



**MINISTRY OF PUBLIC SERVICE  
AND HUMAN CAPITAL  
DEVELOPMENT**

# WEEKLY BULLETIN

Issue no.  
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**INSIDE THIS  
ISSUE**

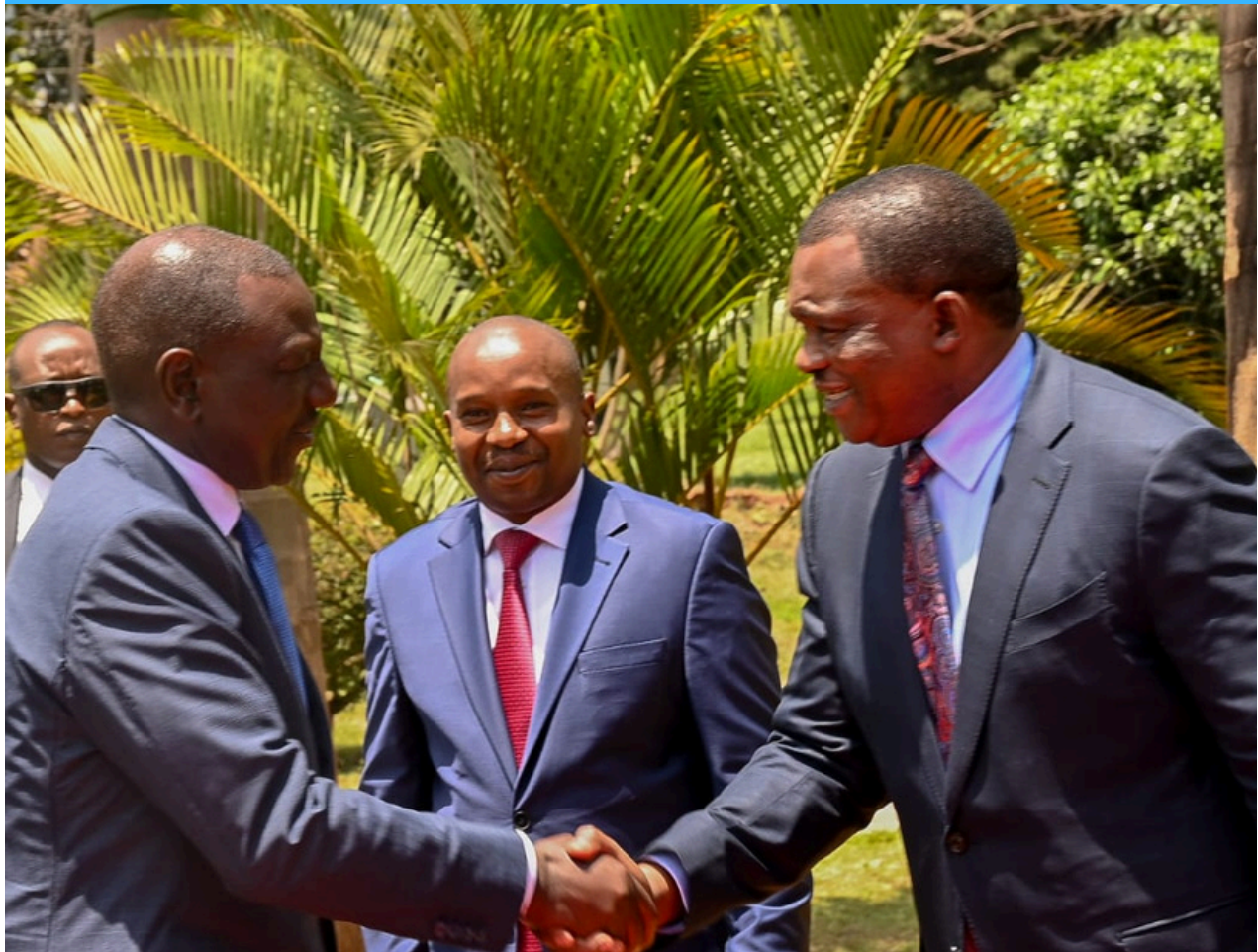
## **PRESIDENT RUTO LAUNCHES FRAMEWORK FOR IMPLEMENTATION OF REFORMS IN THE NPS, KPS AND NYS**

**1. President Ruto launches Strategic Framework for Implementation of Reforms in NPS, KPS and NYS**

**2. Customer Service Excellence masterclass for Principal Secretaries held at KSG**

**3. Douglas Kanja appointed new IG of Police**

**4. HRD Department holds a farewell event for retirees**

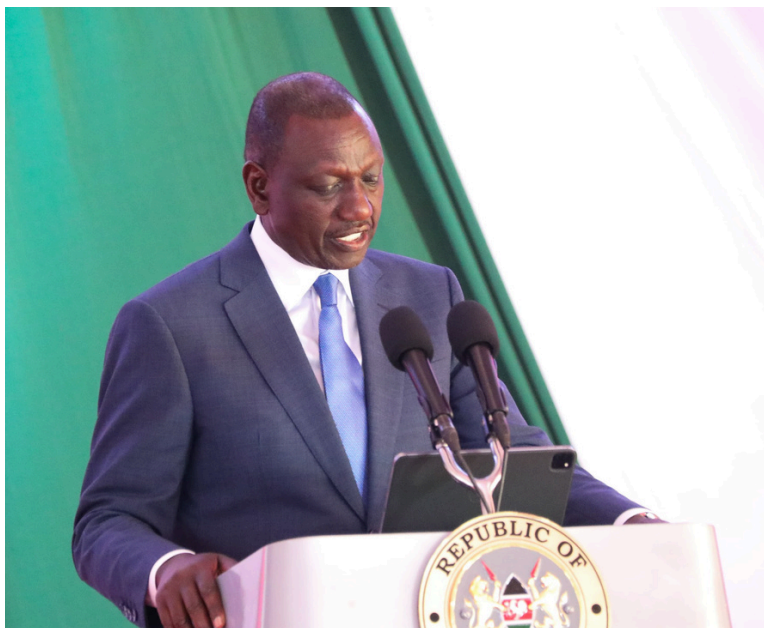


**Cabinet Secretary for Public Service Hon. Justin Muturi and his Interior Affairs counterpart Hon. Prof. Kithure Kindiki welcome H.E President William Ruto at Kenya School of Government, Lower Kabete Campus for the launch.**





*His Excellency President William Ruto, Cabinet Secretaries and Heads of the uniformed service display the strategic framework.*



In his keynote address during the launch, H.E President William Ruto made a pledge to reform, equip and motivate law enforcement officers to enhance professionalism, in order to create a security service with the requisite integrity to secure Kenya





# THE INAUGURAL CUSTOMER SERVICE EXCELLENCE TRAINING FOR PUBLIC SERVANTS HELD AT KSG, LOWER KABETE.



***Cabinet Secretary Hon. Justin Muturi poses for a group photo with Principal Secretaries from various State Departments at KSG, Lower Kabete campus.***

The Huduma Kenya and Kenya School of Government (KSG) launched the Customer Service Excellence (CSE) training for civil servants at the KSG Lower Kabete Campus, with Principal Secretaries as the first group to participate. This initiative marks a significant step towards transforming public service delivery in Kenya by equipping public servants with the skills needed to build a culture of excellence.

This training will soon become mandatory for all government officers, from Principal Secretaries to technical staff, ensuring that all public servants are well-prepared to serve citizens effectively and with dignity. The program aims to foster professionalism and elevate the standards of service across all government institutions.

The event was presided over by Hon. Justin Muturi, Cabinet Secretary for Public Service and Human Capital Development, who emphasized the importance of the training in enhancing public service experience for all Kenyans.





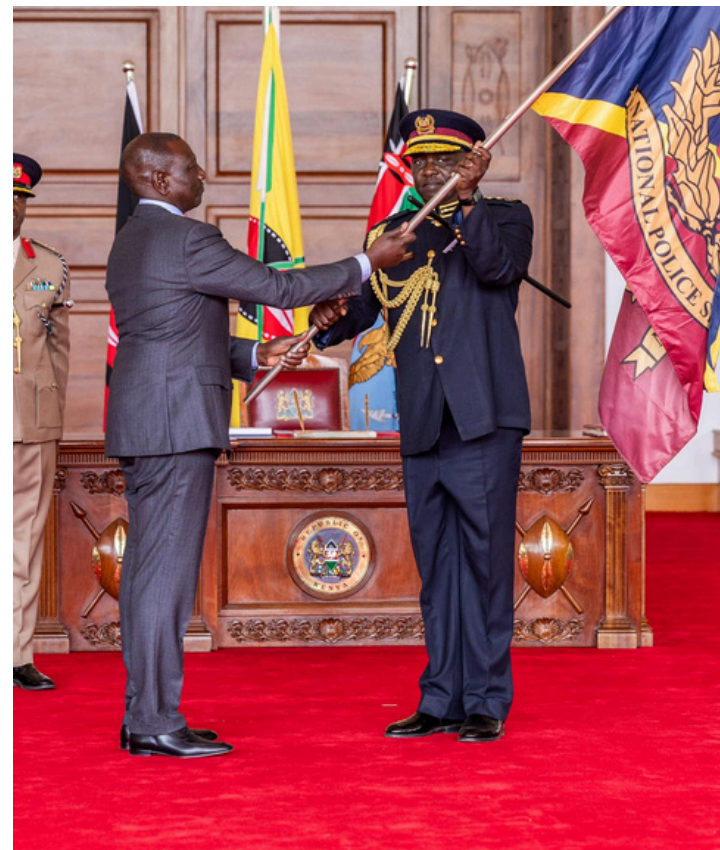
# DOUGLAS KANJA TAKES OATH OF OFFICE AS KENYA'S NEW INSPECTOR GENERAL



In a solemn ceremony held at State House Nairobi, Douglas Kanja Kirocho was sworn in as the 6th Inspector General of the National Police Service.

President William Ruto emphasized the nation's commitment to the rule of law as he presided over the investiture, affirming unwavering support for the security agencies to ensure the safety and stability of the Country.

'The rule of law is the bedrock of our democracy,' the president remarked, pledging continuous backing for Kenya's security forces in their mission to protect the nation



Douglas Kanja becomes the 6th Inspector General of Police since promulgation of the new constitution 2010



# HUMAN RESOURCE DEVELOPMENT DEPARTMENT HOLDS A FAREWELL EVENT FOR ITS RETIREES

The Human Resource Development Department, under the leadership of Secretary Mr. David Njoroge, hosted a vibrant farewell celebration for this year's retirees.

During the event, held at the Teleposta Towers office, Mr. Njoroge expressed heartfelt gratitude to the officers for their unwavering dedication to public service throughout their careers.

The retirees—Madam Jackobed Asike and Mr. Benedict Muthini, both Directors, alongside Madam Lena Syokwaa and Mary Lovi from Library Services—vowed to continue supporting the department when needed, drawing on their vast experience. After decades of committed service, they retired at the mandatory age of 60.

The Ministry of Public Service and Human Capital Development extended best wishes to the retirees as they embark on new roles as Senior Citizens.

Directors and colleagues from the HRD Department also attended the memorable event.





# PICTORIAL



*Officers from the uniformed service and the Executive join President William Ruto for a group photo after the launch of the Strategic Framework for implementation of reforms in the NPS, KPS and NYS.*



*Proceedings during the launch of the Strategic Framework at the KSG Lower Kabete Campus, Nairobi.*



# PICTORIAL



*Proceedings during the inaugural Customer Service Excellence masterclass for Principal Secretaries, KSG , Lower Kabete Campus.*



*Farewell event of the HRD Department retirees*



# Transition



MINISTRY OF HEALTH



Bima Bora, Afya Nyumbani

## PUBLIC NOTICE TO ALL EMPLOYERS

### TRANSITION TO THE SOCIAL HEALTH INSURANCE FUND (SHIF) AND EMPLOYER PORTAL GUIDANCE

In 2023, the Government of Kenya accelerated efforts to realize Universal Health Coverage in line with its Bottom-Up Economic Transformation Agenda (BETA). These efforts resulted in the enactment of the several health laws including the Social Health Insurance (SHI) Act 2023 which established the Social Health Authority (SHA), ushering in a new era of healthcare in Kenya.

Effective **1<sup>st</sup> October, 2024**, the National Health Insurance Fund (NHIF) will be transitioned to the Social Health Authority (SHA). As such, every Kenyan citizen, including dependents, is mandated by law to register as a member of the SHA. This notice provides essential information regarding the transition, payment deadlines, and the use of the SHA Employer Portal.

#### Key Dates and Information

1. **Last NHIF Admission:** The last date for admission under NHIF is **30<sup>th</sup> September 2024** and SHA benefits will begin on **1<sup>st</sup> October 2024**.

#### 2. Payment Deadlines:

- o Payments received on or before **9<sup>th</sup> October 2024**, will be credited to NHIF.
- o Payments received from **9<sup>th</sup> November 2024**, onwards will be credited to SHA.

#### SHA Employer Portal

The SHA Employer Portal (<https://sha.go.ke/>) is your primary tool for managing your employees' SHI contributions.

#### Key Portal Functions

- **Employee Registration:** Register your employees and their dependents with SHA.
- **Contribution Remittance:** Make SHI contributions on behalf of your employees.
- **Generate Reports:** Access and download contribution statements and other reports.
- **Update Employee Information:** Manage changes in employee details or dependents.

#### Accessing and Using the Portal

1. **Create an Account:** Visit the SHA website and create an employer account.
2. **Verify Your Account:** Follow the instructions to verify your account.
3. **Add Employees:** Enter your employees' details and register them with SHA.
4. **Make Contributions:** Use the portal to remit SHI contributions on time.

Ensure all your employees are registered with SHA before **1<sup>st</sup> October 2024** and kindly adhere to the payment deadlines to avoid any disruptions in healthcare coverage for your employees.

For any queries or assistance, please contact our dedicated support team via email: [customercare@sha.go.ke](mailto:customercare@sha.go.ke) or **Toll-Free Number: 0800 720 601**

We appreciate your cooperation in ensuring a smooth transition to the SHA.



REPUBLIC OF KENYA

THE SELECTION PANEL FOR THE SELECTION OF NOMINEES FOR THE APPOINTMENT AS CHAIRPERSON AND MEMBERS OF COMMISSION ON ADMINISTRATIVE JUSTICE (CAJ)

## CHAIRPERSON AND TWO (2) MEMBERS OF CAJ

Pursuant to Section 11(4) of the Commission on Administrative Justice Act (Cap. 73), the Selection Panel invites applications from suitably qualified persons to be considered for nomination for appointment as the Chairperson and two (2) of the Commission on Administrative Justice (CAJ).

#### Members

#### Requirements for Appointment 1) Chairperson of the Commission

A person shall be qualified for appointment as the Chairperson, if such a person:-

- a) has knowledge and at least fifteen years' experience in matters relating to human rights, law, conflict resolution, arbitration or administrative justice;
- b) has knowledge and experience of at least ten (10) years in matters relating to any of the following fields:
  - i. law;
  - ii. public administration;
  - iii. economics or finance;
  - iv. gender and social development;
  - v. human rights;
  - vi. conflict resolution;
  - vii. management; or
  - viii. social sciences.
- c) has had a distinguished career in their respective fields; and
- d) meets the requirements of Chapter Six of the Constitution.

#### 2) Members of the Commission

A person shall be qualified for appointment as a Member, if such a person:-

- a) is a member of Parliament or a County Assembly;
- b) has knowledge and experience of at least ten (10) years in matters relating to any of the following fields:
  - i. law;
  - ii. public administration;
  - iii. economics or finance;
  - iv. gender and social development;
  - v. human rights;
  - vi. conflict resolution;
  - vii. management; or
  - viii. social sciences.
- c) has had a distinguished career in their respective fields; and
- d) meets the requirements of Chapter six of the Constitution.

#### 3) Duties and Responsibilities

The Chairperson and the Members shall ensure that the Commission functions effectively and meets its mandate as set out in Section 8 of the Commission on Administrative Justice Act (Cap. 73).

#### 4) Disqualification from Appointment

A person shall not be qualified for appointment as the Chairperson or a Member if such person:

- a) is a member of Parliament or a 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.

#### 5) Tenure of Office

The Chairperson and Members appointed shall serve for a single term of six (6) years and shall not be eligible for re-appointment.

#### 6) Terms and Conditions of Service

- a) The Chairperson and Members of the Commission shall serve on a full-time basis.
- b) Shall not hold any other office or employment for profit whether public or private.
- c) The remuneration and benefits for the Chairperson and Members of the Commission shall be as determined by the Salaries and Remuneration Commission.

#### 7) How to Apply

a) All applications both manual and online should be accompanied by a curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport together with relevant testimonials and supporting documents.

b) All applications should be clearly marked "Application for the position of Chairperson, Commission on Administrative Justice" or "Application for the position of Member, Commission on Administrative Justice".

Hand delivery in any of the following ways:  
Justice and Human Capital Development, Harambee House, 10th Floor  
Room 1011 Monday to Friday (between 8.00 a.m. and 5.00 p.m. E.A.T)

ii. Online  
iii. e-mail to: [selectionpanelcaj2024@psvg.go.ke](mailto:selectionpanelcaj2024@psvg.go.ke)

Post Office in ordinary or registered mail, to:

The Chairperson  
Selection Panel for the selection of nominees for appointment of  
Chairperson and Two Members, CAJ  
P.O. Box 30050-00100 NAIROBI

#### Important Notes

a) Names of all applicants, shortlisted candidates and an interview schedule will be published in the Kenya Gazette, two daily newspapers and the Ministry of Public Service and Human Capital Development website; [www.psvg.go.ke](http://www.psvg.go.ke) after the lapse of the application period.

b) Shortlisted candidates shall be required to produce valid clearance certificates during the interview from the following institutions;

- i. Ethics and Anti-Corruption Commission;
- ii. Higher Education Loans Board;
- iii. Kenya Revenue Authority;
- iv. Credit Reference Bureau; and
- v. Directorate of Criminal Investigations (Certificate of Good Conduct).

c) Shortlisted candidates shall be required to produce their original national identity cards or passports, academic and professional certificates, transcripts and testimonials during the interviews.

d) Note that it is a criminal offence to produce fake certificates or impersonate.

e) The nominated candidates shall be required to go through the National Assembly for vetting and approval pursuant to the Public Appointments (Parliamentary Approval Act (No. 33 of 2011).

f) Canvassing for these positions will lead to automatic disqualification.

g) Women, minorities, marginalized and persons with disabilities are encouraged to apply.

All applications both manual and online must reach the selection panel on or before Monday, 23<sup>rd</sup> September, 2024, 5.00 p.m. E.A.T.

FCPA Edwin Makori Chairperson  
Selection Panel for the selection of nominees for appointment of  
Chairperson and Two Members of the Commission on Administrative Justice





**REPUBLIC OF KENYA**  
**THE SELECTION PANEL FOR THE**  
**SELECTION OF NOMINEE FOR**  
**APPOINTMENT AS CHAIRPERSON OF**  
**THE SALARIES AND REMUNERATION**  
**COMMISSION (SRC).**



Salaries & Remuneration  
 Commission  
*Rewarding productivity*



REPUBLIC OF KENYA

**INVITATION FOR APPLICATIONS FOR POSITION OF**  
**CHAIRPERSON OF THE SALARIES AND REMUNERATION**  
**COMMISSION (SRC)**

Pursuant to provisions of Article 230 (1) and 2 (a) of the Constitution as read with Section 4 (1) and (3) of the Salaries and Remuneration Commission Act, 2011 (No.10 of 2011), the Selection Panel invites applications from qualified persons to be considered for nomination for appointment as the **Chairperson** of the Salaries and Remuneration Commission (SRC).

**(1) Requirements for Appointment**

- A person shall be qualified for appointment as a Chairperson of the Commission, if the person: -
- holds a degree from a University recognized in Kenya;
  - has knowledge and at least ten (10) years' experience in matters relating to either:
    - public management;
    - finance and administration;
    - human resource management;
    - economics; or
    - labour laws;
  - has knowledge of labour market trends in Kenya as relates to income in the public and private sector;
  - meets the requirements of Chapter Six of the Constitution; and
  - has had a distinguished career in their respective fields.

**(2) Functions of the Salaries and Remuneration Commission**

The functions of the Salaries and Remuneration Commission are set out under Article 230(4) of the Constitution of Kenya as read with Section 11 of the Salaries and Remuneration Commission, Act, 2011.

**(3) Duties and Responsibilities**

The duties and responsibilities of the Chairperson include the following:

- Ensure the Commission meets its mandate as outlined in Article 230(4) and 249 of the Constitution as read with Section 11 of the of the Salaries and Remuneration Commission, Act, 2011;
- Chair Commission meetings;
- Assist the Commission in policy formulation and ensure the Commission performs its duties according to the Constitution and the Act;
- Give strategic direction to the Commission as per the Constitution and other applicable laws;
- Establish and maintain strategic linkages and partnerships with other stakeholders in the rule of law and other governance sectors.

**(4) Disqualification for Appointment**

- A person shall not be qualified for appointment as the chairperson if the person;
- is a member of Parliament or County Assembly;
  - is a member of the governing body of a political party;
  - is a member of a local authority;
  - is an undischarged bankrupt; or
  - has been removed from office for contravening the provisions of the Constitution or any other law.

**(5) Tenure of Office**

The Chairperson of the Commission shall be appointed for a single term of six (6) years and shall not be eligible for re-appointment.

**(6) Terms of Service**

- Serve on a full-time basis;
- Shall not participate in any other gainful employment; and
- Remuneration and benefits for the position is as determined by the Salaries and Remuneration Commission.

**(7) How to Apply**

- Each application should include a curriculum vitae of not more than six (6) pages (Times New Roman font 12), copies of relevant academic and professional certificates, national identity card or passport, together with relevant testimonials and supporting documents.
- All applications should be clearly marked **"Application for the position of Chairperson, Salaries and Remuneration Commission"** and submitted in any of the following ways:
  - Manual applications should be submitted in a sealed envelope and may be delivered physically to, **10th Floor Room 1011, Ministry of Public Service and Human Capital Development, Harambee House, Harambee Avenue, Nairobi, between 8.00 a.m. and 5.00 p.m. (East African Time), Monday to Friday.**
  - Online applications should be e-mailed to: [selectionpanelsrc2024@psyg.go.ke](mailto:selectionpanelsrc2024@psyg.go.ke)
  - Posted applications should be addressed to:

**The Chairperson**

**Selection Panel for the selection of nominees for appointment as Chairperson, Salaries and Remuneration Commission**  
**P.O. Box 30050-00100 NAIROBI**

**Important information to note:**

- Names of all applicants, shortlisted candidates and interview schedule will be published in the Kenya Gazette, two daily newspapers and the Ministry of Public Service, Human Capital Development website; [www.psyg.go.ke](http://www.psyg.go.ke) after the lapse of the application period.
- Applicants are required to submit copies of valid clearance certificates from the following institutions:
  - Ethics and Anti-Corruption Commission;
  - Higher Education Loans Board;
  - Kenya Revenue Authority;
  - Credit Reference Bureau;
  - Commission for University Education; and
  - Directorate of Criminal Investigations (Certificate of Good Conduct).
  - Women, minorities, marginalized and persons with disabilities are encouraged to apply.**
  - Canvassing for this position will lead to automatic disqualification.**
- All applications must be received on or before **Monday, 23<sup>rd</sup> September, 2024 5.00 p.m. (East African Time).**

**Amos N. Gathecha, EBS, 'ndc'(K)**

**Chairperson**

**Selection Panel for the selection of nominees for appointment as Chairperson of the Salaries and Remuneration Commission.**

**THE SELECTION PANEL FOR THE SELECTION OF NOMINEES FOR THE APPOINTMENT AS**  
**CHAIRPERSON AND MEMBERS OF COMMISSION ON ADMINISTRATIVE JUSTICE (CAJ)**

**INVITATION FOR APPLICATIONS FOR THE POSITIONS OF**  
**CHAIRPERSON AND TWO (2) MEMBERS OF CAJ**

Pursuant to Section 11(4) of the Commission on Administrative Justice Act (Cap. 7J), the Selection Panel invites applications from suitably qualified persons to be considered for nomination for appointment as the **Chairperson** and **two (2) Members** of the Commission on Administrative Justice (CAJ).

**Requirements for Appointment**

**1) Chairperson of the Commission**

- A person shall be qualified for appointment as the Chairperson, if such a person:-
- has knowledge and at least fifteen years' experience in matters relating to human rights, law, conflict resolution, arbitration or administrative justice;
  - holds a degree from a University recognized in Kenya; and
  - meets the requirements of Chapter Six of the Constitution.

**2) Members of the Commission**

- A person shall be qualified for appointment as a Member, if such a person:-
- holds a degree from a university recognized in Kenya;
  - has knowledge and experience of at least ten (10) years in matters relating to any of the following fields:
    - law;
    - public administration;
    - economics or finance;
    - gender and social development;
    - human rights;
    - conflict resolution;
    - management; or
    - social sciences.
  - has had a distinguished career in their respective fields; and
  - meets the requirements of Chapter six of the Constitution.

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  - Online  
e-mail to: [selectionpanelcaj2024@psyg.go.ke](mailto:selectionpanelcaj2024@psyg.go.ke)
  - Post Office in ordinary or registered mail, to:

**The Chairperson**  
**Selection Panel for the selection of nominees for appointment of**  
**Chairperson and Two Members, CAJ**  
**P.O. Box 30050-00100**  
**NAIROBI**

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**FCPA Edwin Makori**



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Mahatma Gandhi**



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**For comments, news items and articles, contact the Editor via email on: [cnjoroge@psyg.go.ke](mailto:cnjoroge@psyg.go.ke)**

