



MINISTRY OF PUBLIC SERVICE, HUMAN CAPITAL
DEVELOPMENT AND SPECIAL PROGRAMMES

STATE DEPARTMENT FOR PUBLIC SERVICE AND HUMAN
CAPITAL DEVELOPMENT

REPUBLIC OF KENYA

THE SDPS WEEKLY BULLETIN

8 August 2025



mps.go.ke

Monthly Principal Secretaries Coordination Forum

The Principal Secretary for Public Service and Human Capital Development, Dr. Jane Kere Imbunya, participated in the Monthly Principal Secretaries Coordination Forum, chaired by the Chief of Staff and Head of Public Service, Mr. Felix Koskei, and attended by fellow Principal Secretaries.

The forum serves as a critical platform for reviewing the progress of government programmes, addressing cross-cutting issues, fostering inter-agency collaboration, and aligning implementation efforts with national development priorities.

Dr. Imbunya underscored the value of such engagements in enhancing policy coherence, promoting efficiency, and ensuring coordinated service delivery across ministries.

These regular interactions reflect the government's commitment to collective leadership, accountability, and results-driven governance.



Shaping the Future of Public Service in Kenya



Government policies play a pivotal role in driving national development, informing strategic decisions, and ensuring responsive service delivery that meets the evolving needs of citizens.

In a consultative meeting held at Harambee House, the Principal Secretary for Public Service and Human Capital Development, Dr. Jane Kere Imbunya, engaged with a delegation from the Directorate of Public Service Transformation, led by Acting Secretary Ms. Jacqueline Otwor.

The meeting centered on the development of the Kenya Public Service Transformation Policy, an ambitious and forward-looking framework designed to strengthen institutional efficiency, foster accountability, and embed innovation at every level of government.

Dr. Imbunya emphasized that transforming public service is not merely about reforming systems, but about reimagining how government interacts with its people, placing integrity, impact, and inclusivity at the core of service delivery.

The consultative dialogue also underscored the importance of cross-sector collaboration and evidence-based policymaking in building a public service that is future ready, citizen centric, and globally competitive.



New office administrators urged to uphold Integrity



“You are the eyes and ears of your organizations. The backbone of public offices. Your work will shape how Kenyans experience government services.”

These were the words of Dr. Jane Kere Imbunya, Principal Secretary for the State Department for Public Service and Human Capital Development, delivered on her behalf by Mr. Wambua Kakulu, Acting Secretary, Human Resource Development during the official closing ceremony of a three-day induction programme for newly appointed Office Administrators II and Assistant Office Administrators III at the Kitui Multipurpose Development Centre.

The programme successfully inducted 262 newly employed Office Administrators, organised in four cohorts, all trained within their first three months of employment in line with the government Human Resource Development Policy.

Welcoming the officers to the civil service family, Dr. Imbunya, congratulated them for emerging successful from a highly competitive recruitment process and called on them to uphold confidentiality, patriotism, and excellence in their duties.

She further urged them to invest heavily in their own self-growth to ensure a smooth and steady climb in their careers within the public service.

The intensive training covered a wide range of topics, including communication, ethics, government protocol, career progression, financial management, mental health, security, and key public service policies.

The PS noted that these skills would enable the officers to deliver efficient, accountable, and people-centered services across government offices.

“The Office Administrative Services cadre plays a crucial role in managing information, facilitating communication, and ensuring smooth operations. Your professionalism and discretion will directly impact the trust and confidence the public has in government,” she said.

Dr. Imbunya also extended her gratitude to Harambee Sacco for sponsoring the programme, the Kitui Multipurpose Development Centre for hosting, and the ministries and state departments that released the officers for training. She applauded the coordinators and secretariat for successfully executing the programme.

With the programme officially closed, the PS expressed confidence that the new officers are now equipped to serve with dedication and uphold the values of public service.



Finalization of FY 2025/26 Work and Procurement Plans



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Retreat to Review and Enhance Frameworks to Steer the National Youth Service Forward



Reviewing and strengthening institutional frameworks remains essential for effective implementation, improved service delivery, and alignment with evolving national priorities. It also fosters transparency and accountability within public institutions.

The Principal Secretary for Public Service and Human Capital Development, Dr. Jane Kere Imbunya, attended the ongoing retreat for National Youth Service (NYS) Council Members and Management in Naivasha.

The retreat serves as a platform to reflect on NYS's progress, address existing gaps, and realign its programmes with national development goals.

This strategic initiative is expected to elevate service delivery, reinforce youth empowerment efforts, and advance NYS's mission of nurturing productive, patriotic, and self-reliant citizens.



Strengthening Strategic Partnerships with the National Defence College



Principal Secretary for Public Service and Human Capital Development, Dr. Jane Kere Imbunya, was honoured to receive a courtesy call from the Commandant of the National Defence College, Lt. Gen. J.S. Mwinyikai, MGH, CBS, HSC, 'ndc' (K), 'psc' (FRA).

During the meeting, the Commandant briefed the Principal Secretary on the ongoing Course No. 28, in her capacity as Chairperson of the College Advisory Board.

They also explored opportunities for the Principal Secretary to deliver a lecture and participate in other academic activities at the College, reinforcing the strong and ongoing collaboration between the Public Service and the National Defence College.





COLLABORATION

**KBC
NEWS**

National Defence College (NDC) Commandant, Lt. Gen. Mwinyikai meets with Public Service PS Jane Imbunya. Discussed ways of strengthening strategic partnerships.

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8TH AUGUST 2025



PUBLIC SERVICE COMMISSION

Our Vision
"A citizen-centric public service"

Our Mission
"To reform and transform the public service for efficient and effective service delivery"

RECRUITMENT OF INTERNS FOR GOVERNMENT MINISTRIES, DEPARTMENTS, STATE AGENCIES/ CORPORATIONS AND PUBLIC UNIVERSITIES

The Public Service Internship Programme (PSIP) is a Government youth empowerment programme whose main objective is to offer college graduates the opportunity to gain hands-on experience and build skills in order to enhance their chances for employment, networking and entrepreneurship.

The Public Service Commission (PSC) is pleased to announce recruitment of interns (Cohort 8) under the PSIP for the Financial Year 2025/2026. The year-long internship programme will mainly involve attachment in Ministries, Departments, State Agencies/Corporations and Public Universities.

Requirements for appointments

For appointment to an internship position, a candidate must:

- Have a **Bachelor's degree** in any discipline from a recognized university;
- Have graduated not earlier than the year **2018**; and
- Be proficient in computer skills.

Internship Duties and Responsibilities

Duties include, but not limited to;

- Completing duties mutually agreed upon and assigned by the supervisors;
- Documenting relevant skills acquired in their areas of deployment; and
- Actively participating in any relevant mentorship activities and additional responsibilities designed for the programme.

Duration of Internship

Twelve (12) months- Non renewable

Stipend

The interns will be paid a stipend at a rate as determined by the Government.

Certificate

On successful completion of the Internship Programme, the interns will be awarded a certificate.

Interested and qualified graduates are requested to make their applications through the Commission's job portal accessible through www.publicservice.go.ke or www.pscjobs.go.ke by **18th August, 2025**.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION

The Public Service Commission is an Equal Opportunity Employer





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INTERNSHIP VACANCIES IN STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

The Ministry of Lands, Public Works, Housing and Urban Development, State Department for Housing and Urban Development has declared **4000** vacancies for internship (Cohort 1) in the following professional areas:

S/ No	Professional Area	Positions	S/ No	Professional Area	Positions
1.	Architecture	300	23.	Building Inspector	60
2.	Civil Engineering	200	24.	Inspector Civil Engineering	60
3.	Construction Management	250	25.	Inspector Electricals	60
4.	Electrical Engineering	200	26.	Legal	60
5.	Mechanical Engineering	200	27.	Quantity Surveying Assistant	60
6.	Quantity Surveying	200	28.	Structural Assistant	60
7.	Structural Engineering	200	29.	Supply Chain Management	50
8.	Communication and Branding	150	30.	Data Analysts	40
9.	Environment Practitioners	150	31.	Data Science and/or Artificial Intelligence	40
10.	Geoinformation	50	32.	Information Communication Technology	40
11.	Health and Safety	180	33.	Inspector of gas/refrigeration	30
12.	Interior Design	50	34.	Inspector Plumbing and Drainage	30
13.	Land Surveying/Geo Spatial	100	35.	Economics	60
14.	Landscape Architecture	100	36.	Actuarial	5
15.	Realtors	200	37.	Human Resource	20
16.	Social Development	145	38.	Gender and Development Studies	30
17.	Urban and Regional Planning	150	39.	Valuers	100
18.	Digital Marketing	50	40.	Property Managers	50
19.	Accountants	60	41.	Property Marketers	50
20.	Architectural Assistant	60			
21.	Data entry clerks	50			
22.	Financial Analysts	50			

Requirements for Appointment

For appointment to an internship position, a candidate must:

- Have a Bachelor's degree or Diploma in any of the above disciplines from a recognized university;
- Have graduated not earlier than the year 2018 ; and
- Be proficient in computer skills.

Internship Duties and Responsibilities

Duties include, but not limited to;

- Completing duties mutually agreed upon and assigned by the supervisors;
- Documenting relevant skills acquired in their areas of deployment in the Affordable Housing Programme and Marketing project sites across the country; and
- Actively participating in any relevant mentorship activities and additional responsibilities designed for the programme.

Duration of Internship

Twelve (12) months- Non renewable

Stipend

The interns will be paid a stipend by the State Department for Housing and Urban Development, at a rate as determined by the Government.

Certificate

On successful completion of the Internship Programme, the interns will be awarded a certificate by the State Department for Housing and Urban Development.

Interested and qualified applicants are requested to make their applications **ONLINE** through the Public Service Commission's job portal accessible through www.publicservice.go.ke or www.pscjobs.go.ke by 6th September 2025.

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CAPITAL DEVELOPMENT

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Thank you for reading!