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15th February, 2019

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Hon. Justin B. Muturi, EGH, MP,
Speaker
The National Assembly
Parliament Building
Parliament Road
NAIROBI

RECEIVED
18 FEB 2019
CLERK'S OFFICE

Dear

RE: NOMINEES FOR APPOINTMENT TO THE POSITIONS OF CHAIRPERSON AND MEMBERS OF THE NATIONAL POLICE SERVICE COMMISSION [NPSC]

We refer to the above subject matter.

In full discharge of the Constitutional and Statutory requirements, we humbly convey to the National Assembly for its consideration and approval His Excellency the President's Nominees for appointment to the positions of Chairperson and Members of the National Police Service Commission; namely:

Designation	Category	NAME
Chairperson		Eliud Kinuthia
Members	Kenya Police (Retired Officer)	Lilian M. Kiamba
	Administration Police (Retired Officer)	Eusebius K. Laibuta
	Advocate of the High Court	Naphataly K. Rono
	Others	Alice Otwala John T. Ole Moyaki

The nominations and transmittal to the National Assembly are made pursuant to Article 246 of the Constitution as read together with Section 6 of the National Police Service Commission Act [No.30 of 2011] and Section 5 of the Public Appointments (Parliamentary Approval) Act [No.33 of 2011].

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Enclosed herewith are the Nominees' Curriculum Vitae and Testimonials, to aid the August House in its consideration and approval processes.

Yours

JOSEPH K. KINYUA, EGH
HEAD OF THE PUBLIC SERVICE

Copy to:- Mr. Michael Sialai, CBS
Clerk of the National Assembly
The National Assembly
Parliament Building,
Parliament Road
NAIROBI



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CURRICULUM VITAE



PERSONAL DATA

Name: ELIUD NDUNG'U KINUTHIA, HSC, OGW
Age: 45 Years
Sex: Male
Nationality: Kenyan
County: Lamu
National ID. No. 11625663
Religion: Christian
Contacts: P.O Box 30208 - 00100, Nairobi, Kenya.
Mobile Phone No. 0720 - 431 482
Email eliudkinuthia@gmail.com

CAPABILITY STATEMENT.

I have 20 years working experience out of which a decade of experience is in security sector institutional reforms specifically National Police Service. Previously, I have served in various senior management and consultancy positions at World Bank, DFID, SIDA, UNODC, FAWE and Christian Children Fund.

My leadership experience represents a wealth of practical experiences in National Police Service, Public Sector, International Development Agencies, Civil Society Organizations and Community Based Organizations. The career path behind me is full of my individual and collective results milestones that have made significant contribution in public sector policies and transformation of public institutions.

Currently, I am the Advisor National Police Service Transformation. My most recent achievement is the Policy Framework and Strategy on reorganization of National Police Service, provision of decent and affordable Housing for Police Officers and Integration with communities and neighborhoods.

My vision is a Commission that is an excellent facilitator of Police transformation for enabling the Big four agenda of our Country.

EDUCATION

2nd Master's Degree Masters in Business Administration (MBA)
Strathmore Business School, Strathmore University, 2015
(completed course work and working on my research thesis)

Pan African EMBA **IESE Business School**, University of Navara, Barcelona Spain, 2014

1st Master's Degree Master of Arts (M.A) Development Studies and Gender,
University of Nairobi (2006)

First Degree Bachelor of Education (B.Ed) Statistics Major, **University of Nairobi** (1999)

CURRICULUM VITAE



PRESIDENTIAL AWARDS AND HONOURS-

- 12th December 2018 - Decorated **OGW** by H.E The President (Gazette No.12770)
- 12th December 2016 - Decorated **HSC** by H.E The President (Gazette No. 10265)

CERTIFICATES AND OTHER TRAINING

Year	Certificate
Mar 2017	Appointment for Associate Lecturer & Training of Trainers Course (Kenya School of Government (KSG))
Dec 2015	Statistical Data Analysis using SPSS (Strathmore University – Certificate)
Nov 2014	Capstone Business Simulation – (Strathmore University Certificate Course)
Mar 2009	Public Sector Reforms & Performance Management (Certificate)
Jan 2007	Regional TOT Youth empowerment training
Jan 2007	Gender Responsive Pedagogy (Certificate)
Feb 2007	USAID/FAWE (Programme Implementation- Certificate)
Nov 2007	International Labor Organization (ILO – Speaking out Skills)
Oct 2007	USAID/FAWE (Youth Empowerment – Facilitation Certificate)
Mar 2004	Guidance and Counseling (Straight Talk Clinic – Certificate)
Feb 2003	Grants Development – Certificate
Sep 2002	Guidance and Counseling Certificate
May 2002	Quality Sponsorship – Certificate
Jun 2003	Project Planning & Management (Certificate)
Dec 2002	Ministry of Finance and Planning (Community Development Certificate)
Nov 2002	Change Management (Certificate)
May 2001	Excellent Leadership (Recognition Certificate)
Dec 1999	Leadership (certificate of recognition)

EXPERIENCE.

Mar 2018 to Date (State Department of Interior/DFID)

Position – DFID Advisor, National Police Service Transformation.

Duties and responsibilities

- i) Technical advisor to State Department of Interior and National Police

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- Service on National Police Service Transformation
- ii) Technical lead in development of Policy framework and Strategy on reorganization of the National Police Service and provision of decent and affordable Housing for Police and Prisons Officers and Integration with communities and neighborhoods.
 - iii) Coordination of National Policing Consultative forum
 - iv) Communication, mobilization and participation of security agencies and actors in Police reforms
 - v) Accounting Officer for DFID Fund on Police Reforms.
 - vi) Facilitating policy dialogues, executive policy briefs for the Cabinet Secretary, development partners and senior officers in the National Police Service, State Department of Interior and State Department of correctional services.
 - vii) Consultation and sensitization with Police and Prisons officers on the policy framework and strategy on reorganization
 - viii) Technical secretary to the Steering Committee and Technical Committee on Implementation of the Presidential Directives on reorganization of the National Police Service.
 - ix) Negotiations with SRC and National Treasury on new House allowances for Police Officers

Strategic Results and achievements

I have individually and collectively contributed to the following achievements in Transformation of the National Police Service

- i) Broad support and ownership of the current reforms by security agencies and actors, Police officers, private sector and members of the public.
- ii) Policy shift from provision of free institutional houses to junior Police and Prisons Officers to provision of decent and affordable houses
- iii) New house allowances for Police and Prison officers as per SRC circular of 6th December 2018
- iv) New Command structure of National Police Service published and distributed
- v) New General Duty Police Uniforms coverage ongoing
- vi) Reduction of resource and functions overlaps, duplication and wastage through integration of similar Police units and formations
- vii) Reorientation training for General Duty Police Officers
- viii) New index measure of police services accessibility by public ie GDPDR
- ix) New beginning for harmonization of culture, attitudes, ethics and integrity for National Police Service.

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2009 to June 2017 (State Department of Interior/SIDA)

Position - Coordinator National Police Service Reforms Programme under Bilateral support of Kenya Government and Swedish International Development Cooperation (SIDA)

Duties and Responsibilities

- i) Policy analysis and identification of performance gaps for reforms in the National Police Service
- ii) Organizing National and International benchmarking tours
- iii) Technical support to National Task Force on Police Reforms(2009),
- iv) Technical Support to Police Reforms Implementation Committee (2010-2013)
- v) Coordination of Police Reforms Steering Committee (2014-2017).
- vi) Head of Police Reforms Secretariat and accounting officer for Swedish Government funds for reforms.
- vii) Coordination of participation, networking and collaboration of security agencies and actors.
- viii) Liaison officer for development partners support to Police Reforms
- ix) Technical advisor to Police Reforms Committees in the National Police Service specific services and units ie KPS, APS and DCI.
- x) Development of reports and documentation
- xi) Research and documentation on Police Reforms

Strategic Results and achievements

- i) New policies and legal frameworks for National Police Service ie NPS Act 2011, NPSC Act 2011, IPOA Act 2011 and draft SSOs
- ii) Establishment of new Institutions ie NPSC, IPOA and IAU
- iii) Report of the National Task Force on Police Reforms (2009)
- iv) Report of the Police Reforms Implementation Committee (2012)
- v) Police Reforms Programme Document 2011-2013
- vi) Revised Police Reforms Programme Document (2015-2018)
- vii) National Police Service Modernization Programme 2013-2017
- viii) Revised Police Training Curriculum (2013)
- ix) Model community Policing Programme for the National Police Service.
- x) Numerous progress reports and executive briefs on Police Reforms

January to July 2014 (Ministry of Devolution and Planning/World Bank)

Position - World Bank Strategy Consultant

Duties and Responsibilities

- i) Provide technical expertise to the Ministry of Devolution and Planning and Kenya National Bureau of Statistics (KNBS) in strategy development.
- ii) Training of section Heads on Development of National Statistics
- iii) Stakeholders coordination, participation and collaboration

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- iv) Report to World Bank on key deliverables and progress

Strategic Results and achievements

- i) Developed a strategy for development of statistics through value creation, appropriation and change
- ii) Capacity building and Training

October – December 2009 (Ministry of Devolution and Planning/GIZ and UNDP)

Position - UNDP Strategy Consultant

Duties and Responsibilities

- i) Technical development of District Development Plans (2008-2012)
- ii) Lead advisor for UNDP Kenya Human Development Report (2009)

Strategic Results and achievements

- i) Development and standardization of 148 DDPs (Published by Government Printers)
- ii) Development of Kenya Human Development Report 2009 (Published by UNDP)

October 2007- 2009 (Public Service Reforms & Performance Contracting (PSR&PC))

Position - Performance Evaluation Consultant

Duties and Responsibilities

- i) Leading negotiations on Performance Contracts on behalf of Government,
- ii) Monitoring and Evaluation of Government Ministries, Departments and Agencies (MDAs)
- iii) Development of Sector Performance Management Standards (SPMS) for the GJLOS Sector.

Strategic Results and achievements

- i) Co-author of 2006 and 2007 Report on Performance of Ministries, Departments and Agencies (MDAs)
- ii) Institutional reforms in Public Service
- iii) Establishment of performance and results culture in Public Institutions

2003 – October 2007(FAWE)

Position - Programme Director

Duties and Responsibilities

- i) Development and implementation of strategic plans
- ii) Development and management of Education Programmes for Disadvantaged Girls and Women at Forum for African Women Educationalists (FAWE)
- iii) Lobbying and influencing gender responsive education Policies in the

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Ministry of Education

- iv) Management of USAID Girls and Women scholarship programmes
- v) Organization, management and coordination of board meetings
- vi) Management of Donor funds, movable and immovable assets
- vii) Supervision and direction of programme staff
- viii) Organization of National and International Conference
- ix) Coordination of communities and other stakeholders at National and local levels.

Strategic Results and achievements

- i) Scholarships for 10,000 girls and women across Kenya
- ii) Institutional Growth and development
- iii) Gender mainstreaming in Education Policies, strategic plans and regulatory frameworks

1998– 2003 (Child Fund)

Position - Programmes Director

Duties and Responsibilities

- i) Development and implementation of strategic plans
- ii) Development of donor funding project proposals and grants
- iii) Financial Management and utilization of programme funds
- iv) Development of Community Schools
- v) Liaison with donor and development partners

Strategic Results and achievements

- i) Increased school enrolment for girls in disadvantaged communities
- ii) Established schools infrastructure in communities
- iii) Spearheaded change in communities through social mobilization

PUBLICATION OF NATIONAL POLICIES AND REPORTS

s/no	Year	Publication Title	Publisher
1	September 2018	Policy and Strategy framework on reorganization of the National Police Service and provision of decent and affordable Housing for Police Officers and Integration with communities and neighborhoods. The Policy was launched by HE the President on 13th Sept 2018 at KSG	Kenya Literature Bureau
2	August 2015	Strategy Framework for Implementation of Reforms in the National Police Service; 'Quality Policing Services for Safe and Secure Kenya'	UNODC

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s/no	Year	Publication Title	Publisher
3	Dec 2015	KNBS Strategic Plan; 2013-2017; "A strategy for Development of statistics through value creation, appropriation and change	Kenya National Bureau of Statistics
4	June 2012	Report of the Police Reforms Implementation Committee 2012 chaired by Dr Titus Naikuni	Government Printers
5	June 2011	Police Reforms Programme Document 2011-2013 on Transforming the Police into an Effective, Efficient and Trusted Security Agency for Kenyans	Government Printers
6	January 2010	UNDP Human Development Report 2009 on Youth and Human Development; Tapping the Untapped Resource	UNDP
7	December 2009	Report on National Task Force on Police Reforms Chaired by Justice Phillip Ransley	Government Printer
8	Dec 2007	Performance Contracts Report of Government Ministries, Departments and Agencies - 2006 & 2007.	Government Printer
9	July 2016	Promoting Integrity and Resistance to Corruption in the National Police Service	Government Printer
10	August 2015	A general situation scoping analysis of Illicit Financial Flows and strategic interventions for recovery of assets derived from proceeds of predicate corruption crimes in Kenya.	GIZ Kenya

VOLUNTEER AND PART TIME CONTRIBUTIONS

S/No	Institution/Organization	Volunteer Responsibility
1	Kenya School of Government	Part Time Adjunct Lecturer on Public Sector Transformation
2	GEMA Cultural Association	Elder and Trustee
3	Riyadha Mosque and Islamic Centre	Volunteer promoter of good relationship with Police in Lamu County
4	Safemark Group Limited	Review of Governance documents Integrated Public Safety and Surveillance system for the IC3 project

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LIST OF TESTIMONIALS

S/no	Institution/Organization	Date of issue
1	Police Reforms Working Group	21st December 2018
2	Riyadha Mosque and Islamic Centre	28th December 2018
3	GEMA Cultural Association	20th December 2018
4	County Commissioner - Lamu	21st December 2018
5	Ministry of interior and Coordination of National Government	8th May 2015
6	Administration Police Service	12th may 2015
7	Safemark Group Limited	11th May 2015
8	World Bank	26th November 2016
9	Embassy of Sweden	13th May 2015

CLEARANCE CERTIFICATES

S/no	Institution	Clearance Date
1	Kenya Revenue Authority	13th June 2018
2	Ethics and Anti Corruption Commission	9th March 2018
3	Higher Education Loans Board	7th August 2018
4	Credit Reference Bureau	28th August 2018
5	Police Clearance Certificate	27th March 2017

REFEREES

<p>1. Mr. Amos Gathecha, MBS, ndc(k) Secretary Internal Security (SIS) Ministry of Interior P.O 30510-00100, Nairobi. Tel: 0722 598 439 Email sis@interior.go.ke, amosgathecha@gmail.com</p>	<p>2. Mr. Joseph K Boinnet, MGH, nsc(AU) Inspector General, National Police Service P.O Box 44249-00100, Jogoo House "A" 4th Floor, Nairobi, Tel: 0715-167146 Email: kjboinnet@gmail.com</p>
<p>3. Mr. Joseph Mukui, OGW Economic Planning Secretary Ministry of Devolution and Planning P.O Box. 30005 – 00100 Nairobi, Mobile 0722 673 890. Email; jnmukui@yahoo.com</p>	

PERSONAL PROFILE

Lm2

NAME: Lilian Mutio Kiamba (OGW) Retired Commissioner of Police
ID NO 0315560
TEL: +254 722 312 935
LANGUAGES: English and Swahili both fluent spoken and written
EMAIL ADDRESS: liliankiamba@gmail.com
DATE OF BIRTH: 10th Dec, 1956
NATIONALITY: Kenyan
EDUCATION LEVEL: Bachelors Degree in Criminology and Fraud Management
WORK EXPERIENCE: 37 Years in National Police Service among which over 26 as a Detective at directorate of criminal investigations Kenya

CAREER TRAINING

- 2016 - Crime prevention strategic management at Korea International Crime Agency [KOICA] in South Korea
- 2013 - Kids Internet Safety Alliance(KINSA) general internet and child exploitation course at PAARL South AFRICA
- 2012 - Governance and public management sponsored by JKUAT University.
- 2012 - Strategic leadership development program at the school of government.
- 2010 - Strategic leadership in Peace Keeping at Defense Staff College in Karen Kenya.
- 2009 - International Course for investigation in to war crimes, crimes against humanity And genocide at Lyon France.
- 2008 - Senior Police officers management course at the school of Government.
- 2006 - Computer facilitated crime against children course at Oslo in Norway

- 2004 - Terrorist crime scene investigation course by the FBI at the GSU training school
 - 2003 - International law enforcement course at police academy in Botswana
- Covered subjects
- Organized crime
 - Homicide
 - Criminal intelligence
 - Money laundering
 - Drug trafficking
 - Trafficking of persons
 - Border checks
- 2003 - Advanced public relation at KIA Kabete
 - 2001 - Police Officers middle management course at GTI Mombasa
 - 2006 - DCIO management course at CID training school Nairobi
 - 1990 - Inspectorate traffic management course at KPC Kiganjo
 - 1986 - Instructors technique course at KPC kiganjo

EMPLOYMENT HISTORY

- **CURRENTLY SECRETARY NATIONAL ORGANIZATION OF RETIRED POLICE OFFICERS MACHAKOS CHAPTER.**
- **FORMERLY GAZETTED MEMBER OF FIREARM LICENCING BOARD**
- **2011 TO 10/12/2016**
Director public complains at the DCI headquarters Nairobi

Duties & Responsibilities

On behalf of the DCI:

- Receiving reports of all criminal cases reported at the DCI head quarters and referring them to the appropriate Counties, Sub counties and units for investigation
- Investigation of all criminal offences committed by law enforcement officers in the country.
- Receiving all complains booked at the DCI headquarters and taking the appropriate action.
- Incharge of The integrity committee at the DCI headquarters

- Maintenance of all inquiry registers within the DCI headquarters.

August 2010 – August 2011

Provincial Criminal Investigation Officer Western

Duties & Responsibilities.

- (i) - Incharge of criminal investigations within the province.
- Liason officer between the director of public prosecution and National police service officers within the province.
- Advising and coaching all the police officers on forensic investigation within the province.
- In charge of welfare of all DCI officers within the province.

2007 to 2010

Provincial Investigation Officer Eastern.

Duties and Responsibilities

As (i) above

2004 to 2006

OC Serious Crime Unit at CID headquarters

Duties and Responsibilities

- In charge Homocide investigations within the country
- Incharge cyber crime investigations within the contry
- Incharge gender based crime within the country.
- Incharge trafficking of persons investigations
- Incharge child deliquence investigations
- Incharge fire incidence enquiries
- Incharge general investigations within Dci headquarters.

2002 to 2003

OC Homicide at CID headquarters

2000 to 2001

OCS Rongai police station Nakuru.

1994 to 1999.

General Criminal investigator at cid headquarters coast province

1990 to 1994

Crime central police station Mombasa

1986 to 1990

Instructor at Kenya police college law faculty

1980 to 1986

Airport police unit general duties

BEST INVESTIGATED CASES

- Investigation of Likoni tribal clashes whereby more than 100 raiders were arrested, prosecuted and convicted accordingly.
- Investigation of the murder of the late MR Chumurei SP attached to GSU headquarters Nairobi.
- Incharge of the 2007/2008 post election Gender based violence cases
- Joint investigation with the UK Police officers on sexual abuse of street children in Gilgil district, Nakuru County by one Simon Harris a British citizen which happened for over 26 years. Hearing was carried through video conference and Simon was convicted to serve over 30 years imprisonment.
- Joint investigation with FBI officers from USA on sexual offences committed to Orphan children by one Mathew Liwe an American missionary at upendo children's home in Juja Kiambu County. Hearing took place in USA Oklahoma city, and Mathew was convicted to serve Jail term for over 100 years.

HONOURS AND AWARDS

- Honoured by the former president His Excellency Mwai Kibaki with ORDER OF GRAND WARRIOR IN 2009.
- Appreciation letter by Director DCI

Referees

1. Ndegwa Muhoro
Former Director DCI
Tel: 0722766908

2. Dorcas Owuor
Deputy Director Public Prosecution
Tel : 0722859925

CURRICULUM VITAE

Full names : Eusebius Karuti Laibuta
Date of Birth : 8th June, 1957
Place of Birth : Tigania West District in Meru County
Nationality : Kenyan
Gender : Male
Marital Status : Separated
Address : P.O. Box 16593-00100
Cell Phone No. : +254 722-335-151
E-mail : eklaibuta@gmail.com

EDUCATIONAL BACKGROUND

July 2016 : National Security Seminar: Galilee International Management Institute and National Intelligence Service (Kenya).
November 2015 : High Impact Speaking Course (Power Talks Ltd).
May 2012 to date : Pursuing Master of Arts Degree in Rural sociology and Community Development at the University of Nairobi Reg. No. C50/76269/2012
May 2008 – Dec 2010 : Bachelor of Psychology (Counselling) 2nd Class Honours, Upper
Division Degree with a strong foundation of Sociology, Anthropology and Philosophy: **Research Project Title: Levels and effects of Stress Among Administration Police in Nairobi Province including Practicum Journal based on my period of attachment at Mbagathi District Hospital as required by the University of Nairobi.**
Jan 2007 – Nov 2007 : Diploma in International Studies International Relations, International Conflict Management, International Law, International Political Economy, National Security Studies, Diplomacy. **Research Project Title: Community**

Based Policing and Human Security in Kenya: A case study of Kibera Division (2002- 2006) as required by the University of Nairobi.

- September 2007 : Certificate of Attendance: KAIZEN and Five Top PIPS Course: **Performance Management Institute at NDC.**
- Jan 2007 – Nov 2007 : Certificate of Attendance: Strategic Management Course: NDC Course No.10-2007: **National Defence College (NDC), Karen, Kenya (jointly with University of Nairobi)**
- April 2006 : Certificate of Participation: **Waste Free Kenya and Gemba Kaizen Sensitization Workshop.**
- Nov 2005 –Dec 2005 : Certificate of Attendance: High Level Management of Peace Support Operations Course: **Centre of Excellence for Stability Police Units at Vicenza, Italy, in collaboration with the United Nations, Department of Peace Keeping Operations.**
- April 2005 : Certificate of Attendance: **Waste Free Kenya programme and Gemba Kaizen Workshop.**
- November 2004 : Certificate of Attendance: **Administration Police Community Based Policing Workshop at Reef Hotel, Mombasa.**
- June 2004 : Certificate of Attendance: **Administration Police Departmental Corruption Prevention Plan Workshop at Travellers Beach Hotel, Mombasa.**
- March 2004 : Certificate of Attendance: **Public Service Integrity Programme (PSIP) Training of Trainers Course: Kenya Institute of Education (K.I.E).**
- November 2003 : Certificate of Attendance: **Integrity Assurance Officers Course at Jumuiya Conference Centre Limuru.**
- November 2000 : Certificate of Attendance: **Administration Police Senior Officers Seminar at APTC, Embakasi, Nairobi.**

- March 2000 : Anti- Terrorism Surveillance Course:
International Training Incorporated (ITI) in collaboration
with the Bureau of Diplomatic Department of State at
San Antonio, Texas, USA
- July – Aug 1999 : Supervisory Management Course at
Government Training Institute, Embu.
- Feb 1999 : Certificate in Computer Applications to Records
Management: Windows 95 (Credit), MS-Word (Credit).
MS-Excel (Distinction), MS-Access (Distinction), Project
(Distinction): Overall Grade (Distinction). **Kenya Institute
of Administration, Lower Kabete, Nairobi.**
- June 1998 : Certificate of Attendance: **Administration Police
Superintendents Seminar at APTC, Nairobi.**
- June 1997 : Certificate of Attendance: **Administration Police
Senior Officers Seminar No.1 /97 at APTC, Nairobi**
- Nov /Dec 1994 : Certificate of Attendance: **Administration Police
Inspectors Seminar No.3/94 at APTC, Nairobi.**
- Dec 1993 : Awarded the Administration Police Instructor's
Certificate by the Commandant, Administration
Police Training College, Embakasi.
- March 1992 : Certificate of Participation: **Better Supervision
Course - Kenya Institute of Business Training,
Nairobi.**
- July 1990 : Certificate of Participation: **Printing Workshop _
Government Press, Nairobi.**
- Oct/Nov 1987 : Office Management Courses: **Government
Training Institute, Matuga, Kwale.**
- Oct/Nov 1982 : Certificate of Attendance: The L.216 Senior Course
(Man Management) **Outward Bound Mountain
School at Loitokitok (awarded Membership of
the School and the Outward Bound Badge).**
- July 1982 : Awarded KNEC certificates: **Office Practice
I, Commerce I, and Typewriting I.**

- Jan - June 1982 : Office Management Courses: **Government Training Institute, Matuga (Sat for the KNEC group & single Certificate examinations).**
- 2 January 1981 : Joined the Administration Police on redesignation from clerical officer to Administration Police Constable and underwent full basic training at APTC, Embakasi.
- Dec '79 – 1 Jan 1981 : Worked in the Office of the President (attached to Administration Police Training College, Embakasi as a Clerical Officer
- 8 Jan '79 – 30 Nov '79 : Worked with Ministry of Home Affairs as a Clerical Officer and in between this period I was attached for four months at Miathene Law Courts (currently renamed Tigania Law Courts) in Tigania West District on clerical duties.
- Jan '78 – Dec '78 : On Private Business.
- May '76 – Dec '77 : Worked with Nanyuki Textile Mills Ltd as a Weaver
- 1972-1975 : East African Certificate of Education (EACE DIV. II (Two) of 24 points), St. Kizito Secondary School (renamed St. Cyprian Boys High School), Tigania East District.
- 1965-1971 : Certificate of Primary Education (CPE), Muthara Full Primary School, Tigania East District.

DUTIES AND RESPONSIBILITIES

As Commandant, Administration Police Senior Staff College, Emali

- a. Keeping the Deputy Inspector General of Administration Police Service Fully informed and updated on all matters of interest relating to the College
- b. Ensuring close cooperation with the Public
- c. Maintaining close cooperation with other training institutions at policy – level
- d. Preparing budget proposals for the College

- e. Deployment of all staff within the College both Civilian and uniformed.
- f. Responsible for the welfare of all the College Personnel.
- g. Ensuring quality standards are maintained in all the College operations.
- h. Hosting all the college guests.
- i. Initiating necessary linkages with other training institutions.
- j. Infrastructural and capacity development within the college.
- k. Any other duties as may have been directed by the Deputy Inspector General of Administration Police Service.

PREVIOUS DUTIES AND RESPONSIBILITIES WHILE AT THE HQS

1. Chief of Administration - CO (A) at the Administration Police Headquarters at the Office of the President Headquarters - Harambee House.
2. Assistant to the Administration Police Commandant on general Administration of the Department.
3. Co-ordination of personnel matters for Administration Police.
4. Facilitator/Co-ordinator, Public Service Integrity Programme for Administration Police
5. Integrity Assurance Officer for the Administration Police department.
6. Alternate Chairman Administration Police Departmental Tender Committee.
7. Secretary, Administration Police Corruption Prevention Committee from June, 2004 – June, 2013.
8. Member, Office of the President Ministerial Human Resource Management Advisory Committee (Representing Administration Police Department from 1st February, 2004 – June 2013.

9. Member, Ministerial Performance Management Committee (MPMC): Office of the President.

10. Authorized Staff - Form PSC - E (11) - Assist in administration of part IV of the Public Officers Ethics Act.

My progression in the Administration Police/relevant courses attended:

Promotions:

Constable	-	02-06-1981
Corporal	-	01-06-1982
Sergeant	-	01-02-1983
Senior Sergeant	-	01-02-1986
Sergent Major	-	01-02-1987
Inspector	-	01-08-1993
Chief Inspector	-	23-01-1996
Ag. Superintendent	-	30-06-1997 (PSC 288/92/11 of 22/10/1997)
Superintendent	-	30-06-1997 (PSC 288/92/1/11 of 27/05/1998)
Senior Superintendent	-	30-07-2003 (PSC 288/93/1/IV of 30/07/2003)
Assistant Commandant	-	18-08-2004 (PSC 288/65 of 25/08/2004)
Senior Assistant Commandant	-	17-10-2005 (PSC 288/65; 288/93; 288/93.11 of 03/02/2010)
Deputy Commandant	-	14-05-2010 (PSC 288/63/1 of 14/05/2010)
Asst. Inspector General	-	26-07-2016 (NPSC/1/28/1/VOL1/ (59) of 02/08/2016.

<u>Courses Attended</u>	<u>Course No.</u>	<u>Institution</u>
Basic Recruits Training	1/1981	APTC
Potential NCOs	3/1982	APTC
Outward Bound		
Mountain School	L.216/1982	OBMS Loitokitok
Senior NCOs Course	2/1986	APTC
Drill and Duties Course	1/1991	APTC
Office Management	1/1991	DDI Matuga
Clerical Proficiency	1987	DDI Matuga
Printing Workshop	1990	Government Press
Better Supervision		
Course	1992	KIBT – Nairobi

IPs' Management Seminar	3/1994	APTC
Senior Officers' Seminar	1/1998	APTC
Computer Course (CARM)	6/1999	K.I.A, (Lower Kabete)
Supervisory Management	SMC /1999	GTI – Embu
Surveillance /Detection Course	March 2000	San Antonio, Texas, USA
Senior Officers Seminar	1/2000	APTC
High Level Management Course	Nov / Dec 2005	C.O.E.P.S.U, Vicenza in Italy
NDC Course	Jan 2007	National Defence College, at Karen, Kenya.
Diploma in international Studies	Dec 2007	University of Nairobi
Bachelor of Psychology	Dec 2010	University of Nairobi
M. A (Rural Sociology and Community Development: (Ongoing):	May 2012 to date	University of Nairobi

OTHER IMPORTANT PAST ASSIGNMENTS/APPOINTMENTS:

1. Task Force on streamlining the Performance of Registries at the Provincial Administration and National Security Headquarters: 2003.
2. As a Superintendent and Administration Police, I was appointed to perform the duties of Senior Assistance Commandant of Administration Police at the AP Headquarters w.e.f 5th February 1999 for 5 years.
3. Member of the Ministerial Human Resource Management Advisory Committee (February 2004 to June 2013) on transfer to AP Senior Staff College.
4. Member, AP Departmental Tender Board.

5. Member of the Ministerial Performance Management Committee (MPMC): December 2009 to June 2013
6. Chief Clerk/Instructor at the Administration Police Training College, Embakasi from July 1984 to October 1993.
7. Integrity Assurance Officer for the Administration Police from 2004 to date.
8. Facilitator, Public Service Integrity Programme.

COMMENDATIONS/AWARDS:

1. Head of State Commendation (HSC) Military Division on Jamhuri Day 12th December, 2000. Awarded by His Excellency Hon. Daniel T. Arap Moi, CGH, MP, President of the Republic of Kenya.
2. Order of Grand Warrior of Kenya (OGW) on Jamhuri Day 12th December 2006. Awarded by His Excellency Hon. Mwai Kibaki, CGH, MP, President of the Republic of Kenya.
3. The Most Dedicated Officer Trophy of the Year 2005 (Awarded on 16th December 2005).

MY MOST REMARKABLE ACHIEVEMENTS:

1. I initiated the establishment of the Administration Police Personnel Unit (renamed Administration Police Human Resource Branch) operations in October, 1997 and guided its growth on staff capacity and infrastructure for almost 18 years. As a result, human resource management issues relating to Administration Police personnel are dealt with more efficiently and effectively.
2. I participated in the development of the 2nd Edition of the PSIP Resource Manual for Corruption Prevention (a guide and reference book which was developed to highlight the salient issues that need to be addressed in creating a public service with zero tolerance to corruption) in September 2009.
3. I initiated the Administration Police Examinations for Constables, Non-Commissioned Officers and the inspectorate cadre which laid the basis for the criteria for career progression in the Service.
4. I initiated a data base for the AP Establishment from scratch after perusing very many old files in the archives and registries at Harambee House and the Directorate of Personnel Management.

EXTERNAL STUDY TOURS:

1. Ethiopia, Thailand and Vietnam (This took place when I was undertaking a Strategic Management Course at the National Defence College, Karen in 2007).
2. Rwanda: Benchmarking on training reforms and strategies at the Senior Staff and Command College at Musenza including the Recruits and Cadets Training School at Gishari in August 2013.

REFEREES:

1. Dr. Luke O. Odiemo,
Chairman, Psychology Department,
University of Nairobi,
Main Campus.
P. O. Box 30197- 00100, G.P.O.,
NAIROBI.
Tel. No: 0714- 099447
2. Mr. Moses S. Gituma,
Director,
Mother Sekondina House of Children,
MAUA, MERU.
Tel. No: 0726- 162342
3. Fr. Agapius J. Charles,
St. John of God Tigania Catholic Parish,
MERU.
Tel. No: 0726- 532384

CURRICULUM VITAE

NAPHTALY KIPCHIRCHIR RONO, HSC

ID. NO. 13365392

TEL. 0722306596/0732240195

Email. rono@knronoadvocates.com

BIO DATA

GENDER: Male

AGE: 44 Years

MARITAL
STATUS: Married

D.O.B: 3rd January, 1975

COUNTY: Nandi

PERSONAL PROFILE

I am a result-driven professional with extensive experience in public service and private practice. I am a proven leader with a keen understanding of the security sector and desire to be part of an organization that provides unlimited utilization of my professional, leadership and experiential skills in management of resources for attainment of organizational goals and objectives and in so doing create an impact on the lives of people.

KEY STRENGTHS

- Extensive experience in public service
- Technical capability
- Loyalty, honesty and reliability
- Excellent work ethic
- Strong leadership and motivational skills
- Excellent interpersonal and communication skills
- Ability to work with people/teams from diverse backgrounds

CURRENT
OCCUPATION

I am the Managing Partner at K.N. Rono and Co. Advocates, a small boutique law firm based at Arbor House (Block A), Arboretum Drive, Nairobi, specializing in Conveyancing, Real Estate and Property Law, Commercial and Corporate Law. I am also engaged in real estate, large scale farming, hospitality industry and philanthropy.

EMPLOYMENT
EXPERIENCE

2001 to 2017

GoK/National Intelligence Service

I joined the Security Service in August 2001 as a graduate trainee/cadet and rose through the ranks to become Chief Intelligence Officer/Head of Legal Department and Trust Secretary. As Head of Legal Department in the Security Service, my responsibilities included advising the Director General and the Service on all legal matters, negotiating and drafting contracts, leases and other legal instruments. It also entailed liaising with the Ministry of Interior, Attorney General's office, and other Government departments on all legal matters affecting the Service. I am also privileged to have been involved in the formulation and enactment/review of key government policies and legislations with significant bearing on national security, such as the National Security Policy, the Prevention of Organized Crime Act, Proceeds of Crime and Anti-Money Laundering Act, the National Intelligence Service Act, the National Security Council Act, the Prevention of Terrorism Act, the Security Laws Amendment Act, the National Government Coordination Act, the National Police Service Act, the National Police Service Commission Act, the Kenya Defence Forces Act, the Private Security Industry Regulation Act, the Coast Guard Service Act and the Computer Misuse and Cybercrime Act among others.

As Trust Secretary for the NIS Staff Pension Scheme and NIS Medical Insurance Scheme, my duties entail organizing meetings, preparing Board Papers, and keeping records of meetings of the Board of Trustees and generally advising the Boards on all legal matters.

In addition to the skills and knowledge acquired, my stint at the National Intelligence Service greatly exposed me to inner functioning and operations of Government, statecraft and generally prepared me for a greater role in both private and public sector. In particular, it allowed me to appreciate national security project and the attendant challenges and opportunities.

1999 - 2001

Kiplagat & Associates

As an Associate Advocate, my duties included drafting pleadings, drafting legal instruments and incorporating entities. I also did research and generally practiced criminal law, corporate commercial law, civil litigation, conveyance and arbitration.

**PROFESSIONAL
QUALIFICATIONS**

- An Advocate of the High Court of Kenya

EDUCATION

Current

University of Nairobi School of Law

LLM Postgraduate student (Public International Law)

1999 - 2000

Kenya School of Law

Postgraduate Diploma in Law

1994 - 1998

University of Nairobi

Bachelor of Laws

Second Class Honours (Upper Division)

1990 - 1993

Kapsabet Boys High School

Kenya Certificate of Secondary Education [K.C.S.E]

A- (Minus)

**ADDITIONAL
COURSES & SEMINARS**

- 2014 Attended Training on Analyst Notebook
- 2013 Attended Management Skills Development Course at KIA
- 2012 Attended Executive Trustee Training Course
- 2010 Performance Appraisal and Management Course at KIA
- 2009 Legal Harmonization - IGAD Capacity Building Program Against Terrorism (ICPAT)
- 2008 Performance Enhancement Seminar - Government Training Institute, Mombasa
- 2004 Anti-Trafficking in Persons Course - International Law Enforcement Academy, Gaborone, Botswana
- 2004 International Maritime Organization course on Maritime Security - Kenya Ports Authority
- 2001 - 2003 Senior Intelligence Officer Course - National Intelligence Academy, Ruaraka. The course entailed intensive and extensive training in intelligence tradecraft, paramilitary training, criminal investigations and other areas of national security.

AWARDS

- 2015 - NIS Sungura Award of Excellence
- 2012 - Head of State Commendation (HSC)

**COMPUTER
LITERACY**

I am proficient in windows applications, word perfect & excel, power point, linux, internet explorer, netscape navigator and other basic computer applications.

**ACADEMIC
WRITINGS**

Dissertation, 1999: *Anti-monoploly Policy in Developing Countries.*

Brooke's Notary: Participated in the editing of the 12th edition of the *Brooke's Notary*, Published by Sweet & Maxwell.

LANGUAGES

English - Excellent

Kiswahili - Excellent

Kalenjin - Excellent

HOBBIES

Sports

Reading

REFEREES

1. Mrs. Agnes N. Shikuku, MBS, OGW
P.O Box 30091 - 00100
Nairobi. Tel. 0722811740
2. Dr. Kenneth Kiplagat
Okoth & Kiplagat Advocates
P.O Box 30091-00100
Tel. 0722513448
3. Rev. Dr. Mathews Mwalwa,
AIC Milimani,
Tel.0710148178

CURRICULUM VITAE

DR. ALICE ATIENO OTWALA (MRS.), CBS

COMMISSION SECRETARY/CEO

P.O. Box 55962-00200 NAIROBI

Mobile Tel. 0729990982, Office 020 217039

Email: secretary@publicservice.go.ke

CAREER PROFILE

Alice is an accomplished public service administrator who has risen through the ranks to her current position of Secretary and CEO of Public Service Commission. With over 36 years' experience in the public service, Alice combines both academic and career public service experience. She has worked in various senior public management positions including serving as Deputy Commission Secretary, Senior Deputy Secretary, Ministry of East African and Senior Deputy Secretary, Office of the President among others.

Alice is a dynamic Team Leader who is result-oriented and ensures achievement of organizational goals. She is credited with initiating organization reform for improvement of service delivery in every Ministry she has been and successfully steered the Commission through the challenging Constitutional transition period which ushered in a new commissioners. During her leadership, she has overseen the development of structures, systems and processes, including the installation of the Enterprise Resource Planning (ERP) System to facilitate efficient and effective service delivery.

Apart from her public service responsibilities, Alice is passionate about community service. She is the Founder and Patron of Hope Citadel Foundation which is a community-based organization. The foundation runs an annual free medical camps in remote parts of the country. In all her engagements, Alice is driven by strong ethical values and a high regard for professionalism.

MAJOR ACHIEVEMENTS

- Steering the restructuring of the Public Service Commission Secretariat to enable it deliver on its mandate under the 2010 Constitutional dispensation and successfully delinking it from the mainstream Public Service.
- Initiated and overseen the planning and installation of the Commission's Enterprise Resource Planning System
- As an Accounting Officer consistently ensured prudent utilization of financial resources and asset management in the Commission, receiving unqualified Audit Reports from the Auditor General and commendation from Parliamentary Committee. The Commission has also received 2nd runners up Fire Awards for the best accounting system in 2015 and 2016.
- Effective representation of the Commission in various government fora both locally and internationally and giving lectures and talks on the role of the Commission.
- Providing support to the County Public Service Boards and the Secretaries to County Public Service Boards which has gone a long way in laying a strong foundation for future growth.
- As the Head of America's Division in the Ministry of Foreign Affairs was in the fore front in coordination of the aftermath of the 1998 blast and assisting to settle the Kenyans and the Embassy.
- Honourary PHD in recognition of outstanding achievements in the Public Service.
- Twice decorated by head of state with MBS and CBS.
- Speaker on various fora on Public Service management.

EDUCATION BACKGROUND

- I. PhD in Public Administration from the London Graduate School, Commonwealth University, 2017
- II. Master's Degree in Public Administration from the Liverpool University (United Kingdom), 1986
- III. Bachelor of Arts Degree in Government and Geography from the University of Nairobi, 1981

MANAGEMENT AND LEADERSHIP DEVELOPMENT COURSES

- a. Strategic Planning Master class Programme – Dubai, 2013
- b. Professionalism Performance – Excellence (PAI, UK), 2009
- c. Result Oriented Management – ESAMI, Durban, 2007
- d. Finance for Non-finance Managers by Kenya College of Accountancy (Safari Park Hotel), 2003
- e. Senior Management Course, Kenya Institute of Management, 2002
- f. Strategic Planning and Management the University of Witwatersrand, Johannesburg held at (Mombasa Reef Hotel), 2002
- g. Computer Applications to data Management (Kenya Institute of Administration) 1993
- h. Inter-Personal Management Development Skills for Women Managers USAID (Wida Motel), 1992
- i. Senior Administrative Officers Programme (India, Singapore, Thailand, UK), 1991.
- j. Management Information Systems Course (Kenya Institute of Administration) 1991

- k. District Environment Officers' Seminar, (Naivasha), 1989
- l. Effective Management Communication (Kenya Institute of Administration), 1988
- m. Certificate in Basic Counseling Skills (Amani Counseling Centre)
- n. Strategic Planning (Strathmore Business School).

PROFESSIONAL MEMBERSHIP

- Kenya Institute of Management (KIM)
- Kenya Association for Public Administration and Management (KAPAM)

EMPLOYMENT HISTORY AND WORK EXPERIENCE

I. Chief Executive /Secretary Public Service Commission Kenya (2012 to date)

Duties and Responsibilities:-

- Facilitate execution of Commission's Mandate as spelt out in Articles 234, 155(3)(a), 158(2) and (4), 171(2), 230(2)(b) and 236 of the Constitution
- Responsible to the Commission for formulating strategic plans, setting targets, directing and coordinating the general functioning of the Commission
- Accountable to the Commission for execution of all programmes and plans in line with the Commission's Constitutional and Legal Mandate
- Providing leadership to the secretariat staff of the Commission
- Oversee and ensure prudent financial management, adequate budgetary allocations, establishment of strict approvals and adherence to approved budgetary allocations, safeguard the Commission's assets and oversee transparent procurement processes
- Communicate decisions of the Commission to the Public Service at both National and County levels of Government

ii. **Deputy Commission Secretary Public Service Commission 2008 – 2012:**

Duties and Responsibilities:-

- Ensured the departments achieved their Strategic Objectives;
- Chaired various committees of the Commission;
- Overseeing creation and implementation of Commission programmes.

iii. **Senior Deputy Secretary - Ministry of East African Community (2006 – 2008)**

Duties and Responsibilities:-

- In-charge of the overall administrative direction,
- Provided appropriate advice to the Permanent Secretary on Policy Matters relating to regional Projects and Programmes,
- Established open channels of communication and ensure that all human resource policies were disseminated,
- Prepared Cabinet Memo and Parliamentary matters and also handled the Ministry's legislation matters in liaison with the Attorney General.

iv. **Senior Deputy Secretary - Office of the President - CID (1999 – 2006)**

Duties and Responsibilities:-

- Responsible in the development and implementation of the Strategic Plans, supervised the Civilian Staff at the CID, including Administration, Finance, Accounts, Procurement, Information Technology, Personnel executives, Secretarial Staff, Clerical and Support staff.
- Ensured proper utilization of Government resources such as Finance, Stores, Building, Vehicles and other assets.

v. **Under Secretary: Ministry of Agriculture (May, 1999 - November 1999)**

Duties and Responsibilities:-

- In-charge of controlling and supervision of Financial Expenditure for the Ministry,

- Supervised the Personnel at the headquarters in the Transport, Registries, Accounts, Personnel, Procurement Sections
- Steered policy formulation and implementation of budget, planning, expenditure control of donor funds.

VI. Under Secretary - Ministry of Foreign Affairs (June, 1998 - May 1999)

Duties and Responsibilities:-

- Head, America Desk, Political and economic briefs on USA, Canada, South America and the Caribbean,
- Steered initial negotiations on starting Kenya's Mission in Brazil.
- Deputy Head, Europe and Common Wealth Division including U.K, Germany, Netherlands, Finland, Norway, Switzerland. handling Diplomatic and Welfare of Kenyans in these Countries.

VII. Senior Assistant Secretary - Office of the President (1992 - 1997)

Duties and Responsibilities:-

- Co-ordinator of administrative matters in the provinces and also the review of Scheme of Service for Administrative Officers.
- In-charge of Maintenance of records of Administrative Officers, Recruitment, Deployment, Promotion and Discipline of Administrative Officers and
- Steered the development and coordination of training material and syllabi for Administrative Officers.

VIII. Assistant Secretary I - Office of the President (1989 - 1992)

Duties and Responsibilities:-

- Responsible in the recruitment, deployment, promotion and welfare of District Officers, Chiefs and Assistant Chiefs
- Coordinated Environmental Activities.

IX. Assistant Secretary II - Office of the President (1986 – 1989)

Duties and Responsibilities:-

- Personal Assistant to the Permanent Secretary and in-charge of Public Relations for the Ministry and coordination of Rural Development issues.

X. Assistant Secretary III - Ministry of Commerce (1982 – 1985)

Duties and Responsibilities:-

- In-charge of Administrative matters in Internal Trade Department, handling financial and personnel management matters of the Ministry.

COMMUNITY AND EMPLOYEE RELATIONS ACTIVITIES

- I. Engage in several motivational talks at training foras, community and public;
- II. A Founder and Patron of Hope Citadel Foundation, Missioners of Hope which is a community based organization. In the last Ten (10) years Hope Citadel Foundation has carried out outreach missions in the most needy areas in Kenya and impacted life through volunteer medical camps and empowerment initiatives particularly to the youth and the women;
- III. Passionate about orphans and girl-child, having mentored and coached several young people through schools, colleges and universities. She believes that training up a girl is core to bringing up upright community;
- IV. A trained Counselor from Amani Counseling Centre which has been very useful at her workplace from time to time.
- V. Chairperson of the Board of Management of Uyawii Secondary School;
- VI. The Patron of Olago Primary School;
- VII. An official and adherent of the Kenya Anglican Church and Ridgeways Baptist Church. These initiatives involve rallying the community towards development of the youth and the community as a whole.

REFEREES

Prof. Margaret Kobia, PhD, MGH
Cabinet Secretary
Ministry of Public Service, Youth and Gender Affairs
NAIROBI

Mobile No. 0722722637

Prof. Collete A. Suda, PhD, FKNAS, CBS
Principal Secretary
State Department for Higher Education
Ministry of Education
NAIROBI

1.0 PERSONAL DATA

Name: John Tentemo Ole Moyaki
Year of Birth: 1969
ID No. 9743660
Nationality: Kenyan
Marital Status: Married

2.0 PERSONAL PROFILE

Profession: An Economist and a Public Administration specialist. Holder of Master of Arts degree in Economics from School of Economics, University of Nairobi with extensive experience of over 19 years in the Public Service acquired from County Government, Road and Banking Sectors.

Current Post: Chairman- County Public Service Board of Kajiado (fulltime)

3.0. ACADEMIC QUALIFICATIONS

Masters of Arts in Economics, The University of Nairobi, (Kenya); 2015

Bachelor of Arts (Economics), Moi University, (Kenya); 1997

O – Level, Litein Boys Secondary School (Kenya); 1990

4.0. MEMBERSHIP IN PROFESSIONAL BODIES

Institute of Economic Affairs, Kenya (Life Member)

5.0. CORPORATE EXPERIENCE AND KEY ACHIEVEMENTS

5.1. Jan 2014 – To Date: County Government of Kajiado

Position: Chairman- County Public Service Board of Kajiado (full time)

Responsibilities:

I offer Strategic leadership to the County Public Service Board of Kajiado in executing the following functions as per the Constitution of Kenya and County Government Acts No. 17 of 2012, which include;

- i. Establishment and abolition of offices in the CPSB as per County Government Act (CGA) 2012, section 59(1).

- ii. Appoint and confirm persons to hold or act in the CPSB including in the boards and committees of urban areas within the county.
- iii. Exercise disciplinary controls over and remove persons holding or acting in those offices as provided for under the CGA, 2012.
- iv. Promote and evaluate the CPSB's values and principles as enshrined in Article 10 and 232 of the COK 2010 and reporting the same to the County Assembly.
- v. Prepare annual reports for submission to the County Assembly on the execution of the functions of the Board.
- vi. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the county.
- vii. Advise the county government on Human Resources Management, development and Implementation and monitoring of the national performance management system in the county.
- viii. Make recommendations to SRC on behalf of the County Government on the remunerations, pension and gratuities for CPSB employees.
- ix. Prompt the appointing authority to appoint Board members in the event of a vacancy in the Board.

B. KEY ACHIEVEMENTS

- i. **The County's Human Resource and Administration Policy manual:** Under my able leadership, the county has developed and implemented this manual that defined the strategic direction of human resource development and management at the county. It contains a number of policies that includes disciplinary, management trainee, internship and volunteer policies among others.
- ii. **Development of the county's organization structure (organogram):** Being the first County Public Service Board, I spearheaded the establishment of the entire county's structures (Departments, divisions, sections and units). Further, we ensured the recruitment of personnel to fill the vacant positions in the establishment.
- iii. **Performance Management System (PMS):** I ensured the development of PMS policy that is in process and that will guide in introduction and cascading of performance contracting in all cadres of county employees.
- iv. **The Delegation Tool:** I ensured the development of this tool for purposes of delegating some of the Board's functions to accounting officers in the county's departments. This has helped to ensure smooth performance of work and timely workflow without frequent referral to the board for further guidance.
- v. **Inter departmental Relations:** Under my leadership I initiated good inter relations and rapport between the Board, the Executive arm of county government

and the County Assembly. This has seen the three arms working in a cordial manner in spite of initial pessimistic view that the Board being independent will face challenges from the Executive and the Assembly.

- vi. **Team Building:** I organized for Board and staff trainings, retreats and team building sessions that have seen development of strong bonding amongst the Board and Management/secretariat of the Board.
- vii. **Operationalization of the Board's budget:** I successfully drew successive budgets for the Board that enabled it to successfully undertake its annual programmes and daily operations.

5.2 KENYA URBAN ROADS AUTHORITY

5.2.1. Position: July, 2011 – Dec. 2013: Chief Administration Officer

Responsibilities

I was in charge of the entire administrative Section both at the Headquarters and at regional offices and offered leadership in the following areas;

- i. Ensured effective and efficient performance of administration related activities in the following Units; Stores, Transport, Records/Registry, Security Services, Office Supplies, Office Services and outsourced services.
- ii. Preparation of management reports including policy papers.
- iii. Preparation of management meetings schedules, minutes and circulation of the same.
- iv. Ensured proper staff and administrative records.
- v. Coordinated responses to emergencies and provision of office supplies to offices.
- vi. Ensured adequate supervision and appraisal of all staff/personnel under Administration section.
- vii. Coordinated, supervised and advised on general outsourcing requirements for KURA and administration services.
- viii. Coordinated provision of office supplies to Departments and Regions.

5.2.2. December, 2009 – June, 2011: Executive Assistant & PA to the Director General and CEO, -Kenya Urban Roads Authority

Responsibilities

This was a Senior Management position with key responsibilities of managing delegated responsibilities of the CEO's Office. Key responsibilities included;

- i. Organizing the Director General's (DG) diary.
- ii. Managing appointments for the Director General.
- iii. Interfacing the Director General's office with external persons.
- iv. Communications follow up on behalf of the Director General.
- v. Coordinating tasks and communication between the Director General's office and Departmental Heads.
- vi. Managing and coordinating all travel arrangements for the Director General and Board members.
- vii. Assisting the Company Secretary in organizing Board meetings and other activities.
- viii. Ensuring the records of all costs pertaining to the Director General's office are properly maintained.
- ix. Assisting in developing/reviewing the organization's strategic plan, performance targets and reviews.
- x. Assisting in arranging and coordinating all Board meetings, retreats and activities.
- xi. Giving superior customer service and care to all customers.
- xii. General co-ordination of departmental activities, preparation of reports for CEO, preparation of CEO's meetings minutes, management of the CEO's calendar of events timetable and the Board of Directors calendar and events, among others.

KEY ACHIEVEMENTS AT KURA

- i. I was in the team/committee that spearheaded KURA's attainment of International Standards Organization (ISO) Certification.
- ii. I provided leadership and supervision of 42 staff in the Headquarters and regional offices including setting their annual targets, evaluating and appraising them based on the targets, asset management, secretary to management meetings, incharge of outsourced services, security, records and other administration logistics and duties.
- iii. I was in the team that reviewed & aligned KURA's Strategic Plan (2012-2017) to the Vision 2030 and 2nd Medium Term Plan (2012-2017).

5.3. POST BANK

5.3.1. September, 2008- December, 2009: Senior Integrity Officer

Responsibilities

- i. Assist in the management of Integrity Unit including determining the necessary resources for efficient operations.
- ii. Participate in the development, implementation and evaluation of policies, plans, procedures and manuals pertaining to Public Service Integrity Program (PSIP).
- iii. Carry out corruption risk assessment in the bank and produce plans, briefs and reports for presentation to Corruption Prevention Committee (CPC) meeting for approval.
- iv. Initiate preparation of corruption prevention plans for presentation to CPC.
- v. Prepare action plans for implementing corruption prevention plans.
- vi. Participate in the development, implementation and monitoring of codes of conduct and ethics to ensure compliance.
- vii. Initiate the preparation, administration and evaluation of PSIP training programs.
- viii. Compile timely departmental progress reports.
- ix. Source and distribute literature, posters and education material.
- x. Communicate to stakeholders on policies, plans and strategies as approved/guided by CPC.
- xi. Liaise with Human Resources Directorate on Integrity training needs and prepare teaching materials for presentation in bank training programs.
- xii. Participate in the identification and mitigation of risks within the Integrity function.
- xiii. Promptly analyze complaints and reports from approved communication channels and compile schedules for deliberations by CPC and follow up subsequent actions.
- xiv. Participate in the identification and timely implementation of bank projects and ensure that they are operated within budgets.
- xv. Secretary to Corruption Prevention Committee (CPC).

5.3.2. 2006 – August, 2008: Planning Officer

Responsibilities:

- i. Preparation of the bank's quarterly performance reports based on the bank's/GOK's Performance Contract targets.
- ii. Preparation of workshops/seminars presentations.
- iii. Monitoring & Evaluation of the bank's Strategic Plan & other projects targets & strategies.
- iv. Carrying out feasibility studies for new projects and new branches for the bank.
- v. Preparation of the bank's Strategic Plan.

5.3.4 May, 2004 - 2006: Executive Assistant to the Managing Director

Responsibilities

- i. Preparation of workshops & seminars speeches/papers for the Managing Director (MD).
- ii. Co-ordination and preparation of accurate quarterly bank's performance reports for the MD & for onward submission to the Government.
- iii. Continuous update of the MD's calendar of events timetable highlighting activities timing.
- iv. Dealing with external correspondence.
- v. Handling matters directed to the MD's Office and/or directing to relevant departments.
- vi. Preparation & control of annual budgets through monitoring of costs against budget.
- vii. Receiving & assisting visitors to the MD's office.
- viii. Participation in identification of the Bank's performance targets & assisting in identification of Executive department's annual performance targets.
- ix. Co-ordination & collation of Performance Contracts for all departments reporting to the MD's office and ensure they are in tandem with the MD's performance targets before signing.
- x. Preparation of the Strategic Plan for the MD's Office

**5.3.5. April, 2004- May, 2004 : Purchasing/Procurement Officer
Responsibilities**

- i. Co-ordination of work/tasks in the Section.
- ii. Receiving all transaction documents/correspondences, sorting & allocation for processing.
- iii. Accurate preparation of all sectional reports on timely basis.
- iv. Maintenance of proper record book of LPOs raised, when dispatch/posted.
- v. Preparation and submission of exceptional reports on non-performance of LPOs for authority to cancel.
- vi. Preparation & submission of quarterly performance reports of all suppliers as per tenders and quotations.
- vii. Ensuring all procurement document records are properly filed, maintained & updated on a weekly basis.
- viii. Maintenance of both manual & computerized suppliers' database.
- ix. Participation in budget preparation and control.
- x. Issuing Goods Received Notes (GRN) for fixed assets.
- xi. Following up AIEs and LPOs for required authorization.
- xii. Following up suppliers queries
- xiii. Preparation and evaluation of annual tenders.

**5.3.6. Jan. 2001 – March, 2004: Administration Officer- Transport/Fleet Services
Responsibilities**

- i. Authorization of the movement of the Bank's motor vehicles (MVs).
- ii. Co-ordination and referral of MVs to workshops for service and repairs.
- iii. Organization of daily utilization of MVs.
- iv. Preparation of fleet and transport management reports.
- v. Monitoring, analyzing, controlling operational, and maintenance costs for the entire fleet.
- vi. Coordinating the valuation of the bank's MVs for sale and/or insurance.
- vii. Supervising & appraising staff in Transport Section

5.3.7. March, 1999 – 2000: Management Trainee Program

This was a two years management-training program that covered both the practical and theoretical aspects of the bank's products and services. It was carried out by Postbank through in-house exposures and in its training center in Karura, Nairobi.

KEY ACHIEVEMENTS AT POSTBANK

- i. **Introduction of Service Level Agreements (SLAs);** As a secretary to Performance Contracting Committee, I monitored and evaluated the performance of departments and advised the management to introduce this parameter to peg interdepartmental performance in areas where a department depends on the other to kick start the process and enable it to fully perform and attain its targets.
- ii. **Integrity Policy;** I helped in the development of this policy for the bank that saw the mainstreaming and mitigation of integrity functions in all units, sections and departments of the bank.
- iii. **Development of Strategic Plans;** I was in the planning team that was endowed with the responsibility of development of the bank's annual strategic plans that defined the strategic direction, Vision, Mission, Objectives, Targets and Strategies and used to peg performance for the bank.

5.0 SEMINARS/WORKSHOPS AND CONFERENCES ATTENDED

- i. **Strategic Leadership Programme;** a one week training programme organized by Maddison Pine and held in Singapore – December, 2017.
- ii. **Leadership and Change Management Programme;** a two weeks training conducted by Eastern and Southern African Management Institute (ESAMI) held in Arusha, Tanzania – March, 2017
- iii. **Powerful Strategies in Human Capital Management;** Six day training organized and facilitated by Altus Training & Consultancy Ltd held in Arusha, Tanzania - June, 2016.
- iv. **Corporate Governance Training Course For Directors:** A five day training conducted by the Centre for Corporate Governance at Sarova Whitesands Beach Resort, Mombasa, Kenya – February, 2016.

- v. **County Government 2012 Act and Financial Management Regulations;** A three days training organized and facilitated by Kenya School of Government - October, 2013.
- vi. **14th International Seminar on Human Resources Management:** A two weeks seminar facilitated by Galilee International Management Institute and held in Nazareth, Israel - December, 2012.
- vii. **Strategic Leadership and Change Management for the Public Sector:** A two weeks workshop organized by Africa Institute of Management and conducted at Kampala-Uganda – March, 2012.
- viii. **Corporate Team Building and Leadership:** A one week session facilitated by Career Options at Lukenya – November, 2011.
- ix. **Team Building Course:** A one week session facilitated by Total Quality Training Consultants Ltd in Mombasa – January, 2010.
- x. **Integrity Assurance Officer's Course** conducted by Kenya Anti-Corruption Commission – March, 2009.
- xi. **Financial Management, Corporate Finance and Empirical International Economics Seminar:** A two weeks seminar facilitated by JICA & KSMS in Nairobi – August, 2006.
- xii. **Strategic Review Workshop:** A two day workshop facilitated by DFID & Postbank at Nyeri – October, 2005.
- xiii. **Management and Leadership Development:** A one week course facilitated by Kenya Institute of Bankers (KIB) in Nairobi – 2005.
- xiv. **Process Mapping:** A two weeks course facilitated by Microsave & organized by Postbank in the Training Centre – Nairobi, 2005.
- xv. **Total Quality Management:** A two days workshop facilitated by Tops Management Consultants in Postbank Training Centre – Nairobi, 2004.
- xvi. **Total Quality Awareness:** A one week course facilitated by Postbank in Training Centre- Nairobi, 2001.
- xvii. **Effective Fleet Management:** A one week course facilitated by AA of Kenya – Nairobi, 2001.
- xviii. **Motor Vehicle Care and Maintenance Seminar:** A one day course facilitated by AA of Kenya – Nairobi, 2001.

- xix. **Transport Management Seminar:** A two weeks course facilitated by Kenya College of Communications Technology (KCCT) at Mbagathi, - Nairobi, 2001.
- xx. **Microfinance Institutions Credit Officers' Training:** A two weeks course facilitated by Microsave Africa at the Kenya School of Monetary Studies, Nairobi - November, 2000.
- xxi. **Management Trainee Course:** A two years class & office practical training on the basics of Postbank - March, 1999 - December, 2000

6.0 MEMBERSHIP TO COMMITTEES

- i. Current member of the National Executive Committee of the County Public Service Board Forum (9 members) representing Rift Valley Region.
- ii. Current member of Kajiado County's staff rationalization committee
- iii. Served as a member of KURA's Corruption Prevention Committee (CPC)
- iv. Served as a member of KURA's Procurement Committee
- v. Served as a member of KURA's Corporate Social Responsibility (CSR) Committee
- vi. Served as the chairman of the following evaluation committees:
 - a). Renewal of Lease of office space for KURA headquarters,
 - b). Identification of a company to maintain KURA's ICT assets and equipment.
- vii. Served as a member of the Selection and Recruitment committee for KURA in 2010 and 2012 and served in the panels that carried out the interviews for various positions.
- viii. Served as a member of KURA's International Standards Organization (ISO) Certification Committee.
- ix. Served as a member of KURA's committee on the Project for the Construction of Nairobi Western Ring Roads, preparation for the official launch of the project by His Excellency the President of the Republic of Kenya, Hon. Mwai Kibaki, MP (July, 2011).
- x. Served as a secretary of KURA's Committee on Provision of Consultancy Services to Review & Align KURA's Strategic Plan (2012-2017) to the Vision 2030 2nd Medium Term Plan (2012-2017),
- xi. Served as a member of KURA's Committee on Management of Nairobi Children's Traffic Park.
- xii. Served as a member of Postbank's Procurement Committee (2008-2009)

- xiii. Served as a member of Postbank's/GOK committee on Performance Contract Negotiation (2006)
- xiv. Served as a member in the Board of Governors of Olooseos Secondary School (2003 - 2006)

7.0 OTHER AWARDS

- a). Moi University Wildlife Club: Participated in visits to Conservation areas/parks, tree care projects, fundraising walks & clean up exercises.
- b). First Prize Winner in Physics Exhibit – Science Congress (Kericho District Secondary Schools) – 1989.
- c). First Prize Winner in Mathematics – Science Congress (Kericho District Secondary Schools) – 1988.

8.0 HOBBIES

Farming, Travelling, Socializing and listening to gospel music.

9.0 REFEREES

- i. ENG. JOSEPH N. NKADAYO
Chairman
Kenya Civil Aviation Authority
innkadayo@gmail.com
Tel: 0726 - 354 000
- ii. MR. FRANCIS MEJA
Director General
National Transport & Safety Authority (NTSA)
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- iii. MS FRANCESCA C. BOEN
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