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Public Service Commission  
of Kenya

**Annual Report**

For The Year

**2003**



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## A WORD FROM THE CHAIRMAN'S DESK

Let me take this opportunity to introduce the *Annual Report for the Year 2003* of the Public Service Commission of Kenya. Firstly I would like to thank His Excellency the President, Hon Mwai Kibaki, for appointing seven new commissioners.

The year was a marked by continuous increase of workload. However, the commissioners and members of the secretariat ably coped with the work due to their commitment and diligence. I therefore, wish to record my satisfaction with fellow commissioners, and the secretariat headed by the Secretary for meeting the work target and deadlines during the year.

Finally, I wish to express my appreciation to the Permanent Secretary, Secretary to the Cabinet and Head of the Public Service, Amb. Francis K. Muthaura, for his co-operation, and for the assistance he accorded the Commission throughout the year.

The year under review was a success and I look forward to yet a successful year 2004.

Eng. A. M. H. Sharawe, CBS  
Chairman  
Public Service Commission of Kenya

## A WORD FROM THE SECRETARY'S DESK



I have the honour to present the *Annual Report for the Year 2003* on the Public Service Commission of Kenya. Briefly, the year under review was successful and the following major events were undertaken without a hitch:

- Operationalization of the Public Officer Ethics Act, 2003
- Recruitment of fresh graduates for various posts which had attracted a large number of applicants.
- Auditing the establishment, staff strength and recommending modalities of filling the vacant posts in the Mombasa Municipal Council and the Nairobi City Council.
- Finalization of the Personnel Audit Manual.
- Training of a significant number of commissioners and staff locally and abroad.

I wish to express my sincere gratitude to commissioners and staff of the Public Service Commission for their co-operation which contributed to making the year a great success.

May I register my special thanks to the Permanent Secretary, Secretary to the Cabinet and Head of Public Service, Amb. Francis Muthaura, for his continued support.

Let me also thank all the authorized officers for their support throughout the year.

Lastly, I sincerely thank all the officers in the secretariat who undertook the tasks assigned to them efficiently and effectively during the year and call upon them to redouble their efforts so that the Commission can render better services in the year 2004.

S. S. Boit, EBS  
Secretary  
Public Service Commission



# Annual Report for the Year 2003

## The Commissioners in Year 2003



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



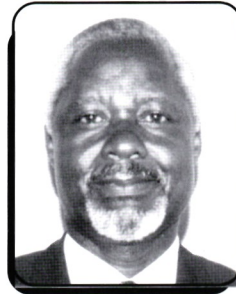
*Mrs M. W. Wanjohi  
Deputy Chairman, HSC*



*Miss M. Tonje, OGW*



*Mr S. Kiruki, MCH,  
CBS*



*Mr S. Siambi*



*Mrs Ruth Cheruiyot*



*Mrs R.N. Karanja*



*Mr G. Nzioka, SS*



*Mr P. M. Munene, MBS*



*Mrs M. Gikuuri*



*Mr K. M. Rigga*



*Mr S. P. Ndemo,  
MBS, SS*



*Mr S. Ole Mpesha,  
DCO*



*Mrs R. A. Nyanjom*

# **The Public Service Commission of Kenya**

## **Introduction**

The Public Service Commission of Kenya (PSCK) is a constitutional body charged with the responsibility of managing the entry, stay and exit of civil servants in public service as provided for by Section 107 of the Constitution of Kenya.

## **Composition**

The composition of the Commission is spelt out in the Constitution of Kenya, Section 106 and consists of the Chairman, Deputy Chairman, and fifteen members. They are appointed by His Excellency the President on a renewable three-year term. During the period under review the members of the Commission were as follows:

### **Chairman**

Eng. A.M.H. Sharawe, CBS

### **Deputy Chairman**

Mrs Margaret W. Wanjohi, HSC

### **Members of the Commission**

Miss Mary J. Tonje, OGW

Mr. Shedrack Kiruki, MGH, CBS

Mr. Wilson S. Siambi

Mrs. R. N Karanja

Mrs. Ruth Cheruiyot

Mr. Peterson Mathenge Munene, MBS

Mr. Kassim . M. Rigga

Mr. Salim P. Ndemo, MBS, SS

Mr. Stephen ole Mpesha, DCO

Mrs Mary M. Gikuuri

Mr George L. M. Nzioka, SS

Mrs. Rosemary A. Nyanjom

## **Role of the Public Service Commission**

The functions of the Commission are broadly stipulated in Section 107 of the Constitution. They include “all 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.

### **The Secretariat**

To enable the Commission discharge its functions, it has a secretariat headed by the Commission Secretary, appointed in pursuance to Section 3(i) of the Service Commissions Act. The secretariat processes all cases from ministries and local authorities and tables the recommendations before the Commission for deliberation and decision.

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## Secretary

Mr. Solomon S. Boit, EBS

During the year under review the following were the Heads of Department:

(i)	<b>Administration</b>		
	Mr.P. L. N Kiilu, EBS	-	Senior Deputy Secretary
(ii)	<b>Recruitment and Selection</b>		
	Mr. J. C. Okoth	-	Senior Principal Personnel Officer
(iii)	<b>Personnel Audit</b>		
	Mrs. M. Gachonde	-	Principal Personnel Officer
(iv)	<b>Agenda</b>		
	Mr. R. Mulati	-	Deputy Secretary
(v)	<b>Discipline</b>		
	Mr. S. A Molla	-	Under Secretary
(v)	<b>Examinations</b>		
	Mr. E.W. Barasa	-	Under Secretary

## REPORTS FROM DEPARTMENTS

### THE ADMINISTRATION DEPARTMENT

The Administration Department is in charge of co-ordinating all activities undertaken by the Commission and is composed of the following six sections:

- Personnel
- Accounts
- Finance
- General Office Services
- Supplies
- Public Relations

### Activities

#### Meetings with Authorized Officers

During the year under review, the Commission held meetings with Authorized Officers in an effort to encourage dialogue and exchange of information and ideas touching on the management of the entire civil service.

#### HIV/AIDS Activities

The Commission participated in the World Aids Day by nominating seven of its staff to join other stakeholders in commemorating the day. Members of AIDS Control Units (ACU) attended a capacity building workshop organized by the National AIDS Control Council (NACC) in Embu. Three members of staff also participated in a 10km road race to express solidarity with, and raise funds towards, women and children infected and affected by HIV/AIDS. The Commission also joined other Kenyans by participating in the 13<sup>th</sup> *International Conference on AIDS and STIS in Africa (ICASA)*. It was organised by the Kenya Government in conjunction with the Society on AIDS Africa. The ACU also

# *Public Service Commission of Kenya*

printed T-shirts and caps bearing messages aimed at curbing the spread of the scourge.

## **Training and Workshops**

Several members of staff were accorded the opportunity to take long and short courses locally and abroad. The commissioners and senior staff held a consultative workshop in Mombasa whose aim was to evaluate activities being undertaken by the Commission with a view to improving its operations.

## **Library Services**

Demand for library services continued to rise and led to 189 volumes being added to the already existing stock. Video educational programmes have proved to be popular, especially those on general management.

## **Information and Communication Technology (ICT)**

Like other Government ministries and departments, the Public Service Commission is upbeat on the issue of Government plans to put in place the necessary infrastructure for future utilization of IT. The Commission was connected to the internet through Treasury servers and the staff comfortably surfed the web.

## **Good Governance and Integrity Programmes**

The Public Officer Ethics Act became operational with effect from 2<sup>nd</sup> May 2003. According to the Act, the Public Service Commission is responsible for the bulk of the Public Service with regard to implementation of the Act. The Commission was able to distribute, receive and record the wealth declaration forms from public servants effectively.

The Integrity Assurance Officers from the Commission attended workshops organised by the Directorate of Personnel management whose aim was to sensitise participants on the meaning, consequence and evils of corruption.

## **Staff who Attended Various Training Programmes During the Period Under Review:**

Eng. A. M. H. Sharawe and Mr S. S. Boit attended a meeting on Implementing Performance Management to Improve Public Service Delivery from June 18 to 20, 2003 in the UK.

Miss S. K. Thigai attended an HDIP Secretarial Management meeting at the NYS headquarters for one year from September 8, 2003.

Mr J. K. Maingi attended an HRP-ESAMI meeting in Windhoek, Namibia, from September 29 to October 17, 2003.

Mr S. S. Boit attended the National Symposium on Technical Industrial Vocational and Entrepreneurship Training (TIVET) at the the Green Hills Hotel in Nyeri from October 2 to 5, 2003.

Mr Wilson S. Siambi and R. N. Karanja attended a workshop on Improving

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Board Performance at the Iris Management Institute from October 6 to 10 , 2003.

Mr S. L Gwaliamba attended a meeting on Preventing Analysis and Detection of Corporate Fraud for Esami in Kampala, Uganda, from October 6 to 24 2003.

Mr S. Mugane attended a workshop on Managing Libraries and Documentation in Windhoek, Namibia, from October 13 to 31, 2003.

Mr S. O. Olala attended a General Management Program at the University of Connecticut, USA, from October 20 to December 12, 2003.

Mrs Francisca M. Nyariki attended the Effective Supervising Course at the Silver Springs Hotel on November 7, 2003.

Eng. A. M. H. Sharawe attended a workshop on Trust in Government Promoting Ethics & Professional Standards in Public Services in London on November 9 to 21, 2003

Miss Damaris Osongo and Mr Heron Kertich attended the Executive Network (EXECNET) workshop at the Kenya College of Communication and Technology (KCCT) from November 10 to 14, 2003 and November 24 to 28, 2003, respectively.

Mr. P. L. N. Kiilu participated in a conference on Driving Government Performance in Harvard University, USA, from November 16 to 21, 2003.

Mr S. S. Boit attended the National Conference on Education at the Kenyatta International Conference Centre in Nairobi on November 26 to 29, 2003.

Mr Kariuki Kinyanjui attended the East African Public Relations Association (EAPRA) Conference on Opportunities and Challenges Towards Successful Strategic Public Relations from November 27 to 28, 2003 held at the Grand Regency Hotel in Nairobi.

Mr S. S. Boit attended a workshop on Management and Policy Development in the UK from October 20 to 31, 2003.

Mr S. A. Molla and W. Barasa attended an Executive MBA meeting at Esami Headquarters in 2003.



*Commission staff in a workshop at Hotel Intercontinental where they discussed the organization's strategic plan.*



## THE PERSONNEL AUDIT DEPARTMENT

The Personnel Audit Department is charged with the responsibility of ensuring that the functions of the Public Service Commission are carried out in accordance with specified rules and regulations. The department also ensures that human resource structures and systems in organizations under its purview facilitate the Commission's objective of equipping the civil service with qualified and disciplined personnel for delivery of quality services to the public.

### Major Activities

During the period under review, the department carried out routine and special personnel audit activities as follows:

- Monitoring application of delegated powers by authorized officers through perusal and evaluation of Ministerial Human Resource Management Committee (MHRMAC) transactions.
- Ensuring that decisions made by the Commission on various HR issues are implemented.
- Attending to complaints and grievances emanating from civil servants, local authority employees and from members of the public who complain about the conduct of some civil servants.
- Auditing the establishment, staff strength and recommending modalities of filling vacant posts in the Mombasa Municipal Council and the Nairobi City Council. Auditing recruitments carried out by ministries and departments during the review period.

### Monitoring Application of Delegated Powers

An assessment of MHRMAC meetings as reflected in statistical analysis reveals that all ministries and departments have amalgamated the three human resource management committees into one, namely Ministerial Human Resource Management Committee (MHRMAC) as directed in Personnel General letter No.1/2003 Ref. DPM 38/1/2A(43) dated 6<sup>th</sup> May 2003.

### Implementation of Commission's Decisions

According to the analysis, most ministries and departments performed poorly in this area. However, though it is believed that some of them implemented more decisions than indicated in the analysis, it is pointed out that it has been quite difficult to get response to the Audit staff inquiries particularly from the following ministries and departments: Commissioner of Police, National Security Intelligence Service, Controller and Auditor General, Prisons Department, and Local Government.

Other ministries and departments which performed poorly despite being responsive to our inquiries are as follows:

Ministry/Department	Percentage of Implementation
Directorate of Personnel Management (DPM)	11%
Co-operative Development	31%
Health	13%

Generally, last year's performance shows a decline compared with the previous year's (2002) where only one Ministry (Environment and Natural Resources) and one Department (Police) had implemented less than half of the decisions

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made during that year. We emphasized to all ministries and departments that PSC decisions must be implemented immediately they are received and that ministries and departments should respond to PSC inquiries on implementation of its decisions.

## Attending to Complaints and Grievances

A total of 126 cases were recorded. The department handled most of the cases effectively by:

- Involving the appropriate authorities where advice on how to deal with various issues was given.
- Discussing with the complainants – where this was possible – and offering advice.
- Referring some cases to the appropriate authorities or departments e.g. those concerning judicial matters to the Judiciary.

Occasionally, however, the department failed to obtain vital information from the ministries and departments and complaints took too long to be sorted out.

## Personnel Audit in Local Authorities

In March 2003, the department carried out a study on the establishment and staff strength of the Nairobi City Council and the Mombasa Municipal Council. Following the findings of the study, the department carried out a follow-up exercise between August 2003 and February 2004 that resulted in the filling of 362 vacancies in salary scales 1-9 with serving officers from the two councils, and identifying a total of 1070 vacancies for internal and external advertisement.

A comprehensive report containing audit findings and recommendations was prepared and submitted to the Commission. However, the following are the highlights of the findings:

- Wrong placement of staff – hence many of them did not qualify for promotion to the posts they were acting on.
- Rigidity of Schemes of Service – promotions and appointments to vacant posts is restricted to officers serving in local authorities.
- Failure of councils to give vital advice to officers in certain professions – hence many of the officers are not aware of the requirement to register with appropriate professional bodies to enhance their promotion to higher grades.
- Failure to submit to the PSC for ratification cases of promotions to scales 9 and above effected under delegated powers.
- Outdated schemes of service and absence of the same in some cadres, despite existence of posts in the authorized establishment.

Many of the above anomalies were addressed during the exercise by:

- Placing officers in the right posts and cadres with regard to their qualifications.
- Advising technical officers through their heads of departments and individually where this was possible on the need to register with professional bodies.
- Recommending waivers in the schemes of service to facilitate promotion of professionally qualified staff in the councils to fill vacant posts and to facilitate filling of the remaining vacant posts from the open market.

In the effort to streamline deployment and to fill vacant posts in local authorities for improved performance, the Personnel Audit Department has been instructed to extend the establishment and staffing exercise to the rest of local

authorities. A programme for the councils to be covered this year has been drawn up.

## **Auditing of Recruitments Carried out by Ministries and Departments**

During the period under review the department carried out an audit of recruitments carried out under delegated powers during Financial Year 2002/2003 and 2003/2004 to determine whether appropriate rules and regulations were followed. The instrument used for the exercise was a questionnaire designed by the department for the purpose. The following issues arising from the exercise need to be addressed:

### **Observations**

#### **General**

- In almost all the cases, authority to recruit is given by DPM and authority letters are rarely copied to PSC.
- In all the ministries and departments, proceedings of the initial recruitments are rarely captured in either agenda or minutes of MHRMAC which are submitted to PSC and which the Personnel Audit Department uses to monitor the functions exercised under delegated powers.
- A few authority letters to the Attorney General's Chambers to recruit state counsel II (SL I) were issued by PSC, but it is not clear when and in respect of what grades, authority to recruit should come directly from PSC.
- Due to absence of a formalized recruitment procedure the audit team found it difficult giving satisfactory answers to certain inquiries e.g:
  - For how long a vacancy should be advertised.
  - The approved mode of advertisement.
  - The approved duration between invitation of a candidate and interview date.
  - The approved duration between advertisement and interview.
  - The approved interviewing methods etc.

While majority of ministries and departments observed the regulations when recruiting, a number of anomalies were noted in a few ministries and departments.

### **Recommendations**

#### **Guidelines on Recruitment Procedure**

1. Though most of the regulations governing recruitment can be found in PSC Regulations (Cap 185) and Civil Service Code of Regulations, there is need to spell out and formalize guidelines on the recruitment procedure for the sake of uniformity and to streamline activities in the recruitment function in the ministries and departments.
2. Granting authority to fill vacancies – there is need to ensure that when authority to recruit is given by DPM, the authority letters are copied to PSC for information.
3. Recruitment proceedings – Ministries and departments should be instructed to ensure that recruitment proceedings are captured in MHRMAC agenda and minutes.

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## **Re-organization and Strengthening of the Personnel Audit Department**

As a result of further delegation of powers to authorized officers as per Legal Notice No. 148 dated 16<sup>th</sup> August, 2002 and the continuing efforts by the Government to reform the civil service, there is need to intensify the monitoring activity by the Commission to ensure proper application of these powers. This means that the Personnel Audit Department needs to be empowered to play its role more effectively. Towards this end, several measures have been taken during the period under review as follows:

### **Workshop on Personnel Audit Techniques**

A workshop on personnel auditing techniques was tailor-made for Personnel Audit Department at ESAMI – Arusha from 24<sup>th</sup> November to 12<sup>th</sup> December, 2003. The main objective of the workshop was to improve the auditing capability of the personnel auditors of the Commission to enable them to cope with increased responsibility as explained above.

### **Development of Human Resource Manual**

During the workshop at ESAMI it was agreed that there is need to set professional standards for personnel audit staff. On receiving a report by the course participants, the Commission Secretary constituted a Task Force which was instructed to develop guide-lines, standards, code of ethics and charter for the personnel auditors. All these aspects have been consolidated into a *Human Resource Audit Manual*, whose development is in progress and a first draft has now been produced.

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## **THE RECRUITMENT AND SELECTION DEPARTMENT**

**D**uring the year under review, the department was responsible for the following:

- Processing of indents and advertising
- Receipts and filling of applications
- Preparation of guiding notes and providing secretarial services to the preliminary selection boards (PSBS)
- Receipting, checking, filling and returning rejected annual staff appraisal reports
- Scheduling interviews and inviting shortlisted candidates and the annual staff appraisal reports to the final selection boards
- Dealing with all correspondence regarding employment in the civil service.

### **Indents, Advertisements and Applications**

In the year 2003, the ministries and departments submitted a total of 409 indents compared to 572 advertised in the preceding year. The advertisements were made in the months of February, April, June, July, September and October. During the year, some 2,513 vacancies were declared compared to 3,454 vacancies declared the previous year.

A total of 15,004 applications were received compared to 10,269 applications in the year 2002. Where requirements for appointment to some posts were restrictive and the catchment areas for prospective applicants were the respective ministries or departments, authority was granted to advertise internally and applications forwarded to the Commission for processing. During the year, the Commission conducted suitability interviews for Executive and Procurement Officer cadres with a view to re-designating them to other cadres in the civil service.

### **Preliminary Selection Boards**

In the year 2003, a total of 47 preliminary selection boards were held in which 6,296 candidates were shortlisted

### **University Graduate Selection**

During the year, the Commission advertised various posts for direct appointment and those that targeted fresh graduates and diploma holders. Some of the advertised vacancies which were filled between August and November 2003 are as indicated in the table on the next page.

### **Annual Staff Appraisal Reports**

The Commission received and retained 8,304 annual staff reports out of the expected 26,176. This was 32% response which remained constant as recorded in the previous year. Despite the Commission's demand that ministries submit the annual staff appraisal reports for all officers in Job Groups 'J' and above, the only slight improvement in the submission of reports was for officers in Job Groups 'L' and above during the year under review.

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A Summary of Advertised vacancies filled between August and November 2003.

No.	DESIGNATION	JOB GROUP	No. APPOINTED
1.	INFORMATION COMMUNICATION TECHNOLOGY OFFICER I	K	24
2.	INFORMATION COMMUNICATION TECHNOLOGY OFFICER II	J	40
3.	PROCUREMENT OFFICER I	K	87
4.	PROCUREMENT OFFICER II	J	110
5.	PROCUREMENT ASSISTANT	H	190
6.	IMMIGRATION OFFICER II	J	119
7.	ADMINISTRATIVE OFFICERS	J	222
8.	RADIATION PROTECTION OFFICER	K	14
	<b>TOTAL</b>		<b>806</b>

Summary of the main Activities for the Quarter Ending 31st December 2003

Summary of Functions	October	November	December	Total for 4 <sup>th</sup> Quarter	Total For 1 <sup>st</sup> - 4 <sup>th</sup> Quarter
Indents Received	11	-	5	16	409
Applications Received	1,010	1,285	370	2,665	15,004
Posts Declared and Advertised	78	-	36	114	2,513
Preliminary Selection Boards Program	4	1	1	6	47
Selected Candidates	293	228	187	708	2,878
Candidates Shortlisted	57	751	79	887	6,296
Selection Boards Held	41	74	31	146	896
Candidates Placed	316	173	-	489	806
Annual Appraisal Reports Received	757	210	344	1,311	8,304
<b>TOTAL % RECEIVED</b>					<b>32%</b>

## Public Service Commission of Kenya



Eng. A.M. H. Sharawe discussing with the former Auditor and Controller General, Mr D.G. Njoroge, and the Chairman of the Electoral Commission, Mr S. Kivutu, during PSC's end-of-year party.

Senior PSC staff at a workshop on human resource audit techniques in Arusha, Tanzania, in December, 2003.



PSC Secretary S.S. Boit leads Commission staff in an Hiv/Aids awareness campaign at Commission House in Nairobi. He is presenting an awareness campaign T-shirt to a PSC member of staff.

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Chief Justice Evan Gicheru and the seven newly-appointed Commissioners who he swore in. On Justice Gicheru's left is Commission Secretary S. S. Boit.



Solicitor-General Wanjuki Muchemi and the Deputy Public Prosecutor Philip Murgor at a sensitization workshop on the Public Officer Ethics Act, 2003.

Commissioner R. N. Karanja presenting an award to former Commissioner Oganga during the 2003 end-of-year party.





**ANNUAL STAFF APPRAISAL REPORTS FOR THE QUARTER ENDING 31ST DECEMBER, 2003**

MINISTRIES/DEPARTMENTS	JOB GROUP 'J' AND ABOVE	TOTAL REPORTS RECEIVED	INCOMPLETE REPORTS RETURNED	VALID REPORTS RETAINED	TOTAL % RETAINED
Office of the President	1,750	215	4	211	12%
Finance	1,223	163	3	160	13%
Planning	406	22	-	22	5.40%
Foreign Affairs	324	44	-	44	14%
Education, Science and Technology	2,071	672	15	657	32%
Labour and Human Development	361	62	2	60	17%
Tourism and Information	440	216	-	216	49%
Energy	87	36	-	36	41.30%
Environment and Natural Resources	1,063	465	-	465	44%
Agriculture and Livestock Dev.	3,834	2719	111	2,608	68%
Roads and Public Works	1,622	846	-	846	52%
Health	4,400	16	6	10	0.20%
Local Government	230	4	1	3	1.30%
Transport and Communication	951	430	-	430	45%
Attorney General's Chambers	293	15	-	15	5%
Lands and Settlement	1,430	668	5	663	73%
Exchequer and Audit Department	152	116	5	111	73%
Trade and Industry	644	50	10	40	6%
Home Affairs and National Heritage	1,944	825	-	825	44%
Water Resources Management Dev.	1,255	471	-	471	38%
Gender, Sports, Culture & Social Ser.	1,334	197	-	197	15%
Co-operative Development	310	162	-	162	52%
Public Service Commission	52	52	-	52	100%
<b>TOTAL</b>	<b>26,176</b>	<b>8466</b>	<b>162</b>	<b>8304</b>	<b>32%</b>

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## ADVERTISED VACANCIES PER MINISTRY/DEPARTMENT FOR THE YEAR ENDING 31ST DECEMBER, 2003

MINISTRIES/DEPARTMENTS	ADVERTISED NUMBERS	JOB GROUPS													TOTAL
		S	R	Q	P	N	M	L	K	J	H	TOTAL			
Office of the President	2-8, 96(Internal), 108-113(Suitability), 124-129(Internal), 163-166, 197, 202-208(Internal), 303-306, 308-315, 318-320, 321-329, 389 and 390, 399	-	5	7	18	52	92	27	59	210	-	-	-	-	470
Finance	9-22, 24, 26-32, 84-90, (98-104), 209(Cancelled), 210 - 223, 316 & 317, 330-336(Internal), 391 & 392	1	1	11	41	101	82	176	153	110	190	-	-	-	866
Education, Science and Technology	23, 25, 579, 58, 142 - 146(Internal), 240 & 241, 363 & 364	-	2	6	-	5	14	5	-	-	-	-	-	37	
Road and Public Works	33-38, 97(Internal), 136 - 141(Internal), 298, 370 - 373, 400	-	-	-	3	-	4	4	5	-	-	-	-	16	
Lands and Settlement	39-41(Internal), 175 - 278, 368	-	-	-	-	-	1	22	-	-	-	-	-	23	
Environment and Natural Resources	42-47, 147-151(Internal), 283 & 284, 344 - 350, 401	-	-	1	3	6	12	6	-	-	-	-	-	28	
Local Government	48(Internal), 192 & 193, 280 & 281	-	-	-	-	-	-	-	2	1	-	-	-	3	
Home Affairs and National Heritage	49, 91, 152 - 156(Internal) 198 - 201, 261 - 279, Internal 307, 404 - 409	-	-	1	11	9	35	49	-	-	-	-	-	105	
Gender, Sports, Culture & Social ser.	50 - 55, Internal 179 - 181, 297, 381 & 382	-	-	1	1	9	14	14	31	-	-	-	-	70	
Agriculture and Livestock Dev.	56, 130 - 135 (Internal), 292 - 296, 374 - 380, 402	-	-	-	6	73	15	14	-	-	-	-	-	108	
Tourism and Information	59 & 60, Internal 172 - 174m 233 - 235, 403	-	2	2	-	-	1	-	1	-	-	-	-	6	
Health	61 & 62, 119 - 123(Suitability), 299 & 300 365 - 367	-	-	-	30	8	143	138	-	-	-	-	-	319	
Labour and Human Development	63 - 77, Internal (170 & 171), 242 - 256, 369	-	1	2	8	18	61	27	34	-	-	-	-	151	
Water Resources Management Dev.	78 - 83, Internal 167 - 169, 285 - 291, 340 - 343	-	-	-	4	8	7	13	10	-	-	-	-	42	
Justice and Constitutional Affairs	92 - 95, Interania 393 - 395	-	-	2	1	6	14	-	-	-	-	-	-	23	
Attorney General's Chambers	105 - 107(Suitability), 396 - 398	-	-	-	-	-	20	15	-	-	-	-	-	35	
Planning and National Dev.	114 - 118(Suitability), 224 & 225, 337 - 339	1	-	-	8	15	3	6	-	-	-	-	-	33	
Transport and Communication	157 - 160(Suitability), 236 - 239, Internal 302,	-	-	-	-	13	2	-	-	-	-	-	-	15	
Public Service Commission	161 & 162(Internal), 386 - 388	-	-	-	-	-	1	2	-	-	-	-	-	3	
Energy	(Internal) 182 - 184, 282, 301(Internal)	-	-	-	1	-	-	-	-	-	-	-	-	1	
Trade and Industry	(Internal) 185 - 188, 226 - 232, 358 - 362	-	-	-	1	11	23	14	15	-	-	-	-	64	
Foreign Affairs	(Internal) 189 - 191, 383 - 385	-	-	-	9	10	10	-	-	-	-	-	-	29	
Co-operative Development	Internal 194-196, 257 - 260, 351 - 357	-	-	-	4	3	22	37	-	-	-	-	-	66	
<b>TOTAL</b>		<b>2</b>	<b>11</b>	<b>33</b>	<b>149</b>	<b>347</b>	<b>567</b>	<b>578</b>	<b>315</b>	<b>321</b>	<b>190</b>	<b>190</b>	<b>190</b>	<b>2513</b>	

# Public Service Commission of Kenya

## THE DISCIPLINE DEPARTMENT

The department received and processed disciplinary cases from ministries, departments and local authorities as well as appeals from the aggrieved public servants for presentation to the Commission for decisions. The same were thoroughly scrutinized to make sure that all laid down disciplinary procedures were followed. A total of 554 cases were presented to the Commission compared to 1,238 cases presented for decision the previous year.

### Major Activities of the Department During the Year Under Review

#### Major Activities

<b>Dismissals:</b>		<b>Appeals:</b>	
Approved	216	Allowed	20
Rejected	1	Disallowed	290
		Time Barred	10
<b>Termination of Appointment:</b>		<b>Variation of PSC Decision:</b>	
Approved	8	Approved	0
Rejected	0	Rejected	0
<b>Retirement in Public Interest:</b>		<b>Rescission of PSC Decision:</b>	
Approved	6	Approved	1
Rejected	1	Rejected	0
<b>Termination of contract:</b>		<b>Others (Withdrawal of Appointment)</b>	
Approved	0	Approved	1
Rejected	0	Rejected	0
<b>Termination of Discipline cases:</b>		<b>Total</b>	<b>554</b>
Approved	0		
Rejected	0		

# Annual Report for the Year 2003

## Comparative Analysis for the year 2002/2003

ITEM	2002	2003	VARIANCE
Mail received	1885	876	- 1009
Referrals to Ministries / Departments	88	36	-52
Reminders to Ministries/ Departments	37	47	10
Cases submitted for decision	1238	554	-684
Desertions	498	177	-321
Criminal Conviction	2	2	0
Gross misconduct	92	46	46
Retirement in Public Interest	14	6	-8
Determination of Contract	1	0	-1
Variation of PSC Decision			
- Approved	2	1	-1
- Rejected	-	-	-
Rescission of PSC Decision			
- Approved	6	1	-5
- Rejected	1	0	-1
Termination of Discipline			
- Approved	1	0	-1
- Rejected	0	0	0
Others (withdrawal of appointment)	0	1	1
Appeals			
- Allowed	207	20	- 187
- Disallowed	408	290	-118
- Time Barred	4	10	6
Retirement under 50 year rule	1	0	-1

## *Public Service Commission of Kenya*

### *Advisory Letters to Ministries, Departments, Local Authorities and Officers During the Year 2003*

Office of the President – Provincial Administration	11
Office of the Vice-President Ministry of Home Affairs	1
Ministry of Finance	4
Ministry of Foreign Affairs	4
Ministry of Roads, Public Works and Housing	2
Ministry of Education	2
Ministry of Agriculture	1
Ministry of Health	3
Ministry of Livestock Development	1
Ministry of Transport and Communication	1
Ministry of Local Government	6
Ministry of Water Development	2
Ministry of Energy	3
Ministry of Trade and Industry	2
Ministry of Lands and Settlements	2
Ministry of Environment and Natural Resources	2
Ministry of Labour and H.R. Development	3
Ministry of Co-operation Development	2
Ministry of Tourism and Information	2
Ministry of Gender, Sports, Culture and Social Services	3
Ministry of Justice & Constitutional Affairs	3
Controller and Auditor General	2
Attorney General's Office	6
National Security Intelligence Service	1
Kilifi County Council	1
Thika County Council	1
Embu County Council	1
Officers	18

### *Discipline Cases Referred to the Ministries, Departments and Local Authorities during the Year 2003*

Office of the President	3
Office of the Vice-President and Ministry of H/Affairs	1
Ministry of Finance	2
Ministry of Education	1
Ministry of Health	3
Ministry of Transport and Communication	2
Ministry of Local Government	2
Ministry of Energy	1
Ministry of Lands and Settlements	1
Ministry of Environment	–
Ministry of Labour and Human R.Dev.	5
Ministry of Tourism and Information	1
Ministry of Gender, Sports C&SS	1
Controller and Auditor General	2
Kwale County Council	9

# Annual Report for the Year 2003

## Reminders Sent to Ministries, Departments and Local Authorities During the Year 2003

Office of the President	6
Office of the Vice President and Ministry of Home Affairs	1
Ministry of Finance	1
Ministry of Foreign Affairs	1
Ministry Roads Public Works and Housing	1
Ministry of Education	1
Ministry of Agriculture	3
Ministry of Health	6
Ministry of Livestock Development.	1
Ministry of Transport and Communication	1
Ministry of Local Government	5
Ministry of Water Resources Development.	1
Ministry of Energy	1
Ministry of Trade and Industry	1
Ministry of Lands and Settlements	1
Ministry of Environment	2
Ministry of Labour	1
Ministry of Co-operative Development	1
Ministry of Tourism & Information	1
Ministry of Gender, Sports C&SS	1
Ministry of Justice & Constitutional Affairs	1
Controller and Auditor General	2
Attorney General's Chambers	2
National Security Intelligence Service	1
Kilifi County Council	1
Thika County Council	1
Kwale County Council	1
Embu County Council	1
Nakuru Town Council	1

## THE EXAMINATIONS DEPARTMENT

The core function of the department is to conduct civil service examinations which include:

- Administrative Officers' Examination for administrative officers
- Proficiency Examination for clerical officers and
- Occupational Test for telephone operators

### Major Activities

#### Administrative Officers Examination

The examination was administered in May and November. The subjects in this examinations include:

- Law
- Government Organization, Practice and Functions
- Human Resource Management
- Public Financial Management and Control
- Economic Development
- Regional and International Cooperation
- Effective Communication, Applied Logic and Decision Making

# Public Service Commission of Kenya

The performance and results of the examinations for the year 2003 compared to year 2002 are as follows:

Year	April 2002	November 2002	November 2003
No. of candidates	67	36	36
No of passes	30	7	12
% pass	44.8%	19.4%	16.6%

In 2003, a directive was given to conduct the Administrative Officers examination once a year starting that year.

## Proficiency Examination for Clerical Officers

The examination was held in August 2003. A total of 1,884 candidates sat for the examination.

The table below shows the comparative performance with year 2002.

	Year 2002	Year 2003
Number of candidates	1882	1884
Number of passes	496	427
Percentage pass	26%	22.6%

The improvement in performance for the year 2002 is due to the clerical cadre having been exposed to crash training programmes organized by DPM during the year 2002.

## Occupational Test for Telephone Operators

The examination was held in April 2003. A total of 148 candidates sat for the examination. The table below shows performance compared with the previous year 2002.

	Year 2002	Year 2003
Number of candidates	116	148
Number of passes	40	33
Percentage pass	46%	22.3%

## Entrance Examination

Plans to initiate and implement the examination for graduates who wish to join the civil service are under way. The primary aim of the examination is to ease the short-listing exercise in that only candidates who will have passed with certain grades will be shortlisted for interview

## Review of Syllabus

The department also advises the relevant ministries and departments on the review of syllabi as and when necessary. Plans are under way to have syllabi of administrative officers and the proficiency examinations reviewed to keep pace with the changing trends in the management of the civil service.

# Annual Report for the Year 2003

## Notification of Results/Certification

Results were communicated through the Kenya Gazette Notice and circulars sent to all authorised officers. The PSC is also a member of other examination boards and councils. In 2003, it was represented in:

- Materials Management Training Programmes for supplies officers in all grades. The programmes are undertaken in GTI, Mombasa and District Development Institutes (DDIs) in Embu, Matuga and Baringo.
- The pre-service training in all the animal health and industrial training institutes (AHITIs) of Kabete, Nyahururu, Ndomba, the Dairy Training School in Naivasha and the Kilifi Institute of Agriculture.

## THE AGENDA DEPARTMENT

The Department of Agenda improved its performance compared to the previous year. It refined its preparations of the agenda, notes and minutes, which greatly assisted the Commission's meeting. This in turn reduced the time spent in the Commission's meeting as was the case before. The agenda, notes and minutes were available and ready for distribution to the Commissioners and officers in good time for them to read and prepare for the deliberations.

### Major Activities

- (i) The Commission held a total of 48 meetings, where various decisions on confirmations, promotions, appointments after interview and retirements were made.
- (ii) A total of 65 appeals against retirement on re-organisation and abolition of office were considered, and a total five were allowed.
- (iii) In the same year the Commission appointed a total of 2,338 officers to new grades through interviews.
- (iv) A total of 47 officers were retained in the service beyond the mandatory retirement age of 55 years.

*Commission House  
where crucial  
decisions affecting  
the civil servants in  
Kenya are made.*





# Public Service Commission of Kenya

## A Summary of Commission's Monthly Decisions In 2003

Month	January	February	March	April	May	June	July	August	September	October	November	December
MEETINGS HELD	03	04	03	05	04	04	05	04	04	05	04	02
ITEMS CONSIDERED	174	285	389	600	189	220	403	406	313	357	377	184
RENEWALS	03	03	03	05	05						01	01
EXTENSIONS			02				01					
TRANSLATIONS	28	02	34	01	05	23	39	44	23	12	17	10
VACANCIES	34	14	38	12	23	50	46	38	41	70	53	50
COMMON CADRE PROMOTIONS	167	57	165	75	170	123	151	41	51	49	52	37
ACTING APPOINTMENTS - APPROVED	21	41	26	08	67	06	03	10	10	36	06	05
ACTING APPOINTMENTS - REJECTED	02	01	01			01	04	02	05	01	01	03
CONFIRMATIONS	28	03	36	30	21	50	49	19	24	18	18	09
RE-DESIGNATION	09	02	06	28	134	88	314	03	28	02	02	03
ABATEMENT OF DEATH GRATUITY	25	26	161	449	82	106	106	335	182	172	141	71
CORRIGENDA	05	05	04	12	15	20	15	05	08	02	02	02
REJECTED CASES	09	61	04	03	03	02	02	01	06	05	05	02
POSTHUMOUS RENEWALS/EXTENSION	01											
POSTHUMOUS TRANSLATION	01											
POSTHUMOUS CONFIRMATIONS	02			01		01	01	01	01	01		
APPOINTMENT ON LOCAL AGREEMENT	01											
VARIATIONS	06	64	33	13	01	10	110	07	11	04	07	09
APPEAL AGAINST COMMISSION'S DECISION			01	01	07			01	01	01		
TRANSFER OF SERVICE	01		01	01				03				
RETENTION OF AN OFFICER ON PROMOTION	01											
RETENTION IN THE SERVICE BEYOND 55 YEARS	02	07	02	02	02	01	01	03	04	03	02	05
APPOINTMENT OF AUTHORIZED OFFICERS	27	18				11		01				
APPEAL AGAINST RETIRE. ON RE-ORG AND ABOLITION OF OFFICE - ALLOWED	01	01	01	01		02						
APPEAL AGAINST RETIREMENT ON RE-ORG AND ABOLITION OF OFFICE - DISALLOWED	20	08	02	02	01			46	01			
RESCISSIONS	05	04	03	12	01	05	03		01			
APPOINTMENT TO UPGRADED POSTS	19	28										
POSTINGS	19	22	204	76	22	46	193	193	243	16	25	97
RE-APPOINTMENT ON LOCAL AGREEMENT	01			03								02
S.B.R. CANDIDATES APPOINTED	28	100	124	178	297	195	191	131	326	271		165
BELATED CONFIRMATIONS	01	01	02			01			01			01
BELATED RETIREMENT ON RE-ORG AND ABOLITION OF OFFICE	02						01					
AUTHORITY FOR INTERNAL ADVERTISEMENT	03											

## Annual Report for the Year 2003

January	February	March	April	May	June	July	August	September	October	November	December	
	02										02	RETIREMENT UNDER THE 50-YR RULE
		01	01			01			01			BELATED TRANSLATION
			03	11			01	02			04	RETIREMENT ON RE-ORGANIZATION AND ABOLITION OF OFFICE
			03	01	02	01			03		01	SCHEMES OF SERVICE – NOTED
			01									AUTHORITY TO FILL VACANT POSTS
			01									STUDY LEAVE
				02								UPHOLDING COMMISSION'S DECISION
				03								CORRECTION OF DESIGNATION
					06							IMPLEMENTATION OF PSC. LETTER REF PSC.281/85 OF 30.7.1997
				01								APPOINTMENT OF NATIONAL YOUTH SERVICE PROMOTION /DISCIPLINE BOARD
				02				01	01	05	06	WAIVER OF REQUIREMENTS OF THE SCHEME OF SERVICES
				01								BELATED RETENTION IN THE SERVICE BEYOND THE AGE OF 55 YEARS
					15							APPOINTMENT ON PROBATIONARY TERMS OF SERVICE
						04						BELATED APPOINTMENT ON LOCAL AGREEMENT TERMS
							01					ADDENDUM
							01	01				POSTHUMOUS APPOINTMENT ON PROBATIONARY TERMS
								01	01			RE-APPOINTMENT
												CRITERIA FOR PRE-SELECTION OF GRADUATE APPLICANTS FOR IMMIGRATION OFF.
							01					HARMONIZATION OF GRADING OF POSTS IN THE KENYA CIVIL SERVICE
							01	18	09			UPGRADING
								03			01	RETIREMENT ON MEDICAL GROUNDS
								01				AUTHORITY TO RECRUIT STATE COUNSEL II
								01			02	BELATED EXTENSION /RENEWAL
								01				CRITERIA FOR PRE-SELECTION OF GRADUATE APPLICANTS OR DISTRICT OFFICER III / ASSIST. SECRETARY III
									09			SECONDMENT OF OFFICERS
											01	REGRADING POSTS OF ECONOMISTS / STASTICIANS

# Public Service Commission of Kenya

## Vacancies/Promotions made to Advertised Posts- 2003

Month /Job Group	S	R	Q	P	N	M	L	K	J	ATT Gen	LOG Auth	PG 12	PG 11	PG 10	PG 9	PG 8	PG 7	TOTALS
January			3	6	4	12	3				28							28
February						24	28	17			28							97
March				3	37	28	8	10			13							99
April		1	6	30	4	17	50	28	26		14							175
May	1	1	6	93	22	22	2	122	1		26							296
June			6	45	98	10	2				35							195
July		1	2	4	12	3	4	57	2	1				3	8	26	70	193
August							6	9	116									131
September		3	2	1	19	29	23	17	212		26						24	332
October			18		60	70	47	19	96		11							345
November			3	74	2	77		53	62									271
December				2	15	56	7		83	1		1						165
Totals	1	6	45	258	273	348	180	332	598	2	153	1		3	8	26	94	

# Annual Report for the Year 2003

## Vacancies/promotions made to Non- Advertised Posts- 2003

Month/Job /Group	U	T	S	R	Q	P	N	M	L	K	J	H	ATT Gen	Log Auth	PG 14	PG 13	PG 12	PG 11	PG 10	PG 9	PG 8	PG 7	TOTALS
January					1	8	9	11	19	130	4		4	2				1		2	7	7	198
February				1		3	2	3	33	23	2	3	2	1				1	2	6	21	18	121
March			1			6	20	34	19	78	17			18	2		1	3	2	1	1	1	203
April						1			50	29									4		2		86
May						6	16	4	30	94							1				1	15	167
June					3	19	18	42	15	59		1	1						3	2	6	7	176
July					13	1	6	31	51	57	5		5	16			1				2		195
August		5				9	13	20	5	2	1	1							2	8	4	8	78
September						2	11	24	12			1	1	6				2	3	1	3	16	91
October	1	1		2	1	8		1	37	6			10	43				3	3		4	1	118
November					2	3	29	20	8	7	1			1				3	12	14	5	1	106
December			1	2	5		17	8	17	2	12			2			6	10		1	5		88
Totals	1	6	2	18	22	72	141	198	296	487	42	6	23	89	2	9	9	20	31	35	61	66	

## Officers Who Joined or Left PSC

*Officers who Joined the Commission between January 1, 2003 and December 31, 2003*

Name	Previous Station	Designation
1. Faustine Kwena	Cooperative Development	Secretary II
2. Moses E.Isika	Lands and Settlement	Senior Telephone Operator
3. L.O. Mikedon	Health	Telephone Operator I
4. Timothy O.Wanyanga	Tourism & Information	Waiter
5. P. L. N. Kiilu	Office of the President	Senior Deputy Secretary
6. Leah Adisa Oduori	Police	Senior Clerical Officer
7. Mrs Berina M. Ngovi	Agriculture	Assistant Secretary I
8. Mr. Samuel C.Gatheru	Education, Science and Technology	Assistant Secretary I
9. Elizabeth G. Irura	Kenya Institute of Administration	Senior Accountant
10. Wanjiru S. Kaga	Office of the President	Personnel Assistant
11. George M.Mirongo	Livestock and Fisheries Development	Personnel Officer II
12. Gloria S.Kulundu	Trade & Industry	Personnel Officer I
13. Richard K.Ngetich	Health	Personnel Officer I
14. Christopher P. Mathoka	Agriculture	Senior Personnel Officer
15. Onesmus K. Nzomo	Health	Records Management Officer III
16. Francis O.Were	Office of the President	Records Management Officer III
17. Fransiscah Mokaya	Water Resources	Records Management Officer I
18. Moses M. Nzyuko	Office of the President	Senior Clerical Officer
19. Calvin Matendechero	Energy	Deputy Chief Finance Officer

*Officers who left the Commission Between January 1, 2003 and December 31, 2003*

Name	Designation	Posted to
1. Jane K. Miriti	Shorthand Typist	Controller and Auditor General
2. Lucy M. Nthigai	Copytypist	Roads, Public Works and Housing
3. Ms Margaet W. Mungai	Shorthand Typist	Office of VP and Home Affairs
4. J. K. Katiku	Senior Telephone Operator	Health
5. S.W.Kimani	Telephone Operator I	Lands and Settlement
6. Mary Nyamu	Telephone Operator I	Office of the President
7. F. M. Katumpe	Auditor	Labour and Human Resources Development
8. Roy M.Mututo	Senior Clerical Officer	Office of the President
9. Joe O. Kouko	Senior Clerical Officer	Office of the President
10. Joshua A. Kutekha	Senior Assistant Secretary	Local Government
11. Samuel A. Nyakundi	Records Management Officer II	Water Resources Management and Development
12. Samson O.Olala	Deputy Chief Finance Officer	Water Resources Management and Development
13. William G. Wang'ombe	Senior Principal Personnel Officer	Planning and National Development
14. D. K. Kiriro	Chief Accountant	Education, Science and Technology