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KENYA NATIONAL ASSEMBLY

ELEVENTH PARLIAMENT- THIRD SESSION

THE DEPARTMENTAL COMMITTEE ON LABOUR AND SOCIAL WELFARE

REPORT ON  
THE PETITION BY MR. ERIC BARARE ORINA REGARDING RECRUITMENT OF TOP  
MANAGERS AT THE UNCLAIMED FINANCIAL ASSETS AUTHORITY

Clerk's Chambers  
Parliament Buildings  
NAIROBI

February, 2015

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## **1.0 PREFACE**

On behalf of the Departmental Committee on Labour and Social Welfare and pursuant to the provisions of Standing Order No.227(2), it is my pleasure and duty to present the Committee's Report on the petition by Mr. Eric Barare Orina regarding recruitment of Top Managers at the Unclaimed Financial Assets Authority.

## **1.1 The Committee membership**

The Departmental Committee on Labour and Social Welfare was constituted on Thursday 16th May 2013 and comprise of the following members:

1. Hon. David Were, MP - Chairperson
2. Hon. Tiyah Galgalo, MP - Vice Chairperson
3. Hon. Janet Teyiaa, MP
4. Hon. George Muchai, MP
5. Hon. Peris Tobiko, MP
6. Hon. John Ndirangu Kariuki, MP
7. Hon. Winnie Karimi Njuguna, MP
8. Hon. Janet Nangabo, MP
9. Hon. John Serut, MP
10. Hon. Samuel Gichigi, MP
11. Hon. Elijah Lagat, MP
12. Hon. Comelly Serem, MP
13. Hon. Abdi Noor Ali, MP
14. Hon. Daniel Wanyama, MP
15. Hon Regina Nyeris, MP
16. Hon. Wesley Korir, MP
17. Hon. Kinoti Gatobu, MP
18. Hon. Elijah Mosomi Moindi, MP
19. Hon. James Onyango K'Oyoo, MP
20. Hon. Omondi John Ogutu, MP
21. Hon. Aisha Jumwa Karisa, MP
22. Hon. Patrick Wangamati, MP
23. Hon. Rose Museo Mumo, MP

24. Hon. Silvanice Onyango Osele, MP
25. Hon. Mustafa Idd, MP
26. Hon. Nyasuna Gladys Wanga, MP
27. Hon. John Owuor Onyango Kobado, MP
28. Hon. Mwanyoha Hassan Mohammed, MP
29. Hon. Mlolwa Jones Mwangogo, MP

## 1.2 Mandate of the committee

As set out in standing order 216 (5), the Committee is mandated to:

- a) *Investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned ministries and departments;*
- b) *Study the programme and policy objectives of ministries and departments and the effectiveness of the implementation;*
- c) *Study and review all legislation referred to it;*
- d) *Investigate and inquire into all matters relating to the assigned ministries and departments as they may deem necessary and as may be referred to them by the House;*
- e) *Vet and report on all appointments where the Constitution or any law requires the National Assembly to approve, except those under Standing Order 204 (Committee on Appointments); and*
- f) *Make reports and recommendations to the House as often as possible, including recommendation of proposed legislation*

## 1.3 Consideration of the petition

The Petitioner Mr. Eric Barare Orina, the Chief Executive Officer of the Unclaimed Financial Assets Authority and the Chairperson of the Board appeared before the Committee on diverse dates to give evidence on the matter.

## 1.4 Committee observations

The Committee made the following observations, That,

1. The Unclaimed Financial Assets Authority is a State Corporation created under the Unclaimed Financial Assets Authority Act with a Board of Directors established under the Act and transacts business collectively pursuant to the Provisions of the Act.
2. Pursuant to the Provisions of the Unclaimed Financial Assets Authority Act, the Board makes decisions by majority vote as provided by the Act.
3. It was the Board's majority decision to use an agency to carry out the recruitment exercise which led to advertisement of seven positions on 6<sup>th</sup> June, 2014 with a closing date of 20<sup>th</sup> June, 2014.
4. The National Treasury, Ministerial Tender Committee allowed the Unclaimed Financial Asset Authority (UFAA) to use restrictive tendering method for hiring a firm that offered consultancy services and through a competitive process Africa Management Solutions Limited was selected to carry out the recruitment exercise. It is important to note that while the petitioner complained that the Board used a prequalified consultancy firm from the National Treasury, the same is allowed under the provisions of the Public Procurement and Disposal Act, 2005, to use a list of an existing government institution.
5. The Petitioner did not substantiate his allegation on shortlisting with any documentary proof except his personal analysis of shortlisted candidates which the Committee found to be hypothetical as the exercise had not been concluded.
6. The Petitioner participated in the interviewing process but did not score for the CEO post. The act of not scoring did not stop the Board from making its decisions.
7. After the exercise, the petitioner gave his scores through a letter to the Cabinet Secretary, National Treasury. The awarding of scores months later by the petitioner disclosed grounds for vested interests in the recruitment exercise.
8. Mr. Jacob Owade, who the petitioner claimed to be known to the Acting CEO was recommended to the Board by the recruiting agency based on his experience on unclaimed financial assets while he was in USA but did not

meet the minimum academic requirement of a Master's Degree hence he was dropped.

9. The Board in which the petitioner is a member participated in the recruitment process by resolution.

#### 1.4 Committee recommendations

Arising from the meetings with the petitioner, C.E.O of Unclaimed Financial Authority (UFAA), the Chairman Board of Directors UFAA and the observations made, the Committee recommended that;

1. The petition lacks merit as it was brought prematurely and in bad faith. The petitioner attempted to influence the outcome of the recruitment process by introducing scores for the position of the CEO long after the scoring exercise was over and therefore on this basis the petition fails.
2. The recruitment of top managers at the Unclaimed Financial Assets Authority should proceed.

#### 1.6 Acknowledgements

The Committee wishes to sincerely thank the Offices of the Speaker and the Clerk of the National Assembly for the necessary support extended to it in the execution of its mandate.

I take this opportunity to thank all Members of the Committee for their patience, sacrifice, endurance and commitment to Public Service under tight schedules which enabled us to complete the task within the stipulated period.

The Committee wishes to record its appreciation for services rendered by the staff of the National Assembly attached to the Committee. Their efforts and input made the work of the Committee and production of this Report possible

On behalf of the Departmental Committee on Labour and Social Welfare and pursuant to the provisions of Standing Order No.227(2), it is my pleasure and duty to present the Committee's Report on the Petition by Mr. Eric Barare Orina regarding the recruitment of Top Managers at the Unclaimed Financial Assets Authority.

Thank you.

SIGNED.....  ..... DATE..... 4/12/2014 .....

Hon. Fiyah Galgalo, MP  
(Vice Chairperson)

Departmental Committee on Labour and Social Welfare

## **2.0 PETITION BY MR. ERIC BARARE ORINA REGARDING RECRUITMENT OF TOP MANAGERS AT THE UNCLAIMED FINANCIAL ASSETS AUTHORITY.**

### **2.1 INTRODUCTION**

Pursuant to Standing Order 225 (2) (b), the Speaker of the National Assembly conveyed to the House that he had received a Petition by Mr. Eric Barare Orina, regarding the recruitment of Top Managers at the Unclaimed Financial Assets Authority. The Petitioner alleged that due process was not followed during the recent recruitment of top managers and other staff.

The petition (No. 061 of 2014) stood committed to the Departmental Committee on Labour and Social Welfare on 28<sup>th</sup> October, 2014 for consideration and the Committee was required to consider the Petition and report its findings in accordance with Standing Order 227(2).

### **2.2 TERMS OF REFERENCE**

The petitioner prayed that the National Assembly:

1. Investigate the recruitment exercise and ascertain the matters stated in the Petition and make a finding whether the recruitment process was flawed and recommend nullification.
2. To ascertain whether the Board should take full responsibility on the conduct of hiring adequate staff to run the Authority as directed by the State Corporations Advisory Committee in May, 2013.

### **2.3 COMMITTEE MEETINGS**

The Committee held meetings during which the following appeared before it; the Petitioner Mr. Eric Barare Orina; the Chief Executive Officer of the Unclaimed Financial Assets Authority and the Chairperson of the Board.

### **2.4 MEETING WITH THE PETITIONER, MR. ERIC BARARE ORINA**

The Petitioner, Mr. Eric Barare, appeared before the Committee regarding his Petition on recruitment of Top Managers at the Unclaimed Financial Assets Authority. He informed the Committee that;

1. His attention had been drawn by media reports attributed to Hon. Ayub Savula, Member of the National Assembly for Lugari Constituency appearing in the Star Newspaper on Wednesday 8<sup>th</sup> October, 2014 and in the Standard

Newspaper on Thursday 9<sup>th</sup> October, 2014 regarding the recruitment of top managers at the Unclaimed Financial Assets Authority.

2. As a member of the Board of Directors of Unclaimed Financial Assets Authority (UFAA) representing the interest of consumers of financial services throughout the Republic of Kenya, he wished to associate himself with the sentiments expressed by Hon. Savula and stated that he had in numerous occasions raised concerns regarding the recruitment process in the Board, concerns which had been ignored.
3. The recruitment process suffered from excessive interference from the Acting Chief Executive Officer, Mr. George Omino, and a failure by the Chairman of the Board, Mr. Vincent Kimosop and other Board members to question the decisions of Mr. Omino on recruitment process and on the management of the Authority generally since he was seconded to the Authority by the National Treasury in November, 2013.
4. The Authority was directed in May 2014 by the State Corporations Advisory Committee (SCAC) to recruit its own full complement of staff by the end of June 2014. Mr. George Omino ensured that the Authority circumvented this directive by insisting that the Authority procures the services of a recruitment agency to conduct the exercise, despite contrary advice from the Cabinet Secretary, the National Treasury, Mr. Henry Rotich. The procurement process was completed in September, 2014 long after the deadline to recruit as issued by the State Corporation Advisory Committee had expired. This delay ensured that the Authority had inter-alia, no alternative but to absorb eleven staff that had been seconded from the National Treasury.
5. Mr. Omino also insisted that the UFAA Board could only recruit the top managers, despite the directive from SCAC that UFAA Board needed to recruit sufficient staff to ensure it was ready to start business in November, 2014.
6. The restricted tendering method of procuring the recruitment agency resulted in a little known firm, African Management Solutions Limited, securing the contract.
7. In the end, the list of candidates provided by the recruitment firm for the interviews by the Board included candidates heavily drawn from one or two regions, some of whom did not have the requisite qualifications to appear for



the interviews, while excluding candidates with all the necessary qualifications who would have ensured regional, gender and ethnic balance in the recruitment. For example, out of the five male candidates interviewed for the position of Procurement Manager, four did not possess the required qualifications. No female candidate was shortlisted yet there were 13 female applicants, five of whom met all the necessary requirements. For the position of the Chief Executive Officer, five candidates were from the same region.

8. The list provided by the recruitment firm for interviews by the Board included individuals who were personally known to Mr. Omino. A case in point was the candidate who eventually emerged top in the interviews for the Executive Officer, Mr. Carilus Ademba. Mr. Ademba is the Chief Executive Officer, of Sacco Societies Regulatory Authority, where Mr. Omino was a Board Member. Another candidate personally known to Mr. Omino was Mr. Jacob Owade who was slated for interviews for the post of manager, Unclaimed Asset Line despite the fact that he did not meet the requirements set out for the post. It was only after he objected to Mr. Owade being included in the final shortlist that he was removed from the list of persons to be interviewed.
  
9. He raised objections to the recruitment process before and at the beginning of the interviews on 29<sup>th</sup> September 2014. The objections were disregarded by the Board. He therefore opted not to rank any of the candidates interviewed for the Chief Executive Officer, Manager Audit and Risk, Manager ICT, Manager Finance & Accounts, Manager Procurement and did not sign the final documents which the other directors signed at the end of the interviews on 2<sup>nd</sup> October, 2014.
  
10. The petitioner prayed that the National Assembly investigates the recruitment process and ascertain the matters that he had stated in the petition and make a finding that it was indeed flawed and that any recruitment of staff so far undertaken by the Authority be nullified and thereafter the Authority to take responsibility and conduct the recruitment afresh and hire adequate staff to run the Authority as directed by the State Corporations Advisory Committee in May, 2014.

## **2.5 MEETING WITH THE ACTING CHIEF EXECUTIVE OFFICER AND THE CHAIRPERSON UNCLAIMED FINANCIAL ASSETS AUTHORITY.**

The Acting Chief Executive Officer Mr. George Omino and the Chairperson of the Board Mr. Vincent Kimosop appeared before the Committee regarding the Petition on recruitment of Top Managers at the Unclaimed Financial Assets Authority and informed the Committee that:-

1. The recruitment process did not suffer from any interference by the Acting Chief Executive Officer. The recruitment process was overseen by the Board as evidenced by various Minutes. All the Board members, including the petitioner, were involved in the recruitment process.
2. The Principal Secretary to the National Treasury wrote to State Corporation Advisory Committee (SCAC) on 30<sup>th</sup> January, 2014 seeking their approval of the organizational and remunerative structure for the Authority. SCAC responded to the Principal Secretary on 8<sup>th</sup> May, 2014 approving the structure as requested. The Principal Secretary informed the Authority of SCAC's decision vide letter of 14<sup>th</sup> May, 2014 and received by the Authority on 26<sup>th</sup> May, 2014.
3. The Authority advertised for the various positions agreed upon by the Board (28<sup>th</sup> May ,2014) on 6<sup>th</sup> June ,2014 with a closing date of 20<sup>th</sup> June, 2014. It would therefore not have been possible to have an optimal human resource capacity by 30<sup>th</sup> June, 2014. During the special Board meeting and 11<sup>th</sup> Board meetings of 14<sup>th</sup> May, 2014 and 28<sup>th</sup> May ,2014, respectively, the Board directed management to seek exemption from the National Treasury, Ministerial Tender Committee (MTC) to allow the Authority to use restricted tendering process in order to hasten the engagement of a consultancy firm to assist with the recruitment process due to the urgency and the deadline put by SCAC.
4. According to section 2.2.3 of the Human Resource Policy Manual on appointment of staff in the Authority, which was discussed and agreed by the Board, the Board was supposed to directly recruit staff in Unclaimed Financial Assets Authority (UFAA) grades 8 to 6 and may as well enlist the services of a recruitment agency to conduct the interviews on its behalf and make recommendations for appointment. In the case of appointments by management of staff who are on UFAA grade 5 and below, the Management Advisory Committee would interview the candidates and recommend their suitability to the CEO for appointment in liaison with the Board.

5. The Ministerial Tender Committee vide their letter of 17<sup>th</sup> July, 2014 allowed the Authority to use the restrictive tendering method for the following ten (10) recruitment firms:-
- a) Africa Management Solutions Ltd
  - b) Africa Development Professionals
  - c) Dominion Consultants
  - d) Deloitte Kenya
  - e) Frank Management
  - f) Hawkins and Associates
  - g) Kitcher and Associates
  - h) Price Waterhouse Coopers Kenya
  - i) PowerPoint and
  - j) Stan Consulting Group

6. The ten (10) firms were issued with Request for Proposal (RFP) documents and were given seven (7) days within which to respond. The closing date was 28<sup>th</sup> July, 2014. The following five (5) firms responded by the closing date:-

- a) African Development Professionals
- b) African Management Solutions Ltd
- c) Deloitte Kenya
- d) Frank Management and
- e) Stan Consulting Group

The consultancy firm, Africa Management Solutions Limited (AMISOL), emerged top and was awarded the contract.

7. A total of 386 persons applied for the various positions advertised by the Authority. The recruitment consultants went through the applications and recommended an initial shortlist of ten (10) candidates for each position to be taken through the psychometric tests in order to come up with the final shortlist of five (5) candidates for each position to be interviewed by the Board. The shortlisted candidates, including the Procurement Manager position, met the minimum criteria set for the position.
8. One of the candidates for the CEO position, Mr. Carilus Ademba, was known to the Acting CEO of UFAA. That was by virtue of the fact that the acting CEO of UFAA represents the Cabinet Secretary to the National Treasury on the Board of Sacco Societies Regulatory Authority (SASRA) where Mr. Ademba was currently the CEO. In addition, Mr. Ademba was known to the acting CEO of

- UFAA long before he became CEO of SASRA, while he was the Managing Director of Kenya Union of Savings & Credit Cooperative Societies (KUSCCO).
9. With regard to Mr. Owade, it was the consultancy firm that recommended him to the Board on 24<sup>th</sup> September, 2014 based on his experience on unclaimed assets when he was in the USA. Indeed, no other candidate for the position of Manager Unclaimed Financial Assets Line had previous experience in dealing with unclaimed financial assets similar to Mr. Owade.
  10. The petitioner was present during the interview process and even posed questions to the candidates. Other members of the Board were surprised that he did not score for some of the candidates having sat through the interviews. If the petitioner thought that the process was not proper, he would have abstained from it altogether and would not have sat through the interviews and asked questions.

### **3.0. COMMITTEE OBSERVATIONS**

The Committee made the following observations, That,

10. The Unclaimed Financial Assets Authority is a State Corporation created under the Unclaimed Financial Assets Authority Act with a Board of Directors established under the Act and transacts business collectively pursuant to the Provisions of the Act.
11. Pursuant to the Provisions of the Unclaimed Financial Assets Authority Act, the Board makes decisions by majority vote as provided by the Act.
12. It was the Board's majority decision to use an agency to carry out the recruitment exercise which led to advertisement of seven positions on 6<sup>th</sup> June, 2014 with a closing date of 20<sup>th</sup> June, 2014.
13. The National Treasury, Ministerial Tender Committee allowed the Unclaimed Financial Asset Authority (UFAA) to use restrictive tendering method for hiring a firm that offered consultancy services and through a competitive process Africa Management Solutions Limited was selected to carry out the recruitment exercise. It is important to note that while the petitioner complained that the Board used a prequalified consultancy firm from the National Treasury, the same is allowed under the provisions of the Public Procurement and Disposal Act, 2005, to use a list of an existing government institution.
14. The Petitioner did not substantiate his allegation on shortlisting with any documentary proof except his personal analysis of shortlisted candidates

which the Committee found to be hypothetical as the exercise had not been concluded.

15. The Petitioner participated in the interviewing process but did not score for the CEO post. The act of not scoring did not stop the Board from making its decisions.
16. After the exercise, the petitioner gave his scores through a letter to the Cabinet Secretary, National Treasury. The awarding of scores months later by the petitioner disclosed grounds for vested interests in the recruitment exercise.
17. Mr. Jacob Owade, who the petitioner claimed to be known to the Acting CEO was recommended to the Board by the recruiting agency based on his experience on unclaimed financial assets while he was in USA but did not meet the minimum academic requirement of a Master's Degree hence he was dropped.
18. The Board in which the petitioner is a member participated in the recruitment process by resolution.

#### **4.0. COMMITTEE RECOMMENDATIONS**

Arising from the meetings with the petitioner, C.E.O OF Unclaimed Financial Authority (UFAA), the Chairman Board of Directors UFAA and the observations made, the Committee recommends that;

1. The petition lacks merit as it was brought prematurely and in bad faith. The petitioner attempted to influence the outcome of the recruitment process by introducing scores for the position of the CEO long after the scoring exercise was over and therefore on this basis the petition fails.
2. The recruitment of top managers at the Unclaimed Financial Assets Authority should proceed.

.....0.....

# ANNEX A- MINUTES

MINUTES OF THE 95<sup>TH</sup> SITTING OF THE DEPARTMENTAL COMMITTEE ON LABOUR  
AND SOCIAL WELFARE HELD AT PROTECTION HOUSE SECOND FLOOR ON 4<sup>TH</sup>  
DECEMBER AT 10.00 A.M.

PRESENT

1. Hon. Tiyah Galgalo, MP- Vice Chairperson -Interim Chair
2. Hon. John B. Serut, MP
3. Hon. Winnie Njuguna, MP
4. Hon. Dan Wanyama, MP
5. Hon. Samuel Gichigi, MP
6. Hon. Rose Museo Mumo, MP
7. Hon. George Muchai, MP
8. Hon. Peris Tobiko, MP
9. Hon. Kinoti Gatobu, MP
10. Hon. Regina Nyeris, MP
11. Hon. James Onyango K'oyoo, MP
12. Hon. Cornelly Serem, MP
13. Hon. Janet Teyiaa, MP
14. Hon. Wesley Korir, MP
15. Hon. John Omondi Ogutu, MP
16. Hon. Janet Nangabo, MP
17. Hon. Jones Mlolwa, MP
18. Hon. John Ndirangu Kariuki, MP

APOLOGIES

1. Hon. David Were, MP - Chairperson
2. Hon. Mustafa Idd, MP
3. Hon. Mwanyoha H. Mohammed, MP

ABSENT

1. Hon. John Owuor Onyango Kobado, MP
2. Hon. Elijah Mosomi Moindi, MP
3. Hon. Abdinoor Mohamed Ali, MP
4. Hon. Gladys Wanga, MP
5. Hon. Elijah Lagat, MP
6. Hon. Patrick Wangamati, MP
7. Hon. Silvance Onyango Osele, MP
8. Hon. Aisha Jumwa Karisa, MP

## NATIONAL ASSEMBLY SECRETARIAT

- |                           |                                    |
|---------------------------|------------------------------------|
| 1. Erick Nyambati         | Third Clerk Assistant (Lead Clerk) |
| 2. Abdirahman Gele Hassan | Third Clerk Assistant              |
| 3. Ella Kendi Mwenda      | Third Clerk Assistant              |
| 4. Clarah Kimeli          | Legal Counsel I                    |
| 5. Simon Muinde           | Hansard Officer                    |

## MINUTE NO 300/2014 PRELIMINARIES.

The meeting was called to order at 10.20 a.m. and prayers were said by the Chairperson.

## MINUTE NO.301 /2014 CONFIRMATION OF THE MINUTES.

Confirmation of the minutes of the 79<sup>th</sup> to 94<sup>th</sup> sittings were deferred to the next meeting

## MINUTE NO.302/2014 ADOPTION OF REPORTS.

Upon deliberations the Committee agreed on the observations and recommendations of the following two reports;

1. Petition regarding recruitment of top managers at the Unclaimed Financial Assets by Mr Erick Barare.
2. Petition regarding the unlawful dismissal of Mr.Vitalis Omondi Othuon from National Water Conservation and Pipeline Corporation.

Consequently the two reports were unanimously adopted.

## MINUTE NO.303/2014 PETITION REGARDING THE REMOVAL OF THE CHAIRPERSON NATIONAL GENDER AND EQUALITY COMMISSION.

The Chairperson informed the members that the House had extended the period of investigation and reporting matters regarding the aforesaid petition by 14 days from 3<sup>rd</sup> December, 2014.

The members resolved to invite the following to provide more information regarding the petition before finalizing on the report.

1. Ms.Kagwiria Mbogori the Chairperson Kenya National Commission on Human Rights on Tuesday 9<sup>th</sup> December, 2014.
2. Hon.Francis Ole Kaparo the Chairperson National Cohesion and Integration Commission Tuesday 9<sup>th</sup> December, 2014.
3. Mr. Otiende Amollo the Chairperson Commission on Administrative Justice on 11<sup>th</sup> Thursday December 2014.



MINUTE NO.304/2014 ADJOURNMENT.

The meeting was adjourned at 12.40 p.m.

Signed..... *Tiyah Galgalo* .....

Hon. Tiyah Galgalo, MP  
(Vice-Chairperson)

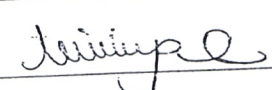
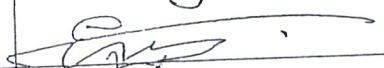

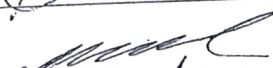







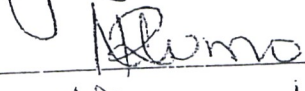
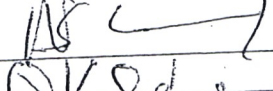


Date..... *4/12/2014* .....

DEPARTMENTAL COMMITTEE ON LABOUR AND SOCIAL WELFARE

ATTENDANCE LIST

DATE..... 4<sup>TH</sup> DECEMBER 2014.....

AGENDA..... ADOPTION OF REPORTS ON (1) PETITION REGARDING RECRUITMENT OF TOP MANAGERS AT THE UNCLAIMED FINANCIAL ASSETS BY MR ERIC URINGI  
 PETITION REGARDING THE UNLAWFUL DISMISAL OF VITALIS OMBORI  
 STANDS FROM NATIONAL WATER CONSERVATION AND PIPELINE CORP.

NO	NAME	SIGNATURE
	Chairperson	
	Vice-Chairperson Hon Tiyah Galgato Ali	
	HON ELIJAH Mosomi MOINDI	
	Hon. Kinoti Gatabi Boniface	
	JOHN OGUTU OMONDI	
	HON JOHN B. SERUT	
	Hon Sam Wanjama	
	HON JOHN NDIRANGI	
	Hon. JAMES M LALWA	
2	Hon Winnie Njuguna	
1	HON JANET TETIAA	
2	Hon. PERIS LOBILLO	
3	HON. JAMES O. K'OYOO	
4	Hon. Rose Nuseo Numo	
5	Hon Janet Nangabo	
6	Hon. Corally Severn	

17	Hon SAMUEL GICHAHI	<del>Eric Nyambati</del>
18	Hon Wesley Kono	Wesley
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ERIC NYAMBATI

FOR CLERK NATIONAL ASSEMBLY

# ANNEX 1

## FINAL INTERVIEW SUMMARY SCORE SHEET

**1. If the top scorers are picked, this is how the list of UFAA top managers would look like:**

<u>Position</u>	<u>Name</u>	<u>Ethnicity</u>	<u>Gender</u>
CEO	Carilus Ademba	Luo	Male
Manager, UFAL	John K. Mwangi	Kikuyu	Male
Manager F&A	Jane W. Karuri	Kikuyu	Female
Corp. Sec.	Nelly Matheka	Kamba	Female
Manager A&R	Hillary Wachinga	Kikuyu	Male
Manager, Proc.	Alex Musungu	Luhya	Male
Manager, ICT	Francis Muchina	Kikuyu	Male

57 per cent from one ethnicity (Kikuyu)  
 71 per cent from one gender (Male)

**2. If the runner-up scorers are picked, this is how the list would look like:**

<u>Position</u>	<u>Name</u>	<u>Ethnicity</u>	<u>Gender</u>
CEO	Eileen Kariuki	Kikuyu	Female
Manager, UFAL	Michael O. Owuor	Luo	Male
Manager F&A	Peter Mbage	Kikuyu	Male
Corp. Sec.	Moses S. Lukale	Luhya	Male
Manager A&R	Michael Mbwavi	Luhya	Male
Manager, Proc.	Joshua Maina	Kikuyu	Male
Manager, ICT	Alex Njoroge	Kikuyu	Male

57 per cent from one ethnicity (Kikuyu)  
 85 per cent from one gender (Male)

**3. If the second runner up scorers are picked, this is how the list would look like:**

<u>Position</u>	<u>Name</u>	<u>Ethnicity</u>	<u>Gender</u>
CEO	Mbatha Mbithi	Kamba	Female
Manager, UFAL	Janerose Omondi	Luo	Female
Manager F&A	Wambua Mutie	Kamba	Male
Corp. Sec.	Anne Kamau	Kikuyu	Female
Manager A&R	Eric Otieno	Luo	Male
Manager, Proc.	Nicholas Muthengi	Kikuyu	Male
Manager, ICT	Jack Odhoch	Luo	Male

42 per cent from one ethnicity (Luo)  
 71 per cent from one gender (Male)

## OVERALL REPRESENTATION

47.6 per cent from one ethnicity (Kikuyu)  
85 per cent from one gender (Male)

### ETHNICITIES REPRESENTED (Four ethnicities represented)

Kikuyu	47.6 per cent
Luo	23.8 per cent
Kamba	14.2 per cent
Luhya	14.2 per cent

*Limited to 4 tables*

### ETHNICITIES NOT REPRESENTED

Borana  
Elkony  
Elmolo  
Embu  
Gabbra  
Galla  
Giriana  
Iteso  
Keiyo  
Kipsigis  
Kisii  
Kuria  
Maasai  
Marakwet  
Mbeere  
Meru  
Mijikenda  
Njemps  
Orma  
Pokomo  
Pokot  
Rendille  
Sabaot  
Samburu  
Somali  
Swahili  
Taita  
Taveta  
Terik  
Tharaka  
Tugen  
Turkana

# ANNEX 2

## QUESTIONS ON SHORTLISTED CANDIDATES

### CHIEF EXECUTIVE OFFICER:

The board interviewed nine candidates. Why did this not happen for the rest of the positions, where only five candidates were interviewed?

### Questionable candidates short-listed for interview by the UFAA Board:

**CEO 5. Nabert Ombajo Mandala:** Initially short-listed but dropped out and opted to go for Manager, Unclaimed Financial Assets Line, because of the questionable work experience period.

**CEO 12. Gamallel Hassan Alukwe:** Did not have the necessary experience as laid out in the advert.

**CEO 17. Joseph Sudi Ndinyo:** Did not have the necessary experience as laid out in the advert.

**CEO 29. Joseph Kipronoh Koech:** Did not have the necessary experience as laid out in the advert.

### Those left out and who qualified: (Their details can be obtained from the long list)

<u>Application Number</u>	<u>Name</u>
CEO 3.	Duncan Mwangi Ndegwa
CEO 4.	Mwita Thomas Nyangi
CEO 7.	Yussuf Abdalla Idarus
CEO 9.	Johnstone Oltetia
CEO 11.	Nancy Oundo Dalla
CEO 19.	David Nyongio
CEO 32.	Eckersley Chabaga Kisanya
CEO 45.	Ruth Khatievi Songa Kulundu
CEO 49.	George Kipkoech Rutto
CEO 50.	Richard Nyongesa Ngoni
CEO 52.	Paul Naske Mukoba
CEO 53.	Ambrose Juma Lugho
CEO 60.	Humphrey Nyagah Njeru

### MANAGER UNCLAIMED ASSETS LINE

### Questionable candidates short-listed for interview by the UFAA Board:

**UFAL 23. Jacob Owade:** Did not have the required Masters Degree, and was removed after I raised objections to his inclusion in the short list.

**Note: None of the short-listed candidates had 7 years experience on unclaimed assets especially on auditing or inspection of unclaimed assets.**



**Those left out and who qualified:**

<b><u>Application Number</u></b>	<b><u>Name</u></b>
UFAL 24	Purity Kariuthi Muriuki

(Only one applicant seems to have bare minimum qualifications for this job. She should at the very least been included in the short list for interviews).

**CORPORATION SECRETARY:****Questionable candidates short-listed for interview by the UFAA Board:**

CS 21 Anne Wangari Munene: Did not have the required Masters Degree nor work experience

CS 26 Anne G. Kamau: Was past the cut-off age applied for the other applicants

**Those left out and who qualified:**

<b><u>Application Number</u></b>	<b><u>Name</u></b>
CS 3.	Kennedy Omoro Mosoti
CS 7.	David Kamau Mwangi
CS 8.	Grace Chogo-Chahale
CS 9.	Chispine Otieno Owiye
CS 13.	Wilkister Nyangito
CS 14.	Jane Wanjiku Githinji
CS 15.	Grace Madula Magunga
CS 24.	Tabitha Mutero Mwaniki

**MANAGER AUDIT AND RISK****Questionable candidates short-listed for interview by the UFAA Board:**

The five candidates who came for interview were qualified. However the shortlist did not reflect ethnic and regional balance.

**Those left out, qualified and who would have ensured ethnic and regional balance:**

<b><u>Application Number</u></b>	<b><u>Name</u></b>
AR 2.	Philip Kipng'eno Mutai
AR 8.	Judith Chepkemoi Chumo
AR 12.	Pius Kimutai
AR 23.	Taslim Mueni Wason
AR 27.	Pariken Ole Sankei

- AR 30. Amos Anthony Musundi
- AR 31. Mathew Siwoi Ignazia Kaimba
- AR 35. Delilah Mukhwana Barasa
- AR 37. Geoffrey Mochache
- AR 38. Ignazia Kaimba

**MANAGER FINANCE AND ACCOUNTING**

**Questionable candidates short-listed for interview by the UFAA Board:**

The five candidates who came for interview were qualified. However, more qualified candidates especially those with knowledge and experience in government/ public sector financial systems and who would have ensured ethnic and regional balance were left out of the shortlist

**Those left out:**

<b><u>Application Number</u></b>	<b><u>Name</u></b>
FA 8.	Paul Musila Muthungu
FA 10.	Maurice Owino Pedo
FA 13.	Leonard Kipkoech Kiptum
FA 21.	Rogers Miranyi Rori
FA 28.	Dominic Morara Simba
FA 37.	Roseline Nekesa Wamalwa
FA 47.	Ngunga Benson Milai
FA 52.	Cloy Auma Agutu
FA 55.	Silas Nyaga Njagi
FA 60.	Amina Mohamed
FA 73.	Fuad Mbarak Ali
FA 80.	James Musyoki Kilonzi
FA 86.	Felister Njoki Njeru
FA 88.	Neema Kadogo Mkorori

**MANAGER ICT**

**Questionable candidates short-listed for interview by the UFAA Board:**

The five candidates who came for interview were qualified. However, more qualified and suitable candidates were left out of the shortlist.

<b><u>Application Number</u></b>	<b><u>Name</u></b>
ICT 8.	Njeru Raphael Mwaniki
ICT 9.	Kennedy K Yegon
ICT 10.	Virginia M.N. Kuria

- ICT 11. Nicholas Yahuma Awiti
- ICT 12. Benjamin Ondiba Nyambati
- ICT 21. David Mbarani
- ICT 22. James Nyangate Nyangoka
- ICT 27. Samuel Ngoci Gatiti
- ICT 29. Ronald Kibet Ngeno
- ICT 33. Joseph Karugu
- ICT 34. Francis Wahome Maina
- ICT 42. Annrose Ngemu

**MANAGER PROCUREMENT**

**Questionable candidates short-listed for interview by the UFAA Board:**

Four out of the five ALL MALE candidates who came for interview were not qualified:

- P4 Nicholas Njeru Muthengi:** Did not have the relevant Masters Degree
- P7 Kamota Masimus Siwa:** Did not have the relevant Masters Degree
- P21 Joshua Wamithi Maina:** Did not have a Masters Degree, though the long list shows he has an MBA.
- P25 Duncan Mutulu:** Did not have a Masters Degree though the long list shows he has an MBA in Procurement and Supply Chain Management.

Applicants who were qualified and who would have ensured ethnic, gender and regional balance and who were left out of the shortlist include:

<u>Application Number.</u>	<u>Name</u>
P 5.	Anthony Osoro
P 10.	Nathan Masindano Soita
P 13.	Patrick Abuya
P 16.	Kennedy Kiplagat
P 20.	Mary Kerubo Onchiri
P 28.	Jane Njeri Kariuki
P 33.	Silas Kiprugut Katam
P 34.	Susan Chesang
P 37.	Joseph Anthony Njagi
P 38.	Antonette Muema
P 39.	Kimeria Stephen Gitau
P 40.	Mary G. Solomon

# ANNEX 3

**MINUTES OF THE 3<sup>RD</sup> FINANCE AND HUMAN RESOURCE COMMITTEE MEETING OF UNCLAIMED FINANCIAL ASSETS AUTHORITY (UFAA) MEETING HELD AT TREASURY BUILDING, 14<sup>TH</sup> FLOOR ROOM 14E, ON 13<sup>TH</sup> MAY 2014 AT 2.30 P.M.**

---

**PRESENT**

- |                               |   |                    |
|-------------------------------|---|--------------------|
| 1. Asha Ndisiyon Ngoley (Ms.) | - | Chairperson        |
| 2. Charles Mwangi Nduati      | - | Member             |
| 3. Eric Bororo Orino          | - | Member             |
| 4. Daniel Mutua               | - | Member (Rep CS/NT) |
| 5. George Omino               | - | Ag. CEO            |

**IN ATTENDANCE**

- |                        |   |                           |
|------------------------|---|---------------------------|
| 1. Tom Mbuya Odundo    | - | Senior Accountant         |
| 2. Jane Gicheru (Mrs.) | - | Human Resource Officer    |
| 3. Emily Korir (Ms.)   | - | Supply Chain Mgt. Officer |
| 4. Nick Mudambo        | - | ICT Officer               |
| 5. Simon Imbisi        | - | ICT Officer               |
| 6. Emily Njeri (Ms.)   | - | Senior Clerical Officer   |

**SESSION:** - 2.55 p.m. to 5.30 p.m.

**MIN. 20/FHRC/2014 ADOPTION OF THE AGENDA**

The Meeting was called to order at 2.55 pm and the following agenda was adopted:

1. Introduction
2. Confirmation of Minutes of the 2<sup>st</sup> UFAA Finance and Human Resource Committee Meeting held on 23<sup>rd</sup> April 2014.
3. Matters Arising
4. Organizational Structure
5. Recruitment of Staff

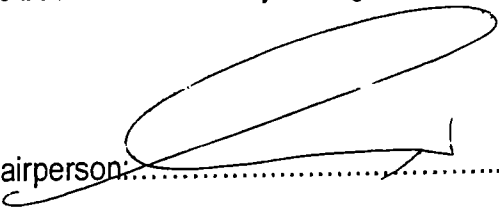
- |  |   |        |
|--|---|--------|
| 6. Manager ICT                             | - | UFAA 6 |
| 7. Manager Unclaimed Financial Assets Line | - | UFAA 6 |

Members came up with a schedule that would help in the recruitment process

### Proposed Recruitment Schedule

1. 13<sup>th</sup> May 2014: Finance and Human Resource Committee proposes recruitment schedule for adoption by the Special Board meeting of 14<sup>th</sup> May 2014
2. 14<sup>th</sup> May 2014: Special Board meeting approves recruitment schedule proposed by Finance and HR committee subject to finalization of proposed Jobs to be advertise, Job descriptions and the proposed Job Advertisements
3. Between 15<sup>th</sup> and 22<sup>nd</sup> May 2014, Management in consultation with the Finance and HR Committee finalizes proposed Job descriptions and the proposed Job advertisements
4. 23<sup>rd</sup> may 2014: Special Board meeting approves the Job Descriptions and the job advertisements
5. The job advert is booked between 26<sup>th</sup> and 29<sup>th</sup> may to appear in two dailies i.e the Daily Nation and the Standard newspapers. The same advert can be posted in the Treasury website
6. A sealed box can be placed on the 12<sup>th</sup> floor of Treasury Building for hand delivered applications and UFAA Post Office Box 28325 00200 Nairobi for the posted applications. No online applications allowed
7. Deadline for receiving the applications be within two (2) weeks i.e 13<sup>th</sup> June 2014
8. Hire a consultant who takes over the applications and goes through them and submits to the committee a list of names of applicants who qualify to be interviewed by the Board
9. One week to shortlist between 16<sup>th</sup> June 2014 to 20<sup>th</sup> June 2014
10. One week to call the candidates for interviews 23<sup>rd</sup> June to 27<sup>th</sup> June 2014
11. One week for interviews by the Board i.e 30<sup>th</sup> June to 4<sup>th</sup> July 2014
12. One week to finalise the appointment of the CEO
13. forward 3 names to the Cabinet Secretary for final appointment as Chief Executive Officer by 14<sup>th</sup> July 2014
14. 16<sup>th</sup> July 2014 appointment of other Managers by issuing them with letters of offer and stating the expected date of reporting
15. Wind up the interview process by 18<sup>th</sup> July 2014
16. Cabinet secretary appoints CEO in Gazette Notice by 1<sup>st</sup> August 2014
17. Give the appointed CEO, Managers and other officers time to serve notice on their current employers (if any) until 31<sup>st</sup> August 2014 and give them offers of appointment.

The business of the day having been concluded, the Chairperson closed the meeting at 5:30 p.m.

Chairperson:  .....

Date: 13/8/2014 .....

**MINUTES OF THE SPECIAL BOARD MEETING OF THE UNCLAIMED FINANCIAL ASSETS  
AUTHORITY (UFAA) HELD AT TREASURY BUILDING, 6<sup>TH</sup> FLOOR, ROOM 603, ON TUESDAY,  
10<sup>TH</sup> JUNE, 2014 AT 2.00 P.M.**

---

**PRESENT**

- |                                 |   |                    |
|---------------------------------|---|--------------------|
| 1. Vincent Kimosop              | - | Chairman           |
| 2. Abdikhan Abass               | - | Member             |
| 3. Charles Mwangi Nduati        | - | Member             |
| 4. Asna Nambiyen Ngelecy (MIS.) | - | Member             |
| 5. Daniel Mutua                 | - | Member (Rep CS/NT) |
| 6. George Omino                 | - | Ag. CEO            |

**APOLOGY**

- |                   |   |        |
|-------------------|---|--------|
| Eric Barare Orina | - | Member |
|-------------------|---|--------|

**IN ATTENDANCE**

- |                        |   |                           |
|------------------------|---|---------------------------|
| 1. Erick Murungi       | - | Finance Officer           |
| 2. Tom Mbuya Odundo    | - | Senior Accountant         |
| 3. Jane Gicheru (Mrs.) | - | Human Resource Officer    |
| 4. Emily Korir (Ms.)   | - | Supply Chain Mgt. Officer |
| 5. Simon Imbisi        | - | ICT Officer               |
| 6. Nick Mudambo        | - | ICT Officer               |
| 7. Emily Njeri (Ms.)   | - | Senior Clerical Officer   |

- |                 |   |                        |
|-----------------|---|------------------------|
| <b>SESSION:</b> | - | 2.30 p.m. to 4:25 p.m. |
|-----------------|---|------------------------|

**23/BOD/2014                      ADOPTION OF THE AGENDA**

The Meeting was called to order at 2.30 p.m. and the following agenda was adopted:



## Option 2

Reimbursement of actual mileage at prevailing AA rates (total running cost including fixed and operating costs per kilometer) depending on the cc rating up to a maximum of 1850cc, model and age of the car:

Members noted that Section 1(f) of the Terms and Conditions of Service for Chairman and Directors of State Corporation does not provide for a **remunerative allowance** for transport to Board business.

The Board approved the above two options so that each Director can take the most convenient depending on his or her circumstances.

## 25/BOD/2014            PROCUREMENT OF RECRUITMENT CONSULTANCY FIRM

Following the Board's decision to recruit staff for seven (7) senior management positions in the Authority and a directive to Management to procure the services of a recruitment consultancy firm to assist in the recruitment process, Management initiated action towards both the advertisement of the positions in the papers and procurement of a reliable consultancy firm for the same. Based on industry survey, the following ten firms were considered appropriate for the exercise:-

1. African Management Solutions Limited
2. African Development Professionals Limited
3. Dominion Consultants
4. Deloitte and Touché Kenya
5. Frank Management Limited
6. Hawkins and Associates
7. Kitcher and Associates
8. PWC Kenya
9. PowerPoint Consultants
10. Stan Consulting Group

Members were informed that the recommendation for payment of salary top up for the seconded staff at the rate of the full difference between what they are currently earning and the minimum rate of the position they are holding in the Authority had been benchmarked with KENTRADE.

Members were informed that the salary top up payments had been budgeted for. They were also informed that the matter of the Authority's categorization had been discussed with the investment Secretary. She was informed that the recommendation to SCAC to categorise the Authority as PC8A had been made by the Principal Secretary National Treasury.

Members were informed that the request for the terms and conditions for the seconded staff and payment of top up salary had taken into account the experience of the officers in the Government service and is also in line with the Authority's Human resource policy manual, approved organization structure and salary scale and in alignment to the guidelines issued by the Government on state Corporations on 23rd November 2004.

The Board approved the terms and conditions of service and top up salary for the seconded officers as shown in appendix I.

#### **27/BOD/2014            OPENING OF UNCLAIMED FINANCIAL ASSETS TRUST FUND ACCOUNT**

The Chairman noted that one of the Board members, Mr. Orina, for whom this agenda item had been postponed to be discussed in his presence, had not arrived. It was therefore agreed that Members proceed to discuss the matter as it was the last item on the agenda. Members RESOLVED that the Unclaimed Assets Trust Fund account be opened at the Central Bank of Kenya as it was a neutral institution in which the Authority can hold the unclaimed financial assets.

The Chairman presented a letter that one of the Board members had written to him about the trust fund account. He noted that the letter had been copied to outside parties, including 51 banks. He further noted that the letter had contained matters that had been discussed by the Board and which should not have been shared with outside parties. This was a breach of confidentiality. Other members noted that the action of this Board member of sharing Board matters with outsiders was in breach of protocol and appropriate action should be taken. They noted that the behavior of the

**MINUTES OF THE 4<sup>TH</sup> MEETING OF THE FINANCE AND HUMAN RESOURCE COMMITTEE  
OF UNCLAIMED FINANCIAL ASSETS AUTHORITY (UFAA) HELD AT TREASURY BUILDING,  
14<sup>TH</sup> FLOOR, LARGE CONFERENCE ROOM, ON 13<sup>TH</sup> AUGUST , 2014 AT 2.30 P.M.**

---

**PRESENT**

1. Charles Mwangi Nduati - Member
2. Eric Barare Orina - Member
3. Daniel Mutua - Member (Rep. CS/NT)
4. George Omimo - Ag. CEO

**APOLOGY**

- Asha Ndisiyon Ngoley (Ms.) - Chairperson

**IN ATTENDANCE**

1. Tom Mbuya Odundo - Senior Accountant
2. Jane Gicheru (Mrs.) - Human Resource Officer
3. Emily Korir (Ms.) - Supply Chain Mgt. Officer
4. Emily Njeri (Ms.) - Senior Clerical Officer

**SESSION:** - 2.55 p.m. to 4.30 p.m.

**MIN. 20/FHRC/2014 ADOPTION OF THE AGENDA**

The Meeting was called to order at 2.55 pm and the following agenda was adopted:

1. Apologies
2. Adoption of the Agenda
3. Confirmation of Minutes of the 3<sup>rd</sup> UFAA Finance and Human Resource Committee Meeting held on 13<sup>th</sup> May, 2014.
4. Matters Arising
5. Financial Position of the Authority as at 30<sup>th</sup> June 2014 and Budget for 2014/2015
6. Recruitment of Staff

The Committee was taken through the rationalised budget for FY 2014/2015. It was noted that during the FY 2013/2014 the Authority was allocated KSh.100m and in the FY 2014/2015 the allocation was KSh.120m, down from a budget of KSh.377m that it had presented to the National Treasury.

The rationalized budget for the FY 2014/2015 financial year was KSh.189,746,533.50. This was to be funded from the Government grant of KSh.120,000,000, internally generated revenue of KSh.1,200,000 and the unspent balance of FY 2013/2014 b/f of KSh.68,546,533.50.

#### **MIN. 31/FHRC/2014 RECRUITMENT OF THE STAFF**

Members were informed that following the Board's decision to recruit staff for the seven (7) senior management positions in the Authority and the request to management to procure the services of a professional recruitment firm, to assist in the process, management initiated action towards both the advertisement of the positions and the procurement of a reliable recruitment firm for the same.

Based on industry survey, the following ten firms were identified as appropriate for the exercise:-

1. African Management Solutions Limited
2. African Development Professionals
3. Dominion Consultants
4. Deloitte Kenya
5. Frank Management
6. Hawkins and Associates
7. Kitcher and Associates
8. Price Waterhouse Coopers Kenya
9. Power Point
10. Stan Consulting Group

Members were informed that The National Treasury through the Ministerial Tender Committee was requested to grant approval for the Authority to use the Restricted Tendering method of

Members noted the content of the letter from SCAC and upon deliberation recommended that the Board be requested to conduct suitability interviews on the seconded staff and offer them employment on contract basis for a specified period of time in order to maintain continuity of the organization before line staff are recruited.

#### **MIN. 32/FHRC/2014 HUMAN RESOURCE POLICY MANUAL**

The Committee acknowledged receipt of the amended draft HR policy manual and noted that there was need to have a day to review the amended sections of the policy manual. It was agreed that a full HR Committee review the manual on Tuesday, 26 August 2014 at a venue to be provided by management.

#### **MIN. 33/FHRC/2014 TERMS AND CONDITIONS OF SERVICE AND SALARY TOP UP FOR SECONDED STAFF**

##### **1. Salary Top Up for Seconded Staff**

Members were informed that during the Special Board meeting held on 10<sup>th</sup> June 2014, they had deliberated and approved the terms and conditions of service and salary top up for the eleven (11) seconded staff to UFAA at the rate of the difference between their current civil service basic salary and the basic salary attached to the posts they hold against UFAA structure and acting allowance for the CEO at the rate of 25% of his basic salary. They also recommended that the same be forwarded to SCAC for final approval.

The members noted that SCAC in their letter Ref. No. OP/SCAC./1/8/2/13 dated 22<sup>nd</sup> July 2014 conveyed their approval that all the deployed staff including the CEO, be paid a top up of 15% of their current civil service basic pay per month for the duration of deployment up to 31<sup>st</sup> October 2014. The Committee therefore recommended that the seconded staff be paid the salary top up as approved by SCAC.

##### **2. Request for Payment to Staff under the Office of the Ag. CEO/Deputy Director, Economic Affairs Department**

UFAA Grade 6	8,000.00 per day
UFAA Grade 5	7,000.00 per day
UFAA Grade 4	6,000.00 per day
UFAA Grade 3	5,000.00 per day
UFAA Grade 2	4,000.00 per day
UFAA Grade 1	3,000.00 per day

The Committee recommended that, since similar organizations pay their staff extraneous allowance for undertaking extra tasks, the seconded staff and those deployed in the Ag CEO's office be paid extraneous allowance for tasks identified by the Ag CEO and for a specific period of time. The Committee noted that those in senior positions (UFAA Grades 8 & 7) should not be paid extraneous allowance.

#### **MIN. 34/FHRC/2014 CORRESPONDENCE**

Members were provided with two correspondences as follows:

1. A circular letter REF ODP/ISC/ADM/25/VOLIV/36 Dated 30<sup>th</sup> June 2014 from the Chief of staff on the Role of the Board of Directors in State Corporations.
2. A letter Ref: CONF.183/017 dated 28th July, 2014 from the Principal Secretary, the National Treasury, Dr.Kamau Thuggee, on the terms and condition of service for officers seconded to the Unclaimed Financial Assets Authority (UFAA).

#### **MIN. 35/FHRC/2014 ANY OTHER BUSINESS**

##### **Payment of Claims - KNAC (2001)**

The Committee noted that the Authority hired a casual from KNAC LTD on a three (3) month temporary contract to assist the Authority. At the moment the Authority is not paying out any policy

**MINUTES OF THE 5<sup>TH</sup> MEETING OF THE FINANCE AND HUMAN RESOURCE COMMITTEE  
OF UNCLAIMED FINANCIAL ASSETS AUTHORITY (UFAA) HELD AT TREASURY BUILDING,  
14<sup>TH</sup> FLOOR, LARGE CONFERENCE ROOM, ON 15<sup>TH</sup> SEPTEMBER, 2014 AT 10.00 A.M.**

---

**PRESENT**

1. Mr. Charles Mwangi Nduati - Member
2. Mr. Eric Barare Orina - Member
3. Mr. Daniel Mutua - member (Rep. Conv.)

**APOLOGY**

1. Ms Asha Ndisiyon Ngoley - Chairperson
2. Mr. George Omino - Ag. CEO

**IN ATTENDANCE**

1. Mr. Vincent Kimutai Kimosop - Board Chair
2. Mr. Abdulkhani Abbas - Board Member
3. Mr. Godfrey Busolo - Administrator
4. Mr. Tom Mbuya Odundo - Senior Accountant
5. Jane Gicheru (Mrs.) - Human Resource Officer
6. Emily Korir (Ms.) - Supply Chain Mgt. Officer
7. Reginald Matekwa (Ms.) - Secretary
8. Mr. Victor Laiguni - HR consultant African Management Solutions Ltd
9. Mr. Averall Igobwa - HR consultant African Management Solutions Ltd

**SESSION:** - 10.30 a.m. to 12.30 p.m.

The members further sought clarification on the following:-

- (a) The criteria that was used in shortlisting so as to arrive at the above numbers.
- (b) Whether age was used as an eliminating factor and if so whether this would be construed as discrimination.
- (c) Whether due consideration was being accorded to the issue of regional balance
- (d) Detailed report on the recruitment exercise including a full list of all applicants.
- (e) The level of involvement of the Board on the recruitment process

#### **Response from the Consultant**

The consultant appreciated the concerns raised by the members and went ahead to respond on each of the above issues as indicated below.

#### **(a) Criteria Used**

The consultant explained that elimination was based on a number of factors including the following:-

- a. Meeting the minimum qualification
- b. Age
- c. Years of experience

#### **(b) Age**

The consultant explained that the short listing focused on a maximum age of 51 years considering the fact that the appointments were on a 4 year contract basis which would ultimately translate to 55 years at the end of the contract period. He observed that we had three applicants aged over 51 years.

#### **(c) Regional Balance**

The consultant explained that the short listing focused on qualifications as per the advertisement and that the issues of gender and regional balance would be addressed at a later stage of the recruitment process. It was explained that such an approach would ensure that the quality of staff is not compromised.



5. The UFAA HR Committee meeting would be held on Wednesday 24<sup>th</sup> September, 2014 at 10.00 a.m. to review the consultant's report.
6. The interviews would be conducted in the course of the week starting 29<sup>th</sup> September, 2014. The UFAA management was in this regard requested to prepare a programme/schedule to guide the interview process and also make arrangements for procurement of an appropriate venue within Nairobi for the exercise.

The business of the day having been concluded, the meeting closed at 12.30 p.m.

Chairperson:.....

Date:.....

**MINUTES OF THE SPECIAL BOARD MEETING OF THE UNCLAIMED FINANCIAL ASSETS  
AUTHORITY (UFAA) HELD AT SERENA HOTEL, NAIROBI, CANNA ROOM, ON MONDAY,  
29<sup>TH</sup> SEPTEMBER, 2014 AT 8.30 A.M.**

---

**PRESENT**

- |                                  |   |                    |
|----------------------------------|---|--------------------|
| 1. Vincent K. Kimosop            | - | Chairman           |
| 2. Abdikhan Abass                | - | Member             |
| 3. Charles Mwangi Nduati         | - | Member             |
| 4. Amina Kariyeri Ngoleley (MS.) | - | Member             |
| 5. Eric Barare Orina             | - | Member             |
| 6. Daniel Mutua                  | - | Member (Rep CS/NT) |
| 7. George Omino                  | - | Ag. CEO            |

**IN ATTENDANCE**

- |                |   |                                |
|----------------|---|--------------------------------|
| Victor Laibuni | - | Recruitment Consultant (AMSOL) |
|----------------|---|--------------------------------|

- |                 |   |                        |
|-----------------|---|------------------------|
| <b>SESSION:</b> | - | 8.30 a.m. to 5:20 p.m. |
|-----------------|---|------------------------|

**28/BOD/2014 ADOPTION OF THE AGENDA**

The Chairman called the Meeting to order at 8.45 a.m. and the following agenda was adopted:

1. Apologies
2. Interviews for Chief Executive Officer Position

**24/BOD/2014 APOLOGIES**

No apologies were noted.

from the consultants for him to appoint one (1) candidate from among the three (3) candidates as the Chief Executive Officer of the Authority.

The business of the day having been concluded, the Chairman closed the meeting at 5:20 p.m.

Signed:.....

Date:.....

Chairman

**MINUTES OF THE SPECIAL BOARD MEETING OF THE UNCLAIMED FINANCIAL ASSETS AUTHORITY (UFAA) HELD AT SERENA HOTEL, NAIROBI, CANNA ROOM, ON MONDAY, 29<sup>TH</sup> SEPTEMBER, 2014 AT 5.00 P.M.**

---

**PRESENT**

- |                                |   |                    |
|--------------------------------|---|--------------------|
| 1. Vincent K. Kimosop          | - | Chairman           |
| 2. Abdikhan Abass              | - | Member             |
| 3. Charles Mwangi Nduati       | - | Member             |
| 4. Asna Ndisiyon Ngoley (Mrs.) | - | Member             |
| 5. Eric Barare Orina           | - | Member             |
| 6. Daniel Mutua                | - | Member (Rep CS/NT) |
| 7. George Omino                | - | Ag. CEO            |

**IN ATTENDANCE**

- |                     |   |                         |
|---------------------|---|-------------------------|
| Jane Gicheru (Mrs.) | - | Human Resources Officer |
|---------------------|---|-------------------------|

- |                 |   |                        |
|-----------------|---|------------------------|
| <b>SESSION:</b> | - | 5.02 p.m. to 5:40 p.m. |
|-----------------|---|------------------------|

**30/BOD/2014 ADOPTION OF THE AGENDA**

The Chairman called the Meeting to order at 5.02 p.m. and the following agenda was adopted:

1. Apologies
2. Letter by Director Erica Orina on Objection to Recruitment Process

**31/BOD/2014 APOLOGIES**

No apologies were noted.

**32/BOD/2014 LETTER BY DIRECTOR ERIC ORINA ON OBJECTION TO RECRUITMENT PROCESS**

Members noted that the Chairman of the Board had been requested by the Committee members to chair the meeting since the Chairperson of the Finance & Human Resource Committee was away. Members further noted that the decisions made at the meeting of 15<sup>th</sup> September 2014 were by consensus.

4. That the consultants had failed to provide the full list of applicants and their details at the meeting held on 24<sup>th</sup> September 2014, which they had undertaken to do during the last Board meeting.

Members noted that the recruitment consultants, Africa Management Solutions Ltd., had on ... given management the full list of applicants in a CD. The CD contained a large field of information that management was not able to print in a condensed format and avail to the Committee. Members further noted that it had been agreed that the consultants would provide a print out of the condensed list at the next meeting.

5. That the numbers of applications received by the consultants at 386 was different from the number of 380 provided by management in the Board paper of 23<sup>rd</sup> June 2014.

At this point, the Human Resources Officer, Mrs. Jane Gicheru, was invited to the meeting to explain the difference. She explained that the difference of six (6) was attributable to four (4) applications that had been received through the post office and had been date stamped before the closing date of Friday, 2<sup>nd</sup> June 2014, and two(2) to inadvertent omission during the listing of the applications before handing over to the consultants. Members noted that none of the six applications had been shortlisted. Mrs. Jane Gicheru then left the meeting.

6. That the final shortlist of candidates to be interviewed differed substantially from the list provided by the consultants on 15<sup>th</sup> September 2014. Most notable was the appearance of one Mr. Jacob Owade at the top of the list of contenders for the position of Manager, Unclaimed

Members noted that the shortlist of candidates for the various positions was based on merit first, and then gender and regional balance. Members further noted that the actual number of applicants would be limited to ten (10) for the CEO position, and five (5) each for the six (6) managerial positions.

9. That the task of the Finance & Human Resources Committee as agreed in the previous Board meetings and as laid out in the schedule approved by the Board was to scrutinize the shortlist of candidates prepared by the consultants vis-à-vis the long list and work with the consultants to come up with the final shortlist of five or ten candidates to be interviewed by the Board for each of the seven positions. That this has not been done and therefore the veracity of the final shortlist is questionable.

Members noted that role of the Finance & Human Resources Committee was to provide oversight in the recruitment process and not to be involved in scrutinizing the list of 386 applicants. Members indicated that they had no reason to doubt the credibility of the consultants who had been procured through a competitive bid by the MTC of the National Treasury. They indicated that they had relied on the professional undertaking of the consultants to give them a shortlist of qualified and credible candidates to interview.

10. That he (Mr. Orina) had previously raised reservation about engaging a consultant to assist in the recruitment process when the Board members should conduct this task. The answer has always been that the consultant would assist the Board in conducting a fair, efficient and transparent manner. He does not think that this has been achieved.

Members noted that the decision to engage a recruitment consultant was made collectively by the Board and was done the interest of saving time for Board most of whose members did not have time to sit for many days to scrutinize a large number of applications. Members further noted that it was prudent to engage a firm that is familiar with recruitment process, applications mining and

# THE NATIONAL TREASURY

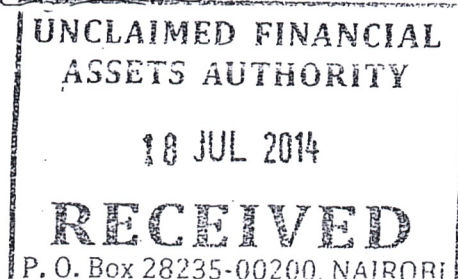
Telegraphic Address: 22921  
FINANCE-NAIROBI  
Fax No.: 330426  
Telephone: 252299  
When replying please quote



THE TREASURY  
P.O. Box 30007  
NAIROBI  
KENYA

REF: MTC/1.M/VOL.VI (1.6)

Ag. CHIEF EXECUTIVE OFFICER  
UFAA



17<sup>th</sup> July, 2014

## MTC COMMUNICATION FOR AUTHORITY TO USE RESTRICTIVE TENDERING METHOD FOR CONSULTANCY SERVICES FOR RECRUITMENT AND SELECTION OF UFAA STAFF.

The Ministerial Tender Committee at its Meeting No. MTC/1/2014- 2015 held on Thursday 10<sup>th</sup> July, 2014 under Minute No. 6 discussed application for authority to use restrictive tendering method for consultancy services for recruitment and selection of UFAA staff.

After noting the Departmental Comments the Committee granted authority to use restrictive tendering method from the following firms:-

No	Item Description	Proposed Firms
1.	Consultancy services for recruitment and selection of staff for UFAA	<ol style="list-style-type: none"><li>1. M/s African Management Solutions Limited</li><li>2. M/s African Development Professionals</li><li>3. M/s Dominion Consultants</li><li>4. M/s Deloitte Kenya</li><li>5. M/s Frank Management</li><li>6. M/s Hawkins and Associates</li><li>7. M/s Kitcher and Associates</li><li>8. M/s PWC Kenya</li><li>9. M/s Power Point</li><li>10. M/s Stan Consulting Group</li></ol>

Remarks: The proposed firms were sourced from the market knowledge.

Please take the appropriate action.

  
N. M. MGHENDI  
SECRETARY/MTC

# ANNEX 4



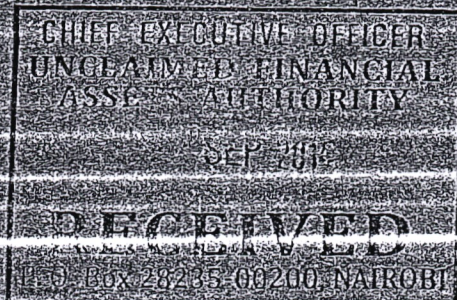
**THE UNCLAIMED FINANCIAL ASSETS AUTHORITY**

**CONSULTANCY SERVICE TO CONDUCT RECRUITMENT OF STAFF FOR  
THE UNCLAIMED FINANCIAL ASSETS AUTHORITY**

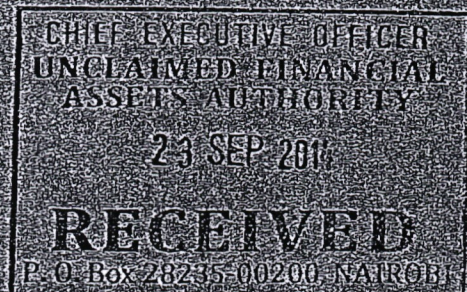
**PROGRESS REPORT**

**Submitted by:**

**AFRICA MANAGEMENT SOLUTIONS LIMITED**



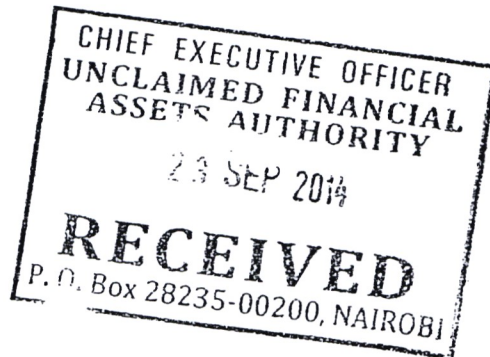
**Date: 22 September 2014**



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# STAFF RECRUITMENT FOR THE UNCLAIMED FINANCIAL ASSETS AUTHORITY

## 1.0 Background

### 1.1 Introduction

The unclaimed Financial Assets Authority sought the services of a professional firm to undertake recruitment services for seven positions.

## 2.0 Objectives of the Assignment

The objective of this assignment is to recruit staff based on merit, integrity and competence for the following posts

1. Chief Executive Officer (1 post)
2. Manager, Unclaimed Financial Assets (1 post)
3. Corporation Secretary(1 post)
4. Manager, Finance and Accounts(1-post)
5. Manager, Audit and Risk(1 post)
6. Manager, ICT (1 post)
7. Manager, Procurement (1 post)

### 2.1 Scope of Work

The scope of the assignment is to recruit seven (7) members of staff and the specific activities to be undertaken are as follows:

- a) Receiving and registering all applications
- b) Shortlisting of candidates and submission of shortlist to the Unclaimed Financial Assets Authority.
- c) Interviewing of candidates

Submission of recruitment report to the Unclaimed Financial Assets Authority. which should include

- Number of candidates interviewed per post
- The best three (3) candidates per post with justification for each.
- Recommendation on the most suitable candidate in each case

### 2.2 Timeline

The consultant will undertake the above activities within 14 consulting days after signing of the contract agreement

### 2.3 Obligations of the client

1. To provide the terms of reference for the vacant post.
2. All applications
3. Receive the report of recruitment submitted by the consultant, both for the shortlisted candidates and interviewed candidates.

4. Study the reports and give a feedback to the consultant.

**2.4 Obligations of the consultant**

- a) To constitute an interview panel that is suitable and appropriate to each and every post.
- b) Submit to the Unclaimed Financial Assets Authority reports on the shortlisted and interviewed candidates.

**2.5 Deliverables**

This report comprises the following:

- (a) List of all applicants for each position.
- (b) Shortlist of qualified candidates for every position.
- (c) Names of applicants interviewed for every position.
- (d) Interview score-sheets of all applicants interviewed for every position.
- (e) A list of the best three (3) candidates for each position with justification remarks.
- (f) A schedule of the candidates recommended for each of the positions.
- (g) Recruitment report containing names of the candidates interviewed for every post in order of merit.

**2.6 Time Frame**

The exercise was completed within a period of 14 working days as follows:

	Activities	Consulting Days													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Inception meeting	█													
2	Short Listing and Invitation of the Short-listed Candidates for the Interviews	█	█	█											
3	Development of Interview tool	█	█	█											
4	Interviewing					█	█	█	█	█	█	█			
5	Preparation and Submission of the Recruitment Report												█	█	█

## 2.7 Level of Effort

	Activities	No. of Days
1	Inception meeting	0.5
2	Short Listing and Invitation of the Short-listed Candidates for the Interviews	3
3	Development of Interview tool	0.5
4	Interviewing	8
5	Preparation and Submission of the Recruitment Report	2
	<b>Total No. of days</b>	<b>14</b>

## 2.8 Job Profile

The Consultant was provided with job profiles for every position by the UFAA as indicated in the advertisement.

## 2.9 Advertisement

The jobs were advertised in the local daily newspapers.

A copy of the advertisement is attached as *Annex 1*.

The mode of application was through hard copies either sent by post, courier or personally dropped at the client's office.

## 3.0 Number of Applications Received

As at the closing date and time of the applications, the number of applications received for every position were as follows:

Position	Number of Applications Received
Chief Executive Officer	65
Manager, Unclaimed Financial Assets	37
Corporation Secretary	29
Manager, Finance and Accounts	104
Manager, Audit and Risk	51
Manager, ICT	52
Manager, Procurement	48
Total Applications	386

Each application received was listed and given a serial number for tracking purposes.

### 3.1 Comments on Application Received

The following issues were observed in respect of the applications received:

- a) Majority of the applications met the minimum academic and professional requirements according to the recruitment specifications.
- b) There was a good balance between the applicants from the public and private sector.
- c) The applicants for the position of Manager, Finance and Accounts have very good qualifications and work experience.
- d) Generally, the positions attracted more men applicants compared to women.

Overall the quality of the candidates in every position was high. The Consultant was therefore, able to select and interview high quality candidates.

### 3.2 Short Listing of Candidates

The Consultant scrutinized all applications thoroughly. A maximum of ten (10) applicants were shortlisted all positions. A schedule of the shortlisted candidates for every position is attached as:

- Annex 2 – All the Applicants
- Annex 3 – Shortlisted Candidates

#### 3.2.1 Short Listing Criteria

The Consultant used the criteria based on:

1. The Academic, Professional qualifications and experience as indicated in the advertisements for the various positions.
2. Specific and relevant experience per position
3. Age was capped at 51 years to allow at least a four year contract before retirement
4. Gender consideration as long as the minimum advertisement criteria was met.
5. Regional Balancing in regards to County of Origin.

### 3.3 Interview and Selection Methodology

#### 3.3.1 Interview Method

The interview methods will be both psychometric test and also based on the behavioral method that seeks, not only to understand the candidate's knowledge and skills, but also their past performance.

Shortlisted candidates were taken through psychometric tests and the shortlisted were reduced further to a maximum of five per position.

A schedule of the psychometric test results and the finally shortlisted are attached as follows:

- Annex 3 – Shortlisted Candidates and Psychometric Scores
- Annex 4 – Summarized Psychometric Results for All Shortlisted Applicants
- Annex 5 – Shortlisted Applicants' Comprehensive Individual Psychometric Results
- Annex 6 – Shortlisted Applicants for Oral Interviews

The Consultant will then constitute interviewing panels together with the Unclaimed Financial assets Authority Board of Governors that will interview the final shortlisted candidates for the various positions based on required skills and competencies.

### 3.3.2 Selection Criteria

The Consultant will develop a scoring criteria for each of the selection factors and competencies required for the job and developed a scoring criterion, with specific weighting factors based on the importance of the factors to the job. This will be captured in a structured form which will be signed by each of the interview panel members. The candidates will be ranked according to the scores awarded by the panel members.

It is the policy of Africa Management Solutions Limited that the interviewers complete and sign their evaluation instrument at the conclusion of the interview.

### 3.3 Composition of the Interviewing Panels

The panels will be led a Team Leader. To ensure that the professional, technical and managerial requirements of each job will be adequately covered, the interview panels will comprise of experienced consultants and specialists in each respective field, supported by human resources specialists. The panels will, therefore be balanced to maintain professional integrity and transparency of the process.

### 3.4 Interview Dates

The interviews dates will be between 29<sup>th</sup> September 2014 and 3<sup>rd</sup> October, 2014. The venue would tentatively be at Serena Hotel

### 3.5 Scoring

In determining the final scores, the following factors, in addition to those specified in the job profile and advert, will be taken into consideration.

- Academic qualifications
- Working experience
- Organization fit - to what extent does the candidate's background, experience, aspirations fit with those of the Unclaimed Financial Assets Authority.
- Expectations – whether the candidate expectations were in line with those of the office of the Unclaimed Financial Assets Authority..

### 3.4 Annexes

Annex 1. A copy of the advertisement



Annex 2 – All the Applicants

(Attached in a separate folder)

Annex 3 – Shortlisted Candidates and Psychometric Scores

Position: Chief Executive Officer

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Mbatha Mbithi	Female	48	Makueni	23	85.14 %
2	Gamallel Hassan Alukwe	Male	36	Nairobi	16	73.88 %
3	Kellen Eileen Kariuki	Female	51	Nairobi	32	73.46 %
4	Linyiru Bruno Mugambi	Male	44	Meru	22	70.08 %
5	Nabert Ombajo Mandala	Male	35	Bungoma	16	67.48 %
6	Joseph Sudi Ndinyo	Male	41	Bungoma	17	59.42 %
7	Samuel Adamba	Male	50	Hemba y	24	55.22 %
8	Joseph Kiprono Koech	Male	41	Narok	17	51.58 %
9	Fredrick Onyango Chere	Male	40	Kisumu	17	40.76 %
10	Kennedy Ogendi Ondieki	Male	47	Kisii	24	38.22 %

Position: MANAGER, Unclaimed Financial Assets Line

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Jacob Owade	Male	37	Rarieda	15	84.68 %
2	Janerose Sande Omondi	Female	44	Kisumu	20	83.70 %
3	Micheal Omondi Owuor	Male	43	Siaya	16	74.22 %
4	Nebert Ombajo Mandala	Male	35	Bungoma	15	67.48 %
5	John Kihara Mwangi	Male	37	Trans-Nzoia	11	67.04 %
6	Pius K Kimutai	Male	44	Marakwet	20	64.36 %
7	Patrick Irungu Kimani	Male	43	Murang'a	13	64.12 %
8	Nyale Yanga	Male	34	Kilifi	9	63.76 %
9	Mwita Thomas Nyangi	Male	50	Migori	21	53.10 %

Position: Corporation Secretary

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Joyce Munene	Female	40	Nairobi	12	78.32 %
2	Nelly Matheka	Female	49	Makueni	26	75.62 %
3	Ann Wangari Munene	Female	30	Nyeri	7	58.46 %
4	Moses Sande Lukale	Male	41	Mumias	14	54.30 %
5	Anne G. Kamau	Female	51		26	52.86 %
6	Wilkister Nyangito	Male	41	Kisii	14	49.70 %
7	Kennedy Omoro Mosoti	Male	49	Nyamira	26	43.46 %
8	Tabitha Mutero Mwaniki	Female	43	Nyeri	23	18.74 %

Did not attend Interview

1	Chrispine Otieno Owive
2	Grace Mudola Magunga

Position: MANAGER, Audit and Risk

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Erick Audi Otieno Oluoch	Male	40	Siaya	20	77.92 %
2	Hillary Maina Wachinga	Male	34	Nyeri	9	75.46 %
3	Caroline Ng'ang'a	Female	28	Maragua	9	75.32 %
4	Micheal Lusinde Mbwavi	Male	34	Kakamega	11	70.70 %
5	Charles Gitonga Waweru	Male	31	Laikipia	9	64.74 %
6	Pius Kimutai	Male	44	Keiyo	19	64.36 %
7	Taslim Mueni Wason	Female	40	Meru	20	52.06 %
8	Ignazia Kaimba	Female	47	Meru	22	50.50 %
9	Daniel Ochung	Male	43	Kisumu	17	36.00 %

Did Not Attend Interview

1	George Maina Wakaba
---	---------------------

Position: Finance and Accounting

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Peter Mbage	Male	36	Nairobi	14	76.20 %
2	Wambua Justin Mutie	Male	41	Kitui	15	66.86 %
3	Jane Wangechi Karuri	Female	37	Muranga	14	64.94 %
4	Lydia Wanjiku Washira	Female	37	Nyeri	14	61.86 %
5	Indusa Kenneth Lumwaci	Male	44	Trans Nzoia	18	53.00 %
6	Joseph Kipronoh Koech	Male	41	Narok	17	51.58 %
7	Silas Nyaga Njagi	Male	-	-	19	46.32 %
8	Richard Nyogesa Ngoni	Male	46	Bungoma	25	37.16 %
9	Daniel Ochung	Male	43	Kisumu	15	36.00 %

Cancelled

1	Paul Mucila Muthunyu
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Position: MANAGER, ICT

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Annette Nasiaki Okello	Female	-	-	13	88.14 %
2	Jack Odhoch	Male	42	Kisumu	18	74.78 %
3	Francis Mathenge Muchina	Male	33	Kiambu	8	70.44 %
4	John Nisus Mwamanzi	Male	46	Kitui	20	66.38 %
5	Alex Kangethe Njoroge	Male	34	-	10	64.00 %
6	Ronald Kibet Ng'eno	Male	33	Kericho	10	61.32 %
7	Raphael Njeru Mwaniki	Male	39	-	12	61.16 %
8	Charles M. Githinji	Male	41	-	8	59.64 %
9	Joseph N. Karugu	Male	37	Nairobi	8	58.06 %
10	Samuel Ngoci Gatiti	Male	43	Embu	15	43.66 %

Position: MANAGER, Procurement

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Duncan M. Mutulu	Male	37		12	61.28 %
2	Kamota Masimus Siwa	Male	45	Trans-Nzoia	25	61.14 %
3	Joshua Wamithi Maina	Male	36	Uasin Gishu	12	57.48 %
4	Alex L. Musungu	Male	45	Kakamega	20	56.76 %
5	Nicholas Njeru Muthengi	Male	-	-	10	54.30 %
6	Cosmus Kithuku	Male	42	Nairobi	9	53.06 %
7	Ernest P Mahulo	Male	47	Busia	22	46.18 %
8	Jane Njeri Kariuki	Female	49	Kiambu	27	36.16 %
9	Jane K. Kipkemei Kiyai	Female	49	Uasin Gishu	28	28.14 %

Cancelled

1	Grace Kipchillat
---	------------------

Annex 4 – Summarized Psychometric Results for All Shortlisted Applicants

(Attached in a separate folder)

1 FAA - PSYCHOMETRIC RESULTS FOR SHORT LISTED CANDIDATES IN RANKING ORDER

Name	Manager ICT										Total Score	Average Score
	General Mental Ability	Crystallized Intelligence	Fluid Intelligence	Verbal Reasoning	Clerical Ability	Numerical Reasoning	Abstract Reasoning	Conspicuous Accuracy	Special Ability	Percentage Accuracy (%)		
1 Annette Okello	7.9	8.1	7.5	76.4%	95.1%	100.0%	100.0%	87.5%	440.7%	88.14%		
2 Jack Odhoch	6.7	7.9	5.9	82.3%	91.1%	91.6%	91.6%	68.7%	373.9%	74.78%		
3 Francis Muchina	6.3	6.3	6.3	11.7%	100.0%	100.0%	100.0%	84.3%	352.2%	70.44%		
4 John Mwamanzi	5.9	6.6	4.9	70.5%	52.1%	100.0%	100.0%	65.6%	331.9%	66.38%		
5 Alex Njoroge	6.8	7.7	2.8	88.0%	69.1%	100.0%	100.0%	0.0%	320.0%	64.00%		
6 Ronald Ngeno	5.5	7.5	2.5	58.8%	100.0%	91.6%	91.6%	6.2%	306.6%	61.32%		
7 Raphael Njeru	5.5	5.7	5.2	11.7%	86.1%	91.6%	100.0%	78.1%	305.8%	61.16%		
8 Charles Githinji	5	5.2	4.6	76.4%	0.1%	100.0%	100.0%	71.8%	298.2%	59.64%		
9 Joseph Karugu	5.2	5.6	4.6	0.0%	95.1%	91.6%	91.6%	28.1%	290.3%	58.05%		
10 Samuel Gatiti	3.9	5.2	1.9	0.0%	91.1%	83.3%	83.3%	0.0%	218.3%	43.66%		

Name	Manager Procurement										Total Score	Average Score
	General Mental Ability	Crystallized Intelligence	Fluid Intelligence	Verbal Reasoning	Clerical Ability	Numerical Reasoning	Abstract Reasoning	Conspicuous Accuracy	Special Ability	Percentage Accuracy (%)		
1 Duncan Mutulu	5.5	5.9	5.4	5.8%	91.1%	100.0%	100.0%	53.1%	306.4%	61.28%		
2 Kamota Siwa	5.6	6.6	4	64.7%	73.9%	83.3%	83.3%	71.8%	305.7%	61.14%		
3 Joshua Maina	5.1	7.7	1.2	76.4%	91.1%	91.6%	91.6%	15.6%	287.4%	57.48%		
4 Alex Musungu	5.1	7.1	2.1	58.8%	78.2%	100.0%	100.0%	3.1%	283.8%	56.76%		
5 Nicholas Muthengi	4.8	6.4	2.5	58.8%	56.5%	100.0%	100.0%	0.0%	271.5%	54.30%		
6 Cosmus Kithuku	4.2	5.5	2.3	5.8%	86.1%	91.6%	91.6%	1.0%	265.3%	53.06%		
7 Ernest Mahulo	4.1	5.9	1.4	58.8%	82.5%	58.3%	58.3%	6.2%	230.9%	46.18%		
8 Jane Kariuki	3.2	3.7	2.5	0.0%	91.1%	33.3%	33.3%	0.0%	180.8%	36.16%		
9 Jane Kipkemei	2.5	2.9	2.8	0.0%	78.2%	0.0%	0.0%	0.0%	140.7%	28.14%		

Name	Manager, Finance and Accounting										Total Score	Average Score
	General Mental Ability	Crystallized Intelligence	Fluid Intelligence	Verbal Reasoning	Clerical Ability	Numerical Reasoning	Abstract Reasoning	Conspicuous Accuracy	Special Ability	Percentage Accuracy (%)		
1 Peter Mbage	6.8	6.2	7.7	17.60%	100.0%	91.60%	91.60%	80.30%	381.0%	76.20%		
2 Justin Wambua	6	6	5.8	29.40%	73.9%	100.00%	100.00%	75.00%	334.3%	66.86%		
3 Jane Karuri	5.8	7.5	3.2	52.90%	100.0%	100.00%	100.00%	3.10%	324.7%	64.94%		
4 Lydia Wachira	5.7	6	5.3	0.00%	100.0%	100.00%	100.00%	34.30%	309.3%	61.86%		
5 Kenneth Indusa	4.7	4.7	4.7	58.80%	0%	100.00%	100.00%	67.50%	265.0%	53.00%		
6 Joseph Koeh	4.6	4.8	4.3	0.00%	69.5%	91.60%	91.60%	40.60%	257.9%	51.58%		
7 Silas Njagi	4.1	5.3	2.3	0.00%	86.9%	91.60%	91.60%	28.10%	231.6%	46.32%		
8 Richard Ngoni	3.3	4	2.2	0.00%	60.8%	75.00%	75.00%	0.00%	185.8%	37.16%		
9 Daniel Otieno Ochung	3.2	3.5	2.8	17.60%	0.0%	100.00%	100.00%	6.20%	180.0%	36.00%		

Manager Audit and Risk										
Name	General Mental Ability	Crystallized Intelligence	Fluid Intelligence	Verbal Reasoning	Clerical Ability	Numerical Reasoning	Abstract Reasoning	Percentage Accuracy	Percentage Accuracy	Average Score
1 Eric Audi Oluoch	7	8.6	4.5	94.10%	95.60%	100.00%	100.00%	68.70%	389.6%	77.92%
2 Hillary Wachinga	6.7	7.8	5.1	70.50%	91.30%	100.00%	100.00%	46.80%	377.3%	75.46%
3 Caroline Nganga	6.7	8.3	4.4	76.70%	100.00%	100.00%	100.00%	81.20%	376.6%	75.32%
4 Michael Lusinde	6.3	8.3	3.3	100.00%	86.90%	91.60%	100.00%	25.00%	353.5%	70.70%
5 Charles Waweru	5.8	5.6	6	76.40%	13.00%	100.00%	100.00%	65.60%	323.7%	64.74%
6 Plus Kimutai	5.7	7.9	2.5	82.30%	100.00%	83.30%	100.00%	6.20%	321.8%	64.36%
7 Taslim Mueni Wason	4.6	5.7	3	0.00%	100.00%	91.60%	100.00%	6.20%	260.3%	52.06%
8 Ignazia Karigu Kaimba	4.5	4.4	4.6	5.80%	52.10%	91.60%	100.00%	46.80%	252.5%	50.50%
9 Daniel Otieno Ochung	3.2	3.5	2.8	17.60%	0.00%	100.00%	100.00%	6.20%	180.0%	36.00%

Manager Corporation Secretary										
Name	General Mental Ability	Crystallized Intelligence	Fluid Intelligence	Verbal Reasoning	Clerical Ability	Numerical Reasoning	Abstract Reasoning	Percentage Accuracy	Percentage Accuracy	Average Score
1 Joyce Munene	7	9	5.7	76.40%	95.60%	91.60%	100.00%	84.30%	391.6%	78.32%
2 Nelly Mathaka	6.8	7.3	6	82.30%	78.20%	83.30%	100.00%	71.80%	378.1%	75.62%
3 Ann Munene	5.2	5.1	5.4	70.50%	0.00%	100.00%	100.00%	65.60%	292.3%	58.46%
4 Moses Sande	4.8	5.6	3.7	0.00%	95.60%	91.60%	100.00%	34.30%	271.5%	54.30%
5 Anne Kamau	4.7	5.4	3.7	5.80%	82.60%	91.60%	100.00%	53.10%	264.3%	52.86%
6 Wilkister Nyagito	4.4	5.4	3.3	0.00%	91.30%	91.60%	100.00%	28.10%	248.5%	49.70%
7 Kennedy Mosoti	3.9	5.1	2.1	70.50%	0.00%	100.00%	100.00%	46.80%	217.3%	43.46%
8 Tabitha Mutero	1.6	1.5	1.9	0.00%	0.00%	50.00%	100.00%	0.00%	93.7%	18.74%

Manager Unclaimed Financial Assets Line										
Name	General Mental Ability	Crystallized Intelligence	Fluid Intelligence	Verbal Reasoning	Clerical Ability	Numerical Reasoning	Abstract Reasoning	Percentage Accuracy	Percentage Accuracy	Average Score
1 Jacob Owade	7.6	7.6	7.4	71%	86.90%	100.00%	100.00%	84.30%	423%	84.68%
2 Jane Rose Omondi	7.5	8.3	6.3	82.30%	95.60%	100.00%	100.00%	65.60%	418.50%	83.70%
3 Michael Owour	6.6	7.8	4.9	70.50%	91.30%	100.00%	100.00%	71.80%	371.10%	74.22%
4 Nebert Mandala	6	6	6.1	0.00%	100.00%	100.00%	100.00%	68.70%	337.40%	67.48%
5 John Mwangi	6	8.6	2	94.10%	95.60%	100.00%	100.00%	8.00%	335.20%	67.04%
6 Plus Kimutai	5.7	7.9	2.5	82.30%	100.00%	83.30%	100.00%	6.20%	321.80%	64.36%
7 Patrick Kimani	5.7	5.8	5.6	0.00%	95.60%	100.00%	100.00%	50.00%	320.60%	64.12%
8 Yanga Nyale	5.7	5.5	6.3	0.00%	78.20%	100.00%	100.00%	78.10%	318.80%	63.76%
9 Thomas Mwitwa	5	4.2	6.3	82.30%	0.00%	58.30%	100.00%	68.70%	265.50%	53.10%



Manager CEO

Name	General Mental Ability	Crys. Fluid Intelligence	Verbal Reasoning	Clerical Ability	Numerical Reasoning	Abstract Reasoning	Spelling Accuracy (%)	Reading Accuracy (%)	Percentage Accuracy (%)	Total Score	Average Score
1 Mbatha Mbithi	7.6	8.4	82.00%	100.00%	100.00%	100.00%	56.20%	68.70%	87.50%	425.70%	85.14%
2 Gamale Alukwe	6.6	6.3	17.60%	95.60%	100.00%	100.00%	68.70%	87.50%	87.50%	369.40%	73.88%
3 Kellen Kariuki	6.9	7.5	58.80%	82.60%	91.60%	100.00%	50.00%	84.30%	84.30%	367.30%	73.46%
4 Bruno Linyuru	6.3	8	82.30%	86.90%	100.00%	100.00%	43.70%	37.50%	37.50%	350.40%	70.08%
5 Nebert Mandala	6	6	0.00%	100.00%	100.00%	100.00%	68.70%	66.70%	66.70%	337.40%	67.48%
6 Joseph Ndiyo	5.3	5.7	0.00%	100.00%	91.60%	100.00%	62.50%	43.00%	43.00%	297.10%	59.42%
7 Carilus Adamba	4.9	7.8	82.30%	78.20%	100.00%	100.00%	12.50%	3.10%	3.10%	276.10%	55.22%
8 Joseph Koach	4.6	4.8	0.00%	69.50%	91.60%	100.00%	56.20%	40.60%	40.60%	257.90%	51.58%
9 Fredrick Chere	3.6	4.9	0.00%	91.30%	75.00%	100.00%	37.50%	0.00%	0.00%	203.80%	40.76%
10 Kennedy Ondieri	3.4	2.9	5.80%	0.00%	91.60%	100.00%	37.50%	56.20%	56.20%	191.10%	38.22%

Annex 5 – Shortlisted Applicants' Comprehensive Individual Psychometric Results

(Attached in a separate folder)

Annex 6 – Shortlisted Applicants for Oral Interviews

(Five per Position)

Position: Chief Executive Officer

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Mbatha Mbithi	Female	48	Makueni	23	85.14 %
2	Gamallel Hassan Alukwe	Male	36	Nairobi	16	73.88 %
3	Kellen Eileen Kariuki	Female	51	Nairobi	32	73.46 %
4	Linyiru Bruno Mugambi	Male	44	Meru	22	70.08 %
5	Nabert Ombajo Mandala	Male	35	Bungoma	15	67.48 %

Position: MANAGER, Unclaimed Financial Assets Line

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Jacob Owade	Male	37	Rarieda	15	84.68 %
2	Janerose Sande Omondi	Female	44	Kisumu	20	83.70 %
3	Micheal Omondi Owuor	Male	43	Siaya	16	74.22 %
4	Nabert Ombajo Mandala	Male	35	Bungoma	15	67.48 %
5	John Kihara Mwangi	Male	37	Trans-Nzoia	11	67.04 %
6	Pius K Kimutai	Male	44	Marakwet	20	64.36 %

Note:

Jacob Owade has specific experience in Managing Unclaimed Financial Assets in the United States of America (USA) and though he has no Master's Degree, he scored highest in this category

Position: Corporation Secretary

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Joyce Munene	Female	40	Nairobi	12	78.32 %
2	Nelly Matheka	Female	49	Makueni	26	75.62 %
3	Ann Wangari Munene	Female	30	Nyeri	7	58.46 %
4	Moses Sande Lukale	Male	41	Mumias	14	54.30 %
5	Anne G. Kamau	Female	51		26	52.86 %

Position: MANAGER, Audit and Risk

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Erick Audi Otieno Oluoch	Male	40	Siaya	20	77.92 %
2	Hillary Maina Wachinga	Male	34	Nyeri	9	75.46 %
3	Caroline Ng'ang'a	Female	28	Maragua	9	75.32 %
4	Micheal Lusinde Mbwavi	Male	34	Kakamega	11	70.70 %
5	Charles Gitonga Waweru	Male	31	Laikipia	9	64.74 %

Position: Finance and Accounting

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Peter Mbage	Male	36	Nairobi	14	76.20 %
2	Wambua Justin Mutie	Male	41	Kitui	15	66.86 %
3	Jane Wangechi Karuri	Female	37	Muranga	14	64.94 %
4	Lydia Wanjiku Washira	Female	37	Nyeri	14	61.86 %
5	Indusa Kenneth Lumwagi	Male	44	Trans Nzoia	18	53.00 %

Position: MANAGER, ICT

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Annette Nasiaki Okello	Female	-		13	88.14 %
2	Jack Odhoch	Male	42	Kisumu	18	74.78 %
3	Francis Mathenge Muchina	Male	33	Kiambu	8	70.44 %
4	John Nisus Mwamanzi	Male	46	Kitui	20	66.38 %
5	Alex Kangethe Njoroge	Male	34		10	64.00 %

Position: MANAGER, Procurement

S/ No	NAME	Gender	Age	COUNTY	Experience	Psychometric Scores
1	Duncan M. Mutulu	Male	37		12	61.28 %
2	Kamota Masimus Siwa	Male	45	Trans-Nzoia	25	61.14 %
3	Joshua Wamithi Maina	Male	36	Uasin Gishu	12	57.48 %
4	Alex L. Musungu	Male	45	Kakamega	20	56.76 %
5	Nicholas Nieru Muthengi	Male	-	-	10	54.30 %