



*Paper filed by  
Chairperson  
Committee on  
15/10/14.*

# NAIROBI CITY COUNTY ASSEMBLY

FIRST ASSEMBLY - SECOND SESSION

## SEVENTH REPORT OF THE SECTORAL COMMITTEE ON LABOUR AND SOCIAL WELFARE ON

COMMITTEE'S CONSIDERATION OF THE NAIROBI COUNTY PUBLIC  
SERVICE BOARD ANNUAL REPORT 2013/2014

*Approved  
Hon. Speaker  
14/10/14*

Clerk's Chambers,  
County Assembly,  
City Hall Buildings,  
P O Box 45844-00100.  
NAIROBI

Oct 2014



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## 1.0 Preface

Mr. Speaker Sir,

The Sectoral Committee on Labour and Social Welfare is established under Standing Order No. 191. Its mandate pursuant to Standing Order 191(5) is to:-

- a) investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;*
- b) study the programme and policy objectives of departments and the effectiveness of the implementation;*
- c) study and review all county legislation referred to it;*
- d) study, assess and analyse the relative success of the departments as measured by the results obtained as compared with its stated objectives;*
- e) investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them by the County Assembly;*
- f) vet and report on all appointments where the Constitution or any law requires the County Assembly to approve, except those under Standing Order 185(Committee on Appointments); and*
- g) make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation.*

## 1.1 Committee Membership

The Committee comprises the following Members:-

1. Hon. Wilson Ochola, MCA – Chairman
2. Hon. Alfred Ambani, MCA – Vice Chairman
3. Hon. Elizabeth Manyala, MCA
4. Hon. Peter Isuha Vukindu, MCA
5. Hon. Dan Mutiso, MCA
6. Hon. John Waweru Kinuthia, MCA
7. Hon. Peter Wanyoike, MCA



8. Hon. Fredrick N. Njogu, MCA
9. Hon. Anthony Kiragu Karanja, MCA,
10. Hon. Sam Nyangwara, MCA
11. Hon. Asha Abdi Sosso, MCA
12. Hon. Rose Ogonda, MCA
13. Hon. Alexina Mudi, MCA
14. Hon. Marion Githinji, MCA
15. Hon. Rosemary Macharia, MCA
16. Hon. Christine Abuto, MCA
17. Hon. Mohammed Abdi , MCA

## 1.2 Scope

Mr. Speaker, Sir, in accordance with the Second Schedule of the Standing Orders, the Sectoral Committee is mandated to consider all matters relating to: - *labour, trade union relations, manpower or human resource planning; County Public Service; gender and social welfare, youth, National Youth Service; sports activities and facilities.*

The Committee exercises its oversight role on the operations of the Department of Public Service Management together with the Department of Education, Youth Affairs, Culture, Children and Social Services Sector on specific functions like Sports and Youths and in accordance with the Second Schedule of the Standing Orders 191.

## 1.3 Establishment of the County Public Service Board

Mr. Speaker Sir, Section 57 of the County Governmens Act, 2012 establishes the County Pubic Service Board whose functions pursuant to Section 59(1) of the Act are;

- a) Establish and abolish offices in the county public service;
- b) Appoint persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the county and to confirm appointments;



- c) Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part;
- d) *Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;*
- e) Promote in the county public service the values and principles referred to in Articles 10 and 232;
- f) *Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service;*
- g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in Counties;
- h) Advise the county government on Human resource management and development;
- i) Advise the County Government on implementation and monitoring of the national performance management system in Counties; and
- j) Make recommendations to the Salaries and Remuneration Commission, on behalf of the county government, on the remuneration, pensions and gratuities for county public service employees.

#### 1.4 Background

Mr. Speaker sir, Section 59(1) of the County Government Act, 2012 requires the County Public Service Board to prepare and submit a report to the County Assembly on the execution of its functions. On Tuesday, 15<sup>th</sup> April 2014, the Leader of the Majority Party tabled the Nairobi City County Public Service Board annual report for the year 2013. The report was thereafter committed to the Sectoral Committee on Labour and Social Welfare for consideration.

The Committee invited the Board's secretary to take Members through the report and to clarify on issues raised. The report is the the first annual report for the Board since its inception and as such dwells on the preliminary work of the Board.



Mr. Speaker Sir, while examining the report, the Committee noted that the Board undertook the following during the period under review:

- i) The Board was fully constituted on 1<sup>st</sup> November, 2014 following the appointment of all members and the Secretary to the Board.
- ii) Established Committee's based on the functional areas of the Board to enable members discharge their mandate effectively;
- iii) Advertised vacancies in the offices of the County Secretary and fifteen (15) Chief Officers, conducted interviews and recommended for appointment of successful candidates.
- iv) Handled 13 disciplinary cases mainly involving appeals against dismissal.

Mr. Speaker Sir, in view of the above, the Committee noted that the period under review was occasioned by the setting up of structures of the Board. Members will recall that this Assembly vetted and approved for appointment all the members of the Board and the Secretary. The Committee noted that the Board was instrumental in the recruitment of initial key staff of the County namely the County Secretary and the Chief Officers. However, the Committee observed that key tenets of the Constitution such as consideration of the marginalised and persons living with disabilities were not adhered to while conducting the recruitment exercise.

Mr. Speaker Sir, to this extent, the Committee shall be recommending for the streamlining of the recruitment at all levels within the County. The Committee is agreeable with the report that the Board requires capacity building in terms of establishment of a fully fledged secretariat and increased budgetary allocation to enable it discharge its functions efficiently.

Mr. Speaker Sir, the Committee wishes to sincerely thank the Offices of the Speaker and the Clerk of the County Assembly for the support and services extended to Members of the Committee during the consideration of the report. I am grateful to the Members of the Committee and the secretariat whose support enabled the Committee to accomplish this task.





On behalf of the Committee, I now have the honour and pleasure to present this report on the consideration of the Nairobi City County Public Service Board annual report for the year 2013/2014.

Thank You Mr. Speaker Sir.

SIGNED ..... *W.O.* .....

WILSON OCHOLA, MCA  
(CHAIRMAN)





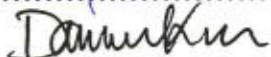






DATE..... *9/10/2014* .....

*2014/10/09*

COMMITTEE'S CONSIDERATION ON THE CPSB REPORT OF 2013/2014



2.0 The Committee

NAMES	SIGN
1. Hon. Wilson Ochola, MCA – Chairman	
2. Hon. Alfred Ambani, MCA – Vice Chairman	
3. Hon. Elizabeth Manyala, MCA	
4. Hon. Peter Isuha Vukindu, MCA	
5. Hon. Dan Mutiso, MCA	
6. Hon. John Waweru Kinuthia, MCA	
7. Hon. Peter Wanyoike, MCA	
8. Hon. Fredrick N. Njogu, MCA	.....
9. Hon. Anthony Kiragu Karanja, MCA	.....
10. Hon. Sam Nyangwara, MCA	
11. Hon. Asha Abdi Sosso, MCA	
12. Hon. Rose Ogonda, MCA	.....
13. Hon. Alexina Mudi, MCA	
14. Hon. Marion Githinji, MCA	.....
15. Hon. Rosemary Macharia, MCA	
16. Hon. Christine Abuto, MCA	.....
17. Hon. Mohammed Abdi, MCA	.....

COMMITTEE'S CONSIDERATION ON THE CPSB REPORT OF 2013-2014



### 3.0 COMMITTEE CONSIDERATION OF THE NAIROBI COUNTY PUBLIC SERVICE BOARD ANNUAL REPORT FOR 2013/2014

While considering the report, the Committee sought to establish the following;

- a) Whether the Board is properly constituted pursuant to Section 57 of the County Governments Act 2012 and is able to properly discharge its mandate; and
- b) Whether the Board while discharging its mandate fulfilled the requirements set out in the Constitution and other applicable laws.

#### 3.1 Composition of the Board

The Committee found that the Board was fully constituted as required following the appointment of members vetted and approved by the County Assembly. However, from the report, the Committee found that the Board had no a fully fledged secretariat to support its operations. The lack of a competent secretariat curtailed some of the Activities of the Board particularly recruitment of County staff since the Board had to depend on County Executive staff. In addition, the Board had not established management systems to run its affairs yet the same is crucial in the discharge of its mandates.

#### 3.2 The Board's discharge of its mandates and accomplishment

During the period under review, the Board was at its preliminary stages and was occupied with setting up of initial structures. In spite of the forgoing, the Board managed to accomplish the following;

- i) Constituted Committee's based on its functional areas to enable it discharge its mandate efficient. The Committees constituted are as follows;
  - a) Finance, Human Resource Planning and General Purpose Committee
  - b) Audit, ICT and Compliance Committee
  - c) Discipline, Ethics and Governance Committee
  - d) Inter-Governmental Relations Committee



- ii) Recruitment of key initial staff of the County namely the County Secretary and Chief Officers. To undertake this function, the Board set out procedures for the recruitment exercise. The Board received overwhelming applications from interested candidates and for them to meet the leadership and integrity requirements, applicants were supposed to be cleared by the following agencies;
- a) Criminal Investigation Department(CID)
  - b) Higher Education Board
  - c) Kenya Revenue Authority
  - d) Ethics and Anti-Corruption Commission.

The shortlisted candidates were interviewed and successful recommended for appointment. The ethnic composition of the recommended candidates for appointment was; Kikuyu (6), Luhya (2), Kamba (4) Luo (5), Kisii (1) and Maasai (1).

- iii) The Board was engaged in initial planning for the human resource requirements of the County. Not much had been achieved during the period under review although efforts were being made to establish the County Government structure, harmonization and rationalization of County staff, identifying training needs of employees and establishment of performance management systems.
- iv) The Board handled thirteen (13) disciplinary cases involving appeals against dismissal by employees of the County. To this end, the Board was in the process of reviewing the disciplinary policy and code of conduct to align it to the County Governments Act.
- v) Consulting with other state agencies and stakeholders such as the Senate, Council of Governors, Transition Authority, Public Service Commission and the Salaries and Remuneration Commission to seek their input on issues affecting the County Public Service.

### 3.3 Challenges affecting the Board

The Committee identified the following as challenges affecting the Board;

- i) Lack of a fully fledged secretariat to support the Boards operations.



- ii) Lack of efficient management systems particularly with regard to recruitment and employee performance management.
- iii) Dependence on the Governor's office budget to facilitate its operations and thus limiting the independence of the Board.

#### 4.0 COMMITTEE OBSERVATIONS

- i. The Board lacks capacity to deliver on its mandate effectively especially recruitment of staff and performance monitoring due to lack of efficient systems. This has been caused by the lack of a secretariat to help the board run its affairs and previously due to the lack of a specific budgetary allocation.
- ii. The Board's independence is not guaranteed since it has to depend on budgetary allocation from the Office of the Governor to facilitate most of its operations.
- iii. The recruitments conducted during the period under review did not consider the marginalised persons and persons living with disabilities which is against the provisions of the Constitutions.

#### 5.0 COMMITTEE RECOMMENDATIONS

In view of the above findings and observations, the Committee urges the Assembly to resolve as follows;

- i. The Board should be facilitated by the Executive to establishment of a fully-fledged secretariat to assist the Board in the discharge of its mandate and avoid dependence on the County Executive;
- ii. That the Board should be provided with its own budgetary allocation to enable build capacity and establish structures and systems to enable it deliver its mandate;
- iii. That the Board while recruiting should factor in the marginalised and persons living with disabilities. Certain positions should be clearly marked that persons with disabilities shall be given priority and are encouraged to apply;



- iv. That the Board should establish performance management systems that will help in improving productivity of County staff;
- v. The Board should regularly report to the Committee to update members on its work as provided for by the County Government Act; and,
- vi. During recruitment, the Board should thoroughly vet applicants and not only to depend on KRA, CID, EACC and HELB. Contemporary methods of recruitment should be adopted and advertisements should be widely circulated. Only top talent should be given chance to serve the County.



NAIROBI CITY COUNTY ASSEMBLY



M E M O

To : The Principal Clerk Assistant (C)

From : Principal Clerk Assistant (L&P)

REF : NCCA/M/2014/001

Date : 24<sup>th</sup> June, 2014

RE: NAIROBI CITY COUNTY PUBLIC SERVICE BOARD ANNUAL REPORT FOR 2013.

The above matter refers.

Herewith please find the Nairobi City County Public Service Board Annual Report for 2013 laid on the floor of the Assembly by the Leader of the Majority Party on 15<sup>th</sup> April, 2014. Please forward the same to the Committee on Labour and Social Welfare.

A handwritten signature in black ink, appearing to read 'Muthami'.

MONICAH M. MUTHAMI  
PRINCIPAL CLERK ASSISTANT (L&P)



C.A - Labour.

Bring to the attention  
of members and prepare  
report for taking at  
the Assembly on the  
consideration of the same

Atajapa  
PLC





GOVERNMENT OF NAIROBI CITY COUNTY



*g/k*

THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

2<sup>ND</sup> SESSION

NBI CA. PLC. 2014 / (23)

15<sup>th</sup> April, 2014

PAPERS LAID

I beg to lay the following paper on the Table of the Assembly, today Tuesday 15<sup>th</sup> April, 2014.

THE NAIROBI CITY COUNTY PUBLIC SERVICE BOARD ANNUAL REPORT FOR 2013.

(THE LEADER OF THE MAJORITY PARTY)

Copies to:

- The Speaker
- The Clerk
- Hansard Editor
- Hansard Reporters
- The Press

*Approved  
Hon. Speaker  
K. O. Omondi  
15/4/14*

*P/c.alc,  
to form the committee  
Ee.*



# NAIROBI CITY COUNTY

Telephone: +254 20 2221349  
web: www.nairobi.go.ke



City Hall,  
P.O.Box 30075 - 00100,  
Nairobi,  
KENYA.

## COUNTY PUBLIC SERVICE BOARD

Ref: NCPSB/CA/MG/2

28<sup>th</sup> March 2014

*Paper paid  
by leader  
of Majorit  
on 15/4/14  
H/P  
o.c*

Mr. Jacob Ngwele,  
The Clerk,  
County Assembly,  
Nairobi City County,  
P. O. Box 45844-00100,  
**NAIROBI**



Dear Sir,

**RE: NAIROBI CITY COUNTY PUBLIC SERVICE BOARD ANNUAL REPORT  
FOR 2013**

Pursuant to the provisions of Section 59(1)(f) of the County Governments Act 2012, I hereby submit the above report on behalf of Nairobi City County Public Service Board.

Your Sincerely,

Handwritten signature of Meshack Guto.

**Meshack Guto**  
**Secretary**  
**Nairobi County Public Service Board**

*P/c a (wsp)  
Tashe  
H/P  
o.c  
02/4*



**NAIROBI CITY COUNTY PUBLIC SERVICE BOARD ANNUAL REPORT FOR 2013**

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**PRESENTED**

**TO**

**THE NAIROBI CITY COUNTY ASSEMBLY**

**31<sup>ST</sup> DECEMBER 2013**



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## 1.0 NAIROBI CITY COUNTY PUBLIC SERVICE BOARD(NCCPSB) 2013 ANNUAL REPORT TO THE COUNTY ASSEMBLY

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### 1.1 PREAMBLE

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The County Public service Board is a body corporate established under Section 57 of the County Governments Act 2012. The Board derives its Functions and Powers from section 59(1) which mandates it to:

- a. Establish and abolish offices in the County Public Service.
- b. Appoint persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the County and confirm appointments
- c. Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under the Act
- d. Prepare regular reports for submission to the County assembly on the Execution of the Functions of the Board.
- e. Promote inter County Public Service Values and principles referred to under articles 10 and 232
- f. Evaluate and Report to the County assembly on the extend to which the values and the principles referred to in Articles 10 and 232 of the Constitution are complied with in the County Public Service
- g. Facilitate the Development of coherent, integrated Human Resource Planning and Budgeting for personnel emoluments in Counties
- h. Advice the County Government on implementation and Monitoring of the National Performance Management System in the Counties
- i. Advice the County Government on Human Resource Management and Development
- j. Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government, on the Remuneration, Pensions and Gratuities for County Public Service Employees.

The Board under section 59(5) of the Act is required to prepare and submit a report each December to the County Assembly on the execution of its mandate. The report includes all steps taken, decisions made by the Board and

specific recommendations that require to be implemented in the promotion and protection of the values and principles enshrined in the constitution and the impediments to the implementation.

The report is also required to be published in the County Gazette not later than seven (7) days after the report has been delivered to the County Assembly.

## **2.0 COMPOSITION OF THE BOARD AND ITS WORKING COMMITTEES**

The Nairobi County Public Service Board (NCPSB) was fully constituted as per the provisions of section 58 of the County Governments Act. The Board comprises of:

<b>POSITION</b>	<b>NAME</b>	<b>DATE OF APPOINTMENT</b>
Chairman	Mr. Philip Kungu	1 <sup>st</sup> July 2013
Vice Chairperson	Mrs. Veska Kangogo	1 <sup>st</sup> November 2013
Board Secretary	Mr. Meshack Guto	1 <sup>st</sup> November 2013
Member	Mrs. Josephine Gichuhi	1 <sup>st</sup> July 2013
Member	Mr. Chomba Wamunyi	1 <sup>st</sup> July 2013
Member	Mrs. Charity Kisotu	1 <sup>st</sup> November 2013
Member	Mr. Maurice Wambua	1 <sup>st</sup> July 2013

The Board is in the process of finalizing its structure with a fully-fledged functional secretariat. Meanwhile the Board has established five working Committees to operationalize its mandate. The five Committees are:

1. Finance, Human Resource Planning and General Purpose Committee
2. Selection and Recruitment Committee
3. Audit, ICT and Compliance Committee
4. Discipline, Ethics and Governance Committee
5. Inter - Governmental Relations Committee

### **3.0 FUNCTIONS AND POWERS OF THE COUNTY GOVERNMENT**

Chapter Eleven of the Constitutions stipulates the objects and principles upon which the devolved government shall be anchored. The fourth schedule of the constitution spells out the main functions of the National Government that are devolved to the County Governments. These are as follows

1. Agriculture, including—

- (a) Crop and animal husbandry;
- (b) Livestock sale yards;
- (c) County abattoirs;
- (d) Plant and animal disease control; and
- (e) Fisheries.

2. County health services, including, in particular—

- (a) County health facilities and pharmacies;
- (b) Ambulance services;
- (c) Promotion of primary health care;
- (d) Licensing and control of undertakings that sell food to the public;
- (e) Veterinary services (excluding regulation of the profession);
- (f) Cemeteries, funeral parlours and crematoria; and
- (g) Refuse removal, refuse dumps and solid waste disposal.

3. Control of air pollution, noise pollution, other public nuisances and outdoor advertising.

4. Cultural activities, public entertainment and public amenities, including:-

- (a) Betting, casinos and other forms of gambling;

- (b) Racing;
- (c) Liquor licensing;
- (d) Cinemas;
- (e) Video shows and hiring;
- (f) Libraries;
- (g) Museums;
- (h) Sports and cultural activities and facilities; and
- (i) County parks, beaches and recreation facilities.

5. County transport, including—

- (a) County roads;
- (b) Street lighting;
- (c) Traffic and parking;
- (d) Public road transport; and
- (e) Ferries and Harbors, excluding the regulation of international and national shipping and matters related thereto.

6. Animal control and welfare, including—

- (a) Licensing of dogs; and
- (b) Facilities for the accommodation, care and burial of animals.

7. Trade development and regulation, including—

- (a) Markets;
- (b) Trade licenses (excluding regulation of professions);
- (c) Fair trading practices;
- (d) Local tourism; and
- (e) Cooperative societies.

8. County planning and development, including—

- (a) Statistics;
  - (b) Land survey and mapping;
  - (c) Boundaries and fencing;
  - (d) Housing; and
  - (e) Electricity and gas reticulation and energy regulation.
9. Pre-primary education, village polytechnics, home craft centers and childcare facilities.
10. Implementation of specific national government policies on natural resources and environmental conservation, including—
- (a) Soil and water conservation; and
  - (b) Forestry.
11. County public works and services, including—
- (a) Storm water management systems in built-up areas; and
  - (b) Water and sanitation services.
12. Fire fighting services and disaster management.
13. Control of drugs and pornography.
14. Ensuring and coordinating the participation of communities and locations in governance at the local level and assisting communities and locations to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level.

From the aforementioned, the County Government has developed a structure to support this mandate. The functional Departments have also developed their departmental structures which are to be aligned and filled competitively. To this end, the Board has undertaken the following activities to facilitate the achievement of the County mandate while operating within its mandate.

#### **4.0 DEVELOPMENT OF THE COUNTY DEPARTMENTAL STRUCTURES**

The Nairobi County Public Service has been structured as indicated below:

1. Office of the Governor

## 2. County Public Service Management:

3. Education, Youth Affairs, Culture, Children and Social Services
4. Health and Sanitation
5. Gender, Sports and Social Services
6. Finance and Economic Planning
7. Lands, Housing and Physical Planning
8. Roads, Public Works and Transport
9. Trade, Industrialization, Cooperative Development and Tourism
10. Water, Energy, Forestry, Environment, and Natural Resources
11. Information, Communication and E- government

The structures of the above Functions are being developed and shall be competitively filled from internal and external sources

### 5.0 SELECTION, RECRUITMENT AND DEPLOYMENT OF STAFF IN THE COUNTY PUBLIC SERVICE

Section 59(1)(b) empowers the County Public Service Board to appoint persons to hold or act in offices within the County Public Service Structure. This function has to be undertaken as per the provisions of Section 65(1) &(2) of the County Governments Act 2012.

### 5.1 REPORT ON THE RECRUITMENT OF COUNTY SECRETARY, CHIEF OFFICERS AND DIRECTORS FOR NAIROBI CITY COUNTY

#### 5.1.1 ANNOUNCEMENT OF VACANCIES

The Board uses widely circulated print and electronic media to attract suitable candidates to fill available vacancies.

In the period between 1<sup>st</sup> July and 31<sup>st</sup> December 2013, the Board announced vacancies in the following positions:

#### 5.1.2 County Secretary (1 Post)

#### 5.1.3 Chief Officers (15 Posts)

1. Finance & Economic Planning
2. Agriculture, Livestock Development & Fisheries
3. Health Services

4. Education, Children & Youth Affairs
5. Gender, Culture & Social Services
6. Public Works, Roads & Transport
7. Public Service Management
8. Procurement
9. Trade, Industrialization & Cooperative Development
10. Tourism & Wildlife
11. Lands & Housing
12. City Planning
13. Water, Energy & Natural Resources
14. Environment & Forestry
15. Information, Communication & E-Government

#### **5.1.4 REQUIREMENTS FOR APPOINTMENTS**

The Board set up minimum relevant acceptable requirements for each technical area

#### **5.1.5 General Requirements for All Candidates**

All candidates were required to meet the minimum requirements of Chapter Six of the Constitution of Kenya 2010 by having the following clearance certificates

- i) Certificate of Good Conduct from the Criminal investigations Departments (CID)
- ii) Clearance from higher Education Loans Board (HELB)
- iii) Tax Compliance Certificate from Kenya revenue Authority (KRA)
- iv) Certificate from Ethics and Anti-Corruption Commission (EACC)

#### **5.1.6 METHOD OF APPLICATION**

The applicants were required to submit their applications either in hard-copy or through email to the address indicated below.

The Chairman  
County Public Service Board  
Nairobi City County  
P.O. Box 30075-00100 GPO  
NAIROBI

Electronic on-line applications were to be e-mailed to [countypsb@nairobi.go.ke](mailto:countypsb@nairobi.go.ke). All applications were to be received within the stated deadlines.

### 5.1.7 RECEIPT OF APPLICATIONS

All hard-copy applications received within the stipulated time were recorded in a specifically assigned Register clearly stating position applied for and signed by the persons delivering respective applications.

### 5.1.8 PROFILE OF APPLICATIONS RECEIVED FOR DIFFERENT POSTS

The Board profiles all applications received as shown below:-

Table 1

NAME	POSITION	GENDER	ETHNICITY	PWD
------	----------	--------	-----------	-----

### 5.1.9 VERIFICATION OF APPLICATIONS & CAPTURING OF DATA

All applications received are checked for compliance with the general and specific requirements stated in the announcement of vacancies as published in the print media.

Those found compliant are processed for further scrutiny in preparation for detailed evaluation.

### 5.1.10 SHORTLISTING OF CANDIDATES

The applications are evaluated taking into account, work history, relevance of experience, professional qualifications and general requirements for each listed position. All candidates who meet the conditions are shortlisted in the format indicated below and invited for interviews.

Table 2

POST	APPLICATIONS	SHORTLISTED	GENDER
------	--------------	-------------	--------

The interview dates are then published in the print media

### 5.1.11 INTERVIEWS

The Board constituted interview panels which included technical representatives drawn from the National Government. The candidates are then evaluated based on a pre-set criteria

### 5.1.12 SELECTION

The Board met to deliberate on the candidates interviewed to identify the most suitable candidates for each respective position based on the pre-set criteria taking into cognizance section 45 of the Act for chief officers and other relevant provisions of the law for other County Staff



### 5.1.13 APPOINTMENT

Following the selection of suitable candidates, the Board recommends to the Governor appointment of Chief Officers as per Section 45(1)(a) of the County Governments Acts 2012.

In respect of other positions, the Board does the appointment in accordance with section 59(1)(b). The officers recommended for appointment and those appointed between July and December 2013 are as indicated in the tables below

Table 3

CHIEF OFFICERS RECOMMENDED AND APPOINTED BETWEEN JULY AND DECEMBER 2013						
NO	POSITION NAME	&	GENDER	ETHNIC GROUP	COUNTY	RECOMMENDATION
1.00	<b>COUNTY SECRETARY</b>					
1.10	LILIAN WANJIRU NDEGWA		Female	Kikuyu	Muranga	Recommended for Appointment
	<b>PUBLIC WORKS,ROADS &amp;TRANSPORT</b>					
2.10	Christine Adongo Ogutu		Female	Luo	Siaya	Recommended for Appointment
3.00	<b>PUBLIC SERVICE MANAGEMENT</b>					
3.10	Simon Leboo Morintat		Male	Masai	Narok	Recommended for Appointment
4.00	<b>LANDS AND HOUSING</b>					
4.10	Stephen Gathuita Mwangi		Male	Kikuyu	Nyandarua	Recommended for Appointment
5.00	<b>CITY PLANNING</b>					
5.10	Rose Kalondu Muema		Female	Kamba	Makueni	Recommended for Appointment

6.00	Finance				
6.10	Caroline Mwithya Mawathe	Female	Kamba	Machakos	Recommended for Appointment

Table 4

CHIEF OFFICERS RECOMMENDED FOR APPOINTMENT AND CHIEF OFFICER POSITIONS RECOMMENDED FOR RE-ADVERTISEMENT					
NO	POSITION & NAME	GENDER	ETHNIC GROUP	COUNTY	RECOMMENDATION
1.0	ENVIRONMENT & FORESTRY				
1.1.0	Dr. A. Muusya Mwinzi	Male	Kamba	Kitui	Recommended for appointment as Chief Officer
2.0	INFORMATION, COMMUNICATION & E-GOVERNMENT				
2.1.0	Vera Ambeva	Female	Luhya	Kakamega	Recommended for appointment as Chief Officer
3.0	GENDER CULTURE & SOCIAL SERVICES				
3.1.0	Florence Mugure Mburu	Female	Kikuyu	Muranga	Recommended for appointment as Chief Officer
4.0	ECONOMIC PLANNING				
4.1.0	Esther Kanana Kinama	Female	Meru	Meru	Recommended for appointment as Chief Officer

<b>5.0.0</b>	<b>EDUCATION, CHILDREN &amp; YOUTH AFFAIRS</b>				
5.1.0	Andrew Ndaisi Mwanthi	Male	Kamba	Makueni	Recommended for appointment as Chief Officer
<b>6.0</b>	<b>TRADE, INDUSTRIALISATION &amp; COOPERATIVE DEVELOPMENT</b>				
6.1.0	Judah Abekah	Male	Luo	Homa Bay	Recommended for appointment as Chief Officer
<b>7.0</b>	<b>WATER, ENERGY &amp; NATURAL RESOURCES</b>				
7.1.0	Michael Ngari Gichuri	Male	Kikuyu	Kirinyaga	Recommended for appointment as Chief Officer
<b>8.0</b>	<b>TOURISM &amp; WILDLIFE</b>				
8.1.0	Merita Akinyi Ombuor	Female	Luo	Homa Bay	Recommended for appointment as Chief Officer
<b>9.0</b>	<b>AGRICULTURE, LIVESTOCK DEVELOPMENT &amp; FISHERIES</b>				Position to be re-advertised and opened to interested applicants from National Government. Candidates shortlisted earlier need not re-apply

10.00	HEALTH SERVICES				Position to be re-advertised and opened to interested applicants from National Government. Candidates shortlisted earlier need not re-apply
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Table 5

APPOINTMENTS IN THE COUNTY PUBLIC SERVICE AND POSITIONS TO BE RE-ADVERTISED					
NO	POSITION & NAME	GENDER	ETHNIC GROUP	COUNTY	REMARKS
1.0	HEAD COUNTY TREASURY & ACCOUNTING				
1.2.0	Stephen Ogaga Osiro	Male	Luo	Kisumu	Found suitable and appointed as Head County Treasury & Accounting w.e.f. 1 <sup>st</sup> January 2014
2.0	HEAD COUNTY BUDGET & EXPENDITURE				
2.1.0	Nancy Kiruri	Female	Kikuyu	Kiambu	Found suitable and appointed as Head County Budget & Expenditure w.e.f. 1 <sup>st</sup> January 2014
3.0	HEAD COUNTY SUPPLY CHAIN MANAGEMENT				
3.1.0	Solomon Okelo Obiero	Male	Luo	Homa Bay	Found suitable and appointed as Head County Supply Chain Management w.e.f. 1 <sup>st</sup> January 2014
4.0	HEAD COUNTY REVENUE				Position to be re-advertised as candidates interviewed did not attain the pass-mark threshold of 70%
5.0	HEAD COUNTY INTERNAL AUDIT				
5.1.0	Edward Ombwori Gichana	Male	Kisii	Kisii	Found suitable and appointed as Head County Internal Audit

					w.e.f. 1 <sup>st</sup> January 2014
6.0	PAYROLL MANAGER				Position to be re-advertised
7.0	DIRECTOR HUMAN RESOURCE MANAGEMENT				Position to be re-advertised as no candidate met the qualifications and relevant experience requirements
8.0	DIRECTOR LEGAL SERVICES				Position to be re-advertised as no candidate met the qualifications and relevant experience requirements

**Table 6**

**APPOINTMENTS IN THE COUNTY PUBLIC SERVICE BOARD AND POSITIONS TO BE RE-ADVERTISED**

NO	POSITION & NAME	GENDER	ETHNIC GROUP	COUNTY	REMARKS
1.00	EXECUTIVE SECRETARY				
1.10	Caroline Wafula	Female	Luhya	Busia	Found suitable and appointed as Executive Secretary w.e.f. 1 <sup>st</sup> January 2014
2.00	SENIOR ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT				
2.10	Lillian Wangui Maina	Female	Kikuyu	Kiambu	Found suitable and appointed as Senior Assistant Director Human Resource Management w.e.f. 1 <sup>st</sup> January 2014
3.00	ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT				Position to be re-advertised as candidate interviewed did not attain the 70% pass-mark threshold
4.00	ASSISTANT SECRETARY				Position to be re-advertised as candidates interviewed did not attain the 70% pass-mark threshold

## **6.0 HUMAN RESOURCE PLANNING, MANAGEMENT AND DEVELOPMENT**

### **I. HUMAN RESOURCE PLANNING**

The Board is tasked to ensure that the County has the optimal Quantity (Numbers) and Quality (Experience and Skill) of staff to ensure efficient service delivery. To this end the Board is in the process of developing a staff Establishment as it awaits the approved County Government structure in line with Article 46 of the County Governments Act.

The Optimal staff establishment should be in place by the 1<sup>st</sup> Quarter of the 2014/2015 FY subject to finalization of the staff rationalization programme being undertaken jointly between the National and County Governments

### **II. HUMAN RESOURCE DEVELOPMENT**

The Board will review the current and future training and capacity building needs of the County. This is because the County is operating under a new mandate.

To this end the Board in collaboration with the National Government plans to carry out a Training Needs and Capacity Assessment for all employees in all the County Functional areas. The Training Needs Assessment shall be conducted in the 4<sup>th</sup> Quarter of 2013/14 FY to come up with a responsive 2014/2015 Training Programme which will commence on 1<sup>st</sup> July 2014

### **III. PERFORMANCE MANAGEMENT SYSTEM**

The Board shall Monitor and Evaluate the effectiveness of the National performance management system as it relates to the County Government with specific reference to the following:

- i) Provision of clear job descriptions for all employees
- ii) Setting of annual Performance Contract Targets
- iii) Development of a performance review and appraisal system
- iv) Performance reward and sanctions

## **6.1 STAFF REMUNERATION, PENSIONS AND GRATUITIES**

There are currently over 11,000 employees of Nairobi City County and over 5,000 employees who have been transferred from the National Government through devolved functions. There is therefore need to harmonize and rationalize:

1. Employee numbers
2. Harmonize grading and salary structures

3. Harmonize pension and gratuity contribution rates and management
4. Make recommendations on the remuneration and benefits

This will be done in Consultation with Salaries and Remuneration Commission and other stakeholders within the National Government

## 6.2 DISCIPLINE

The Board received 13 disciplinary cases mainly involving appeals against dismissals. The Board is dealing with the cases and will complete the exercise by the last quarter of 2013/2014 FY

Meanwhile, the Board is in the process of reviewing the disciplinary policy and Code of Conduct to align it to the County Governments Act.

## 6.3 PROMOTION OF NATIONAL VALUES AND PRINCIPLES OF GOVERNANCE IN PUBLIC SERVICE

The Constitution of Kenya in Article 10 and 232 provides the values and principles of Public Service which include:

**The National Values and Principles of Governance in Article 10 are:**

- a) Patriotism, National Unity, Sharing and Devolution of power, Rule of Law, Democracy and Participation of the people
- b) Human Dignity, Equity, Social Justice, Inclusiveness, Equality, Human Rights, Non-Discrimination and Protection of the Marginalized
- c) Good Governance, Integrity, Transparency and Accountability
- d) Sustainable Development

**Article 232 enumerates the Values and Principles of Public Service which include:**

- a) High standards of professional Ethics
- b) Efficient, Effective and Economic use of Resources
- c) Responsive, Prompt, Effective, Impartial and Equitable provision of service
- d) Involvement of the people in the process of policy making
- e) Accountability for Administrative acts
- f) Transparency and provision to the public of timely, accurate information
- g) Fair competition and Merit as the basis of appointments and promotions
- h) Representation of Kenya's Diverse communities
- i) Affording adequate and equal opportunities for appointment, training and advancement, at all levels of the public service, of:-
  1. Men and Women
  2. The members of all ethnic groups
  3. Persons with Disabilities

In compliance with the aforementioned values and principles and pursuant to section 59(1) (e) of the Act, the board has:

1. Established a criteria for vetting and carrying out background checks for employees on new appointments to ensure that the County Employs persons with High Standards of Professional Ethics and of High Integrity,
2. Initiated the development of a County Code of Ethics which will guide all employees on their conduct while in service,
3. Proposed a training and sensitization programme to be rolled out in fourth quarter of the 2013/2014 FY
4. Envisaged the need to develop guidelines for promoting values and principles under Article 10 and 232 prior to carrying out a Baseline Survey to establish compliance. This will be done in the first Quarter of the 2014/2015 FY.
5. The Board is in the process of establishing a structured mechanism for reporting, acting and responding to the complaints raised on the violation of the values and principles as enshrined in Articles 10 and 232 of the Constitution. This is expected to be finalized by the second quarter of the 2014/2015 FY

#### **6.4 CONSULTATIONS WITH OTHER STAKEHOLDERS**

The Board through the chair has been interacting with various stakeholders including the Senate, Council of Governors, Ministry of Interior, Transitional Authority, Public Service Commission and Salaries and Remuneration Commission. These interactions are aimed at creating synergy and harmony at all Government Levels.

#### **6.5 OBSERVATIONS AND RECOMMENDATIONS**

From the above process, the Board observed the following:

1. The Board is currently operating without a fully fledged Secretariat. This has constrained its effectiveness.  
The Board is in the process of recruiting more staff with the right skills and competences to support its operations.



2. The Board received overwhelming response from applicants for the various posts, hence posing a challenge in processing the applications considering the limited capacity of the secretariat.

The Board therefore intends to automate the process of application and enhance its capacity in the secretariat

3. The Board noted that although the applications were open to all eligible candidates, the Board received limited applications from diverse communities, Gender and People with Disabilities

The Board proposes the use of more proactive methods to invite applications from diverse groups

4. The Board has observed the high level of pressure from different interest groups in the recruitment process. The need also to comply with the provisions of the constitution requires a more objective approach to the discharge of its mandate.

To this end the Board shall continue being Faithful to the provisions of the Constitution and also engage stakeholders for inclusivity and adherence to the principles and values of public service

5. The Board currently has no budget to run its operations and its operations are currently funded by the office of the Governor. This has constrained the operations and future plans of the Board

The Board has also been constrained by limited office space, equipment and furniture and currently share office space and equipment.

The Board is yet to provide the member who is a PLWD with the necessary equipment as required by the Kenya Constitution

The Board is in the process of preparing a Strategic and Board Work plans with a Budget to be approved alongside the County Budget for the 2014/2015 FY

It is also worth noting that the Board has been receiving several delegations from other Public Service Boards in the Country who seek to benchmark and consult on various issues. This is in recognition of the Leadership role of the Nairobi Public Service Board.

In Conclusion, despite the many challenges and lack of precedence experienced by the Board in executing its mandate, the Board remains committed to the provision of skilled and competent staff for the County to deliver on its mandate as required under the Constitution of Kenya 2010 and the County Governments Act 2012



CHAIRMAN

NAIROBI CITY COUNTY PUBLIC SERVICE BOARD

- Rev. Mr. Mottai  
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