

*Paper laid  
on the Table  
of the House by  
Hon. Peter Kihungi, MP  
on behalf of the Committee  
on Wednesday, 3rd May 2023 (Morning)*



REPUBLIC OF KENYA

*Approved  
D/SNA  
3/05/2023*

THE NATIONAL ASSEMBLY  
THIRTEENTH PARLIAMENT – SECOND SESSION – 2023

DIRECTORATE OF DEPARTMENTAL COMMITTEES  
DEPARTMENTAL COMMITTEE ON LABOUR

**REPORT ON THE APPROVAL HEARING OF MR. ISAAC KIPKEMBOI  
MELLY, NOMINEE FOR APPOINTMENT AS MEMBER OF THE SALARIES  
AND REMUNERATION COMMISSION (SRC)**

 <b>THE NATIONAL ASSEMBLY PAPERS LAID</b>			
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<b>TABLED BY:</b>	Hon. Peter Kihungi		
<b>CLERK-AT THE-TABLE:</b>	Finlay Muriuki		

CLERK'S CHAMBERS  
DIRECTORATE OF DEPARTMENTAL COMMITTEES  
PARLIAMENT BUILDINGS  
NAIROBI

MAY 2023

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## LIST OF ABBREVIATIONS AND ACRONYMS

H.E.	-	His Excellency
KRA	-	Kenya Revenue Authority
EACC	-	Ethics and Anti-Corruption Commission
DCI	-	Directorate of Criminal Investigations
HELB	-	Higher Education Loans Board
ORPP	-	Office of the Registrar of Political Parties
PAPAA	-	Public Appointments (Parliamentary Approval) Act
UDA	-	United Democratic Alliance
ODM	-	Orange Democratic Movement

## ANNEXURES

- Annexure 1: Adoption List
- Annexure 2: Minutes
- Annexure 3: Letter from H.E. the President nominating Mr. Isaac Kipkemboi Melly for approval by the National Assembly
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- Annexure 12: Higher Education Loans Board (HELB) clearance letter
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## CHAIRPERSON'S FOREWORD

This report contains proceedings of the Departmental Committee on Labour on the approval hearing of Mr. Isaac Kipkemboi Melly, nominee for approval for appointment as a member of the Salaries and Remuneration Commission representing the Parliamentary Service Commission in the Commission. The nomination was made by H.E. the President and communicated to the House by the Speaker on Tuesday 18<sup>th</sup> April, 2023.

Pursuant to the provisions of Articles 230(2)(b)(i) and 250(2)(c) of the Constitution, section 7(10) of the Salaries and Remuneration Commission Act, No. 10 of 2011 and section 6 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), H.E. the President notified the National Assembly of the nomination of Mr. Isaac Kipkemboi Melly, for approval for appointment as a member of the Salaries and Remuneration Commission vide a letter dated 14<sup>th</sup> April, 2023. The Hon. Speaker pursuant to Standing Order 42(1) vide a communication made on Tuesday, 18<sup>th</sup> April, 2023 conveyed to the House the Message from H.E. the President and subsequently referred the nominee's name, curricula vitae, and the report of the selection panel on his recruitment to the Departmental Committee of Labour to conduct the approval hearings.

While referring the nominee to the Committee for approval hearing, the Speaker directed that the Committee undertakes the vetting within twenty-eight (28) days pursuant to section 8 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011). The Speaker further directed that the Office of the Clerk of the National Assembly facilitates the Committee to notify the nominee and the general public of the time and place of holding the approval hearing through advertisement in at least two newspapers of nationwide circulation and the Parliamentary Website

In compliance with Article 118 (b) of the Constitution and section 6 (4) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), the Committee published advertisements in the print media on Friday, 21<sup>st</sup> April, 2023 informing the public of the nomination, date, time and place of the approval hearing. The Committee also invited the public to submit memoranda by way of written statements on oath (*affidavit*) on the suitability of the nominee to hold office as required by section 6 (9) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011). The memoranda were to be received on or before Thursday, 27<sup>th</sup> April, 2023 at 5.00 p.m. (East African Time). At the close of the deadline, the Committee had not received any memorandum for or against the nominee's suitability to hold office.

The Committee also sought references and conducted background checks on the suitability of the nominee to hold office from KRA, EACC, DCI, HELB and ORPP. All the agencies had no issue with the nominee being appointed to office.

The nominee appeared before the Committee on Friday 28<sup>th</sup> April, 2023 for the approval hearing during which the Committee examined his suitability to hold office based on the criteria set out in section 7 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011). In addition, the Committee examined his academic credentials, relevant experience, knowledge of sector issues and on leadership and integrity. The Committee paid due regard to the procedure used to arrive at the nominees; any constitutional or statutory requirements relating to the office in question and suitability of the nominee for the appointment proposed having regard to whether the nominee's abilities, experience and qualities meet the needs of the Salaries and Remuneration Commission.

The Committee having conducted approval hearing of the nominee regarding his suitability, observed that due process was followed in the recruitment process as provided for under Article 250 of the Constitution and the Public Appointments (Parliamentary Approval Act) (No. 33 of 2011). The Committee therefore recommends that the National Assembly **approves** the nomination of Mr. Isaac Kipkemboi Melly for appointment as member of the Salaries and Remuneration Commission.

The Committee registers its appreciation to the Offices of the Speaker, the Clerk of the National Assembly, the Director, Departmental Committees and the Committee Secretariat for providing leadership and technical support during the entire Committee processes and proceedings. The Committee also wishes to thank the nominee for his cooperation during the approval hearing process. Finally, the Committee wishes to register its appreciation to KRA, EACC, DCI, HELB and ORPP for providing references and background checks relating to the suitability of the nominee.

I acknowledge and appreciate the Members of the Committee for their patience, sacrifice and commitment which enabled the Committee to complete the task within the required timelines.

On behalf of the Departmental Committee on Labour, and pursuant to Article 230(2)(b) of the Constitution and section 8 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011) and provisions of Standing Orders 45(4) and 199(6), it is my pleasant duty to present the Report of the Committee on the approval hearings of Mr. Isaac Kipkemboi Melly, nominee for appointment as member of the Salaries and Remuneration Commission for debate and adoption by the House.

**Hon. Eric Muchangi Karemba, MP.**  
**Chairperson, Departmental Committee on Labour**

## CHAPTER ONE

### 1 PREFACE

#### 1.1 Establishment and Mandate of the Committee

1. The Departmental Committee on Labour is one of the twenty Departmental Committees of the National Assembly established under **Standing Order 216** whose mandates pursuant to the **Standing Order 216 (5)** are as follows:

- i. *To investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned ministries and departments;*
- ii. *To study the programme and policy objectives of ministries and departments and the effectiveness of the implementation;*
- iii. *on a quarterly basis, monitor and report on the implementation of the national budget in respect of its mandate;*
- iv. *To study and review all legislation referred to it;*
- v. *To study, assess and analyse the relative success of the ministries and departments as measured by the results obtained as compared with their stated objectives;*
- vi. *To 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;*
- vii. ***To 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);***
- viii. *To examine treaties, agreements and conventions;*
- ix. *To make reports and recommendations to the House as often as possible, including recommendation of proposed legislation;*
- x. *To consider reports of Commissions and Independent Offices submitted to the House pursuant to the provisions of Article 254 of the Constitution; and*
- xi. *To examine any questions raised by Members on a matter within its mandate.*

#### 1.2 Subjects under the Committee

2. In accordance with the Second Schedule of the Standing Orders, the Committee is mandated to consider, labour, human capital and remuneration, trade union relations and public service.
3. In executing its mandate, the Committee oversees the Ministries of Labour and Social Protection and Public Service, Gender and Affirmative Action.

### 1.3 Committee Membership

4. The Committee was constituted by the House on 27th October 2022 and comprises the following Members:

#### **Chairperson**

Hon. Eric Muchangi Karemba, MP

Runyenjes Constituency

**UDA Party**

#### **Vice-Chairperson**

Hon. Fabian Kyule Muli, MP

Kangundo Constituency

**GDDP**

#### **Members**

Hon. James Onyango K'Oyoo, MP

Muhoroni Constituency

**ODM Party**

Hon. Ernest Ogesi Kivai Kagesi, MP

Vihiga Constituency

**ANC Party**

Hon. Richard Kiti Chonga, MP

Kilifi South Constituency

**ODM Party**

Hon. Joseph Samal Lomwa, MP

Isiolo North Constituency

**Jubilee Party**

Hon. George Aladwa Omwera,

Makadara Constituency

**ODM Party**

MP Hon. Catherine Wambiliaga, MP

Bungoma County

**FORD-K**

Hon. Amina Dika Abdullahi, MP

Tana River Constituency

**KANU**

Hon. Dorice Aburi Donya, MP

Kisii County

**WDM-K**

Hon. Patrick Simiyu Barasa, MP

Cherangany Constituency

**DAP-K Party**

Hon. Mangale Munga Chiforomodo, MP

Lunga Lunga Constituency

**UDM Party**

Hon. Peter Irungu Kihungi, MP

Kangema Constituency

**UDA Party**

Hon. Leah Sopiato Sankaire, MP

Kajiado County

**UDA Party**

Hon. Lilian Chebet Siyoi, MP

Trans Nzoia County

**UDA Party**

#### 1.4 Committee Secretariat

5. The Committee is facilitated by the following staff:

Ms. Rose M. Wanjohi  
Senior Clerk Assistant /Head of Secretariat

Mr. Samuel Wanjiru  
Clerk Assistant III

Mr. Fredrick Muthengi  
Chief Fiscal Analyst

Ms. Christine Odhiambo  
Senior Legal Counsel

Ms. Wambui Nyachae  
Research Officer III

Mr. Timothy C. Tsungulah  
Research Officer III

Ms. Riynah Sayinei  
Media Relations Officer II

Mr. Alex Amwata  
ansard Officer III

Ms. Zainab Wario  
Serjeant-At-Arms II

Mr. Alan Gituku  
Serjeant-At-Arms

6. The list of Members who attended the sitting which considered and adopted the report forms **annexure 1** of this report while Minutes of sittings of the Committee on the approval hearing proceedings form **annexure 2** of the report.

## CHAPTER TWO

### 2 BACKGROUND INFORMATION

#### 2.1 Legal Framework

7. Article 230(2)(b)(i) of the Constitution provides that:
- (2) *The Salaries and Remuneration Commission consists of the following persons appointed by the President-*
    - (b) *one person each nominated by the following bodies from among persons who are not members or employees of those bodies-*
      - (i) *the Parliamentary Service Commission;*
8. In light of the foregoing, H.E. the President nominated Mr. Isaac Kipkemboi Melly for approval by the National Assembly for appointment as a member of the Salaries and Remuneration Commission. H.E. the President notified the National Assembly of the nomination of Mr. Isaac Kipkemboi Melly, for approval for appointment as a member of the Salaries and Remuneration Commission vide a letter dated 14<sup>th</sup> April, 2023. The Hon. Speaker pursuant to Standing Order 42(1) vide a communication made on Tuesday, 18<sup>th</sup> April, 2023 conveyed to the House the Message from H.E. the President and subsequently referred the nominee's name, curricula vitae, and the report of the selection panel on his recruitment to the Departmental Committee of Labour to conduct the approval hearing.
9. While conducting the approval hearing, the Committee was guided by the following statutes and articles of the constitution of Kenya-
- i. The Public Appointments (Parliamentary Approval) Act (No. 33 of 2011);
  - ii. The Salaries and Remuneration Commission Act (No. 10 of 2011) section 7 on recommendation for appointment as a member of the Commission;
  - iii. Article 10 of the Constitution on the national values and principles of governance;
  - iv. Chapter 6 of the Constitution on leadership and integrity;
  - v. Article 77 of the Constitution on restriction on activities of State Officers;
  - vi. Article 78 of the Constitution on dual citizenship;
  - vii. Article 118 of the Constitution on public participation;
  - viii. Article 232 of the Constitution on values and principles of public service;
  - ix. The Leadership and Integrity Act (Cap. 182);
  - x. The Public Service (Values and Principles) Act (No. 1A of 2015); and
  - xi. The Public Officer Ethics Act (Cap. 183).

#### **The Public Appointments (Parliamentary Approval) Act (No. 33 of 2011)**

10. Section 7 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), provides for issues which the relevant House of Parliament (in this case, the National Assembly) is supposed to consider in relation to any nomination. These issues include:
- i. *the procedure used to arrive at the nominee;*
  - ii. *any constitutional or statutory requirements relating to the office in question; and*
  - iii. *the suitability of the nominee for the appointment proposed having regard to whether the nominee's abilities, experience and qualities meet the needs of the body to which nomination is being made.*

11. Section 6 (7) to (10) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011) provides as follows-

- i. An approval hearing shall focus on a candidate's academic credentials, professional training and experience, personal integrity and background (section 6(7), PAPAA);*
- ii. The criteria specified in the Schedule shall be used by a Committee during an approval hearing for the purposes of vetting a candidate (section 6(8), PAPAA);*
- iii. Any person may, prior to the approval hearing, and by written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated (section 6(9), PAPAA); and*
- iv. A candidate may, at any time, by notice in writing addressed to the Clerk, withdraw from the approval process and the candidate's nomination shall end (section 6(10), PAPAA).*

### **The Salaries and Remuneration Commission Act (No. 10 of 2011)**

12. Section 5 (1) (b) of the Salaries and Remuneration Commission Act provides qualifications that one must have so as to be eligible for appointment as a Member of the Commission. These are:

- a. holds a degree from a university recognized in Kenya;*
- b. has knowledge and at least ten years' experience in either—*
  - i. finance and administration;*
  - ii. public management;*
  - iii. economics;*
  - iv. human resource management; or*
  - v. labour laws;*
- c. meets the requirements of Chapter Six of the Constitution; and*
- d. has had a distinguished career in their respective fields.*

Section 5 (3) provides that a person shall not be qualified for appointment as the chairperson or a member if the person—

- i. is a member of Parliament or County Assembly;*
- ii. is a member of a governing body of a political party;*
- iii. is a member of a local authority;*
- iv. is an undischarged bankrupt; or*
- v. has been removed from office for contravening the provisions of the Constitution or any other law.*
- vi.*

### **Article 10(2) of the Constitution on national values and principles of governance**

13. Article 10(2) of the Constitution provides for the national values and principles of governance which include patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people; human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized; good governance, integrity, transparency and accountability; and sustainable development.

### **Chapter 6 of the Constitution (Leadership and Integrity)**

14. There are important provisions in Chapter 6 of the Constitution worth pointing out. Article 73 of the Constitution provides that the authority assigned to a State officer (a member of a commission to which chapter fifteen applies being a state officer under Article 260 of the Constitution) "*is a public*

*trust to be exercised in accordance to the Constitution, demonstrate respect for the people, bring honour to the nation and dignity to the office and promote public confidence in the integrity of the office. Also, the State officer shall have the responsibility to serve the people, rather than the power to rule them."*

15. The guiding principles of leadership and integrity are listed as selection based on personal integrity, competence and suitability, objectivity and impartiality in decision making, selfless service based solely on the public interest, accountability and discipline and commitment in service to the people.

#### **Article 77 of the Constitution (Restriction on activities of State officers)**

16. Article 77 of the Constitution provides that a full-time State officer shall not participate in any other gainful employment and that any appointed State officer shall not hold office in a political party.

#### **Article 78 of the Constitution on citizenship and leadership**

17. Article 78 of the Constitution states that a person is not eligible for election or appointment to a State office unless the person is a citizen of Kenya. It also provides that a State officer or a member of the defence forces shall not hold dual citizenship.

#### **Article 118 of the Constitution on public access and participation**

18. Article 118 of the Constitution provides as follows:

1. *Parliament shall:*
  - a) *conduct its business in an open manner, and its sittings and those of its committees shall be in public; and*
  - b) *facilitate public participation and involvement in the legislative and other business of Parliament and its committees.*
2. *Parliament may not exclude the public, or any media, from any sitting unless in exceptional circumstances the relevant Speaker has determined that there are justifiable reasons for the exclusion.*

#### **Article 232 of the Constitution on Values and Principles of Public Service**

19. Article 232 of the Constitution provides for the values and principles of public service which include *"high standards of professional ethics; efficient, effective and economic use of resources; responsive, prompt, effective, impartial and equitable provision of services; involvement of the people in the process of policy making; accountability for administrative acts; transparency and provision to the public of timely, accurate information; fair competition and merit as the basis of appointments and promotions; representation of Kenya's diverse communities; and affording adequate and equal opportunities for appointment, training and advancement, at all levels of the public service of men and women; the members of all ethnic groups; and persons with disabilities."*

#### **The Leadership and Integrity Act (Cap. 182)**

20. The Leadership and Integrity Act provides a number of obligations to a State officer. These are, among others: to respect and abide by the Constitution and the law, public trust, performance of duties in an honest and accountable manner, professionalism, financial integrity, not to engage in activities that amount to abuse of office, not misuse public resources, accepting gifts that may compromise the officer's duties, wrongful or unlawful acquisition of property, conflict of interest etc.

#### **The Public Service (Values and Principles) Act, 2015**

21. Section 5 of the Public Service (Values and Principles) Act provides that a public officer “*shall maintain high standards of professional ethics, including, being honest; displaying high standards of integrity, transparency, accountability, respect to others, objectivity, patriotism, observance of rule of law.*” (Applies in future upon appointment)

### **The Public Officer Ethics Act (Cap. 183)**

22. The Public Officer Ethics Act provides for obligations to be carried out by a public officer. These include “*professionalism, carrying out duties in accordance with the law, prohibition from unjust enrichment, avoiding conflict of interest, not using office as a venue for soliciting or collecting harambees; not acting for foreigners; care of property; political neutrality, not practicing nepotism or favoritism, giving impartial advice, conducting private affairs in a way that maintains public confidence, bar from sexual harassment, submission of declaration of income, assets and liabilities once every two years*” (section 26). (Applies in future after appointment)

### **2.2 Qualifications for appointment as a member of the Salaries and Remuneration Commission**

23. In conducting the approval hearings, the Committee was guided by Article 230(2)(b)(i) of the Constitution, section 5 (2) and(3) of the Salaries and Remuneration Act, No. 10 of 2011 and the provisions of section 7 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011).

### **2.3 Message from H.E. the President**

24. H.E. the President on **14<sup>th</sup> April, 2023** vide letter OP/CAB.26/4A VOL.1(77) (**annexure 3**) communicated the name of the nominee for appointment to the position of Member of the Salaries and Remuneration Commission to the Speaker for approval by the National Assembly pursuant to Articles 230(2)(b)(i) and 250(2)(c) of the Constitution.

### **2.4 Speaker’s Communication and Committal to the Committee**

25. Pursuant to the provisions of Standing Order No. 42, the Speaker of the National Assembly on **Tuesday 18<sup>th</sup> April, 2023** (No. 010 of 2023) communicated to the House the message from H.E. the President regarding the nominee for appointment as Member of the Salaries and Remuneration Commission as the representative of the Parliamentary Service Commission. The Speaker informed the House that H.E. the President was seeking approval of the National Assembly on the said nomination before the nominee’s appointment. (**annexure 4**)

26. In accordance with Standing Order 45(1), the Speaker read the Message from H.E. the President and referred the name of the nominee, his curricula vitae and report of the Selection Panel from the Parliamentary Service Commission on the recruitment process to the Departmental Committee on Labour to conduct approval hearings.

27. While referring the matter to the Committee, the Speaker directed that the Committee undertakes the vetting exercise within twenty-eight (28) days pursuant to Section 8 of the Public Appointments Parliamentary Approval Act (No. 33 of 2011). The Speaker further directed the Clerk of the National Assembly facilitates the Committee to notify the nominee and the general public of the approval hearing through advertisement in two newspapers of nationwide circulation and the Parliamentary Website of the time and place of holding the approval hearings.

## **2.5 Notification to the Public**

28. Section 6(9) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), provides that *“any person may, prior to the approval hearing, and by written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated”*.
29. The Committee on Friday, 21<sup>st</sup> April, 2023 through the print media notified the general public of its intention to conduct the approval hearing as required by Article 118 (1) (a) (b) and (2) of the Constitution and section 6(4) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011) (**annexure 5**). The notification provided for the submission of memoranda by way of written statements on oath (*affidavit*) on the suitability or otherwise of the nominee to hold office, by Thursday 27<sup>th</sup> November at 5.00 pm (East African Time). At the close of the submission deadline, the Committee had not received any memorandum for or against the suitability of the nominee.

## **2.6 Notification to the Nominee**

30. The Committee through the print media on Friday, 18<sup>th</sup> April, 2023 and letters Ref. NA/DDC/LABOUR/2023/033 informed the nominee of the nomination by H.E. the President and requested him to appear for vetting on Friday 28<sup>th</sup> April, 2023 in the main chamber, main parliament building (**annexure 6**). The Clerk of the National Assembly further requested the nominee to bring with him his clearance certificates from the Kenya Revenue Authority (KRA), the Higher Education Loans Board (HELB), Ethics and Anti-Corruption Commission (EACC), Directorate of Criminal Investigations (DCI) and Office of the Registrar of Political Parties (ORPP) (**annexure 7**).

## **2.7 Clearance Requirements**

31. The Committee sought references and conducted background checks on the suitability of the nominee to hold office from KRA, EACC, DCI, HELB and ORPP. All the agencies cleared the nominees, KRA (letter Ref. KRA/5/1002/5(8864) dated 24<sup>th</sup> April 2023(**annexure 8**); DCI (letter Ref. DCI/CRO/SEC/6/7/2/A/VOL.XII/110 dated 24<sup>th</sup> April 2023)(**annexure 9**); ORPP (letter Ref: RPP/ORG/34 VOL. VI (71) dated 20<sup>th</sup> April 2023(**annexure 10**); HELB (letter Ref. HELB/RR/112009/v/234 dated 20<sup>th</sup> April 2023)(**annexure 11**) and EACC (letter Ref: EACC.7/10/5 VOL XXIII (27) dated 26<sup>th</sup> April 2023)(**annexure 12**).

## **2.8 Report of the Selection Panel by the Parliamentary Service Commission on the Nomination of the Member of the Salaries and Remuneration Commission.**

32. Pursuant to Article 230(2)(b)(i) of the Constitution, the Parliamentary Service Commission invited applications from suitably qualified persons for appointment as a member of the Salaries and Remuneration representing the Parliamentary Service Commission. The advertisement was published in the print media and on the Commission's Website on 19<sup>th</sup> October, 2022 with a closing date of 2<sup>nd</sup> November, 2022.
33. The advertisement period lapsed on Wednesday 2<sup>nd</sup> November, 2022 with a total of one hundred and three (103) persons submitting applications for consideration. Ten (10) candidates were shortlisted and on 9<sup>th</sup> March 2023 the Commission invited them for interviews which were conducted on 22<sup>nd</sup> March, 2023.

34. The Parliamentary Service Commission adhered to provisions of the Constitution in the process of advertising, shortlisting and interviewing the candidates.

### **2.9 Committee proceedings**

35. The Committee having received the name of the nominee was obligated to conduct approval hearings and make determination of the nominee's suitability or otherwise within twenty-eight (28) days as provided for in section 8 (1) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011).

36. The Committee held three (3) sittings during which it examined and reviewed the nominee's certificates, testimonials as well as conducted approval hearings.

## CHAPTER THREE

### 3.0 APPROVAL HEARING

37. The Committee conducted approval hearing on **Friday, 28<sup>th</sup> April, 2023**. In conducting the hearing, the Committee was guided by, among others, the Constitution of Kenya, the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), the Salaries and Remuneration Commission Act, No. 10 of 2011, the Public Service (Values and Principles) Act, No. 1A of 2015 and the Standing Orders.
38. The Committee noted the following:-
- i. The nominee had not notified the Clerk of the National Assembly of his withdrawal from the approval process as outlined under section 6 (10) of Public Appointments (Parliamentary Approvals) Act, 2011.
  - ii. The Committee would therefore proceed with the approval hearings on Friday, 28<sup>th</sup> April, 2023 ; and
  - iii. The Committee would examine the nominee against the criteria set out in section 7 of the Public Appointments (Parliamentary Approval) Act, 2011.
39. The Committee examined the nominee using the guidelines set out in the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011). The Committee also considered the following in vetting the nominee:
- a. Academic qualifications
  - b. Employment record and work experience
  - c. Professional association
  - d. Public office, political activities and affiliations
  - e. Potential conflict of interest
  - f. Suitability to the position
  - g. Tax compliance
  - h. Vision and leadership
  - i. Integrity
  - j. Expectations and Key priorities

### 3.1 Mr. Isaac Kipkemboi Melly

40. The nominee appeared before the Committee on Friday 28<sup>th</sup> April, 2023 at 10.00 am and was orally interviewed under oath pursuant to Article 230 (b) (i) of the Constitution, the Public Appointments (Parliamentary Approval Act, 2011, Salaries and Remuneration Commission Act 2011, Public Service (Values and Principles) Act, 2015 and the National Assembly Standing Orders. He responded to questions during vetting as follows:-

#### 3.1.1 Personal Background

41. He is a Kenyan citizen of identity card number 21756124 and was born in Uasin Gishu County in 1979.

#### 3.1.2 Educational Background

42. He holds a Master Degree in Public Administration (Strategic Management) from Kisii University awarded in 2015, a Bachelor of Business Management (Human Resource Management Option) from Mount Kenya University awarded in 2012 and a Diploma in Business Management from the Kenya Institute of Management.

43. He sat for his 'O' level examinations at Kaplelach Secondary School in 2002.

### **3.1.3 Work experience/career progression**

44. He has worked in the both public and private sectors in his career life in the following capacities:

- i. Staff Welfare Manager, CPF Financial Services from 2020 to 2022;
- ii. Corporate Communications Manager, CPF Financial Services from 2019 to 2020;
- iii. Associate Consultant, Eagle Human Resource from 2017 to 2019; and
- iv. Senator, Uasin Gishu County, Parliament of Kenya from 2013 to 2017.

### **3.1.4 Professional Associations and Affiliations**

45. He is a member of the Institute of Human Resource Management (Reg. No. 9792).

### **3.1.5 Clearance Requirements**

46. The Committee confirmed that the nominee had been cleared by KRA, ORPP, DCI, EACC and HELB, having obtained clearance certificates to that effect.

### **3.1.6 Potential conflict of interest**

47. The nominee declared that he had no potential conflict of interest should he be appointed to the position.

### **3.1.7 Pro bono/Charity work**

48. The nominee stated that he is involved in charity work as an annual sponsor of a community based football club named Delasharks FC playing Division II of the Kenyan County League.

### **3.1.8 Statement on Net worth**

49. The nominee estimated his net worth to be approximately Kshs. 110.6 million. He stated that his source of income includes buildings in Eldoret and Nairobi, a plot, maize and dairy farming as well as book sales.

### **3.1.9 Integrity**

50. The nominee stated that he had not been dismissed or otherwise removed from office for contravening Article 75 of the Constitution. He further stated that he has not been adversely associated with practices that depict bias, favoritism or nepotism in the discharge of public duties.

51. Further, the nominee submitted that he had not been charged in any court of law in the last three years and neither had he been adversely mentioned in an investigatory report of Parliament or any other Commission of inquiry in the last three years.

### **3.1.10 General and Sector Specific questions**

52. **The Salaries and Remuneration Commission is established under Article 248 of the Constitution as one of the commissions and independent offices. What is your understanding of its constitutional mandate?**

It's the commission mandate to set and review the remuneration of all state officers and advice on the national and county government on the salaries, remuneration and other benefits of the public officers.

53. **What measures would you advocate to have in place to reduce the wage bill while ensuring that constitutional guarantees such as the right to fair remuneration are observed?**

54. The nominee informed the Committee of the need to conduct staff audit to clean up human resources systems and weed out ghost workers. Ghost workers had increased wage bills especially at the County Government level.

55. He emphasized the need to control staffing at both levels of Government to ensure adherence to the 35% wage bill cap. This will require mechanisms in place that retains the employees and that each incoming governor does not hire and fire persons indiscriminately, a practice that has contributed to the increasing wage bill.

56. The Nominee informed the Committee on the need for County Governments to prioritize collection of own-source revenues through digitization to ensure maximum revenue generation and reduce loss of funds and not wait for their share from the Consolidated Fund.

### **How do you intend to represent the interests of Members of Parliament and the Parliamentary Service Commission at large to the SRC?**

57. The nominee informed the Committee that his background and experience in human resource management would be of great value in the Salaries and Remuneration Commission in carrying out its mandate. The Commission is mandated to advise the national and county governments on the remuneration and benefits of all other public officers.

58. The Nominee also submitted that, being a former Member of Parliament, he understood matters affecting the Honourable Members' welfare. He pledged to ensure that Members obtain their fair dues and benefits.

The Nominee further stated that there was need for both Commissions to work harmoniously to ensure efficient discharge of their distinct mandates as defined in the law. The two institutions should embrace dialogue and out of court settlements for conflicts that may arise.

### **What are your suggestions for improving the service delivery, and the operations of SRC?**

59. The Nominee informed the Committee on the need for performance management in both levels of government to ensure increased productivity. He emphasized the need for state agencies and county

governments to employ performance management tools such as the Balance Score Card for efficient delivery of services.

60. On the proposed contribution of 3% of salary to a Housing Fund by the President, the nominee stated that it was a good proposal to have a housing fund that is able to provide for affordable housing for lower income families.

## CHAPTER FOUR

### 4.0 OBSERVATIONS AND FINDINGS

61. The Committee observations were guided by Article 230(2)(b)(i) and 250(2)(b) of the Constitution, section 5 of the Salaries and Remuneration Commission Act, 2015 and section 7 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011) in terms of issues for consideration as follows:

- i. the procedure used to arrive at the nominee;
- ii. any constitutional or statutory requirements relating to the office in question; and
- iii. the suitability of the nominees for the appointment proposed having regard to whether the nominees' abilities, experience and qualities meet the needs of the body to which the nomination is made.

62. The Committee, having considered the nominee's filled questionnaire pursuant to section 6(8) of the Public Appointments (Parliamentary Approval) Act, (No. 33 of 2011), the nominee's curriculum vitae and having heard his oral submissions during the approval hearing, made the following observations on the nominee's suitability for appointment as Member of the Salaries and Remuneration Commission -

#### 4.1 Mr. Isaac Kipkemboi Melly

- (i) **THAT**, in accordance with Article 78(1) and (2) of the Constitution, the nominee is eligible for appointment to State Office since he is a Kenyan citizen born in 1979 in Uasin Gishu County and does not hold dual citizenship.
- (ii) **THAT**, the nominee -
  - i. holds a Master's Degree in Public Administration (Strategic Management) from Kisii University awarded in 2015, a Bachelor of Business Management (Human Resource Management Option) from Mount Kenya University awarded in 2012 and a Diploma in Business Management from the Kenya Institute of Management. He sat for his 'O' level examinations at Kaplelach Secondary School in 2002. He was an Advisor for the social sector, Office of the Deputy President, Public Service Commission, from 2018 to 2020;
  - ii. Was a staff welfare manager, CPF Financial Services from 2020 to 2022;
  - iii. Was a corporate communications manager, CPF Financial Services from 2019 to 2020;
  - iv. Was an associate consultant, Eagle Human Resource from 2017 to 2019; and
  - v. Was a Senator, Uasin Gishu County, Parliament of Kenya from 2013 to 2017.
- (iii) **THAT**, the nominee meets the requirements of Chapter Six of the Constitution on leadership and integrity having obtained clearance from the Ethics, and Anti-corruption Commission (EACC), the Kenya Revenue Authority (KRA), The Directorate of Criminal Investigations (DCI), the Office of Registrar of Political Parties (ORPP) and the Higher Education Loans Board (HELB).
- (iv) **THAT**, the nominee has not been charged in a court of law in the past three years.
- (v) **THAT**, the nominee does not hold office in any political body.

- (vi) **THAT**, the nominee has never been dismissed from office under Article 75 of the Constitution for contravention of Article 75(1) (*conflict of Interest*), Article 76(*financial probity*), Article 77( *restriction on activities of State Officers*) and Article 78(2)(*dual citizenship*) of the Constitution.
  
- (vii) **THAT**, the nominee demonstrated knowledge of topical, administrative and technical issues on the Salaries and Remuneration Commission and the Parliamentary Service Commission and has the requisite abilities, qualifications and experience to serve as a member of the Commission.

CHAPTER FIVE

5.0 RECOMMENDATION

63. The Committee recommends that the National Assembly **APPROVES** the appointment of **Mr. Isaac Kipkemboi Melly** by H.E. the President as a Member of the Salaries and Remuneration Commission representing the Parliamentary Service Commission.

SIGNED.......... DATE <sup>nd</sup> 2 May 2023.....  
HON. ERIC MUCHANGI KAREMBA, MP  
CHAIRPERSON  
DEPARTMENTAL COMMITTEE ON LABOUR

Annexure 1:

Adoption List



REPUBLIC OF KENYA  
THE NATIONAL ASSEMBLY  
THIRTEENTH PARLIAMENT-SECOND SESSION -2023  
DEPARTMENTAL COMMITTEE ON LABOUR

REPORT ADOPTION LIST

We, the members of the Departmental Committee on Labour, have pursuant to Standing Orders 199 and 45(4), adopted this report and affix our signatures to affirm our approval and confirm its accuracy, validity and authenticity.

Date: 2/05/2023

	NAMES	SIGNATURE
1.	Hon. Karemba Eric Muchangi Njiru, MP-Chair person	
2.	Hon. Muli Fabian Kyule, MP- Vice Chairperson	
3.	Hon. K'Oyoo James Onyango, M.P.	
4.	Hon. Kagesi Kivai Ernest Ogesi, M.P.	
5.	Hon. Kiti Richard Ken Chonga, M.P.	
6.	Hon. Lomwa Joseph Samal, M.P.	
7.	Hon. Omwera George Aladwa, M. P.	
8.	Hon. Wambilianga Catherine Nanjala, MP	
9.	Hon. Abdullahi Amina Dika, M.P.	
10.	Hon. Aburi Donya Dorice, M.P.	
11.	Hon. Barasa Patrick Simiyu , M.P.	
12.	Hon. Chiforomodo Mangale Munga, M.P.	
13.	Hon. Kihungi Peter Irungu, M. P.	
14.	Hon. Sankaire Leah Sopiato, M.P.	
15.	Hon. Siyoi Lillian Chebet, M.P.	

Annexure 2:

Minutes

**MINUTES OF THE 30<sup>th</sup> SITTING OF THE DEPARTMENTAL COMMITTEE ON LABOUR HELD ON TUESDAY 2<sup>ND</sup> MAY 2023 IN THE SMALL DINING, NEW WING, PARLIAMENT BUILDINGS AT 12:00 AM**

**PRESENT**

1. The Hon. Karemba Eric Muchangi Njiru, M.P. – Chairperson
2. The Hon. Kagesi Kivai Ernest Ogesi, M.P.
3. The Hon. Wambilianga Catherine Nanjala, M.P.
4. The Hon. Aburi Donya Dorice, M.P.
5. The Hon. Abdullahi Amina Dika, M.P.
6. The Hon. Siyoi Lillian Chebet, M.P.
7. The Hon. Sankaire Leah Sopiato, M.P.

**APOLOGIES**

1. The Hon. Muli Fabian Kyule, M.P. - Vice Chairperson
2. The Hon. K'Oyoo James Onyango, M.P.
3. The Hon. Omwera George Aladwa, M.P.
4. The Hon. Kiti Richard Ken Chonga, M.P.
5. The Hon. Lomwa Joseph Samal, M.P.
6. The Hon. Barasa Patrick Simiyu, M.P.
7. The Hon. Chiforomodo Mangale Munga, M.P.
8. The Hon. Kihungi Peter Irungu, M.P.

**COMMITTEE SECRETARIAT**

1. Ms. Rose M. Wanjohi - Senior Clerk Assistant
2. Mr. Samuel Wanjiru - Clerk Assistant III
3. Ms. Christine Odhiambo - Senior Legal Counsel
4. Ms. Wanjiru Githunguri - Legal Counsel II
5. Mr. Timothy Chiko - Research Officer III
6. Ms. Rehema Koech - Audio Officer III
7. Ms. Rinha Sainey - Media Relations Officer
8. Mr. Alan Gituku - Serjeant-at-arms

**AGENDA**

1. Preliminaries;
2. Confirmation of Minutes.
3. Matters Arising;
4. Pending Business
  - i. One Legislative Proposal
  - ii. One Bill
  - iii. Three Questions
    - a) Q/No. 058/2023 by Hon. Paul Katana, MP- PSC criteria of gazettelement of hardship areas
    - b) Question No. 048/2023 by Hon. Caroli Omondi,) regarding the gazettelement of Suba South and Suba North Sub counties as hardship areas.

c) Q/No. 067/2023 by Hon. Chererot Kimutai, MP on employment design for graduates.

5. **Consideration of the draft report on the approval hearing of Mr. Isaac Kipkemboi Melly, nominee for appointment as member of the Salaries and Remuneration Commission.**
6. Any Other Business
7. Adjournment

#### **MIN. NO.224 NA/LABOUR/2023: PRELIMINARIES**

The Chairperson called the Meeting to order at half past twelve o'clock. This was followed by a prayer by The Hon. Siyoi Lillian Chebet, M.P.

#### **MIN.NO.225 NA/LABOUR/2023: CONFIRMATION OF MINUTES OF THE PREVIOUS SITTING.**

Minutes of the 25<sup>th</sup> Sitting were read and confirmed as a true record of the deliberations having being proposed by The Hon. Kagesi Kivai Ernest Ogesi, M.P and seconded by The Hon. Wambilianga Catherine Nanjala, M.P.

Minutes of the 26<sup>th</sup> Sitting were read and confirmed as a true record of the deliberations having being proposed by The Hon. Abdullahi Amina Dika, M.P and seconded by The Hon. Kagesi Kivai Ernest Ogesi, M.P.

Minutes of the 27<sup>th</sup> Sitting were read and confirmed as a true record of the deliberations having being proposed by The Hon. Aburi Donya Dorice, M.P. and seconded by The Hon. Kagesi Kivai Ernest Ogesi, M.P.

Minutes of the 28<sup>th</sup> Sitting were read and confirmed as a true record of the deliberations having being proposed by The Hon. Sankaire Leah Sopiato, M.P and seconded by The Hon. Aburi Donya Dorice, M.P.

Minutes of the 29<sup>th</sup> Sitting were read and confirmed as a true record of the deliberations having being proposed by The Hon. Abdullahi Amina Dika, M.P and seconded by The Hon. Siyoi Lillian Chebet, M.P.

#### **MIN.NO.226 NA/LABOUR/2023: MATTERS ARISING**

No Matter arose.

#### **MIN.NO.227 NA/LABOUR/2023: PENDING BUSINESS BEFORE THE COMMITTEE**

The following business has been committed to the committee

1. Legislative Proposal of the County Governments (Amendment) Bill, 2023 by Hon. Umulkher Harun Mohamed which seeks to amend the County Government Act, No. 17 of 2012 to provide that the composition of every County Public Service Board shall include a youth.
2. The Public Service Internship Bill no. (National Assembly Bill no. 63) of 2022- The Principal object of this Bill is to establish a legal framework for the regulation of internship programmes within the Public Service. Article 55 of the constitution provides that the State shall take measures, including affirmative action programmes to ensure that the youth have

access to inter alia relevant education, training and employment. The bill seeks to ensure a monthly stipend, insurance and other entitlements to persons engaged in internships within the public service for the duration of the Internship programme.

3. Questions

- (i) Q/No. 058/2023 by Hon. Paul Katana, MP (Kaloleni Constituency) on the criteria the government uses to categorize and gazette hardship areas and Kaloleni has not been included.
- (ii) Question No. 048/2023 by Hon. Caroli Omondi, MP (Suba South Constituency) regarding the gazette of Suba South and Suba North Sub counties as hardship areas.
- (iii) Q/No. 067/2023 by Hon. Cherorot Kimutai, MP (Kipkelion East) on the employment design of the country that requires experience thereby locking out fresh graduates.

**MIN. NO. 228 NA/ LABOUR/2023: CONSIDERATION OF THE DRAFT REPORT ON THE APPROVAL HEARING OF MR. ISAAC KIPKEMBOI MELLY, NOMINEE FOR APPOINTMENT AS MEMBER OF THE SALARIES AND REMUNERATION COMMISSION.**

Ms. Rose Wanjohi, Senior Clerk Assistant, guided the Committee through the Draft Report on the approval hearing of Mr. Isaac Melly, nominee for appointment as member of the Salaries and Remuneration Commission.

**Committee Observations**

The Committee, having considered the nominee's filled questionnaire pursuant to section 6(8) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), the nominee's curriculum vitae and having heard his oral submissions during the approval hearing, made the following observations on the nominee's suitability for appointment as member of the Salaries and Remuneration Commission -

**THAT**, in accordance with Article 78(1) and (2) of the Constitution, the nominee is eligible for appointment to State Office since he is a Kenyan citizen born in 1979 in Uasin Gishu County and does not hold dual citizenship.

**THAT**, the nominee-

- i. holds a Master's Degree in Public Administration (Strategic Management) from Kisii University awarded in 2015, a Bachelor of Business Management (Human Resource Management Option) from Mount Kenya University awarded in 2012 and a Diploma in Business Management from the Kenya Institute of Management. He sat for his 'O' level examinations at Kaplelach Secondary School in 2002;
- ii. was a staff welfare manager, CPF Financial Services from 2020 to 2022;
- iii. was a corporate communications manager, CPF Financial Services from 2019 to 2020;
- iv. was an associate consultant, Eagle Human Resource from 2017 to 2019; and
- v. was elected as a Senator, Uasin Gishu County, Parliament of Kenya from 2013 to 2017.

**THAT**, the nominee meets the requirements of Chapter Six of the Constitution on leadership and integrity having obtained clearance from the Ethics and Anti-corruption Commission (EACC), the

Kenya Revenue Authority (KRA), the Directorate of Criminal Investigations (DCI), the Office of the Registrar of Political Parties (ORPP) and the Higher Education Loans Board (HELB).

**THAT**, the nominee has not been charged in a court of law in the past three years.

**THAT**, the nominee does not hold office in any political body.

**THAT**, the nominee has never been dismissed from office under Article 75 of the Constitution for contravention of Article 75(1) (*conflicts of Interest*), Article 76(*financial probity*), Article 77(*restriction on activities of State Officers*) and Article 78(2) (*dual citizenship*) of the Constitution.

**THAT**, the nominee demonstrated knowledge of topical, administrative and technical issues touching the Salaries and Remuneration Commission and the Parliamentary Service Commission and has the requisite abilities, qualifications and experience to serve as a member of the Salaries and Remuneration Commission.

### **Committee Recommendations**

Having conducted the approval hearings for the nominee pursuant to Article 230(2)(b)(i) of the Constitution, sections 8(2) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011) and Standing Order 216 (5)(f) and having considered the suitability, capacity and integrity of the nominee, the Committee recommends that the National Assembly **approves** the appointment of Mr. Isaac Kipkemboi Melly to the position of Member of the Salaries and Remuneration Commission representing the Parliamentary Service Commission.

The Committee **unanimously** adopted the Report on the approval hearing of Mr. Isaac Kipkemboi Melly, nominee for appointment as member of the Salaries and Remuneration Commission having been proposed by The Hon. Wambilianga Catherine Nanjala, M.P and seconded by The Hon. Abdullahi Amina Dika, M.P.

### **MIN. NO. 229 NA/LABOUR/2023: ANY OTHER BUSINESS**

The Chairperson informed the Committee on an invitation from the Ministry of Labour and Social Protection to Rwanda for the 19<sup>th</sup> International Labour Organization (ILO) Regional Seminar for Labour-Based Practitioners planned for 15<sup>th</sup> to 19<sup>th</sup> May 2023.

### **MIN. NO. 230 NA/LABOUR/2023: ADJOURNMENT/ DATE OF NEXT MEETING**

There being no other business, the meeting was adjourned at twenty-one minutes past one o'clock. The next meeting will be held on notice.

**SIGNED**..... **DATE** .....  
(CHAIRPERSON)

**MINUTES OF THE 29<sup>th</sup> SITTING OF THE DEPARTMENTAL COMMITTEE ON LABOUR HELD ON FRIDAY 28<sup>TH</sup> APRIL 2023 IN THE MAIN CHAMBER, PARLIAMENT BUILDINGS AT 10:00 AM**

**PRESENT**

1. The Hon. Karemba Eric Muchangi Njiru, M.P. – Chairperson
2. The Hon. K'Oyoo James Onyango, M.P.
3. The Hon. Omwera George Aladwa, M.P.
4. The Hon. Abdullahi Amina Dika, M.P.
5. The Hon. Kihungi Peter Irungu, M.P.
6. The Hon. Siyoi Lillian Chebet, M.P.

**APOLOGIES**

1. The Hon. Muli Fabian Kyule, M.P. - Vice Chairperson
2. The Hon. Kagesi Kivai Ernest Ogesi, M.P.
3. The Hon. Kiti Richard Ken Chonga, M.P.
4. The Hon. Lomwa Joseph Samal, M.P.
5. The Hon. Wambilianga Catherine Nanjala, M.P.
6. The Hon. Aburi Donya Dorice, M.P.
7. The Hon. Barasa Patrick Simiyu, M.P.
8. The Hon. Chiforomodo Mangale Munga, M.P.
9. The Hon. Sankaire Leah Sopiato, M.P.

**COMMITTEE SECRETARIAT**

1. Ms. Rose M. Wanjohi - Senior Clerk Assistant
2. Mr. Samuel Wanjiru - Clerk Assistant III
3. Ms. Christine Odhiambo - Senior Legal Counsel
4. Ms. Wanjiru Githunguri - Legal Counsel II
5. Mr. Timothy Chiko - Research Officer III
6. Ms. Rehema Koech - Audio Officer III
7. Ms. Rinha Sainey - Media Relations Officer
8. Mr. Alan Gituku - Serjeant-at-arms
9. Ms. Zainab Wario - Serjeant-at-arms

**AGENDA**

1. Preliminaries;
2. Confirmation of Minutes.
3. Matters Arising;
4. Pending Business
  - i. One Legislative Proposal
  - ii. One Bill
  - iii. Three Questions
    - a) Q/No. 058/2023 by Hon. Paul Katana, MP- PSC criteria of gazettement of hardship areas
    - b) Question No. 048/2023 by Hon. Caroli Omondi,) regarding the gazettement of Suba South and Suba North Sub counties as hardship areas.

- c) Q/No. 067/2023 by Hon. Chererot Kimutai, MP on employment design for graduates.
- iv. Approval hearing for Mr. Isaac Melly, nominee for appointment as member of the Salaries and Remuneration Commission.
- 5. **Approval hearing for Mr. Isaac Melly, nominee for appointment as member of the Salaries and Remuneration Commission.**
- 6. Any Other Business
- 7. Adjournment

**MIN. NO.216 NA/LABOUR/2023: PRELIMINARIES**

The Chairperson called the Meeting to order at nineteen minutes past eleven o'clock and said the Prayer.

**MIN.NO.217 NA/LABOUR/2023: CONFIRMATION OF MINUTES OF THE PREVIOUS SITTING.**

This agenda was deferred.

**MIN.NO.218 NA/LABOUR/2023: MATTERS ARISING**

No Matter arose.

**MIN.NO.219 NA/LABOUR/2023: PENDING BUSINESS BEFORE THE COMMITTEE**

The following business has been committed to the committee

1. Legislative Proposal of the County Governments (Amendment) Bill, 2023 by Hon. Umulkher Harun Mohamed which seeks to amend the County Government Act, No. 17 of 2012 to provide that the composition of every County Public Service Board shall include a youth.
2. The Public Service Internship Bill no. (National Assembly Bill no. 63) of 2022- The Principal object of this Bill is to establish a legal framework for the regulation of internship programmes within the Public Service. Article 55 of the constitution provides that the State shall take measures, including affirmative action programmes to ensure that the youth have access to inter alia relevant education, training and employment. The bill seeks to ensure a monthly stipend, insurance and other entitlements to persons engaged in internships within the public service for the duration of the Internship programme.
3. Questions
  - (i) Q/No. 058/2023 by Hon. Paul Katana, MP (Kaloleni Constituency) on the criteria the government uses to categorize and gazette hardship areas and Kaloleni has not been included.
  - (ii) Question No. 048/2023 by Hon. Caroli Omondi, MP (Suba South Constituency) regarding the gazettement of Suba South and Suba North Sub counties as hardship areas.
  - (iii) Q/No. 067/2023 by Hon. Chererot Kimutai, MP (Kipkelion East) on the employment design of the country that requires experience thereby locking out fresh graduates.
4. Approval hearing for Mr. Isaac Melly, nominee for appointment as member of the Salaries and Remuneration Commission. The Committee will conduct the approval hearing on 28<sup>th</sup> April 2023.

**MIN. NO. 220 NA/ LABOUR/2023: COMMUNICATION FROM THE CHAIRPERSON.**

The Chairperson informed the Committee on the Nomination and Notification to the National Assembly of Mr. Isaac Kipkemboi Melly, nominee for appointment to the position of Member of Salaries and Remuneration Commission. This is in pursuant to the provisions of Article 230(2) (b) (i) of the Constitution, section 7(10) of the Salaries and Remuneration Commission and Section 6 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011).

The Chairperson briefed the Committee that the Nomination was procedurally committed to the Departmental Committee on Labour for approval hearing and reporting to the House within twenty-eight (28) days.

In compliance with Section 6(9) of the Public Appointments (Parliamentary Approval) Act, the Clerk had invited the public to submit memoranda. The Chairperson informed the Committee that no memoranda had been submitted in support of or contesting the suitability of the nominee by close of the deadline.

The Chairperson further informed the Committee that the nominee had complied with the statutory requirements and thereafter proceeded to allocate committee members time to pose questions to the nominee.

**MIN. NO. 221 NA/ LABOUR/2023: APPROVAL HEARING FOR MR. ISAAC KIPKEMBOI MELLY, NOMINEE FOR APPOINTMENT AS MEMBER OF THE SALARIES AND REMUNERATION COMMISSION.**

The nominee appeared before the Committee on Friday 28<sup>th</sup> April 2023 and was vetted under oath (S.O 191(2) pursuant to Article 230(2)(b) of the Constitution, the Public Appointments (Parliamentary Approval) Act, 2011 and the Standing orders of the National Assembly.

The nominee informed the Committee as follows;

**Date and Place of Birth**

The Nominee is a Kenyan Citizen of 42 years. He was born in Uasin Gishu, Soy Sub- County.

**Education and Training**

The nominee is currently pursuing a PHD in Human Resource Management at Kisii University. He holds an MBA in Strategic Management from Kisii University, Bachelor of Business Management (HRM) from Mt. Kenya University.

The Nominee also holds a Certificate in Business Management from Kenya Institute of Management, advanced Certificate in Human Resources from Kenya Institute of Management, Higher National Diploma in Human Resources Management from Eldoret National Polytechnic and a Diploma in Business Management from Kenya Institute of Management.

## **Work Experience**

The nominee has previously worked at CPF Financial Services Kenya as a Human Resource and Staff welfare manager and as a Cooperate Communication manager. The nominee has worked as an associate consultant at Eagle Hr. Consultants.

The nominee has also served as Senator of Uasin Gishu County for the Period 2013 to 2017. He was a member of the Senate Standing committee on ICT, Agriculture, Land & Natural Resources and Committee on National Cohesion, Integration and Equal Opportunity.

The nominee has also served as an Associate Dean of Students and Marketing manager at Mt Kenya University.

## **Clearance and Requirements**

The Committee confirmed that the nominee had been cleared by the Ethics and Anti-Corruption Commission, Kenya Revenue Authority, Higher Loans Board, Directorate of Criminal Investigations and the Office of the Registrar of Political Parties.

## **GENEAL AND SECTOR SPECIFIC QUESTIONS TO THE NOMINEE**

The Committee posed questions in the following areas

### **On his Vision and the value, he will add to the Commission and Kenya**

The nominee informed the committee that his background and experience in human resource management would be of great value in the Salaries and Remuneration Commission in carrying out its mandate. The Commission is mandated to advise the national and county governments on the remuneration and benefits of all other public officers.

The Nominee also submitted to the Committee that, being a former member of Parliament, he understood matters affecting members welfare. He pledged to ensure that members obtain their fair dues and benefits.

### **On measures to deal with the huge wage bill**

The Nominee informed the Committee of the need to conduct staff audits to clean up human resources systems and weed out ghost workers. Ghost workers have added high wage bills especially at the County Government level.

The nominee further emphasized the need to control staffing at both levels of Government to ensure adherence to the 35% wage bill cap. This will require mechanisms in place that retains the employees and that each incoming governor does not hire and fire persons indiscriminately a practice that has contributed to the increasing wage bill

The Nominee informed the Committee on the need for County Governments to prioritize collection of own-source revenues through digitization to ensure maximum revenue generation and reduce loss of funds and not wait for their share from the consolidated fund.

### **On the Relationship between the Parliamentary Service Commission and the Salaries and Remuneration Commission.**

The nominee informed the Committee that there was need for both Commissions to work harmoniously to ensure efficient discharge of their distinct mandates as defined in the law. The

nominee further submitted that the two institutions should embrace dialogue and out of court settlements for conflicts that may arise.

**On Performance Management in Government Institutions**

The Nominee informed the Committee on the need for performance management in both levels of government to ensure increased productivity. He emphasized the need for state agencies and county governments to employ performance management tools such as the Balance Score Card for efficient delivery of services.

On the proposed contribution of 3% of salary to a Housing Fund by the president, the nominee stated that it was a good proposal to have a housing fund that is able to provide for affordable housing for lower income families.

**Committee Observations**

The Committee observed that

1. The nominee would be representing the Parliamentary Service Commission as a Member of the Salaries and Remuneration Commission.
2. As a former MP, the nominee is aware of the issues that face members of parliament both former and sitting members.
3. There is need to harmonize the wage bill for instance by reducing the number of regional bodies and authorities whose exchequer allocation mainly goes to operations and salaries.

**MIN. NO. 222 NA/LABOUR/2023: ANY OTHER BUSINESS**

No other business rose.

**MIN. NO. 223 NA/LABOUR/2023: ADJOURNMENT/ DATE OF NEXT MEETING**

There being no other business, the meeting was adjourned at twenty-two minutes past twelve o'clock. The next meeting will be held on notice.

**SIGNED..... DATE .....**  
**(CHAIRPERSON)**

**MINUTES OF THE 28<sup>th</sup> SITTING OF THE DEPARTMENTAL COMMITTEE ON LABOUR HELD ON WEDNESDAY 26<sup>TH</sup> APRIL 2023 IN THE COMMITTEE ROOM, 4<sup>TH</sup> FLOOR, CONTINENTAL HOUSE, PARLIAMENT PRECINCTS AT 11:00 AM**

**PRESENT**

1. The Hon. Karemba Eric Muchangi Njiru, M.P. – Chairperson
2. The Hon. Muli Fabian Kyule, M.P. - Vice Chairperson
3. The Hon. K'Oyoo James Onyango, M.P.
4. The Hon. Kagesi Kivai Ernest Ogesi, M.P.
5. The Hon. Kiti Richard Ken Chonga, M.P.
6. The Hon. Wambilianga Catherine Nanjala, M.P.
7. The Hon. Abdullahi Amina Dika, M.P.
8. The Hon. Aburi Donya Dorice, M.P.
9. The Hon. Sankaire Leah Sopiato, M.P.
10. The Hon. Siyoi Lillian Chebet, M.P.

**APOLOGIES**

1. The Hon. Lomwa Joseph Samal, M.P.
2. The Hon. Omwera George Aladwa, M.P.
3. The Hon. Barasa Patrick Simiyu, M.P.
4. The Hon. Chiforomodo Mangale Munga, M.P.
5. The Hon. Kihungi Peter Irungu, M.P.

**COMMITTEE SECRETARIAT**

1. Ms. Rose M. Wanjohi - Senior Clerk Assistant
2. Mr. Samuel Wanjiru - Clerk Assistant III
3. Ms. Christine Odhiambo - Senior Legal Counsel
4. Mr. Fredrick Muthengi - Chief Fiscal Analyst
5. Ms. Wanjiru Githunguri - Legal Counsel II
6. Mr. Timothy Chiko - Research Officer III
7. Mr. Alex Amwata - Hansard Officer III
8. Ms. Rehema Koech - Audio Officer III
9. Mr. Alan Gituku - Serjeant-at-arms

**AGENDA**

1. Preliminaries;
2. Confirmation of Minutes.
3. Matters Arising;
4. Pending Business
  - i. One Legislative Proposal
  - ii. One Bill
  - iii. Three Questions
    - a) Q/No. 058/2023 by Hon. Paul Katana, MP- PSC criteria of gazettement of hardship areas
    - b) Question No. 048/2023 by Hon. Caroli Omondi,) regarding the gazettement of Suba South and Suba North Sub counties as hardship areas.

- c) Q/No. 067/2023 by Hon. Chererot Kimutai, MP on employment design for graduates.
- iv. Approval hearing for Mr. Isaac Melly, nominee for appointment as member of the Salaries and Remuneration Commission.
5. **Briefing Meeting on the Approval hearing for Mr. Isaac Kipkemboi Melly, nominee for appointment as member of the Salaries and Remuneration Commission.**
6. Any Other Business
7. Adjournment

#### **MIN. NO.209 NA/LABOUR/2023: PRELIMINARIES**

The Chairperson called the Meeting to order at eleven minutes past eleven o'clock. This was followed by a prayer by The Hon. Sankaire Leah Sopiato, M.P.

#### **MIN.NO.210 NA/LABOUR/2023: CONFIRMATION OF MINUTES OF THE PREVIOUS SITTING.**

This agenda was deferred.

#### **MIN.NO.211 NA/LABOUR/2023: MATTERS ARISING**

No Matter arose.

#### **MIN.NO.212 NA/LABOUR/2023: PENDING BUSINESS BEFORE THE COMMITTEE**

The following business has been committed to the committee

1. Legislative Proposal of the County Governments (Amendment) Bill, 2023 by Hon. Umulkher Harun Mohamed which seeks to amend the County Government Act, No. 17 of 2012 to provide that the composition of every County Public Service Board shall include a youth.
2. The Public Service Internship Bill no. (National Assembly Bill no. 63) of 2022- The Principal object of this Bill is to establish a legal framework for the regulation of internship programmes within the Public Service. Article 55 of the constitution provides that the State shall take measures, including affirmative action programmes to ensure that the youth have access to inter alia relevant education, training and employment. The bill seeks to ensure a monthly stipend, insurance and other entitlements to persons engaged in internships within the public service for the duration of the Internship programme.
3. Questions
  - (i) Q/No. 058/2023 by Hon. Paul Katana, MP (Kaloleni Constituency) on the criteria the government uses to categorize and gazette hardship areas and Kaloleni has not been included.
  - (ii) Question No. 048/2023 by Hon. Caroli Omondi, MP (Suba South Constituency) regarding the gazette of Suba South and Suba North Sub counties as hardship areas.
  - (iii) Q/No. 067/2023 by Hon. Chererot Kimutai, MP (Kipkelion East) on the employment design of the country that requires experience thereby locking out fresh graduates.
4. Approval hearing for Mr. Isaac Melly, nominee for appointment as member of the Salaries and Remuneration Commission. The Committee will conduct the approval hearing on 28<sup>th</sup> April 2023.

**MIN. NO. 213 NA/ LABOUR/2023: BRIEFING ON THE APPROVAL HEARING FOR MR. ISAAC KIPKEMBOI MELLY, NOMINEE FOR APPOINTMENT AS MEMBER OF THE SALARIES AND REMUNERATION COMMISSION.**

Ms. Christine Odhiambo, Senior Legal Counsel, informed the Committee of receipt of the notification for appointment by the President of Mr. Isaac Kipkemboi Melly to serve as a representative of the Parliamentary Service Commission to the Salaries and Remuneration Commission.

The notification for appointment is pursuant to the provisions of Article 250(2) of the Constitution which provides that the chairperson and each member of a commission shall be—

- (a) identified and recommended for appointment in a manner prescribed by national legislation;
- (b) approved by the National Assembly; and
- (c) appointed by the President.

The committee was further briefed on the procedure for the vetting of the nominee for the above position as governed by the Public Appointments (Parliamentary Approval) Act, Cap. 136 and the National Assembly Standing Orders. These set out the procedure, requirements as well as the conduct of the approval hearings.

The Committee was briefed on the procedure for the approval hearing as highlighted below;

**Submission of documents**

As provided in the invitation letter to the nominee, the nominee will be required to provide the following documents—

- 1) Originals of his identity card, academic and professional certificates and other relevant testimonials;
- 2) Letters, certificates of clearance or certificates of compliance from the following—
  - (a) Ethics and Anti-Corruption Commission;
  - (b) Kenya Revenue Authority;
  - (c) Higher Education Loans Board;
  - (d) Directorate of Criminal Investigations; and
  - (e) Office of the Registrar of Political Parties.
- 3) A duly filled questionnaire as specified in the Schedule to the Public Appointments (Parliamentary Approval) Act.

**Issues for consideration**

Section 6(7) of the Public Appointments (Parliamentary Approval) Act provides that an approval hearing shall focus on a candidate's academic credentials, professional training and experience, personal integrity and background.

Further, the Committee was informed that it shall consider the following issues—

- (a) the procedure used to arrive at the nominee;
- (b) any constitutional or statutory requirements relating to the office in question; and

- (c) the suitability of the nominee for the appointment proposed having regard to whether the nominee's abilities, experience and qualities meet the needs of the body to which nomination is being made.

### **Procedure used to arrive at the nominee**

Section 6(1) of the SRC Act provides that every nominating body under Article 230(2)(b) and (c) of the Constitution shall nominate its representative to the Commission in a competitive and transparent manner in accordance with section 7.

Section 7 of the SRC Act provides that the nominating body shall—

- (a) invite applications from persons qualified to be members of a Commission; and
- (b) interview the applicants and forward 2 names of opposite gender to the Cabinet Secretary for onward transmission to the President.

Section 7(10) further provides that the President shall, within seven days of receipt of the names, nominate the members of the Commission and forward the names to the National Assembly.

However, the report of the Parliamentary Service Commission indicates that section 7(2) of the SRC Act, requiring 2 names to be forwarded to the President, was declared unconstitutional by the High Court in 2019. To this effect the report indicates that the PSC submitted only one name to the Cabinet Secretary.

### **Constitutional or statutory requirements relating to the office in question**

Section 5(2) of the Salaries and Remuneration Commission Act, No. 10 of 2011 provides that a person shall be qualified for appointment as a member of the Salaries and Remuneration Commission if the person—

- (a) holds a degree from a university recognized in Kenya;
- (b) has knowledge and at least ten years' experience in either—
  - (i) finance and administration;
  - (ii) public management;
  - (iii) economics;
  - (iv) human resource management; or
  - (v) labour laws;
- (c) meets the requirements of Chapter Six of the Constitution; and
- (d) has had a distinguished career in their respective fields.

Further, section 5(3) of the SRC Act provides that a person shall not be qualified for appointment as the chairperson or a member if the person—

- (a) is a member of Parliament or County Assembly;
- (b) is a member of a governing body of a political party;
- (c) is a member of a local authority;
- (d) is an undischarged bankrupt; or
- (e) has been removed from office for contravening the provisions of the Constitution or any other law.

## **Suitability of the nominee for the appointment proposed having regard to whether the nominee's abilities, experience and qualities meet the needs of the body to which nomination is being made**

The Committee will determine the nominee's suitability for the position by scrutinizing the nominee's academic and professional background, and examining whether the nominee's past work experience make him an ideal person to hold the position of a member of the Salaries and Remuneration Commission.

The Committee will therefore engage the nominee in a suitability approval hearing to determine whether the nominee will be suitable to discharge the mandate of the SRC as provided in Article 230(4) and (5) of the Constitution.

### **Submission of memoranda**

Section 6(9) of the Act provides that any person may, prior to the approval hearing, and by written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated.

The Clerk of the National Assembly placed an advertisement in the local dailies inviting interested members of the public to submit any representations by written statement on oath (affidavit), that they may have on the suitability of the said nominee. This is pursuant to the provisions of Article 118(1)(b) of the Constitution which mandates Parliament to facilitate public participation and involvement in the legislative and other business of Parliament and its Committees.

In terms of the advertisement, the deadline for the submission of memoranda in relation to the approval hearings is on Thursday, 27<sup>th</sup> April, 2023.

For a memorandum in relation to an approval hearing to be admissible, it must—

- (a) be in writing;
- (b) be made on oath (affidavit); and
- (c) contest the suitability of the nominee.

### **Powers of the Committee during the approval hearing**

The Committee was informed that Section 6(5) of the Act provides that all Committee proceedings on public appointments shall be open and transparent. However, section 6(6) of the Act permits the Committee, either on its own motion or on the application of a candidate or any other concerned person, to determine that the whole or part of the Committee sittings shall be held in camera.

Section 12 of the Act gives the Committee the same powers as the High Court to summon any person or compel the production of documents for the purpose of giving evidence or providing information during the approval hearing. In this regard, the Committee shall have the power to—

- (a) enforce the attendance of witnesses and examine them on oath, affirmation or otherwise;
- (b) compel the production of documents; and
- (c) issue a commission or request to examine witnesses abroad.

**Timelines for the approval hearing**

After the approval hearing, the Committee shall prepare its report on the suitability of the candidate to be appointed to the office to which the candidate has been nominated. In doing so the Committee shall include in the report such recommendations as it may consider necessary.

Section 8 of the Act provides that a Committee shall consider a nomination and table its report for debate and decision within 28 days from the date on which the notification of nomination was given to Parliament.

It is important to note that section 9 of the Act provides that if after expiry of the 28-day period, Parliament has neither approved nor rejected a nomination of a candidate, the candidate shall be deemed to have been approved.

Section 10 of the Act provides that where the nomination of a candidate is rejected by Parliament, the appointing authority may submit to the relevant House the name of another candidate, and the procedure for approval specified in the Act shall apply accordingly.

Section 13 of the Act provides for extension of time in relation to approval hearings under the Act. In terms of this section, such an extension may only be for a period not exceeding 14 days. The power of the National Assembly to extend a timeline relating to a public appointment may be exercised—

- (a) only once in a session of the National Assembly in respect of a particular matter; and
- (b) only in exceptional circumstances to be certified by the Speaker.

The Committee was further briefed on the experience and education qualifications of the Nominee.

The Chairperson informed the Committee that the approval hearing would be conducted on Friday 28<sup>th</sup> April 2023 starting at 10:00 a.m. at a venue to be communicated.

**MIN. NO. 214 NA/LABOUR/2023: ANY OTHER BUSINESS**

No other business rose.

**MIN. NO. 215 NA/LABOUR/2023: ADJOURNMENT/ DATE OF NEXT MEETING**

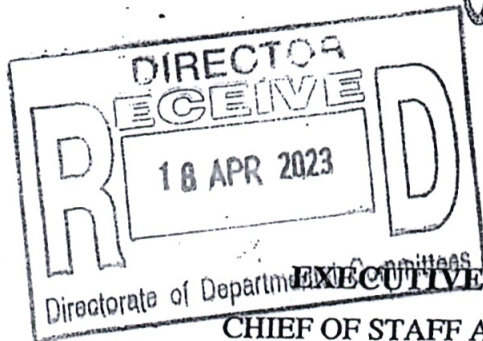
There being no other business, the meeting was adjourned at half past twelve o'clock. The next meeting will be held on Friday 28<sup>th</sup> April 2023.

**SIGNED..... DATE .....**  
**(CHAIRPERSON)**

Annexure 3:

Letter of notification from H.E. the President  
nominating Mr. Isaac Kipkemboi Melly, nominee

**CONFIDENTIAL**



*CNA*  
*Undertake the necessary processes*  
*SNA*  
*18/4/23*

**EXECUTIVE OFFICE OF THE PRESIDENT**  
**CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE**

Telegraphic Address  
Telephone: +254-20-2227436  
When replying please quote

**STATE HOUSE**  
P.O. Box 40530-00100  
Nairobi, Kenya

Ref. No. **OP/CAB.26/4A VOL.I/(77)**  
and date

**14<sup>th</sup> April 2023**

**Hon. Moses F. M. Wetangula, EGH**  
Speaker  
The National Assembly  
Parliament of Kenya  
Parliament Building  
**NAIROBI**

*2 DIPS*  
*to process*  
*JK*  
*18/4/23*

Dear *Speaker*

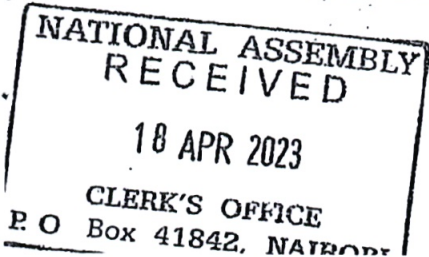
**TRANSMITTAL**

**NOMINATION OF MR. ISAAC KIPKEMBOI MELLY FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND RENUMERATION COMMISSION**

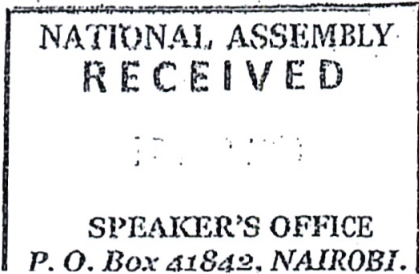
You are most graciously notified that **His Excellency the President** has in accordance with the recommendation of the Parliamentary Service Commission and in exercise of the constitutional prerogative vested in the Head of State and Government, nominated **Mr. Isaac Kipkemboi Melly** as a member of the Salaries and Remuneration Commission.

This Transmittal to the National Assembly is made pursuant to **Article 250 (2) (b) (i) of the Constitution** and in accordance with the procedure set out in **Section 7 (10) of the Salaries and Remuneration Commission Act (No. 10 of 2011)**, as read together with Sections 3 and 5 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011).

To aid the August House in its consideration and approval processes, kindly be pleased to receive the Certificate of Presidential Nomination, together with the Nominee's Curriculum Vitae and Testimonials, as well as the Report of the Parliamentary Service Commission on the recruitment.



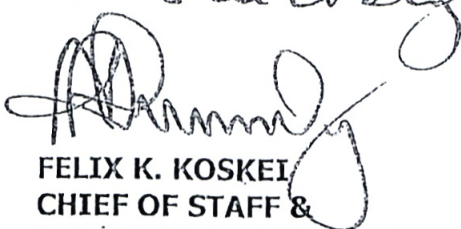
**CONFIDENTIAL**



CONFIDENTIAL

Accordingly, and by way of this letter, you are most kindly requested to consider the nomination on a priority basis.

Yours

*Sincerely*  


**FELIX K. KOSKEI**  
**CHIEF OF STAFF &**  
**HEAD OF THE PUBLIC SERVICE**

**Copy to: Hon. Ichungwa A. Kimani, MP, MGH**  
Majority Leader  
The National Assembly  
Parliament Building  
**NAIROBI**

**Mr. Samuel J. Njoroge**  
Clerk  
The National Assembly  
Parliament Building  
**NAIROBI**

**Mr. Arthur A. Osiya, EBS**  
Principal Administrative Secretary  
Executive Office of the President  
**NAIROBI**

CONFIDENTIAL



**PRESIDENTIAL  
NOMINATION NO. 8 OF 2023**

**THE CONSTITUTION OF KENYA**

**THE SALARIES AND REMUNERATION COMMISSION ACT  
(No. 10 of 2011)**

**NOMINATION  
for  
STATE APPOINTMENT**

**MEMBER OF THE COMMISSION**

**IN EXERCISE** of the powers conferred by Article 230 (2) (b) (i) of the Constitution, and in accordance with the procedure set out in section 7 (10) of the Salaries and Remuneration Commission Act, 2011, **I, WILLIAM SAMOEI RUTO**, President and Commander-in-Chief of the Kenya Defence Forces, nominate

**ISAAC KIPKEMBOI MELLY**

for appointment as a Member of the Salaries and Remuneration Commission.

**ISSUED** under the **HAND AND SEAL** of the President at State House in

**NAIROBI** this <sup>15<sup>th</sup></sup>.....day of <sup>April</sup>.....2023.



  
**WILLIAM SAMOEI RUTO,**  
***President***

REPUBLIC OF KENYA



**THE PARLIAMENTARY SERVICE COMMISSION**

**REPORT OF THE PARLIAMENTARY SERVICE COMMISSION**

**ON**

**THE RECRUITMENT OF THE COMMISSION NOMINEE TO THE  
SALARIES AND REMUNERATION COMMISSION UNDER  
ARTICLE 230(2)(b)(i) OF THE CONSTITUTION**

**PARLIAMENT BUILDINGS,  
NAIROBI**

**MARCH, 2023**

## INTRODUCTION

1. Article 127 of the Constitution of Kenya, 2010 establishes a Parliamentary Service Commission with functions and responsibilities as set out in Article 127 (6) (a) to (e) and the Parliamentary Service Act. These include the following -
  - (a) providing services and facilities to ensure the efficient and effective functioning of Parliament;
  - (b) constituting offices in the parliamentary service and appointing and supervising office holders;
  - (c) preparing annual estimates of expenditure of the parliamentary service and submitting them to the National Assembly for approval and basically exercising budgetary control over the service;
  - (d) undertaking programmes to promote the ideals of parliamentary democracy;
  - (e) performing other functions -
    - (i) necessary for the well-being of the members and staff of Parliament; or
    - (ii) prescribed by national legislation.
  
2. Article 230 of the Constitution establishes the Salaries and Remuneration Commission (SRC), and provides for its membership as follows:

230. (1) ...
- (2) *The Salaries and Remuneration Commission consists of the following persons appointed by the President—*
- (a) *a chairperson;*
  - (b) *one person each nominated by the following bodies from among persons who are not members or employees of those bodies—*
    - (i) *the Parliamentary Service Commission;*
    - (ii) *the Public Service Commission;*
    - (iii) *the Judicial Service Commission;*
    - (iv) *the Teachers Service Commission;*
    - (v) *the National Police Service Commission;*
    - (vi) *the Defence Council; and*
    - (vii) *the Senate, on behalf of the county governments;*
  - (c) *one person each nominated by—*
    - (i) *an umbrella body representing trade unions;*
    - (ii) *an umbrella body representing employers; and*

*(iii) a joint forum of professional bodies as provided by legislation;*

*(d) one person each nominated by—*

*(i) the Cabinet Secretary responsible for finance; and*

*(ii) the Attorney-General; and*

*(e) one person who has experience in the management of human resources in the public service, nominated by the Cabinet Secretary responsible for public service.*

3. The Parliamentary Service Commission is therefore required to nominate one person for appointment to the SRC pursuant to Article 230(2)(b)(i).

**VACANCY IN THE POSITION OF NOMINEE OF THE PARLIAMENTARY SERVICE COMMISSION TO THE SALARIES AND REMUNERATION COMMISSION**

4. By a letter dated 20<sup>th</sup> September, 2022, the Chairperson of the Salaries and Remuneration Commission wrote to the Rt. Hon. Speaker of the National Assembly/Chairman of the Parliamentary Service Commission notifying him that Hon. Amina Abdalla, CBS, the nominee of the Parliamentary Service Commission to the Salaries and Remuneration Commission, by a letter dated 7<sup>th</sup> July, 2022, tendered her resignation as a member of the Salaries and Remuneration Commission. *(A copy of the letter dated 20<sup>th</sup> September, 2022 is attached as Annex I)*
5. Pursuant to Article 230(2)(b) of the Constitution and sections 6 and 7 of the Salaries and Remuneration Act, No. 10 of 2011, whenever a vacancy arises in respect of the Commission's nominee to the SRC, the Commission is required to invite applications from suitably qualified persons for nomination to the Salaries and Remuneration Commission.
6. At its Special Meeting held on 14<sup>th</sup> October, 2022, the Parliamentary Service Commission considered the matter of the Recruitment of the Nominee of the Parliamentary Service Commission to the Salaries and Remuneration Commission as contained in Commission Paper No. 1526 and resolved, among other things, that-

*The Clerk of the Senate/ Secretary, Parliamentary Service Commission advertises the vacancy in the membership of the Salaries and Remuneration in at least two local daily newspapers of national circulation and invites*

*applications from persons who qualify for nomination under the Constitution and the Salaries and Remuneration Commission Act for nomination as a member of the Salaries and Remuneration Commission; and*  
*After receipt of applications, the Parliamentary Service Commission shortlists, interviews the applicants and forwards the name of the top candidate to the Cabinet Secretary for Finance for nomination as a Member of the Salaries and Remuneration Commission.*

**PROCEDURE FOR THE APPOINTMENT FOR THE POSITION OF NOMINEE OF THE PARLIAMENTARY SERVICE COMMISSION TO THE SALARIES AND REMUNERATION COMMISSION**

7. Sections 6 and 7 of the Salaries and Remuneration Commission Act state as follows:

6. *Nomination of members*

- (1) *Every nominating body under Article 230(2)(b) and (c) of the Constitution shall nominate its representative to the Commission in a competitive and transparent manner in accordance with section 7.*
- (2) *A person shall not be qualified for nomination under Article 230 (2)(d) or (e) of the Constitution unless such person holds the qualifications specified in section 5(2).*

7. *Procedure for nominations*

- (1) *Within fourteen days of the commencement of this Act, or of the occurrence of a vacancy in the Commission relating to the members under Article 230(2)(b) and (c) of the Constitution, the relevant nominating body shall, by advertisement in at least two local daily newspapers of national circulation, invite applications from persons who qualify for nomination under the Constitution and this Act for nomination as a member of the Commission.*
- (2) *The relevant nominating body shall consider the applications received under subsection (1) to determine their compliance with the provisions of the Constitution and this Act, interview the applicants and forward the names of two persons so qualified, who shall be of opposite gender, to the Cabinet Secretary for onward transmission to the President.*

- (3) Deleted by Act No. 4 of 2018, Sch.
- (4) Deleted by Act No. 4 of 2018, Sch.
- (5) Deleted by Act No. 4 of 2018, Sch.
- (6) Deleted by Act No. 4 of 2018, Sch.
- (7) Deleted by Act No. 4 of 2018, Sch.
- (8) Deleted by Act No. 4 of 2018, Sch.

(9) Deleted by Act No. 4 of 2018, Sch.

- (10) *The President shall, within seven days receipt of the names forwarded under subsection (2) nominate the members of the Commission from each category and forward the names of the nominees, together with the name of his nominee for Chairperson of the Commission, to the National Assembly.*
- (11) *The National Assembly shall, within fourteen days of the day it next sits after receipt of the names of the nominees under subsection (9), consider all nominations and may approve or reject any nomination.*
- (12) *Where the National Assembly approves the nominees, the Speaker shall forward the names of the approved nominees to the President for appointment.*
- (13) *The President shall, within seven days of the receipt of the approved nominees from the National Assembly, by notice in the Gazette, appoint the chairperson and members approved by the National Assembly.*
- (14) *Where the National Assembly rejects any nomination, the Speaker shall communicate the decision to the President to submit fresh nominations.*
- (15) *In appointing members under this section, the President shall observe the principle of gender equity, regional and ethnic balance and equal opportunities for persons with disabilities and shall ensure that at least one-third of the members are of either gender.*

8. Section 7(2) of the Salaries and Remuneration Act provides that the nominating bodies shall interview the applicants and forward the names of two persons so qualified, who shall be of the opposite gender, to the Cabinet Secretary for onward transmission to the President.

9. However, the High Court in the case of *Judicial Service Commission v Attorney General & another Interested Party; Jacqueline Akinyi Okeyo Manani [2019] eKLR*, issued a declaration that section 7(2) of the Salaries and Remuneration Commission Act was unconstitutional, null and void, in so far as it required a nominating body to forward the names of two persons so qualified who shall be of opposite gender to the Cabinet Secretary for onward transmission to the President and that the same was contrary to Article 230(2) (b) of the Constitution. This decision has not been overturned or stayed. In line with the decision of the Court, the Commission shall submit one name to the Cabinet Secretary.

**ADVERTISEMENT FOR THE POSITION OF NOMINEE OF THE PARLIAMENTARY SERVICE COMMISSION TO THE SALARIES AND REMUNERATION COMMISSION**

10. Pursuant to the Commission Resolution of 14<sup>th</sup> October, 2022, an advertisement was published on Wednesday, 19<sup>th</sup> October, 2022, on the Parliament Website, the Nation Newspaper and the Standard Newspaper (*A copy of the Advertisement is attached to this Report as Annex II*).

11. The Advertisement set out the qualifications for appointment to the position, as provided in section 5(1)(b) of the Salaries and Remuneration Act, 2011, as follows:

- (a) hold a degree from a university recognized in Kenya;
- (b) have knowledge and at least ten years experience in:
  - (i) finance and administration;
  - (ii) public management;
  - (iii) economics;
  - (iv) human resource management; or
  - (v) labour laws;
- (c) meet the requirements of Chapter Six of the Constitution; and
- (d) have had a distinguished career in their respective fields.

12. The Act further provides that a person shall not be qualified for appointment as the chairperson or a member if the person—

- (a) is a member of Parliament or County Assembly;
- (b) is a member of a governing body of a political party;
- (c) is a member of a local authority;
- (d) is an undischarged bankrupt; or
- (e) has been removed from office for contravening the provisions of the Constitution or any other law.

13. As set out in the Advertisement, the applications were submitted through email as a PDF files attachment to [applications.src@parliament.go.ke](mailto:applications.src@parliament.go.ke). The applications were to be received on or before Wednesday, 2<sup>nd</sup> November, 2022, at 5:00 p.m.

14. By the close of the Advertisement on Wednesday, 2<sup>nd</sup> November, 2022, at 5.00 p.m. a total of one hundred and three (103) applications were received.

**SHORTLISTING OF APPLICATIONS FOR THE POSITION OF NOMINEE OF THE PARLIAMENTARY SERVICE COMMISSION TO THE SALARIES AND REMUNERATION COMMISSION**

15. At its 304<sup>th</sup> Meeting held on 23<sup>rd</sup> November, 2022, the Parliamentary Service Commission considered and adopted the Longlisting Report for the Position of Nominee of the Parliamentary Service Commission to the Salaries and Remuneration Commission as contained in Commission Paper No. 1534, and appointed an Ad Hoc Committee comprising three Commissioners to shortlist suitable candidates.

16. In undertaking the shortlisting exercise, the Shortlisting Committee was guided by the requirements for appointment to the position as set out in the Salaries and Remuneration Commission Act, No. 10 of 2011 and the provisions of the Constitution on composition and appointment to constitutional commissions and State offices.

17. At its 305<sup>th</sup> Meeting held on 9<sup>th</sup> March, 2023, the Commission considered the Shortlisting Report for the Position of Nominee of the Parliamentary Service Commission as contained in Paper No. 1551, and resolved that the following ten (10) candidates be invited for oral interview-

No.	Name	Gender	I.D/ PP No.	County/ Constituency
1.	Abdi Muhumed Ali	M	21655769	Garissa County/ Fafi Constituency
2.	Florence Mwikali Mutua (Hon)	F	10089907	Machakos County / Matunguu Constituency
3.	Hon. David Were	M	2806508	Kakamega County/ Matungu Constituency
4.	Hon. Jimmy Nuru Ondieki Angwenyi	M	3347315	Kisii County/ Kitutu Chache North Constituency
5.	Isaac Kipkemboi Melly (Sen)	M	21756124	Uasin Gishu County/ Soy Constituency
6.	Judith A. Wachianga Ojwang	F	0439511	Homa Bay County / Kabondo Constituency
7.	Justa Wawira Kiura Mwangi	F	9062157	Embu County/ Mbeere North Constituency

8.	Naomi Namsi Shaban (Dr.) (Hon)	F	5396814	Taita Taveta County/ Taveta Constituency
9.	Peter M. Mwathi (Hon)	M	1231753	Kiambu County / Limuru Constituency
10.	Ruth M. Nyaga	F	11449345	Nairobi County/ Kamukunji Constituency

18. Subsequently, on 14<sup>th</sup> March, 2023, the Secretary to the Commission published in the Daily Nation Newspaper, The Standard Newspaper, and the Parliament Website the names and qualifications of all the applicants for the position and the names of the shortlisted candidates, and the notice inviting shortlisted candidates to the interview that had been scheduled for Wednesday, 22<sup>nd</sup> March, 2023, at the 1<sup>st</sup> Floor of County Hall Building, from 8:00 a.m. *The Advertisement is attached to this Report as Annex III.*

19. Candidates were further requested to carry, to the interviews-

- (a) their original National Identity Card or Kenyan passport;
- (b) the originals of their testimonials and/or certificates;
- (c) current and valid clearances from the following agencies -
  - (i) Kenya Revenue Authority;
  - (ii) Higher Education Loans Board;
  - (iii) The Credit Reference Bureau;
  - (iv) Directorate of Criminal Investigations; and
  - (v) The Ethics and Anti-Corruption Commission.

20. Members of the public were also invited to avail, in writing, sworn memoranda containing any information of interest concerning the suitability of any of the shortlisted applicants to serve as a nominee of the Parliamentary Service Commission to the Salaries and Remuneration Commission under Article 230 of the Constitution. However, at the deadline of Friday, 17<sup>th</sup> March, 2023, at 5:00 p.m. (Kenyan time), no memorandum had been received regarding any of the candidates.

## THE ORAL INTERVIEWS

21. At its Special Meeting held on 22<sup>nd</sup> March, 2023, the Parliamentary Service conducted interviews for the position of the Nominee of the Parliamentary Service Commission to the Salaries and Remuneration Commission under Article 230(2)(b)(i) and sections 5, 6 and 7 of the Salaries & Remuneration Commission Act, No. 10 of 2011.

22. Out of the ten (10) shortlisted candidates, the following eight (8) candidates appeared before the Commission for the interviews -

No.	Name	Gender	I.D/ PP No.	County/ Constituency
1.	Abdi Muhumed Ali	M	21655769	Garissa County/ Fafi Constituency
2.	Florence Mwikali Mutua (Hon)	F	10089907	Machakos County / Matungulu Constituency
3.	Hon. Jimmy Nuru Ondieki Angwenyi	M	3347315	Kisii County/ Kitutu Chache North Constituency
4.	Isaac Kipkemboi Melly (Sen)	M	21756124	Uasin Gishu County/ Soy Constituency
5.	Judith A. Wachanga Ojwang	F	0439511	Homa Bay County / Kabondo Constituency
6.	Justa Wawira Kiura Mwangi	F	9062157	Embu County/ Mbeere North Constituency
7.	Naomi Namsi Shaban (Dr.) (Hon)	F	5396814	Taita Taveta County/ Taveta Constituency
8.	Ruth M. Nyaga	F	11449345	Nairobi County/ Kamukunji Constituency

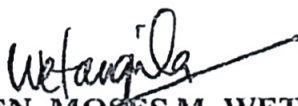
23. Following the above interviews, the Parliamentary Service Commission resolved that-

**Pursuant to Article 230(2)(b)(i) of the Constitution and Sections 6 and 7 of the Salaries and Remuneration Act, No. 10 of 2011, the name of *Sen. Isaac Kipkemboi Melly*, who ranked highest in the oral interviews for the position of Member of Salaries and Remuneration Commission under Article 230(2)(b)(i)**

of the Constitution, be forwarded to the Cabinet Secretary for National Treasury and Economic Planning, for onward transmission to the President.

24. The curriculum vitae for Sen. Isaac Kipkemboi Melly and testimonials are attached hereto as *Annex IV*.

25. The Parliamentary Service Commission now forwards the Report of the Commission on the recruitment process and the name of Sen. **Isaac Kipkemboi Melly** for onward transmission to H.E., the President.



**RT. HON. SEN. MOSES M. WETANG'ULA, EGH, MP.,  
SPEAKER, NATIONAL ASSEMBLY/CHAIRMAN,  
PARLIAMENTARY SERVICE COMMISSION**

Annexure 4:

Communications from the Speaker

INTERNAL MEMO

TO : DIRECTOR, DEPARTMENTAL COMMITTEES (NA)  
FROM : HEAD OF THE TABLE OFFICE DEPARTMENT  
DATE : APRIL 18, 2023  
SUBJECT : MESSAGES FROM H.E. THE PRESIDENT

*Rose wanjohi*  
*pls facilitate*  
*19/4/23*

The following Message was conveyed by the Speaker to the House on Tuesday, April 18, 2023: -

- Message on Nomination of a Representative of the Parliamentary Service Commission to the Salaries and Remuneration Commission (SRC)

Enclosed herewith, please find said Message, report of the Parliamentary Service Commission on the Recruitment of the Nominee and his Curriculum Vitae for your necessary action.

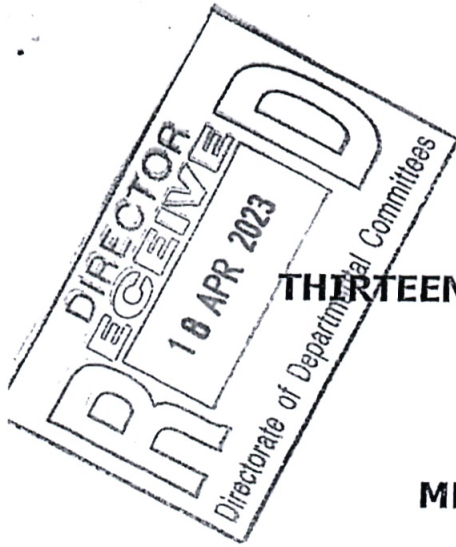
You may wish to note that the message was inadvertently referred to the Departmental Committee on Finance & National Planning but it ought to be considered by the Departmental Committee on Labour, pursuant to the subject matters as listed under the Second Schedule of the Standing Orders.

  
WANJIRU NDINDIRI

Copy: Clerk of the National Assembly  
Deputy Clerks  
Director, Legislative and Procedural Services

(Encls)





Rt. Hon. Speaker

The communication on the President's Message is in order. You may approve and issue.

S. O. Li  
18/04/23

REPUBLIC OF KENYA

THIRTEENTH PARLIAMENT - (SECOND SESSION)  
THE NATIONAL ASSEMBLY

MESSAGES

**MESSAGE FROM THE PRESIDENT**

\_\_\_\_\_ (No.010 of 2023) \_\_\_\_\_

ON

**SUBJECT: MESSAGE FROM THE PRESIDENT ON NOMINATION OF A REPRESENTATIVE OF THE PARLIAMENTARY SERVICE COMMISSION TO THE SALARIES AND REMUNERATION COMMISSION (SRC)**

**Honourable Members,**

1. Pursuant to the provisions of Standing Order 42, I wish to convey a Message from His Excellency the President relating to the nomination of a representative of the Parliamentary Service Commission to the Salaries and Remuneration Commission (SRC).
2. **Honourable Members,** in the Message, His Excellency the President conveys that, in exercise of powers conferred on him by Article 230(2)(b)(i) of the Constitution as read together with Article 250(2)(c) of the Constitution and the Salaries and Remuneration Commission Act, 2011, he nominates **Mr. Isaac Kipkemboi Melly** as the representative of the Parliamentary Service Commission to the Salaries and Remuneration Commission.

- 3. Honourable Members**, for information of the House, the name of the nominee was submitted by the Parliamentary Service Commission following a competitive recruitment process. In this regard, His Excellency the President now seeks the approval of the nominee by this House.
- 4. Honourable Members**, Standing Order 45 provides that, upon receipt of notification of nomination for appointment, such nomination shall stand committed to the relevant Departmental Committee for consideration.
- 5.** In this regard, pursuant to the provisions of the Standing Order 45 and paragraph (3) of Standing Order 42 (*Messages from the President*), I hereby refer the Message from His Excellency the President together with the *Curriculum Vitae*, the report of the Parliamentary Service Commission, and other testimonials of the nominee to the Departmental Committee on Finance and National Planning in order for the Committee to undertake the necessary approval hearings.
- 6. Honourable Members**, whereas section 7(11) of the Salaries and Remuneration Commission Act, 2011, provides **fourteen (14) days** within which the House is expected to consider the nominee, section 8 of the Public Appointments (Parliamentary Approval) Act, 2011, requires the National Assembly to undertake the exercise within **twenty-eight (28) days**.
- 7.** In this regard, **Honourable Members**, the Committee should undertake approval hearings and submit its report within the timelines provided for in the Public Appointments (Parliamentary Approval) Act, 2011, being the most recent amendment made by Parliament with respect to the general period of vetting of state appointees.

Annexure 5:

Advertisement inviting submissions of memoranda  
from the public and notifying the public and nominees  
date and venue of the approval hearings



REPUBLIC OF KENYA  
THE NATIONAL ASSEMBLY  
13<sup>TH</sup> PARLIAMENT - SECOND SESSION - 2023  
DEPARTMENTAL COMMITTEE ON LABOUR

IN THE MATTER OF APPROVAL BY THE NATIONAL ASSEMBLY, OF THE PERSON NOMINATED FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND REMUNERATION COMMISSION

NOTIFICATION TO THE GENERAL PUBLIC ON THE APPROVAL HEARING AND SUBMISSION OF MEMORANDA

WHEREAS, pursuant to Article 230(2)(b)(i) of the Constitution of Kenya and section 7 (10) of the Salaries and Remuneration Commission Act 2011 as read together with Section 3 and 5 of the Public Appointments (Parliamentary Approval) Act, (No. 33 of 2011), His Excellency the President notified the National Assembly of the nomination of Mr. Isaac Kipkemboi Mully for approval for appointment as a member of the Salaries and Remuneration Commission.

AND WHEREAS, Article 118(1)(b) of the Constitution requires Parliament to facilitate public participation in the legislative and other business of Parliament and its Committees and Section (5)(9) of the Parliamentary Appointments (Parliamentary Approval) Act provides that "any person may prior to the approval hearing and by written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated".

IT IS NOTIFIED, to the general public that pursuant to the provisions of Article 118(1)(b) of the Constitution and Section 6(4) of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011) the Departmental Committee on Labour shall conduct approval hearing (vetting) of the nominee for appointment as a Member of the Salaries and Remuneration Commission on Friday 20<sup>th</sup> April, 2023 at 10.00 am in the Mini Chamber, County Hall, Parliament Buildings.

NOW THEREFORE, in compliance with Article 118(1)(b) of the Constitution and Section 6(9) of the Public Appointments (Parliamentary Approval) Act, the Departmental Committee invites members of the Public to submit any representations they may have, by way of written statements (affidavits) with supporting evidence contesting the suitability of the nominee for appointment as a member of the Salaries and Remuneration Commission.

The memoranda may be forwarded to the Clerk of the National Assembly, P.O. Box 41842-00100, Nairobi; hand-delivered to the Office of the Clerk, Main Parliament Buildings, Nairobi; or emailed to [ena@parliament.go.ke](mailto:ena@parliament.go.ke); to be received on or before Thursday 27<sup>th</sup> April, 2023 by 5.00 p.m.

IT IS FURTHER NOTIFIED THAT, the nominee is required to-

1. appear for the approval hearing with his original national identity card, academic and professional certificates and other relevant testimonials; and
- obtain letters/certificates of compliance from the following institutions-
  - (i) Ethics and Anti-Corruption Commission;
  - (ii) Kenya Revenue Authority;
  - (iii) Higher Education Loans Board;
  - (iv) Directorate of Criminal Investigations; and
  - (v) Office of the Registrar of Political Parties.

SAMUEL NJOROGE  
CLERK OF THE NATIONAL ASSEMBLY  
21<sup>st</sup> April, 2023

"For the Welfare of Society and the Just Government of the People"



REPUBLIC OF KENYA  
THE NATIONAL ASSEMBLY  
13<sup>TH</sup> PARLIAMENT - SECOND SESSION

DEPARTMENTAL COMMITTEE ON ADMINISTRATION AND INTERNAL SECURITY

NOTIFICATION ON CHANGE OF DATE FOR APPROVAL HEARING OF THE PERSON NOMINATED FOR APPOINTMENT AS A MEMBER OF THE NATIONAL POLICE SERVICE COMMISSION

This is to notify members of the general public that the approval hearing of Mr. Edwin Kiprono Cheluget, nominee for appointment as a Member of the National Police Service Commission by the Departmental Committee on Administration and Internal Security which was scheduled for Friday 21<sup>st</sup> April, 2023 has been re-scheduled to Tuesday, 25<sup>th</sup> April, 2023 in the Mini-Chamber, County Hall, Parliament Buildings at 10.00 a.m.

The change of date has been necessitated by the declaration through a gazette notice, that Friday 21<sup>st</sup> April, 2023 shall be a public holiday.

SAMUEL NJOROGE  
CLERK OF THE NATIONAL ASSEMBLY  
21<sup>st</sup> April, 2023

"For the Welfare of Society and the just Government of the People"



Annual Report and Financial Statements for the Year Ended 31<sup>st</sup> December 2022

1 Statement of Profit or Loss and Other Comprehensive Income

	2022   Shs	2021   Shs
Gross premium income	1,004,289,374	910,254,055
Reinsurance premium ceded	(119,845,514)	(62,699,211)
Net Premium Income	884,443,860	847,554,844
Commission earned	32,934,620	17,143,634
Investment income	336,925,480	237,632,425
Fair value gains/(losses)	-	(938,140)
Total income	1,254,303,960	1,101,392,763
Net claims and policyholders benefits payable	624,127,103	559,405,355
Impairment of financial assets	7,030,233	5,635,008
Commissions payable	88,731,132	67,198,375
Operating and other expenses	283,051,843	259,158,484
Total Expenses	378,813,208	331,991,867
Profit before taxation	251,363,649	209,995,541
Income tax expense	(82,166,329)	(68,548,614)
Profit for the year after tax	169,197,320	141,410,927
Other comprehensive income for the year net of tax	-	-
Total Comprehensive Income	169,197,320	141,410,927

2 Statement Of Financial Position

	2022   Shs	2021   Shs
Equity and reserves		
Share capital	150,000,000	150,000,000
Shares awaiting allotment	163,000,000	163,000,000
Retained earnings	18,094,892	7,102,921
Shareholders' funds	331,094,892	320,102,921
Statutory reserve	373,673,442	215,468,093
Total Statutory Reserves and Shareholders' Funds	704,768,334	535,571,014

Assets		
Furniture, fittings and equipment	5,622,827	8,161,052
Investment properties	260,000,000	260,000,000
Intangible assets	-	844,486
Government Securities	2,358,691,543	2,072,913,577
Unquoted equity investments at fair value through profit and loss	57,928,500	57,928,500
Corporate bonds	204,621,664	123,309,375
Loans receivable	56,132,210	26,703,414
Receivables arising out of direct insurance arrangements	89,737,565	73,019,545
Receivables arising out of re-insurance arrangements	-	47,472,763
Other receivables	5,412,958	6,374,320
Right-of-use assets	-	4,383,752
Tax recoverable	-	1,714,807
Commercial paper	56,550,302	77,862,373
Deposits with financial institutions	611,373,628	254,712,350
Cash and bank balances	29,214,856	13,287,428
Total Assets	3,735,286,053	3,028,687,742

Liabilities		
Lease liabilities	-	4,870,859
Insurance contract liabilities	1,621,976,897	1,404,963,833
Payable under deposit administration contracts	1,193,009,376	973,403,058
Payables arising from reinsurance arrangements	27,561,995	-
Other payables	26,705,750	17,535,509
Tax payable	1,117,940	-
Deferred income tax	160,145,761	92,343,469
Total Liabilities	3,030,517,719	2,493,116,728
Net Assets	704,768,334	535,571,014

3 Abridged Statement of Cash Flows

	2022   Shs	2021   Shs
Cash flow from operating activities	752,943,456	880,241,377
Cash flow from investing activities	(346,055,095)	(953,931,685)
Cash flow from financing activities	(34,299,655)	(65,597,910)
Net increase in Cash and Cash Equivalents	372,588,706	(139,288,218)
Movement in cash and cash equivalents		
At start of year	267,999,778	407,287,996
Increase/ (decrease) during the year	372,588,706	(139,288,218)
Cash resources as at 31 <sup>st</sup> December	640,588,484	267,999,778

4 Statement of Movement in Deposit Administration Contracts

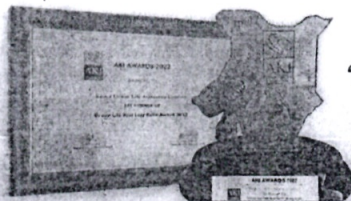
	2022   Shs	2021   Shs
At start of year	973,403,058	578,526,932
Pension fund deposits received	253,035,466	431,224,837
Interest payable to policy holders	114,114,397	73,646,023
Surrenders and annuities paid	(147,543,545)	(109,994,734)
Net movement for the year	219,606,318	394,876,126
As at 31 <sup>st</sup> December	1,193,009,376	973,403,058

5 Key Ratios

	2022	2021
Capital Adequacy Ratio	174%	130%
Claims Ratio	30%	25%
Expense Ratio	29%	29%

The statement of Profit or Loss and other Comprehensive income, Statement of Financial Position, Abridged statement of Cash flows and Statement of Movement in Deposit Administration Contracts are extracts from the Company's Financial Statements as audited by RSM Eastern Africa LLP and have received an unqualified audit opinion. The financial statements were approved for issue by the board of directors on 8<sup>th</sup> March 2023 and signed on its behalf by:

Jane Wangui Karumi | Director      Jacqueline Oyoyo Githinji | Director      Jackson Muli Muli | Principal Officer



'Group Life Best Loss Ratio Award 2022'

Corporate Headquarters - Capitol Hill Towers, 2<sup>nd</sup> Floor, Cathedral Road, Nairobi  
Contact Us - 0719 042 204/0719 042 208 Email - [info@orientlife.co.ke](mailto:info@orientlife.co.ke)  
Website - [www.orientlife.co.ke](http://www.orientlife.co.ke) Social Media - [Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#) [YouTube](#)  
Kenya Orient Life Assurance Ltd is regulated by Insurance Regulatory Authority and National Social Security Authority

Annexure 6:

Invitations Letter from the Clerk of the National Assembly to the nominee for the approval hearings



THE NATIONAL ASSEMBLY  
OFFICE OF THE CLERK

P. O. Box 41842-00100  
Nairobi, Kenya  
Main Parliament Buildings

Telephone: +254202848000 ext. 3300  
Email: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)  
[www.parliament.go.ke/the-national-assembly](http://www.parliament.go.ke/the-national-assembly)

When replying, please quote

Ref: NA/DDC/LABOUR/2023/033

19<sup>th</sup> April, 2023

Mr. Isaac Kipkemboi Melly  
P. O. Box 1650  
**ELDORET**

Email: [mellykipwaibei@gmail.com](mailto:mellykipwaibei@gmail.com)  
Tel. +254720688104

Dear *Senator Melly,*

**RE: APPROVAL HEARING FOR APPOINTMENT AS MEMBER OF THE  
SALARIES AND REMUNERATION COMMISSION**

Following your nomination by His Excellency the President for appointment as a Member of the Salaries and Remuneration Commission, the National Assembly's Departmental Committee on Labour hereby invite you for vetting pursuant to the provisions of section 6 (3) of the Public Appointments (Parliamentary) Approval Act (No. 33 of 2011).

The approval hearing will be held on **Friday 28<sup>th</sup> April, 2023 at 10.00 a.m.** in the **Mini Chamber, First Floor, County Hall, Parliament Buildings.**

Kindly fill the attached Questionnaire as required by the Public Appointments (Parliamentary) Approval Act (No. 33 of 2011) and submit it on or before **Wednesday 26<sup>th</sup> April, 2023 at 5.00 p.m.** to the Office of the Clerk of the National Assembly First Floor, Main Parliament Buildings or send by email to [cna@parliament.go.ke](mailto:cna@parliament.go.ke)

You are requested to bring originals of your identity card, academic and professional certificates and other relevant testimonials. In addition, you are requested to obtain letters/certificates of clearance/compliance from the following institutions-

1. Ethics and Anti-Corruption Commission;
2. Kenya Revenue Authority;
3. Higher Education Loans Board;
4. Directorate of Criminal Investigations;
5. Office of the Registrar of Political Parties and

The liaison officers for this activity are **Ms. Rose M. Wanjohi** who may be contacted on **0722864516** or email: [rose.wanjohi@parliament.go.ke](mailto:rose.wanjohi@parliament.go.ke). **Mr. Samuel Wanjiru**, who may be contacted on **0723781651** or email: [samuel.wanjiru@parliament.go.ke](mailto:samuel.wanjiru@parliament.go.ke) respectively.

Yours *sincerely,*

**PETER K. CHEMWENO**

**For: - CLERK OF THE NATIONAL ASSEMBLY**

## Annexure 7:

Letters from the Clerk of the National Assembly to KRA, EACC, DCI, HELB and ORPP requesting for clearance reports.



THE NATIONAL ASSEMBLY  
OFFICE OF THE CLERK

P. O. Box 41842-00100  
Nairobi, Kenya  
Main Parliament Buildings

Telephone: +254202848000 ext. 3300  
Email: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)  
[www.parliament.go.ke/the-national-assembly](http://www.parliament.go.ke/the-national-assembly)

When replying, please quote

Ref: NA/DDC/LABOUR/2023/031

19<sup>th</sup> April, 2023

**Mr. Amin Mohamed Ibrahim**  
The Director  
Directorate of Criminal Investigations  
P.O. Box 30036-00100  
**NAIROBI.**

Dear *Mr. Ibrahim*

**RE: REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY,  
NOMINEE FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND  
REMUNERATION COMMISSION**

Pursuant to the provisions of Article 230 (2)(b)(i) of the Constitution of Kenya and section 7(10) of the Salaries and Remuneration Commission Act, 2011, and section 6 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), His Excellency the President has nominated Isaac Kipkemboi Melly for appointment as a Member of the Salaries and Remuneration Commission.

Following receipt of the nomination, the Departmental Committee on Labour of the National Assembly is mandated to conduct approval hearing to determine the suitability of the nominee for appointment to office.

Pursuant to section 7 (b) of the Public Appointments (Parliamentary Approval) Act, the Committee is required to consider and determine whether the nominee meets all the constitutional and statutory requirements relating to the office in question.

The purpose of this letter is to request you to provide a report on whether the nominee is adversely mentioned in any investigation carried out by the Directorate. The information should reach the Office of the Clerk of the National Assembly on or before **Wednesday, 26<sup>th</sup> April, 2023**. The nominee's National Identity Card Number is 21756124.

A soft copy of the report may be emailed to: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)

The liaison officers for this activity are Ms. Rose M. Wanjohi who may be contacted on 0722864516 or email: [rose.wanjohi@parliament.go.ke](mailto:rose.wanjohi@parliament.go.ke). Mr. Samuel Wanjiru, who may be contacted on 0723781651 or email: [samuel.wanjiru@parliament.go.ke](mailto:samuel.wanjiru@parliament.go.ke) respectively.

Yours *Sincerely,*

**PETER K. CHEMWENO**

**For: - CLERK OF THE NATIONAL ASSEMBLY**



THE NATIONAL ASSEMBLY  
OFFICE OF THE CLERK

P. O. Box 41842-00100  
Nairobi, Kenya  
Main Parliament Buildings

Telephone: +254202848000 ext. 3300  
Email: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)  
[www.parliament.go.ke/the-national-assembly](http://www.parliament.go.ke/the-national-assembly)

When replying, please quote

Ref: NA/DDC/LABOUR/2023/032

19<sup>th</sup> April, 2023

FCCA, Rispah Simiyu, EBS  
Ag. Commissioner General,  
Kenya Revenue Authority,  
P.O. Box 48240-00100,  
**NAIROBI.**

Dear *FCCA Simiyu*

**RE: REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY,  
NOMINEE FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND  
REMUNERATION COMMISSION**

Pursuant to the provisions of Article 230 (2)(b)(i) of the Constitution of Kenya and section 7(10) of the Salaries and Remuneration Commission Act, 2011, and section 6 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), His Excellency the President has nominated Isaac Kipkemboi Melly for appointment as a Member of the Salaries and Remuneration Commission.

Following receipt of the nomination, the Departmental Committee on Labour of the National Assembly is mandated to conduct approval hearing to determine the suitability of the nominee for appointment to office.

Pursuant to section 7 (b) of the Public Appointments (Parliamentary Approval) Act, the Committee is required to consider and determine whether the nominee meets all the constitutional and statutory requirements relating to the office in question.

The purpose of this letter is to request you to provide a report on tax compliance by the nominee. The report should reach the Office of the Clerk of the National Assembly on or before **Wednesday, 26<sup>th</sup> April, 2023**. The nominee's National Identity Card Number is 21756124

A soft copy of the report may be emailed to: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)

The liaison officers for this activity are **Ms. Rose M. Wanjohi** who may be contacted on **0722864516** or email: [rose.wanjohi@parliament.go.ke](mailto:rose.wanjohi@parliament.go.ke), **Mr. Samuel Wanjiru**, who may be contacted on **0723781651** or email: [samuel.wanjiru@parliament.go.ke](mailto:samuel.wanjiru@parliament.go.ke) respectively.

Yours

*Sincerely,*

**PETER K. CHEMWENO**

**For:- CLERK OF THE NATIONAL ASSEMBLY**



THE NATIONAL ASSEMBLY  
OFFICE OF THE CLERK

P. O. Box 41842-00100  
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[www.parliament.go.ke/the-national-assembly](http://www.parliament.go.ke/the-national-assembly)

When replying, please quote

Ref: NA/DDC/LABOUR/2023/030

19<sup>th</sup> April, 2023

Mr. Twalib Mbarak, CBS,  
Chief Executive Officer,  
Ethics and Anti-Corruption Commission,  
P.O. Box 61130-00200,  
**NAIROBI**

Dear *Mr. Mbarak*

**RE: REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY,  
NOMINEE FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND  
REMUNERATION COMMISSION**

Pursuant to the provisions of Article 230 (2)(b)(i) of the Constitution of Kenya and section 7(10) of the Salaries and Remuneration Commission Act, 2011, and section 6 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), His Excellency the President has nominated Isaac Kipkemboi Melly for appointment as a Member of the Salaries and Remuneration Commission.

Following receipt of the nomination, the Departmental Committee on Labour of the National Assembly is mandated to conduct approval hearing to determine the suitability of the nominee for appointment to office.

Pursuant to section 7 (b) of the Public Appointments (Parliamentary Approval) Act, the Committee is required to consider and determine whether the nominee meets all the constitutional and statutory requirements relating to the office in question.

The purpose of this letter is to request you to provide a report on whether the nominee is adversely mentioned in any investigation carried out by the Commission. The information should reach the Office of the Clerk of the National Assembly on or before **Wednesday, 26<sup>th</sup> April, 2023**. The nominee's National Identity Card Number is 21756124.

A soft copy of the report may be emailed to: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)

The liaison officers for this activity are Ms. Rose M. Wanjohi who may be contacted on 0722864516 or email: [rose.wanjohi@parliament.go.ke](mailto:rose.wanjohi@parliament.go.ke), Mr. Samuel Wanjiru, who may be contacted on 0723781651 or email: [samuel.wanjiru@parliament.go.ke](mailto:samuel.wanjiru@parliament.go.ke) respectively.

Yours *Sincerely,*

PETER K. CHEMWENO  
For: - CLERK OF THE NATIONAL ASSEMBLY



THE NATIONAL ASSEMBLY  
OFFICE OF THE CLERK

P. O. Box 41842-00100  
Nairobi, Kenya  
Main Parliament Buildings..

Telephone: +254202848000 ext. 3300  
Email: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)  
[www.parliament.go.ke/the-national-assembly](http://www.parliament.go.ke/the-national-assembly)

When replying, please quote

Ref: NA/DDC/LABOUR/2023/028

19<sup>th</sup> April, 2023

**Mr. Charles Ringera,**  
Chief Executive Officer,  
High Education Loans Board,  
P.O. Box 69489-00400,  
**NAIROBI.**

Dear *Mr. Ringera,*

**RE: REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY,  
NOMINEE FOR APPOINTMENT AS MEMBER OF THE SALARIES AND  
REMUNERATION COMMISSION**

Pursuant to the provisions of Article 230 (2)(b)(i) of the Constitution of Kenya and section 7(10) of the Salaries and Remuneration Commission Act, 2011, and section 6 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), His Excellency the President has nominated Isaac Kipkemboi Melly for appointment as a Member of the Salaries and Remuneration Commission.

Following receipt of the nomination, the Departmental Committee on Labour of the National Assembly is mandated to conduct approval hearing to determine the suitability of the nominee for appointment to office.

Pursuant to section 7 (b) of the Public Appointments (Parliamentary Approval) Act, the Committee is required to consider and determine whether the nominee meets all the constitutional and statutory requirements relating to the office in question.

The purpose of this letter is to request you to provide a report on repayment of any loans that may have been advanced by the Board to the nominee. The report should reach the Office of the Clerk of the National Assembly on or before **Wednesday, 26<sup>th</sup> April, 2023**. The nominee's National Identity Card Number is 21756124.

A soft copy of the report may be emailed to: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)

The liaison officers for this activity are Ms. Rose M. Wanjohi who may be contacted on 0722864516 or email: [rose.wanjohi@parliament.go.ke](mailto:rose.wanjohi@parliament.go.ke). Mr. Samuel Wanjiru, who may be contacted on 0723781651 or email: [samuel.wanjiru@parliament.go.ke](mailto:samuel.wanjiru@parliament.go.ke) respectively

Yours

*Sincerely,*

**PETER K. CHEMWENO**  
**For:- CLERK OF THE NATIONAL ASSEMBLY**



THE NATIONAL ASSEMBLY  
OFFICE OF THE CLERK

P. O. Box 41842-00100  
Nairobi, Kenya  
Main Parliament Buildings

Telephone: +254202848000 ext. 3300  
Email: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)  
[www.parliament.go.ke/the-national-assembly](http://www.parliament.go.ke/the-national-assembly)

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When replying, please quote

Ref: NA/DDC/LABOUR/2023/029

19<sup>th</sup> April, 2023

Ms. Anne N. Nderitu, MBS,  
Registrar,  
Office of the Registrar of political Parties,  
Lions Place, Waiyaki Way,  
P.O. Box 1131-00600,  
**NAIROBI**

Dear *Ms. Nderitu,*

**RE: REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY,  
NOMINEE FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND  
REMUNERATION COMMISSION**

---

Pursuant to the provisions of Article 230 (2)(b)(i) of the Constitution of Kenya and section 7(10) of the Salaries and Remuneration Commission Act, 2011, and section 6 of the Public Appointments (Parliamentary Approval) Act (No. 33 of 2011), His Excellency the President has nominated Isaac Kipkemboi Melly for appointment as a Member of the Salaries and Remuneration Commission.

Following receipt of the nomination, the Departmental Committee on Labour of the National Assembly is mandated to conduct approval hearing to determine the suitability of the nominee for appointment to office.

Pursuant to section 7 (b) of the Public Appointments (Parliamentary Approval) Act, the Committee is required to consider and determine whether the nominee meets all the constitutional and statutory requirements relating to the office in question.

The purpose of this letter is to request you to provide a report on whether the nominee holds an office in any registered political party in Kenya. The report should reach the Office of the Clerk of the National Assembly on or before **Wednesday, 26<sup>th</sup> April, 2023**. The nominee's National Identity Card Number is 21756124.

A soft copy of the report may be emailed to: [cna@parliament.go.ke](mailto:cna@parliament.go.ke)

The liaison officers for this activity are Ms. Rose M. Wanjohi who may be contacted on 0722864516 or email: [rose.wanjohi@parliament.go.ke](mailto:rose.wanjohi@parliament.go.ke), Mr. Samuel Wanjiru, who may be contacted on 0723781651 or email: [samuel.wanjiru@parliament.go.ke](mailto:samuel.wanjiru@parliament.go.ke) respectively

Yours *Sincerely,*  
*Peter K. Chemweno*

PETER K. CHEMWENO

**For:- CLERK OF THE NATIONAL ASSEMBLY**

Annexure 8:

Ethics and Anti-Corruption Commission (EACC)  
clearance Letter



## ETHICS AND ANTI-CORRUPTION COMMISSION

INTEGRITY CENTRE (Jakaya Kikwete/Valley Road Junction) P.O. Box 61130 – 00200, NAIROBI, Kenya  
TEL.: 254 (020) 4997000, MOBILE: 0709 781000; 0730 997000  
FAX: 254 (020) 2240954 EMAIL: [eacc@integrity.go.ke](mailto:eacc@integrity.go.ke) WEBSITE: [www.eacc.go.ke](http://www.eacc.go.ke)

When replying please quote:

**Our Ref: EACC.7/10/5 VOL XXIII (27)**

**26<sup>th</sup> April 2023**

**Mr. Samuel Njoroge**

Clerk of the National Assembly  
Clerk's Chambers

Main Parliament Buildings  
P O Box 41842 - 00100

**NAIROBI**

*Rose Wang'chi*  
*plz facilitate*  
*W/W*  
*27/4/23*

Dear Mr. Njoroge,

**RE: REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY, NOMINEE FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND REMUNERATION COMMISSION**

Your letter referenced NA/DDC/LABOUR/2023/030 dated 19<sup>th</sup> April 2023, on the above subject matter refers.

Please note that the Commission has not undertaken any investigations pursuant to its mandate nor has it recommended prosecution against **Isaac Kipkemboi Melly** of **ID No. 21756124**.

The information provided herein is based on records available as of **26<sup>th</sup> April 2023**.

Yours *Sincerely*

**Abdi A. Mohamud, MBS**  
**Deputy Chief Executive Officer**  
**SECRETARY/CHIEF EXECUTIVE OFFICER**

LK/rk



Annexure 9:

Kenya Revenue Authority (KRA) clearance letter



# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

## Office of the Commissioner General

KRA/5/1002/5(8864)

24<sup>th</sup> April 2023

Samuel Njoroge  
Clerk of the National Assembly  
P. O. Box 41842-00100  
Parliament Buildings  
**NAIROBI**

*Rose Wanjohi*

*Rose Wanjohi*

*PLS facilitate  
by 25/4/23*

Dear *Clerk,*

### REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY, NOMINEE FOR APPOINTMENT AS A MEMBER OF SALARIES AND REMUNERATION COMMISSION

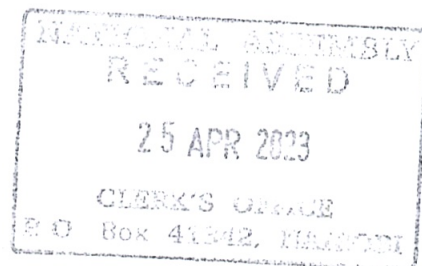
We refer to your letter Ref: NA/DDC/LABOUR/2023/032 dated 19<sup>th</sup> April 2023 requesting Kenya Revenue Authority for the tax compliance status report of the nominee for appointment as a member of the Salaries and Remuneration Commission.

The compliance status of the candidate is as follows:

No	Name	ID No.	PIN	Status
1	Isaac Kipkemboi Melly	21756124	A006329940A	Compliant

Yours sincerely,

*Sincerely*  
CS. P. M. Matuku, EBS  
**FOR: AG. COMMISSIONER GENERAL**



Annexure 10:

Directorate of Criminal investigations (DCI) clearance  
letter

# NATIONAL POLICE SERVICE

Telegrams: "IDENT CRIMINAL", Nairobi  
Telephone: 020-8512089/98  
Fax: 020-2606149  
E-mail: [identsnbi@gmail.com](mailto:identsnbi@gmail.com)  
When replying please quote ref No. and



CRIMINAL RECORDS OFFICE,  
P.O. Box 30460 – 00100 GPO,  
NAIROBI

## DIRECTORATE OF CRIMINAL INVESTIGATIONS

DCI/CRO/SEC/6/7/2/A/VOL.XII/110

24th April 2023

The Clerk of the National Assembly,  
Parliament Buildings,  
P. O. Box 41842-00100,  
**NAIROBI**

**Attn: Peter K. Chemweno**

Dear *Sen,*



*Rose Wanjohi*  
*pls facilitate*  
*26/4/23*

**REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY, NOMINEE FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND REMUNERATION COMMISSION**

Reference is made to your letter NA/DDC/LABOUR/2023/031 dated 19th April 2023 on the above subject.

We write to confirm that the below named person applied for police clearance certificate and was genuinely issued as indicated.

S/NO.	NAME	ID/NO.	DCI REF. NO.	DATE OF ISSUE
1.	Isaac Kipkemboi Melly	21756124	PCC-0LTVRDQQ	21/10/22

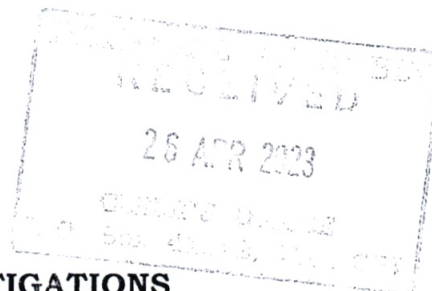
It is deemed that as at the date of issuance of the police clearance certificate to the applicant, there were negative results from both our nominal index and criminal database.

Yours

*Sincerely*

N. Ireri Kamwende, MBS, ndc (K)

**FOR: DIRECTOR OF CRIMINAL INVESTIGATIONS**



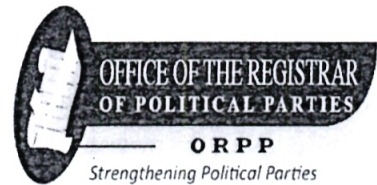
Annexure 11:

Office of Registrar of Political Parties (ORPP)  
clearance letter



REPUBLIC OF KENYA

Telephone: +254(0)204022000  
Mobile: 0772281357  
Email: info@orpp.or.ke  
Website: www.orpp.or.ke  
When replying please quote



Strengthening Political Parties

Lion Place, 1<sup>st</sup> & 4<sup>th</sup> Floor  
Off Waiyaki Way  
P.O. Box 1131-00606  
Sarit Centre, Nairobi.

Ref: RPP/ORG/34 Vol. VI (71)

Date: 20<sup>th</sup> April, 2023

Clerk of the National Assembly,  
Clerk's Chamber  
Parliament Building,  
P O Box 41842 – 00100  
NAIROBI.



Attn: Peter K. Chemweno

Dear Sir,

*Rose Wanjohi  
pls facilitate  
la 11/23 294/23*

RE: REQUEST FOR INFORMATION ON ISAAC KIPKEMBOI MELLY, NOMINEE FOR APPOINTMENT AS A MEMBER OF THE SALARIES AND REMUNERATION COMMISSION

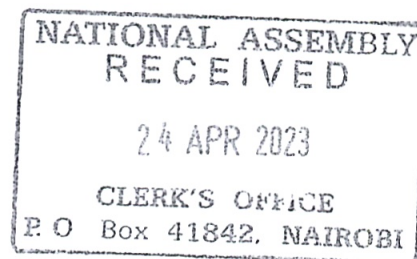
Reference is made to the above subject matter.

This Office acknowledges receipt of your letter dated 19<sup>th</sup> April, 2023 and duly notes the content therein.

According to the records held by this Office as at 20<sup>th</sup> April 2023, Mr. Isaac Kipkemboi Melly of ID No. 21756124 is a not an official of any registered political party.

Yours faithfully,

Ann N. Nderitu, CBS  
Registrar of Political Parties/CEO



@ORPPKenya

www.orpp.or.ke



ORPPKenya

Annexure 12:

Higher Education Loans Board (HELB) clearance  
letter



## HIGHER EDUCATION LOANS BOARD

Tel: 0711052000  
E-mail: [contactcentre@helb.co.ke](mailto:contactcentre@helb.co.ke)  
Website: [www.helb.co.ke](http://www.helb.co.ke)

Anniversary Towers  
University Way  
P.O Box 69489-00400  
Nairobi, Kenya

**HELB/RR/112009/V/234**

20<sup>th</sup> April 2023

**Mr. Samuel Njoroge, MBS**  
Clerk of the National Assembly  
Parliament Buildings  
P.O Box 41842-00100  
**NAIROBI**

Dear *Samuel*,

### **VETTING OF THE NOMINEE FOR APPOINTMENT TO THE POSITION OF MEMBER OF THE SALARIES REMUNERATION COMMISSION**

We acknowledge with appreciation receipt of your letter *Ref. No. NA/DDC/LABOUR/2023/028* dated **19<sup>th</sup> April 2023** requesting the Higher Education Loans Board to provide a report on repayment of HELB loans that may have been advanced to **Mr. Isaac Kipkemboi Melly** for purposes of vetting for appointment to the position of member of the Salaries Remuneration Commission.

The Higher Education Loans Board wishes to inform you that **Mr. Isaac Kipkemboi Melly (ID No. 21756124)** is not a beneficiary of any GOK/HELB University Loan.

We kindly urge you to continue encouraging applicants to seek their Compliance Certificate from the Board as part of testimonials and conformity to Chapter Six of the Constitution of Kenya.

We want to thank you most sincerely for allowing us to provide you this information. This kind of collaboration goes a long way in assisting HELB finance needy Kenyans pursuing higher education now and in the future.

Yours *Sincerely*,

**FCPA CHARLES RINGERA**  
**CHIEF EXECUTIVE OFFICER**



*ISO 9001:2015 Certified.*



Annexure 13:

Summary of curricula vitae of the nominee

# CURRICULUM VITAE

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## PERSONAL DETAILS

NAME: Senator Isaac Kipkemboi Melly

RELIGION: Christian

NATIONALITY: Kenyan

ADDRESS: P.O BOX 1650 ELDORET, KENYA

CELLPHONE: +254 720 688 104.

EMAIL: mellykipwaibei@gmail.com

GENDER: Male

MARITAL STATUS: Married

## PERSONAL PROFILE

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To offer Strategic Human Resource Management skills with a focus on Research, Competitive Remuneration in human Resources Management, Wage Budget Management and to work in a challenging and dynamic environment. Training and Motivation of the society on how to live positively with a focus on competitive equal pay for work done.

### Research & Consultancy

» Research  
» Benchmark Surveys  
» Data Analysis  
» Recruitment and Training  
» Advocacy  
» Clarity in interpretation of Law

### People/Negotiating

» Strong conflict resolution skills  
» Influencing skills  
» Strong influencing skills  
» High sense of Integrity  
» Presentation skills

### Dynamic & Smart

» Diligent  
» Efficient and Effective  
» High energy levels  
» People management  
» Writing reports  
» Flexible and Adaptable

## WORK EXPERIENCE

---

### APRIL 2020-FEBRUARY 2022-HR & STAFF WELFARE MANAGER CPF

#### Duties & Responsibilities.

- i. Develop and implement grievance handling procedure.
- ii. Manage various personnel policies that affect people at work and at home.
- iii. Performed administrative and supervisory work involved in welfare programs, which includes overseeing welfare activities, organizing work, and developing departmental policies.
- iv. Maintain liaison with Unions and assist superior managers in negotiations.
- v. Ensure uniform and correct application of various welfare measures of the Company.
- vi. Manage and Work closely with management and employees to improve work relationships, build morale, and increase productivity through establishment of efficient welfare schemes

- vii. Monitoring and evaluating resources allocated to the provision of welfare, housing, and other social services
- viii. Liaising with other welfare and health services providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination
- ix. Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- x. Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services

#### **2019-2020 CPF FINANCIAL SERVICES-COOPERATE COMMUNICATIONS MANAGER**

##### **Duties & Responsibilities**

- i. Develop and implement internal and external communication strategies for the organization
- ii. Provide cohesive communications coverage across departments
- iii. Compiling employee resources (such as information about employee benefits) Creating printed materials, such as employee handbooks or flyers.
- iv. Facilitating group brainstorming sessions and training sessions amongst employees
- v. Establish communication standards and goals
- vi. Accessing company profile and public image to improve brand recognition
- vii. Identify and capitalize on opportunities to promote and positively represent the organization through internal and external communication.
- viii. Oversee the workflow and work assignments of the communications team to ensure effective collaboration among team members and consistent, quality work
- ix. Seek new methods and creative strategies to increase internal and external awareness of key events and changes in the organization including the launch of new products, special events, local and global community service, and other topics of interest.
- x. Prepares and delivers presentations in the company to share information.
- xi. Develop and implement policies and procedures for communicating on behalf of the organization that represents the corporate identity, and promotes and supports the organizations mission.

#### **2017-2019-EAGLE HR CONSULTANTS LTD (Associate Consultant on project basis)**

##### **Duties & Responsibilities**

- Advising clients on competitive salaries and remuneration administration
- Salary surveys Benchmark salary reviews
- Benchmark salary reviews
- Job Evaluation and Job Analysis
- Involved in management Consultancy
- Training and Capacity development
- Executive Recruitment and Selection
- Restructuring and Organizational Design

2013 – 2017 - PARLIAMENT OF KENYA- THE SENATE: SENATOR. UASIN GISHU COUNTY

Duties & Responsibilities

- i. **Representation**-Representing Counties and serving to protect the interests of the county and National Government
- ii. **National Policy**- Coming up with National Land Policy
- iii. **Disputes**- Initiate and reinforce traditional disputes resolution mechanism on matters to do with public land
- iv. **Land Registration**- Advise the National Government on matters to do with land registration and title deeds
- v. **Historical land matters**- Initiate discussions and investigations on matters to do with present and historical land issues
- vi. **Law Making**-Participating in the Law-making functions of Parliament by considering, debating and approving Bills concerning Counties.
- vii. **Revenue Allocation**-Determining the allocation of national revenue among counties and exercising oversight over national revenue allocated to county governments.
- viii. **Oversight Role**-Participating in oversight of state officers by considering and determining any resolution to remove the President or Deputy president.

**ADDITIONAL RESPONSIBILITIES**

- Member of Senate Joint Committee on National Cohesion, Integration & Equal Opportunity. *Dealt with investigating matters to do with present and historical land issues, coming up with traditional disputes resolution mechanisms particularly with matters to do with public land*
- Member of Senate Standing Committee on ICT, Agriculture, land & Natural resources  
*My Value on National Cohesion & Integration while serving as the member of the Senate Committee, I developed a project concept proposal titled, "Development of a Public Sponsored Inter-County Football League for Talent Discovery and Enhanced National Cohesion" for Ministry of Sports, Football Kenya Federation, National Cohesion & Integration Commission and Sportpesa. The objective was to engage the youth as the higher risk and vulnerable segment of the society in matters to do with conflict*

## 2010 – 2011 - MT KENYA UNIVERSITY (ELDORET CAMPUS) - Associate Dean of Students

### Duties & Responsibilities

As associate Dean of Students at the Mt. Kenya University (Eldoret Campus), my job description included planning and directing university activities related to student services and campus life. As an administrator, I helped coordinate admissions, health services, financial aid, housing and social programs for students. My office was also generally responsible for serving as a point of information for students and responding to students' needs. My specific duties included: -

- i. Supervising various campus programs and Serving as a liaison between college administrators and students' organizations Social programs including orientation events for incoming students
- ii. Discipline –related processes and procedures.
- iii. Develop potential customers in government, industry, academia, and/or the community at large. Served as a member of the unit's management team.
- iv. Provide leadership and direction in the development, implementation, and monitoring of the strategic marketing plan for the organization.
- v. Provide support for promotional special events such as open houses, book signings, fundraisers, outreach and community events, tours, press conferences, banquets, exhibits, product or service fairs, and athletic events.
- vi. Establish and maintain a staffing structure to support the marketing efforts of the organization; oversees a team of marketing support staff, to include performance evaluation, training and motivation, and direct participation in personnel actions.
- vii. Manage the faculty's interactions with other faculties and institutes in relation to teaching and learning issues;
- viii. Develop the teaching and learning component of the Faculty Operational Plan; and
- ix. Develop and implement the Faculty Teaching and Learning Enhancement Plan and monitor progress towards stated performance targets.
- x. Maintain effective links with government departments, authorities, business, commerce and industry organization's relevant to the school's teaching and learning activities; Maintain links with employers of graduates; and
- xi. Set up and maintain productive links with offshore sources of international students.
- ii. Identify and capitalize on opportunities to promote and positively represent the organization through internal and external communication.

## 2011-2013- Mt.Kenya University -Marketing Manager

### Duties and Responsibilities

- **Strategies**-Developing of long-term marketing strategies and establishing attainable tangible goals for marketing team.
- **Coordination**-Working with other departments to ensure that marketing activities are in line with the larger goals of the entire University
- **Team**-Training new team members and ensuring that all employees are up-to-date on current marketing standards and procedures.
- **Budget**-Setting marketing budget and creating projects, directing resources and establishing benchmarks that ensure budget goals are met.
- Conduct market research and analysis, and establishes data management and tracking systems to improve the organization's marketing efforts.
- Represent the organization at various community and business meetings; provides consultation and collaborates on projects with other University and/or external constituencies; may present public programs or lectures, conduct facility tours, and manage exhibit space at local, national, and international conferences.
- Serve as public information contact, as appropriate, for the organization, and maintains communications with University constituencies.
- Work directly with senior management of the organization to develop marketing programs, design marketing strategies, and implement marketing campaigns
- Seek new methods and creative strategies to increase internal and external awareness of key events and changes in the organization including the launch of new products, special events, local and global community service, and other topics of interest.
- Directed and oversee the various marketing and associated public relations/outreach activities of a major client-oriented community services unit of the University
- Designed, write, and oversee the production of printed promotional materials including catalogs, brochures, fliers, and program and media guides; designs layouts and prepares copy
- Establish and implement short and long range marketing goals, objectives, policies, and procedures for the organization; evaluates program effectiveness and effects changes required for improvement

### Leadership Position held

1. Chair, Senate Sports Club
2. Captain of Bunge Football Club
3. Patron of Uasin Gishu County Academic Outreach Foundation
4. First Chairman of Mt. Kenya University (Eldoret Campus) Student Association
5. Chairman Mt. Kenya University Seventh-day Adventist
6. Youth Leader of the Seventh - day Adventist church in Greater Rift Valley Conference.
7. Chairman – Delasharks Football Club, a football team that plays super league.

## **ACADEMIC QUALIFICATION**

---

- 2017 – Date : PhD in Human Resource Management – Kisii University  
2013 – 2015 : MBA in Strategic Management – Kisii University  
2009 – 2012 : Bachelor of Business Management (HRM) – Mt. Kenya University  
1999 – 2002 : Kenya Certificate of Secondary Education – Kaplelach High School  
1991 – 1998 : Kenya Certificate of Primary Education – Kuinet and Kapkuis Primary Sch.

## **PROFESSIONAL QUALIFICATION**

---

- 2006 – 2007 : Diploma in Business Management – Kenya Institute of Management  
2007 – Date : Higher National Diploma in HRM – Eldoret National Polytechnic  
2006 – 2006 : Advanced Certificate in Human Resources – Kenya Institute of Mgmt.  
2005 – 2006 : Certificate in Business Management – Kenya Institute of Management

## **MEMBERSHIP TO PROFESSIONAL BODY**

---

- i. Member, Institute of Human Resource Management
- ii. Member, Mt. Kenya University Alumni Association
- iii. Member, Kenya Institute of Management Alumni Association

**REFERRIES:**

---

1. MR. PATRICK MUTISYA  
CHIEF EXECUTIVE OFFICER  
EAGLE HR CONSULTANTS LTD  
Email: pmutisya@eglehr.co.ke  
Cellphone: +254725665963
  
2. DR. RUTH MANGORA  
CHIEF LIBRARAIN JOMO KENYATTA UNIVERSITY  
OF AGRICULTURE & TECHNOLOGY  
Email: mangira2@gmail.com  
Cellphone: +254721315900
  
3. MR. HOSEA KILLI  
CEO, COUNTY PENSIONS FUND  
Email: hoseakili62@gmail.com  
Cellphone: +254722702787



REPUBLIC OF KENYA  
THE NATIONAL ASSEMBLY  
DEPARTMENTAL COMMITTEE ON LABOUR  
CRITERIA FOR VETTING/APPROVAL OF NOMINEES FOR  
APPOINTMENT TO PUBLIC OFFICE BY PARLIAMENT  
QUESTIONNAIRE

Notes:

- This questionnaire applies to appointments to public office arising by or under the Constitution or any other law where parliamentary approval is required.
- The questionnaire shall be used by the relevant parliamentary committee to vet a nominee appearing before the committee in the process of parliamentary approval.
- The questionnaire shall be filled and submitted by the nominee to the relevant parliamentary committee through the Clerk of the relevant House of Parliament on or before a date set by the committee.
- The submission of false information in the questionnaire is an offence and may result in prosecution.
- Any form of canvassing by a nominee shall lead to disqualification.
- The nominee must answer all the questions.

- Name: (State full name) ISAAC KIPKENBOI MELU
- Position: (State office to which you have been nominated).  
MEMBER OF THE SALARIES AND REMUNERATION COMMISSION
- Sex MALE
- Date of Birth: (State year and place of birth) 02/02/1979
- Marital Status: MARRIED
- Daytime phone number: 0720 688 104
- Mobile phone number: 0720 688 104
- Email Address: Meluykipwaiser@gmail.com
- ID Number: 21756124
- PIN Number: A006329940A
- Nationality: KENYAN

12. Postal Address: 1650 - 30100

13. Town/City: ELDORET

14. Knowledge of Languages: (Specify Languages): ENGLISH | KISWAHILI | KALENJIN

15. Education: (List, in reverse chronological order, each university, college, or any other institution of higher education attended and indicate, in respect of each, the dates of attendance, academic award obtained, whether a degree was awarded, and the dates on which each such degree was awarded).

1. KISII UNIVERSITY - MASTER OF BUSINESS ADMINISTRATION (STRATEGIC MANAGEMENT) BETWEEN 08/10/2014 - 11/12/2015
2. NI KENYA UNIVERSITY - DEGREE - BACHELOR OF BUSINESS MANAGEMENT (HUMAN RESOURCE OPTION) BETWEEN 2009 - 2012
3. KENYA INSTITUTE OF MANAGEMENT - DIPLOMA IN BUSINESS MANAGEMENT BETWEEN 2006 - 2007
4. KENYA INSTITUTE OF MANAGEMENT - ADVANCE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT BETWEEN 2006 - 2007
5. KENYA INSTITUTE OF MANAGEMENT - CERTIFICATE IN BUSINESS MANAGEMENT BETWEEN 2005 - 2006
6. KAPHELACH HIGH SCHOOL - KCSE - 1999 - 2002
7. KAPKULU PAINADU SCHOOL - KCPE - 1991 - 1998

Employment Record: (List in reverse chronological order all government agencies, business or professional corporations, companies, firms or other enterprises with which you have been affiliated as an officer, director, partner, proprietor, employee or consultant)

1. CPE FINANCIAL SERVICES - STAFF WELFARE MANAGER - 2020 - 2022
2. CPE FINANCIAL SERVICES - CORPORATE COMMUNICATIONS MANAGER - 2019 - 2020
3. EAGLE HUMAN RESOURCE - ASSOCIATE CONSULTANT - 2017 - 2019
4. PARLIAMENT OF KENYA - SENATOR UASIN - GITHU COUNTY - 2013 - 2017

16. **Honours and Awards:** (List any scholarships, fellowships, honorary degrees, academic or professional honours, honorary society memberships, military awards and any other special recognition for outstanding service or achievement and in respect of each, state the date of award and the institution or organization that made the award).

N/A

17. **Professional Association** (where applicable): (List all professional associations of which you are or have a member and give any positions held and the respective dates when each such position was held).

1. INSTITUTE OF HUMAN RESOURCE MANAGEMENT — MEMBER  
REGISTRATION NO: 9792

18. **Memberships:** (List all professional, business, fraternal, scholarly, civic, and charitable or other organizations, (other than those listed in response to Question 16) to which you belong or have belonged).

N/A

19. **Published Writings:**

(a) List the titles, publishers and dates of books, articles, reports, letters to the editor, editorial pieces or other published materials you have authored or edited..

N/A

(b) Supply four (4) copies of any reports, memoranda or policy statements you prepared or contributed in the preparation of any bar association, committee, conference or organization of which you were a member.

N/A

**20. Public Office, Political Activities and Affiliations:**

(a) List chronologically any public offices you have held or are currently holding, including the terms of service and whether such positions were elected or appointed.

PARLIAMENT OF KENYA - SENATOR UASIN GUSHU COUNTY  
SERVED FOR A PERIOD OF 5 (FIVE) YEARS

(b) List all memberships and offices held in and services rendered, whether compensated or not, to any political party or election committee. If you have ever held a position or played a role in a political campaign, identify the particulars of the campaign, including the candidate, dates of the campaign, your title and responsibilities. Also include any linkage you have to a political party at present.

N/A

(c) Have you ever been dismissed or otherwise removed from office for a contravention of the provisions of Article 75 of the Constitution?

N/A

(d) Have you ever been adversely associated with practices that depict bias, favoritism or nepotism in the discharge of public duties?

N/A

21. **Deferred Income/Future Benefits:** (List the sources, amounts and dates of all anticipated receipts from deferred income arrangements, stock, options, uncompleted contracts and other future benefits which you expect to derive from previous business relationships, professional services, firm memberships, etc).

N/A

22. **Outside commitment during service in office:** (Do you have any plans, commitments or agreements to pursue outside employment with or without compensation during your service in office? If so explain).

N/A

23. **Sources of Income:** (List sources and amounts of all income received during the calendar year preceding your nomination and in the current calendar year).

1. DAIRY FARMING - KSh 300,000/- PER YEAR.
2. MAIZE FARMING - KSh 1,000,000/- PER YEAR.

24. **Tax Status:** (State whether you have fully complied with your tax obligations to the State up to the end of the financial year immediately preceding the nomination for appointment).

YES - I AM TAX COMPLIANT - HAVE ATTACHED IN MY DOCUMENTS TAX COMPLIANCE CERTIFICATE

25. **Statement of Net Worth:** (State your financial net worth)

APPROXIMATELY KSH 110,680,405. THERE ARE 2 BUILDINGS  
ONE IN ELDORET AND ANOTHER ONE IN NAIROBI. ONE PLOT, 2  
VEHICLES, MAIZE FARMING AND DAIRY COWS.

**26. Potential Conflict of Interest:**

(a) Identify the family members or other persons, parties, categories of litigation or financial arrangements that are likely to present potential conflicts-of-interest when you first assume the position to which you have been nominated. Explain how you would address any such conflict if it were to rise.

N/A

(b) Explain how you will resolve any potential conflict of interest, including the procedure you will follow in determining these areas of concern.

N/A

**27. Pro-Bono/Charity Work/donation to charity:** (Describe what you have done by way of pro bono or charity work, listing specific instances, the amount contributed and the amount of time devoted to each).

SPONSOR OF A COMMUNITY BASED FOOTBALL CLUB NAMED  
DELA SHARKS FC PLAYING DIVISION II OF THE KENYA LEAGUE.  
SPONSORSHIP KSH 150,000/- PER YEAR

**28. Have you ever been charged in a court or law in the last three years? If so, specify the nature of the charge, where the matter is ongoing, the present status of the matter, or where the matter is concluded, the judgment of the court, or otherwise, how the case was concluded.**

NO

29. Have you ever been adversely mentioned in an investigatory report of Parliament or any other Commission of inquiry in the last three years?

No

30. Have you any objection to the making of enquiries with your present employer/referees in the course of consideration of your nomination?

No OBJECTION

31. References:

(List three persons who are not your relatives who are familiar with your character, qualification and work).

1. MR. PATRIC MUTUYA  
CEO - EAGLE HR CONSULTANTS LTD  
Email - pmwhty9@eslekr.co.ke  
Phone - +254 725 665963

2. DR. RUTH MANGIRA  
CHIEF LIBRARIAN - JKUAT  
Email: mangira2@gmail.com  
Phone: +254 721 315900

3. MR. HOSBA KIKKI  
CEO CPF  
Email: hose9kiki62@gmail.com  
Phone: +254 722 702 787

JAMHURIYA KENYA

REPUBLIC OF KENYA

SERIAL NUMBER: 702340088

ID NUMBER: 21756124

FULL NAMES  
ISAAC KIPKEMBOI MELLY

DATE OF BIRTH  
02. 02. 1979  
SEX  
MALE  
DISTRICT OF BIRTH  
UASIN GISHU  
PLACE OF ISSUE  
HDH KIBERA  
DATE OF ISSUE  
28. 02. 2020

NON PAPER SIGN

*IK*



E-SIGNATURE  
SOY  
DIVISION  
SOY  
ADDRESS  
KUNET  
SUB-LOCATION  
KUNET



NATIONAL REGISTRATION CARD

*Signature*

T0314670570

IDKYA7023400886<<2711<<<<<4732  
7902022M2002282<B021756124C<<5  
ISAAC<KIPKEMBOI<MELLY<<<<<<<<<<

Can be a true copy of the Original  
CHRISTOPHER MITDI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, Eldoret

*Signature*

24/4/23

Annexure 14:

Testimonials of nominee



# KISII UNIVERSITY

## OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

Phone: 0718 125 360

Email: [postgraduatenrb@kisiiuniversity.ac.ke](mailto:postgraduatenrb@kisiiuniversity.ac.ke)

P. O. Box 408- 40200

KISII - KENYA

Date: 3 November, 2017

### PROVISIONAL ADMISSION LETTER

OUR REF: KSU/NRB/PHBA/09/17

NAME: MELLY ISAAC KIPKEMBOI

CELL: 0720688104

ID: 21756124

P.O Box: 1650-30100

### RE: PROVISIONAL ADMISSION LETTER FOR PhD

Dear Isaac,

Following your application for PhD studies, we are pleased to inform you that on behalf of the University Senate and Vice Chancellor, the Board of Postgraduate studies has offered you admission into a **PhD programme in Business Administration (Strategic Management)** at our Campus located at Corner House 10th Floor, in the **School of Business and Economics** pending consideration and approval of your research proposal and subsequent registration within six (6) months from date of this letter.

As a Part time student, your programme will last a maximum of **Three years**. Thereafter the Board and Senate will be at discretion to review your status as student here according to the current University statutes.

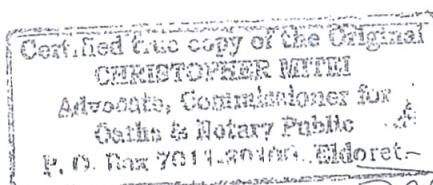
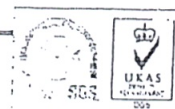
The admission is offered on condition that you will be in a position to meet the full cost of undertaking the Programme. You will be registered as a student only after paying all the required first year fees as per fees structure attached

In addition, each student will be responsible for his/her own subsistence, accommodation, field trips, the necessary reading materials and stationery, and research funds. The fees structure (attached) may also change from time to time as may be determined by the university Senate.

The offer has been made on the basis of your application presented to the university that reflects your qualifications. The offer is subject to satisfactory verification of your original certificates and transcripts (if any) by the Office of the Registrar (AA).

All new students will be required to report to the University for registration and commencement of first semester studies on 5<sup>TH</sup> September, 2017 for the academic year 2017/2018

KISII UNIVERSITY IS ISO 9001:2008 CERTIFIED



	Year 1 (Ksh.)	Year 2 (Ksh.)	Year 3 (Ksh.)
i. Registration	2,000.00	-	-
ii. Tuition Fee	225,000.00	225,000.00	-
iii. Supervision Fee	15,000.00	15,000.00	15,000.00
iv. Examination (Written Thesis)	10,000.00	10,000.00	10,000.00
v. Student ID	500.00	-	-
vi. Caution Money	4,000.00	-	-
vii. Medical Subscription	4,000.00	4,000.00	4,000.00
viii. Library Fee	5,000.00	5,000.00	5,000.00
ix. Material Development	6,000.00	6,000.00	6,000.00
x. Academic Support Fee	2,000.00	2,000.00	2,000.00
<b>Sub Totals</b>	<b><u>273,500.00</u></b>	<b><u>267,000.00</u></b>	<b><u>42,000.00</u></b>
<b><i>Other Expenses (Non-University Expenses)</i></b>			
i. Book / Stationery	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
<b>Totals</b>	<b><u>3,000.00</u></b>	<b><u>3,000.00</u></b>	<b><u>3,000.00</u></b>
<b>Year Totals</b>	<b><u>276,500.00</u></b>	<b><u>270,000.00</u></b>	<b><u>45,000.00</u></b>
<b>GRAND TOTAL</b>		<b><u>591,500.00</u></b>	

**Surcharges:**

i. Graduation costs (Gown & Transcript)	7,500 (at Graduation)
ii. Extended Supervision	20,000 p.a.
iii. Certificate Storage Charges	1,200 p.a.
iv. Alumni Fee	500 (at Graduation)

NOTE: Rates for Non- East African students are 30% higher than indicated ones.

Please note that the University fees and charges are determined by the University Council. The council may revise the fees structure at any time it deems necessary.

All students **MUST** pay the required fees in any KCB Branch;

KCB BANK	BRANCH	ACCOUNT NUMBER	ACCOUNT NAME
Any Branch	Kisii	1151779040	Kisii University

No cash payment provision will be made in any campus.

If you accept the offer under these conditions, you should complete the enclosed forms, namely, Letter of Acceptance (KSUC2) and Personal Details (KSU4). You must then return the completed forms to the University when you report for registration.

If, however, you are unable to accept the offer (or report for the first semester) you should complete the relevant section (either A or B) of the enclosed FORM KSUC2 and return it to the Registrar (Academic Affairs) Kisii University, P. O. Box 408, KISII.

We look forward to your joining Kisii University. On behalf of the Vice Chancellor, I wish you success in your future studies at our institution.

Yours Sincerely,

Dr. James Muya, PhD.

REGISTRAR (AA)

C.c. DVC (AA) – to note in file  
DVC (AF) – to note in file  
Director, Board of Postgraduate Studies  
Dean FASS  
Senior Accountant

KISII UNIVERSITY NAIROBI CAMPUS  
ADMISSIONS OFFICE  
P. O. Box 423 - 40210, KISII  
TEL: 0710 765325

DATE: 3/11/2017





# KISII UNIVERSITY

## OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS

Phone: 0718 125 360

Email: [postgraduatenrb@kisiiuniversity.ac.ke](mailto:postgraduatenrb@kisiiuniversity.ac.ke)

P. O. Box 408- 40200

KISII - KENYA

Date: 3 November, 2017

### PROVISIONAL ADMISSION LETTER

OUR REF: KSU/NRB/PHBA/09/17

NAME: MELLY ISAAC KIPKEMBOI

CELL: 0720688104

ID: 21756124

P.O Box: 1650-30100

### RE: PROVISIONAL ADMISSION LETTER FOR PhD

Dear Isaac,

Following your application for PhD studies, we are pleased to inform you that on behalf of the University Senate and Vice Chancellor, the Board of Postgraduate studies has offered you admission into a **PhD programme in Business Administration (Strategic Management)** at our Campus located at Corner House 10th Floor, in the **School of Business and Economics** pending consideration and approval of your research proposal and subsequent registration within six (6) months from date of this letter.

As a Part time student, your programme will last a maximum of **Three years**. Thereafter the Board and Senate will be at discretion to review your status as student here according to the current University statutes.

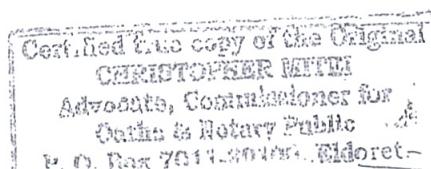
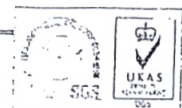
The admission is offered on condition that you will be in a position to meet the full cost of undertaking the Programme. You will be registered as a student only after paying all the required first year fees as per fees structure attached

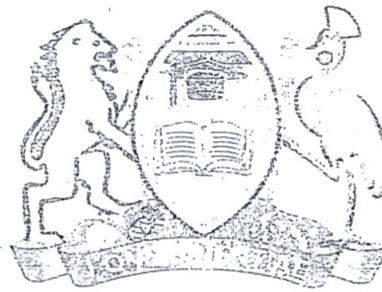
In addition, each student will be responsible for his/her own subsistence, accommodation, field trips, the necessary reading materials and stationery, and research funds. The fees structure (attached) may also change from time to time as may be determined by the university Senate.

The offer has been made on the basis of your application presented to the university that reflects your qualifications. The offer is subject to satisfactory verification of your original certificates and transcripts (if any) by the Office of the Registrar (AA).

All new students will be required to report to the University for registration and commencement of first semester studies on 5<sup>TH</sup> September, 2017 for the academic year 2017/2018

KISII UNIVERSITY IS ISO 9001:2008 CERTIFIED





# KISII UNIVERSITY

This is to certify that  
Kisii University Council on  
recommendation of the Senate hereby confers on

**Melly Isaac Kipkemboi**

the Degree of

**MASTER OF BUSINESS ADMINISTRATION  
(STRATEGIC MANAGEMENT)**

Certified True copy of the Original  
**CHRISTOPHER MITEM**  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011-60170, Eldoret.

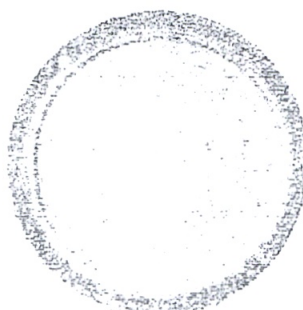
*[Signature]* 24/12/23

with all rights, obligations and privileges  
associated with this degree, presented at a congregation held at this University  
on the

*Eleventh day of December in the year Two Thousand and Fifteen*

*[Signature]*

REGISTRAR (ACADEMIC AFFAIRS)



*[Signature]*

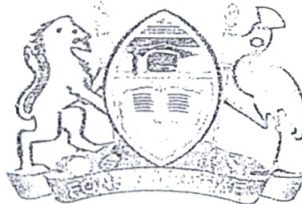
VICE CHANCELLOR

*[Signature]* N

DEPUTY VICE CHANCELLOR  
(ACADEMIC AFFAIRS)



Telephone : 058 30826  
 Facsimile : 058 31140  
 Email : acregistrar@kisiiversity.ac.ke



P. O. Box 408-40200  
 KISII, KENYA.  
[www.kisiiversity.ac.ke](http://www.kisiiversity.ac.ke)

**KISII UNIVERSITY**  
**OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS**  
**OFFICIAL ACADEMIC TRANSCRIPT**

Admission Number: CEN12/10510/14 Name : MELLY, ISAAC NIPKEMBOI

Level of study: 1 Prog. of Study.: MBA

1st SEMESTER

Date of Admission: 08/01/2014 Date of Graduation: 11/12/2015

Course Code	Course Description	Academic Hours	Grade
MBAD 701	BUSINESS LAW	45.00	A
MBAD 702	MANAGERIAL ECONOMICS	45.00	B
MBAD 703	MANAGEMENT THEORY AND PRACTICE	45.00	B
MBAD 704	RESEARCH METHODS	45.00	B
MBAD 705	STRATEGIC MANAGEMENT	45.00	A
MBAD 706	FINANCIAL ACCOUNTING	45.00	A
MBAD 707	MANAGERIAL ACCOUNTING	45.00	A
MBAD 708	FINANCIAL MANAGEMENT	45.00	B
MBAD 709	HUMAN RESOURCE MANAGEMENT	45.00	A
MBAD 710	HUMAN RESOURCE PLANNING	45.00	A
MBAD 711	COMPUTING FOR MANAGEMENT	45.00	B
MBAD 712	MARKETING MANAGEMENT	45.00	C
MBAD 713	QUANTITATIVE METHODS	45.00	A

Final Grade Point Average: 67.16%, Cumulative: 62.46%

Recommendation: PROCEED TO LEVEL TWO OF STUDY

**Legend:**

A - (70% - 100%) - Excellent      E - (60% - 69%) - V. Good  
 B - (60% - 59%) - Good              D - (40% - 59%) - Fair      P - Pass  
 F - (below 40%) - Fail              # Audited      + Retake      \* Missing Marks  
 CT Credit Transfer

Signed: \_\_\_\_\_

Registrar Academic Affairs

Printed on 10/05/2017

Certified True Copy of the Original  
**CHRISTOPHER MUKELI**  
 Advocate, Certified Notary for  
 Oaths & Notary Public  
 P. O. Box 7011-00100, Eldoret.

Mount Kenya



University

Upon the recommendation of the Senate and the authority of the  
Council hereby confers upon

**MELLY ISAAC KIPKEMBOI**

*the degree of*

*Bachelor of* **BUSINESS MANAGEMENT (HUMAN RESOURCE MANAGEMENT OPTION)**

*with*

**SECOND CLASS HONOURS (UPPER DIVISION)**

*with all the rights and privileges*

*thereunto appertaining in witness whereof*

*we have affixed our signatures*

*and the seal of the University*

Certified True copy of the Original  
**CHRISTOPHER NITEL**  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011-20100, Eldoret.

*on*

*[Signature]* 21/4/23

*the seventh day of December in the year Two thousand and Twelve*

*[Signature]*  
Registrar, Academic Affairs

*[Signature]*  
Vice - Chancellor

*[Signature]*  
Deputy Vice - Chancellor,  
Academic Affairs



ISO 9001:2008 Certified



Serial No. 39092.....

# Mount Kenya University

## OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS ACADEMIC TRANSCRIPT

NAME OF STUDENT Isaac Kipkemboi Melly

SCHOOL Business and Public Management REG No. ELD/B/BBM/111/00394

DEPARTMENT Management

PROGRAMME Bachelor of Business Management(BBM) Human Resource Option

ACADEMIC YEAR 2011/2012 YEAR OF STUDY IV SEMESTER I,II

Unit Code	Unit Title	Marks	Grades
BBM 411	Company Law	74	A
BBM 421	E-Cormerce	66	B
SPM 412	Public Procurement	72	A
ACC 410	Accounting Project	79	A
HRM 410	Human Resource Management Project	68	B
HRM 411	human Resource Development	72	A
HRM 412	Strategic Management	65	B
HRM 413	Employee Relations	66	B
HRM 414	Employee Performance and Separation	64	B
HRM 421	Stategic Human Resource Operations	83	A
HRM 422	Workplace Counselling	70	A
HRM 423	Public Relations	53	C
HRM 424	Management of Change	73	A
HRM 425	Contemporary Issues in Human Resource Management	61	B
HRM 426	Global human Resource Management	74	A
UCU 006	Attachment	66	B

TOTAL NUMBER OF UNITS TAKEN IN THE ACADEMIC YEAR [.....] 16

CUMULATIVE AVERAGE SCORE ..... 71

REMARKS **SECOND CLASS HONOURS - UPPER DIVISION**

Certified True copy of the original  
**CHRISTOPHER MIPES**  
 Advocate, Commissioner for  
 Oaths & Notary Public  
 P. O. Box 7012-00100 Eldoret

**Key to Grades** 70% and Above - A ,60-69% - B, 50-59% - C, 40-49%- D, CT Credit Transfer

*[Signature]*  
 24.4.23

*[Signature]*  
 REGISTRAR (ACADEMIC AFFAIRS)

Mount Kenya University  
 P. O. Box 542-01000 Thika, (K)  
 Registrar Academic Affairs

23/5/2013  
 DATE

Serial No.....42724

# Mount Kenya University



## OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS ACADEMIC TRANSCRIPT

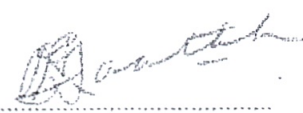
Isaac Kipkemboi Melly

NAME OF STUDENT .....

SCHOOL **Business and Public Management** REG No. **ELD/B/BBM/111/00394**DEPARTMENT **Management**PROGRAMME **Bachelor of Business Management(BBM) Human Resource Option**ACADEMIC YEAR **2011/2012** YEAR OF STUDY **III** SEMESTER

Unit Code	Unit Title	Marks	Grades
BBM 312	Business Statistics	66	B
BBM 311	Human Resource management	CT	
HRM 321	Industrial Psychology	66	B
HRM 311	Employee Sourcing	71	A
HRM 313	Environmental Sources	64	B
HRM 322	Labour Laws	80	A
HRM 323	Conflict Management	66	B
RMI 324	Occupational Health and Safety	78	A
BFM 311	Money and Banking	70	A
BFM 312	Financial Management II	51	C
BBM 321	Operational Research	64	B
BBM 322	Co-operative and Microfinance Management	60	B

Verified true copy of the Original  
CHRISTOPHER MITEL  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011-00100, Eldoret.

TOTAL NUMBER OF UNITS TAKEN IN THE ACADEMIC YEAR [..... 11 .....] CUMULATIVE AVERAGE SCORE ..... 66 ..... **24/4/23**REMARKS **PROCEED TO YEAR FOUR****Key to Grades** 70% and Above - A ,60-69% - B, 50-59% - C, 40-49%- D, CT Credit Transfer
  
REGISTRAR (ACADEMIC AFFAIRS)

Mount Kenya University  
P. O. Box 342-01000 Thika, (K)

Registrar Academic Affairs

22/06/2013  
DATE

Serial No.....42722

# Mount Kenya University

## OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS ACADEMIC TRANSCRIPT

NAME OF STUDENT Isaac Kipkemboi Melly  
 SCHOOL Business and Public Management REG No. ELD/B/BBM/111/00394  
 DEPARTMENT Management  
 PROGRAMME Bachelor of Business Management (BBM) Human Resource Option  
 ACADEMIC YEAR 2010/2011 YEAR OF STUDY II SEMESTER I,II

Unit Code	Unit Title	Marks	Grades
BBM 211	Cost Accounting	64	B
BBM 212	Quantitative Techniques	56	C
BBM 213	Organization Behaviour	CT	
BBM 214	Introduction to Purchasing and Supplies	53	C
BBM 215	Financial Management I	CT	
BBM 216	Intermediate Microeconomics	52	C
BBM 221	Management Accounting I	CT	
BBM 222	Co-operative and Microfinance Management	61	B
BBM 223	Introduction to Business Statistics	57	C
BBM 224	Principles of Risk Management and Insurance	57	C
BBM 225	Intermediate Macroeconomics	56	C
UCU 005	Entrepreneurship	63	B

Certified true copy of the Original  
 CHRISTOPHER KITPEI  
 Advocate, Commissioner for  
 Oaths & Notary Public  
 P. O. Box 7011-20146 Eldoret.

TOTAL NUMBER OF UNITS TAKEN IN THE ACADEMIC YEAR [ 9 ]  
 CUMULATIVE AVERAGE SCORE 58  
 REMARKS PROCEED TO YEAR THREE

**Key to Grades** 70% and Above - A, 60-69% - B, 50-59% - C, 40-49% - D, CT Credit Transfer

  
 REGISTRAR (ACADEMIC AFFAIRS)

Mount Kenya University  
 P. O. Box 342-01000 Thika, (K)  
 Registrar Academic Affairs

22/09/2013  
 DATE

Serial No. **39091**.....

# Mount Kenya University

## OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS ACADEMIC TRANSCRIPT

NAME OF STUDENT ..... **Isaac Kipkemboi Melly** .....

SCHOOL ..... **Business and Public Management** ..... REG No. **ELD/B/BBM/111/00394** .....

DEPARTMENT ..... **Management** .....

PROGRAMME ..... **Bachelor of Business Management(BBM) Human Resource Management Option** .....

ACADEMIC YEAR ..... **2010/2011** ..... YEAR OF STUDY ..... **I** ..... SEMESTER ..... **I,II** .....

Unit Code	Unit Title		Grades
UCU 001	Communication Skills	70	A
BBM 111	Computer Skills and Application	71	A
BBM 112	Foundation Mathematics	73	A
BBM 113	Introduction to Business	71	A
BBM 114	Fundamentals of Accounting I	75	A
BBM 115	Introduction to Microeconomics	75	A
BBM 121	Development Studies	54	C
BBM 122	Principles of Management	62	B
BBM 123	Business Law	CT	
BBM 124	Principles of Marketing	64	B
BBM 125	Fundamentals of Accounting II	74	A
BBM 126	Introduction to Macroeconomics	59	C
UCU 004	HIV/AIDS and Drug Abuse	54	C

Certified True copy of the Original  
**CHRISTOPHER MPELE**  
 Advocate, Commissioner for  
 Oaths & Notary Public  
 P. O. Box 7011-00100, Eldoret.

TOTAL NUMBER OF UNITS TAKEN IN THE ACADEMIC YEAR [ ..... **12** ] .....

CUMULATIVE AVERAGE SCORE ..... **67** .....

REMARKS ..... **PROCEED TO YEAR TWO** .....

**Key to Grades** 70% and Above - A, 60-69% - B, 50-59% - C, 40-49% - D, CT Credit Transfer

  
 REGISTRAR (ACADEMIC AFFAIRS)

Mount Kenya University  
 P. O. Box 342-01009 Thika, (K)  
 Registrar Academic Affairs

23/5/2013  
 DATE



**THE KENYA INSTITUTE OF MANAGEMENT**

*This is to certify that*

*Isaac Kipkemboi Melly*

*having completed the prescribed course of study and  
passed the required examinations*

*has been awarded*

*Diploma in Business*

*Management*

*Given under the Common Seal of*

**THE KENYA INSTITUTE OF MANAGEMENT**

*This* 13th *day of* December *Year* 2007

*[Signature]*

*Director, KIM School of Management*

*[Signature]*

*Executive Director / CEO, KIM*

*[Signature]*

Certified True copy of the Original  
CHRISTOPHER MITEI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011-201/1st, Eldoret.



*Student Admission Number* CBM/ELD/2043

*24/1/23*



# THE KENYA INSTITUTE OF MANAGEMENT

Management Centre  
Kapiti Road, off Mombasa Road  
Belle vue, South C  
P.O. Box 43706, Nairobi, Kenya

Tel: 607714/604307  
Fax: 607268  
Email: kim@kim.ac.ke  
Website: http://www.kim.ac.ke

## ACADEMIC TRANSCRIPT

### DIPLOMA IN BUSINESS MANAGEMENT - PART II

STUDENT NAME: ISAAC KIPKEMBOI MELLY

DATE OF EXAM: DECEMBER 2007

ADMISSION NO: ELD/2043


SUBJECT CODE	SUBJECT NAME	GRADE
DBM7	FINANCIAL MANAGEMENT	[C]
DBM8	STRATEGIC MANAGEMENT	[B]
DBM9	TOTAL QUALITY MANAGEMENT	[B]
DBM10	HUMAN RESOURCES MANAGEMENT	[B]
DBM11	PROCUREMENT & SUPPLY CHAIN MANAGEMENT	[B]
DBM12	PRODUCTION AND OPERATIONS MANAGEMENT	[B]
DBM13	RESEARCH PROJECT	[B]

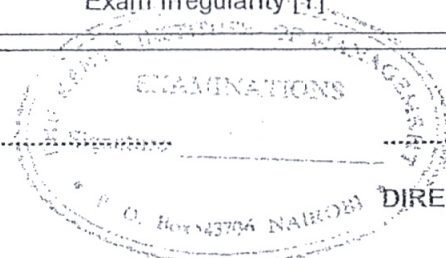
OVERALL RESULT: [UPPER CREDIT]

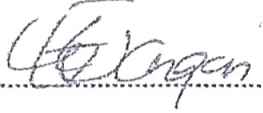
#### KEY TO GRADES

DISTINCTION [A] 80% - 100% UPPER CREDIT [B] 65% - 79% CREDIT [C] 50% - 64%  
 PASS [D] 40% - 49% FAIL [E] 0% - 39% All Complete Except Research Project [ACER]

NB. Exemptions [\*] Exam Irregularity [Y]

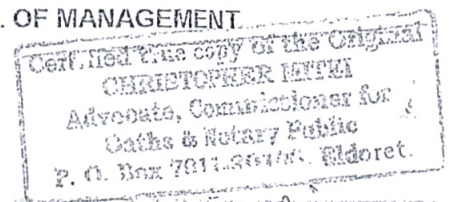
  
HEAD, EXAMINATIONS



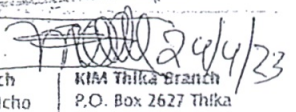
  
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Printed on: 4/17/2008

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KIM Nyeri Branch P.O. Box 2343, Nyeri	KIM Kakamega Branch P.O. Box 1366, Kakamega	KIM Kisumu Branch P.O. Box 1083, Kisumu	KIM Embu Branch P.O. Box 1829, Embu	KIM Kisii Branch P.O. Box 2963, Kisii	KIM Machakos Branch P.O. Box 1053 Machakos

 29/4/23



# THE KENYA INSTITUTE OF MANAGEMENT

Management Centre  
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Belle vue, South C  
P.O. Box 43706, Nairobi, Kenya

Tel: 607714/604307  
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Email: kim@kim.ac.ke  
Website: http://www.kim.ac.ke

## ACADEMIC TRANSCRIPT

### DIPLOMA IN BUSINESS MANAGEMENT - PART 1

STUDENT NAME : ISAAC KIPKEMBOI MELLY

INDEX NO : ELD/2043

DATE OF EXAMS : JUNE 2007

SUBJECT NAME	GRADE
DBM1 : Practice of Management	[ C ]
DBM2 : Financial and Cost Accounting II	[ B ]
DBM3 : Marketing Management II	[ B ]
DBM4 : Computer Applications in Management	[ C ]
DBM5 : Business Research Methods	[ C ]
DBM6 : Quantitative Techniques	[ B ]

### OVERALL RESULT : UPPER CREDIT

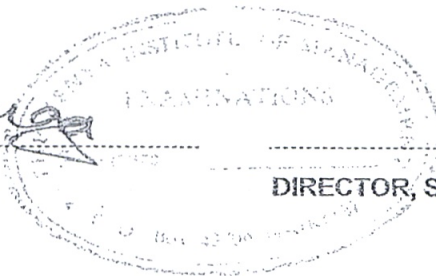
#### KEY TO GRADES:

DISTINCTION [A] 80% - 100%	UPPER CREDIT [B] 65% - 79%	CREDIT [C] 50% - 64%
PASS [D] 40% - 49%	FAIL [E] 0% - 39%	
NB. [*] EXEMPTION	[Y] EXAM IRREGULARITY	

HEAD, EXAMINATIONS

DIRECTOR, SCHOOL OF MANAGEMENT

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 P. O. Box 7011, Eldoret.

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Fax: 053-2062632  
Email: eldoret@kim.ac.ke

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Tel: 056-30958

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Tel: 057-2022424

KIM Embu Branch  
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Tel: 068-30543

KIM Kisii Branch  
P.O. Box 2963, Kisii  
Tel: 058-30661

KIM Machakos Branch  
P.O. Box 1053 Machakos  
Tel: 044-31122

*Signature* 29/4/13



THE KENYA INSTITUTE OF MANAGEMENT

*This is to certify that*

*Isaac Kipkemboi Melly*

*having completed the prescribed course of study and  
passed the required examinations  
has been awarded*

*Advanced Certificate in Human*

*Resource Management*

*Given under the Common Seal of*

THE KENYA INSTITUTE OF MANAGEMENT

*This 15<sup>th</sup> day of December Year 2006*

*[Signature]*

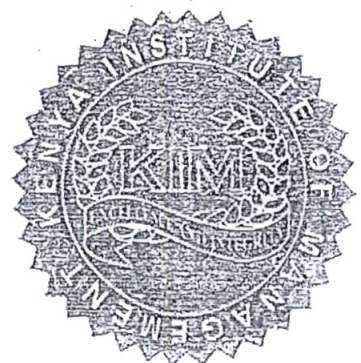
Director, K.I.M. School Of Management

*[Signature]*

Executive Director/CEO, K.I.M.

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CHRISTOPHER MUYI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, Eldoret.

*[Signature]*



24/4/23



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Website: <http://www.kim.ac.ke>

## ACADEMIC TRANSCRIPT

### ADVANCED CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

STUDENT NAME : ISAAC KIPKEMBOI MELLY

INDEX NO : ELD/2043

DATE OF EXAMS : DECEMBER 2006

#### SUBJECT NAME

#### GRADE

ACHRM1	: Introduction to Organisational Behaviour	I B
ACHRM2	: Financial and Cost Accounting I	I C
ACHRM3	: Fundamentals of Human Resource Management	I B
ACHRM4	: Management Information Systems	I B
ACHRM5	: Business Law	I B
ACHRMS	: Employee Resourcing and Performance Management	I C

### OVERALL RESULT : UPPER CREDIT

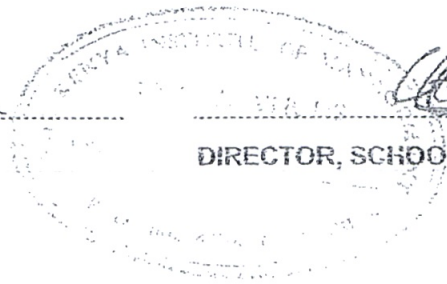
#### KEY TO GRADES:

DISTINCTION	[A] 80% - 100%	UPPER CREDIT	[B] 65% - 79%	CREDIT	[C] 50% - 64%
PASS	[D] 40% - 49%	FAIL	[E] 0% - 39%		
NB.	[*] EXEMPTION		[Y] EXAM IRREGULARITY		

HEAD, EXAMINATIONS

DIRECTOR, SCHOOL OF MANAGEMENT

Printed on 17-Jan-07



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CHRISTOPHER NYERI  
Advocate, Commissioner for  
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P. O. Box 7811-00101 Eldoret.

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KIM Embu Branch  
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Tel: 068-30543

KIM Kisii Branch  
P.O. Box 2963, Kisii  
Tel: 058-30661

*[Signature]* 20/1/07



THE KENYA INSTITUTE OF MANAGEMENT

*This is to certify that*

*Isaac Kipkemboi Melly*

*having completed the prescribed course of study and  
passed the required examinations*

*has been awarded  
Certificate in Business*

*Management*

*Given under the Common Seal of*

THE KENYA INSTITUTE OF MANAGEMENT

*This 22<sup>nd</sup> day of September Year 2005*

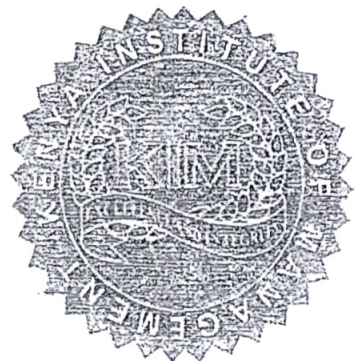
*[Signature]*

Director, K.I.M. School Of Management

*[Signature]*

Executive Director's CEO, K.I.M.

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CHRISTOPHER MUTHI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011 Nairobi, Kenya.



*[Signature]*  
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Website: http://www.kim.ac.ke

## ACADEMIC TRANSCRIPT

### CERTIFICATE IN BUSINESS MANAGEMENT

STUDENT NAME : ISAAC KIPKEMBOI MELLY

INDEX NO : ELD/2043

DATE OF EXAMS : SEPTEMBER 2006

#### SUBJECT NAME

#### GRADE

CBM1	: Fundamentals of Management	I B
CBM2	: Principles of Accounts	I B
CBM3	: Business Communication	I C
CBM4	: Economics	I C
CBM5	: Introduction to Law	I C
CBM6	: Business Statistics and Mathematics	I C

**OVERALL RESULT : CREDIT**

#### KEY TO GRADES:

DISTINCTION	[A] 80% - 100%	UPPER CREDIT	[B] 65% - 79%	CREDIT	[C] 50% - 64%
PASS	[D] 40% - 49%	FAIL	[E] 0% - 39%		
NB.	[*] EXEMPTION		[Y] EXAM IRREGULARITY		

HEAD, EXAMINATIONS

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 Branch Executive  
 Trade World Building  
 Opp. Gibcon Plaza/Mache  
 P. O. Box 12692 Nakuru • Tel/Fax: 210969

KIM Eldoret Branch  
 Branch Executive  
 2nd Floor, NBK Building  
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Email: kim@kim.ac.ke  
Website: http://www.kim.ac.ke

## ACADEMIC TRANSCRIPT

### BRIDGING COURSE IN BUSINESS MANAGEMENT

STUDENT NAME : ISAAC KIPKEMBOI MELLY

INDEX NO : ELD/2043

DATE OF EXAMS : JUNE 2006

SUBJECT NAME	GRADE
BCBM1 : Business English	[ B ]
BCBM2 : Business Mathematics	[ C ]
BCBM3 : Book-Keeping and Accounts	[ B ]

### OVERALL RESULT : UPPER CREDIT

#### KEY TO GRADES:

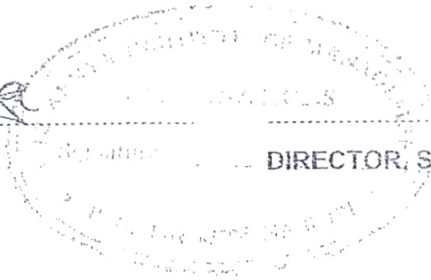
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PASS [D] 40% - 49%	FAIL [E] 0% - 39%	
NB. [*] EXEMPTION	[Y] EXAM IRREGULARITY	

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KIM Kisii Branch  
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Tel: 058-30661

# The Kenya National Examinations Council



This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below and qualified for the award of a

## Kenya Certificate of Secondary Education

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

NELLY K ISAAC

#1#

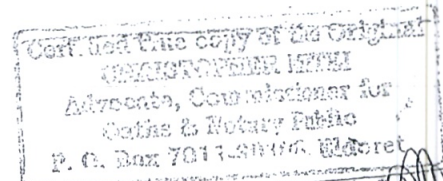
509222/009

ZAFLELACH SECONDARY SCHOOL

	GRADE
101 ENGLISH	D (PLAIN)
102 KISWAHILI	C-(MINUS)
121 MATHEMATICS	E
231 BIOLOGY	D (PLAIN)
233 CHEMISTRY	D-(MINUS)
318 SOCIAL EDUCATION AND ETHICS	C+(PLUS)
443 AGRICULTURE	C-(MINUS)
582 COMMERCE	C+(PLUS)

SUBJECTS NAMED EIGHT MEAN GRADE D+(PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2007



Secretary

Kenya National Examinations Council

This is a secure document using special paper.  
Please hold it up to the light to verify that the word  
MUTHANI can be seen through the paper.

Chairman

Kenya National Examinations Council

KCSE 2119484

Not valid without a hologram

(See overleaf)



EU/B 190 (Rev.)

REPUBLIC OF KENYA

MINISTRY OF EDUCATION

KENYA SECONDARY SCHOOL LEAVING CERTIFICATE

KAFELACH SECONDARY SCHOOL

P.O. BOX 5419, ELDORET.

Admission/Serial No. 176

THIS IS TO CERTIFY THAT ISAAC KIKILIBOI NELLY entered this school on 1999 and was enrolled in Form FORM ONE and left on 2002 from Form FOUR having satisfactorily completed the approved course for Form FOUR

Date of Birth (in Admission Register) 1979

Headteacher's report on the pupil's ability, industry and conduct.

Isaac Nelly is a hardworking student. He is above average academically.

He is active member of C.U., school choir member, captain of school football team and athletics team. He is very discipline and dependable prefect.

Pupil's signature

Date of issue 29/11/2002

Stamp: CHIEF OFFICER MPTKI, Advocate, Commissioner for Oaths & Notary Public, P.O. Box 7011, Eldoret

Stamp: KAFELACH SEC. DATE 29/11/2002 HEADTEACHER P.O. BOX 5419, ELDORET

Signature

Headteacher



# Certificate of Service

Presented to

## Isaac Kipkemboi Melly

Last served as Staff Welfare Manager at CPF Financial Services,  
Head Office

From 01/04/2019 to 08/02/2022



CPF House, 7, Hoan  
Halle, Schloss-Annunzi  
P.O. Box 28938, 60200 Nürnberg

DESTROY THE COPY OF THE ORIGINAL  
CERTIFICATE HEREIN  
APPROPRIATE COMMISSIONER FOR  
AGRICULTURE, FORESTRY AND  
FISHING  
BY C. BERRY 7/11/2011

✓✓✓✓

Hosea Kil, OGW  
Group Managing Director/CEO



20/4/23

08/02/2022

Date

CPF / PF447

3<sup>rd</sup> June 2021.

Isaac Kipkemboi Melly,  
CPF,  
**NAIROBI.**

Dear Isaac,

**RE: 2020 PERFORMANCE FEEDBACK**

Reference is made to the above subject matter and subsequent discussions between yourself and your immediate supervisor. This is to bring to your attention that we have received your BSC evaluation report for 2020.

The report was subsequently submitted to the Human Resource Advisory Committee for moderation and as a result, your final overall average performance for 2020 is **3.73**. Therefore, as per the bonus policy, you are entitled to a performance incentive equivalent to an award of **fifty percent (50%)** of your basic salary, house allowance and other allowances.

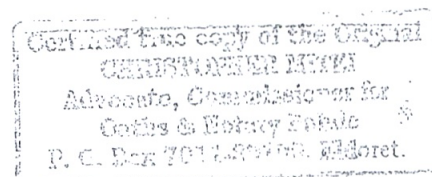
I take this opportunity to congratulate you for the effort that you have put in your area of jurisdiction and look forward to a much better performance this year.

Yours faithfully,



**LUCY J. MANDAGO**  
**FOR: GROUP MANAGING DIRECTOR/CEO**

**CC: GMD**



 20/6/23

18<sup>th</sup> March 2021

OUR REF: P/FNo. 467

**ISAAC MELLY**  
**HR & ADMIN DIVISION**

Dear Isaac,

**RE: NOMINATION AS A JOB ANALYST**

The above subject matter refers.

The Group is in the process of reviewing its Organizational Structure to align with the new strategic plan. Job analysis is a step in the review process.

It is in this regard that you have been nominated as a Job Analyst to work with the consultant and other staff in carrying out job analysis for the group.

Your overall role is to collect, analyse and consolidate information about jobs/roles in your department. You will also guide other staff in filling out the job analysis forms.

You will also review and verify all job analysis forms prepared to ensure that:

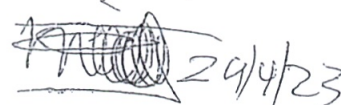
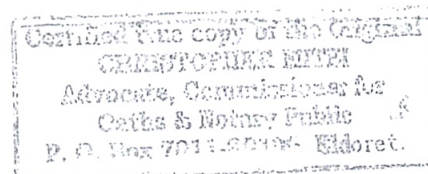
- All sections of the form have been completed and that the forms are suitable for evaluation purposes.
- Overlaps and ambiguity in job titles and responsibilities are identified and clarified; and
- The main responsibilities, duties and tasks of each job are thoroughly understood.

I encourage you to take this exercise seriously because it is a very critical phase in the organization structure review hence it should be given maximum attention and commitment.

I wish you well as you undertake this noble assignment.



**LUCY MANDAGO**  
**GROUP HEAD OF HR & ADMIN.**



5<sup>th</sup> March, 2021.

Isaac Melly,  
CPF,  
Nairobi.

**RE: HEALTH AND SAFETY COMMITTEE APPOINTMENT**

In reference to The Occupational Safety and Health Act 2007: Factories and Other Places of Work (Safety and Health Committee) Rules, 2004, this is to notify you that the management has appointed you to the Health and Safety Committee as the **CHAIRPERSON**.

The terms of reference will be as stipulated in section 6 and 8 (a) and shall include but not limited to:

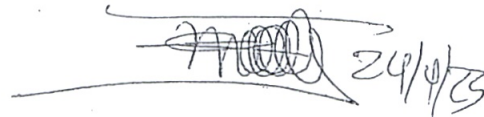
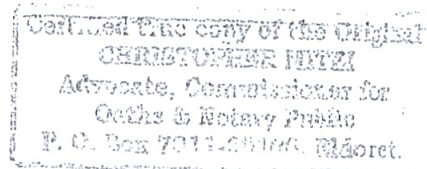
- (i) Preside over all committee meetings when present.
- (ii) Keep members informed of the Safety & Health Policy
- (iii) Assist the committee in setting its objectives and its scope of activities.
- (iv) Ensure the committee meets at least once every quarter of the year.
- (v) Assign responsibilities to members.

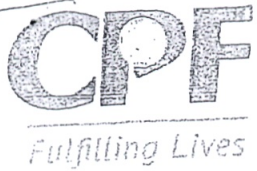
You will be required to familiarize yourself with the provisions of the Act and its Regulations in relation to the functions of the Health and Safety Committee **CHAIRPERSON** and Members, to enable you administer your role effectively and efficiently.

Yours faithfully,



**Lucy J. Mandago**  
**GHRAS**





CPF/HR/2020/0001

DIRECTORS  
Julius Kipng'etich, CBS  
Hosea K. Kili, OGW  
Rosemary Ndiritu  
Stephen Lugalia  
Catherine Nyambala  
John Katiku  
Sahlan Keinan

CPF P/H 447

13<sup>th</sup> February, 2020.

Isaac K. Melly,  
CPF Financial Services,  
**NAIROBI.**

Dear Isaac,

**RE: DEPLOYMENT**

As you are aware the Company has been undergoing intensive business re-engineering process to enable it meet its new mandate in line with its Corporate Strategic Plan 2018 to 2020.

One of the key areas of focus is the re-structuring and revamping the departmental functions and/or roles as well as enhancing staff capacity to ensure that the departmental mandate is met.

In view of the above, you are hereby deployed to Human Resource and Administration Division and consequently you have been re-designated as Manager – Staff Welfare with immediate effect. You will be reporting to the Group Head of Human Resource & Administration Services and your duties and responsibilities will be as detailed in the attached job description.


You will also be eligible to the pension scheme under the rules and regulations governing the scheme.

The Company remains confident that you will continue to deliver your duties with the enthusiasm, passion, energy, direction, and focus that the dispensation you are in charge of deserves.

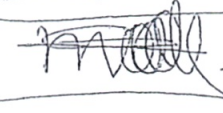
All other terms and conditions of services remains the same.

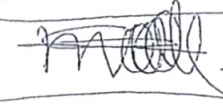
I wish you well in your new deployment.

Yours faithfully,

  
**H. K. KILI, OGW**  
**GROUP MANAGING DIRECTOR/CEO**

CC: GHHRAS

Car. Red True Copy of the Original  
CERTIFICATE OF PRACTICE BY THE  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, Nairobi, Nairobi.  


 29/2/20

14<sup>th</sup> February, 2020.

Isaac Kipkemboi Melly,  
HR & Administration,  
**NAIROBI.**

Dear Isaac,

### **EMPLOYMENT CONTRACT**

This is to inform you that CPF Financial Services Limited (CPF) has reviewed your contract to cover six (6) years; incorporating the terms and conditions stipulated herein.

#### **1. POSITION**

Your job title will be Manager, Staff Welfare JG 5 reporting to the Group Head of Human Resource and Administration Services.

#### **2. TERMS OF ENGAGEMENT**

This employment contract will be for a maximum of six (6) years beginning 1<sup>st</sup> day of April 2019 and ending on the 31<sup>st</sup> Day of March 2025.

#### **3. JOB DESCRIPTION**

Attached hereto as annex A.

#### **4. REMUNERATION**

Your salary Band is JG 5 with Consolidated Salary of **Kshs 228,692.87** (Kenya Shillings Two Hundred and Twenty-Eight Thousand, Six Hundred and Ninety Two and Eighty Seven Cents Only) per month. The consolidated pay consists of Basic Salary, House Allowance and Other Allowances which includes Responsibility allowance, Entertainment allowance and Commuter allowance.

#### **5. DUTY STATION**

As determined by CPF (Company) from time to time. Your first posting station, is in the Head Office on Parliament Lane.

#### **6. LEAVE**

You are entitled to thirty (30) days leave per year. Up to a maximum of five (5) days of your annual leave can be carried forward to the next year and the balance will be forfeited if not taken within the leave year.

#### **7. HOLIDAY ALLOWANCE**

You will be entitled to an annual holiday allowance. Annual holiday allowance shall only be earned when an employee proceed on leave for a minimum of uninterrupted fifteen (15) days in each year failure to which there shall be no payment in respect to the same.

## **8. PERFORMANCE MANAGEMENT**

Your performance will be evaluated bi-annually (twice a year) on the basis of assigned duties and responsibilities. It will be your responsibility to ensure that this is done without fail.

## **9. PERFORMANCE BONUSES**

You will be eligible to the Company's Annual Performance Bonus pay in accordance with the Company's Rules on Performance pay and / or as stipulated in your annual Performance Contract entered between you and the Company.

## **10. PENSIONS SCHEME**

You will be eligible for membership to the Staff Pension Scheme subject to its own rules.

## **11. GROUP BENEFITS**

You will be eligible to the Company's Medical Scheme for self, spouse and family up to a maximum of four children under the age of twenty one (21) and up to the age of twenty five (25) years upon proof of schooling. Group Life & Group Accident Insurance Cover. Other benefits include Car Loan and Housing Mortgage facilities which will generally be available to you as per the policies of Company and the rules of the individual schemes after your confirmation.

## **12. STAFF TERMS AND CONDITIONS OF SERVICE**

While serving at the Company, you will be governed by the staff terms and conditions of service as outlined in the Human Resources Policies and Procedures Manual of 2018 or as reviewed from time to time. You are also bound by the provisions spelt out in the Employment Act.

## **13. HOURS OF WORK**

You will be expected to devote your whole time to the business of the Company and other occupations are not permitted. The working hours are **8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.; Monday to Friday.** However, the nature of the Company's activities may require working at other times other than those specified herein.

## **14. COPYRIGHT**

You acknowledge that any work you produce in the course of your employment is our property and you waive your author's rights in any of that work. You must not remove any of this work (or copies of it) from our business premises, other than in the ordinary course of your duties or with our express consent.

## **15. OBLIGATION**

This contract and your acceptance thereof will constitute a binding contract between you and the Company. Save as herein provided, no variation or alteration to this agreement shall be valid or effective unless the same shall have been effected in writing and duly executed by both parties. This contract supersedes all other agreements and/or arrangements hitherto entered into (if applicable) between you and the Company.

Serial No. 13058



THE KENYA INSTITUTE OF MANAGEMENT

Certificate of Appreciation

This is to certify that

Isaac Melly

Attended the

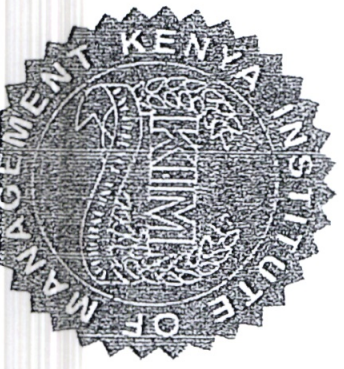
9th Annual Managers Conference 2020

Theme: Managing & Re-Positioning for Post Pandemic Success

held on

4th - 6th November 2020

CHIEF EXECUTIVE OFFICER  
Advocate, Commission for  
Oaths & Oath-Taking  
P. O. Box 7011-30140, Nairobi.



[Signature]

[Signature] 24/10/23



# SAFETEC SOLUTIONS LTD

## Certificate Of Participation

THIS IS TO CERTIFY

*Isaac Melly*

Certified true copy of the Original  
**CHRISTOPHER NYEKI**  
Advocate, Commissioner for  
Oaths & Notary Public  
P.O. Box 100000, Nairobi, Kenya

*[Signature]*  
24/4/23



Has successfully Completed,

Occupational Health and Safety Committee Training

*Held at Gpf Financial Services Limited*

On 18<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup> & 22<sup>nd</sup> October, 2021

*[Signature]*

Managing Director

*[Signature]*

Training Co-ordinator



Professional

# Certificate of Participation

THIS IS TO CERTIFY THAT

*Jane M Kelly*

Successfully completed the training programme

**HIGH PERFORMANCE LEADERSHIP**

Held Virtually

10th - 13th May, 2021

Cert. Held to be copy of the Original  
CERTIFICATION FROM  
Awardee, Commissioner for  
Oceans & Coastal Affairs  
P. O. Box 7011, 60100 Eldoret

*Anthony Wachira*

Anthony Wachira (CPT) <sup>TM</sup>  
Senior Learning &  
Development Consultant

*Joseph Kimani Maina*

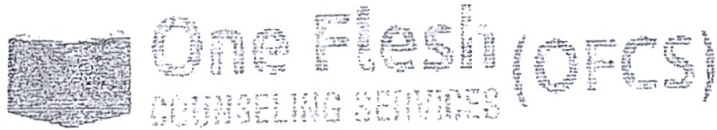
Joseph Kimani Maina  
Director

*Dr. Jane W. Njiru*

Dr. Jane W. Njiru  
Executive Director

29/4/23

Serial No: 00772



# Certificate of Participation

*This is to certify that*

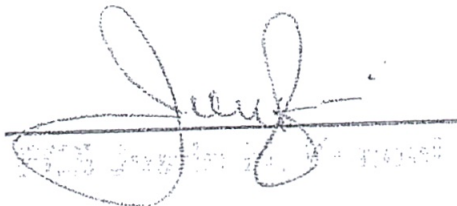
**Isaac Melly**

*participated in and successfully completed*

*A Workshop on coping with the Impact of Covid-19 Pandemic on Employees,  
their Families' Emotional Health and Organizational Productivity*

*held on*

*Monday 22<sup>nd</sup> to Friday 26<sup>th</sup> March 2021 at  
Travellers Beach Hotel & Club, Mombasa*





Certified true copy of the  
CHRISTOPHER MWANGI  
Advocate, Commissioner of  
Oaths & Notary Public  
P. O. Box 7013, Mombasa, Kenya

THE KPI INSTITUTE

CERTIFICATE OF ATTENDANCE

*This confirms that*

Isaac Melly

*Has attended the*

Certified Balanced Scorecard Management System Professional <sup>24/4/23</sup>  
Training Course

12 - 14 March 2020  
Nairobi, Kenya

Facilitator  
MIHAI TOMA



CEO of The KPI Institute  
DR. AUREL BRUDAN



Certified True copy of the Original  
CHRISTOPHER MITHEI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, Eldoret.





DIRECTORS  
Julius Kipng'etich, CBS  
Hosea K. Kili, OGW  
Rosemary Ndiritu  
Stephen Lugalia  
Catherine Nyambala  
John Katiku  
Sahlan Keinan

31<sup>st</sup> December, 2019.

CPF P/F 447

Isaac Kipkemboi Melly,  
CPF,  
**NAIROBI.**

Dear Isaac,

**RE: COST OF LIVING SALARY ADJUSTMENT AWARD**

The above matter refers.

The company in its efforts to ensure that staff are cushioned against rising cost of living and following improved company performance during the last financial year, this is to bring to your attention that the board has approved a 5% cost of living adjustment effective 1<sup>st</sup> January, 2020.

In line with this, am pleased to inform you that your gross salary has been adjusted to **Kshs 228,692.87** effective 1<sup>st</sup> January, 2020.

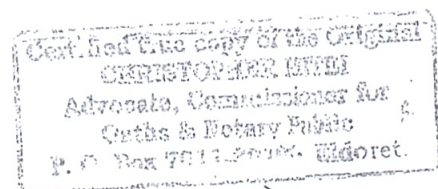
Please note that the Company has undertaken to conduct salary survey. The recommendations will be adopted for implementation immediately the report is ready which will be further communicated to you.

Any other terms currently enjoyed by yourself remain unchanged.

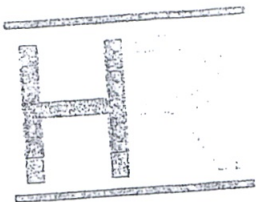
I take this opportunity to thank you for the tireless effort, energy and passion that you have continuously put to ensure seamless service delivery to our esteemed customers.

Yours faithfully,

**LUCY J. MANDAGO**  
**FOR: GROUP MANAGING DIRECTOR/CEO**



24/4/23



Institute of  
H u m a n  
R e s o u r c e  
M a n a g e m e n t

The Professional Body of HR Practitioners in Kenya

Cardinal Otunga Street,  
P.O. Box 6132 -00300 Nairobi, Kenya  
Tel: +254 (0) 20 2213745  
+254 (0) 20 2240213  
Fax: + 254 (0) 20 2244557  
Email: [info@ihrm.or.ke](mailto:info@ihrm.or.ke)  
Website: [www.ihrm.or.ke](http://www.ihrm.or.ke)

Ref. No. IHRM/OEDIHRM/RMT/3/19

Our Ref: IHRM/GS/6879

08<sup>th</sup> October, 2019

TO WHOM IT MAY CONCERN

RE: ISAAC KIPKEMBOI MELLY 09792

We wish to confirm that Isaac Kipkemboi Melly of Membership Number 09792 is a member of the Institute of Human Resource Management (IHRM).

IHRM is a body of HR professionals in Kenya established under the Human Resource Management Professionals Act, No. 52 of 2012. It is mandated with promoting the application of best HR management policies and practices at the workplace through the promotion and development of professional standards of conduct and competence for HR Practitioners.

To be in good standing therefore, one is required to adhere to the HR Professionals' Code of Ethics, honor membership subscriptions on time and engage in learning activities that will provide added value to professional capabilities through advancement in knowledge, skills and personal qualities. Ten (10) Continuous Professional Development (CPD) Credit Points will annually represent this advancement.

And for that reason we hereby confirm that Isaac Kipkemboi Melly is a member in good standing as of the date herein.

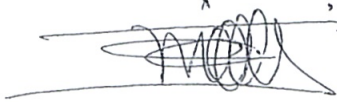
Accord the member any required assistance.

Yours Sincerely,



CHP DORCAS WANJANA, OGW  
EXECUTIVE DIRECTOR, IHRM

Certified True copy of the Original  
CHRISTOPHER MITEI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011 Eldoret.

 2ep/4/23



Fulfilling Lives  
28<sup>th</sup> March, 2019.

DIRECTORS  
Julius Kipng'etich, CBS  
Hosea K. Kili, OGW  
Rosemary Ndiritu  
Stephen Lugalia  
Catherine Nyambala  
John Katiku  
Sahlan Keinan

Isaac K. Melly  
P.O. Box 1650  
Eldoret.

Dear Melly,

**RE: APPOINTMENT LETTER**

We are pleased to inform you that CPF Financial Services Limited (Herein Called CPF) has appointed you on part time bases to the position of **Public Affairs & Government Relations Executive**. You will report to the Group Head of Corporate Communication and Public Affairs on the following terms and conditions.

**1.0 Terms of Engagement :**

This engagement contract will be for a maximum period of Three (3) years beginning on the **1<sup>st</sup> day of April, 2019 and ending on the 31<sup>st</sup> day of March, 2022** subject to renewal as may be decided upon solely by the Employer and the provisions of paragraphs 3.0 and 6.0.

**1.1 Title Rights**

The Company shall be entitled to all property rights, including but not limited to patents, designs, trade secrets, utility models, plant varieties, layout-designs (topographies) copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Company by yourself. At the request of the Company, you shall assist in securing such property rights and transferring them to the Company in compliance with the requirements of the applicable law.

**1.2 Obligation**

You will have the following obligation to the company:-

**1.2.0 Confidentiality**

You shall not during or after the termination of this contract disclose to any person whatsoever any information relating to the CPF Financial Services Ltd and its business or trade secrets of which it has or shall hereafter become possessed. You shall neither seek nor accept instructions regarding the services to be performed for the Company from any authority external to the Company unless otherwise specified. During the period of service for the Company, you will not engage in any activity that is incompatible or in conflict with the discharge of your duties with the Company. These obligations survive the duration of the contract agreement and do not lapse upon cessation of the services with the Company.

## **7.0 Benefits**

### **7.1 Insurance**

You will benefit from the Company's current Medical Scheme for self and family of maximum of four children under the age of twenty one (21) and Maximum of 25 years upon proof that one is in school. Maximum benefit limits are as follows: Inpatient Ksh.1,700,000.00, Outpatient Ksh.300,000.00, Dental Ksh.30,000.00, Optical Ksh.30,000.00 and Maternity ksh. 250,000.00

You will also be enrolled to staff Work Injury Benefit cover under WIBA.

### **7.2 Travel and Accommodation**

You will be facilitated with accommodation, travel and contingency costs whenever you are required to travel outside your work station as per the HR Policy guideline under category JG 5.

## **8.0 leave**

**8.1** You are not entitled to any annual leave since your work is on part time bases.

### **\* 8.2 Compassionate Leave**

You shall be granted one week or five (5) working days compassionate leave as stipulated in the HR Policy manual

### **8.3 Public Holidays**

You shall be granted the days mentioned under Section 5(2) of the Public Holidays Act except where the parties have mutually agreed to working on such days in writing.

## **9.0 Copyright**

You acknowledge that any work you produce in the course of your employment is our property and you waive your author's rights in any of that work. You must not remove any of this work (or copies of it) from our business premises, other than in the ordinary course of your duties or with our express consent.

## **10.0 Staff Welfare/Benevolent Fund**

You will be eligible for membership to Staff Benevolent Fund in accordance to the rules governing the Fund. Details of the Fund shall be outlined to you by the Human Resources and Administration Division.

## **11.0 Acceptance of Contract**

You are required to sign a copy of this letter to confirm your acceptance of this contract which kindly return to the undersigned within the next five (5) working days from the date hereof. Failure to which it will be assumed that you have declined the contract and the management will be at liberty to withdraw your candidature.

## **13.0 Obligation**

This contract and your acceptance thereof will constitute a binding contract between you and the Company. Save as herein provided, no variation or alteration to this agreement shall be

valid or effective unless the same shall have been affected in writing and duly executed by both parties.

Yours faithfully,



**H. K. KILI, OGW**  
**GROUP MANAGING DIRECTOR/CEO**

I Isaac Kiptembo Muli accept this contract under the above stated terms and conditions.

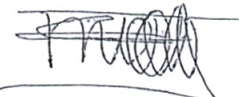
NAME: Isaac Kiptembo Muli

ID No: 21756124

SIGNATURE: 

DATE: 1/04/2019

Best and true copy of the Original  
CHRISTOPHER MUTEI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7013-00100 Eldoret.

  
24/4/23



**EAGLE HR CONSULTANTS LTD**

10<sup>th</sup> Floor, Western Heights

Karuna Road, Westlands

P.O. Box 33929 - 00600

Tel: +254 (0) 700 769 770

+254 (0) 739 459 160

Email: info@eaglehr.co.ke

Website: eaglehr.co.ke

9<sup>th</sup> January, 2019

**MR. ISAAC KIPKEMBOI MELLY**

**P.O.BOX 1650 ELDORET KENYA**

Tel: +254 720 688 104

Email: [mellykipwaipei@gmail.com](mailto:mellykipwaipei@gmail.com)

Dear,

**TO WHOM IT MAY CONCERN.**

This is to confirm that one Mr. Isaac Kipkemboi Melly, previously Elected Senator of Uasin Gishu County, has been working with Eagle HR Consultants Limited as an Associate Consultant since January 2018. Specifically, he is in-charge of *Professional Advisory Management Consultancy* which comprises of matters to do with *Salary and Remuneration Advisory, Survey and Benchmark Services, Research, Job Evaluation & Job Analysis, Executive Recruitment and Organizational Structuring and Re-structuring*

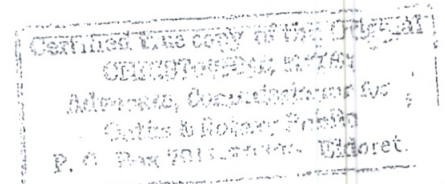
He has performed his duties with competence and high degree of integrity, accountability and professionalism.

We therefore recommend him for any necessary support to achieve his career aspiration now and in future

Yours Sincerely,

Patrick Mutisya

**CHIEF EXECUTIVE OFFICER**





FIRST LADY'S  
HALF MARATHON  
RUN TO SAVE MOTHERS AND CHILDREN

Nº 5742

# Certificate of Participation

Awarded to

Isaack Kipkemboi Melly

The First Lady's Half Marathon on 9th March, 2014

**BEYOND ZERO**

INSPIRING ACTION CHANGING LIVES

Her Excellency the First Lady of the Republic of Kenya

Margaret Kenyalta



*I ran with the First Lady*

Printed in Kenya by  
CHIKIWA'S PRINTERS  
Mombasa, Coast Road, P.O. Box 7011-00101, Eldoret

Mount Kenya



University

Eldoret Campus

This is to Certify that


Isaac Kipkemboi Melly

Has attended the


LEADERSHIP SEMINAR

Held at the Crayfish Camp, Naivasha on 3rd to 4th June 2011

Continued from copy of the Original  
CERTIFICATE HEREIN  
Atropeta, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011 Naivasha, EL DORET.

  
24/6/23

Mount Kenya University  
Eldoret Campus  
Asst Registrar Academic Affairs

  
Director  
Mount Kenya University  
P. O. Box 2501 - 30100 Naivasha  
Date: 24/6/2011

CERTIFICATE No. 0226

MOUNT KENYA



UNIVERSITY

**ICABUMPA 2011 Conference**  
**School of Business and Public Management**

International Conference for the Advancement of Business and Management Practice in Africa

*Theme: Research as a Catalyst to Business and Management  
Innovation for Industrial Development*

*Certificate of Appreciation*

*This is to certify that*

**Isaac K. Mellit**

*Attended the 1<sup>st</sup> ICABUMPA 2011 Conference Held at the  
Kenyatta International Conference Centre, Nairobi - Kenya  
from 20th - 21st April 2011*

Prof. John Nderitu

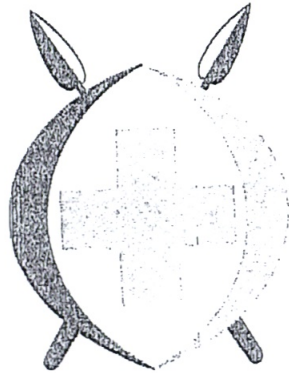
*Deputy Vice Chancellor, Research & Development*

Kennedy M. Waweru

*Dean, School of Business & Management /Conference Chair*

Certified true copy of the Original  
CHRISTOPHER WITEL  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, 20100, Eldoret.

# Certificate



**Kenya  
Red Cross**

Certified true copy of the ORIGINAL  
CHRISTOPHER MPELI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7811 Eldoret, Eldoret.

*[Signature]*  
2014/23

## DROUGHT RESPONSE INITIATIVE 2011

This is to Certify that  
**Isaac Muli**

Participated in the Kenya Red Cross, Uasin Gishu Branch Hunger walk on  
26th February, 2011 in Eldoret town.

*[Signature]*

Mr. Patrick Nyongesa  
Regional Manager  
North Rift Region

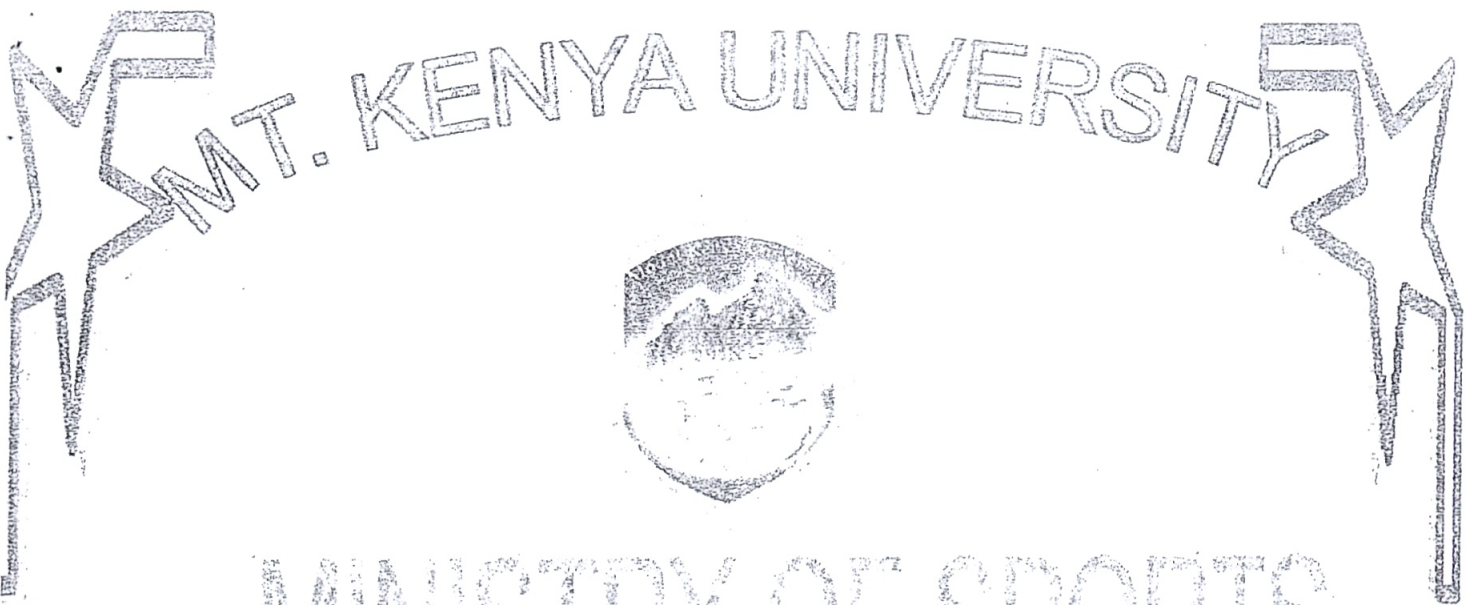
THE KENYA RED CROSS SOCIETY

*Always There!*

UG/HW/1966

*[Signature]*

Mrs. Janet Kirui  
Chairperson  
Uasin Gishu Branch



# MINISTRY OF SPORTS

This is to certify that

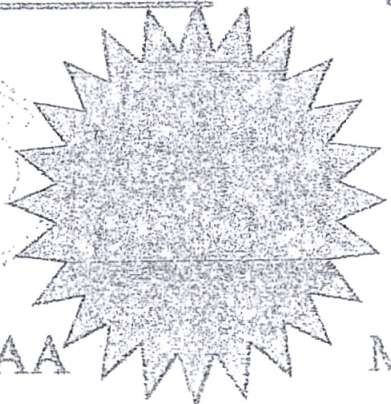
ISAAC MELLU

Certified True copy of the Original  
CHRISTOPHER MITEI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011-00100 Eldoret.

*[Signature]* 24/10/23

Participated in the MT. KENYA UNIVERSITY,  
OPEN TOURNAMENT held at ELDORET  
SPORTS CLUB on the 20<sup>th</sup> of OCTOBER 2010.

Position 1 Event Football



*[Signature]*

Registrar AA

Minister of Sports



**I I E C**

Interim Independent Electoral Commission

**ELDORET NORTH CONSTITUENCY**  
**P.O BOX 822**  
**ELDORET**

25<sup>th</sup> August, 2011

**TO WHOM IT MAY CONCERN**

**RE: ISAAC K. MELLY**

The above named person is known to me having worked for the Interim Independent Electoral Commission in Eldoret North Constituency from 1<sup>st</sup> April 2010 to 5<sup>th</sup> August 2010. He worked as a Clerk on **Electronic Voter Registration and Voter register inspection** exercises. He later worked as **Polling clerk** at the referendum on the new constitution.

Among the responsibilities he did successfully were;

- Registered voters electronically at the polling station;
- Assist voters to inspect their names in the register and correct errors
- Identify voters before allowing them to vote;
- Issuing ballot papers;
- Assisting the Presiding Officer with counting and the tallying and
- Assisting the Presiding Officer in preparing reports.

I therefore recommend him for any assignment or work. Thank You.

Yours Faithfully,

Japheth K. Lagat  
Constituency Election Coordinator  
Eldoret North

INTERIM INDEPENDENT ELECTORAL COMMISSION  
 CONSTITUENCY ELECTIONS CO-ORDINATOR  
 ELDORET NORTH  
 DATE: 25/8/2011

Certified True copy of the Original  
**CHRISTOPHER MUKI**  
 Advocate, Commissioner for  
 Oaths & Notary Public  
 P. O. Box 7011-20101, Eldoret.

  
 24/8/23



# ENTREPRENEURSHIP STUDENTS

ASSOCIATION MOI UNIVERSITY

[MOI UNIVERSITY]



## Certificate Of Participation

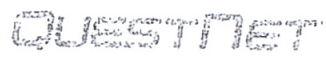
# ISAAC K. MELLY

For active participation in the Entrepreneurship Boot Camp 2010 organized by the Entrepreneurship Students Association at Moi University between the 15th and 17th of October 2010 at Naivasha Crayfish Camp.



G.O Achar  
Club Patron  
Moi University

Kamau Nyabwengi  
Project co-ordinator  
Entrepreneurship Students Association Moi University



Cert. and true copy of the Original  
CHRISTOPHER NYIEL  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, Eldoret.

SCHEDULES

1. OATHS AND AFFIRMATIONS

*OATH OR SOLEMN AFFIRMATION OF DUE EXECUTION OF OFFICE FOR ALL ELECTED OFFICIALS TO THE STUDENTS COUNCIL*

I, ISAAC MBEI..... having been elected..... THE PRESIDENT..... of the students council do solemnly swear that I will bear truth, faith, allegiance and confidentiality to the students association and to the university Governing Council ; that I will obey, respect, uphold, preserve, protect and defend the constitution of the Mount Kenya University Students' Association; and that I will faithfully and conscientiously perform the functions of my office as defined by the constitution and to the best of my ability (in the case of an oath; so help me God)



Certified true copy of the original  
CHRISTOPHER NYERI  
Advocate, Commissioner for  
Oaths & Return Public  
P. O. Box 701 Eldoret, Eldoret.

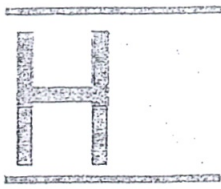
*[Handwritten signature]*  
24/10/23

Registration (AA)

*[Handwritten signature]*  
01/03/2010

*[Handwritten signature]*

01/03/2010



Institute of  
H u m a n  
R e s o u r c e  
M a n a g e m e n t

The Professional Body of HR Practitioners in Kenya

Cardinal Otunga Plaza, 6<sup>th</sup> Floor,  
Kaunda Street,  
P.O. Box 6132 -00300 Nairobi, Kenya  
Tel: +254 (0) 20 2213745  
+254 (0) 20 2240213  
Fax: + 254 (0) 20 2244557  
Email: [info@ihrm.or.ke](mailto:info@ihrm.or.ke)  
Website: [www.ihrm.or.ke](http://www.ihrm.or.ke)

Our Ref: IHRM/OLC/5/18

8<sup>th</sup> March 2018.

**TO WHOM IT MAY CONCERN**

**RE: ISAAC KIPKEMBOI MELLY NUMBER 009792**

We wish to confirm that Isaac Kipkemboi of Membership Number 009792 is a member of the Institute of Human Resource Management (IHRM).

IHRM is a body of HR professionals in Kenya established under the Human Resource Management Professionals Act, No. 52 of 2012. It is mandated with promoting the application of best HR management policies and practices at the workplace through the promotion and development of professional standards of conduct and competence for HR Practitioners.

To be in good standing therefore, one is required to adhere to the HR Professionals' Code of Ethics, honor membership subscriptions on time and engage in learning activities that will provide added value to professional capability through advancement in knowledge, skills and personal qualities. Ten (10) Continuous Professional Development (CPD) Credit Points will annually represent this advancement.

For that reason, we hereby confirm that Isaac Kipkemboi is a member in good standing as of the date herein. Accord the member any required assistance.

Yours Sincerely,

MRS. DORCAS WAINAINA, (FAAPM, CHRA, HRMP, MBA, HND-HR, B.Ed)

EXECUTIVE DIRECTOR, IHRM

Certified True copy of the Original  
CHRISTOPHER MWELI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011-20100 Eldoret.



*Since 1954*

**THE KENYA INSTITUTE OF MANAGEMENT**

*Dear Graduant,*

**CONGRATULATIONS ON YOUR GRADUATION!!**

*The Director, KIM School of Management, on behalf of the Council, The Executive Director, Staff, Lecturers and the entire KIM fraternity heartily congratulate you for the Diploma Award you have received on the occasion of the 7th Graduation Ceremony, November 28, 2008.*

*We all wish you the best as you join and advance in the management profession. We look forward to your active participation in:-*

- *KIM Alumni*
- *Professional Membership Activities*

*Merry Christmas and Happy New Year.*

Verified true copy of the Original  
CHRISTOPHER MITI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011-80700, Eldoret.

Leah Muryao  
Director,

KIM School of Management

  
2009/10/23



REPUBLIC OF KENYA

**ELDORET NORTH CONSTITUENCY OFFICE**

K.V.D.A PLAZA  
11<sup>th</sup> Floor, Left wing  
**ELDORET.**

P.O. Box 3811, Eldoret  
Tel: 053-206 0835

UKWELI WA KAZI

29 JUNE 2009

TO WHOM MAY CONCERN.

RECOMMENDATION LETTER

**RE: ISAAC K. MELI.**

This is to confirm that the above named officer worked in Eldoret North Constituency office as a **lead person** representing ward level in coordinating research in education strategic plan and groups' mobilization for the **last one year.**

During this time, he has proved to be hardworking, reliable and showed a lot of development potentiality.

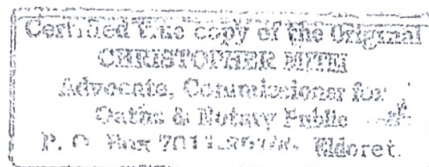
His achievements and character gives us no hesitation to recommend him for any prospective employment.

Your assistance is anticipated and will be highly appreciated.

Yours truly,



SAMOEI NICHOLAS KIBET  
ELDORET NORTH CONSTITUENCY OFFICE MANAGER.



20/6/23



**MOI UNIVERSITY  
CHEPKOILEL CAMPUS  
(BOOKSHOP DEPARTMENT)**

Telephone Eldoret 053 43620  
Fax: 053- 2063257

P.O. Box 1125  
Eldoret.  
KENYA

DATE: 20<sup>TH</sup> DEC 2008

**TO WHOM IT MAY CONCERN.**

This is to confirm that Mr. Isaac Melly has duly completed his attachment in the bookshop for period of 4 Months.

He was attached in different sections within the bookshop where he managed to gather experience in record keeping, Accounting, Stores reconciliation and maintenance of store levels.

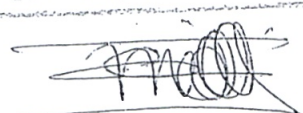
Any assistance accorded to him will be highly appreciated.

Thank you.

  
ONDIEK ALALA

**INCHARGE BOOKSHOP- CHEPKOILEL CAMPUS.**

Certified True copy of the Original  
CHRISTOPHER MUTSI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, Eldoret.

  
24/12/23



**MOI UNIVERSITY  
CHEPKOILEL CAMPUS  
(BOOKSHOP DEPARTMENT)**

Telephone Eldoret 053 43620  
Fax: 053- 2063257

P.O. Box 1125  
Eldoret.  
KENYA

DATE: 18<sup>TH</sup> NOV, 2008

**TO WHOM IT MAY CONCERN.**

**RE: RECOMMENDATION LETTER FOR ISAAC KIPKEMBOI MELLY  
ID.NO.21756124.**

The above named person has been working with us from January, 2008 to date in Moi University Chepkoilel Campus. During his course he worked in Sores where he would receive and issue materials to shopfloor, prepare accounting reports for every Month, he also assisted in procuring materials on behalf of the bookshop he would ensure that all records are properly kept.

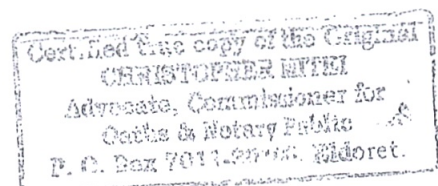
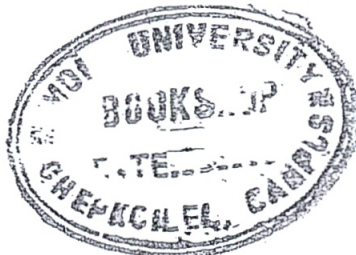
During his time, he proved competently, willingness and diligence to work, with the objective of improving the bookshop services. Given opportunity he is able deliver to the expected standards.

Any assistance accorded to him will be highly appreciated.

Thank you.

Handwritten signature of Ondiek Alala in black ink.

**ONDIEK ALALA  
INCHARGE BOOKSHOP - CHEPKOILEL CAMPUS.**





**MOI UNIVERSITY  
CHEPKOILEL CAMPUS**

Telephone Eldoret (053) 2061148/2063111 EXT 229/241  
Fax No. (053) 2063257  
Telex No. MOI VARSITY 2063257

P.O. Box 1125  
Eldoret  
KENYA

3<sup>rd</sup> October, 2008

The Chief Administrative Officer  
Moi University  
P.O BOX 3900  
**ELDORET.**

Dear Sir,

**RE: ISAAC KIPKEMBOI MELLY – A1200982**

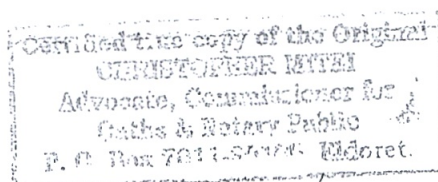
This is to confirm that the above named person has worked with us at Chepkoilel Campus development projects for more than 5 years as a general casual.

He is a diligent person who can work with minimum supervision.

Any assistance accorded to him shall be highly appreciated.

A handwritten signature in black ink, appearing to be 'P. Kimilu'.

**P. KIMILU**  
**CLERK OF WORKS**





**CHEPKOILEL CAMPUS**

P.O. BOX 3900  
ELDORET  
Kenya

14<sup>th</sup> July 2008

**TO WHOM IT MAY CONCERN:**

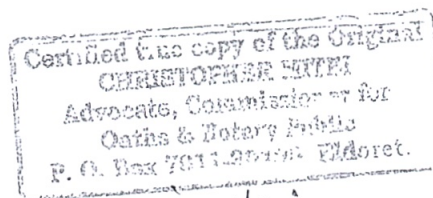
**RE: MR ISAAC MELLY – ID/NO 21756124**

The above named person has worked with us at Library Construction Project & Others where he could oversee casuals records for 2 years and above.

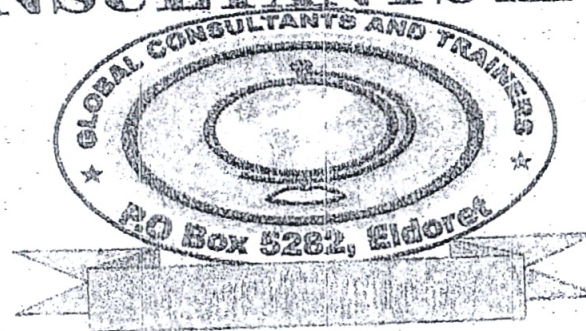
Any assistance accorded him will be highly appreciated.

Thank you

**For: University Architect**

  
24/7/23





# GLOBAL CONSULTANTS AND TRAINERS




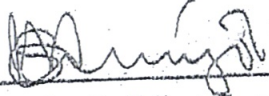
This is to certify that  
ISAAC MELLU  
Participated in a


Certified true copy of the Original  
CHRISTOPHER MATEI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011 Eldoret

THE SUBJECTS STUDIED DURING THE SEMINAR WERE AS FOLLOWS:

-  Career choices
-  Personal planning (God's way)
-  Time management
-  Group management

  
24/4/23

  
Capacity Building Coordinator

  
Director

Issued on: 28<sup>th</sup> July, 2007

Certificate Date: 10/05/2016

Personal Identification Number

A006329840A

This is to certify that taxpayer shown herein has been registered with Kenya Revenue Authority

**Taxpayer Information**

Taxpayer Name	ISAAC KIPKEMBOI WELLY
Email Address	KIPWAIBEI@YAHOO.COM

**Registered Address**

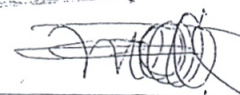
L.R. Number :	Building MOUNT KENYA
Street/Road RONALD NGALA STREET	City/Town : ELDORET
County : Kericho	District Kericho District
Tax Area Kericho Municipality	Station Eldoret*
P. O. Box 2591	Postal Code 30100

**Tax Obligation(s) Registration**

Sr. No.	Tax Obligation(s)	Effective From Date	Effective Till	Status
1	Income Tax - Resident Individual	31/12/2010	N.A	Active

The above PIV must appear on all your tax invoices and correspondences with Kenya Revenue Authority. Your accounting end date is 31st December as per the provisions stated in the Income Tax Act unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' status will automatically change to 'Active' on date mentioned in "Effective Till Date" or any transaction done during the period. This certificate

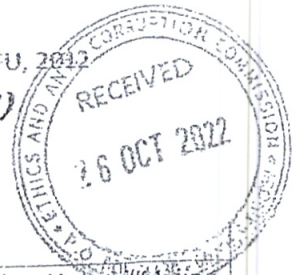
Next See the copy of the Original  
CHRISTOPHER MUMBI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011, Eldoret.

  
20/4/23

\* The station is subject to change based on the verification done by Commissioner.  
Disclaimer : This is a system generated certificate and does not require signature.

FIRST SCHEDULE (S.13) / TARATIBU YA KWANZA (S.13)

SELF-DECLARATION FORM / FOMU YA KUJITANGAZA



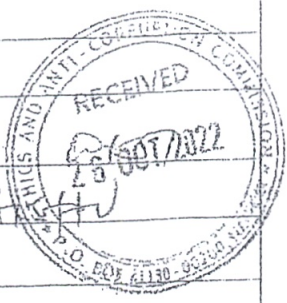
1. GENERAL INFORMATION / TAARIFA YA JUMLA

Title / Cheo	Surname / Jina la ukoo	First Name / Jina la Kwanza	Middle Name / Jina la Katikati	Other Names / Majina Mengine
Mr/Mrs/Prof/ Miss/Ms/Dr Bw/Bi/Prof/ Binti/Bibi/Dkt	MELLET	ISAAC	KUPKEMBOT	N/A
ID CARD No. Na. ya Kitambulisho	PASSPORT NO. NA. ya PASIPOTI	EXPIRY DATE OF PASSPORT TAREHE YA MUDA WA PASIPOTI KUISHA	PIN NO. NA. ya PIN	
21786124			A006 329940A	
SEX (Tick) JINSIA (Weka Alama)	Occupation: Kazi:			
Male Kiume <input checked="" type="checkbox"/>	E-Mail Address: Anwani ya Barua pepe: Melletkipkembot@gmail.com			
Female Kike <input type="checkbox"/>	Postal Address: PO Box Anwani ya Posta: SL Posta: 1650		Code: Msimba: 3510	
	Other Addresses: Anwani Nyingine: N/A			
Telephone No. Na. ya Simu	Mobile No. Na. ya Rununu	Other Numbers Nambari Nyingine		
0720688104	0720688104	N/A		
RESIDENCE MAKAZI	ESTATE/TOWN/LOCATION MTAA/MJI/LOKESHENI		ELDORET	
	DISTRICT WILAYA		ELDORET WEST	
	COUNTY KAUNTI		JASIN-GTISIN	
	TOWN/CITY MJI/JUU		ELDORET	
	COUNTRY NCHI		KENYA	
2. BIRTH INFORMATION / TAARIFA YA KUZALIWA				
DATE OF BIRTH / TAREHE YA KUZALIWA			02.02.1979	

Obtain this copy of the Original  
COMMISSIONER MUTESI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 7011 Eldoret, Eldoret.

*[Signature]* 20/10/22

BIRTH CERTIFICATE NO. / NA. YA CHETI CHA KUZALIWA	
PLACE OF BIRTH / MAHALI PA KUZALIWA	KLOBET
DISTRICT OF BIRTH / WILAYA YA KUZALIWA	KLOBET
COUNTY OF BIRTH / KAUNTI YA KUZALIWA	UASW - KLOBET
COUNTRY OF BIRTH / NCHI YA KUZALIWA	KENYA



**3. NATIONALITY / UTAIFA**

Kenyan <input checked="" type="checkbox"/>	Dual <input type="checkbox"/>
Mkenya	Kotekote <input type="checkbox"/>
	(Provide details <u>N/A</u> )
	(Toa maelezo)

**4. MARITAL STATUS / HALI YA NDOA**

SINGLE <input type="checkbox"/>	MARRIED <input checked="" type="checkbox"/>	SEPARATED <input type="checkbox"/>
NINGALI SIJAOA / SIJAOLEWA	NIMEOA / NIMEOLEWA	NIMETENGANA
DIVORCED <input type="checkbox"/>	WIDOWED <input type="checkbox"/>	
NIMETALAKIANA	NIMEFIWA	

IF MARRIED GIVE NAMES OF THE SPOUSE(S) (Surname, First Name, middle name, others)  
 KAMA UMEOA TOA MAJINA YA MUME/MKE(Wa) WAKO (Jina la ukoo, Jina la Kwanza, jina la kati, mengine)

NAOMI CHEPKOET ROTICH

NATIONALITY OF SPOUSE  
 UTAIFA WA MKE/MUME

KENYAN

NAME OF CHILDREN UNDER THE AGE OF 18 YEARS  
 JINA LA WATOTO WALIO CHINI YA UMRI WA MIAKA 18

- BRICK KIMUTAI KIMBOI
- BRANTON KIPROP KIMBOI
- BLESSING CHEPKOET ROTICH
- BRAYIN KIPROP KIMBOI

**5. EDUCATIONAL QUALIFICATIONS / KUFUZU KWA KIELIMU**

PRIMARY CERTIFICATE <input type="checkbox"/>	SECONDARY <input type="checkbox"/>	'A' LEVEL <input type="checkbox"/>
CHETI CHA MSINGI	SHULE YA UPILI	KIWANGO CHA 'A'
DIPLOMA <input type="checkbox"/>	DEGREE <input checked="" type="checkbox"/>	MASTERS <input checked="" type="checkbox"/>
STASHAHADA	SHAHADA	UZAMILI
		PHD <input type="checkbox"/>
		UZAMIFU
OTHERS <input type="checkbox"/>		
VINGINE		



HIGHEST ACADEMIC QUALIFICATION OBTAINED  
KUFUZU KWA JUU ZAIDI KWA KIAKADEMIA ULIKOPATA

Qualification / Kufuzu	Institution / Taasisi	Year / Mwaka
MBA IN STRATEGIC MANAGEMENT	JKUAT UNIVERSITY	2013

**6. LANGUAGE SPOKEN / LUGHA UNAZOZUNGUMZA**

First Language Lugha ya Kwanza	Second Language Lugha ya Pili	Others Nyingine
NAINDI	KISWAHILI	RHODESIAN

**7. MEMBERSHIP OF PROFESSIONAL ORGANISATION(S) (If any)**

UANACHAMA WA SHIRIKA(MA) YA KITAALAMU (Kama yapo)

Name of Organization Jina la Shirika	Date of Admission Tarehe ya Kuandikishwa	Membership No. Na. ya Uanachama
INSTITUTE OF HRM	2018	009792
MKWATAALAMU ASSOCIATION	2012	N/A
KIM KIVUWA ASSOCIATION	2007	N/A

**8. REASON(S) FOR DECLARATION / SABABU ZA KUJITANGAZA**

Purpose for which declaration is required / Kusudio la kuhitajika kwa kujitangaza huku

Election  Upigaji kura      Employment  Kuajiriwa

Others (Specify) N/A  
Nyingine (Bainisha)

State office for which the declaration is being submitted  
Ofisi ya serikali ambayo kujitangaza huku kunawasilishwa

**9. MORAL AND ETHICAL QUESTIONS / MASWALI YA NIDHAMU NA KIMAADILI**

Answers to the following questions are mandatory. If YES to any question you must provide additional information on a supplementary sheet.

Majibu kwa maswali yafuatayo ni lazima. Kama NDIYO katika swali lolote lazima utoe taarifa ya ziada kwenye karatasi nyingine.

	YES	NO
a) Have you ever engaged in any form of dishonesty in the conduct of public affairs a) Umewahi kujihusisha na hali yoyote ya kutokuwa mwaminifu katika kazi zako na shughuli za umma		✓
b) Have you ever abused a public office? b) Umewahi kutumia vibaya ofisi ya umma?		✓
c) Have you ever misrepresented information to the public? c) Umewahi kuwakilisha kwa njia isiyofaataarifa kwa umma?		✓
d) Have you ever engaged in wrongful conduct whilst in the furtherance of personal benefit?		✓



d) Umewahi kujihusisha katika tabia mbaya huku ukitaka kujinufaisha kibinafsi?		
e) Have you ever misused public resources?		
e) Umewahi kutumia vibaya rasilimali za umma?		
f) Have you ever discriminated against anyone of any grounds other than as provided for under the Constitution or any other law?		✓
f) Umewahi kubagua yeyote kwa misingi yoyote mbali na vile ilivyoelezwa katika Katiba au sheria yoyote nyingine?		✓
g) Have you ever falsified official or personal records?		✓
g) Je, umewahi kudanganya katika rekodi rasmi au za kibinafsi?		
h) Have you ever been debarred or removed from the Register of Members of your professional organization?		✓
h) Umewahi kupigwa teke au kuondolewa kutoka kwenye Rejista ya Wanachama wa shirika lako la kitaalamu?		
i) Have you ever had any occupational or vocational license revoked and/or otherwise subjected to any other disciplinary action for cause in Kenya or any other country?		✓
i) Umewahi kujipata katika hali ya leseni yako ya kikazi au ya kiufundi kutupiliwa mbali na/au vinginevyo kuchukuliwa hatua nyingine ya kinidhamu katika nchi ya Kenya au nchi yoyote nyingine?		
j) Have you ever dismissed from employment on account of lack of integrity?		✓
j) Umewahi kufutwa kazi katika ajira kutokana na ukosefu wa uadilifu?		
k) If you have been a public officer, have you ever failed to declare your income, Assets and Liabilities as required under the Public Officer Ethics Act, 2003?		✓
k) Kama umewahi kuwa ofisa wa umma, umewahi kushindwa kutangaza Mapato yako, Mali na Gharama kama unavyohitajika katika Kifungu cha sheria cha Maadili ya Ofisa wa Umma, 2003?		
l) Have you ever been the subject of disciplinary or criminal proceedings for breach of the Public Officer Ethics Act, 2003 or a Code prescribed thereunder?		✓
l) Umewahi kuwa mada katika taratibu za kinidhamu au kihalifu kwa kuvunja kifungu cha sheria cha Maadili ya Ofisa wa Umma 2003, au Msimbo ulioainishwa hapo chini?		
m) Have you ever been convicted of any offence and sentenced to serve imprisonment for a period of at least six months?		✓
m) Umewahi kushtakiwa kwa kosa lolote na kuhukumiwa kifungo gerezani kwa kipindi kipatacho miezi sita?		
n) Have you ever had an application for a Certificate of Clearance or a Certificate of Good Conduct or for a visa or other document authorizing work in a public office denied and/or rejected for cause in Kenya or any other country?		✓

n) Umewahi kutuma ombi la Cheti cha kuondolewa Hatia au Cheti cha Kinidhamu au cha visa au nyaraka nyingine zinazoidhinisha kazi katika ofisi ya umma na hivyo basi wewe kunyimwa na/ au kukataliwa kwa sababu yoyote nchini Kenya au nchi yoyote nyingine?



**10. EMPLOYMENT INFORMATION / TAARIFA YA KUAJIRIWA**

NAME OF EMPLOYER JINA LA MWAJIRI	POSITION/RANK CHEO/WADHIFA	DATE OF FIRST APPOINTMENT TAREHE YA KUAJIRIWA KWA KWANZA	DATE OF PRESENT APPOINTMENT TAREHE YA KUAJIRIWA KWA SASA
CPF	STAFF OFFICER MGR	MAR 2010	
CPF	COMMUNICATION MGR	2019-2020	
EAGLE CONSULTANT	ASSOCIATE CONSULTANT	2017-2019	
PARLIAMENT OF KENYA	SENATOR	2013-2017	
MT KENYA UNIVERSITY	ASSOCIATE DEAN OF STUDENTS	2008-2013	
WORKSTATION KITUO CHA KAZI  Nairobi	NATURE OF EMPLOYMENT (Constitutional/Elective/Permanent/Contractual/Other) AINA YA KUAJIRIWA (Kikatiba/Kuteuliwa/Kudumu/Kikandarasi/Nyingine)		

**OATH AND AFFIRMATION / KIAPO NA UTHIBITISHWAJI**

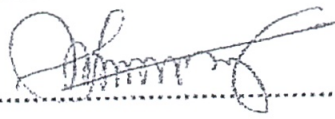
I solemnly swear (or affirm) and certify, under penalty of false declaration under the Oaths and Statutory Declarations Act (Cap 15 of the Laws of Kenya), that all the foregoing statements in this declaration are true and correct to the best of my knowledge.

Ninaapa ya kwamba (ninathibitisha) na kuidhinisha, katika adhabu ya kujitangaza kwa uongo chini ya kifungu cha sheria cha Viapo na Kujitangaza Kisheria (Ibara 15 ya Sheria za Kenya), kwamba kauli zote zilizotajwa katika kujitangaza huku ni za kweli na sahihi kwa kadri ninavyojua.

Dated at / Mnamo tarehe ....., this / kwenye.....

day of / siku hii ya .....

SIGNATURE OF DECLARANT: .....  
I YA ANAYEJITANGAZA:



SWORN/DECLARED BEFORE ME / ALIYELISHWA KIAPO/TANGAZWA MBELE YANGU

This / Mnamo ..... 21st ..... day of / siku hii ya ..... October, 20 22 .....

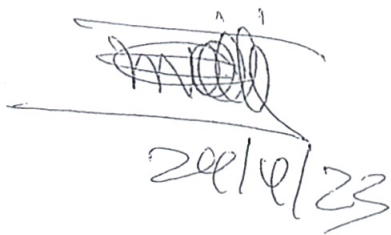
at / katika mahali hapa..... Nairobi



COMMISSIONER FOR OATHS/MAGISTRATE  
KAMISHNA WA KIAPO/ HAKIMU



Cost. Fed. Enc. Copy of the Original  
CHRISTOPHER MUMBI  
Advocate, Commissioner for  
Oaths & Notary Public  
P. O. Box 701 10001 Nairobi, Kenya





www.kra.go.ke

Taxpayer PIN: A006329940A

Certificate Date: 04/10/2022

Name and Address:

Issac Kipkemboi Melly  
MOUNT KENYA, ELDORET, Kericho District,  
PO Box:2591,  
Postal Code:30100

Certificate Number:

KRAELD1302156322



**This is to confirm that Isaac Kipkemboi Melly,  
Personal Identification Number A006329940A  
has filed relevant tax returns and  
paid taxes due as provided by Law.**

**This Certificate will be valid for  
twelve (12) months up to 03/10/2023.**

This certificate is issued on the basis of information available with the authority as at the  
**Caveat:** certificate date mentioned above. The Authority reserves the right to withdraw the certificate if  
new evidence materially alters the tax compliance status of the recipient.

**Disclaimer:** This certificate is system Generated and therefore does not require signature. You may confirm validity of this certificate on the  
ITax Portal by using the TCC Checker. This certificate confirms your compliance status for a period of five years preceding the  
date of issue. The certificate may however be with withdrawn on grounds of outstanding debt affecting periods prior to this.

Verified True Copy of the Original  
CERTIFICATE NUMBER  
advocate, Chartered Accountant  
C/o Mr. & Mrs. J. M. Mwangi  
P. O. Box 7011, ELDORET.

# HIGHER EDUCATION LOANS BOARD

HLB-9AF7K8V



## Compliance Certificate

**ISAAC KIPKEMBOI MELLY**

Holder of National ID No.21756124 is a non-beneficiary and has fulfilled their obligation towards the university loans scheme as provided by law.

Chief Operations Officer

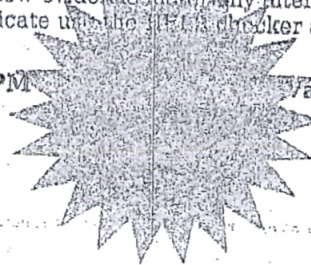
Head of Debt Management

### Caveat

- This certificate is issued on the basis of information available to the Board as at the date shown above. The Board reserves the right to withdraw the certificate if new evidence substantially alters the compliance status of the recipient.
- To confirm genuineness and validity of the certificate use the HELB checker available at <http://www.helb.co.ke> or contact our office.

Date of Issue: Wednesday, Oct 05 2022, 2 PM

Valid until: Thursday, Oct 05 2023, 2 PM



Handwritten notes and stamps on the left margin, including a date stamp '10/05/2022' and some illegible text.



# DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS  
P.O.Box 30036-00100 GPO  
NAIROBI, KENYA

Ref. No. PCC-OLTVRDQQ

Date. 21 October 2022

## POLICE CLEARANCE CERTIFICATE

I hereby certify that the fingerprints recorded from

**ISAAC KIPKEMBOI MELLY**

holder of ID No. 21756124 have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.

### REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): NIL

RESULTS OF TRIAL: NIL

DATE: NIL

*This Certificate has been issued without any alteration or any erasure*

*Certified true copy of the original*  
**CHRISTOPHER NDIRI**  
Assistant Commissioner for  
Criminals & Police Affairs  
P. O. Box 7011 Nairobi, Kenya

**(P.M. Onyango)**

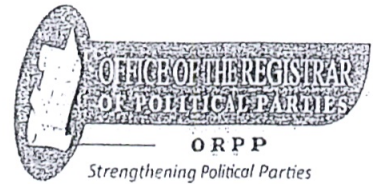
For: Director, Directorate of Criminal Investigations  
(P.T.O)

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REPUBLIC OF KENYA

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Lion Place, 1<sup>st</sup> & 4<sup>th</sup> Floor  
Off Waiyaki Way  
P.O. Box 1131-00606  
Sarit Centre, Nairobi.

Ref: RPP/FRP/3/2/ Vol. IX (10)

Date: 25<sup>th</sup> April, 2023

Hon. Sen. Isaac Kikemboi Mely,  
P.O. Box 1650-30100,  
ELDORET.

Tel No. 0720 688104

Dear Sir,

RE: CLEARANCE LETTER  
ISAAC KIPKEMBOI MELLY – ID NO. 21756124

Reference is made to the above subject matter.

This Office acknowledges receipt of your letter received on 25<sup>th</sup> April, 2023 and duly notes the content therein.

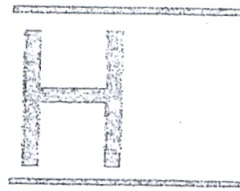
According to the records held by this Office as at 25<sup>th</sup> April 2023, Isaac Kipkemboi Melly of ID No. 21756124 is not an official of any registered political party.

Yours faithfully,

Ann N. Nderitu, CBS  
Registrar of Political Parties/CEO



Serial No: 023213/23



Institute of  
H u m a n  
R e s o u r c e  
M a n a g e m e n t

The Professional Body of HR Practitioners in Kenya



# 2023 MEMBERSHIP



*We hereby certify that*

*Isaac Kipkemboi Melly*

Certified True copy of the Oath  
CHRISTOPHER MUYI  
Advocate, Commissioner  
Oaths & Notary Public  
P. O. Box 7015-20100, Eldo

*[Signature]*  
29/1/23

is a Member of IHRM.

Having complied with the relevant provisions of the  
Human Resource Management Professionals  
Act No. 52 of 2012 Laws of the  
Republic of Kenya, under

Registration No 2792

Given under hand and common Seal of the Institute of Human Resource Management

This day of 1 Jan year 2023

Chair, IHRM Council

*[Signature]*

Chair, Registration Committee

*[Signature]*

Secretary, IHRM Council

*[Signature]*

This certificate is issued by and is the property of IHRM to whom it shall be returned on demand

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LAWS OF KENYA

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**PUBLIC APPOINTMENTS  
(PARLIAMENTARY APPROVAL) ACT**

No. 33 of 2011

Revised Edition 2012 [2011]

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**NO. 33 OF 2011**

**PUBLIC APPOINTMENTS (PARLIAMENTARY APPROVAL) ACT**

**ARRANGEMENT OF SECTIONS**

*Section*

1. Short title.
2. Interpretation.
3. Exercise of powers of appointment.
4. Notification of vetting requirements.
5. Notification of nomination.
6. Approval hearing.
7. Issues for consideration.
8. Period for consideration and report.
9. Failure of Parliament to act on nomination.
10. Rejection of nomination.
11. Notification of decision.
12. Powers of the committee.

SCHEDULE – CRITERIA FOR VETTING/APPROVAL OF NOMINEES FOR APPOINTMENT TO PUBLIC OFFICE BY PARLIAMENT

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**NO. 33 OF 2011**

**PUBLIC APPOINTMENTS (PARLIAMENTARY APPROVAL) ACT**

*[Date of assent: 11th November, 2011.]*

*[Date of commencement: 14th November, 2011.]*

**An Act of the Parliament to provide for procedures for parliamentary approval of constitutional and statutory appointments and for connected purposes**

**1. Short title**

This Act may be cited as the Public Appointments (Parliamentary Approval) Act, 2011.

**2. Interpretation**

In this Act, unless the context otherwise requires—

“**appointing authority**” means any person who, under the Constitution or any other law, is required to make an appointment for which the approval of Parliament is required;

“**appointment**” includes any re-appointment to the same body, whether or not in the same capacity;

“**candidate**” means a person who has been proposed or nominated for appointment to a public office;

“**Clerk**” means the Clerk of the relevant House of Parliament; and

“**Committee**” means the relevant committee of Parliament or such other Committee as the Speaker may, for good reasons, direct.

**3. Exercise of powers of appointment**

An appointment under the Constitution or any other law for which the approval of Parliament is required shall not be made unless the appointment is approved or deemed to have been approved by Parliament in accordance with this Act.

**4. Notification of vetting requirements**

Any advertisement inviting applications for nomination for appointment to an office to which this Act applies shall indicate that candidates so nominated shall be required to appear before a committee of Parliament for vetting.

**5. Notification of nomination**

(1) An appointing authority shall, upon nominating a person for an appointment to which this Act applies, notify the relevant House of Parliament accordingly.

(2) A notification under subsection (1) shall be—

- (a) in writing;
- (b) be lodged with the Clerk of the relevant House of Parliament.

(3) A notification of appointment shall be accompanied by information concerning the nominee, having regard to the issues mentioned in section 7.

(4) For purposes of this Act, a notification of nomination shall be deemed to be duly given on the day on which it complies fully with subsections (2) and (3).

#### **6. Approval hearing**

(1) Upon receipt of a notification of appointment, the Clerk shall invite the Committee to hold an approval hearing.

(2) The Committee shall determine the time and place for the holding of the approval hearing and shall inform the Clerk.

(3) The Clerk shall notify a candidate of the time and place for the holding of an approval hearing.

(4) The Committee shall notify the public of the time and place for holding an approval hearing at least seven days prior to the hearing.

(5) Subject to this Act, all Committee proceedings on public appointments shall be open and transparent.

(6) Despite subsection (5), a Committee may, on its own motion or on the application of a candidate or any other concerned person, determine that the whole or part of its sittings shall be held in camera.

(7) An approval hearing shall focus on a candidate's academic credentials, professional training and experience, personal integrity and background.

(8) The criteria specified in the Schedule shall be used by a Committee during an approval hearing for the purposes of vetting a candidate.

(9) Any person may, prior to the approval hearing, and by written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated.

(10) A candidate may, at any time, by notice in writing addressed to the Clerk, withdraw from the approval process and the candidate's nomination shall thereupon lapse.

#### **7. Issues for consideration**

The issues for consideration by the relevant House of Parliament in relation to any nomination shall be—

- (a) the procedure used to arrive at the nominee;
- (b) any constitutional or statutory requirements relating to the office in question; and
- (c) the suitability of the nominee for the appointment proposed having regard to whether the nominee's abilities, experience and qualities meet the needs of the body to which nomination is being made.

**8. Period for consideration and report**

(1) Unless otherwise provided in any law, a Committee shall consider a nomination and table its report in the relevant House for debate and decision within fourteen days from the date on which the notification of nomination was given in accordance with section 5.

(2) At the conclusion of an approval hearing, the Committee shall prepare its report on the suitability of the candidate to be appointed to the office to which the candidate has been nominated, and shall include in the report, such recommendations as the Committee may consider necessary.

**9. Failure of Parliament to act on nomination**

If, after expiry of the period for consideration specified in section 8, Parliament has neither approved nor rejected a nomination of a candidate, the candidate shall be deemed to have been approved.

**10. Rejection of nomination**

Where the nomination of a candidate is rejected by Parliament, the appointing authority may submit to the relevant House the name of another candidate, and the procedure for approval specified in this Act shall apply accordingly.

**11. Notification of decision**

The Clerk shall notify the appointing authority of the decision of the relevant House of Parliament within seven days of the decision.

**12. Powers of the committee**

(1) The committee shall have power to summon any person to appear before it for the purpose of giving evidence or providing information during approval hearing.

(2) For purposes of subsection (1), the committee shall have the same powers as the High Court to—

- (a) enforce the attendance of witnesses and examine them on oath, affirmation or otherwise;
- (b) compel the production of documents; and
- (c) issue a commission or request to examine witnesses abroad.

(3) Any person who—

- (a) disobeys any order made by a committee for attendance or for production of papers, books, documents or records; or
- (b) refuses to be examined before, or to answer any lawful and relevant question put by, a committee,

commits an offence and shall be liable, on conviction, to a fine not exceeding two hundred thousand shillings or to imprisonment for a term not exceeding one year, or to both.

## SCHEDULE

[Section 6(8).]

CRITERIA FOR VETTING/APPROVAL OF NOMINEES FOR  
APPOINTMENT TO PUBLIC OFFICE BY PARLIAMENT QUESTIONNAIRE

## Notes:

- (a) This questionnaire applies to appointments to public office arising by or under the Constitution or any other law where parliamentary approval is required.
- (b) The questionnaire shall be used by the relevant parliamentary committee to vet a nominee appearing before the committee in the process of parliamentary approval.
- (c) The questionnaire shall be filled and submitted by the nominee to the relevant parliamentary committee through the Clerk of the relevant House of Parliament on or before a date set by the committee.
- (d) The submission of false information in the questionnaire is an offence and may result in prosecution.
- (e) Any form of canvassing by a nominee shall lead to disqualification.
- (f) The nominee must answer all the questions.

1. **Name:** (State full name).
2. **Position:** (State office to which you have been nominated).
3. **Sex:**
4. **Date of Birth:** (State year and place of birth).
5. **Marital Status:**
6. **Daytime phone number:**
7. **Mobile phone number:**
8. **Email Address:**
9. **ID Number:**
10. **PIN Number:**
11. **Nationality:**
12. **Postal Address:**
13. **Town/City:**
14. **Knowledge of Languages:** (Specify Languages).
15. **Education:** (List, in reverse chronological order, each university, college, or any other institution of higher education attended and indicate, in respect of each, the dates of attendance, academic award obtained, whether a degree was awarded, and the dates on which each such degree was awarded).  
**Employment Record:** (List in reverse chronological order all government agencies, business or professional corporations, companies, firms or other enterprises with which you have been affiliated as an officer, director, partner, proprietor, employee or consultant).

SCHEDULE—*continued*

16. **Honours and Awards:** (List any scholarships, fellowships, honorary degrees, academic or professional honours, honorary society memberships, military awards and any other special recognition for outstanding service or achievement and in respect of each, state the date of award and the institution or organization that made the award).
17. **Professional Association** (where applicable): (List all professional associations of which you are or have a member and give any positions held and the respective dates when each such position was held).
18. **Memberships:** (List all professional, business, fraternal, scholarly, civic, charitable or other organizations, (other than those listed in response to Question 16) to which you belong or have belonged).
19. **Published Writings:**
- (a) List the titles, publishers and dates of books, articles, reports letters to the editor, editorial pieces or other published materials you have authored or edited.
  - (b) Supply four (4) copies of any reports, memoranda or policy statements you prepared or contributed in the preparation of any bar association, committee, conference or organization of which you were a member.
20. **Public Office, Political Activities and Affiliations:**
- (a) List chronologically any public offices you have held or are currently holding, including the terms of service and whether such positions were elected or appointed.
  - (b) List all memberships and offices held in and services rendered, whether compensated or not, to any political party or election committee. If you have ever held a position or played a role in a political campaign, identify the particulars of the campaign, including the candidate, dates of the campaign, your title and responsibilities. Also include any linkage you have to a political party at present.
  - (c) Have you ever been dismissed or otherwise removed from office for a contravention of the provisions of Article 75 of the Constitution?
  - (d) Have you ever been adversely associated with practices that depict bias, favouritism or nepotism in the discharge of public duties?
21. **Deferred Income/Future Benefits:** (List the sources, amounts and dates of all anticipated receipts from deferred income arrangements, stock, options, uncompleted contracts and other future benefits which you expect to derive from previous business relationships, professional services, firm memberships, etc).
22. **Outside commitment during service in office:** (Do you have any plans, commitments or agreements to pursue outside employment with or without compensation during your service in office? If so explain).
23. **Sources of Income:** (List sources and mounts of all income received during the calendar year preceding your nomination and in the current calendar year).
24. **Tax Status:** (State whether you have fully complied with your tax obligations to the State up to the end of the financial year immediately preceding the nomination for appointment).

SCHEDULE—*continued*

25. **Statement of Net Worth:** (State your financial net worth).
26. **Potential Conflicts of Interest:**
- (a) Identify the family members or other persons, parties, categories of litigation or financial arrangements that are likely to present potential conflicts-of-interest when you first assume the position to which you have been nominated. Explain how you would address any such conflict if it were to rise.
  - (b) Explain how you will resolve any potential conflict of interest, including the procedure you will follow in determining these areas of concern.
27. **Pro-Bono/Charity Work/Donations to charity:** (Describe what you have done by way of pro bono or charity work, listing specific instances, the amount contributed and the amount of time devoted to each).
28. Have you ever been charged in a court or law in the last three years? If so, specify the nature of the charge, where the matter is ongoing, the present status of the matter, or where the matter is concluded, the judgment of the court, or otherwise, how the case was concluded.
29. Have you ever been adversely mentioned in an investigatory report of Parliament or any other Commission of inquiry in the last three years?
30. Have you any objection to the making of enquiries with your present employer/referees in the course of consideration of your nomination?
31. **References:** (List three persons who are not your relatives who are familiar with your character, qualification and work).
-