

## **ANNEXURE 1**

(Letter from Her Excellency, the Governor of Machakos County forwarding Christopher Mutua Mutie; nominee, Member County Public Service Board)



REPUBLIC OF KENYA  
 GOVERNMENT OF MACHAKOS  
 OFFICE OF THE GOVERNOR

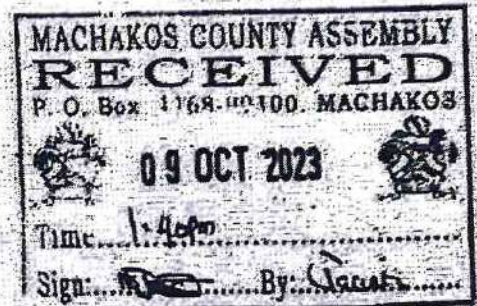
Telephone: +254 202004086  
 Email: [info@machakosgovernment.co.ke](mailto:info@machakosgovernment.co.ke)  
 When replying please quote

White House Machakos,  
 Along People's Park Road,  
 P.O BOX 1996-90100,  
 Machakos, Kenya.

Ref. GMC/OOG/113/23

6<sup>th</sup> October 2023,

The Hon. Anne Kiusya,  
 Speaker County Assembly of Machakos,  
 County Hall  
 Along Mwatu Wa Ngoma  
 P.O Box 1168-90100  
 MACHAKOS - KENYA



Dear Madam,

**RE: SUBMISSION FOR APPROVAL OF THE NAME OF A MEMBER OF THE MACHAKOS COUNTY PUBLIC SERVICE BOARD**

The above subject matter refers,

Pursuant to the provisions of section 58A(1) of the County Governments Act as Amended in 2020, a selection Panel for the purposes of Selecting suitable candidates for appointment as chairperson and members of the County Public Service Board was appointed after an approval by the County Assembly.

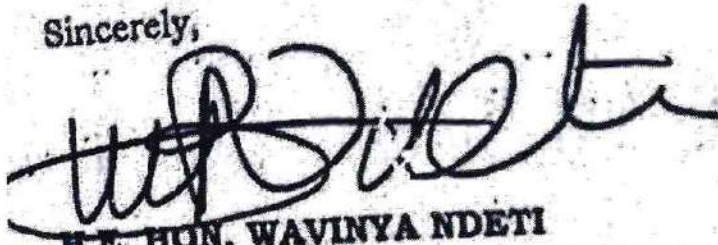
Upon receiving the names of the successful applicants from the selection panel and in exercise of the powers conferred by section 58A(7) of the County Governments Act as amended in 2020, I Hon. Wavinya Ndeti, Governor Machakos County forward the following name for approval by the County Assembly for the position as indicated.

No.	NAME	MEMBER
1.	CHRISTOPHER MUTUA MUTIE	

Kindly expedite the exercise of the County Assembly legislative mandate as enshrined under section 58A (8)(9) of the County Governments Act, as amended in 2020.

Thank you for your immediate action on the same.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wavinya Ndeti', written in a cursive style.

**H.E. HON. WAVINYA NDETI**

**GOVERNOR, MACHAKOS COUNTY.**

## **ANNEXURE 2**

(Advertisement by Clerk of the County Assembly placed in the print media inviting the public to attend the approval hearing and/or submit any information or comments on suitability or otherwise by way of sworn affidavit(s).



**REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF MACHAKOS  
COUNTY ASSEMBLY OF MACHAKOS**



County Hall, Along Mwatu wa Ngoma Rd,  
P.O. Box 1168 – 90100, MACHAKOS – KENYA

Email: [assemblymks@gmail.com](mailto:assemblymks@gmail.com)  
or [info@machakosassembly.go.ke](mailto:info@machakosassembly.go.ke)

**OFFICE OF THE CLERK**

**VETTING OF NOMINEE FOR THE POSITION OF MEMBER, COUNTY  
PUBLIC SERVICE BOARD OF MACHAKOS**

Pursuant to Section 58(1)(a) and (b) of the County Governments Act as read together with Section 4 and Section 6(1) of the Public Appointments (County Assemblies Approval) Act, 2017, the Speaker of the County Assembly of Machakos received from H.E the Governor, County Government of Machakos; a name of one (1) nominee for the position of member of the County Public Service Board of Machakos for approval by the County Assembly.

Pursuant to the provisions of Article 10(1)(a),(b) and (c) and (2)(a) and Article 196(1)(a) and (b) of the Constitution, as read with sections 5(1) and 7(3),(4),(5) and (6) of the Public Appointments (County Assemblies Approval) Act, 2017; notice is hereby given to the nominee and members of the public that the vetting of the nominee for the position of member of the County Public Service Board, will take place at the County Assembly of Machakos County Hall along Mwatu wa Ngoma Road, Machakos Town, at the date, time and venue below.

NOMINEE	POSITION	COMMITTEE	VENUE	DATE	TIME
Christopher Mutua Mutie	Member, County Public Service Board of Machakos	Committee on Appointments	Assembly Chambers	6 <sup>th</sup> November, 2023	10:00 am

The nominee is required to collect and submit the vetting forms from the Office of the Clerk between 8.00 am and 5.00pm on or before 1<sup>st</sup> November, 2023. The vetting forms should be submitted with copies of the following documents to the address provided below.

- 1) ID/passport;
- 2) Curriculum Vitae, personal credentials and academic certificates;
- 3) Current Tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- 4) Current Compliance Certificate from the Higher Education Loans Board (HELB);
- 5) Current Clearance Certificate from the Credit Reference Bureau (CRB);
- 6) Current Valid Certificate of Police Clearance from the Directorate of Criminal Investigations;
- 7) Current Clearance from Ethics and anti-Corruption Commission (EACC);
- 8) Current Clearance certificate from respective professional bodies
- 9) Accreditation from Commission of University Education for foreign degrees (where applicable)

The nominee is required to bring with them the original of the above-mentioned documents on the vetting day. Members of the public are invited to submit in writing and under oath any relevant information concerning the above nominees opposing their suitability to hold public office between 8.00am and 5.00pm by 1<sup>st</sup> November, 2023 addressed to;

**The Clerk,  
County Assembly of Machakos,  
P.O. Box 1168-90100,  
Machakos.**

Such information can be hand delivered to the above stated office or scanned and sent to [info@machakosassembly.go.ke](mailto:info@machakosassembly.go.ke). Any information received by the Office of the Clerk will be confidential and used solely for the approval hearing.

**L MUTISYA  
CLERK OF COUNTY ASSEMBLY**

## **ANNEXURE 3**

(Verification of the information provided by the nominee by various institutions)

(135)

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF MACHAKOS**  
**COUNTY ASSEMBLY OF MACHAKOS**



County Hall  
Ng Mwatu wa Ngoma Rd  
Box 1168 – 90100  
MACHAKOS – KENYA

Email: [assemblysinks@gmail.com](mailto:assemblysinks@gmail.com)

**OFFICE OF THE CLERK**

UR REF: MKSCA/ADM/VET/Vol. 1/123

DATE: 31<sup>st</sup> October, 2023

Chief Executive Officer  
Ethics and Anti-Corruption Commission  
P.O. Box 61130-00200  
Nairobi



**RE: VETTING OF NOMINEES BY THE COUNTY ASSEMBLY**

Pursuant to Article 235(1) of the Constitution and Sections 45 and 58(1) (a) and (b) of the County Government Act, 2012, the Speaker of the County Assembly of Machakos received from Her Excellency the Governor, the following nominee for vetting by the County Assembly;

NAME	ID NO	POSITION
Christopher Mutua Mutie	13252771	Member, County Public Service Board

Article 79 of the Constitution mandates the Ethics and Anti-Corruption Commission to oversee the implementation of the provisions of Chapter Six of the Constitution and the Leadership and Integrity Act, 2012, which lays out the principals of leadership, the moral and ethical requirements of public/state officials seeking to hold any public offices.

In view of the above and pursuant to section 4(2) & (4) and 44 (2) of the Leadership and Integrity Act 2012, the County Assembly forwards the name of the above nominee to the Commission for verification so as to ensure compliance with Chapter Six of the Constitution.

**MUTISYA**  
**CLERK OF COUNTY ASSEMBLY**

REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF MACHAKOS  
COUNTY ASSEMBLY OF MACHAKOS



County Hall  
Ng Mwatu wa Ngoma Rd  
PO BOX 1168-90100  
MACHAKOS  
TEL: 020-2100981



Email: [assemblymks@gmail.com](mailto:assemblymks@gmail.com)

OFFICE OF THE CLERK

2<sup>nd</sup> November, 2023

Ref: MKSCA/ADM/VETT/Vol.1/125

Academic Registrar  
Kenya University  
P.O. Box 43844-00100,  
NAIROBI

Email: [registrar-acad@ku.ac.ke](mailto:registrar-acad@ku.ac.ke)

**RE: VERIFICATION OF ACADEMIC DOCUMENTS FOR MR CHRISTOPHER MUTUA MUTIE**

Article 176 of the Constitution establishes County Governments which comprise of the County Assembly and the County Executive.

Section 8(1)(a) of the County Governments Act, No.17 of 2012 provides that the County Assembly shall vet and approve nominees for appointment to County public offices as may be provided for in the Act or any other law. Further, Section 4 of the Public Appointments (County Assemblies Approval) Act No.5 of 2017 provides that an appointment under the Constitution or any other law for which the approval of a County Assembly is required shall not be made unless the appointment is approved by the relevant County Assembly in accordance with the same Act.

In accordance with Sections 58 and 58A of the County Governments Act, No.17 of 2012, H.E Wavinya Ndeti, Governor of Machakos County nominated Mr. Christopher Mutua Mutie to be vetted by the County Assembly of Machakos for appointment to the position of Member, Machakos County Public Service Board.

Pursuant to Sections 4, 7, 8 and 9 of the Public Appointments (County Assemblies Approval) Act No.5 of 2017, the Assembly Committee on Appointments is in the process of vetting the said nominee to establish his suitability for the proposed position.



Further in exercise of the powers conferred by Section 12(2) (b) of the Public Appointments (County Assemblies Approval) Act No.5 of 2017, the County Assembly of Machakos requests your office to furnish the office of Clerk of County Assembly of Machakos with information to ascertain the authenticity of the Bachelor of Commerce (Accounting) Degree Certificate bearing the name Christopher Mutua Mutie.

Enclosed herewith find a copy of the Degree Certificate in question.



I.L. MUTISYA

CLERK OF COUNTY ASSEMBLY

Cc:

Hon. Speaker  
County Assembly of Machakos

Deputy Vice Chancellor (Academic Affairs)  
mail: [dvc-acad@ku.ac.ke](mailto:dvc-acad@ku.ac.ke)  
Kenya University

## **ANNEXURE 4**

(Advertisement in the print media inviting applications from suitable and qualified Kenyan citizens to fill one position for Chairperson and three positions for Member of CPSB).



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF LAIKIPIA**



**RE-ADVERTISEMENT**

Government of Laikipia wishes to re-advertise the tenders below:

	Description	Eligibility	Bid Bond	Close date
022-2023	Provision of Group Life Assurance	Brokers Only	150,000	4 <sup>th</sup> January, 2023
12022-2023	Provision of Group Personal Accident	Brokers Only	80,000	4 <sup>th</sup> January, 2023
12022-2023	Provision of Medical Insurance for State Officers	Brokers Only	120,000	4 <sup>th</sup> January, 2023
12022-2023	Provision of Work Injury Benefits (WIBA) & Employer's liability	Brokers Only	110,000	4 <sup>th</sup> January, 2023
12022-2023	Provision of Insurance Services - Fire Theft and Burglary	Brokers Only	112,000	4 <sup>th</sup> January, 2023
12022-2023	Provision of Comprehensive Medical Insurance for Public Officers	Brokers Only	150,000	4 <sup>th</sup> January, 2023

Documents with details can be obtained from Laikipia county website [www.laikipia.go.ke](http://www.laikipia.go.ke) or at the County Government Offices in Nanyuki or posted to:

**The Head of Supply Chain Management**  
**County Government of Laikipia**  
**P. O. Box 1271 - 10400**  
**NANYUKI**

Bids are to be submitted on Wednesday 4<sup>th</sup> January, 2023 at 12:00 p.m. and opened thereafter in the presence of bidders or their representatives. Late bids will NOT be accepted.

Criteria for awarding contracts indicated in the bid document shall be considered for further evaluation.



**ALUPE UNIVERSITY**  
*...Bastion of Knowledge...*

**NOTICE OF THE 1<sup>ST</sup> GRADUATION CEREMONY (TO BE ATTENDED PHYSICALLY)**

Alupe University wishes to inform all candidates who qualified for conferment of various Degrees and award of diplomas in the 2021/2022 Academic year that the Graduation Ceremony will take place on Wednesday 19<sup>th</sup> January 2023 starting at 8:00 am.

Candidates must appear at the University prior to confirmation of inclusion of their names in the graduation list by January 17<sup>th</sup> 2023 by closing of business.

All candidates **MUST** attend the rehearsal on Tuesday 17<sup>th</sup> January, 2023 at 10:00 am.

Candidates who wish to hire academic regalia, should pick them from the Admissions Office on Monday 15<sup>th</sup> January before 12:00 pm. Graduation regalia should be returned on or before Wednesday 17<sup>th</sup> February, 2023. Failure to return regalia by the indicated date will attract a penalty of Kshs. 500/- (Five Hundred Shillings) per day. A refund of Kshs. 2,000/- would be collected between 20<sup>th</sup> January to 1<sup>st</sup> February 2023 before to which a penalty of Kshs. 2,000/- is charged.

The mandatory non-refundable graduation charges must be paid on or before Friday 9<sup>th</sup> January 2023.

Category	Male	Female	Male	Female
Bachelors	Kshs. 2,000/-	Kshs. 2,000/-	Kshs. 1,000/-	Kshs. 1,000/-
MA	Kshs. 2,000/-	Kshs. 2,000/-	Kshs. 1,000/-	Kshs. 1,000/-

Any of the following Alupe University Bank Accounts:

Commercial Bank (CCB)	Branch	Account Number
	Nanyuki	100474084

A to constitute an Alumni Association will be held immediately after the rehearsal on Tuesday 17<sup>th</sup> January, 2023 at 10:00 am.

For more information, please contact the officer indicated below and/or visit the University website. [www.alupe.ac.ke](http://www.alupe.ac.ke)  
The Chancellor (ARSA)  
Nanyuki  
KIS 50400  
KENYA  
Tel: 011 4185  
www.alupe.ac.ke  
alupes@alupe.ac.ke

Registration can also be accessed on the University website.

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF MACHAKOS**  
**SELECTION PANEL FOR RECRUITMENT OF CHAIRPERSON AND MEMBER OF MACHAKOS COUNTY PUBLIC SERVICE BOARD**

**VACANCY ANNOUNCEMENT**

Article 235 of the Constitution of Kenya 2010 provides for the staffing of the County Government. Further Section 57 of the County Government Act No. 17 of 2012 provides for the establishment of the County Public Service Board. The selection panel invites applications from suitable and qualified Kenyan Citizens to fill a vacancy pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 58 and 58A of the County Government Act, 2012.

**CHAIRPERSON, COUNTY PUBLIC SERVICE BOARD (10 POST TERMS)**

**SIX (6) YEAR NON-RENEWABLE CONTRACT**

REMUNERATION: As Prescribed by the Salaries and Remuneration Commission.

**DUTIES AND RESPONSIBILITIES**

- Chair meetings of the Board;
- Establishing and allocating offices in the County Public Service;
- Appointing persons to hold or act in the County Public offices;
- Guide the Board in exercising disciplinary control over and removal of persons holding or acting in those offices as provided for under this part;
- Prepare regular reports for submissions to the county assembly on the execution of the functions of the board;
- Promote the County Public Service values and principles referred to in articles 10 and 232 of the Constitution of Kenya 2010;
- Advise the County Government on human resource management and development;
- Advise the County Government on implementation and monitoring of the national performance management system in the county;
- Make recommendation to the salaries and remuneration commission on behalf of the county government on the remuneration, pension and gratuities for county public service employees.

**REQUIREMENTS AND COMPETENCIES**

For appointment to this position, the person should:

- Be a Kenyan Citizen;
- Be a holder of a first degree from a University recognized in Kenya;
- Have knowledge and working experience of not less than ten (10) years in Administration and management;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Not a public or state officer;
- Satisfy the requirement of Chapter 5 of the Constitution of Kenya on leadership and integrity;
- Understand the diversity within the County;
- Be capable of working under pressure to meet strict deadlines;
- Be a visionary and strategic thinker;
- Have thorough knowledge of the structural, legislative and regulatory framework of the public service; and
- Meet other requirements as per Section 58 of the County Government Act and other relevant laws.

**TERMS OF SERVICE**

Contract Six (6) years (Non-renewable)

**MEMBER, COUNTY PUBLIC SERVICE BOARD (10 POST TERMS)**

**SIX (6) YEAR NON-RENEWABLE CONTRACT**

REMUNERATION: As Prescribed by the Salaries and Remuneration Commission

**DUTIES AND RESPONSIBILITIES**

- Delivering quality services to the citizens;
- Observing good corporate governance principles in the performance of your function;
- Regularly attend and participate in board meetings and committees where applicable;
- Reading, reviewing and making decisions on requests, board minutes, annual reports and other reports, plans and policies presented before the Board;
- Performing any other duties assigned by the chairperson from time to time.

**REQUIREMENTS AND COMPETENCIES**

For appointment to this position, the person should:

- Be a Kenyan citizen;
- Be in possession of first degree from a University recognized in Kenya;
- Have a working experience of not less than seven years in the relevant field;
- Demonstrate experience in human resource management and administration;
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Not hold a Public or State Office;
- Understand the diversity within the County;
- Be visionary and a strategic thinker;
- Capable to work under pressure to meet strict deadlines;
- Meet other requirements as per Section 58 of the County Government Act and other relevant laws

**NOTE:** Conveying in any form will lead to automatic disqualification. Women and People living with disability are encouraged to apply, clearly indicating the type of disability. Only shortlisted candidates will be contacted.

**APPLICATIONS GUIDELINES**

- Each application should include a detailed curriculum vitae, certified copies of relevant academic and professional certificates and testimonials. Copies of National Identity card or valid passport, current telephone number(s) and other relevant supporting documents.
- Shortlisted candidates are required to submit clearances documents from:
  - Directorate of Criminal Investigation
  - The Ethics and Anti-Corruption Commission
  - The Higher Education Loans Board
  - Credit Reference Bureau

**HOW TO APPLY**

All applications should be submitted in a sealed envelope clearly indicating the position applied for, whilst enclosed together with a copy of National ID Card, a detailed CV and copies of all relevant certificates and testimonials, so as to reach on or before 22<sup>nd</sup> December, 2022 at 5:00pm and addressed to:-

**The Chair**  
**Selection Panel**  
**County Government of Machakos**  
**P.O Box 1000 - 80100, MACHAKOS**

Applications can also be sent through [machakoscountyjobs@gmail.com](mailto:machakoscountyjobs@gmail.com) OR: Hand delivered applications should be handed over at the Office of the County Secretary (Secretariat). For More Information please visit [www.machakos.go.ke](http://www.machakos.go.ke)