



EXECUTIVE OFFICE OF THE PRESIDENT  
HEAD OF THE PUBLIC SERVICE

Telegraphic Address  
Telephone: +254-20-2227436  
When replying please quote

STATE HOUSE  
P.O. Box 40530-00100  
Nairobi, Kenya

Ref. **OP/CAB.9/1A**.....  
and date

**February 7, 2022**<sup>20</sup> .....

**The Attorney General**

**All Cabinet Secretaries**

**All Principal Secretaries**

**All Chairpersons and Chief Executive Officers, State Corporations**

**RE: RECRUITMENT OF NEW STAFF**

Reference is made to Circular Ref: OP/SCAC.9/21/1/1 of 15<sup>th</sup> May 2017 where all State Corporations are required to submit the four Human Resource Instruments to the State Corporations Advisory Committee (SCAC) for approval, to aid in determination of optimal staffing needs for State Corporations.

Further reference is made to Circular Ref: OP/CAB.39/4A of 28<sup>th</sup> July 2017 which froze recruitment of any new staff, unless in exceptional circumstances where agencies are required to seek approval from this office.

It has however been noted that several State Corporations have achieved a good level of compliance, and have had respective Human Resource Instruments approved by the Committee. They therefore have in place optimal structures for effective delivery of mandates.

In view of the above, it has been decided as follows:

- (i) State Corporations with SCAC approved Human Resource Instruments will henceforth be exempt from the requirements of Circular Ref: OP/CAB.39/4A of 28<sup>th</sup> July 2017, and can therefore

CONFIDENTIAL

- recruit staff, including replacement of staff, in line with the SCAC approved Staff Establishment.
- (ii) The recruitment as in (i) should however only be undertaken upon:
    - a) Alignment with the approved Human Resource Instruments
    - b) Possession of a written confirmation of requisite budgets for the recruitment and sustainability thereof, from the National Treasury
    - c) Existence of Board resolutions approving the recruitment
  - (iii) State Corporations whose Human Resource Instruments have not been approved by SCAC don't fall within this exemption and will be required to continue complying with Circular No. OP/CAB.39/4A of 28<sup>th</sup> July 2017 for all recruitments including replacement posts.

Therefore, it is re-iterated that henceforth, State Corporations with SCAC approved Human Resource Instruments are exempt from Circular Ref: OP/CAB.39/4A of 28<sup>th</sup> July 2017. A freeze on recruitment is however still in place for Agencies whose Human Resource Instruments are yet to be approved by the Committee.

Please take necessary action.



**JOSEPH K. KINYUA, EGH**  
**HEAD OF THE PUBLIC SERVICE**

Copy to: **Ms. Wanjiku Wakogi, EBS**  
Secretary  
State Corporations Advisory Committee  
Office of the President  
**NAIROBI**

**Ms. Theodora Gichana**  
Ag. Inspector General (Corporations)  
Office of the President  
Harambee Annex  
**NAIROBI**

CONFIDENTIAL