



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

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NAIROBI

Ref. No OP/CAB.9/1.A.....
and date

CONFIDENTIAL

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12th September, 2007

The Attorney-General

All Permanent Secretaries

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17/09/2007

DETAILS OF CHAIRMEN, CHIEF EXECUTIVES AND BOARD MEMBERS OF STATE CORPORATIONS AND STATUTORY BOARDS

You are aware that the Acts of Parliament establishing the various State Corporations and Statutory Boards clearly define the appointing authorities of the; Chairmen, Chief Executives and the Board Members.

With regard to appointments of Chairmen, Chief Executives and Board Members by the Ministers within their areas of jurisdiction, the established procedure is that the names and curriculum vitae of the persons to be appointed should be submitted to this office for vetting prior to any gazettment. This is necessary in order to ensure that the proposed appointees do not have adverse reports which can embarrass the Government. You are therefore required to ensure that this procedure is followed strictly.

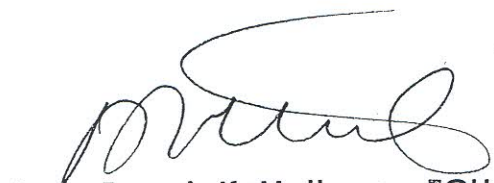
In addition to the appointment criteria contained in the respective statutes, Ministries are required to given emphasis to the following criteria:

1. Integrity of the person proposed for appointment.
2. Competence in terms of the mandate of the corporation
3. National distribution i.e. Home District
4. Gender balance

Furthermore, for each position of; Chief Executive or Board Member, Ministries are required to submit at least two alternative names in order of priority in case the preferred candidate does not qualify during the vetting process. In the case of Presidential appointments of Chairmen and Chief Executives, Ministries should present recommendations of at least (3) candidates for each position together with their CVs.

With regard to the details of the Chairmen, Chief Executives and Board Members, you are hereby required to urgently prepare and submit to this office by latest 26th September, 2007 the data in accordance with the attached proforma. The data should be continuously updated in order to take into account any changes of the appointments from time to time

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



**Amb. Francis K. Muthaura, EGH
PERMANENT SECRETARY, SECRETARY TO THE
CABINET AND HEAD OF THE PUBLIC SERVICE**

Copy to: The Private Secretary/Comptroller
State House
NAIROBI

The Controller and Auditor-General
Anniversary Towers
NAIROBI

The Inspector-General (Corporations)
Inspectorate of State Corporations
KICC
NAIROBI

The Secretary
State Corporations Advisory Committee
KICC
NAIROBI

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