



H

PUBLIC SERVICE COMMISSION



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.

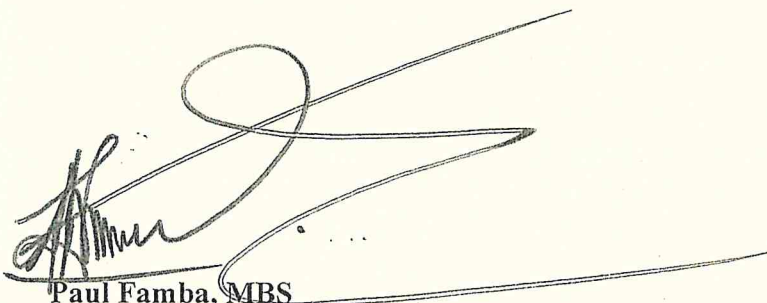
In view of the foregoing, the Commission guides that all mandatory in-service programmes for all serving officers be observed as per the requirements of the various career guidelines including:

- SLDP course for officers seeking promotion to posts above Job Group 'P' (CSG 7'),
- The four-week SMC course for promotion to Job Group 'N' ('CSG 8'),
- The two-week SSDC for promotion to Job Group 'L' ('CSG9'); and
- 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.

HR
FYA 21/5/2025

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



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

Copy to:

Dr. Joseph K. Kinyua, EGH
Head of Public Service
State House
NAIROBI



REPUBLIC OF KENYA
MINISTRY OF PUBLIC SERVICE AND HUMAN CAPITAL DEVELOPMENT
Office of the Principal Secretary

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 227411
Telex: 23125
Fax: 2243620
When replying please quote

MC-2/2025/858

P.O. BOX 30050- 00100
NAIROBI
KENYA

Ref. No. MPSG/DPSM/HRD/1/44/1VOL.VX.(110)

Date: 30th January, 2025

Hon. Katoo Ole Metito, E.G.H
Comptroller State House
State House
NAIROBI

Dr. Raymond V.O. Omollo, PhD, CBS
Principal Secretary
State Department for Internal Security &
National Administration
NAIROBI

Ms. Aurelia C. Rono, CBS
Principal Secretary
State Department for Parliamentary Affairs
NAIROBI

Dr. Idris Salim Dokota, PhD, CBS
Principal Secretary
State Department for Cabinet Affairs
NAIROBI

Mr. James B. Muhati, CBS
Principal Secretary
State Department for Economic Planning
NAIROBI

Eng. Joseph M. Mbugua, CBS
Principal Secretary
State Department for Roads
NAIROBI

Mr. Mohamed A. Daghar, CBS
Principal Secretary
State Department for Transport
NAIROBI

Hon. Generali Korir Nixon, CBS
Principal Secretary
State Department for Lands & Physical Planning
NAIROBI

Dr. Beatrice M. Inyangala, PhD, CBS
Principal Secretary
State Department for Higher Education
NAIROBI

Dr. Paul K. Ronoh, PhD, CBS
Principal Secretary
State Department for Agriculture
NAIROBI

Mr. Elijah G. Mwangi, CBS
Principal Secretary
State Department for Mining
NAIROBI

Mr. Ismail Maalim Madey, CBS
Principal Secretary
State Department for Youth and
Creative Economy
NAIROBI

Mr. Patrick K. Kilemi, CBS
Principal Secretary
State Department for Co-operatives
NAIROBI

Ms. Ummi Mohamed Bashir, CBS
Principal Secretary
State Department for Culture, the Arts and Heritage
NAIROBI

Mr. Julius K. Korir, CBS
Principal Secretary
State Department for Water and Sanitation
NAIROBI

Dr. Chris K. Kiptoo, PhD, CBS
Principal Secretary
The National Treasury
NAIROBI

Ms. Salome M. Muhia-Beacco, CBS
Principal Secretary
State Department for Correctional Services
NAIROBI

Mr. Patrick Mariru, CBS
Principal Secretary
Ministry of Defence
NAIROBI

Mr. Alfred Ombudo K'ombudo, CBS
Principal Secretary
State Department for Trade
NAIROBI

Dr. Juma Mukhwana, PhD, CBS
Principal Secretary
State Department for Industry
NAIROBI

Eng. Peter K. Tum, CBS
Principal Secretary
State Department for Sports
NAIROBI

Mr. Alex K. Wachira, CBS
Principal Secretary
State Department for Energy
NAIROBI

Mr. Mohammed Liban, CBS
Principal Secretary
State Department for Petroleum
NAIROBI

Prof. Edward W. Kisiang'ani, PhD, CBS
Principal Secretary
State Department for Broadcasting and Telecommunication
NAIROBI

Eng. John K. Tanui, CBS
Principal Secretary
State Department for ICT & the Digital Economy
NAIROBI

Ms. Anne N. Wang'ombe
Principal Secretary
State Department for Gender and Affirmative Action
NAIROBI

Ms. Betsy M. Njagi, CBS

Principal Secretary

State Department for the Blue Economy and Fisheries

NAIROBI

Mr. Ephantus K. Kimani, CBS

Principal Secretary

State Department for Irrigation

NAIROBI

Mr. Shadrack M. Mwadime, CBS

Principal Secretary

State Department for Labour and Skills Development

NAIROBI

Mr. Mogosi J. Motari, CBS

Principal Secretary

State Department for Social Protection and

Senior Citizen Affairs

NAIROBI

Mr. Abdi Dubat Fidhow, CBS

Principal Secretary

State Department for East African Community Affairs

NAIROBI

Mr. Harsama Kello, CBS

Principal Secretary

State Department for the ASALs and

Regional Development

NAIROBI

Ms. Teresia M. Malokwe, CBS

Principal Secretary

State Department for Devolution

NAIROBI

Dr. Korir Sing'oei, PhD, CBS

Principal Secretary

State Department for Foreign Affairs

NAIROBI

Ms. Roseline K. Njogu, CBS

Principal Secretary

State Department for Diaspora Affairs

NAIROBI

Amb. (Prof.) Julius Bitok, PhD, CBS

Principal Secretary

State Department for Immigration & Citizen Services

NAIROBI

Dr. Belio R. Kipsang, PhD, CBS

Principal Secretary

State Department for Basic Education

NAIROBI

Mr. Charles M. Hinga, CBS

Principal Secretary

State Department for Housing & Urban Development

NAIROBI

Hon. Jonathan M. Mueke, CBS

Principal Secretary

State Department for Livestock Development

NAIROBI

Mr. Abubakar Hassan Abubakar, CBS

Principal Secretary

State Department for Investments Promotion

NAIROBI

Ms. Susan A. Mang'eni, CBS

Principal Secretary

State Department for Micro, Small, Medium
Enterprises (MSMEs) Development

NAIROBI

Eng. Festus K. Ng'eno

Principal Secretary

State Department for Environment and Climate Change

NAIROBI

Mr. Geoffrey E. Kaituko, ACIARB, CBS

Principal Secretary

State Department for Shipping & Maritime Affairs

NAIROBI

Mr. Gitonga M. Mugambi, CBS

Principal Secretary

State Department for Forestry

NAIROBI

Mr. Joel Psimatwa L. Arumonyang, CBS

Principal Secretary
State Department for Public Works

NAIROBI

Mr. Harry K. Kimtai, CBS

Principal Secretary
State Department for Medical Services

NAIROBI

Ms. Mary Muthoni Muriuki, CBS

Principal Secretary
State Department for Public Health and
Professional Standards

NAIROBI

Dr. Esther T. Muoria, PhD, CBS

Principal Secretary
State Department for Technical, Vocational
Education and Training (TVET)

NAIROBI

Mr. John Lekakeny Ololtuaa, CBS

Principal Secretary
State Department for Tourism

NAIROBI

Ms. Museiya Silvia Kihoro, CBS

Principal Secretary
State Department for Wildlife

NAIROBI

Hon. Shadrack Mose, CBS

Solicitor General
State Law Office

NAIROBI

Mr. Arthur A. Osiya, CBS

Principal Administrative Secretary
Executive Office of the President

NAIROBI

Mr. Moses N. Mbaruku, MBS

Principal Administrative Secretary
Office of the Deputy Secretary

NAIROBI

Ms. Juliana Yiapan, MBS

Principal Administrative Secretary
Office of the Prime Cabinet Secretary &
Ministry of Foreign Affairs

NAIROBI

Dear

RE: MANDATORY IN-SERVICE TRAINING PROGRAMMES FOR THE PUBLIC SERVICE

The Government is 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. The Bottom-Up Economic Transformation Agenda (BETA) calls for a highly skilled, agile, and responsive public sector workforce. The Vision 2030 and MTP IV of the National Vision 2030 aims at transforming the country into an industrialized, middle-income nation offering a high quality of life to all citizens. The achievement of this goal can only be achieved through a public service that is highly skilled, efficient and effective.

In recent years there have been a noticeable skill and competency gap among officers at all levels of Government, which has negatively impacted service delivery. This has been further exacerbated by the suspension of mandatory in-service training programmes in 2020.

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.

It further directed that the budget for the prioritized performance improvement in-service training programmes be ring-fenced from budget cuts and that this Ministry be the coordinating agency in the review, development of curricula of the relevant priority in-service programmes and also the implementation of the cabinet directive.

The purpose of this circular is to bring to your attention of this directive and guide that the said programs be prioritized and officers who have not been trained in the said courses be projected for the same.

It should be noted that the SLDP course be eligible for officers seeking promotion to posts above Job Group 'P' ('CSG 7'). The four-week (4) SMC course is a requirement for promotion to Job Group 'N' ('CSG 8'), and the two-week SSDC course is a requirement for promotion to Job Group 'L' ('CSG 9').

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 to comply with the requirements.

This Ministry will continue to engage all stakeholders to ensure that this directive is adhered to.

Please ensure that all affected officers are promptly notified and make the necessary arrangements.

Submitted for your further necessary action.

Yours

Amos N. Gathecha, CBS, 'ndc' (K)
PRINCIPAL SECRETARY

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

Hon. Justin B. N. Muturi, EGH
Cabinet Secretary
Ministry of Public Service and Human Capital Development
NAIROBI

Mr. Paul Famba, OGW
Secretary /CEO
Public Service Commission
NAIROBI

