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PSC/C&QA/REP/1C/1

COMMISSION HOUSE
HARAMBEE AVENUE
P.O. Box 30095 - 00100
NAIROBI

3rd October, 2016

All Cabinet Secretaries

All Accounting Officers/Principal Secretaries

RE: COMPLIANCE AUDITS IN MINISTRIES/STATE DEPARTMENTS

The Public Service Commission is mandated under Article 234 (2) (d) of the Constitution to investigate, monitor and evaluate the organization, administration and personnel practices of the public service.

In this regard, the Commission will undertake compliance audits against set standards in the Constitution, legislations, policies and guidelines governing Human Resource Management in the public service from 10th October to 18th November 2016 with regard to the delegated powers. The Compliance Audit team under the guidance of Mr. Simon G. Wachinga, Director, Compliance and Quality Assurance, will be in your Ministry/State Department on the dates specified in the attached schedule. (Appendix 1)

The parameters will include:

1. Staff Establishment
2. IPPD/Staff Bio-data/Payroll
3. Staff Performance Appraisal
4. Recruitment/Appointment
5. Acting Appointment
6. Special Duty Allowance
7. Promotions



8. Contract Appointment
9. Confirmation in Appointment
10. Secondment
11. Leave
12. Re-designation
13. Responsibility Allowance
14. Discipline
15. Implementation of PSC decisions
16. Implementation of MHRMAC decisions
17. Training
18. Exits
19. Declaration of Income, Assets and Liabilities
20. Casual employment and industrial/field attachment/Internship
21. Work Environment
22. Records management
23. Staff composition with regard to Gender, Disabilities and Ethnicity
24. Representation of Persons with Disabilities at Difference Levels
25. Succession management
26. Stagnation
27. Public participation
28. Implementation of Previous Audit Recommendations

The Head of Human Resource Management/Development will be required to provide support and coordination.

Thank you for your cooperation and support.



ALICE A. OTWALA (MRS), CBS
SECRETARY/CHIEF EXECUTIVE
PUBLIC SERVICE COMMISSION

Encl.

COMPLIANCE HUMAN RESOURCE AUDIT SHEDULE FOR 2015/2016

S/ No	Ministry	State Department	Start Date	End Date	Days	Team	Team
1	Presidency	i. State House	10 th Oct.	12 th Oct.	3	A	1. Mr. Gabriel Juma – Team leader 2. Mr. Stephen Kiiru 3. Mrs. Salyvia Kagoi 4. Mr. Francis Lemarkat
		ii. Office of the DP	13 th Oct.	17 th Oct.	3		
		iii. Cabinet Affairs	18 th Oct.	21 st Oct.	3		
2	Defence		24 th Oct.	26 th Oct.	3		
3	National Treasury		27 th Oct.	1 st Nov.	5		
4	Ministry of Public Service, Youth and Gender Affairs	i State Department for Public Service	2 nd Nov.	4 th Nov.	3		
		ii Youth Affairs	7 th Nov.	9 th Nov.	4		
		iii State Department for Gender Affairs	10 th Nov.	11 th Nov.	2		
5	Ministry of water and Irrigation	i State Department of water Services	14 th Nov.	16 th Nov.	3		
		ii State Department of Irrigation	17 th Nov.	18 th Nov	2		
6	Ministry of Sports, Culture and The Arts	i. State Department for Sports Development	10 th Oct.	11 th Oct.	2	B	1. Mr. Wesley Kipngetich-Team Leader 2. Franciscah Nyariki 3. Ms. Regina Muruu
		ii. State Department for Arts and Culture	12 th Oct.	13 th Oct.	2		
7	Ministry of Lands and Physical Planning		14 th Oct.	19 th Oct.	4		
8	Ministry of Energy and Petroleum	i. State Department for Energy	21 st Oct.	24 th Oct.	2		
		ii. State Department for Petroleum	25 th Oct.	26 th Oct.	2		
9	Ministry of East	i State Department	27 th Oct.	31 st Oct.	3		

S/ No	Ministry	State Department	Start Date	End Date	Days	Team	Team
	African Community (EAC), Labour and Social Protection	for East African Community Integration (EAC)					
		ii State Department for Labour	1 st Nov.	3 rd Nov	3		
		iii State Department for Social Protection	4 th Nov	8 th Nov.	3		
10	State Law Office and Department of Justice		9 th Nov.	14 th Nov.	4		
11	Ministry of Foreign Affairs		15 th Nov	18 th Nov.	4		
12	Ministry of Interior and Co-Ordination of National Government	i State Department for Interior	10 th Oct.	17 th Oct.	6	C	1. Mrs. Mary Owele – Team Leader 2. Simon Ojala 3. Alfred Mueke 4. Mr. Joseph Kiragu
		ii State Department for Correctional Service	18 th Oct.	21 st Oct.	3		
		iii Kenya Prisons Services	24 th Oct.	27 th Oct.	4		
		iv Immigration	28 th Oct.	2 nd Nov.	4		
13	Industry, Trade and Cooperatives	i. State Department for Investment and Industry	3 rd Nov.	7 th Nov.	3		
		ii. State Department for Cooperatives	8 th Nov.	10 th Nov.	3		

S/ No	Ministry	State Department	Start Date	End Date	Days	Team	Team
		iii. State Department for Trade	11 th Nov.	15 th Nov.	3		
14	Ministry of Tourism		16 th Nov.	18 th Nov.	3		
15	Ministry of Education	i. State Department for Basic Education	10 th Oct.	12 th Oct	3	D	1. Mrs. Rose Aduda – Team Leader 2. Mr. Nelson Njue 3. Mr. Geoffrey Mutahi
		ii. State Department for University Education	13 th Oct.	14 th Oct.	2		
		iii. State Department for Vocational and Technical Training	17 th Oct.	19 th Oct.	3		
16	Ministry of Environment and Natural Resources	i. State Department for Environment	21 st Oct.	25 th Oct.	3		
		ii. State Department for Natural Resources	26 th Oct.	27 th Oct.	2		
17	Transport, Infrastructure, Housing and Urban Development	i. State department of Transport	28 th Oct.	1 st Nov.	3		
		ii. State of Housing for Infrastructure	2 nd Nov.	4 th Nov.	3		
		iii. State of Housing and Urban development	7 th Nov.	9 th Nov.	3		
		iv. State of Maritime and shipping affairs	10 th Nov.	11 th Nov.	2		
		v. State of Public Works	14 th Nov.	16 th Nov.	3		
18	Ministry of Mining		17 th Nov.	18 th Nov.	2		

S/ No	Ministry	State Department	Start Date	End Date	Days	Team	Team
19	Ministry of Information, Communication and Technology (ICT)	i. State Department for Broadcasting and Telecommunication	10 th Oct.	12 th Oct.	3	E	1. Mr. William Migwi – Team Leader 2. Mr. Alex Koros 3. Ms Margaret Kadiegu 4. Mr. Isaac Shaasha
		ii. State Department for Information Communication Technology (ICT) and Innovation	13 th Oct.	17 th Oct.	3		
20	Ministry of Agriculture, Livestock and Fisheries	i. State Department for Agriculture	18 th Oct.	24 th Oct.	4		
		ii. State Department for Livestock	25 th Oct.	27 th Oct.	3		
		iii. State Department for Fisheries and The Blue Economy	28 th Oct.	1 st Nov.	3		
21	Ministry of Devolution and Planning	i. State Department for Planning and Statistics	2 nd Nov.	4 th Nov.	3		
		ii. State Department for Devolution	7 th Nov.	10 th Nov.	4		
		iii. State Department for Special Programmes	11 th Nov.	14 th Nov.	3		
22	Ministry of Health		15 th Nov.	18 th Nov.	4		