



OFFICE OF THE PRESIDENT

PERMANENT SECRETARY, SECRETARY TO THE CABINET
AND HEAD OF THE PUBLIC SERVICE

Telegraphic Address: "Rais"

Telephone: Nairobi 227411

When replying please quote

OP.9/IA Vol.17

Ref. No.

Date: 7th February, 2008

P.O. Box 62345
NAIROBI

The Attorney-General
All Permanent Secretaries

GUIDELINES ON THE PROCEDURE TO BE FOLLOWED IN THE
APPOINTMENTS OF CHIEF EXECUTIVES, CHAIRMEN AND
BOARD MEMBERS OF STATE CORPORATIONS AND
STATUTORY BOARDS

You are aware that the Acts establishing State Corporations and Statutory Boards clearly define the appointing authorities of the Chief Executives, Chairmen and Board members:

It has been a practice that before Ministers gazette members of the Board or Chief Executives falling under their jurisdiction, they submit the names and Curriculum Vitae (CVs) of the persons to be appointed to the Office of the President for vetting. This procedure is important to ensure that the persons appointed do not have records which may embarrass the Government. You are therefore directed to ensure that the procedure is followed.

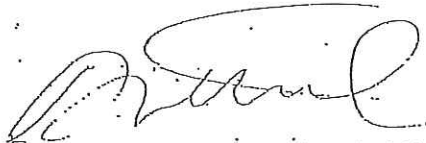
In addition to the appointment criteria contained in the statutes, Ministries are required to give emphasis to the following criteria:-

1. Integrity
2. Competence
3. National distribution
4. Gender balance

Furthermore, for each position of Board Member or Chief Executive, Ministries are required to submit two more alternative names in order of priority in case the preferred candidate does not qualify.

In the case of Presidential appointments for Chief Executives and Chairmen, Ministries should present recommendations of at least three candidates for each position, together with their CVs.

You are therefore directed to brief your Ministers and ensure compliance with the procedure spelt out in this letter.



AMB. FRANCIS MUTHAURA
PERMANENT SECRETARY/SECRETARY TO THE
CABINET AND HEAD OF THE PUBLIC SERVICE

c.c The Private Secretary/Comptroller,
State House,
NAIROBI.

Controller and Auditor-General,
Kencom House,
NAIROBI.

Inspector-General (Corporations)
KICC,
NAIROBI.