REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION

RECEIVED 16 MAY 2025
RECEIVED 15 MAY 2025 POLICY RECORDS UNIT
MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

PSC/ADM/13/(68)

13th May, 2025

All Authorized Officers
All Chief Executive Officers of State Corporations

MANDATORY IN-SERVICE TRAINING PROGRAMMES IN THE PUBLIC SERVICE

The Public Service Commission vide a circular Ref.No. PSC/ADM/13 (6) of 11.3.2020 suspended the requirements of Strategic Leadership Development Programmes (SLDP) and Masters Degree as parameters for promotion of public officers to senior positions.

The Government being committed to ensuring that the public service is effective, efficient, and develops the required knowledge, skills, competencies, and positive work ethos of its human capital has in the recent years, acknowledged a noticeable skill and competency gap among officers at all levels of Government, which has negatively impacted service delivery. This has further been exacerbated by the suspension of some mandatory in-service training programmes.

In view of this, the Cabinet in its sitting of 21st January,2025 acknowledged the necessity of reintroducing performance improvement mandatory in-service programmes for all officers serving in the public service and directed that the prioritized in-service training programs i.e the Strategic Leadership Development Programme (SLDP), Senior Management Course (SMC), Supervisory Skills Development Course (SSDC), and the Induction Course, be made mandatory for all staff in the Public Service.

In view of the foregoing, the Commission guides that all mandatory in-service programmes for all serving officers be observed as per the requirements of the various career guidelines including:

(a) SLDP course for officers seeking promotion to posts above Job Group 'P' (CSG 7'),
(b) The four-week SMC course for promotion to Job Group 'N'('CSG 8'),
(c) The two-week SSDC for promotion to Job Group 'L' ('CSG9'); and
(d) Masters degree will remain a requirement for all Director positions or all positions graded at CSG 5 and above.

Any officer who has moved to a higher grade without having undertaken the requisite training for that grade shall be given a moratorium of two (2) years with effect from the date of this circular letter to comply.

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Please ensure that all officers working under you are promptly notified and make the necessary arrangements to ensure compliance.

Paul Famba, MBS
Secretary/CEO
PUBLIC SERVICE COMMISSION

Encl.

Copy to: **Hon. Geoffrey K. Kiringa Ruku**
Cabinet Secretary
Public Service, Human Capital Development and Special Programmes
NAIROBI

Mr. Felix K. Koskei, EGH
Chief of Staff and Head of the Public Service
Office of the President
NAIROBI

Dr. Jane Kere Imbunya, (PhD)
Principal Secretary
State Department for Public Service and Human Capital Development
Ministry of Public Service, Human Capital and Special Programmes
NAIROBI

REPUBLIC OF KENYA

OFFICE OF THE CHAIRMAN

PSC/ADM/13/(6)

11th March, 2020

All Authorized Officers

REVIEW OF REQUIREMENTS FOR PROMOTION OF SENIOR OFFICERS IN THE CIVIL SERVICE

As you are aware, the Commission under Article 234 of the Constitution is mandated to establish and abolish offices in the Public Service, appoint persons to hold or act in those offices and to confirm appointments.

In discharging the function, the Commission has previously used Schemes of Service for various cadres as a framework for making appointments and promotion of officers. However, the Commission has noted that some of the requirements for promotion may not be facilitating acquisition of the envisaged skills, competencies and other attributes required at the higher levels.

The Commission appreciates the need for competency based programs for facilitating performance, productivity and a more citizen centric Service. In this regard, the Commission has commissioned a study to evaluate the relevance and suitability of existing promotion courses in equipping Public Servants with the necessary skills, competencies and attributes.

As Part of the wider transformation agenda, the Commission is in the process of replacing Schemes of Service with Career Progression Guidelines. In view of the transitional arrangements, the Commission has suspended the requirements of the Strategic Leadership Development Programme (SLDP) and Masters Degree as parameters for promotion of public officers to senior positions. In the meantime, promotion of public officers will be based on requisite experience and individual performance. However, a Masters degree will remain a requirement for all Director Positions or all positions graded at CSG 5 and above.

The purpose of this Circular, therefore, is to inform you of the changes and seek your compliance as indents are submitted for filling of posts in your respective Ministries/Departments.

STEPHEN K. KIROGO, FPRSK, CBS
CHAIRMAN