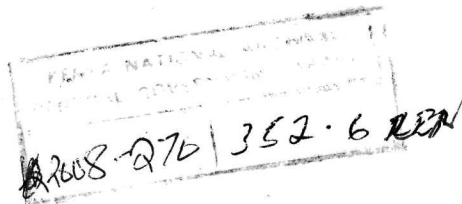
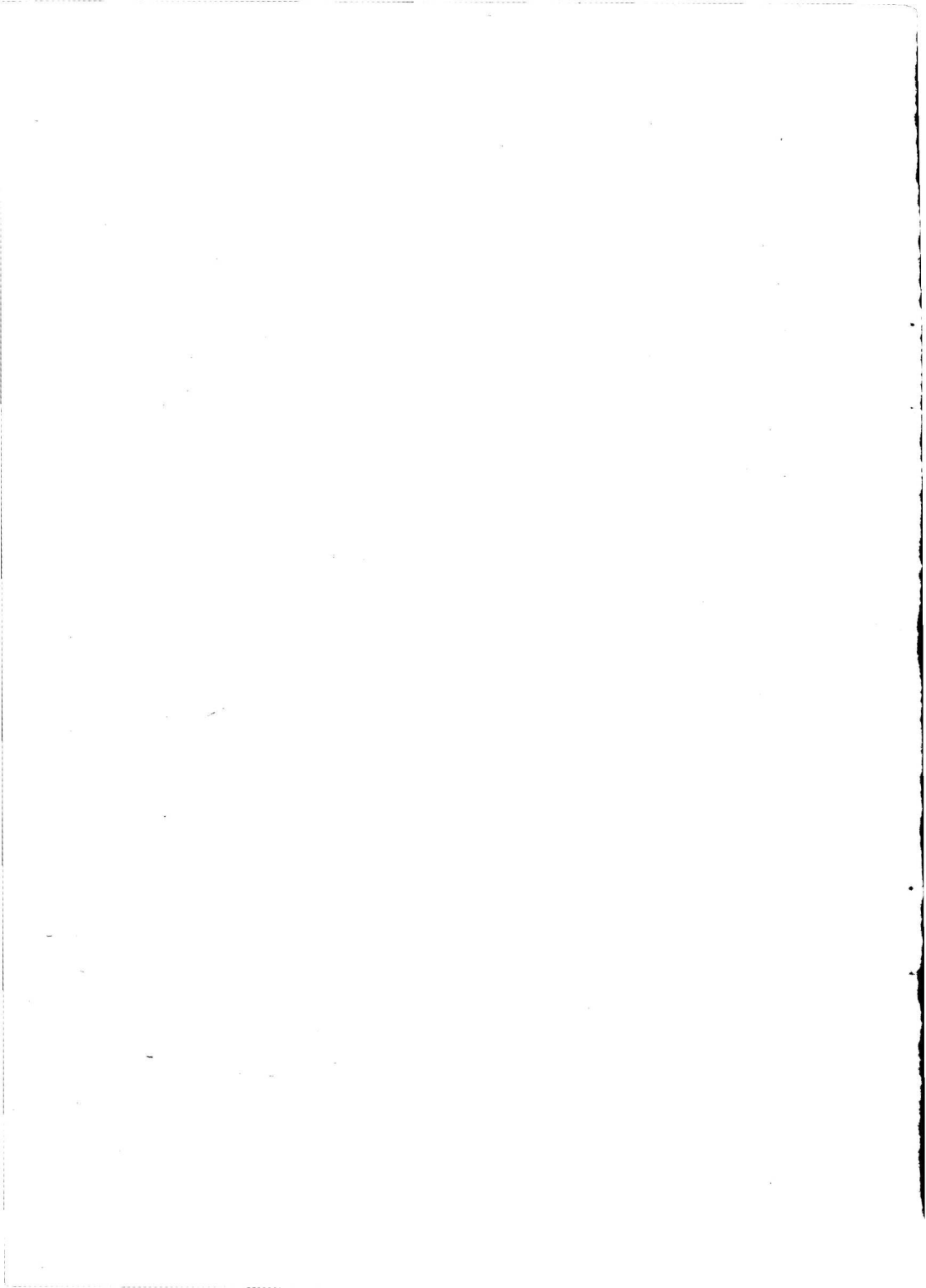


**REPORT**  
*on the*  
**WORKING OF THE**  
**PUBLIC SERVICE COMMISSION**  
**OF KENYA**  
*for the year*  
**1989**

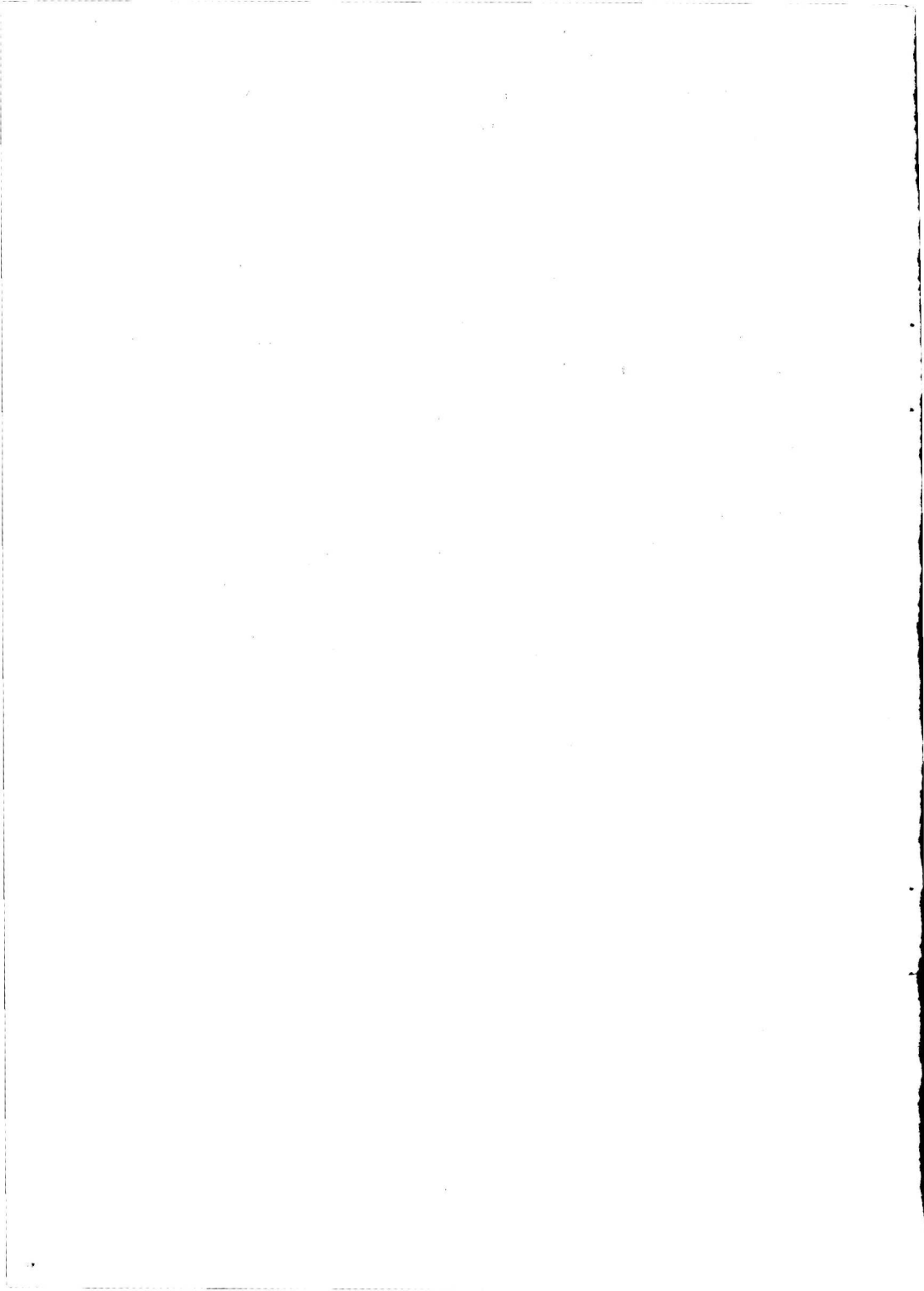




**PUBLIC SERVICE COMMISSION OF KENYA**  
**1989 ANNUAL REPORT**

**Table of Contents**

	PAGE
Foreword by the Chairman .. .. .	(v)
From the Secretary's Desk ... ..	(vii)
Composition of the Commission .. .. .	1
Staff of the Commission .. .. .	1
Recruitment and Selection .. .. .	8
Personnel Audit .. .. .	13
Disciplinary Cases .. .. .	15
Civil Service Examinations .. .. .	17
Agenda .. .. .	23
Support Services .. .. .	24
Visitors .. .. .	26
Statistics .. .. .	27





## FOREWORD BY THE CHAIRMAN

I have the pleasure to introduce the 1989 Annual Report of the Public Service Commission of Kenya. This is of special significance to me personally since it is the first time I am doing so as the new Chairman of the Commission. In the period under review two changes took place in the membership of the Commission. Mr. P. A. N. Itebete retired after long and committed service to this Commission. Similarly, Mr. J. S. Mathenge retired after three years' service as the Chairman. For some time our operating strength has been 12 members but after the above retirement we have operated with a strength of 10. This, however, did not affect the operations of the Commission with regard to volume and quality of work and I thank the Commissioners for this. Similarly, I commend the work done by our Secretariat in support of the Commission. On my appointment as Chairman, the other longest serving Commissioner, Mrs. F. M. Otete, was appointed the Deputy Chairman and has ably performed this role.

As pointed out in earlier reports, the Public Service has considerably expanded since independence due to normal growth and expansion. In the year under review the Public Service Commission continued to play its role as provided for in the Constitution of Kenya. The challenges facing it become more and more as unemployment rises. The figures of those seeking to enter the Civil Service from University and Colleges rise every year. However, the Commission has met this challenge without fear or favour and has continued to enjoy the confidence of both the Civil Servants and the public. The co-operation received from ministries and departments is appreciated, particularly from the Permanent Secretaries themselves. Special mention here is the Head of the Public Service in the Office of the President and the Director of Personnel Management.

Finally, I wish to express my gratitudes to His Excellency the President, Hon. D. T. arap Moi, for appointing me the Chairman of the Commission and for his continued guidance in the performance of our duties.

E. MWAKIO,  
*Chairman.*

100  
100  
100

## FOREWORD FROM THE SECRETARY'S DESK

Although the year under review continued to be exceptionally busy, everyone in the Commission worked with dedication. To every member of staff, I wish to record my appreciation of the exemplary performance of duty in the year 1989. It is my wish that they continue with same spirit of co-operation and devotion to duty.

While the work of the Commission progressed efficiently during the year 1989 there was a significant change in the composition of the Commission. In July, the chairmanship of the Commission was handed over to Mr. E. Mwakio by the then Chairman, Mr. J. S. Mathenge who retired from the Civil Service. In November, Mrs. F. M. Otete was appointed the Deputy Chairman.

For most of 1989, the Commission worked with vacancies of two Commissioners. We owe the remaining Commissioners thanks for working efficiently and effectively despite the extra burden they had to carry.

In concluding this foreword, I wish to thank the Permanent Secretary/Director of Personnel Management and Heads of Departments for the valuable co-operation and assistance extended to the Commission. In particular special thanks go to the Permanent Secretary/Secretary to the Cabinet and Head of Public Service for the advice and guidance which was given during the year under review.

W. K. K. KIMALAT,  
*Secretary.*

100  
100

100

100

100

100

100

100

100

100

100

900

900

900

900

## COMPOSITION OF THE COMMISSION

The composition of the Commission during the year under report was as below:

### Chairman:

Mr. J. S. Mathenge—up to 9th July, 1989.

Mr. E. Mwakio—from 10th July, 1989.

### Deputy Chairman:

Mr. E. Mwakio—up to 9th July, 1989.

Mrs. F. M. Otete—from 7th November, 1989.

### Commissioners:

1. Mrs. F. M. Otete—up to 30th April, 1989.

2. Mr. P. A. N. Itebete—up to 30th April, 1989.

3. Mr. D. M. Mureithi.

4. Miss M. J. Tonje.

5. Mr. M. T. ole Marima.

6. Mr. J. N. Kiiro.

7. Miss M. N. Gichuru.

8. Mr. A. M. Miriti.

9. Mr. O. S. Farah.

10. Mr. D. A. Tamaro.

## FUNCTIONS

The Public Service Commission of Kenya is a body established under Section 106 of the Constitution of the Republic of Kenya. Section 107 of the Constitution vests in the Commission the power to appoint persons to hold or act in offices in the Public Service including local authorities, the power to exercise disciplinary control over persons holding or acting in such offices and the power to remove such persons from office.

## STAFF OF THE COMMISSION

### 1. Members of the Staff

The following were the staff of the Commission as at 31st December, 1989.

#### Secretary:

Mr. W. K. K. Kimalat.

#### Deputy Secretaries:

1. Dr. J. A. Wa-Tindi.

2. Mr. J. M. Kitavi.

*Under Secretaries:*

1. Mr. P. J. Kinyua.
2. Mr. S. M. Kuguru.
3. Mr. Munsif Ali.
4. Mr. J. W. O. Seda.
5. Mr. W. O. Deya.

*Principal Personnel Officer:*

Mr. M. M. Mbogo.

*Senior Assistant Secretaries:*

1. Mrs. S. R. Olwana.
2. Miss R. N. Legis.
3. Mr. N. J. Ondijo.

*Assistant Secretaries I:*

1. Mr. B. N. Madete.
2. Mr. D. M. Mwaluma.

*Assistant Secretary II:*

Miss C. N. Ngibuini.

*Assistant Secretaries Cadets:*

1. Mrs. P. W. Davin.
2. Mr. V. G. Okioma.

*Chief Personnel Officers:*

1. Mrs. A. N. Mukata.
2. Mrs. E. N. Gachango.
3. Mr. J. C. Okoth.
4. Mr. P. W. Gachare.

*Senior Personnel Officers:*

1. Mr. J. C. Kilach.
2. Mr. D. M. Muhia.

*Personnel Officers I:*

1. Mr. F. G. Muchomba.
2. Mr. G. M. Mosi.
3. Mr. S. D. Nthenge.

4. Mr. G. G. Mukuria.

5. Mr. J. K. Munyi.

*Personnel Officers II:*

1. Mr. F. S. Nguma.
2. Mr. L. G. Waweru.

*Personnel Assistants:*

1. Mr. C. K. Nzinzi.
2. Mrs. Alice M. P. Kiiti.
3. Mr. G. M. Kaloki.
4. Mr. R. M. Turo.
5. Mr. J. N. Mwangi.
6. Mr. P. W. Kariuki.

*Senior Executive Officer:*

Mrs. J. N. Muhuni.

*Executive Officer II:*

Mr. J. K. Mburugu.

*Executive Assistant:*

Mrs. J. Onsongo.

*Accountant I:*

Miss Anne E. Awour.

*Accounts Assistants:*

1. Mr. D. A. Akaka.
2. Mr. M. K. Mbatia.
3. Mr. W. O. Onyango.

*Supplies Assistant I:*

Mr. D. G. Kihungi.

*Supplies Assistant II:*

Mr. M. O. Nyoiro.

*Senior Personal Secretary:*

Mrs. S. K. Omido.

*Personal Secretary I:*

Mrs. W. W. Mbogori.

*Personal Secretaries II:*

1. Mrs. Janet Mango.
2. Miss A. Gladys Kareha.

*Shorthand Typists I:*

1. Miss Lucy Densari.
2. Miss Margaret Ogutu.
3. Miss Lilian Bisonga.
4. Miss W. Omenda.
5. Mrs. M. N. Muguchu.
6. Mrs. Z. J. Aceso.
7. Miss M. S. Wanjiru.

*Shorthand Typists II:*

1. Mrs. M. N. Mbuthia.
2. Miss L. K. Mutuma.
3. Miss Caren Wagumba.
4. Miss G. Mzera.
5. Mrs. J. Miriti.
6. Mrs. W. J. Chemng'orem.
7. Miss J. Nyambare.
8. Miss Mary Kinyanjui.
9. Miss Lydia Mwatete.
10. Miss Sarah Vike.
11. Miss Charity Wairigu.

*Copy Typists:*

1. Miss J. Siwa.
2. Miss V. L. Mshiki.
3. Mrs. M. Biage.
4. Mrs. C. Mbogo.
5. Miss M. Aduda.
6. Miss J. N. Mugo.
7. Mrs. V. N. Njau.

8. Miss J. Marenya.

9. Mrs. M. Maiko.

10. Mrs. E. N. Njiraini.

11. Mrs. Okite.

12. Mrs. J. W. Nderitu.

13. Miss R. N. Kamunyu.

14. Mrs. M. Orwenyo.

15. Miss Judy M. Mutisya.

16. Miss M. K. Chirchir.

17. Miss Mariam Ali.

*Senior Clerical Officer:*

Mr. J. C. Mwangi.

*Higher Clerical Officers:*

1. Mr. B. L. Mukhwana.

2. Mr. J. K. Wanangwe.

3. Mr. D. G. Gitura.

4. Mr. P. E. Sewe.

5. Mrs. M. K. Mwakai.

6. Miss C. Esther Malel.

7. Miss M. W. Karonji.

*Clerical Officers:*

1. Mr. W. A. Shikumo.

2. Mr. J. Onyunka.

3. Miss Lucy N. John.

4. Miss M. M. Githua.

5. Mrs. Mary N. Waweru.

6. Mr. J. Mose.

7. Mr. J. Jillo.

8. Mr. W. Cheruiyot.

9. Mr. L. N. Gateru.

10. Mr. E. A. Amadala.

11. Mr. N. M. Gitonga.
12. Mr. R. M. Mututo.
13. Mr. J. Muronga.
14. Mr. A. K. Muthuuri.
15. Mr. Aienea Isabwa.
16. Mr. Victor V. Odhiambo.
17. Mr. D. M. Chepng'otie.
18. Mr. E. Karani.
19. Mr. G. M. Karisa.
20. Mr. D. K. Ibunga.
21. Mr. H. N. Kanana.
23. Mr. F. N. Ndwiga.
24. S. A. Ali.
25. Mr. J. O. K'ouko.
26. Miss Gakii Muthuri.
27. Mr. Joshua Mwema.
28. Mr. G. G. Mutahi.

*Drivers Grade I:*

1. Mr. G. O. Esilaba.
2. Mr. J. A. Byegon.
3. Mr. P. N. Njihia.

*Driver Grade III:*

Mr. A. O. Muleshe.

*Telephone Operator I:*

Miss G. Muthoni.

*Telephone Operator II:*

Mr. G. M. Mboga.

*Receptionists:*

1. Mr. M. Patrick Kula.
2. Godfrey Mutunde.
3. Miss Caroline B. Tumu.
4. Miss Sophia W. Kimani.

5. Miss Mary Nyamu.

6. Mr. D. Keitany.

*Cleaning Supervisor:*

Mr. Kariuki Mutitu.

*Senior Subordinate Staff:*

Mr. Joshua Kahindi.

*Subordinate Staff I:*

Mr. O. M. Kariuki.

*Subordinate Staff:*

1. Mr. J. N. Masila.
2. Mr. N. Njuguna.
3. Mr. G. M. Muthutheri.
4. Mrs Alice W. Mwenja.
5. Mrs. F. M. Okumu.
6. Mrs. L. W. Ndungu.
7. Miss Mary G. Gitagia.
8. Mrs. Susan M. Mutua.
9. Miss Tabitha Matheka.
10. Mr. P N. Kamau.
11. Mr. N. Daniel Ongondi.
12. Miss Lydia M. Gathanga.
13. Miss Lucy K. Mutwamwari.
14. Mrs. Doris G. Ongaya.
15. Mr. Christopher O. Ayuoyi.
16. Mr. D. M. Munyaka.
17. Mr. V. O. Olumbe.
18. Mr. Daniel Tirra.
19. Miss Rose K. Murianki.
20. Mr. M. N. Kereu.
21. Miss J. K. Kimeu.
22. Miss J. M. Mwathi.



## 2. Approved Establishment

The following was the establishment for the period 1st January, 1989 to 31st December, 1989.

Designation	Approved Posts	In-Posts	Vacancies	Over Establishment
1. Secretary .. .. .	1	1	—	—
2. Deputy Secretary ..	4	2	2	—
3. Under Secretary ..	6	5	1	—
4. Senior Assistant Secretary	5	3	2	—
5. Principal Personnel Officer	2	1	1	—
6. Chief Personnel Officer	3	4	—	1
7. Senior Executive Officer	1	1	—	—
8. Senior Accountant ..	1	—	1	—
9. Senior Personnel Officer	9	2	7	—
10. Executive Officer I ..	1	—	1	—
11. Accountant I .. .. .	1	1	—	—
12. Supplies Officer I ..	1	—	1	—
13. Personnel Officer I ..	7	5	2	—
14. Senior Personal Secretary	3	1	2	—
15. Personal Secretary I ..	15	1	14	—
16. Personal Secretary II ..	2	2	—	—
17. Assistant Secretary III, II and I .. .. .	5	3	2	—
18. Assistant Secretary Cadet	3	2	1	—
19. Executive Officer II ..	2	1	1	—
20. Accountant II .. .. .	2	—	2	—
21. Personnel Officer II ..	2	2	—	—
22. Executive Assistant ..	3	1	2	—
23. Accounts Assistant ..	5	3	2	—
24. Personnel Assistant ..	5	6	—	1
25. Supplies Assistant II and I	2	2	—	—
26. Shorthand Typist II, I ..	16	18	—	2
27. Senior Clerical Officer ..	12	1	11	—
28. Clerical Officer .. ..	35	34	1	—
29. Copy Typist .. .. .	20	17	3	—
30. Telephone Operator ..	2	2	—	—
31. Drivers .. .. .	5	4	1	—
32. Receptionists .. .. .	6	6	—	—
33. Cleaning Supervisor ..	1	1	—	—
34. Subordinate Staff ..	24	24	—	—
<b>Total .. .. .</b>	<b>212</b>	<b>156</b>	<b>60</b>	<b>4</b>

### 3. Promotions

The following officers were promoted during the year 1989 between 1st January, 1989 and 31st December, 1989.

1. Mr. J. C. Okoth —promoted to Chief Personnel Officer, job group “L”, with effect from 3rd May, 1989.
2. Mr. P. W. Gachare —promoted to Chief Personnel Officer, job group “L”, with effect from 3rd May, 1989.
3. Miss Anne E. Awour —promoted to Accountant I, job group “J”, with effect from 15th November, 1989.
4. Mr. F. M. Mwaura —promoted to Personnel Assistant, job group “G”, with effect from 14th June, 1989.
5. Mr. E. K. Muriithi —promoted to Personnel Assistant, job group “G”, with effect from 14th June, 1989.
6. Mr. Pius W. Kariuki —promoted to Personnel Assistant, job group “G”, with effect from 24th December, 1988.
7. Mrs. Ruth M. Ondiek —promoted to Chief Personnel Officer, job group “L”, with effect from 3rd May, 1989.
8. Mr. B. P. N. Munyi —promoted to Chief Personnel Officer, job group “L”, with effect from 3rd May, 1989.
9. Mr. G. M. Kaloki —promoted to Personnel Assistant, job group “G”, with effect from 14th June, 1989.
10. Mr. Peter N. Njihia —promoted to Driver Grade I, job group “E”, with effect from 25th August, 1989.

#### 4. Officers who joined Public Service Commission on transfer

1. Mr. Munsif Ali, Under Secretary—reported on 11th December, 1989.
2. Miss Anne E. Awour, Accountant I—reported on 23rd October, 1989.
3. Mr. F. G. Muchomba, Personnel Officer I—reported on 5th June, 1989.
4. Mr. N. M. G. Mosi, Personnel Officer I—reported on 7th June, 1989.
5. Mr. S. D. Nthenge, Personnel Officer I—reported on 1st July, 1989.

5. Mr. S. D. Nthenge, Personnel Officer I—reported on 1st July, 1989.
6. Mr. G. G. Mukuria, Personnel Officer I—reported on 5th June, 1989.
7. Mr. J. K. Munyi, Personnel Officer I—reported on 19th June, 1989.
8. Mrs. Alice M. P. Kiiti, Personnel Assistant—reported on 17th July, 1989.
9. Mr. R. M. Turo, Personnel Assistant—reported on 1st August, 1989.
10. Mr. Michael O. Nyoiro, Supplies Assistant II—reported on 7th December, 1989.
11. Miss Sophia W. Kimani, Receptionist—reported on 5th September, 1989.

**5. Officers who have left Public Service Commission on Transfer/Resignations**

In the year 1989 the Public Service Commission of Kenya parted with the following officers through transfers and resignations:

1. Mrs. Ruth M. Ondiek, Chief Personnel Officer—was transferred to Ministry of Public Works on 20th June, 1989.
2. Mr. Benjamin P. N. Munyi, Chief Personnel Officer—was transferred to Ministry of Agriculture on 19th June, 1989.
3. Mr. F. M. Mwaura, Personnel Assistant—was transferred to Ministry of Commerce on 7th August, 1989.
4. Mr. E. K. Muriithi, Personnel Assistant—was transferred to Office of the President on 10th July, 1989.
5. Mr. Peter K. Njoroge, Assistant Secretary II—was transferred to Office of the President on 26th June, 1989.
6. Mrs. Sophia Baltazar, Assistant Secretary II—resigned on 6th September, 1989.
7. Miss W. Catherine Gatama, Assistant Secretary Cadet—was transferred to Provincial Administration, Office of the President on 2nd August, 1989.
8. Mr. K. Joel Ngeno, Assistant Secretary Cadet—was transferred to Provincial Administration, Office of the President on 2nd August, 1989.
9. Mr. Samuel K. Bett, Assistant Secretary II—was transferred to Provincial Administration, Office of the President on 7th August, 1989.
10. Mr. John B. Ofwata, Accountant II—was transferred to Office of the Vice-President and Ministry of Finance on 18th May, 1989.
11. Mr. Gedion W. Kyengo, Accounts Assistant—resigned with effect from 31st May, 1989.
12. Mrs. Mary N. Njeru, Senior Personal Secretary—was transferred to Ministry of Tourism and Wildlife on 11th December, 1989.
13. Miss Hellen A. Kisia, Personal Secretary II—was transferred to Ministry of Environment and Natural Resources on 15th August, 1989.

14. Miss Gladys A. Kareha, Personal Secretary II—was seconded to KANU Headquarters on 1st November, 1989 for period of three years.
15. Miss Beatrice A. Abade, Shorthand Typist II—was transferred to Planning and National Development on 17th August, 1989.
16. Miss Norah M. Gichana, Shorthand Typist II—resigned on 1st August, 1989.
17. Mrs. Emma Mbuchu, Shorthand Typist I—resigned with effect from 14th April, 1989.
18. Miss Rose C. Boinett, Shorthand Typist IIA—resigned with effect from 1st November, 1989.
19. Miss Mary W. Muiruri, Receptionist—was transferred to Ministry of Research, Science and Technology on 6th September, 1989.
20. Mrs. Sophia A. Angokho, Receptionist—was transferred to Department of Defence on 25th October, 1989.

#### **6. Newly appointed Officers during 1989**

##### *Shorthand Typists:*

1. Miss Josephine A. Nyambere—appointed on 3rd May, 1989.
2. Miss Liza K. Mutuma—appointed on 3rd May, 1989.
3. Miss Charity N. Warigu—appointed on 3rd May, 1989.
4. Miss Sarah Vike—appointed on 3rd May, 1989.

##### *Clerical Officers:*

1. Mr. Ali S. Ahmed—appointed on 3rd April, 1989.
2. Mr. F. N. Ndwiga—appointed on 3rd April, 1989.

##### *Subordinate Staff:*

1. Miss Joan K. Kimeu—appointed on 10th April, 1989.

### **RECRUITMENT AND SELECTION DIVISION**

Recruitment and Selection Section of the Public Service Commission has continued to play a critical role in the process of ensuring that the Constitutional functions of the Commission are fulfilled. It is this section which is responsible for the initial processing of recruitment of all Civil Servants, preparation of advertisements, preparation of the Programme for the weekly operations of the Commissioners, preparation of notes on applicants and attending to their shortlisting and preparation of all interviews conducted by the Public Service Commission. All in all the functions of the Recruitment and Selection constitutes

the entry point for most of the cases which come to this Commission. The actual assignments of the Section consists of:

1. The overall supervising of indents, preparation and their advertisement in the *Kenya Gazette* and *Kenya Times* Newspapers.
2. **Overseeing Recruitment of Pre-Service Trainees.**
3. In consultation with ministries/departments and in conjunction with the Directorate of Personnel Management establish the availability of vacancies for filling with the university graduates.
4. Ensuring that the university graduate exercise is carried out smoothly.
5. Checking and maintaining attendance at Pre-Selection Boards and ensuring that attendance at Pre-Selection Board is prompt.
6. Ensuring that Staff Annual Appraisal Reports are properly completed before they are properly filed in the respective officers' files.
7. **Overseeing all programmes and work emanating from Recruitment and Appointments section of the Commission.**
8. Compilation of the Annual Report on the working of the Public Service Commission relating to this section.

During the year under review, the Recruitment and Selection Section suffered unprecedented staff depletion. One officer went on an overseas study leave, one officer resigned while a third was transferred to the Provincial Administration. This situation precipitated a very tight working schedule within the section necessitating constant review of assignments between the few remaining officers.

However, the Section was able to meet those challenges to the effect that the year was concluded successfully. The Section was able to fulfil its normal role of generating the day-to-day work programmes for the Commissioners.

#### **Indents**

During the year under review a total of 2,671 vacancies were declared to the Commission as compared to 2,034 declared during 1988. In order to cover all of the declared vacancies, a total of 540 advertisements were made in the local Press (*Kenya Times* and the *Kenya Gazette*) as compared to 476 advertisements made during 1988 period. Those advertisements were made during the months of February, March, April, May, June, August, September, November and December. No advertisements were released during the months of January, July and October.

In response to the 540 advertisements a total of 9,601 applications were received at the Commission. Once they have been received a lot of work is put into gear with the sole aim of ensuring that they are sorted out, properly filed and finally sent out for listing of the applicants names in the appropriate PSC forms (usually PSC 7) in readiness for notes writing. Notes writing is a very crucial operation within the Recruitment and Selection Section. The accuracy of

the notes as well as the clarity with which they are presented makes the difference between a successful Pre-Selection Board meeting and unsuccessful one. As mentioned earlier, the Section had very severe shortage of personnel during the period under review and in order to keep abreast with the work, the few officers available had to work extremely hard and with a lot of care to avoid making unnecessary errors.

### **Pre-Selection Boards**

During the year under review the Public Service Commission convened 34 Pre-Selection Board meetings and the total number of candidates shortlisted for interviewing was 4,926. Attendance at the Pre-Selection Board meeting by ministerial/departmental representative indicated a remarkable improvement during 1989. To this end of the Commission would like to commend ministries/departments for their effort and urge them to continue with the good work during the coming year and beyond.

During the year under review the Commission authorized 3,491 appointments arising out of the advertised vacancies. There were also 3,052 appointments made without having been advertised. Appointments without advertising are usually necessitated by situations which present themselves during Pre-Selection Board meetings when ministries or department declare vacancies to the Commission which may have occurred due to either resignations, promotions or retirement of the substantive holder. Others arise out of the work of the Commission itself. After interviewing and appointing candidates who normally respond to advertised vacancies, it is inevitable at times to have their resultant vacancies being filled without the necessity of advertisement. At other times, the Commission appoints some candidates to be kept on reserve lists for consideration should such vacancies arise and are declared to the Commission within a period of six months following such listing.

### **Pre-Service**

During 1989 period the Commission published only 4 advertisements in both *Kenya Times* and the *Kenya Gazette* for a total of 65 Pre-Service trainees posts. A total of 1,677 applications were received and 464 candidates were shortlisted and invited for the interview. It is out of this number of interviews that 65 Pre-Service Trainees were selected and are currently undergoing the training.

Like in the previous years, indents received from Local Authorities continued to attract no candidates and most of them had to be re-advertised. As recommended in the previous reports, it is absolutely necessary that the Local Authorities concerned, together with the Ministry of Local Government as well as the Directorate of Personnel Management get together and address themselves to the question of how best to go about the selection of personnel within the management of local authorities.

### **University Graduate 1989**

As usual the 1989 University Graduate exercise was scheduled to commence in September with two full time Commission Boards being set aside for this purpose. One Board was charged with the responsibility of interviewing Arts

and Law School graduates. The other Board combined both Bachelor of Commerce and the Bachelor of Science. All in all 1,847 candidates had submitted their applications to the Public Service Commission.

During the period within which the exercise went on a total of 366 candidates did not turn up for the interview and the reasons for their failure to appear were not known by the Commission.

At the end of the exercise it was quite clear that the University graduate exercise is beginning to form a continuous working programme and must be regarded as a full time project with a fully fledged section within the Commission. In fact, given the pre-service exercise and taking into account the increase in numbers of the university intakes one is left with no other alternative save that one of saying that another full-time section be created to handle the two exercises.

Tabulated herebelow are the final figures for the university exercise as at 31st December, 1989.

	<i>Number Placed</i>	<i>Number Unplaced</i>	<i>Number Absent</i>	<i>Total Invited</i>
B.Sc.	156	176	88	420
B.Com.	233	101	42	376
B.A/LL.B	563	252	236	1,051
Totals	952	529	366	1,847

#### **Annual Staff Appraisal Reports**

Once again there was a slight drop in the percentage of submitted Annual Staff Appraisal Reports. Whereas a total of 61.33 per cent was achieved during 1988, the 1989 submission dropped to 60.07 per cent. At the same time a total of 335 reports had to be returned to the various originating ministries for being incomplete. This figure compared negatively with that of 194 reports returned last year. The accounting officers, should take this matter personally and ensure that the reporting officers are aware and constantly reminded of the importance attached to the Annual Staff Appraisal Reports so that they may exercise greater care when in the process of completing them.

The table here below illustrates the performance of each Ministry as at 31st December, 1989.

Ministry/Department	Number of Officers in Job Group "G" and above	Total Number of Reports Received so far	Number of Incomplete Reports Returned	Valid Reports Retained	Return %
Office of the President	3,930	2,763	39	2,724	69.31
Vice-President's Office and Ministry of Finance	2,492	1,498	1	1,497	60.07
Home Affairs and National Heritage	988	786	1	785	79.45
Agriculture	2,852	2,017	43	1,974	69.21
Attorney-General Chambers	245	195	1	194	79.18
Commerce	372	313	—	313	84.13
Co-operative Development	1,146	658	—	658	57.41
Culture and Social Services	818	618	9	609	74.44
Education	1,017	603	19	582	57.22
Energy	174	174	—	174	100.00
Environment and Natural Resources	895	730	1	729	81.45
Exchequer and Audit Department	274	—	—	—	—
Health	9,745	4,261	141	4,120	42.27
Industry	117	97	—	97	82.90
Information and Broadcasting	1,242	434	10	424	34.13
Labour	198	139	—	139	70.20
Lands and Housing	1,137	1,106	6	1,100	96.74
Livestock Development	2,200	1,113	9	1,104	49.72
Local Government	264	194	3	188	71.21
Manpower Development and Employment	46	45	—	45	97.82
Reclamation, Arid, Semi-Arid and Wastelands	44	43	—	43	97.82
National Assembly	53	51	—	51	96.72
Planning and National Development	459	330	5	325	70.80
Public Works	2,512	2,021	30	1,991	79.25
Public Service Commission	55	55	—	55	100.00
Research Science and Technology	603	60	—	60	9.95
Regional Development	290	155	3	152	52.41
Supplies and Marketing	42	42	—	42	100.00
Technical Training and Applied Technology	255	150	1	149	58.43
Transport and Communications	790	774	3	771	97.47
Tourism and Wildlife	435	317	3	314	72.11
Foreign Affairs	428	208	1	202	47.19
Judiciary Department	374	29	—	29	7.75
Water Development	2,200	1,613	6	1607	73.04
<b>Total</b>	<b>38,712</b>	<b>23,592</b>	<b>335</b>	<b>23,257</b>	<b>60.07</b>



## PERSONNEL AUDIT DIVISION

Delegated powers to the authorized officers as provided for in the Public Service Commission Regulations (9) (22) and (Local Authority Officers) Regulations, 1984 Legal Notice No. 201 of 23rd November, 1984 continued to be monitored by the Inspectorate Division (Audit Division) of the Public Service Commission of Kenya either during attendance at the Meetings of Ministerial Advisory Committee and Ministerial Selection Board or through minutes thereof submitted by ministries.

### **Duties Performed During the Year**

#### *1. Ministerial advisory Committee/Ministerial Selection Board Meetings*

During the year under review, a total of 178 Ministerial Advisory Committee meetings were held as compared to 175 for 1988 which was an increase of about 2 per cent. Out of these, the Division was able to attend 122 meetings down from 148 for 1988, a decrease of about 21 per cent over the previous year. Similarly, there were 170 Ministerial Selection Boards held as opposed to 142 for 1988 which reflected an increase of about 15 per cent over the previous year. Out of these, the Audit Division attended 119 meetings, an increase of about 5 per cent over the previous year. The increase of both Ministerial Advisory Committee and Ministerial Selection Board meetings held during the year was occasioned by additional business as a result of increase in the number of ministries from 25 in 1987 to 29 in 1988. On the other hand, the decrease in attendance was brought about by inadequate notices, coincidence of meetings convened on same dates, also understaffing in the Division and exigencies of other duties.

#### *2. Translation of Terms of Service*

During the year under review, there were 4,003 cases of translation to probationary terms of service considered as opposed to 2,472 in the previous year. This was an increase of 61 per cent as a result of Personnel Circular No. 2 of 18th April, 1989, which directed that all female officers under 45 years of age should be employed on Permanent and Pensionable terms of service effective from 1st May, 1989 onwards. Similarly there were 783 cases of translation to Local Agreement terms. This was a decrease of 81 per cent over the previous year's figure of 4,186. Out of the 783 cases presented, 768 were approved. Before the circular in question was received for implementation, the above cases for translation to Local Agreement had already been discussed and approved in the various Ministerial Advisory Committee meetings and duly analysed by the Inspectorate Division of Public Service Commission for the first quarter.

#### *3. Renewal of Local Agreement*

There were 2,835 cases of Local Agreement handled during the under review, of which 1,706 were recommended.

The figure represented a 26 per cent decrease over the previous year's figure of 3,818. The decrease was as a result of the directive contained in Personnel Circular No. 2 of 18th April, 1986 which discontinued further renewal of Local Agreement except for officers who are 45 years and above.

#### 4. *Extension of Local Agreement*

During the year under review, the Directorate of Personnel Management vide their Circular No. 2 of 18th April, 1989 issued a directive to the effect that all female officers below the age of 45 should be employed on Permanent and Pensionable terms of service as from 1st May, 1989. The circular further provided that female officers below that age whose contracts expired prior to the date of the circular should have their contracts extended upto and including 30th April, 1989 and thereafter be placed on probation and at the same time confirmed in appointment and admitted to the Permanent and Pensionable establishment. As a result of that circular, 1,113 cases were considered and extended accordingly.

#### 5. *Retirement Under 54 years and Above*

An exercise was carried out and lists of the affected officers were drawn up and submitted to the respective ministries which confirmed that the officers in question had been served with retirement notices except where ages had been disputed and ministries undertook to reconcile correct ages with the Directorate of Personnel Management (D.P.M.). The following cases were considered during the year:

- (i) On Medical grounds —4
- (ii) Under 50 year Rule —3
- (iii) Public Interest —50

#### 6. *Appointment and Promotion*

During the year under review, there were 3,501 cases presented out of which 2,863 cases of new appointment were recommended by the Ministerial Selection Boards. That was an increase of 1,542 which was about 117 per cent over the previous year's figure. Similarly there were 7,571 cases presented for promotion out of which 7,073 were recommended by the Ministerial Selection Boards and approved by the respective authorized officers. That was a decrease of 305 which is about 4.3 per cent over the previous year's figure of 7,378.

#### 7. *Pre-Selection Advertised Posts*

During the year under review a total of 3,100 candidates applied for various jobs in Job Group "F". Out of this number 876 were invited for the interviews, which only 276 appeared and finally 77 were selected.

#### 8. *Confirmation in Appointment*

5,211 cases for confirmation in appointment were presented before the Ministerial Advisory/Selection Boards and 5,200 recommended. The figure was up by 2,145 over the previous year's figure of 3,055 which represented an increase of 70 per cent. The increase arose from the requirements of Directorate of Personnel Management Circular No. 2 of 18th April, 1989 which provided that female officers below 45 years whose contracts expired prior to 1st May, 1989 be appointed on probationary Terms of Service and simultaneously be confirmed in their appointment and admitted to the Permanent and Pensionable Establishment.

### 9. *Redesignation*

244 cases of redesignation were presented before Ministerial Advisory Committees out of which 220 were recommended. There was a drop of 15 over the previous year's figure of 261. This reflected a decrease of 6 per cent.

### 10. *Discipline*

There were 1,937 discipline cases discussed by Ministerial Advisory Committees during the year under review compared to 2,291 for the previous year. An analysis of the case discussed appears in the appendix at the end of this report.

### 11. *Special Duty/Acting Allowance*

A total of 2,712 cases for Special Duty/Acting Allowance were presented before Ministerial Advisory Committees for consideration. Out of this number, 2,409 were recommended for approval by the authorized officers. This reflected a drop of about 14 per cent over the previous year's figure of 3,141.

### 12. *Miscellaneous*

The following items, although not delegated by the Public Service Commission were also discussed and recommended in the Ministerial Advisory Committee: House Allowance 665, Ex-Gratia Assistance 115, Language Allowance 4, Security Allowance 1, and Alimentary Allowance 1.

### 13. *Conclusion*

In the 1988 annual report, the division had observed that some ministries/departments flouted the provision of Personnel General letter No. 54 of 9th November, 1979. However, in the ensuing year 1989, improvements were noted apart from the Ministry of Agriculture which still confuses the functions of Ministerial Advisory Committee and Ministerial Selection Board. However, the Public Service Commission had since written to the ministry to rectify the anomaly.

Statistics for above activities appear in the appendix at the end of this report.

## **DISCIPLINE**

The Commission continued to perform its constitutional functions including exercising disciplinary control over both central and local Government personnel services during the year 1989. In this regard, Discipline Section of the Commission assisted the Commission to exercise the above particular function by discharging the following responsibilities:

- (a) It received various recommendations on discipline cases from ministries, departments and local authorities. The recommendations were on dismissal, retirement in public interest, and reduction in rank or seniority on various grounds.
- (b) It received appeal cases submitted by aggrieved officers both from central and local Government against decisions taken on them either by the Commission or authorized officers under delegated powers.

- (c) On receipt of the above recommendations/appeals, the section prepared briefs for the Commission's consideration and decision.
- (d) It liaised with ministries/departments and local authorities to ensure that all relevant records on the discipline cases were forwarded and that the cases were processed in accordance with respective Public Service Commission Regulations. Any mistake detected was pointed out to the ministry/department concerned for rectification before the case was presented to the Commission for deliberation.
- (e) It liaised with the Office of the Attorney-General whenever it was necessary and especially when the Commission's decisions were challenged in court.

Although Discipline Section of the Commission endeavoured to discharge the above responsibilities diligently, there were some obstacles which made the Section not to process some of the cases as expeditiously as it would have liked. Some of the obstacles have been mentioned in the proceeding annual reports but since they have not been overcome fully, they are still worth mentioning with a view that the concerned ministries/departments or local authorities will take remedial measures.

One of the main problems which the Section continued to encounter, was the manner in which some of the discipline cases were being processed by the ministries/departments or local authorities. Some cases were being processed without following the proper disciplinary procedures as stipulated in the relevant regulations. In some cases where the regulation had been followed, the relevant documents and information were not forwarded to the Commission. Cases in point were those forwarded to the Commission without the files or appeals without comments from authorized officers. Whenever such problems were encountered, the relevant authorized officers were informed immediately and asked to take the necessary action. During the year under review 340 such cases were returned to authorized officers.

The other major problem encountered was the delay by some authorized officers in responding to our letters seeking further clarifications/comments from them on some discipline cases which had not been handled properly. As a result of these delays 931 reminders were sent to authorized officers during 1989. All the cases which were handled strictly according to the relevant regulations were dealt with expeditiously by the Section.

It is the wish of the Section that in future, officers assigned to deal with discipline cases in ministries/departments or local authorities should take keen interest in the cases to ensure that all the relevant informations are submitted to the Commission and also to respond in time to all correspondence sent to them.

During the year under review a total to 492 discipline and appeal cases were submitted to the Commission for deliberation as follows:

### **Appeal Cases**

There were 136 appeal cases considered by the Commission. The appeals came from aggrieved officers who had either been dismissed by the Commission or by the authorized officers under delegated powers.

### **Appeals in the High Court**

One case of retirement in public interest was nullified by the High Court during the year under review.

### **Compulsory Retirement**

A total of 6 officers were retired compulsorily under the 50 years rule during 1989.

### **Dismissal Cases**

As in the previous year, dismissal cases constituted majority of discipline cases submitted to the Commission for decision. In total there were 289 cases for dismissal either on grounds of desertion, gross misconduct or criminal conviction.

### **Retirement on Grounds of Public Interest**

During the year under review a total of 61 officers were retired in public interest. These were long serving officers whose disciplinary record had deteriorated over the years.

Below is a comparison of cases submitted for decision during 1988 and 1989.

	1988	1989
Number of cases considered	478	492
Dismissals	283	289
Retirement in Public interest	60	61
Appeals	130	136
Compulsory retirement	3	6

## **CIVIL SERVICE EXAMINATIONS**

The Commission is charged with the responsibility of organizing and administering Civil Service examinations. The purpose of these examinations is to provide incentive and test the suitability and eligibility of officers for advancement in the service. During 1989 the Commission conducted four different types of examinations for serving officers as follows:

1. Proficiency Examination for Weights and Measures Assistants—February, 1989.
2. Occupational Tests for Telephone Operators—April, 1989.
3. Administrative Officer's Examination—August, 1989.

4. Proficiency Examination for Clerical Officers—December, 1989.

**1. Proficiency Examination for Weights and Measures Assistants**

1.1. This examination consists of two (2) parts each of which consists of five subjects:

(a) Part I

- English Language.
- General Knowledge.
- Weights and Measures Practice I.
- Weights and Measures Rules.
- Practical.

(b) Part II

- Memorandum, Report and Letter Writing.
- Civil Service Regulations, Organization and Functions of Government.
- Weights and Measures Practice II
- Law.
- Practical and Oral.

1.2 In order to be awarded a full pass, a candidate must pass in all subjects relating to each part at one and the same sitting.

1.3 Performance

Table I below indicates the performance in this examination for the year 1989. It will be noted that the performance in part I and II remained the same. The percentage pass in all parts I and II were the same for the years 1988 and 1989.

TABLE I—PERFORMANCE IN EXAMINATION FOR WEIGHTS AND MEASURES

Year	1985	1986	1987	1988	1989
No. of candidates:					
Part I .. .. .	6	4	1	6	6
Part II .. .. .	7	14	11	6	6
Number of passes:					
Part I .. .. .	2	2	0	3	3
Part II .. .. .	2	8	3	3	3
Percentage pass:					
Part I .. .. .	33.3	50	0	50	50
Part II .. .. .	28.6	57.1	27.3	50	50

## 2. Occupational Test for Telephone Operators

2.1. The examination consists of three (3) tests namely Occupational Tests Nos. I, II and III. In all these three tests the candidates were examined on two subjects; English Language and Practical. Oral examination in English is offered to candidates who are blind.

In order to be awarded a full pass a candidate must pass in all the subjects relating to each part at one and the same sitting.

### 2.2 Performance

Table II below shows the comparative figures for the year under review, i.e. 1989. There was an improvement of performance in Test I in 1989 compared to previous year i.e. 1988. The percentage pass rose from 27.3 in 1988 to 33 per cent in 1989. For Test No. II the percentage dropped from 30 per cent to 22 per cent. In Test No. III no candidate passed.

TABLE II—PERFORMANCE IN OCCUPATIONAL TEST FOR TELEPHONE OPERATORS

Year	1985	1986	1987	1988	1989
No. of candidates					
O.T. I .. .. .	9	29	34	24	24
O.T. II .. .. .	40	33	61	30	85
O.T. III .. .. .	—	30	19	24	14
No. of passes					
O.T. I .. .. .	3	15	18	6	8
O.T. II .. .. .	24	10	20	9	19
O.T. III .. .. .	—	0	2	2	0
Percentage pass					
O.T. I .. .. .	33.3	51.7	52.4	27.3	33
O.T. II .. .. .	60.0	33.3	32.8	30.0	22
O.T. III .. .. .	—	0	10.5	8.3	0

## 3. Administrative Officers' Examination

3.1 In this examination, candidates are examined on the following six subjects:

- (a) Law.
- (b) Government Organization and Practice.
- (c) Civil Service Regulations.
- (d) Public Financial Management and Control.
- (e) General Knowledge of East Africa and World Affairs.
- (f) Applied Logic and Report Writing.

3.2. Candidates who have attempted and passed one or more subjects are exempted from sitting those subjects they have already passed. They are only required to re-sit the subject(s) they have failed.

### 3.3 Performance

The performance in the Administrative Officers' Examination may be seen from Table III below. The percentage pass dropped from 11.93 in 1988 to 11.91 in 1989. During the last three years the performance in this examination has not improved.

TABLE III—PERFORMANCE IN ADMINISTRATIVE OFFICERS' EXAMINATION

Year	1985	1986	1987	1988	1989
No. of candidates .. ..	265	238	218	243	319
No. of passes .. .. .	71	58	40	29	38
Percentage .. .. .	26.8	24.4	18.3	11.93	11.91

## 4. Proficiency Examination for Clerical Officers

4.1. The examination consisted of eleven (11) subjects of which seven (7) were compulsory and the remaining four (4) were optional. Each candidate was required to attempt a total of eight (8) subjects.

The papers set were as follows:

### Paper I (General Paper)

- General Paper.
- English Language.
- Organization and Functions of Government.
- Current Affairs.
- Elementary Economics.

### Paper II

- Civil Service Regulations.

### Paper III (Clerical Procedures)

- Office Practice.
- Business Calculations.
- Accounts.
- Stores.
- Personnel.
- General Office Services.

4.2. In order to be awarded a pass, candidates were required to pass the three (3) papers at one and the same sitting.



4.3. Table IV below shows the performance in this examination for years 1985 to 1989. Comparing 1989 examination with the previous year the percentage pass rose from 16.5 per cent in 1988 to 18 per cent in 1989.

TABLE IV—PERFORMANCE IN PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

Year	1985	1986	1987	1988	1989
No. of Candidates	5,312	4,770	5,068	6,334	5,854
No. of Passes	1,185	595	618	1,042	1,081
Percentage	22.3	12.5	12.19	16.5	18

### 5. Absenteeism from Civil Service Examinations

There was an overall increase in the rate of absenteeism in 1989 compared with 1988. As will be observed from Table V below, a total of six hundred sixty seven (667) registered candidates or 10 per cent did not avail themselves for the three examinations conducted by the Commission in 1989. This compares with a total of 592 candidates or 9 per cent who were absent in 1988. The rate of absenteeism is always high in the Proficiency Examination for Clerical Officers where it increased by 3 per cent from 9 per cent in 1988 to 11 per cent in 1989. However, in the Administrative Officers Examination the rate of absenteeism dropped by 5.64 per cent from 8.64 per cent in 1988 to 3 per cent in 1989.

Table V quoted below gives an analysis of absenteeism in the various examinations during the year under review.

TABLE V—RATE OF ABSENTEEISM, 1989

Name of Examination	Number of Candidates Registered	Number of Candidates Absent	Percentage
1. Proficiency Examination for Weights and Measures Assistants	6	0	0
2. Occupational Test for Telephone Operations	127	9	7
3. Administrative Officers' Examination	329	10	3
4. Proficiency Examination for Clerical Officers	6502	648	11

## **6. Registration Forms**

In the year 1989 the Commission received six thousand nine hundred fifty-eight entry forms which were from qualified candidates and unqualified candidates. The majority of the candidates who did not meet the necessary requirements to sit for examinations were telephone operators. A total of 36 entry forms for telephone operators were rejected.

## AGENDA SECTION

### Introduction

As in the year 1988, the role of the Agenda Section of the Public Service Commission has continued to be the processing and analysing all the recommendations originating from various offices, ministries and departments in the entire Public Service prior to their formal presentation of the same in agenda form to the full Commission for deliberation and decision. The Section recorded and prepared the minutes on the decisions made on all such recommendations. It also prepared all the letters conveying the Commission's decisions well, as in the past.

### Methodology

Before the Commission approved any recommendation for an officer in the Civil Service or Local Authority, it insisted on being satisfied that the Service Commissions Act (Cap. 185, Laws of Kenya) and the current Service Regulations and every fact cited in the recommendation was documentarily supported e.g. Director of Personnel Management's and Treasury's letters approving the vacancies; academic and professional qualifications; seniority list and reasons for each supersessions involved, registration with the relevant professional bodies—where applicable and Annual Appraisal Reports for the last three years on every officer or Confidential Report from the last employer in the case of non-Civil Servants. Reason for the occurrence of the vacancy accompanied by documentary evidence was also demanded.

### Highlights/Comments

During the year under review, the Section played its role in a dedicatory manner. Most ministries and departments submitted their recommendations as expected although some still lagged behind, thereby making the officers loose their seniority in promotions and confirmations and as such the Commission wishes to comment/highlight on the following aspects:

#### (i) Translations

Recommendations for translation have continued to be received at the Commission long after the 12 months statutory limitation period provided under Regulation 9 (1) (b) of the Public Service Commission Regulations. In the process the affected officer may have been subjected to loss of seniority and promotion prospects vis-a-vis their colleagues.

#### (ii) Confirmations

Similar delays as in (1) above, have consistently been observed in most of the recommendations for confirmation. It is also noteworthy that in a few cases, recommendations have been made to the effect that certain probationary appointments be terminated long after the initial 2 years period stipulated in the regulations have lapsed. Such delay, needless to mention, have negative effects on some officers where confirmation is a pre-requisite for promotion to the next grade.

*(iii) Transfers between different local authorities*

In view of the autonomous nature of different local authorities in Kenya, it has also been observed that transfers of senior officers of local authorities have been irregularly effected by the Ministry of Local Government and the Public Service Commission has not been involved until or unless such transfers involve upward mobility of the affected officers. It has also been observed that many recommendations originating in that ministry, affecting the staff of local authorities, have not been of the desired standard in the sense that it is often necessary to write back to the ministry once or twice before the Commission is asked to make a decision on the original recommendation submitted by the ministry.

*(iv) Local Authorities*

It has also been observed that resolutions passed by many local authorities on matters affecting the appointments of their staff do not appear to acknowledge the role of the Commission, and as a result there have been a few cases where local authorities have vetoed appointments made by the Public Service Commission, and the Ministry of Local Government has appeared to be watching such incidents passively.

**Suggestions**

The points highlighted/commented upon above, suggest the need for a review of existing procedures obtaining in ministries/departments so that the role of each party is re-defined and well understood by the other parties. It also suggests that staff working in personnel branches in ministries/departments, personally, appreciate the negative effects many of the delays highlighted above may have on the morale and welfare of the affected staff, and ultimately, the productivity of the entire Public Service.

**Staffing of the Section**

The section was well staffed apart from the secretarial staff whose exodus during the year caused a lot of inconveniences and delays in transacting the Commission's business. This was not only with the Agenda Section but the whole department.

**General**

During the year the Commission held a total of forty-nine meetings and the detailed statistics have been appended at the end of this report.

**SUPPORT SERVICES**

The support services were provided by the Registry, Accounts Unit, Supplies Section and the Personnel Section.

**1. Registry**

The Registry remained busy during the year under review. The section processed 9,167 incoming mails and received 14,542 application forms. At the same time the section hand-delivered 15,898 and posted 7,500 letters and parcels.

## 2. Accounts

During the year the Accounting Unit continued to be responsible for safeguarding and controlling all the public funds entrusted to the Public Service Commission of Kenya.

In May an Accountant II who had been in charge of the section was promoted and transferred to Treasury. An Accountant I was later transferred from the Office of the President to head the Unit.

## 3. Supplies

The Supplies Section is a service department of the Commission. During the year under review it was involved in the following major activities:

### (1) Ministerial Tender Boards

During the 1989 calendar year seven Ministerial Tender Boards meetings were held and the items involved were:

	KSh.
(i) Purchase of stationery	168,010.00
(ii) Purchase of secretarial sets	17,000.00
(iii) Repair of Volvo GK D505	27,170.00
(iv) Sale of Kombi GK 387W	45,000.00
(v) Maintenance of typewriters	98,850.00

### (2) Purchase of Stationery

Stationery is an important item in the day-to-day operations of the Commission. During 1989, a substantial sum was spent on this item as follows:

	KSh.
(i) Stationery procured from Supplies Branch	63,407.50.
(ii) Stationery procured from local supplies	311,544.90.

Out of the above sums, KSh. 134,525 was spent on stationery for the examinations and KSh. 15,200.00 was spent on the purchase of employment forms (forms PSC. 2 and PSC. 2A) from the Government Press.

### (3) Maintenance of Building

A total of KSh. 51,302.50 was spent on maintaining the building as follows:

	KSh.
(i) Maintenance of lift	12,600.00
(ii) Replacement of drainage pump	7,300.00
(iii) Repair of leakage at reception	28,099.00
(iv) Replacement of leaking pipes	2,703.00

(4) *Maintenance of Plant and Equipment*

The Commission spent a total of KSh. 161,005.00 for maintenance of plant and equipment as follows:

	KSh.
(i) Typewriters and calculating machines	99,850.00
(ii) Photocopier	24,943.00
(iii) Franking Machine	2,860.00
(iv) Miscellaneous repairs	43,352.00

(5) *Motor Vehicles*

In 1989, the old Volkswagen Kombi was sold. A new Toyota Hiace Microbus was acquired to replace it.

During the year under review a total of Ksh. 99,909.15 was spent on maintenance of motor vehicles.

(6) *Board of Survey*

There was no board of survey in the calendar year 1989.

**4. Personnel**

During the year a Personnel I was posted to the Commission to replace the Personnel Assistant who had since 1988 been performing personnel duties.

The Personnel Section dealt with the personnel matters affecting the Commissioners and the Staff of the Commission. These matters included maintenance of leave records, processing of medical claims, processing of travelling allowance claims, preparation of pension papers; preparation of PSC. 3 and PSC.5 forms for the affected Commission Staff, initial action on discipline cases affecting the Commission staff, preparation of PCAs, preparation of budget estimates (personal emoluments only), maintenance of National Hospital Insurance Fund cards. Liaison with National Social Security Fund for cards and benefits, convening of Departmental Advisory Committee, Departmental Selection Committee, Departmental Surcharge and Training Committees.

In the course of the year under review, the section introduced Record of Service Cards, Complement Control Cards and Complement Cards.

**VISITORS**

On 11th April, 1989—Mrs. S. Dangarembga, Commissioner of the Public Service Commission, Zimbabwe.

On 11th April, 1989—Mr. W. Mudiwa, Deputy Secretary, Ministry of Public Service, Zimbabwe.

**END OF YEAR PARTY**

The Commission's tradition of holding an end of year party was observed in the year under review and the party was held at the National Assembly hall on Friday, 15th December, 1989.

## STATISTICS FOR YEAR, 1989

The following table summarizes the main work undertaken by the Commission during 1989.

	1986	1987	1988	1989
Meetings of the Commission .. .. .	50	48	48	49
Items considered .. .. .	2,869	3,391	3,247	3,490
<b>Appointment and Confirmation</b>				
(a) Vacancies reported to the Commission advertised and otherwise .. .. .	2,869	3,054	2,034	2,671
(b) Number of advertisements published in the <i>Kenya Gazette</i> and in local Press .. .. .	584	595	476	540
(c) Applications received in response to advertisements .. .. .	8,717	10,505	9,890	9,601
<b>Appointments Authorized</b>				
(a) As a result of advertisement .. .. .	2,381	2,260	6,124	3,491
(b) Otherwise .. .. .	3,550	3,671	3,101	3,052
(c) Renewal of agreements authorized .. .. .	1,237	1,442	1,405	744
(d) Renewal of agreement rejected .. .. .	—	1	—	—
(e) Extension of agreements and temporary appointments authorized .. .. .	4	12	11	844
(f) Recruitment from outside East Africa authorized .. .. .	3	—	—	—
(g) Acting appointment authorized .. .. .	559	674	697	456
(h) Acting appointments rejected .. .. .	91	187	145	144
(i) Translations from agreement or temporary to probationary terms authorized .. .. .	1,733	1,906	1,061	1,391
(j) Termination of temporary appointments authorized .. .. .	7	10	10	—
(k) Transfer of officers between ministries/departments in the same grade .. .. .	1,515	77	52	86
(l) Transfer of officers between ministries/departments in the same grade rejected .. .. .	4	3	1	5
(m) Preliminary and final selection board meetings held .. .. .	625	763	816	677
(n) Candidates interviewed by selection boards .. .. .	4,895	6,606	7,424	6,428
(o) Reinstatement authorized .. .. .	—	—	—	—
(p) Postings approved .. .. .	81	40	41	47
(q) Postings rejected .. .. .	—	3	—	—
(r) Appointment to up-graded posts .. .. .	13	233	153	—

	1986	1987	1988	1989
<b>Officers Considered by Commission for Confirmation and Re-Designation</b>				
(a) Number of cases considered ..	832	1,230	882	2,733
(b) Confirmation authorized ..	831	1,096	881	2,608
(c) Abatement of death gratuities ..	23	45	43	56
(d) Termination of probationary appointments .. .. .	1	10	—	—
(e) Re-designation authorized ..	85	103	145	120
(f) Re-designation rejected ..	8	10	153	5
<b>Discipline Cases Considered</b>				
(a) Total number of cases considered	489	492	478	492
(b) Termination of probationary appointments authorized ..	7	3	—	4
(c) Retirement in public interest ..	51	59	60	61
(d) Dismissal from the service ..	309	299	283	285
(e) Appeals against disciplinary action considered .. .. .	129	126	130	136
(f) Cases dealt with by Ministerial Advisory Committee .. ..	1,735	2,050	2,392	1,937
<b>Option for Retirement under 10 year rule</b>				
(a) Considered .. .. .	22	13	18	26
(b) Authorized .. .. .	22	13	18	26
<b>Retirement—General</b>				
Officers required to retire:				
(a) As a result of redundancy ..	—	—	—	—
(b) In the interest of Kenyanization ..	—	—	—	2
(c) In abolition of office .. .. .	—	—	8	1
(d) On age grounds .. .. .	—	2	2	—
(e) On medical grounds .. .. .	1	12	7	6
(f) On 50 year rule .. .. .	6	10	4	11



**STATISTICAL DATA OF DECISIONS MADE DURING THE YEAR 1989  
MINISTERIAL SELECTION BOARDS AND MINISTERIAL ADVISORY  
COMMITTEES (DELEGATED POWERS)**

<b>1. Appointments:</b>							
Cases Approved	..	..	..	..	..	2,863	
Deferred	..	..	..	..	..	203	
Rejected	..	..	..	..	..	433	
Withdrawn	..	..	..	..	..	2	
						<hr/>	3,501
<b>Acting/Special Duty Allowance:</b>							
Approved	..	..	..	..	..	2,409	
Deferred	..	..	..	..	..	268	
Rejected	..	..	..	..	..	31	
Referred to DPM	..	..	..	..	..	2	
Withdrawn	..	..	..	..	..	2	
						<hr/>	2,712
<b>Redesignation:</b>							
Approved	..	..	..	..	..	220	
Deferred	..	..	..	..	..	10	
Rejected	..	..	..	..	..	14	
						<hr/>	244
<b>Interviewing:</b>							
Approved	..	..	..	..	..	77	
Rejected	..	..	..	..	..	199	
						<hr/>	276
<b>2. Promotions:</b>							
Approved	..	..	..	..	..		7,073
Deferred	..	..	..	..	..	431	
Rejected	..	..	..	..	..	62	
						<hr/>	498
<b>3. Confirmation in Appointment:</b>							
Approved	..	..	..	..	..		5,211
Deferred	..	..	..	..	..		11
<b>4. Translation of Terms of Service:</b>							
<b>Translation to Probationary</b>							
Approved	..	..	..	..	..	3,874	
Deferred	..	..	..	..	..	119	
Rejected	..	..	..	..	..	9	
Withdrawn	..	..	..	..	..	1	
						<hr/>	4,003
<b>Translation to Local Agreement</b>							
Approved	..	..	..	..	..	768	
Deferred	..	..	..	..	..	11	
Rejected	..	..	..	..	..	1	
Referred to DPM	..	..	..	..	..	3	
						<hr/>	783
<b>Renewal of Local Agreement</b>							
Approved	..	..	..	..	..	1,706	
Deferred	..	..	..	..	..	102	
Rejected	..	..	..	..	..	1,027	
						<hr/>	2,835

<b>5. Ex-Gratia Assistance:</b>			
Approved	.. .. .	115	
Deferred		51	
Rejected		16	
Referred to DPM		36	
		<hr/>	218
6. Termination of Appointments	.. .. .		76
7. Retirement—on Medical grounds	.. .. .	4	
<b>8. Discipline:</b>			
Dismissal	.. .. .	949	
Retirement: Public Interest	.. .. .	50	
Retirement: Under 50 Year Rule	.. .. .	3	
Reprimand	.. .. .	147	
Surcharge	.. .. .	28	
Reinstatement	.. .. .	360	
Transfer	.. .. .	5	
Deferred	.. .. .	250	
Appeals Allowed	.. .. .	3	
Appeals rejected	.. .. .	41	
Rejected	.. .. .	87	
Withdrawn	.. .. .	5	
Resignation	.. .. .	9	
Referred	.. .. .	2	
		<hr/>	1,937

