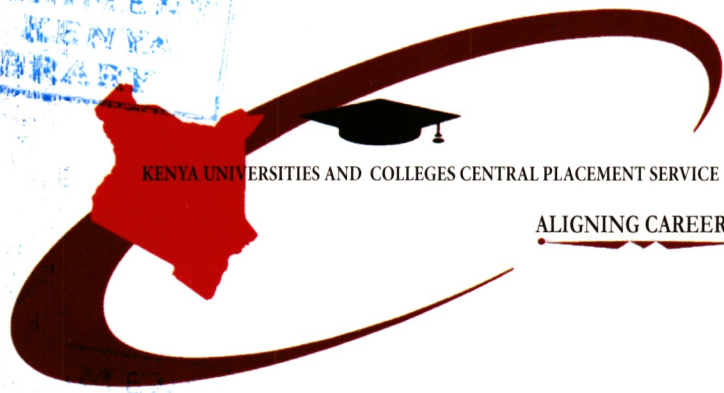


*Paper laid by LORU
on 13/4/2016 (GND)*



KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

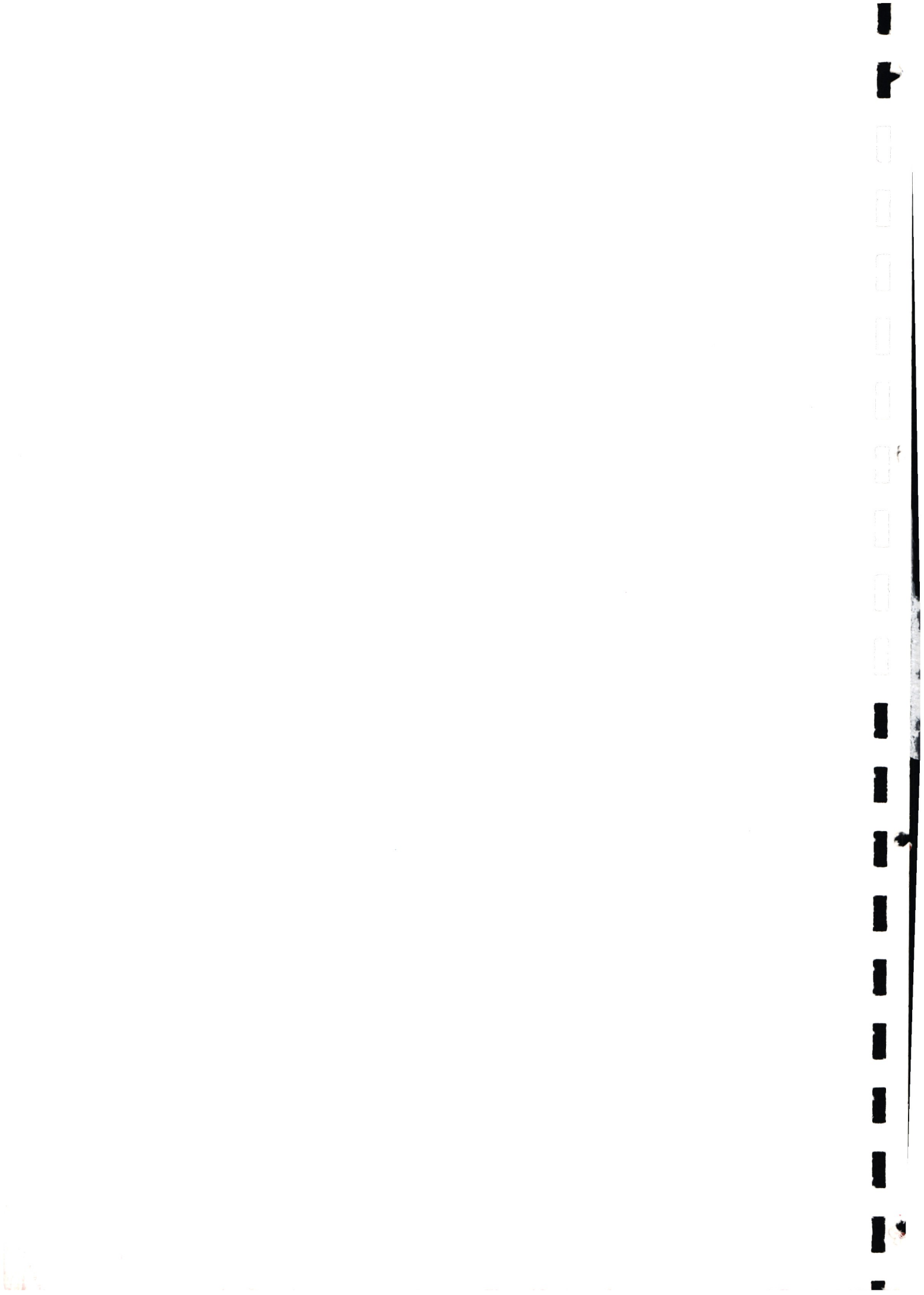
ALIGNING CAREERS

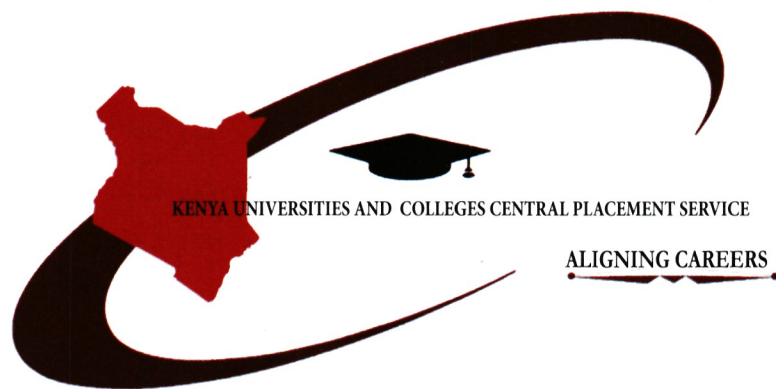
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Kenya Universities and Colleges Central Placement Service

Annual Report and Financial Statements

For the Year Ended June 30, 2014





Kenya Universities and Colleges Central Placement Service

Annual Report and Financial Statements

For the year ended June 30, 2014



Board members pose for a photo during a retreat held in Ukunda, Kwale County, in July 2015.

Front, from left: *Prof. Noah Midamba, Eng. Callista Gitobu, Placement Service Board Chairman Prof. David Ndetei, Prof. Mabel Imbuga and Placement Service Chief Executive Officer/ Secretary to the Board Mr. John Muraguri.*

Back, from left: *Mr. Ernest Najoli (Centre for Corporate Governance), Placement Service Acting Finance Manager Mr. Michael Kimani, Placement Service Deputy CEO Mrs. Monica Ng'ang'a, Board Members Dr. Kipkirui Lang'at, Prof. George Magoba, Prof. Miriam Mwita, Mr. Edwin Tarno, Dr. Nyang'ate Areba, Mr. Anthony Muriu (National Treasury), Mr. Seth Odongo (trainer) and Mr. Charles Ringera.*

Prepared in accordance with the Accrual Basis of Accounting Method under the
International Public Sector Accounting Standards (IPSAS)

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From left: The Placement Service Chief Executive Officer, Mr. John Muraguri, the Placement Board Chairman, Prof. David Ndeti, Education Principal Secretary Dr. Belio Kipsang, Commission for University Education Chairman Prof. Henry Thairu and Placement Board Member Prof. David Some consult during a higher education exhibition held in Eldoret in March 2014.



Participants visit the Placement Service stand during an educational exhibition in 2014.

I. KEY PLACEMENT SERVICE INFORMATION AND MANAGEMENT

(a) Background Information

The Kenya Universities and Colleges Central Placement service (herein after referred to as the Placement Service) is established by the Universities Act of 2012, Section 55.

The Placement Service Board was inaugurated in February 2014 by the Cabinet Secretary, Ministry of Education, Science and Technology. The establishment was in line with the policy recommendations of the Sessional Paper No. 14 of 2012 for the creation of a central admissions service to minimise cost of marketing of courses and the placement of students and ensure establishment of a criteria that will uphold equity, balanced access to University and College Education and develop suitable criteria to promote affirmative action, and other strategies as may be approved by the Government.

The Placement Service Board was gazetted on January 31, 2014 vide a special gazette notice number 626 and inaugurated on February 10, 2014 at Jogoo House Nairobi, by the Cabinet Secretary, Ministry of Education, Science and Technology, Prof. Jacob Kaimenyi. At the inauguration, Prof. Kaimenyi tasked the Board to ensure meritocracy, fairness and transparency be the hall mark of the Placement Service.

He further urged the Board to establish criteria to uphold equity and balanced access to University and College Education and develop suitable criteria to promote affirmative action and other strategies as may be approved by the Government.

The Placement Service effectively took over the placement of government-sponsored students to universities and colleges, which hitherto partially was the responsibility of the Joint Admissions Board (JAB). The Secretariat is domiciled as per the provisions of Section 55(4) of the Act at the ACK Gardens, Community, Nairobi.

The Kenya Universities and Colleges Central Placement Service is a State corporation in the Ministry of Education, Science and Technology with the Board of the Placement Service appointed by the Cabinet Secretary, Ministry of Education, Science and Technology as per the provisions of the Universities Act. The Board is responsible for the general policy and strategic direction of the Placement Service.

(b) Achievements and Milestones

The Placement Service has since establishment achieved significant milestones, key among them:

i. Placement Policy and Procedure

The Placement Service has developed and adopted a Placement Policy and Procedure, through a consultative process involving stakeholders. In the past one year since establishment, five stakeholders' workshops have been organised.

ii. Online Application Platform

The Placement Service has developed and applied an online platform for application for degree and diploma courses in universities and colleges that is rated among the best in the world.

The platform offers prospective applicants career guidance including information on all courses available in the public and private universities and colleges, the minimum requirements for various courses and how to apply for the courses.

The application process is in three major stages namely:

The School Application; where Kenya Certificate of Secondary Education Examination candidates apply to universities and colleges. This is a critical stage in the application process as career teachers guide the applicants.

The First Revision of Degree and Diploma Courses; usually held immediately after the release of the K.C.S.E. examination results every year. During this stage of the application process, applicants gauge their eligibility for various courses in line with the attained performance index (PI) and apply using the calculated cluster weighted cut-off points.

The Second Revision of Degree and Diploma Courses; is another stage in the application process, where candidates who could not qualify on competitive selection for any of the choices during the school and first revision stages are given another opportunity to choose degree and diploma courses in universities and colleges.

iii. Technical and Vocational Training

The Sessional Paper No. 14 of 2012 identifies that though the TVET sector has experienced moderate growth over the last 40 years, it is yet to produce adequate and skilled middle-level human resource required to meet the demands of national development. Vision 2030 further places special demands on the technical and vocational training sector as one of the leading engines that the economy must rely on to produce adequate levels of middle-level professionals that are crucial in driving the economy towards the attainment of the envisioned development.

The Placement Service has been working with the TVET sector in the country and has in the 2014/ 2015 placement cycle placed over 15, 000 applicants to technical and vocational training courses for the first time through a centralised placement system as envisioned by the Sessional Paper No. 14 of 2012, the Universities Act of 2012 and the TVET Act of 2013.

The application to technical and vocational institutions is open to all applicants irrespective of the year one completed the Kenya Certificate of Secondary Education examination.

iv. Expansion of Opportunities for Government Sponsorship in Public Universities and Colleges

The Placement Service has been mandated to coordinate the placement of government-sponsored students to universities and colleges. The number of students qualifying and accessing government sponsorship is thus set to increase exponentially with placement projected into colleges and public universities.

In the first instance, the Placement Service has coordinated Qualification Framework 3 (Diploma) and 4 (Bachelor's degrees). Eventually, this scope will expand to include all frameworks within post-basic education.

v. National Cohesion and Integration

The Kenya Universities and Colleges Central Placement Service furthers national cohesion and integration. This is achieved by admitting students from all over Kenya, thus these centres of learning are representative of the face of Kenya.

For the past few years, the Government has invested heavily in the technical and vocational institutes and yet these institutions are only able to attract students from the areas surrounding them. The Placement Service contributed to greater integration with all institutions being representative of the face of Kenya.

vi. Career Guidance Programmes

The Placement Service is in the process of developing comprehensive career guidance manuals.

(c) Principal Activities

Section 56 (1 a-f) of the Universities Act No. 42 of 2012 stipulates the functions of the Placement Service as to coordinate the placement of government-sponsored students to universities and colleges; and to disseminate information on available programmes, their costs and areas of study as prioritised by the government and thus will be a one-stop resource centre on information on universities and colleges in Kenya.

The Placement Service has also been charged with the function of developing career programmes for students as well as collecting and retaining data relating to university and college placement and advising the government on matters relating to university and college student placement as well as performing any other functions assigned to it under the Act.

The Placement Service has established mechanisms for fair and efficient placement of students for transparent and equitable access to university and college education.

(d) Management Team

The Kenya Universities and Colleges Central Placement Service policy and strategic direction, and day-to-day management are under the following key organs:

1. The Placement Service Board
2. The Chief Executive Officer
3. The Placement Service Management

(e) Fiduciary Management

The key management personnel who held office during the financial year ended 30th June 2014 and who had direct fiduciary responsibility were:

No.	Designation	Name
1.	CEO/Secretary	John M. Muraguri
2.	Deputy Secretary	Monica Ng'ang'a
3.	Ag. ICT Manager	Purity Mayaka
4.	Ag. Finance Manager	Michael Kimani

(f) Fiduciary Oversight Arrangements

The Placement service has four committees of the Board exercising the oversight role on the operations:

- Technical Committee
- Human Resources and Administration Committee
- Audit Risk Management and Compliance Committee
- Finance and Development Committee

(g) Headquarters

ACK Gardens, 3rd Floor,
1st Ngong Avenue, Community
P.O. Box 105166-0101,
Nairobi, Kenya

(h) Contacts

Telephone: (254) 0723 954927
E-mail: info@kuccps.ac.ke
Website: www.kuccps.ac.ke

(i) Bankers

Kenya Commercial Bank
University Way Branch
P.O. Box 7206, 00300
Nairobi, Kenya

(j) Independent Auditors

Auditor-General
Kenya National Audit Office
Anniversary Towers, University Way
P.O. Box 30084, 00100
Nairobi, Kenya

(k) Principal Legal Adviser

The Attorney-General
State Law Office
Harambee Avenue
P.O. Box 40112
City Square 00200
Nairobi, Kenya

II THE BOARD MEMBERS



Prof. David Musyimi Ndetei (Chairman)

Prof Ndetei, MBChB (Nairobi), DPM (London), M.R.C. Psych. FRC. Psychiatry (UK), M.D (Nairobi), DSc (Nairobi), Certificate in Psychotherapy (London), is a Professor of psychiatry at the University of Nairobi. He is the founding director of Africa Mental Health Foundation, a mental health resource centre, and a leader in mental health research in Africa.



Mr. John Muraguri (Secretary/CEO)

Mr. Muraguri holds a Bachelor's degree in Education and a Master's degree in Project Planning and Management, both from the University of Nairobi. He has had extensive training in various aspects of institutional and financial management. He has also gained immense administrative and management skills in his career.



Prof. David Some (CEO-CUE)

Prof. Some was born in 1956. He is the Chief Executive Officer of the Commission for University Education. He holds a PhD from University of Newcastle – upon Tyne, U.K., M.Sc. from Cranfield University and B.Sc. (Hons) University of Newcastle-upon Tyne, UK. A former Vice-Chancellor of Moi University, Prof Some is a member of a number of boards including the Higher Education Loans Board, Kenya Polytechnic Board of Governors and Family Bank Limited. He has also served as a member and founder chairman of the Kenya Medical Training College board as well as ApproTEC, a water pump and oil press maker. He is also the Collaborating Editor for the Journal of Agricultural Mechanisation in Asia, Africa and Latin America.



Mr. Charles M. Ringera (CEO – HELB)

Mr. Ringera was born in 1969. He is a seasoned banker with over 20 years' practical banking experience that cuts across all facets of central and commercial banking. He formerly worked as a regulator with the Central Bank of Kenya in various capacities, as a bank examiner, Kisumu Branch, Finance, Audit and National Debt. He moved to the Co-operative Bank in 2004, initially as senior credit risk analyst before being deployed to enterprise-wide risk management as a senior manager to lay foundation for risk management for the bank as per the Central Bank's risk management guidelines and Basel II Accord. In 2006, he moved to KCB Group, where he headed the group operational risk and compliance supporting Kenya, Tanzania, Southern Sudan, Uganda, Rwanda and Burundi.

Mr. Ringera holds a Bachelor of Science degree in applied accounting and an MBA in strategic management. He is a professional accountant holding a CPA (K) and a Fellow of the Association of Certified Chartered Accountants (FCCA). He also holds an Advanced Diploma in Risk Management in Banking/Finance awarded by KPMG Sweden.



Prof. George A.O. Magoha (Representing Public Universities)

Prof. Magoha is a former Vice-Chancellor of the University of Nairobi. He is a professor of surgery and a consultant urologist at the College of Health Sciences, University of Nairobi. He is the president of the Association of Medical Councils of Africa (AMCOA). He is also the chairman of the Kenya Medical Practitioners and Dentists Board and has been a member of the AAU executive board from 2005 to date. Prof. Magoha is recognised in education and medical circles worldwide and represents the region and the continent in many medical forums. He has published widely in peer-reviewed medical journals.



Prof. Mabel Imbuga (Representing Public Universities)

Prof. Imbuga was born in 1951. She is the Vice-Chancellor of Jomo Kenyatta University of Agriculture and Technology. She is a professor of biochemistry, with over 33 years of teaching and scholarly experience. She has extensive knowledge and demonstrative experience in the higher education system, having grown from a Research Assistant and Assistant Lecturer to Lecturer, Research Scientist, Chairman of Department, Dean, Director as well as a Deputy Vice-Chancellor in charge of academic affairs. Prof. Imbuga is a key resource in strategic management and leadership, with an MBA in strategic management from Eastern and Southern African Management Institute (ESAMI). She has participated in various forums and key government seminars as a motivational speaker for upcoming leaders and scientists. To her credit, Prof. Imbuga has accomplished over 10 funded projects and 27 publications. Prof. Imbuga has attracted over 10 international funding opportunities for various projects cutting across various disciplines. She is a member of several professional associations across the world, the president of the Africa Women in Science and Engineering ; a former Director of International Network of Women Engineers and Scientists; member, Global Consortium of Higher Education and Research for Agriculture (GCHERA) and member, International Conference of Women Engineers and Scientists (ICWES).



Prof. Noah Midamba (Representing Private Universities)

Prof. Midamba, PhD, Vice-Chancellor & CEO, KCA University, is an internationally respected scholar in the field of foreign, defence and diversity studies. He is a former senior partner and CEO of the International Education and Consulting Services. He holds a PhD in Defence and Foreign Policy (1985), a Master in International Relations (1981) from the University of Denver, a Master of Public Policy (1978) and a Bachelor of Business Administration degree (1976) from the University of Puget Sound. He has published widely on multinational cooperation and foreign and defence policy. A passionate educator, he has received various honours including the Chancellors and Vice-Chancellors Award in Education (2014). He has also been recognised by former Governor Robert Taft of Ohio, former member, US David Bowan National Security Committee. Currently, he is the chairman of the Expert Review Panel on the Draft Policy, Legislation, and Institutional Framework for the National Values System for Kenya, and a member of the Social Enterprise World Forum and the executive committee of the UN-NGO.

Prof. Miriam Mwita (Representing Private Universities)



Prof. Mwita, B.A (UoN), PGDE (UEAB), MA (UoN), PhD (Moi), is the Vice-Chancellor of the proposed NIBS University. She is a former Vice-Chancellor of the University of Eastern Africa, Baraton, and a board member of AMACO. She is a professor of Linguistics and African Languages and a translator for Family Radio Inc, California, USA. She has translated over 22 titles and several live question-answer materials from English to Kiswahili. In addition, Prof Mwita is a language resource person for the East Africa Community secretariat in Arusha, Tanzania. She is also a former member and chairperson of the Audit, Compliance and Risk Management Committee of the Inter-University Council for East Africa. Prof. Mwita has gained a wide experience in teaching, research and educational management.

Mr. Edwin Tarno (Member, KATTI)



Mr. Tarno was born in 1964. He is the Principal at the Rift Valley Technical Institute and the chairman of the Kenya Association of Technical Training Institutions (KATTI). He is a PhD student at CEBU Doctors University and holds an MBA (Entrepreneurship & Marketing) from Moi University. He has vast knowledge and experience in teaching and management of technical and vocational education and training institutions. Mr. Tarno has received several national and international awards, including the Head of State Commendation (civilian category). He has also been recognised by Unesco/UNEVOC. Mr. Tarno has presented in major seminars and published in refereed journals like the *African Journal of Business and Economics*.

Eng. Callista Gitobu (Member, KATTI)



Eng. Gitobu is the Principal at PC Kinyanjui Technical Training Institute and the Secretary-General of the Kenya Association of Technical Training Institutions (KATTI). She holds a Master's degree in Education Administration from the University of Nairobi and a B.Sc degree in Electrical Engineering (Power Option) from the same university. Eng. Gitobu is a Chief Principal Lecturer in Electrical Engineering and has lectured at Kenya Polytechnic (now Technical University of Kenya) for over 20 years.



Dr. Richard B. Kipsang – Principal Secretary, Ministry of Education

Dr. Kipsang was born in 1967. He is the Principal Secretary in the Ministry of Education, Science and Technology. He holds a PhD from the Catholic University of Eastern Africa, where his dissertation was entitled, “Assessment of Policy, Practice and Implication of Financing Higher Education through the Students’ Loan Scheme in Kenya”. He has a Master’s degree in Economics, and a Bachelor of Education (Hons) degree, both from The University of Nairobi. He is a former Chief Executive Officer of The Coffee Trust Fund. Previously, he worked at the Higher Education Loans Board as the head of operations in charge of lending and recovery departments. He is a trained Certified Fraud Examiner and an associate member of the Association of Certified Fraud Examiners (MCFE-UK).



Dr. Kamau Thugge-Principal Secretary, The National Treasury

Dr. Thugge is a distinguished economist with a PhD in Economics from Johns Hopkins University. He is the first Principal Secretary in the National Treasury. Prior to his appointment as Principal Secretary, he worked as a senior economic adviser in the Ministry of Finance from the year 2010. He has also worked at the International Monetary Fund (IMF) in various capacities for over 21 years. He was the Head of the Fiscal and Monetary Affairs Department in the National Treasury between 2004 to 2005, and the Economic Secretary and Head of Economic Affairs Department in the Treasury between 2005 and 2008. He has represented the Permanent Secretary for Finance on the Boards of the Central Bank of Kenya, the Monetary Policy Committee of the Central Bank of Kenya, the Kenya Revenue Authority and the Capital Markets Authority.

III. MANAGEMENT TEAM



Mr. John Muraguri
Chief Executive Officer

Key Responsibilities:

- Develop and recommend to the Board long-term strategies, business plans, and annual operating budget;
- Establish proper internal monitoring and control systems and procedures;
- Ensure compliance with Constitutional and Statutory requirements in the Placement Service activities;
- Ensure prudent management of resources of the Board
- Coordinate placement of government-sponsored students to universities and colleges;
- Ensure effective and efficient dissemination of information on programmes;
- Provide leadership to the employees;
- Ensure continuous improvement in the quality and value of services and products provided by the corporation; and
- Provide custody of institutional assets.



Mrs. Monica Ng'ang'a
Deputy Chief Executive Officer

Key Responsibilities:

- Oversee the development, implementation and review of human resource and administration policies, regulations, procedures and strategies;
- Oversee financial management and reports, ICT, Human Resource, administration support and logistics, Corporate Communication, Supply;
- Coordinate sensitisation of the public on policy and procedures relating to placement of students in universities and colleges;
- Direct career guidance and counselling to schools for teachers, students, parents and other stakeholders;
- Liaise with universities, colleges and other stakeholders in furtherance of the mandate of Placement Service; and
- Coordinate collection and retention of data relating to university and college placement as well as supervise research and documentation.



Ms. Purity Mayaka
Acting ICT Manager

Key Responsibilities:

- Oversee planning, monitoring and evaluation of all information communication technologies, programmes and activities including outsourced projects;
- Coordinate the establishment and enforcement of ICT standards and procedures;
- Oversee implementation and maintenance of ICT infrastructure and software systems of the Placement Service;
- Develop, implement and review strategies and systems on ICT security and data recovery, retrieval and back-up;
- Oversee the process of configuration, installation and maintenance of ICT equipment; and
- Develop, implement, monitor and review appropriate security frameworks, strategies, and procedures to safeguard systems from physical harm, viruses and unauthorised intrusion and to mitigate risk.



Mr. Michael Kimani
Acting Finance Manager

Key Responsibilities:

- Ensure development, proper interpretation, implementation and review of financial regulations and procedures to enhance internal controls;
- Ensure provision of quality and timely accounting services
- Ensure preparation of supporting information for annual audits;
- Maintain an inventory on all bank accounts of the organisation and their approved signatories; and
- Oversee authorisation of payments, signing of cheques, identification of suitable cheques signatories and setting financial limits as appropriate.

IV. CHAIRMAN'S STATEMENT

I am very happy to present the first annual report and accounts for the year ended June 30, 2014 of the Kenya Universities and Colleges Central Placement Service. This will remain the shortest financial period, with the Placement Service Board only having operated for a period of five months since inauguration in February 2014. The Placement Service has within that short period achieved tremendous milestones, having placed over 70,000 government-sponsored students to universities and colleges for the academic year 2014/2015. It is the first time in Kenya's history that all Kenya Certificate of Secondary Examination candidates are given equal opportunity and same platform to choose their next institution of higher learning. The Placement Service will continue to present opportunities for university and college education to all Kenyans ensuring fairness, transparency and equity.



Financial Performance

During the year 2013/2014, the Placement Service achieved a surplus of Kshs. 140,291,020 and hence creating a revenue reserve of Kshs. 140,291,020. This positive performance has been realised due to the dedication of the Board, the management and the support of the various stakeholders.

Strategic Direction

The Placement Service has now developed and implemented a five-year 2015/2020 strategic plan with the motto of the Service being to align careers. The Placement Service intends to leverage on the use of ICT to achieve its vision of becoming a global model of placement and improve on service delivery.

Future Outlook

The Board and the management of the Placement Service are geared toward the automation of most, if not all, of its operations so as to improve on efficiency and effectiveness of its service to Kenyan students requiring placement and other services which will be rolled out in the near future. To this end, the Placement Service will invest heavily in technology and training of its staff so as to have a strong foundation which will translate in cost effective service to our customers.

A handwritten signature in black ink, appearing to read 'David Musyimi Ndetei'. The signature is stylized and somewhat abstract, with several loops and flourishes.

PROF. DAVID MUSYIMI NDETEI
CHAIRMAN OF THE BOARD

**V. REPORT OF THE CHIEF EXECUTIVE OFFICER
FOR THE YEAR ENDED JUNE 30, 2014**



It is my pleasure to present the Annual Report and Accounts of the Kenya Universities and Colleges Central Placement Service for the year ended June 30, 2014.

During the year under review the, Placement Service realised a surplus of KShs. 140,291,020 which went into our cumulative reserve. The financial performance in the current year was mainly impacted by the enhanced collections of fees from applicants and efficiency in our operations with a thin but very competent staff establishment and also having been in operations for only five months.

This being the first year of operation, the Placement Service had a mammoth challenge of formulating various placement policies and procedures and engaging all stakeholders. With the support and goodwill from Kenyans, universities, colleges, professional bodies, schools and other key stakeholders, the Placement Service has continued charting paths into the new terrain achieving key milestones.

Moving forward, the Placement Service Board has empowered the secretariat to strategise and invest heavily in automation systems and human capacity so as to enhance efficiency and transparency in their processes and service delivery. It is envisaged that in the first few years, a lot of training will be needed to the various stakeholders on the importance of placement and training in various technical and vocational skills to move this country forward for attainment of Vision 2030. It is paramount that we all redirect our energies towards developing our youth not only in learning but also into thinking strategically and to enable them to scout for and take advantage of available opportunities.

Finally, I would like to express my special thanks to the Government for the opportunity to serve Kenyans, the Board members for their selfless contribution and guidance; the secretariat for working round the clock to deliver; all the stakeholders for their cooperation and Kenyans in general for their encouragement and support.

A handwritten signature in black ink, appearing to read 'John Muraguri', written in a cursive style.

**JOHN MURAGURI
CHIEF EXECUTIVE OFFICER / SECRETARY TO THE BOARD**

VI. CORPORATE GOVERNANCE STATEMENT

The Kenya Universities and Colleges Central Placement Service (Placement Service) was established in February 2014 by an Act of Parliament, the Universities Act 2012 (No. 42 of 2012). The Placement Service Board is responsible for the overall management of the governance of the Placement Service and is accountable to the stakeholders for ensuring that the institution complies with the law and the best practices in educational institute governance and business ethics. The Board members are committed to the need to conduct the business and operations of the Placement Service with integrity and in accordance with generally accepted standards and endorse the internationally developed principles of good institutional.

Board Members

The Board is appointed by the Cabinet Secretary for Education in accordance with the Universities Act, 2012 (No. 42 of 2012) and includes among others the Chairman, the Secretary to the Board and eleven (11) other members as prescribed by the Act. The eleven members are appointed as follows:

- a) The Secretary of the Commission for University Education;
- b) The Chief Executive Officer of the Higher Education Loans Board;
- c) The Chief Executive Officer of the TVET Funding Board;
- d) The Chief Executive Officer of the TVETA;
- e) Two Vice-Chancellors representing public universities;
- f) Two Vice-Chancellors representing private universities;
- g) Two representatives of the Kenya Association of Technical Institutions;
- h) The Principal Secretary in the Ministry responsible for higher education and
- i) The Principal Secretary in the Ministry responsible for finance

The Board meets at least four times a year. The members receive all information relevant to the discharge of their obligations in accurate, timely and in a clear manner so that they can guide and maintain full and effective control over strategic, financial, operational and compliance issues. The Board is responsible for the overall policy and financial direction of the Placement Service while the Chief Executive Officer / Secretary is responsible for the daily operations of the institution.

Committees of the Board

The Board has the following committees, which meet regularly under the terms of reference set by the Board.

- Technical Committee
- Human Resources and Administration Committee
- Audit, Risk Management and Compliance Committee
- Finance and Development Committee

Internal Controls

The Placement Service has procedures and policies that ensure that its activities are complete, accurate and delivering expected results. Automation is essential in all operations of the Placement Service and this is geared towards eliminating mistakes which would otherwise occur. Specific assignments are also performed by different staff therefore maintaining segregation of duties.

Communication with the Board

The Placement Service is committed to ensuring that stakeholders and the general public are provided with full and timely information about its performance. This is achieved by the broadcasting on its website of major and important information and the release of notices in the press.

Board members emoluments

The members of the Board are paid a sitting allowance of Kshs 20,000 for every board meeting, which is included in the Board expenses in the annual reports and accounts. During the year, the Board met more frequently as it was the formation period and the placement of the 2013 Kenya Certificate of Secondary Education cohort was due by the time of its appointment. The Board therefore held six sittings and a retreat with the committees meeting seven times to have structures in place and guide the placement process.

VII. CORPORATE SOCIAL RESPONSIBILITY STATEMENT

The Placement Service is strongly committed to being a model corporate citizen that takes seriously its social obligations to its stakeholders and society at large. As we embrace transparency and meritocracy in the placement of students to courses of their choices, we remain cognisant of the disadvantaged in the society.

To promote an equitable society, the Placement Service ensures that all applicants with disabilities access university and college education, by lowering the cut-off points to the bare minimum and this is enshrined in its placement policy. A similar policy is applied for the applicants coming from disadvantaged regions so as to bring them closer to the rest of the country.

The management has taken it upon itself to promote a just and equitable society by ensuring education to communities at the county levels. In the past year, the Placement Service managed to visit various counties, educating the public on various avenues to access higher education and career prospects.

Participating in activities with the less fortunate in the society has been key in fulfilling the social responsibility. The Placement Service visited Joytown School, Thika, and spent time with all the stakeholders explaining to them of available opportunities.

Further, The Placement Service participated in career advisory programmes in various schools, explaining to students and teachers the requirement for the various career paths they wish to take.



The Placement Service staff participate in the Girl Save Girl Initiative held in Murang'a County in May 2015.

VIII. REPORT OF THE BOARD MEMBERS

The Board submits its report together with the audited financial statements for the five months ended June 30, 2014, which show the state of the KUCCPS's affairs.

Principal activities

The principal activities of the Placement Service are listed in the Universities Act 2012 as follows:

- i) To co-ordinate the placement of government-sponsored students to universities and colleges;
- ii) To disseminate information on available programmes, their costs, and the areas of study prioritised by the Government;
- iii) To collect and retain data relating to university and college placement;
- iv) To advise the Government on matters relating to university and college student placement;
- v) To develop career guidance programmes for the benefit of students; and
- vi) To perform any other function assigned to it under this Act.

Results

The results of the entity for the five months ended June 30, 2014 are set out on pages 17 to 21 and the notes to the said reports on pages 22 to 34. The financial performance reflects a surplus of Kshs 139,801,387 for the year. This was mainly due to the fact that the Placement Service board was formed at the third quarter of the year and thus absorption rate was slow.

Board Members

The members of the Board who served during the year are shown on page ii.

Auditors

The Auditor-General is responsible for the statutory audit of the Placement Service in accordance with the Public Audit Act and Public Finance Management Act, 2012.

By Order of the Board



JOHN MURAGURI
CHIEF EXECUTIVE OFFICER

IX. BOARD MEMBERS' RESPONSIBILITIES

Section 81 of the Public Finance Management Act, 2012 and Section 14 of the State Corporations Act, require the Board to prepare financial statements in respect of Placement Service, which give a true and fair view of the state of affairs of the entity at the end of the financial year/period and the operating results of the entity for that year/period. The Board members are also required to ensure that Placement Service keeps proper accounting records that disclose with reasonable accuracy the financial position of the Placement Service. The Board members are also responsible for safeguarding the assets of the Placement Service.

The Board is responsible for the preparation and presentation of the KUCCPS's financial statements, which give a true and fair view of the state of affairs of the Placement Service for and as at the end of the financial year (period) ended on June 30, 2014. This responsibility includes: (i) maintaining adequate financial management arrangements and ensuring that these continue to be effective throughout the reporting period; (ii) maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the entity; (iii) designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements, and ensuring that they are free from material misstatements, whether due to error or fraud; (iv) safeguarding the assets of the Placement Service; (v) selecting and applying appropriate accounting policies; and (vi) making accounting estimates that are reasonable in the circumstances.

The Board accepts responsibility for the KUCCPS's financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with International Public Sector Accounting Standards (IPSAS), and in the manner required by the PFM Act and the State Corporations Act. The Board members are of the opinion that the KUCCPS's financial statements give a true and fair view of the state of KUCCPS's transactions during the financial year ended June 30, 2014, and of the KUCCPS's financial position as at that date. The Board members further confirm the completeness of the accounting records maintained for the Placement Service, which have been relied upon in the preparation of the KUCCPS's financial statements as well as the adequacy of the systems of internal financial control.

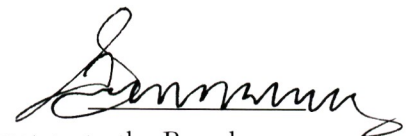
Nothing has come to the attention of the Board to indicate that the Placement Service will not remain for at least the next twelve months from the date of this statement.

Approval of the Financial Statements

The financial statements were approved by the Board on September 30, 2014 and signed on its behalf by:



Chairman to the Board



Secretary to the Board

**X. REPORT OF THE INDEPENDENT AUDITORS ON THE KENYA
UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE
REPUBLIC OF KENYA**

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**NAIROBI HUB
P.O. Box 30084-00100
NAIROBI**

OFFICE OF THE AUDITOR-GENERAL

**REPORT OF THE AUDITOR-GENERAL ON KENYA UNIVERSITIES AND COLLEGES
CENTRAL PLACEMENT SERVICE FOR FIVE (5) MONTHS PERIOD ENDED 30 JUNE
2014**

REPORT ON THE FINANCIAL STATEMENTS

I have audited the accompanying financial statements of Kenya Universities and Colleges Central Placement Service set out on pages 17 to 34, which comprise the statement of financial position as at 30 June 2014, statement of financial performance, statement of changes in net assets, statement of cash flows, statement of comparison of budget and actual amounts for the five (5) months period then ended, and a summary of significant accounting policies and other explanatory information in accordance with the provision of Article 229 of the Constitution of Kenya and Section 14 of the Public Audit Act, 2003. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The management is also responsible for the submission of the financial statements to the Auditor-General in accordance with the provisions of Section 13 of the Public Audit Act, 2003.

Auditor-General's Responsibility

My responsibility is to express an opinion on these financial statements based on the audit and report in accordance with the provision of Sector 15(2) of the Public Audit Act, 2003 and submit the audit report in compliance with Article 229(7) of the Constitution of Kenya. The audit was conducted in accordance with International Standards on Auditing. Those standards require compliance with ethical requirements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatements.

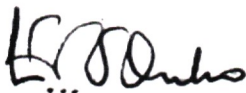
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's

judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the Placement Service's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Placement Service as at 30 June 2014, its financial performance and its cash flows for the five (5) months period then ended, in accordance with International Public Sector Accounting Standards and comply with the Universities Act No. 42 of 2012 of the Laws of Kenya.



Edward R. O. Ouko, CBS
AUDITOR-GENERAL

Nairobi

19 January 2015

XI. STATEMENT OF FINANCIAL PERFORMANCE

For the five months ended 30 June 2014	Note	2013/2014 Kshs
Revenue from non-exchange transactions		
Capitation Grants	3	61,586,550
		61,586,550
Revenue from exchange transactions		
Registration and Renewal Fees	4	8,251,630
Application and Revision Fees	5	106,567,532
Finance income	6	52,603
		114,871,765
Total revenue		176,458,315
Expenses		
Employee costs	7	9,261,964
Board Expenses	8	3,511,496
Placement processing and publicity	9	15,633,100
Career Guidance and Workshops	10	5,506,000
Depreciation and Amortization expense	11	155,355
Repairs and maintenance	12	5,580
General expenses	13	2,073,934
Finance costs	14	19,866
Total expenses		36,167,295
Surplus for the period		140,291,020
Surplus attributable to owners of the controlling entity		140,291,020
Total Surplus		140,291,020

The notes set out on pages 19 to 30 form an integral part of the Financial Statements.

XII. STATEMENT OF FINANCIAL POSITION

As at 30 June 2014

	Note	2013/2014 Kshs
Assets		
Current assets		
Cash and cash equivalents	15	161,882,731
Receivables from exchange transactions	16	52,603
Inventories	17	32,120
		161,967,454
Non-current assets		
Property, plant and equipment	18	1,323,195
		1,323,195
Total assets		163,290,649
Liabilities		
Current liabilities		
Trade and other payables from exchange transactions	19	21,274,639
Employee benefit obligation	20	1,724,990
		22,999,629
Non-current liabilities		
Non-current employee benefit obligation	20	-
		-
Total liabilities		22,999,629
Net assets		
Accumulated surplus		140,291,020
Total net assets and liabilities		163,290,649

The Financial Statements set out on pages 14 to 18 were signed on behalf of the Board by:



Prof. David M. Ndeti
Chairman of the Board
Date 30th September 2014



Mr. John Muraguri
Chief Executive Officer
Date 30th September 2014

XIII. STATEMENT OF CHANGES IN NET ASSETS

For the five months ended 30 June 2014

Attributable to the owners of the controlling entity

	Accumulated surplus	Total
	Kshs	Kshs
Balance As at February 2014	-	-
Surplus for the period	140,291,020	140,291,020
Balance as at 30 June 2014	140,291,020	140,291,020

XIV. STATEMENT OF CASH FLOWS

	Note	2013/2014
		Kshs
Cash flows from operating activities		
Receipts		
Capitation Grant	3	61,586,550
Registration and Renewal Fees	4	8,251,630
Application and Revision Fees	5	106,567,532
		176,405,712
Payments		
Compensation of employees	8	2,078,641
Goods and services		12,424,474
Finance cost	14	19,866
		14,522,981
Net cash flows from operating activities	22	161,882,731
Cash flows from investing activities		
Purchase of property, plant, equipment and intangible assets		-
Net cash flows used in investing activities		-
Cash flows from financing activities		
Increase in deposits		-
Net cash flows used in financing activities		-
Net increase/(decrease)in cash and cash equivalents		161,882,731
Cash and cash equivalents at February 2014		-
Cash and cash equivalents at 30 June, 2014	15	161,882,731

XV. STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS

	Original budget	Adjustments	Final budget	Actual on comparable basis	Performance difference	(%)
	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014	
	Kshs	Kshs	Kshs	Kshs	Kshs	
Revenue						
Capitation Grants- Revenue	61,586,550		61,586,550	61,586,550	-	0%
Registration and Renewal Fees	-		-	8,251,630	8,251,630	100%
Application and Revision Fees	45,000,000	-	45,000,000	106,567,532	61,567,532	137%
Finance Income	-	-	-	52,603	52,603	100%
Total income	106,586,550	-	106,586,550	176,458,315	69,871,765	66%
Expenses						
Employee costs	22,808,550	-	22,808,550	9,751,897	13,056,653	57%
Board Expenses	8,960,000	-	8,960,000	3,511,496	5,448,504	61%
Placement Processing and Publicity	20,000,000	-	20,000,000	15,633,100	4,366,900	22%
Career Guidance and Workshops	7,500,000	-	7,500,000	5,506,000	1,994,000	27%
Depreciation and amortization expense	-	-	-	155,355	(155,355)	100%
Repairs and maintenance	5,000,000	-	5,000,000	5,580	4,994,420	100%
General expenses	17,210,000	-	17,210,000	2,073,934	15,136,066	88%
Finance costs	130,000	-	130,000	19,566	110,434	85%
Capital Expenditure	24,978,000	-	24,978,000	1,478,550	23,499,450	94%
Total expenditure	106,586,550	-	106,586,550	38,135,478	68,451,072	64%
Surplus for the period	-	-	-	138,322,837	138,322,837	

Note:

The Placement Service only operated for five months and as such had very low rate of absorption of its budget. For instance, it did not recruit as expected and most other programmes were barely operated. Once SCAC and Directorate of Personnel Management approves the staff establishment, recruitment will be carried out and thus improve absorption. Revenue was received as projected and will be used to run planned programmes in the future.

XVI. NOTES TO THE FINANCIAL STATEMENTS

1. Statement of compliance and basis of preparation

The financial statements have been prepared in accordance with and comply with International Public Sector Accounting Standards (IPSAS). The financial statements are presented in Kenya Shillings, which is the functional and reporting currency of the Placement Service and all values are rounded to the nearest Kenya Shilling.

This is the first year of operation and therefore no comparative figures given.

First time adoption of International Public Sector Accounting Standards

The Placement Service adopted the International Public Sector Accounting Standards for the first time in 2014.

The financial statements have been prepared on the basis of historical cost, unless stated otherwise. The cash flow statement is prepared using the direct method and the financial statements on accrual basis.

2. Summary of significant accounting policies

a) Revenue recognition

- i) Revenue from non-exchange transactions

Government Grants

Government grants are only recognised when received or where the government gives a specific written undertaking on the same. To the extent that there is a related condition attached that would give rise to a liability to repay the amount, deferred income is recognised instead of revenue. Other non-exchange revenues are recognised when it is probable that the future economic benefits or service potential associated with the asset will flow to the Placement Service and the fair value of the asset can be measured reliably.

Transfers from other government entities

Revenues from non-exchange transactions with other government entities are measured at fair value and recognised on obtaining control of the asset (cash, goods, services and property) if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the Placement Service and can be measured reliably.

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

ii) Revenue from exchange transactions

Rendering of services

The Placement Service recognises revenues from placement fees in relation to the current financial year when the event occurs and the asset recognition criteria are met. Other incomes from rendering of services are recognised by reference to the stage of completion when the outcome of the transaction can be estimated reliably. The stage of completion is measured by reference to labour hours incurred to date as a percentage of total estimated labour hours.

Sale of goods

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership have been transferred to the buyer, usually on delivery of the goods and when the amount of revenue can be measured reliably and it is probable that the economic benefits or service potential associated with the transaction will flow to the Placement Service.

Interest income

Interest income is accrued using the effective yield method. The effective yield discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount. The method applies this yield to the principal outstanding to determine interest income each period.

b) Budget information

The annual budget is prepared on the accrual basis, that is, all planned costs and income are presented in a single statement to determine the financial needs. As a result of the adoption of the accrual basis for budgeting purposes, there are no basis, timing or entity differences that would require reconciliation between the actual comparable amounts and the amounts presented as a separate additional financial statement in the statement of comparison of budget and actual amounts.

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

c) Property, plant and equipment

All property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity recognises such parts as individual assets with specific useful lives and depreciates them accordingly. Likewise, when a major inspection is performed, its cost is recognised in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied. All other repair and maintenance costs are recognised in surplus or deficit as incurred.

Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.

d) Inventories

Inventory is measured at cost upon initial recognition. To the extent that inventory was received through non-exchange transactions (for no cost or for a nominal cost), the cost of the inventory is its fair value at the date of acquisition. After initial recognition, inventory is measured at the lower of cost and net realisable value.

e) Provisions

The expense relating to any provision is presented in the statement of financial performance net of any reimbursement

Contingent liabilities

The Placement Service does not recognise a contingent liability, but discloses details of any contingencies in the notes to the financial statements, unless the possibility of an outflow of resources embodying economic benefits or service potential is remote.

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

Contingent assets

The entity does not recognise a contingent asset, but discloses details of a possible asset whose existence is contingent on the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity in the notes to the financial statements. Contingent assets are assessed continually to ensure that developments are appropriately reflected in the financial statements. If it has become virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, the asset and the related revenue are recognised in the financial statements of the period in which the change occurs.

Commitments

Procurement commitments which are not finalised by the end of period are disclosed especially in relation to procurement of assets.

f) Reserves

Reserves are created and maintained in terms of specific requirements. At the moment there are no reserves maintained.

g) Changes in accounting policies and estimates

The changes in accounting policy are recognised retrospectively and the effects of changes in accounting policy are applied prospectively if retrospective application is impractical.

h) Employee benefits

Gratuity

The Placement Service currently has no pension plan but provides for gratuity for the staff at a rate of 31% of the basic pay. This is charged to the statement of financial performance for each year worked.

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

i) Foreign currency transactions

Transactions in foreign currencies are initially accounted for at the ruling rate of exchange on the date of the transaction. Trade creditors or debtors denominated in foreign currency are reported at the statement of financial position reporting date by applying the exchange rate on that date. Exchange differences arising from the settlement of creditors, or from the reporting of creditors at rates different from those at which they were initially recorded during the period, are recognised as income or expenses in the period in which they arise.

j) Related parties

The Placement Service regards a relate party as a person or any entity with the ability to exert control individually or jointly, or to exercise significant influence over Placement Service or vice versa. Members of the board and key management are regarded as related parties.

k) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash at bank, short-term deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

l) Segment reporting

The Placement Service does not have any branches / reporting segments. All the operations are managed from the registered office. The core business of the Placement Service continues to be the coordination of placement of the government-sponsored students to universities and colleges as stipulated in Section 56 of the Universities Act, 2012.

m) Significant judgments and sources of estimation uncertainty

Provision for Depreciation

The following rates are applied for purposes of providing for the usage of the assets and providing for their replacement.

- Computers, Computer Accessories and Infrastructure 20%
- Motor Vehicles 20%
- Furniture, Fittings and equipments 10%

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

3. Transfers from governments

	2013/2014
	Kshs
Unconditional grants	
Capitation Grants – Revenue	61,586,550
Total government grants and subsidies	61,586,550

4. Registration and Renewal Fees

	Kshs
Registration Fees	8,251,630
Total revenue from the rendering of services	8,251,630

5. Application and Revision Fees

	Kshs
Student Application and Revision Fees	106,567,532
Total revenue from application fees	106,567,532

6. Finance income

	Kshs
Cash investments and fixed deposits	52,603
Total finance income	52,603

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

7. Employee costs

	Kshs
Employee related costs-salaries and wages	7,607,277
Housing benefits and allowances	1,654,687
Employee costs	9,261,964

8. Board Expenses

	Kshs
Sitting Allowances	2,262,000
Other Board Expenses	1,249,496
	3,511,496

9. Application processing and Publicity

	Kshs
Processing of Applications	11,997,149
Advertising & Publicity	3,567,443
Publications	68,508
	15,633,100

10. Career Guidance and Workshops

	Kshs
Career Guidance & Workshops	2,276,900
Admission Support in Counties	2,577,500
Career Talks and workshops	468,000
Exhibitions and Shows	183,600
	5,506,000

11. Depreciation and amortization expense

Property, plant and equipment

Total depreciation and amortization

12. Repairs and maintenance

Vehicles

Total repairs and maintenance

13. General expenses

The following are included in general expenses:

Audit fees

Conferences and Seminars

Office Operations

Printing and stationery

Telecommunication

Total general expenses

Kshs
155,355
155,355
Kshs
5,580
5,580
2013/2014
Kshs
200,000
340,000
195,859
250,875
1,087,200
2,073,934

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

14. Finance costs

	2013/2014
	Kshs
Bank Charges	19,866
Total finance costs	19,866

15. Cash and cash equivalents

	Kshs
Bank	101,879,851
Cash-on-hand	2,880
Short-term deposits	60,000,000
Total cash and cash equivalents	161,882,731

Short Term deposit was a Call Deposit of Kshs 60,000,000 at an interest rate of 8% p.a. with the KCB.

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

16. Receivables from exchange transactions

Current receivables

Other exchange debtors

Total current receivables

Kshs

52,603

52,603

17. Inventories

Consumable stores

Total inventories at the lower of cost and net realisable value

2013/2014

Kshs

32,120

32,120

18. Property, plant and equipment

	Computers	Furniture and Equipment	Total
Cost	Kshs	Kshs	Kshs
At 1 February 2014	-	-	-
Additions	75,000	1,403,550	1,478,550
At 30 June 2014	75,000	1,403,550	1,478,550
Depreciation			
At February 2014	-	-	-
Depreciation	15,000	140,355	155,355
At 30 June 2014	15,000	140,355	155,355
Net book values			
At 30 June 2014	60,000	1,263,195	1,323,195

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

19. Trade and other payables from exchange transactions

2013/2014

Kshs

Trade payables	17,709,014
Other payables	3,565,625
Total trade and other payables	21,274,639

20. Pensions and other post-employment benefit plans

Gratuity Provision

Kshs

Current benefit obligation	1,724,990
Total employee benefit liability	1,724,990

21. Commitments and contingencies

Procurement of computers and equipment commenced during the period as per the 2013/2014 budget and process continued into the 2014/2015. The workings are as follows;

Descriptions	Estimated costs Kshs
Motor vehicles	5,044,950
Computers	6,860,990
Equipment	408,000
Total	12,313,312

NOTES TO THE FINANCIAL STATEMENTS CONTINUED...

22. Cash generated from operations

2013/2014

	Kshs
Surplus for the year before tax	140,291,020
Adjusted for:	
Depreciation	155,355
provision staff obligations	1,724,990
Non-cash grants received	-
Working capital adjustments:	
Increase in inventory	(32,120)
Increase in receivables	(52,603)
Increase in deferred income	-
Increase in payables	19,796,089
Increase in payments received in advance	-
Net cash flows from operating activities	<u>161,882,731</u>

Note that the increase in payables in relation to assets (investing activities) amounting to Kshs1,478,550 has been adjusted.

XVII PROGRESS ON FOLLOW UP OF AUDITOR'S RECOMMENDATIONS

The Kenya University and Colleges Central Placement Service was established in February 2014 and will be having our first audit this year.

Reference No. on the external audit Report	Issue / Observations from Auditor	Management comments	Focal Point person to resolve the issue (Name and designation)	Status: (Resolved / Not Resolved)	Timeframe: (Put a date when you expect the issue to be resolved)
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PROF. DAVID MUSYIMI NDETEI
Chairman

Date 30th September 2014



JOHN MURAGURI
Chief Executive Officer and Secretary
to the Board

Date 30th September 2014

Kenya Universities and Colleges Central Placement Service

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