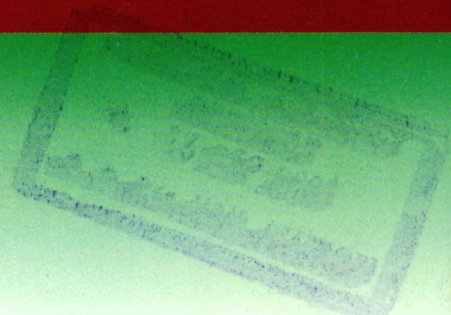




REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION OF KENYA

Annual Report 2005



060
PSC

VISION

A partner in creating a non-partisan Public Service that offers quality service and holds the nation together for socio-economic growth.

KENYA NATIONAL ASSEMBLY

Accession: 10012965

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MISSION

To ensure a steady supply of highly competent personnel for efficient and effective service to the people of Kenya.

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Message from the Chairman



Mr. Titus J.K. Gateere, MBS

It is with great pleasure that I present this Annual Report of the Public Service Commission of Kenya for the year 2005. The Commission considers it important to report to our stakeholders especially the people of Kenya, on the activities of the year and the accomplishments realised. Indeed, this must be the cardinal duty of every public organization that exists to serve the nation.

I wish to express my gratitude to all Authorized Officers for their continued support which went a long way to ensure that the Commission met its constitutional obligations and challenges.

Let me also take this opportunity to specifically thank the Permanent Secretary / Secretary to the Cabinet and Head of Public Service, for his continuous availability for consultation throughout the year under review.

It is gratifying to note that, through this background of team spirit and commitment to work, the year under review was a success and gives us the impetus for further improved service delivery in the new year.

I have the confidence that we shall re-dedicate ourselves to ensure that the Commission continues to make its critical contribution towards better management of the public service for speedy economic recovery and wealth creation for this nation.

Finally, I extend my sincere thanks to the Commissioners, the Secretary and the entire Secretariat for working hard to meet the annual targets on time and without whom the contents of this report would not have been possible.

Message from the Secretary

The Annual Report for the year 2005 highlights the major activities of the Commission during the period under review. The Commission continued to play its rightful role in the management of human resource in the public sector.

In this regard, the Commission was able to accomplish several tasks aimed at promoting efficiency and effectiveness of service delivery in the public service. Specifically the Commission published and launched its Client Service Charter that spells out the range of services and standards to which the Commission commits itself. It is notable that, during the year, the Commission marked 50 years of service and integrity, the climax of which was the Golden Jubilee celebrations presided over by His Excellency the President of the Republic of Kenya.

The other key achievements included:

- Review of the Service Regulations for the Civil Service and publishing the Public Service Commission Regulations, 2005.
- Strengthening of the Human Resource Audit Department including development of a scheme of service for Human Resource Auditors.
- Mounting of several sensitization workshops on the Revised Service Regulations and the implementation of the Public Officer Ethics Act, 2003.
- Initiatives towards formalization of the co-operation of the Public Service Commissions of Republic of Uganda, the United Republic of Tanzania and the Republic of Kenya within the framework of the East African Treaty.
- Modernization of Information Communication Technology (ICT) infrastructure at the Commission.
- Improvement of the physical infrastructure of the Commission premises.

I wish to pay tribute to all our clients, stakeholders and the secretariat staff for their continued support and co-operation which have been the cornerstone of our success throughout the year. This is a foundation which we hope to build upon in the successive years.



Mrs. Bernadette M. Nzioki, EBS.

INTRODUCTION

HISTORICAL BACKGROUND

The origin and operations of the Public Service Commission of Kenya can be traced back to 1947 when the colonial government set up the Holmes Salaries Commission to review the structure, remuneration and superannuation arrangements of the Civil Service of the East African territories.

The Holmes Commission recommended among other things, that a Public Service Commission be set up for each of the East African territories. Consequently, the Civil Service Commission was established by ordinance No. 62 of 1954 and started operating legally in 1955 with the mandate to advise the colonial Government on appointment in the Civil Service. It was subsequently enshrined in the Constitution at independence by the Kenya Order in Council of 1963 making the Commission a Constitutional body with the mandate to manage the **entry, stay** and **exit** of Civil Servants in the Public Service as provided for by section 107 of the Constitution of Kenya.

FUNCTIONS

The Commission's functions are broadly stipulated in Section 107 of the Constitution. They include the powers to appoint persons to hold or act in offices in the Public Service, including Local Authorities, the power to exercise disciplinary control over persons holding or acting in such offices and the power to remove such officers from office.

COMPOSITION OF THE COMMISSION

This is spelt out in the Constitution of Kenya Section (106) (1). The Commission consists of the Chairman, the Deputy Chairman and fifteen other Members. The Members are appointed by His Excellency the President for a term of three years.

THE SECRETARIAT

The Commission is supported by a Secretariat headed by the Commission Secretary, appointed pursuant to section 3 (1) of the Service Commission Act Cap 185. The Secretariat processes all cases from Ministries and Local Authorities and tables them before the Commission for decision. The Secretariat is organised into the following departments:-

- Administration
- Agenda
- Recruitment and selection
- Human Resource Audit
- Discipline
- Examination

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MISSION

To ensure a steady supply of highly competent personnel for efficient and effective service to the people of Kenya.

CORE FUNCTIONS

- Recruitment for the Public Service and Local Authorities;
- Promotion and acting appointment of public officers;
- Disciplinary control in the Public Service and Local Authorities;
- Retirement and removal of public officers;
- Establishment of standards of ethical conduct of public officers;
- Issuance and administration of the code of conduct for public officers in accordance with the provisions of the Public Officer Ethics Act 2003; and
- Administration of Civil service examinations and occupational tests.

CORE VALUES

The Commission is guided by the following values:-

- Integrity
- Reliability
- Confidentiality
- Team spirit
- Meritocracy
- Fairness

COMMISSIONERS APPOINTED IN THE YEAR 2005



Chairman
Mr. Titus J.K. Gateere, MBS



Deputy Chairman
Mr. Wilson Siambi, OGW



Mrs. Ruth N. Mathai



Dr. Hassan Dahiya



Mrs. J.K. Gichuhi

COMMISSIONERS WHO RETIRED IN THE YEAR 2005



Chairman
Eng. A.M.H. Sharawe, CBS, EBS



Deputy Chairman
Mrs. M.W. Wanjohi, OGW



Mr. Shedrack Kiruki, MGH, CBS



Miss. M. Tonje, OGW



Mrs. Rebbecca N. Karanja



Mrs. Ruth Cheruiyot

REPORTS FROM DEPARTMENTS

1. ADMINISTRATION DEPARTMENT

The Administration Department co-ordinates all Administrative activities of the Commission and provides support services to the Commission. The department comprises of the following sections:

- Human Resource Management
- Accounts
- Finance
- General office services
- Procurement
- Public Relations
- AIDS Control Unit (ACU)
- Information and communication technology (I.C.T)
- Library services
- Telephone services
- Transport services
- Legal Services

i) Human Resource Management Section

During the year under review, the Commission embarked on continuous human capacity building in two broad areas. Firstly, it undertook training opportunities to various categories of staff both locally and outside the country for periods ranging from two (2) weeks to (1) year as shown in the table 1 below, as well as several group workshops and seminars. Secondly, it received additional staff to strengthen its areas of operations covering Information Communication and Technology (ICT), Finance, Planning and Personnel.

Table 1: *Training opportunities offered to Staff.*

No. of officers trained	Title of Course & Level	Institution	Duration
1	MA in Human Resource Mgt.	Manchester - UK	1 Year
1	Public Administration & Civil Service Management	Galilee College - Israel	2 Weeks
1	Policy Formulation and Analysis	ESAMI - Mombasa	2 Weeks
2	Executive MBA	ESAMI - Nairobi	2 Years
4	Training of Human Resource Audit	RIPA - UK	3 Weeks
2	Preparing Financial Statements (ICT)	ESAMI - Arusha	4 Weeks
5	Mgt. Dev. Prog. For Executive Assistants I (Basic)	ESAMI - Mombasa	4 Weeks
4	Secretarial Management Course	KIA - Nairobi	3 Weeks
1	Higher Diploma (Secretarial Management)	Kenya Polytechnic	1 Year
1	Database Systems Designs Implementation & Mgt.	ESAMI - Arusha	4 Weeks
1	Telephone Admin. Course	KCCT - Mbagathi	4 Weeks
11	Computer Applications	Strathmore College	7 Weeks

ii) Legal Unit

The Legal Unit carried out technical functions of legal research and preparation of timely opinions on matters affecting the Public Service Commission. In particular the unit undertook the following:

- Finalized the drafting of the Public Service Commission Regulations, 2005 which were published on 13th April, 2005 as legal Notice No. 28.
- Finalized drafting of Service Regulations for the Local Authorities, Police Force and Prisons Service.
- Rendered technical legal resource services to the various sensitization workshops and seminars on service regulations and the Public Officer Ethics Act. The key ones included:-
- Seminars for Chairmen and Secretaries of Ministerial Human Resource Management Advisory Committees on Public Service Commission Regulations, 2005.
- Workshops on the Public Officer Ethics Act, 2003 for the link Public officials on the implementation of the Act.
- Commissions strategic planning workshops.

The unit was also involved in developing instruments for the co-operation of the Public Service Commissions of the Republic of Uganda, the United Republic of Tanzania and the Republic of Kenya.

iii) AIDS Control Unit (ACU) activities

The Unit is mandated to coordinate HIV/AIDS activities including, establishing and developing an effective and efficient resource center in the Commission.

The Unit spearheaded the following activities:

- Open day for the staff and their spouses and children aged above 15 years on Behaviour Change and Voluntary Counseling and Testing.
- Participated in the development of the AIDS Policy in the Public Service.
- Organized a two - day staff meeting on VCT at the Commission House.
- Nominated two members of staff for training on basic Counseling Skills.
- Held a Training of Trainers (TOT) programme for the Commission staff.
- Participated in the International Women's Aids Run and World AIDS Day celebrations.
- Undertook dissemination of information on HIV/AIDS through distribution of brochures and video shows.

iv) Information and Communication Technology (I.C.T) Unit

The Unit embarked on the implementation of ICT Programmes to improve service delivery to clients.

The salient undertakings included:

- Implementation of Intergrated Finance Management Information System (IFMIS)
- Implementation of Intergrated Payroll and Personnel Database System (IPPD)
- Installed Internet Services for Commissioners and the Secretariat.

- Completed the Local Area Network (LAN) covering the entire Commission and
- Developed the Commission's Website.

2. HUMAN RESOURCE (HR) AUDIT DEPARTMENT

The Human Resource Audit Department is responsible for monitoring application of the Commission's delegated powers in the Ministries, Departments and Local Authorities. During the period under review the Department undertook the following activities:

- Carried out Special Human Resource Audits.
- Strengthened the Human Resource Audit function.
- Monitoring the transactions of Ministerial Human Resource Management Committee and District Human Resource Management Advisory Committee meetings.
- Follow up on implementation of Public Service Commission decisions.
- Attending to employees complaints.

The Performance of the department in the areas is as given below:

Special Human Resource Audit

(i) Ministry of Health

The department conducted a special Human Resource Audit in the Ministry of Health in the months of February and March 2005.

(ii) Local Authorities

By the end of the year under review, the department had carried out human resource audit in all the councils in Nairobi, Central, Eastern, Rift valley, Western and Nyanza Provinces. This resulted in filling of a total of 312 vacancies in scales 1-9 by serving officers while 236 vacancies were identified for advertisements.

Monitoring Ministerial and District Human Resource Management Advisory Committee Meetings.

Out of 33 Ministries and Departments, 17 Ministries held five and more meetings of the required 12 during the year. This was an improvement on the previous year when only 10 Ministries and Departments attained this frequency.

Handling of Employees Complaints.

A total of 88 complaint cases were received and handled by the Commission. Most of the cases were finalised successfully but two of the cases emanating from Local Authorities were still being followed up by the Commission in conjunction with the Ministry of Local Government (i.e Ruiru and Kisumu Municipal Councils) by the end of the year under review.

3. RECRUITMENT & SELECTION DEPARTMENT

Main activities undertaken by the department.

The main activities undertaken by the Recruitment and Selection Department are summarised as follows:

- Processing of indents and advertisements
- Receiving and filing of applications.
- Preparing of guiding notes and providing secretarial services to the preliminary selection boards (PSBs); and
- Receiving, checking, filing and returning rejected Annual Staff Appraisal Reports to Ministries / Departments.
- Scheduling for interviews and inviting short listed candidates.
- Availing the indents, applications files, list of short listed candidates and Annual Staff Appraisal Reports to the final Selection Board.
- Taking action on all correspondences regarding recruitment and selection in the Commission.

The performance of the department in the year under review is as reflected in the tables 2, 3 & 4 below:

Table 2: Graduate Posts Advertised – Year 2005

NO.	VACANCY NO	POST	MINISTRY/DEPARTMENT	NO. OF POST/S	JOB GROUP
1	12/2005	Agricultural Officer II	Agriculture	300	K
2	28/2005	Lecturer Ii (Bukura, Kilifi,Embu)	Agriculture	40	K
3	106/2005	Valuer III	Lands	32	K
4	107/2005	Land Surveyor II	Lands	34	K
5	197/2005	Research Officer II (Department of Research Dev.)	Education	11	L
6	210/2005	Registrar Of Titles Ii	Lands	14	K
7	245/2005	State Consel II	"	36	SLI
8	158/2005	Lecturer I (Gti's)	DPM	17	L
9	159/2005	Lecturer II	DPM	18	K
10	160/2005	Lecturer III	DPM	16	J
TOTAL				519	

Table 3: Promotional Posts that were open for competition during the period under review (2005)

NO	VACANCY	JOB GROUP	NO. OF POSTS
1.	Agriculture Secretary	T	1
2.	Director (Land & Crop Management Dept.)	S	1
3.	Director (Agribusiness, Market Dev. & Agric. Information).	S	1
4.	Director Policy & Agric. Development & Coordination Department	S	1
5.	Senior Deputy Pub.Comm.Sec	S	1
6.	Director (Extension Research Liaison & Tech. Training Dept)	S	1
7.	Director of Vertinary Services	R	1
8.	Director of Government Information Technology	R	1
9.	Principal Information Communication Technology Officer	N	23
10.	Medical Officer (Occupational Health)	M	5
11.	Chief Information Communication Technology Officer	M	9
12.	Senior Meteorological Officer	L	7
13.	Senior Information Comm. Tech.	L	8
14.	Senior Communications Officer	L	1

Table 4:**Overall Performance Data : 2005**

Number of posts	2,500
Number of Advertisements	241
Number of Internal Advertisements	86
Number of Applications Received	13,563
Pre-Selection Boards	248
Number of Candidates Short listed	3,831
Full-Selection Boards	195
Number of Candidates Appointed	1,925
Staff Appraisal Forms Received	20,878
Graduates entry posts	519

4. THE EXAMINATIONS DEPARTMENT

The core function of the Department is to conduct Civil service examinations which includes:

- Administrative officers examination.
- Proficiency examination for Clerical officers.
- Occupational Test for Telephone Operators.

1. Administrative Officers Examination

The examination was administered in May and November, 2005.

The performance and results of the examinations for the year 2005 compared to year 2004 are as shown in the table below.

YEAR	NOV. 2004	MAY 2005	NOV. 2005
NO.OFCANDIDATES	180	94	81
NO. OF PASSES	55	53	44
% PASSES	31	56	54

2. Proficiency Examination

The examination was held in August, 2005. A total of seven hundred and ninety seven (797) candidates sat for the examination.

Table below shows comparative performance with the previous year.

YEAR	2004	2005
NO.OFCANDIDATES	1492	797
NO. OF PASSES	485	547
% PASSES	32.5	68.6

3. Occupational Test For Telephone Operators

The examination offered in April, 2005 was the first under the Occupational Test for Telephone Operators Revised Syllabus of July, 2002. The examinations consist of TWO (2) papers; i.e Theory paper and practical paper.

A total of fifty seven (57) candidates registered for the examination. Of these, fifty six (56) sat for the examination while one was absent.

Table below shows performance under the revised syllabus.

Items	No. of candidates	Pass	Refers	Fail
No.	56	42	11	3
%	100	75	20	5

Registration fees

Due to increased cost of administering examinations, the Commission increased registration fees for all its administered examinations as shown in the table below;

Table 5: *Revised fees structure*

	Examination	Basic fees (Kshs.)	Fees per paper (Kshs.)
1.	Administrative officers Examination	2000/=	500/=
2.	Proficiency Examination for Clerical Officers.	1500/=	500/=
3.	Occupational Test for Telephone Operators.	1500/=	500/=

Review of Syllabus

The department in liaison with the Office of the President and the Kenya Institute of Administration finalized the draft syllabus for Administrative Officer's examination. Copies of the draft have been circulated to the stakeholders. The review of the Proficiency Examination syllabus for Clerical Officers was at an advanced stage.

Notification of Results and Certification

The results of the Commission's administered examinations have hitherto been communicated to candidates through the Kenya Gazette Notice and circulars sent to all authorized officers.

Certification

The Commission vide circular No. PSC. 200/21/XII (323) decided that Public Service officers who attain full pass be awarded certificates. This is in recognition of the importance attached to these examinations in the career progression of the officers.

Examination Boards.

The Department participated in the examination board moderation committees for Public Sector Purchasing and Supplies Management Training Programme as well as the Animal Health and Industry Training Institutes (AHITIs) and the Kilifi Institute of Agriculture.

5. DISCIPLINE DEPARTMENT

1. The core functions of the department are as follows:

- Processing all disciplinary cases for presentation to Disciplinary Boards for determination.
- Preparation of Agenda on Disciplinary cases for the Commission.
- Liaising with the Attorney General's Office on disciplinary cases filed in the Courts.
- Advising Ministries and Departments on Service Regulations as regards disciplinary procedures and processes.

2. Major Activities during the year under Review were:

- Review of Service Regulations; and
- Sensitization workshop for members of Ministerial Human Resource Management Advisory Committee was held in the month of June where a total of fifty three officers attended.

In addition the Commission processed disciplinary cases as shown in the tables below.

Table 6: Summary of disciplinary cases for the year 2005

Nature of case	State	No.
Dismissal	Approved	120
	Rejected	3
Termination of Appointments	Approved	4
	Rejected	0
Termination of discipline case	Approved	1
Retirement in public interest.	Approved	23
	Rejected	0
Variation of the Commissions decisions	Approved	0
	Rejected	0
Rescission of PSC Decision	Approved	7
	Rejected	0
Appeals	Allowed	2
	Disallowed	261
	Time Barred	38

Table 7: Analysis of cases received and handled during the year 2005

ITEM	NO
Mail received	1152
Referrals to ministries / Depts	51
Reminders to ministries/ Dept./ L. Authorities	144
Advisory letters to ministries / Depts./ L. Authorities	26
Cases submitted for decision	459
Dismissal	
. Desertion	88
. Negligence of duty	3
. Gross misconduct	32
. Criminal conviction	-
Retirement in the Public interest	23
Variation of PSC decision	-
Rescission of PSC decision	7
Termination of discipline case	1
Termination of appointment	4
Retirement under the 50 year rule	-
Appeals	
. Allowed	2
. Disallowed	261
. Time barred	38

Table 8:*Comparative analysis for the year 2004 and 2005*

ITEM	2004	2005	Variance
Mails received	1362	1152	-210
Referrals to Ministries / Depts	43	51	8
Reminders to Ministries/ Dept./ L./ Authorities	16	120	104
Advisory letters to Ministries / Depts./L. Authorities	79	50	-29
Cases submitted for decision	539	459	-80
Dismissal			
. Desertion	148	88	-60
. Negligence of duty	2	3	1
. Gross misconduct	50	32	-18
. Criminal conviction	1	-	-1
Retirement in the Public interest	11	23	12
Variation of PSC decision	6	-	-6
Rescission of PSC decision	7	7	-
Termination of discipline case	-	1	1
Termination of appointment	-	4	4
Retirement under the 50 year rule	-	-	-
Appeals			
. Allowed	11	2	-9
. Disallowed	261	261	-
. Time barred	42	38	-4

6. AGENDA DEPARTMENT

The core functions of the department are:

- Receipt and analysis of recommendations and requests from Ministries, Departments and local Authorities. This entails scrutiny to ensure conformity with existing rules and regulations, policies, schemes of service etc.
- Preparation of agenda items for the weekly Commission meetings arising from the requests from Ministries, Departments and Local Authorities.
- Preparation of letters conveying the Commission's decisions.

Performance

The Commission held a total of 47 meetings during the year under review in which various decisions on confirmations, promotions, appointments after interview and retirement were made. The cases processed by the department and determined by the Commission are as tabulated in tables 9,10,11 and 12.

Table 9:

Summary of the Commission's Business – 2005 (January- December, 2005)

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
MODIFICATION OF IDENTIS	0	0	1	0	0	0	0	0	0	0	0	0	1
APPROVAL OF EXAMINATIONS	0	0	1	0	0	0	0	0	0	0	0	0	1
BELATED CONFIRMATION	0	0	1	0	0	0	0	0	0	0	0	0	1
AUTHORITY TO ADVERTISE INTERNALLY	0	0	5	0	0	0	0	1	0	0	0	0	6
BELATED AUTHORITY FOR TEMPORARY APPOINTMENT	0	0	0	0	0	0	0	0	0	0	0	0	0
BELATED RETIREMENT ON RE-ORGANIZATION OF GOVERNMENT/ ABOLITION OF OFFICE	0	0	1	0	0	0	0	0	0	0	0	0	1
ADDENDUM	0	0	0	1	0	0	0	0	0	0	0	0	1
APPEAL AGAINST THE COMMISSION'S DECISION	0	0	0	1	0	0	0	0	0	0	0	0	1
ADOPTION OF THE PROPOSED PUBLIC SERVICE REGULATION'S 2005	0	0	0	1	1	5	0	1	0	3	0	1	12
BELATED ACTING APPOINTMENT	0	0	0	1	0	0	0	0	0	0	0	0	1
BELATED VACANCY	0	0	0	1	0	0	0	0	0	0	0	0	1
RENEWAL OF LOCAL AGREEMENT	0	0	0	1	0	0	0	0	0	0	0	0	1
UPGRADING OF POSTS	0	0	0	0	2	0	1	1	1	1	2	1	9
CANCELLATION OF AN ADVERTISEMENT	0	0	0	0	4	0	0	0	0	0	0	0	4
SPECIAL HUMAN RESOURCE AUDIT REPORT (MINISTRY OF HEALTH)	0	0	0	0	1	0	0	0	0	0	0	0	1
ATTENDANCE OF THE AUTHORIZED OFFICER (MINISTRY OF WATER & IRRIGATION)	0	0	0	0	0	1	0	0	0	0	0	0	1
BELATED RETENTION IN THE SERVICE BEYOND THE MANDATORY RETIREMENT AGE	0	0	0	0	0	1	0	0	0	0	0	0	1
BELATED TRANSFER OF SERVICE	0	0	0	0	0	0	1	0	1	0	0	0	2
POSTHUMOUS RETIREMENT OF RE-ORG OF GOVERNMENT / ABOLITION OF OFFICE	0	0	0	0	0	0	0	0	1	0	0	0	1
THE 1ST MEETING OF THE PUBLIC SERVICE COMMISSIONS OF UGANDA KENYA & TANZANIA	0	0	0	0	0	0	0	1	0	0	0	0	1

His Excellency President Mwai Kibaki shares the 50-year Golden Jubilee cake at the KICC with Vice President Moody Awori and the former PSC Chairman Eng. Sharawe. Commission Secretary Mrs. Bernadette M. Nzioki is seen holding the cake.



Outgoing Chairman, Eng. Sharawe Incoming Chairman Mr. Titus Gateere and Ambassador F. Muthaura during the farewell party for former Chairman.



Commission Secretary Mrs. Bernadette M. Nzioki flanked by the Senior Deputy Secretary Mr. Kiilu & Assistant Secretary Mr. Kinaro follow deliberations during the opening of a sensitization workshop for link officers in the implementation of the Public Officer Ethics Act. 2003.



The Chairman PSCK Mr. Titus Gateere and his Tanzanian counterpart Rtd. Judge Lamech Mfalila exchange Resolutions of the First meeting of the Public Service Commissions of Partner States of the East African Community at Ngurdoto in Arusha, Tanzania. Looking on are; Uganda's Public Service Commission Deputy Chairperson, Mrs. Joyce A.N. Kaddu, Secretary Mr. Duncan Bigirwa and Kenya's Secretary, Mrs. Bernadette M. Nzioki (partly hidden).



Commission Secretary, Mrs. Bernadette M. Nzioki is seen making welcome remarks during the Golden Jubilee celebrations. On her right is Ambassador F. Muthaura, Vice President Moody Awori, President Mwai Kibaki & former PSC Chairman Eng. Sharawe.



Commission Staff participating in International Women's Aids Run at KICC on 3rd December 2005.



Table 10: Summary of the Commission's business – 2005 (january- december, 2005)

MONTH																				
JANUARY	2	75	83	1	74	11	13	0	7	1	5	8	4	1	1	1	1	2	1	
FEBRUARY	4	296	69	1	20	2	1	0	0	4	4	31	129	2	5	1	1	0	0	
MARCH	5	450	17	0	97	61	14	0	31	2	4	20	74	0	2	18	1	2	2	
APRIL	4	267	23	0	12	0	42	0	0	1	8	0	0	2	22	115	3	0	0	
MAY	4	314	46	0	5	0	7	2	0	2	8	0	0	1	3	0	0	3	3	
JUNE	4	234	55	0	54	38	8	0	4	1	10	17	160	0	5	95	5	1	1	
JULY	4	587	174	0	37	25	1	0	9	3	3	154	366	0	9	151	15	2	2	
AUGUST	5	173	52	0	57	25	0	0	0	1	2	48	166	1	4	6	9	1	1	
SEPTEMBER	4	262	168	0	1	0	3	1	0	10	11	8	364	1	2	31	7	0	0	
OCTOBER	4	123	66	1	0	0	38	0	0	0	10	9	179	0	0	3	4	1	1	
NOVEMBER	5	437	45	0	0	0	2	0	0	1	5	35	161	1	12	7	4	0	0	
DECEMBER	2	79	18	0	2	0	17	1	0	4	22	218	218	0	1	2	4	0	0	
TOTAL	47	3297	816	3	359	162	146	4	51	19	60	368	1821	9	66	430	55	11	0	

Table 11: Summary of the Commission's Business – 2005 (January- December, 2005)

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
APPEAL AGAINST RETIREMENT ON RE-ORGANISATION OF GOVERNMENT / ABOLITION OF OFFICE.- DISALLOWED	17	0	0	0	0	0	0	0	0	0	15	0	32
APPEAL AGAINST RETIREMENT ON RE-ORGANISATION OF GOVERNMENT /ABOLITION OF OFFICE.- ALLOWED	0	0	0	0	0	0	0	0	0	0	1	0	1
BELATED RETENSION IN THE SERVICE BEYOND THE MANDATORY RETIREMENT AGE	0	1	0	0	0	0	0	0	1	0	0	0	2
BELATED RETIREMENT ON ATTAINMENT OF RETIREMENT AGE	0	1	0	0	0	0	0	0	0	0	0	0	1
RETIREMENT UNDER "50 YEAR" RULE	0	1	0	0	0	0	0	0	0	0	0	0	1
RETI REMENT IN PUBLIC INTEREST	0	5	28	0	0	0	0	0	0	0	0	0	33
RESCISSIONS	0	1	0	1	1	4	7	2	1	5	0	3	25
TEMPORARY WAIVER ON THE REQUIREMENTS OF THE SCHEME OF SERVICE	0	4	2	1	2	2	2	2	2	1	2	0	20
AUTHORITY TO RECRUIT PERSONNEL	0	1	0	0	0	0	1	1	0	0	0	2	5
POSTING	0	1	1	0	1	0	0	0	1	1	1	1	9
APPOINTMENT ON LOCAL AGREEMENT TERMS	0	2	0	0	1	1	0	0	1	0	0	1	6
ABATEMENT OF DEATH GRATUITY	0	107	339	207	78	73	350	0	56	0	226	0	1436
EXTENSION OF LOCAL AGREEMENT TERMS	0	18	0	0	0	0	1	1	1	0	0	0	21
COMPULSORY RETIREMENT ON ATTAINMENT OF RETIREMENT AGE	0	1	0	0	0	0	0	0	1	0	0	0	2
APPOINTMENT OF THE SECRETARY – PUBLIC COMMISSION OF KENYA	0	1	0	0	0	0	0	0	0	0	0	0	1
APPOINTMENT OF AUTHORIZED OFFICERS	0	6	0	0	0	0	0	11	0	0	0	0	17
TRANSFER OF SERVICE	0	1	1	0	0	0	0	0	0	0	3	0	6
RE- APPOINTMENT	0	0	1	0	0	0	0	0	0	0	0	0	2
OPENING UP OF INDENTS TO WIDER PUBLIC SERVICE AND WIDER MARKET	0	0	2	0	0	0	0	0	0	0	0	0	3

Table 12: Summary Of The Commission's Business – 2005 (January- December, 2005)

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
APPEAL AGAINST COMPULSORY RETIREMENT UNDER THE : " 50 YEAR" RULE	0	0	0	0	0	0	0	0	2	0	0	0	2
PERSONNEL AUDIT BI - ANNUAL REPORT FOR THE PERIOD 1 ST JAN TO 20 TH JUNE, 2005	0	0	0	0	0	0	0	0	1	0	0	0	1
PUBLIC SERVICE COMMISSION (DRAFT) CLIENT SERVICE CHARTER PSCK	0	0	0	0	0	0	0	0	1	0	0	0	1
REPORT ON TAILORED GROUP TRAINING IN HUMAN RESOURCE AUDITING TECHNIQUES AT RIPA	0	0	0	0	0	0	0	0	0	0	1	0	1
REPORT ON THE VISIT TO THE PUBLIC SERVICE COMMISSION OF CANADA AND OTHER CANADIAN	0	0	0	0	0	0	0	0	0	0	1	0	1
NEW SALARY SCALES FOR CIVIL SERVANTS	0	0	0	0	0	0	0	0	0	0	1	0	1
NEW SALARY SCALES FOR MEDICAL OFFICERS, DENTAL OFFICERS AND PHARMACISTS	0	0	0	0	0	0	0	0	0	0	0	1	1

DECLARATION OF INCOME, ASSETS AND LIABILITIES.

In accordance with the Public Officer Ethics Act 2003, the Commission discharged its duties relating to the declaration of Incomes, Assets and Liabilities. The declarations made by Officers in the Ministries, Departments, Local Authorities and State Corporations are as summarized in tables 13, 14 and 15 respectively.

Table 13: *Government Ministries.*

NO	MINISTRY	NO. OF STAFF AS AT NOVEMBER 30, 2005	NO. OF FORMS RETURNED AS AT DECEMBER 31, 2005	VARIANCE
1	Public Service Commission	141	139	2
2	OOP - Administration Police	-	18748	
3	OOP - Cabinet	279	279	0
4	OOP - DOD	2002	1981	21
5	OOP - DPM	596	596	0
6	OOP - Regular Police	-	38924	
7	OOP - Provincial Administration	-	15139	
8	Planning & National Development	989	896	93
9	Regional Development	115	103	12
10	Roads & Public Works	5644	5626	18
11	State House	341	323	18
12	Tourism & Wildlife	171	182	1
13	Trade and Industry	905	865	40
14	Transport	978	983	5
15	Water & Irrigation	6324	5310	1014
16	Agriculture	7172	7190	18
17	Co-operative Development &	986	930	56
18	East Africa & Reg Co-Operation	67	77	10
19	Education, Science & Tech	3431	3362	69
20	Environment & Natural Resources	7976	6764	1212

21	Finance	2583	2521	62
22	Foreign Affairs	551	486	65
23	Gender, Sports, Social Services	3566	3148	417
24	Health	36200	36399	199
25	Justice & Constitutional Affairs	171	195	24
26	Labour	1006	963	43
27	Lands & Housing	3916	3908	149
28	Local Government	197	177	20
29	National Audit Office	924	864	60
30	Vice President & Min. of Home Affairs	1422	1386	36
31	Special Programmes	0	365	
32	Immigration & Registration of	3799	2756	1043
33	National Youth service (Civilian)	751	747	4
34	National Youth service (Uniformed)	674	670	4
35	Attorney General	616	583	33
36	Livestock & Fisheries Dev.	7069	6622	434
37	Prisons (civilian)	235	214	21
38	Prisons (uniformed)	15189	14499	455
39	Information & Communications	666	632	34
40	Energy	259	247	12
	TOTALS	117911	185799	5704

Table 14:**Local Authorities**

NO.	COUNCIL	NO. EXPECTED (IN THE PAYROLL AS AT 31 . 12. 2005)	NO. OF FORMS RECEIVED AS AT 1ST DEC. 2005	SS. 10-12 RETAINED IN COUNCILS	TOTAL SUBMITTED	TOTAL NOT SUBMITTED
1	Ahero T.C	51	2	57	59	*
2	Awendo T.C		2		2	
3	Baringo C.C	81	4	77	81	0
4	Bomet M.C		5	36	41	
5	Bungoma C.C	188	5	183	188	0
6	Bungoma M.C	108	3	99	102	6
7	Bureti C.C	92	4	88	92	0
8	Bumt Forest T.C	7	1	6	7	0
9	Busia C.C	78	1	40	41	37
10	Busia M.C	151	6	145	151	0
11	Butere Mumias C.C	184	3	173	176	8
12	Chongoria C.C		2	24	26	
13	Chongoria T.C	25	2	23	25	0
14	Chuka M.C	42	2	40	42	0
15	Eldama Ravine T.C	29	4	25	29	0
16	Eldoret M.C	929	35	856	891	38
17	Embu C.C	49	3	46	49	0
18	Embu M.C	163	7	156	163	0
19	Funyula T.C	14	0	14	14	0
20	Garissa C.C		6		6	
21	Gucha C.C		4	105	109	
22	Gusii C.C		2		2	
23	Homabay M.C	140	2	138	140	0
24	Ijara C.C				2	
25	Isiolo C.C	282	8	274	282	0
26	Iten Tambachi T.C		2		2	
27	Kabarnet M.C.	4	4		4	0

28	Kajiando T.C		2		2	
29	Kakamega C.C	155	3	105	108	47
30	Kakamega M.C		4	127	131	
31	Kandara T.C		8	14	22	
32	Kangundo T.C		1		2	
33	Kapenguria M.C		2		2	
34	Kapsabet M.C		6	66	72	
35	Karatina M.C		7	71	78	
36	Karuri T.C		4		4	0
37	Kehancha M.C		2	91	93	0
38	Keiyo C.C		5	26	31	
39	Kericho M.C	31	12	196	208	
40	Kerugoya Kutus M.C	208	6	116	122	
41	Kiambu C.C		1		1	0
42	Kiambu M.C		7		7	0
43	Kikuyu T.C		7	147	154	
44	Kilifi C.C	154	3	83	86	0
45	Kilifi T.C	86	1		1	32
46	Kimilili M.C		3	66	69	
47	Kipsigis	69	5	77	82	
48	Kirinyaga C.C	114	6	237	243	
49	Kisumu C.C		5		5	
50	Kisumu M.C		3		3	
51	Kitui C.C	92	7	85	92	0
52	Kitui C.C	92	7	85	92	0
53	Kitu I.M.C	104	5	29	104	0
54	Koibatek C.C	38	5	33	38	0
55	Kwale C.C		2		2	
56	Kwale T.C	38	2	36	38	0

57	Laikipia C.C	110	6	104	110	0
58	Lamu C.C	54	2	52	54	0
59	Limuru M.C	108	4	104	108	0
60	Litein T.C	21	1	20	21	0
61	Lodwar M.C		3	17	20	
62	Londiani T.C	28	1	27	28	0
63	Luanda T.C	43	2	39	41	0
64	Lugari C.C	113	3	110	113	2
65	Makueni C.C	204	5	194	198	0
66	Makuyu T.C	20	2	18	20	5
67	Malaba T.C	79	2	70	72	0
68	Malakisi T.C	18	2	16	18	7
69	Malava T.C		2		2	0
70	Malindi C.C	41	3	37	40	
71	Malindi M.C		9			1
72	Mandera C.C		3		3	
73	Mandera T.C		2		2	
74	Maragua C.C		11		11	
75	Maragua T.C		5	41	46	
76	Marakwet C.C	29	5	24	29	
77	Maralal T.C					0
78	Mariakani T.C	28		25	26	2
79	Mariakani T.C	82	2	60	62	0
80	Marsabit C.C		2		2	
81	Masaku C.C		3		3	
82	Masimba T.C		9		9	
83	Matuu T.C		2		2	
84	Maua M.C	54	3	51	54	0
85	Maua T.C	66	2	64	66	0
86	Mbita T.C		2	65	67	

87	Meru C.C		2		2	
88	Meru M.C		7		7	
89	Meru South C.C	225	5	220	225	0
90	Molo T.C	57	6	51	57	0
91	Molo T.C		4		4	
92	Mombasa M.C		2		20	0
93	Mtito Andei T.C	40	2	38	40	0
94	Muhoroni T.C	34	3	31	34	0
95	Mumias M.C	151	4	147	151	
96	Muranga M.C		5	124	129	
97	Nairobi C.C		600		600	
98	Naivasha M.C		10		10	
99	Nakuru C.C	385	10	327	335	45
100	Nakuru M.C		9		9	
101	Nandi Hills T.C	38	1	36	37	1
102	Nanyuki M.C		10	348	358	
103	Narok C.C		17	261	278	
104	Nyahururu M.C		9	155	164	
105	Nyamache T.C		14		14	
106	Nyamarambe T.C		2	23	25	
107	Nyambene C.C		5	109	114	
108	Nyamira C.C		4		4	
109	Nyandarua C.C		6		211	
110	Nyando C.C	119	2	110	112	7
111	Nyansiongo T.C	23				
112	Nyeri C.C		7	153	160	
113	Nyeri M.C	353	12	321	334	20
114	Ogembo T.C		1		1	
115	Ol-kalou T.C		4	67	71	
116	Ol-kejuado C.C		3	124	127	
117	Othaya T.C		6		6	
118	Pokot C.C	33	2	31	32	1
119	Port Victoria T.C		2	36	28	
120	Ruiru M.C	116	6	103	109	7

121	Runyenjes M.C	45	3	40	43	2
122	Sangana T.C		1	42	43	
123	Samburu C.C		6	23	209	
124	Siaya C.C		2		2	
125	Siaya M.C		2		2	
126	Sirisia T.C	12	1	11	12	0
127	Sotic T.C	37	2	35	37	0
128	Suba C.C		2		2	
129	Suneka T.C		2	46	48	
130	Taita Taveta T.C		2		2	
131	Taveta T.C		2		2	
132	Teso C.C	32	2	30	32	0
133	Thika C.C		6		6	
134	Transmara C.C		12	31	32	
135	Vihiga C.C	80	2	55	57	23
136	Vihiga M.C	67	2	62	64	3
137	Voi Mc		1		1	
138	Waren'g C.C	54	6	48	54	0
139	Webuye M.C	92	3	89	92	0
140	Wote T.C	37	2	26	28	9
	TOTALS	6906	1184	9066	10232	298

Table 15:

State corporations

NO.	PARASTATAL		SUBMITTED TO PSCK	FORMS RETAINED IN MINISTRY	TOTAL SUBMITTED	TOTAL NOT SUBMITTED
1	Rift Valley		156		156	
2	*Coast Dev. Authority	121			102	
3	Agricultural Finance Corporation		218		218	
4	Tea Research Foundation		136		136	
5	Kenya Marine & Fisheries Res. Inst.	956	307	621	928	28
6	Moi teaching & Referral Hospital		947		947	167
7	Kenya Medical Research Inst.		810		810	
8	Posta Kenya		315		315	
9	Nyayo Tea Zone Dev. Corp		32	87	119	
10	H.C.D.A.	203	146	43	189	14
11	Capital Market Authority		36		36	
12	National Museum of Kenya		496		496	
13	Nzoia Sugar Company		142		142	
14	Kenya Ports Authority (ICDK)		1154		1154	
15	East African Portland Cement		155	278	433	
16	Kenya Medical Training College		428		428	
17	Regional Dev. Authority Kerio Valley Development		377		377	
18	KICC		57	48	105	
19	Kenya Civil Aviation Authority		561	121	682	
20	Jomo Kenyatta Found		63		63	
21	Communicationns Commission of Kenya		132		132	
22	K.P.L.O.		1277		1277	
23	Sports Stadia Management Board		339		339	
24	Kenya Sugar Res. Foundation		66		66	
25	Kenya Investment Authority		40		40	
26	Kenya Airports Authority	1592	246	1335	1581	11
27	School Equip. Production Unit		29		29	
28	K.A.S.N.E.B	116	116		116	0

29	Coffee Board of Kenya	76	25	51	76	0
30	EPZA		46		46	0
31	Commission for Higher Education		79		79	
32	KIRDI	226	92	94	186	40
33	National Aids Control Council		83		83	
34	Kenya Reinsurance Corporation		102		102	
35	NHIF		2309		2309	
36	Chemilil Sugar Company		240	631	871	
37	National Oil Corporation		56	19	75	
38	Agro Chemical & Food Co. Ltd.		262		262	
39	Electricity Regulatory Board		20		20	
40	Kenya Tourist Board		52		52	
41	ICDC		66	66	132	
42	Pest Control Products Board		11		11	
43	National Water Conservation & Pipeline Co.		155		155	
44	Kenya Wildlife Service		400	2111	2511	
45	Numerical Machining Complex Ltd		11	52	63	
46	Kenya Pipeline Co. Ltd.		466	4925	5491	
47	NSSF		583	1172	1755	
48	Kenya National Examination Council		151	195	346	
49	South Nyanza Sugar Co.		246		246	
50	Catering & Tourism Dev. Levy Trustee		25		25	
51	National Housing Corporatio		130		130	
52	Kenya Wines Agencies		26	143	169	
53	Sony Sugar Co.		214		214	
54	Simlaw Seeds Co.		2		2	
55	Kenya Tourists Dev. Corporation	71	27	43	70	1
56	Kenya Sugar Board		37		37	
57	KARI	3625	1933	1617	3550	75
58	Kenya Dairy Board		92	30	122	
59	KEFRI		214		214	
60	Tea Board of Kenya		8		8	
61	Ewaso Nyiro South Dev. Authority		33		33	
62	Ewaso Nyiro North Dev.		75		75	
63	Kenya Industrial Estates		157		157	
64	Higher Education Loans Board		106		106	
65	Kenya Medical Supplies Agency		52		52	

66	National Irrigation Board		118		118	
67	Kenya Institute of Education		122		122	
68	Post Bank		524		524	
69	KCCT		268		268	
70	Coffee Research Foundation		42	170	212	
71	Lake Basin Dev. Aut	363	316		316	47
72	Tarda	423	402		402	21
73	NGO's Coordination Board		44		44	
74	KNTC	61	20	40	60	1
75	Kenya National Library Service		144		144	
76	National Agency for the campaign against Drug Abuse		1		1	
77	Telkom Kenya		1505	15432	16937	
78	Kenyatta National Hospital	4777	2791	1986	4777	0
79	Kenya Ferry Services		66	148	214	
80	Kenya Seed Company		169		169	
81	Kenya Revenue Authority		46	47	93	
82	Kenya National Comm. on Human Rights		32		32	
83	Kenya Bureau of standards		410		410	
84	Rift Valley Water Service Board		1		1	
85	KENGEN		5		5	
86	Co-operative College	102	31	57	88	14
87	National cereals board	892	284	599	883	9
88	Kenya Polytechnic		105		105	
89	Kenya National Assurance Co.		34		34	
90	Retirement Benefit Authority		32		32	
91	National Environmental Mgt. Authority (NEMA)		130		130	
92	Export Promotion Council		45		45	
93	Gilgil Telekoms Industries		27		27	
94	Ewaso Ngiro South Dev. Authority	115	41		41	74
95	Kerio Valley Dev. Authority	680	641		641	39
96	Ewaso Ngiro North Dev. Authority	85	85		85	0
97	Kenya Inst. of Admin. (KIA)		127		127	
98	Kenya National Audit Office		667		667	
99	National Communications Secretariat		8		8	
100	National Commission on Gender & Dev.		3		3	
	TOTALS	14484	26653	32161	59016	541





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