



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

Issue no.  
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# SDPS WEEKLY BULLETIN

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**Fostering Future Leaders: Productive  
Engagement between the Ministry and the  
Public Service Commission on enhancing the  
Government Internship Program**





**Public Service Commission (PSC) Led By Chairperson Amb. Antony Muchiri at Harambee House**



**Cabinet Secretary for Public Service, Hon. Justine Muturi, held a consultative meeting with the Public Service Commission (PSC), led by Chairperson Amb. Antony Muchiri to address youth concerns about the Public Service Internship Programme (PSIP) and other issues.**

**The engagement highlighted the importance of consultation and collaboration in promoting transparency, inclusivity, and informed policy-making. The PSIP is underscored as a key government initiative aimed at equipping university graduates with technical and professional skills through practical work experience.**



# CAPACITY BUILDING TRAINING FOR REGULATORY AUTHORITIES HELD AT KSG LOWER KABETE



The Chief of Staff & Head of Public Service Mr. Felix Koskei addressed Board Chairpersons, CEOs, and Internal Audit Heads during the launch of a transformative Capacity Building Programme at the Kenya School of Government, Lower Kabete campus.

The 2 day programme developed in collaboration with KSG aimed at equipping the participants with modern governance skills, while advancing the Zero Fault Audit campaign to enhance accountability and efficiency across Public Service.





# PS AMOS GATHECHA MARKS A MILESTONE IN PAYROLL MANAGEMENT FOR CIVIL SERVANTS



Speaking at the Kenya School of Government Embu campus, during the closing ceremony of the Trainers of Trainers (ToT) Program for Kenya's Human Resource Information System-Ke(HRIS) Payroll Module, Principal Secretary for Public Service, Mr. Amos Gathecha, marked a significant milestone in the digital transformation of payroll management across public institutions.



The HRIS-Ke system, which assigns each public servant a unique Unified Payroll Number (UPN), is designed to enhance payroll accuracy, transparency, and eliminate errors, while enabling real-time wage bill monitoring.

Aligned with H.E the President's vision for a tech-driven public service, the system embodies financial integrity and efficiency. The PS praised the trainers as key architects of this transformation, recognizing their pivotal role in ensuring a smooth transition and improving human resource data management. He urged them to embrace continuous improvement, positioning them as champions of a more transparent, efficient future for Kenya's public service.



**Mr. Nahashon Muriithi, Secretary, Human Resource Information System department engages PS Mr. Amos Gathecha during the closing ceremony of the Trainers of Trainers (ToT) Program for the Payroll Module of Kenya's HRIS at KSG Embu campus.**

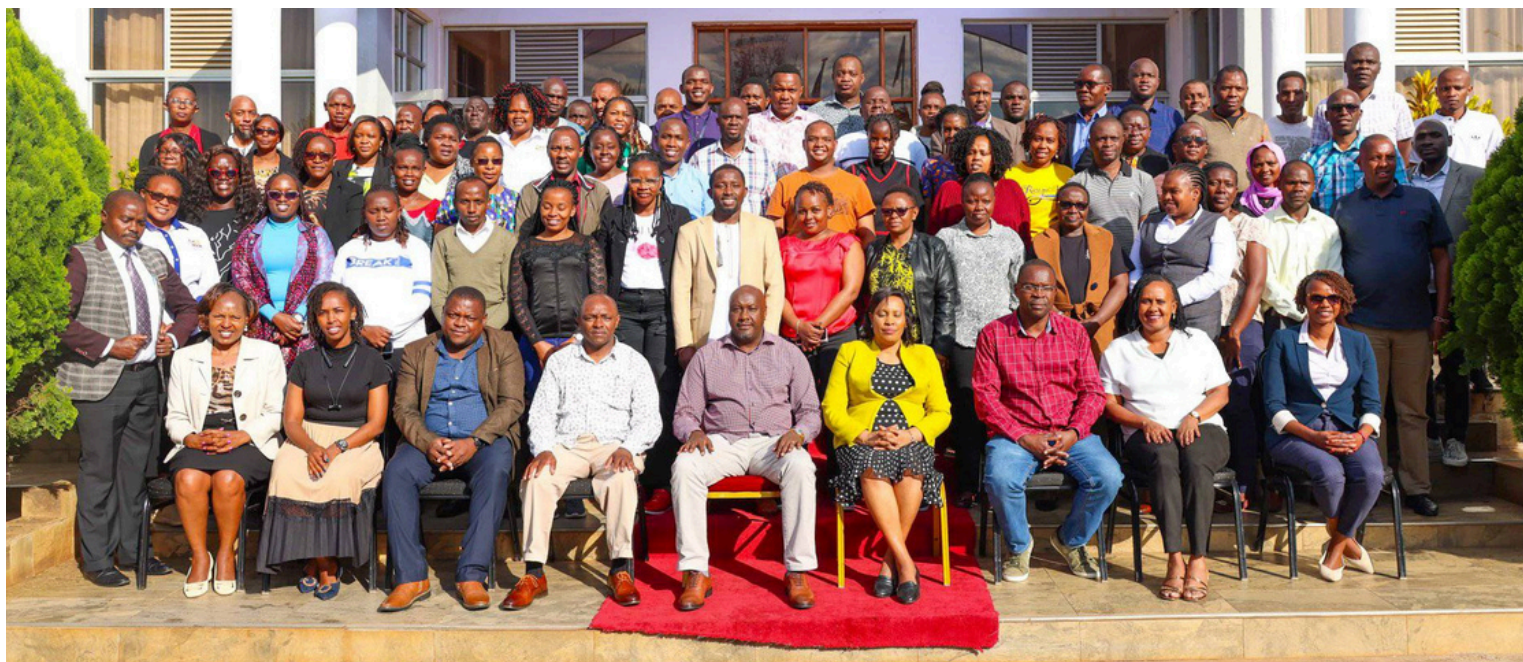




**Mr. Bruno Makokha , Head ICT and Ms Faith Ikiara Deputy Director HRIS addressing graduants during closure of ToT programme at KSG Embu**



All civil servants will be on-boarded on HRIS by December 2024



**ToT Graduates stand proud with PS Public Service Mr. Amos Gathecha, Celebrating their role as trailblazers in Public Service's Digital Payroll Revolution.**



# KENYA AND AZERBAIJAN STRENGTHEN DIPLOMATIC TIES: PIONEERING E-GOVERNMENT PARTNERSHIP IN PUBLIC SERVICE DELIVERY



H.E. Mr. Sultan Hajiyyev, Ambassador of Azerbaijan to Kenya, paid a courtesy call to CS Public Service, Hon. J.B. Muturi, as Kenya and Azerbaijan mark 20 years of diplomatic relations.

The two nations, known for their expanding trade ties, discussed cooperation in enhancing government service delivery.

Ambassador Hajiyyev highlighted Azerbaijan's ASAN Centers, which offer over 600 services nationwide, a model similar to Kenya's Huduma Centers.

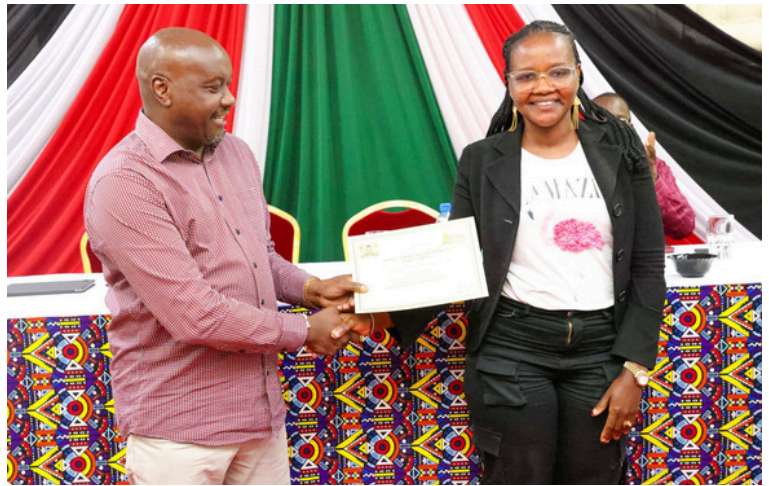
The engagement centred on potential partnerships in capacity building, technology exchange, and financial support to improve e-government services, ensuring efficient, transparent, and timely delivery to citizens.

**Strengthening  
Diplomatic ties**





# PICTORIAL



**Team Leaders Honored: PS Mr. Amos Gathecha Presents Certificates of Appreciation to ToT Leaders for Championing Payroll Transformation.**



**PS Gathecha Joins Chief of Staff & Head of Civil Service at the launch of a transformative Capacity Building Program for Regulatory Authorities at KSG Kabete**



# 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. 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:-

- a) has knowledge and at least fifteen years' experience in matters relating to human rights, law, conflict resolution, arbitration or administrative justice;
- b) holds a degree from a University recognized in Kenya; and
- c) 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) holds a degree from a university recognized in Kenya;
- 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. 7J).

##### 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" and submitted in any of the following ways:
  - i. The Ministry of Public Service 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, 23rd 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: -
- (a) holds a degree from a University recognized in Kenya;
  - (b) has knowledge and at least ten (10) years' experience in matters relating to either;
    - (i) public management;
    - (ii) finance and administration;
    - (iii) human resource management;
    - (iv) economics; or
    - (v) labour laws;
  - (c) has knowledge of labour market trends in Kenya as relates to income in the public and private sector;
  - (d) meets the requirements of Chapter Six of the Constitution; and
  - (e) 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:

- (i) 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;
- (ii) Chair Commission meetings;
- (iii) Assist the Commission in policy formulation and ensure the Commission performs its duties according to the Constitution and the Act;
- (iv) Give strategic direction to the Commission as per the Constitution and other applicable laws;
- (v) 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;
- (a) is a member of Parliament or County Assembly;
  - (b) is a member of the 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 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**

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

**(7) How to Apply**

- (a) 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.
- (b) All applications should be clearly marked **"Application for the position of Chairperson, Salaries and Remuneration Commission"** and submitted in any of the following ways:
  - (i) 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.**
  - (ii) Online applications should be e-mailed to: [selectionpanelsrc2024@psyg.go.ke](mailto:selectionpanelsrc2024@psyg.go.ke)
  - (iii) 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:**

- (1) 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.
- (2) Applicants are required to submit copies of valid clearance certificates from the following institutions;
  - (i) Ethics and Anti-Corruption Commission;
  - (ii) Higher Education Loans Board;
  - (iii) Kenya Revenue Authority;
  - (iv) Credit Reference Bureau;
  - (v) Commission for University Education; and
  - (vi) Directorate of Criminal Investigations (Certificate of Good Conduct).
- 1) **Women, minorities, marginalized and persons with disabilities are encouraged to apply.**
- 2) **Canvassing for this position will lead to automatic disqualification.**
- 3) 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)**

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- a) has knowledge and at least fifteen years' experience in matters relating to human rights, law, conflict resolution, arbitration or administrative justice;
  - b) holds a degree from a University recognized in Kenya; and
  - c) 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) holds a degree from a university recognized in Kenya;
  - 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;
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  - ii. Online  
e-mail to: [selectionpanelcaj2024@psyg.go.ke](mailto:selectionpanelcaj2024@psyg.go.ke)
  - iii. 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**



# Huduma Kenya



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# AGPO



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Remember, you can always call us on **1919** for assistance with any government service.

Huduma Kenya huduma\_kenya HudumaKenya 1919

**"The purpose of Public Service is to improve the lives of others and to create a better future." Jimmy Carter**



# EDITORIAL TEAM

**Editor** : Catherine Njoroge  
**Sub Editor** : Alice Ndubi  
**Reporters** : Alice Ndubi, Brian Kochwa, Nelson Kanyiri  
**Layout** : Nelson Kanyiri, Brian Kochwa  
**Photography** : Brian Kochwa, Nelson Kanyiri, Caleb Wanene

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