY OF FINANCE**

Treasury Building, Harambee Avenue, P. O. Box 30007, Nairobi  
Telephone: 338111  
Fax: 330426  
Telegrams: "FINANCE"

Minister: **HON. DAVID MWIRARIA, M.P.**

Assistant Minister for Monetary, Fiscal & Investment Affairs: **HON. JOHN M. KATUKU, M.P.**

Assistant Minister for Financial Management Affairs: **HON. HENRY OBWOCHA, M.P.**

Permanent Secretary: **MR. JOSEPH K. KINYUA, E.B.S.**

Financial Secretary: **MR. NJERU KIRIRA**

Economic Secretary: **MR. MAURICE P.J. KANGA**

Investment Secretary: **MRS. CATHERINE KIMURA**

#### **FUNCTIONS**

**Fiscal and Monetary Policies.**  
**National Budget Co-ordination and Control.**  
**Bilateral and Multilateral Development Financing.**  
**Technical Assistance.**  
**Government Revenue, Expenditure and Borrowing.**  
**MTEF and Budget Monitoring.**  
**Monetary.**  
**Kenya Revenue Authority.**  
**Banks and Banking.**  
**Insurance Policy and Regulation.**  
**Financial Institutions.**  
**Capital Markets Policy and Administration.**  
**Public Debt Policy.**  
**Government Accounting Services and Internal Audit.**  
**Public Procurement Services.**  
**Custodian of Government Assets and Property.**  
**Divestiture of Public Enterprises.**  
**Public Procurement Complaints Review and Appeals Board.**  
**Public, Private Partnership Financing Unit.**  
**Government Coast Agent.**  
**Retirement Benefits Authority.**  
**Public Pension Policy and Administration.**  
**Government Information Technology Services (GITS).**  
**Monopolies and Prices Commission.**

### **4. MINISTRY OF PLANNING AND NATIONAL DEVELOPMENT**

Treasury Building, Harambee Avenue, P. O. Box 30007, Nairobi  
Telephone: 338111  
Telegrams: "FINANCE"

Minister: **HON. PROF. PETER ANYANG' NYONGO, M.P.**

Assistant Minister: **HON. SIMEON S. LESRIMA, M.P.**

Permanent Secretary: **MR. DAVID S.O. NALO**



## **FUNCTIONS**

**National Development Planning.  
Monitoring and Evaluation of Economic Trend and Policy  
Central Bureau of Statistics.  
National Census and Housing Surveys.  
National Council for Population and Development.  
Kenya Institute of Policy Research and Analysis.  
Economic Commission for Africa.  
New Partnership for African Development (NEPAD).  
African, Caribbean and Pacific Countries (ACP).  
District Focus Strategy for Rural Development  
Poverty Eradication Unit.**

## **5. MINISTRY OF FOREIGN AFFAIRS**

**Old Treasury Building, Harambee Avenue, P. O. Box 30551, Nairobi  
Telephone: 334433  
Telegrams: "FOREIGN"  
Fax: 240066, 335494  
E-Mail: [mfapress@nbnet.co.ke](mailto:mfapress@nbnet.co.ke)  
Website: [www.mfa.go.ke](http://www.mfa.go.ke)**

**Minister: HON. CHIRAU ALI MWAKWERE, M.P.**

**Assistant Minister for International Affairs: HON. MOSES WETANGULA, M.P.**

**Assistant Minister for African Affairs: HON. MIRUGI KARIUKI, M.P.**

**Permanent Secretary: AMB. ESTHER MSHAU'OLLE**

**Chief of Protocol: AMB. STEVEN K. LOYATUM**

## **FUNCTIONS**

**Foreign Policy.  
Bilateral and Multilateral Relations.  
International Organizations.  
Kenya Embassies Abroad.  
Foreign Missions in Kenya.  
Treaties, Conventions and Agreements.  
Diplomatic Privileges and Immunities.  
State and Official Visits.  
Protocol Matters.  
Consular Services.  
Joint Commissions with other Countries.**

## KENYA MISSIONS ABROAD

1. **ADDIS ABABA -**  
**H.E. MR. BOAZ KIDIGA MBAYA**  
**AMBASSADOR**  
FIKRE MARIAM ROAD  
HIGHER 16 KEBELLE 01  
**P.O. Box 3301**  
ADDIS ABABA, ETHIOPIA  
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Telegram: KENYAREP ADDIS ABABA  
Fax : 000-251-1-611433  
Email: [Kenigad@telecom.net.et](mailto:Kenigad@telecom.net.et)  
Other countries of accreditation: **Republic of Djibouti, AU**
  
2. **CAIRO**  
**H.E. MS MARY DONDE ODINGA**  
**AMBASSADOR**  
EMBASSY OF THE REPUBLIC OF KENYA, CAIRO  
7 EL MOHANDESSEEN, GIZA, CAIRO  
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**Telephone: 000-20-2-3453628/3453907**  
Telex. 091-92021  
Telegram: KENYAREP CAIRO  
Fax : 000-20-2-3026979  
Email: [embcai@hotmail.com](mailto:embcai@hotmail.com)  
Other countries of Accreditation: **Kingdom of Morocco, Tunisia, Democratic People's Republic of Algeria, State of Eritrea.**
  
3. **DAR-ES-SALAAM**  
**H.E. MR. ZACHARY MUITA MUBURI**  
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E-mail: [khc@africaonline.co.tz](mailto:khc@africaonline.co.tz)
  
4. **GABORONE**  
**H.E. MR. JAMES BINSAI CHEPSONGOL**  
HIGH COMMISSIONER OF THE REPUBLIC OF KENYA, GABORONE  
**PLOT 5373, PRESIDENT'S DRIVE**  
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GABORONE, BOTSWANA  
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Telex: 2576 BD  
Fax: 267351409  
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Other Countries of Accreditation:
  
5. **HARARE**  
**H.E. PROF. MARIA NZOMO**  
**HIGH COMMISSIONER**  
HIGH COMMISSION OF THE REPUBLIC OF KENYA, HARARE  
95 PARK LANE  
P.O. BOX 4069, HARARE, ZIMBABWE  
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Telex: 24266 KENYA ZW  
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Fax: 000-263-4-723042  
Email: [kenhicom@africaonline.co.zw](mailto:kenhicom@africaonline.co.zw)  
Other countries of accreditation: **Kingdom of Lesotho, People's Republic of Mozambique,  
Kingdom of Swaziland.**

6. **KAMPALA**  
**H.E. MRS MAGDALENE J. WAMBUA**  
**HIGH COMMISSIONER**  
HIGH COMMISSION OF THE REPUBLIC OF KENYA, KAMPALA  
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P.O. BOX 5220, KAMPALA, UGANDA  
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Fax: 006-41-258239  
Telex: 61191  
E-mail: [kenhicom@africaonline.co.ug](mailto:kenhicom@africaonline.co.ug)

7. **KHARTOUM**  
**H.E. COL. (RTD) ELIJAH MALEKYA MATIBO**  
**AMBASSADOR**  
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STREET 3, AMARAT,  
P.O. BOX 8242, KHARTOUM, SUDAN  
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8. **KIGALI**  
**H.E. MR. JAPHETH RATEMO GETUGI**  
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9. **KINSHASA**  
**H.E. DR. MESHACK GEORGE NYAMBATI**  
**AMBASSADOR**  
EMBASSY OF THE REPUBLIC OF KENYA, KINSHASA  
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Fax: 806834

10. **ABUJA**  
**H.E. MR. DANIEL MEPUKORI KOIKAI**  
**HIGH COMMISSIONER**  
**HIGH COMMISSION OF THE REPUBLIC OF KENYA, LAGOS**  
18 Yedseram Street, Maitama  
P.M.B. 5160  
Wuse Head Office  
**ABUJA**  
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Telex: 21124  
Telegram: KENYA REP LAGOS  
Fax: 000-234-1-2696952/2670686  
Email: [kenyahi@alpha.lindsolve.co](mailto:kenyahi@alpha.lindsolve.co)  
Other countries of Accreditation: **Republic of Cote D'Ivoire, Togo, Republic of Ghana, Liberia, Benin, Sierra Leone**
11. **LUSAKA**  
**VACANT**  
**HIGH COMMISSIONER**  
**HIGH COMMISSION OF THE REPUBLIC OF KENYA. LUSAKA**  
5207 UNITED NATIONS AVENUE  
**P.O. BOX 50298**  
LUSAKA, ZAMBIA  
Telephone: 000-260-1-250722/250742/250751  
Telex: Lusaka ZA 42470  
Telegram: KENYA REP LUSAKA  
Fax: 000-260-1-253829  
Email: [kenhigh@amnet.zm](mailto:kenhigh@amnet.zm)  
Other countries of Accreditation: Malawi
12. **UNEP**  
**H.E. ENG. ANDREW KIPTOON**  
**AMBASSADOR/PERMANENT REPRESENTATIVE**  
Kenya Mission to UNEP  
Kenyatta International Conference Centre  
**P.O. Box 41395, NAIROBI, KENYA**  
**Telephone: 02-337290, 221055/214708**  
Email: [kmunep@swiftkenya.com](mailto:kmunep@swiftkenya.com)
13. **HABITAT**  
**H.E. MR. SOLOMON KARANJA**  
**AMBASSADOR/PERMANENT REPRESENTATIVE**  
**KENYA MISSION OT HABITAT**  
**KENYATTA INTERNATONAL CONFERENCE CENTRE**  
**P.O. BOX 67830, NAIROBI, KENYA**  
Telephone: 02-332510  
Fax: 02-332743  
Email: [prhabitat@net2000ke.com](mailto:prhabitat@net2000ke.com)
14. **H.E. MR. MOHAMED ABDI AFFEY**  
**AMBASSADOR**  
**KENYA EMBASSY TO SOMALI**  
**NSSF BUILDING, 22<sup>ND</sup> FLOOR**  
**P.O. BOX 67454-11200sq**  
Tel: 2733884/2733893  
Fax: 2733887

15. **PRETORIA**  
**H.E. MRS TABITHA JEPTOO SEII**  
**HIGH COMMISSIONER**  
HIGH COMMISSION OF THE REPUBLIC OF KENYA, PRETORIA  
302 BROOKS STREET  
MENLO PARK, 0081, SOUTH AFRICA  
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Fax: 000-27-12-3622252  
Email: [kenrep@mweb.co.za](mailto:kenrep@mweb.co.za)
16. **WINDHOEK**  
**H.E. MR. HUSSEIN TUNEYA DADO**  
**HIGH COMMISSIONER**  
HIGH COMMISSION OF THE REPUBLIC OF KENYA, WINDHOEK  
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Telegram: KENYAREP WINDHOEK  
Fax: 000-264-61-221409  
Email: [Kenyanet@mweb.cc.na](mailto:Kenyanet@mweb.cc.na)
17. **BEIJING**  
**H.E. MRS RUTH SERETI SOLITEI**  
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Telex: 22311  
**Telegram: KENYAREP CH.**  
Fax: 000-86-10-65321770, 65323325  
Email: [kenrepbj@hotmail.com](mailto:kenrepbj@hotmail.com)  
Other countries of Accreditation: **Thailand, Philippines**
18. **H.E. MR. JOHN LEPI LANYASUNYA**  
**HIGH COMMISSIONER**  
**HIGH COMMISSION OF THE REPUBLIC OF KENYA, CANBERRA**  
O.B.E. BUILDING  
33-35 AINSTIE AVE.  
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AUSTRALIA  
Telephone. 000-61-026-2474788/62474688/52474722  
Telex: AA 61929  
Telegram: KENYA REP  
Fax: 000-612-6-2576613  
Email: [kenrep@austarmetro.com.au](mailto:kenrep@austarmetro.com.au)  
Other countries of Accreditation: **New Zealand**

19. **ISLAMABAD**  
**H.E. MR. DAVID MUTUI MUTEMI**  
**HIGH COMMISSIONER**  
HIGH COMMISSION OF THE REPUBLIC OF KENYA, ISLAMABAD  
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Telex: 082 5741  
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Fax: 000-92-51-2651387  
Email: [kenreppk@apollo.nt.pk](mailto:kenreppk@apollo.nt.pk)
20. **KUALA LUMPUR**  
**H.E. MR. DAVID GACHOKI NJOKA**  
**HIGH COMMISSIONER**  
**HIGH COMMISSION OF THE REPUBLIC OF KENYA, KUALA LUMPUR**  
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