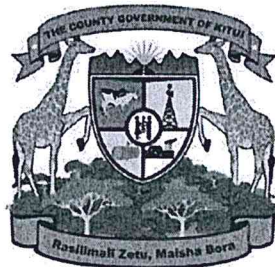


REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KITUI

THE COUNTY ASSEMBLY

SECOND ASSEMBLY- FIFTH SESSION (2021)

COMMITTEE ON LABOUR AND SOCIAL WELFARE

**REPORT ON THE INQUIRY INTO THE STATUS OF
EMPLOYMENT IN THE KITUI COUNTY PUBLIC
SERVICE**

**The Clerk's Chamber,
County Assembly of Kitui,
Assembly Buildings,
Kitui, Kenya**

AUGUST, 2021

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ABBREVIATIONS

CGA	County Government Act
CPSB	County Public Service Board
CECM	County Executive Committee Member
CO	Chief Officer
HR(M)	Human Resource Management
PWD	Persons With Disability
SRC	Salaries and Remuneration Commission

ANNEXES

Annex 1-	Signed list of Members adopting the Report
Annex 2-	Response from the CPSB
Annex 3-	Letter from the CECM- County Treasury confirming availability of funds for filling vacant positions
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Annex 5-	Letter to from CPSB to COs on hiring of casuals

1.0 PREFACE

Mr. Speaker,

It is my pleasure to present the Report by the Committee on Labour and Social Welfare on the Inquiry into Status of Employment in the Kitui County Public Service.

1.0.1 Mandate the Committee

Sectoral Committees mandate, functions and roles are as stipulated in the County Assembly Standing Orders No. 190(5) and as contained in the second schedule of that outlines the subject areas for consideration by sectoral committees. The limitation of the committee mandate is as outlined in Standing Order No. 192 (1).

Standing Order No. 190(5) outlines the functions of the Sectoral Committee as:

- i) To make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation.
- ii) To investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;
- iii) To investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them by the County Assembly;
- iv) To study and review all county legislation referred to it;
- v) To study, assess and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives.

1.0.2 Membership of the Committee

Mr. Speaker,

The Committee comprises of the following members:

- | | |
|--------------------------------|------------------|
| 1. Hon. Munyoki Mwinzi | Chairperson |
| 2. Hon. Charles Maema | Vice Chairperson |
| 3. Hon. Elizabeth Ndunge Peter | Member |
| 4. Hon. Anne M. Mumo | Member |
| 5. Hon. David Thuvi | Member |
| 6. Hon. Deiys Mukala | Member |
| 7. Hon. Nicholus Mwalali | Member |
| 8. Hon. Josephine Mutie | Member |
| 9. Hon. Boniface Kasina | Member |
| 10. Hon. Fredrick Nthuri | Member |

1.0.3 Legal Basis and Background Information

Mr. Speaker,

Article 185(3) of the Constitution requires a County Assembly to exercise oversight over the county executive committee and any other county executive organs.

In view of the above, the Committee on Labour and Social Welfare resolved to conduct an inquiry to update the House on the status of employment in the Kitui County public service. This will be instrumental in ensuring effective oversight and redress of any illegalities and inequalities as far as employment is concerned, in a bid to ensure that the County Public Service Board (CPSB) adheres to the laid down laws governing employment.

1.0.4 Terms of Reference

Mr. Speaker,

The Committee's terms of reference were to:

1. Inquire into the:
 - i) Total number of employees engaged in the Kitui County public service;
 - ii) Wage bill management noting the provisions of regulation 25(1)(a) of the Public Finance Management (County Government) Regulations which states that expenditure on wages shall not exceed 35% of the County Government's total revenue;
 - iii) Number of employees engaged in each County Ministry;
 - iv) Distribution of employees per Sub County and Ward;
 - v) Distribution of staff by gender, age and job groups per gender;
 - vi) Number of employees representing Persons with Disabilities (PWDs);
 - vii) Engagement of employees from minority and marginalized communities;
 - viii) Compliance with the 30% rule on employment of people from other Counties;
 - ix) Employee career progression status (promotions) and staff motivation programmes;
 - x) Number of staff who have exited the public service whether through retirement, resignation, dismissal or otherwise;
 - xi) Number and designation of staff engaged on contract basis and pending disciplinary cases;
 - xii) Justification for the proposed recruitment of County Chief Officers and other officers into various positions;

- xiii) Management of casuals engaged in the Kitui County public service;
 - xiv) Engagement of Persons With Disabilities (PWD) in the public service;
 - xv) General staff matters including distribution of workers among the Sub Counties and Wards.
2. Compile a report with recommendations for tabling and consideration by the Assembly.

1.0.5 Committee proceedings

Mr. Speaker,


The Committee met at Pride Inn Azure Nairobi as from 26th to 31st August, 2021 to review the response as availed by the CPSB and compile this Report. The Committee subsequently held a consultative meeting with the CPSB on 1st September 2021 to deliberate on emerging issues. The outcome of the Committee proceedings is as outlined herein.

1.0.6 Acknowledgement

Mr. Speaker,

On behalf of the Committee on Labour and Social Welfare, I extend my gratitude to the Speaker of the County Assembly, Members of the Committee, Office of the Clerk and the staff attached to the Committee for their continuous support, assistance, and commitment in executing their duties.

It is therefore my pleasant duty, on behalf of the Committee Labour and Social Welfare to present this Report and recommend it for consideration and adoption by the House.

SIGNATURE:  DATE: 09/09/21

**HON. MUNYOKI MWINZI- M.C.A.,
CHAIRPERSON,
COMMITTEE ON LABOUR AND SOCIAL WELFARE,
COUNTY ASSEMBLY OF KITUI.**

2.0 RESPONSE FROM THE CPSB

Vide a letter dated 8th June 2021, (Annex 2), the CPSB informed the Committee as follows:

1. Total number of employees.

There were three thousand six hundred and three (3603) employees engaged in the Kitui County Public Service.

2. Wage bill.

The wage bill stood at Kshs. 3,911,737,808 translating to 36% of the total budget for the Financial Year 2020/2021.

3. Number of employees per Ministry.

The number of employees engaged in each Ministry is as follows:

No.	COUNTY MINISTRY	NUMBER OF EMPLOYEES
1.	Office of the Governor	157
2.	County Treasury	224
3.	Agriculture, Water and Livestock Development	385
4.	Trade Cooperatives and Investment	51
5.	Public Service Management and Administration	381
6.	Environment and Natural Resources	40
7.	County Public Service Board	23
8.	Kitui Town Administration	63
9.	Mwingi Town Administration	45
10.	Health and Sanitation	1762
11.	Education, ICT and Youth Development	142
12.	Tourism, Sports and Culture	90
13.	Lands, Infrastructure, Housing and Urban Development	240
TOTAL		3603

4. The distribution of employees per Sub County and Ward is as follows:

No.	Sub County	Ward	Appointments	Total
1.	Kitui Central	Kyangwithya East	119	569
		Kyangwithya West	170	
		Miambani	67	
		Mulango	127	
		Township	86	
2.	Kitui East	Chuluni	71	407
		Endau/Malalani	54	
		Mutitu/Kaliku	76	
		Nzambani	79	
		Voo/Kyamatu	56	
		Zombe/Mwitika	71	
3.	Kitui Rural	Kanyangi	72	307
		Kisasi	81	
		Mbitini	71	
		Kwa Vonza/Yatta	83	
4.	Kitui West	Kauwi	103	400
		Kwa Mutonga/Kithumula	90	
		Matinyani	108	
		Mutonguni	99	
5.	Kitui South	Athi	52	375
		Ikanga/Kyatune	97	
		Ikutha	53	
		Kanziko/Simisi	41	
		Mutha	50	
		Mutomo/Kibwea	82	
6.	Mwingi Central	Central	65	369
		Kivou	66	
		Mui	56	
		Nguni	53	
		Nuu	66	
		Waita	63	
7.	Mwingi West	Kiomo/Kyethani	71	334
		Kyome/Thaana	78	

		Migwani	98	
		Nguutani	87	
8.	Mwingi North	Kyuso	96	339
		Mumoni	86	
		Ngomeni	47	
		Tharaka	43	
		Tseikuru	67	
9.	Other Counties			503
TOTAL				3603

5. Distribution by gender and age:

No.	GENDER	NUMBER	AGE
1.	Female	1633	24-69 years
2.	Male	1970	22-69 years
TOTAL		3603	

6. Distribution of job groups per gender:

JOB GROUP	GENDER	NUMBER
5	F	1
	M	0
6	F	0
	M	1
8	F	3
	M	7
9	F	0
	M	1
A-E	F	204
	M	265
F-J	F	952
	M	998
K-N	F	438
	M	605
P-R	F	33
	M	80
S-T	F	2
	M	13

7. Employees representing Persons with Disability (PWD).
There are forty two (42) employees representing PWDs.
8. Employees from Minority and Marginalized communities.
There are three hundred and seventy five (375) employees from minority and marginalized groups.
9. Compliance with the 30% rule on employment of people from other Counties.
There are five hundred and three (503) employees from other Counties, representing 14% of the total workforce.
10. Career progression (promotions).
There were six hundred and seventy seven (677) promotions conducted up to June 2021. There are on going promotions being conducted by the current Board.
11. Staff motivation programmes include the following:
 - i) Creation of a progressive career path through timely confirmations into permanent and pensionable establishment, promotions and re-designations;
 - ii) Facilitation of staff to attend trainings and seminars in order to enhance knowledge and work ability, leading to improved service delivery;
 - iii) Creation of friendly and enabling work environment, for instance, flexible working hours for lactating staff;
 - iv) Encouraging staff to take regular breaks in order to avoid burnout;
 - v) Provision of regular and timely feedback;
 - vi) Provision of career and educational development opportunities, for instance, covering part or all tuition and costs of educational opportunities for staff;
 - vii) Delegation of duties to staff by supervisors.

12. Number of staff who have exited the public service:

No.	FORM OF EXIT	NUMBER OF EMPLOYEES
1.	Attainment of mandatory retirement age	52
2.	Resignation	8
3.	Death	4
4.	Contract expiry	141
5.	Release to other Counties and National Government Agencies	15

13. Number and designation of staff engaged on contract basis:

There are sixty eight (68) officers engaged on contract basis as follows:

No.	DESIGNATION	ENGAGEMENT TYPE
1.	County Governor	5
2.	Deputy County Governor	5
3.	County Executive Committee Members- 10	5
4.	County Chief Officers- 12	5
5.	County Chief of Staff	5
6.	Assistant County Secretary	5
7.	Strategy & Technical Senior Advisor	5
8.	Manifesto Implementation Unit Monitoring & Evaluation Senior Advisor	5
9.	Policy Advisor	5
10.	Value Chain Addition Specialist	5
11.	Communications Advisor	5
12.	Director- Governor's Press	5
13.	Personal Assistant to the Governor	5
14.	Chief Personal Secretary to the Governor	5
15.	Personal Assistant to the Deputy Governor	5

16.	Digital & Social Media Communications Officer	5
17.	Media Officer	5
18.	Senior Assistant Director-Supply Chain Management	
19.	Director- Revenue	5
20.	Director- ICT	5
21.	Director- Health Administration Services	5
22.	Director- Trade	5
23.	Assistant Director- Office Administrative Services	5
24.	Chairperson- County Public Service Board	5
25.	Members- County Public Service Board- 5	5
26.	Secretary- County Public Service Board	5
27.	Senior Office Administrator	5
28.	Senior Driver	5
29.	Chief Driver	5
30.	Driver [3]-3	5
31.	Community Mobilizer	5
32.	Administrative Assistant	5
33.	Cook [3]- 3	5
34.	Messenger	5
35.	Gardener	5
36.	Sub County Administrator- Kitui East	5
37.	Sub County Administrator-Kitui West	5
38.	Sub County Administrator- Mwingi West	5
39.	Ward Administrator	5
40.	Village Administrators- 2	5

(Engagement Type 5 is a code representing those engaged on contract basis)

14. Pending disciplinary cases.

There are thirty six (36) pending disciplinary cases.

3.0 MEETING WITH THE COUNTY PUBLIC SERVICE BOARD

On 1st September 2021, the Committee held a consultative meeting with the following Members of the Board:

- | | |
|--------------------------------|------------------|
| 1. Dr. Florence Makindi- | Chairperson |
| 2. Mr. Francis Muinde Kiliku | Vice Chairperson |
| 3. Mr. Joseph Kyavoa | Member |
| 4. Mr. Hassan Mohammed Mutubwa | Member |
| 5. Mr. David Munyao | Member |
| 6. Mr. Wilfred M. Tumbo | Member |

The aim of the meeting was to deliberate on:

1. The wage bill management noting the provisions of regulation 25(1)(a) of the Public Finance Management (County Government) Regulations which requires that expenditure on wages shall not exceed 35% of the County Government's total revenue;
2. Justification for the proposed recruitment of County Chief Officers;
3. Deliberations on the proposed recruitment of officers into various positions;
4. Management of casuals engaged in the Kitui County public service;
5. Engagement of Persons With Disabilities (PWD) in the public service;
6. General staff matters.

The Board stated as follows:

1. Wage bill management

- i) Between 2019 to May 2021, no recruitment was conducted and as result, there was natural attrition of staff due to resignations, retirement, death, etc which lowered the wage bill.
- ii) Currently, the County wage bill stands at 37.9%. However, computed separately, the personnel emoluments for the County Executive stand at 35.9% while for the County Assembly stand at 49%. Therefore, the County Assembly wage bill has raised the average to 37.9%.
- iii) At 37.9%, the County Government of Kitui has the lowest wage bill among the 47 County Governments, for instance Nairobi (68%), Machakos (52%), Embu (46%), etc.

2. Proposed engagement of County Chief Officers

- i) Concerning the justification for engagement of additional Chief Officers, the Governor's five (5) pillar Manifesto addresses basic needs such as

food, water, healthcare, etc and service delivery is very important in ensuring implementation of this Manifesto. Therefore, to ensure accountability, effective and efficient service delivery as far as the basic needs are concerned and noting the diversity of the County, there is need for additional Chief Officers.

- ii) In addition, the County Ministries have very many departments and the Chief Officers will be in charge of each department in line with the 2018 Audit Report which recommended the engagement of specific Chief Officers for each department.
- iii) Regarding equity and diversity in the nomination of Chief Officers, the Board tried to address this and ensured balancing, but its mandate is limited to sourcing and recommending persons for the positions, not nominating.
- iv) The Board wrote to the CECM- County Treasury consulting on the availability of budgetary allocation for engagement of Chief Officers and the Executive confirmed that the funds had been appropriated (Annex 3).
- v) The Office of County Chief Officer is a legal office provided for under the CGA and as a result, the Board did not expect the process of establishing a new office to be undertaken.

3. Proposed recruitment of workers

- i) The Board conducted an analysis on the costs involved in engaging workers on either permanent and pensionable or contract basis and this analysis revealed that engagement on contract basis is very costly. As a result, they resolved to engage them on permanent and pensionable basis.
- ii) The Universal Health Cover (UHC) programme requires engagement of health workers while revenue collectors need to be on permanent and pensionable basis, noting the sensitive financial nature of the work and the need for accountability for the revenue collected.
- iii) The Board consulted the CECM- County Treasury and confirmed that there were budgetary allocations for recruitment of officers (Annex 3).

4. Engagement of casuals

- i) To address challenges concerning the engagement of casuals, the Board has written several memoranda to the CECMs and COs on the casuals' high wage bill (Annex 4 and 5).

- ii) The Board also sought to revoke the CECMs departments' delegated authority to engage casuals and stated that the Board will be responsible for their engagement so as to ensure proper monitoring, ensure compliance with the law and check on the wage bill (Annex 4).
- iii) They also requested for their contacts for monitoring purposes and resolved to conduct casuals' headcount/ audit in each Department and Sub County and also an inquiry on whether the workload requires as many casuals.
- iv) Concerning revenue Clerks who have worked for over five (5) years on temporary basis, they need to be qualified for the positions in question, otherwise, their engagement of permanent and pensionable basis will be illegal.

5. Engagement of Persons With Disabilities (PWD)

- i) Currently, there are forty two (42) employees with disability engaged in the Kitui County Public Service.
- ii) Advertisements always call for PWD to apply for vacancies, but they have to be qualified for the positions and be registered with the National Council for Persons With Disability (NCPWD).

6. General staff matters

- i) Regarding alleged ghost workers, the Board is in the process of conducting a staff audit to confirm the legitimate workers in service.
- ii) Concerning low engagement of workers in some Wards such as Kanziko, Tharaka, Tseikuru, etc, it is possible that advertisements don't reach the people at the grassroots and the Members of the County Assembly should find ways of transmitting the information and ensuring that the advertisements reach as many people as possible.
- iii) On equity and affirmative action, the Board has been trying to address the matter since assumption of office and this is evident in the recent recruitment of ECDE teachers.
- iv) The Board has been trying to implement the recommendations contained in the 2018 Audit Report and workers have been put performance management contracts so that they can be appraised based on their performance.
- v) The Board has limited budgetary allocations and this has been an hindrance in execution of its mandate.

4.0 OBSERVATIONS AND FINDINGS

1. As at June 2021, the County had three thousand six hundred and three (3603) engaged in the public service.
2. There is no equity and balancing in the distribution of workers in the Sub Counties and Wards. Kitui Central Sub County has the highest number of workers at 569 (16%) while Kitui Rural has the lowest number of workers at 307 (9%).
3. Kyangwithya West Ward has the highest number of workers at 170 (5%), while Kanziko Ward has the lowest number of workers at 41 (1.1%). Other adversely affected Wards include Tharaka at 43(1.2%), Ngomeni at 47 (1.3%) and Mutha at 50 (1.4%).
4. Article 56(b) of the Constitution requires the state to put in place affirmative action programmes designed to ensure that minorities and marginalized communities are provided special opportunities for access to employment. However, this legal provision has not been adhered to in the engagement of workers from Tharaka Ward despite its residents being considered part of the minorities and marginalized communities in Kitui County.
5. The wage bill stands at 37.9% of the total budget for the Financial Year 2021/2022. This is contrary to regulation 25(1)(a) of the Public Finance Management (County Government) Regulations which require that expenditure on wages shall not exceed 35% of the county government's total revenue.
6. Currently, there are five hundred and three (503) employees from other Counties, representing 14% of the total workforce. Therefore, the 30% rule on employment of candidates from other Counties as enshrined in section 65(1)(e) of the CGA has not been adhered to.
7. There are forty two (42) employees representing PWDs translating to 1% of the total workforce and the legal requirement on employment of at least 5% of PWD has not been adhered to in the County public service.
8. The argument advanced by the CPSB that people from some Ward do not apply for jobs and this has led to low recruitment levels is baseless as section 66 of the CGA mandates the CPSB to widely publicize advertisements using other modes of communication so as to reach as wide a population of potential applicants as possible and especially persons who for any reason have been or may be disadvantaged.

5.0 RECOMMENDATIONS

Based on the above findings and observations, the Committee makes the following recommendations:

1. In line with the provisions of section 22 of the County Governments (Amendment) Act, 2020 the CPSB should with immediate effect:
 - i) Implement affirmative action programmes and take measures to ensure that diversity is maintained in the county public service. This will also be in adherence with of Article 56(b) of the Constitution, which calls for affirmative action programmes for employment of minorities and marginalized groups.
 - ii) Collect information and conduct an analysis of the county public service in order to determine the degree of underrepresentation of persons in marginalized groups each occupational group in the county public service.
 - iii) Conduct a review of the County public service systems, policies and practices in order to identify employment barriers against persons from minority or marginalized groups that result from those systems, policies and practices.
 - iv) Prepare and implement a public service employment equity plan with a view of eliminating ethnic imbalance and in preparation of the employment equity plan, ensure consultation the relevant stakeholders including the County Assembly.
2. The CPSB should come up with a strategic plan and workplans on its activities and submit the same to the Committee on Labour and Social Welfare for information purposes. This will ensure effective oversight as far as the operations of the CPSB are concerned in line with Article 185(3) of the Constitution.
3. In future recruitment, the CPSB should ensure that there is equal and fair distribution of workers among the Sub Counties and Wards, while giving special consideration to minorities and marginalized communities and Wards with the least workforce representation. This will address any existing inequalities in engagement of workers.
4. The Board should come up with affirmative action programmes and reserved quotas meant to ensure that Persons With Disabilities are afforded special opportunities to access employment. This will be instrumental in ensuring the integration of PWD into the public service and society.



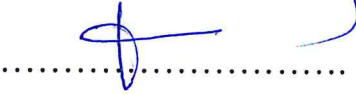

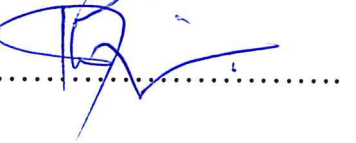
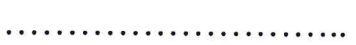

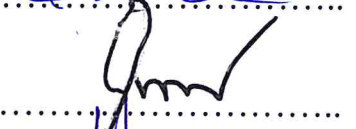
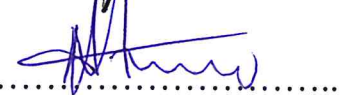

5. Any appointment undertaken by the Board should be backed by approved budgetary allocations and relevant legal provisions.
6. In future, the Board should be allocated adequate budgetary allocations to enable it effectively undertake its legal mandate.
7. Article 185(4)(a) of the Constitution states that a County Assembly may receive and approve plans and policies for management and exploitation of the County's resources. In view of the above, the CPSB, in conjunction with the Office of the County Secretary should be submitting the County Organizational Structure (Organogram) to this Committee for consideration. This will ensure that the County Assembly is aware of any proposed recruitment in every financial year and likely cost implications with a view of oversighting the wage bill.
8. Noting the allegation that there are workers who have been engaged on temporary basis for prolonged and illegal periods of time, the Board should be cautious in handling this matter in view of any cost implications that may arise should the aggrieved workers decide to legally pursue the matter. The Board is therefore advised to deeply scrutinize the matter before making any adverse decision.
9. Going forward, and in line with section 66 of the CGA, the CPSB should widely publicize advertisements for filling of vacancies using other modes of communication so as to reach as wide a population of potential applicants as possible and especially persons who for any reason have been or may be disadvantaged.

6.0 CONCLUSION

In conclusion, the Committee reiterates its commitment to oversighting the CPSB to ensure compliance with the legal provisions as far as labour and human resource matters are concerned.

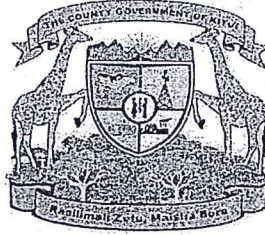
Annex 1

We Members of the Committee on Labour and Social Welfare have adopted this Report and hereby affix our signatures to affirm our approval and confirm its accuracy, validity and authenticity:-

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
1. Hon. Munyoki Mwinzi	Chairperson	
2. Hon. Charles Maema	Vice Chairperson	
3. Hon Elizabeth Ndunge	Member	
4. Hon. Nicholas Mwalali	Member	
5. Hon. Boniface Kasina	Member	
6. Hon. Fredrick Nthuri	Member	
7. Hon. Josephine Mutie	Member	
8. Hon. David Thuvi	Member	
9. Hon. Anne M. Mumo	Member	
10. Hon Deiys M. Mukala	Member	

THE COUNTY GOVERNMENT OF KITUI

Tel: 0711 398 522
0711 398 533



Kitui County Public Service Board
Opposite KEFRI
P.O BOX 33 – 90200
KITUI

Email: info.kcpsb@kitui.go.ke

[Handwritten signature]
[Handwritten date: 8/6/2021]

KITUI COUNTY PUBLIC SERVICE BOARD

REF. NO: CGK/CPSB/C.ACLERK/43

Dated: 8th June, 2021



Clerk of Assembly
County Assembly of Kitui

RE: ENGAGEMENT OF STAFF IN THE KITUI COUNTY PUBLIC SERVICE

Reference is made to your letter Ref: CAK/9/10/Vol.V(41) dated 30th April, 2021 on Information regarding the engagement of staff in the Kitui County Public Service.

The Purpose of this letter therefore, is to forward a report on the aforementioned for your further necessary action.

[Handwritten signature]

CS. Japheth Mbiti Muthengi
Board Secretary/CEO
KITUI COUNTY PUBLIC SERVICE BOARD

[Handwritten note:]
1/2 Report of
Push to the
Committee
[Handwritten signature]
8/6/2021

[Handwritten note:]
Noted
1/6/2021

ENGAGEMENT OF STAFF IN THE COUNTY PUBLIC SERVICE

1. Total number of employees engaged in the County Public Service

The total number of employees engaged in the Kitui County Public Service is three thousand six hundred and three (3603).

2. Current wage bill

The current wage bill stands at Ksh. 3,911,737,808 translating to 36% of the total budget for the FY 2020/2021.

3. Number of employees engaged in each County Ministry

S/NO	COUNTY MINISTRY	NUMBER OF EMPLOYEES
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4. Distribution of employees per Sub County and Ward

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		Mutitu/Kaliku	76	
		Nzambani	79	
		Voo/Kyamatu	56	
		Zombe/Mwitika	71	
3	Kitui Rural	Kanyangi	72	

08
COUNTY GOVERNMENT
P.O. BOX 1000
KITUI

		Kisasi Mbitini Kwa Vonza/Yatta	81 71 83	307
4	Kitui West	Kauwi Kwa Mutonga/Kithumula Matinyani Mutonguni	103 90 108 99	400
5	Kitui South	Athi Ikanga/Kyatune Ikutha Kanziko/Simisi Mutha Mutomo/Kibwea	52 97 53 41 50 82	375
6	Mwingi Central	Central Kivou Mui Nguni Nuu Waita	65 66 56 53 66 63	369
7	Mwingi West	Kiomo/Kyethani Kyome/Thaana Migwani Nguutani	71 78 98 87	334
8	Mwingi North	Kyuso Mumoni Ngomeni Tharaka Tseikuru	96 86 47 43 67	339
9	Other Counties			503
TOTAL				3603

5. Distribution of staff by gender and age

GENDER	NUMBER	AGE
Female	1633	24-69 Years
Male	1970	22-69 Years
TOTAL	3603	

6. Distribution of job groups per gender

JOB GROUP	GENDER	NUMBER
5	F	1
	M	0
6	F	0
	M	1
8	F	3
	M	7

9	F	0
	M	1
A-E	F	204
	M	265
F-J	F	952
	M	998
K-N	F	438
	M	605
P-R	F	33
	M	80
S-T	F	2
	M	13

7. Number of employees representing Persons with Disabilities (PWDs)

There are forty two (42) employees representing Persons with Disabilities (PWDs) in Kitui County Public Service.

8. Number of employees from minority and marginalized communities

There are three hundred and seventy five (375) employees from minority and marginalized groups in Kitui County Public Service.

9. Compliance with the 30% rule on employment of people from other counties

There are five hundred and three (503) employees from other counties representing 14% of the total workforce.

10. Employees career progression status (promotions)

There have been six hundred and seventy seven (677) promotions conducted on staff within the Kitui County Public Service.

11. Staff motivation programmes

- i. Creation of a progressive career path through timely confirmations into permanent and pensionable establishment, promotions and re-designations;
- ii. Facilitation of staff to attend trainings and seminars in order to enhance knowledge and work ability. This has in turn led to improved service delivery;
- iii. Creation of a friendly and enabling work environment. For instance, flexible working hours for lactating staff;
- iv. Encouraging staff to take regular breaks in order to avoid burnout;
- v. Provision of regular and timely feedback;
- vi. Provision of career and educational development opportunities. For instance, covering part or all tuition and costs of educational opportunities for staff; and
- vii. Delegation of duties to staff by supervisors.

12. Number of staff who have exited the public service whether through retirement, resignation, dismissal or otherwise and details of the same

Two hundred and twenty (220) staff have exited the Kitui County Public Service through various forms as tabulated below.

S/NO	FORM OF EXIT	NUMBER OF EMPLOYEES
1	Attainment of mandatory retirement age	52
2	Resignation	8
3	Death	4
4	Contract expiry	141
5	Release to other counties and National Government agencies	15

13. Number and designation of staff engaged on contract basis and details of the same

There are 68 (sixty eight) staff engaged on contract basis in the Kitui County Public Service as tabulated below.

S/NO	DESIGNATION	ENGAGEMENT TYPE
1	County Governor	5
2	Deputy County Governor	5
3	Members - County Executive Committee - 10	5
4	County Chief Officers – 12	5
5	County Chief of Staff	5
6	Assistant County Secretary	5
7	Strategy & Technical Senior Advisor	5
8	Manifesto Implementation Unit Monitoring & Evaluation Senior Advisor	5
9	Policy Advisor	5
10	Value Chain Addition Specialist	5
11	Communications Advisor	5
12	Director – Governor’s Press	5
13	Personal Assistant to the Governor	5
14	Chief Personal Secretary to the Governor	5
15	Personal Assistant to the Deputy Governor	5
16	Digital & Social Media Communications Officer	5
17	Media Officer	5
18	Senior Assistant Director – Supply Chain Management	5
19	Director – Revenue	5
20	Director – ICT	5
21	Director – Health Administration Services	5
22	Director – Trade	5
23	Assistant Director - Office Administrative Services	5

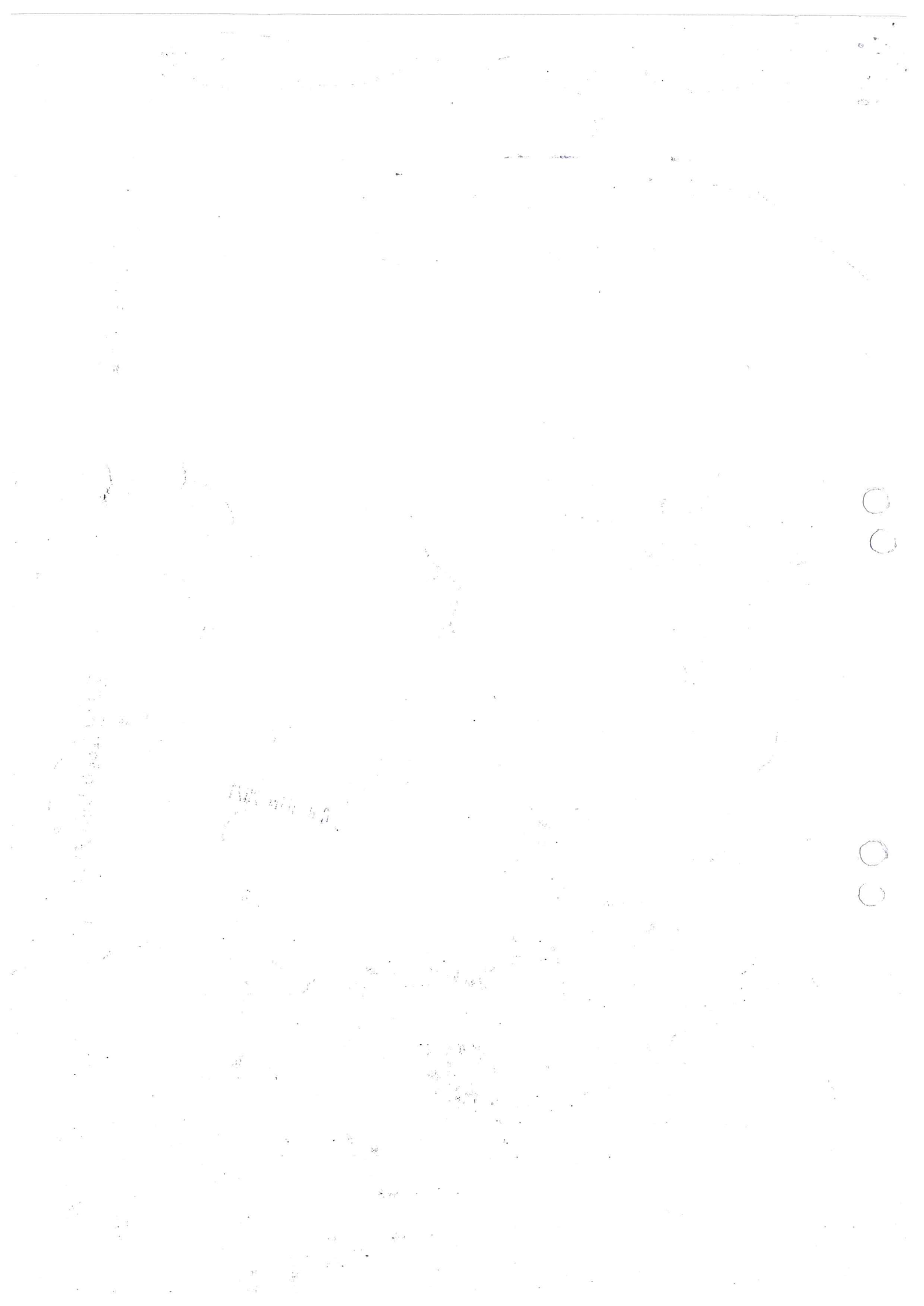
24	Chairperson - County Public Service Board	5
25	Members - County Public Service Board - 5	5
26	Secretary - County Public Service Board	5
27	Senior Office Administrator	5
28	Senior Driver	5
29	Chief Driver	5
30	Driver [3] – 3	5
31	Community Mobilizer	5
32	Administrative Assistant	5
33	Cook [3] – 2	5
34	Messenger	5
35	Gardener	5
36	Sub County Administrator – Kitui East	5
37	Sub County Administrator – Kitui West	5
38	Sub County Administrator – Mwingi West	5
39	Ward Administrator	5
40	Village Administrators – 2	5

NB: Engagement Type 5 is a code representing those engaged on contract basis.

14. Pending disciplinary cases

There are thirty six (36) pending disciplinary cases.

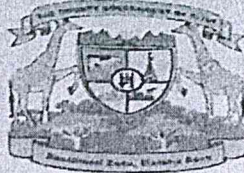




Annex 3

COUNTY GOVERNMENT OF KITUI

Phone: 044-4422041, 4422304
Email: finance@kitui.go.ke.



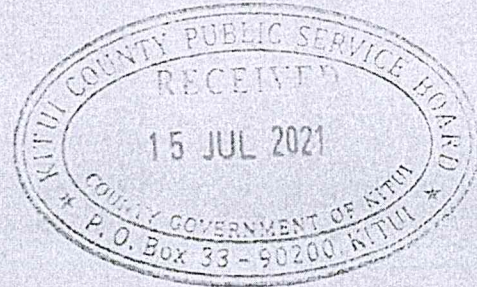
P.O. BOX 33 – 90200
KITUI

COUNTY TREASURY

When replying please quote
Ref No. CGKTI/CT/HRM/4/V/2

14TH JULY, 2021

Board Secretary/CEO
Kitui County Public Service Board



RE: FILLING OF VACANT POSITIONS

The above matter refers.

I have received your letter dated 13th July, 2021 Ref No. CGK/CPSB/HRM-21/005. I would like to inform you that approval of employment as explained in part (XII) on personal expenditures for some specific areas as outlined on the guidelines for the implementation of the financial year 2021/2022 budget is to be approved by the County Treasury but not the National Treasury.

In regards to your query whether we are aware of the intended recruitment, I would like to confirm the same as this has been budgeted for in FY 2021/2022.

Ben Katungi
County Executive Committee Member
County Treasury

Copy to:
County Secretary

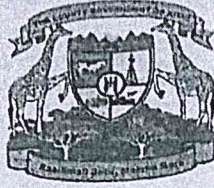
Annex 4

THE COUNTY GOVERNMENT OF KITUI

Tel: 0711398522
Or 0711398533

Email: info.kepsb@kitui.go.ke

Kitui County Public Service Board
Opposite KEFRI
P.O BOX 33 - 90200
KITUI



KITUI COUNTY PUBLIC SERVICE BOARD

Ref: CGK/CPSB/CIR/21-001

Date: 9th July, 2021

To: **All County Executive Committee Members**
County Government of Kitui

From: **The Chairperson**
Kitui County Public Service Board

RE: COUNTY PUBLIC SERVICE BOARD MANDATE

Kitui County Public Service Board pioneer Board Members' term ended in July 2019. However, the succession was not seamless as required resulting to a gap of almost two years.

The current team of Board Members was sworn in on 30th April. The Board is now dully constituted and committed to serve the County Public Service in handling the pending Human Resource issues in the areas of Disciplinary control, promotions, engagement of casual employees, delegated authority and re-designation among others. Most importantly, the Board is prepared to provide appropriate advice on the Performance Management System in place which includes signing Performance Contract and Performance Appraisal System (PAS) to ensure accountability and enhance productivity for efficient and effective service delivery.

In view of the foregoing, the Board hereby revokes any delegated authority until further notice. Subsequently any ongoing hiring of casuals without the current Boards approval is hereby nullified.

Please note that the Board will remain committed to effective execution of its mandate. Furthermore, the Board invites any criticism or commendation to collectively improve on service delivery for Musangi and achievement of our vision and mission.

Thank you for continued support and understanding.

A handwritten signature in black ink, appearing to read 'Dr. Florence Munanie Makindi'.

Dr. Florence Munanie Makindi (PhD)
Chairperson
KITUI COUNTY PUBLIC SERVICE BOARD

Cc:

The County Secretary
County Government of Kitui



Annex 5

COUNTY GOVERNMENT OF KITUI

Tel: 0711398522
0711398533

Email: info@cpsb@kitui.go.ke

Kitui County Public Service Board
Opposite KERRI
P.O. BOX 33 - 90200
KITUI



KITUI COUNTY PUBLIC SERVICE BOARD

Ref: CGK/CPSB/CASUAL/21-002

Date: 5th August, 2021

To: All Chief Officers
County Government of Kitui

THRO: The County Secretary
County Government of Kitui

From: The Chairperson
Kitui County Public Service Board

RE: HIRING OF CASUALS

Reference is made to our letter CGK/CPSB/CIR/001 dated 9th July 2021 on the above subject. The letter stipulated the mandate of the County Public Service Board which specifically revoked the delegated authority to hire casuals.

In this regard the Board commits to make deliberate efforts to control the county wage bill emanating from casual engagement.

The purpose of this memo is therefore, to request you to justify the number of casuals requested against the workload, criteria used to select them and forward the names of the selected candidates to the Board for appointment.

Dr. Honoré Mutant Makindi (PhD)

CHAIRPERSON

KITUI COUNTY PUBLIC SERVICE BOARD

CC: H.E the Governor
All County Executive Committee Member

