



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

REPORT OF ACTIVITIES

FOR THE PERIOD

JANUARY TO DECEMBER 2016

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ACRONYMS

PSC	Public Service Commission
CEC	County Executive Committee
SRC	Salary and Remuneration Committee
HRD	Human Resource Development
ICT	Information Communication Technology
CGA	County Government Act
CPSB	County Public Service Board
FY	Financial Year
PMR	Planning Monitoring and Reporting
CQA	Compliance and Quality Assurance
CEO	Chief Executive Officer
COG	Council of Governors
CBA	Collective Bargaining Agreement
RA	Recognition Agreements
FKE	Federation of Kenyan Employers
KNUN	Kenya National Union of Nurses

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MESSAGE FROM THE CHAIRMAN

It is my pleasure to present the County Public Service Board's Activities Annual Report for the year 2016. This report provides our stakeholders a detailed account of the activities and achievements of the Board for the period under review. The report reflects the overall performance and strides made by the Board in the fulfillment of its mandate and also highlights the challenges encountered.

In the period under review the Board continued with its mandate of recruiting staff with caution in view of the increasing wage bill. It also continued to employ the best qualified personnel taking into consideration other constitutional provisions in the process. The Board appreciates human resource as key towards effective service delivery hence the continued effort to recruit the best candidates from a pool of applicants. During the period under review the Board also worked on staff promotions and a total of 149 staff were promoted to various job groups. The challenges experienced by the Board during the period under review include budget constraints, lack of candidates for specialized positions and inadequate office space

I wish to express my appreciation for the support the Board has received from all stakeholders without whom the Board would not have been able to operate professionally and registered any achievements. The Board sincerely appreciates the guidance, support and cooperation accorded. I would like to note that through this background of team spirit and commitment to work, the year was a great success which gives us an impetus to further improve service delivery in the year 2017.

The Board remains committed to its mission and will continue to adhere to the core values thereby improving the performance and contribution to Kilifi County development. I wish to extend my sincere thanks to my colleagues in the Board and the Secretariat staff for their commitment to ensuring that the Board continued to advance its strategic objectives in the spirit of team work.

James M. Mulewa
Chairman

EXECUTIVE SUMMARY

The County Public Service Board (CPSB) is established under the provisions of Article 235 of the Constitution of Kenya 2010. As per the County Government Act 2012 the Board is comprised of a Chairperson, Vice Chairperson and four other members and the Board Secretary appointed by H.E the Governor with the approval of the County Assembly. The Board is mandated under Article 59(1) (d) of the County Government Act 2012 to prepare reports for submission to the County Assembly on the execution of the functions of the Board.

This report covers the period January to December 2016 i.e. quarter three and four of the Financial Year 2015/2016 and quarter one and two of Financial Year 2016/2017. The report is divided into three chapters. Chapter one covers the introduction part of the report, the Board's background; composition, Vision, Mission and Core Values and Principles, the Board's mandate, organization structure, and strategic policy priorities for the period. Chapter two details the Board activities and Chapter three outlines achievements, challenges and conclusion.

During the period under review the Kilifi County Public Service Board (KCPSB) discharged its mandate with the support of the Secretariat staff under the leadership of the CEO/ Board Secretary.

The Board works through committees with each Committee being headed by a Board Member. These committees are; Recruitment and Selection, Performance Management, Planning, Monitoring and Reporting, Human Resource Management and Development and Compliance and Quality Assurance.

During the year under review the Board activities centered on staff promotions, re-designations, staff recruitment, handling discipline cases and finalization of human resource policies. On recruitment, the Board advertised and recruited staff for the County Public Service in response to requests made by the following departments:

- a)** ICT, Culture and Social Services
- b)** Health Services
- c)** Agriculture, Livestock Development and Fisheries

- d) Devolution, Public Service and Disaster Management**
- e) Trade, Industrialization, Co-operative Development, Tourism and Wildlife**
- f) Lands, Energy, Housing and Physical Planning**
- g) Finance and Economic Planning**
- h) Roads, Transport and Public Works**
- i) Water, Environment, Minerals and Natural Resources**

During the reporting period the Board enhanced the capacity of its Members and Secretariat staff by facilitating their participation in seminars and training organized by different institutions. Areas covered included; performance contracting, contemporary public administration and management, strategic leadership development, records management, mainstreaming ethics and integrity in County Governments, effective customer management, customer care and public relations.

In the delivery of its constitutional mandate during the period under review, the Board faced a number of challenges including but not limited to insufficient office space, limited budget provision, equitable distribution of the few jobs to a large qualified labour force and to meet the requirements of the Constitution of Kenya 2010 with respect to issues of gender, youth, persons with disability, religion and marginalized persons. Despite these challenges, the Board is committed to the delivery of its constitutional mandate and the fulfillment of its obligations to the citizens of Kilifi County.

CHAPTER ONE

1.0 Introduction

This chapter deals with the introduction, background of the Board, composition, Vision, Mission, Core Values and Principles, Board's mandate, organization structure and strategic policy priorities for the period.

1.1 Background

The County Public Service Board (CPSB) of Kilifi was constituted in accordance with Article 235 of the Constitution of Kenya 2010. According to Article 57 of the County Government Act 2012, the established Board is:

- a) A body corporate with perpetual succession and seal; and
- b) Capable of suing and being sued in its corporate name

The Board has been in office since 3rd July 2013.

1.2 Vision, Mission, Core Values and Principles

During the period under review the Board implemented various programmes aimed at achieving equity in employment, continuous improvement in service delivery and promotion of good governance. In undertaking these programmes the Board was guided by its Vision, Mission and the National values and principles of governance in Article 10 and values and principles of the public service in Article 232.

Vision

Highly performing, motivated and ethical County Public Service

Mission

To provide skilled and competent human resource for effective and efficient public service

Core Values and Principles

The Board is at all times bound by and shall promote and uphold the national values and principles of Governance as provided in Articles 10 and 232 of the Constitution of Kenya 2010.

These values and principles include:

- Integrity & Accountability

- Independence
- Fairness and equity
- Teamwork
- Quality service

1.3 Mandate of the Board

The mandate of the Board is provided for under Article 59(1) of the County Government Act 2010 and summarized as hereunder:

- a) Establish and abolish offices in the county public service.
- b) Appoint persons to hold or act in offices of the county public service including in Boards of cities and urban areas within the county and to confirm appointments.
- c) Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board.
- d) Promote in the county public service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya 2010.
- e) Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya 2010 are complied with in the county public service.
- f) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the county.
- g) Advise the County Government on human resource management and development.
- h) Advise the County Government on implementation and monitoring of national performance management system in the counties.
- i) Make recommendations to the Salaries and Remuneration Commission, on behalf of the county government, on the remuneration, pensions and gratuities for county public service employees.

1.4 Organizational Structure

The Board is made up of the Chairman, Vice Chairman, four other Board members and the Board Secretary appointed by the Governor and approved by the County Assembly for a non renewable term of six years.

1.4.1 The Secretariat

The Board is supported by the Secretariat headed by the Board Secretary. The Secretariat is

responsible for facilitating, coordinating and ensuring efficient implementation of the programs and activities. These functions are implemented by the following units each supposed to be headed by an officer: Finance and Administration, HRM, Procurement, Registry and ICT. To date, the Secretariat is composed of twenty-five (25) officers; 14 of the male and 11 of the female gender.

1.4.2 Board Committees

The Board performs its functions through committees. Board committees execute functions of the Board with the support of the Secretariat. Committees are responsible for developing policies for achievement of the mandate; providing strategic direction, leadership and oversight to the Secretariat on all matters relating to human resources in the county. The Board has five committees; each committee is composed of at least two Board members, Secretariat staff and co-opted members from the county public service. These committees are:

- ❖ Recruitment and Selection Committee –responsible for recruitment, assessment, selection, appointments and HR planning for County Public Service.
- ❖ Performance Management Committee –responsible for schemes of service, performance management (appraisals, performance contracts and exit interviews), job evaluation and promotions.
- ❖ Planning, Monitoring and Reporting Committee –responsible for strategic and annual planning, monitoring, HR audit, reporting and pensions schemes.
- ❖ Human Resource Management and Development Committee –responsible for HR policy, training and development, talent management, mentoring, internship and volunteer management for County Public Service.
- ❖ Compliance and Quality Assurance Committee –responsible for discipline, appeals, ethics and governance compliance audit.

1.4.3 Legislative and Policy Framework

The work of the CPSB is guided by various statutes, regulations and policies which govern operations of the County Government namely; the Constitution of Kenya 2010, County Governments Act 2012, Intergovernmental Relations Act 2012, Transition to Devolved Government Act, Urban Areas and Cities Act and Public Service Commission Act.

1.5 Focus on Action for the period between January and December 2016

During the period under review the CPSB pursued three key strategic themes namely; implementation of the Board Strategic Plan and Service Charter, restricted staff recruitment, staff promotions, and equity in employment for various positions in the County Government.

1.6 Board Strategic Plan and Service Charter

During the period 2016, the Board reviewed its strategic plan and highlighted the areas the Board will lay emphasis on in the remaining two and a half years of the contract period. The reviewed strategic plan will guide the activities of the Board in line with its Vision, Mission and Policies laid down in the Strategic Plan and Service Charter.

1.7 Equity in employment

During the period under review the Board advertised, shortlisted and conducted interviews for various vacant county government positions as requested by Chief Officers of the departments in the County Government. The Board strived to make appointments in accordance with the constitutional requirements taking into account the distribution among all sub-counties and sub tribes, gender, youth, religion, minority, marginalized persons and communities.

Since the Board's inception in 2013 the Board's recruitment summaries are as shown in the Table below:

Table 1: Recruitment Summaries

Item	Years				Total	% of Total Appointments
	2013	2014	2015	2016		
Number of appointments	4	213	1111	531	1859	100
Number of male appointees	4	132	319	241	696	37.4
Number of female appointees	0	81	792	290	1163	62.6

Item	Year				Total	% of Total Appointments
	2013	2014	2015	2016		
Number of youth appointed	0	168	930	388	1486	80
Number of PWD appointees	0	2	2	2	6	0.3
Number of persons from minority groups appointed	1	24	141	65	231	12.4
Number of persons from marginalized groups appointed	0	2	13	2	2	0.9
Others (persons from outside Kilifi County)	1	108	108	40	257	14

Minority groups - comprise of persons from the following communities:
Kambe, Ribe, Kauma and Jibana

Marginalized group - comprise of persons from the Waatha Community

CHAPTER TWO

This chapter presents Board's sub-programmes and activities as detailed out in the Board's Strategic Plan.

2.0 Board Activities

2.1 Reports from the Committees

2.1.1 Recruitment and Selection Committee

The Recruitment and Selection Committee is responsible for recruitment, assessment, selection, appointments and HR planning for the County Public Service. The activities of the Recruitment Committee are summarized in the tables, charts and graphs below;

Table 2: Total number of Appointments

	Post	No. Appointments	Male	Female
1	Traffic Marshalls	33	20	13
2	Forest Guards	35	20	15
3	Beach Safety Unit	33	28	5
4	ECDE Care Givers	192	16	176
5	Trade Development Officer	8	3	5
6	Co-operative Auditor	3	2	1
7	Co-operative Officers	3	3	0
8	Assistant Co-operative Officer	3	2	1
9	Assistant Tourism Director	1	0	1
10	Deputy Director Co-operative Development	1	0	1
	Sub-Total	312	94	218

	Post	No. of Appointments	Male	Female
	B/FWD	312	94	218
11	Clerical Officers	2	1	1
12	Tourism Development Officer	2	1	1
13	Communication Officer	2	2	0
14	Media Producer	1	0	1
15	Protocol Officer	2	1	1
16	P.A System Operator	1	1	0
17	Legal Officers	2	0	2
18	Deputy County Director Veterinary Services	1	1	0
19	Fisheries Officers	9	5	4
20	Field Agricultural Assistants	21	17	4
21	Deputy County Director Fisheries	1	1	0
22	Laboratory Technologist	4	2	2
23	Deputy County Director Livestock Production	1	1	0
24	Deputy County Director Agriculture	1	0	1
25	Cooks	2	1	1
26	Records Management Officers	2	0	2
27	Human Resource Officers	5	1	4
	Sub-Totals	371	129	242

	Post	No. of Appointments	Male	Female
	B/FWD	371	129	242
28	Human Resource Assistants	9	3	6
29	Ward Administrators	2	2	0
30	Assistant Livestock Production Officers	15	11	4
31	Accountants	12	5	7
32	Assistant Public Health Officers	4	4	0
33	Environmental Impact Assessment Officers	3	2	1
34	Senior Accountants	9	6	3
35	Principal Accountants	12	10	2
36	Registered Community Health Nurse	23	7	16
37	Nutrition and Dietetics Technologist	1	0	1
38	Clinical Officer	1	0	1
39	Nutrition and Dietetics Officer	1	0	1
40	Community Health Officer	1	0	1
41	Tractor Drivers	13	13	0
42	Drivers	24	24	0
43	Administrative Officer (Special Programmes)	1	1	0
44	Valuer	1	1	0
	Sub-Totals	503	218	285

	Post	No. of Appointments	Male	Female
	B/FWD	503	218	285
45	Coxwain	1	1	0
46	Radiographers	4	1	3
47	Medical Specialist	1	1	0
48	Orthopedic Surgeon	3	3	0
49	Director Revenue Management	1	1	0
50	Assistant Architect	1	1	0
51	Sea Rescue Crew	13	12	1
52	Pharmacist	1	1	0
53	Dentist	1	1	0
54	Medical Officer	2	1	1
	TOTALS	531	241	290
		100%	45%	55%

Chart 1: Overall posts distribution on Gender basis

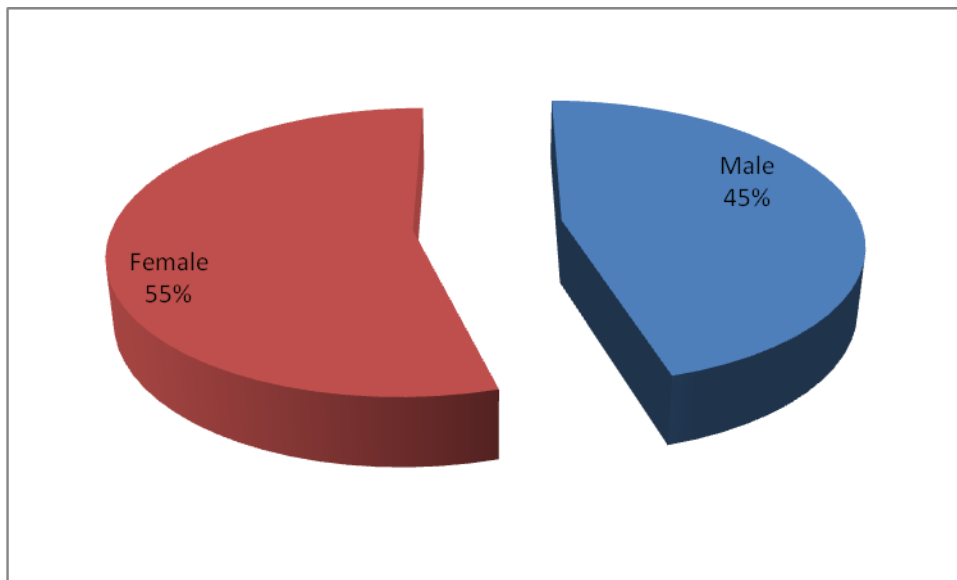


Table 3: Appointments distribution by Departments

Department	Post	No. of Appointees	Totals
County Public Service Board	Human Resource Officer	1	1
Devolution, Public Service & Disaster Management	Human Resource Officers	4	124
	Human Resource Assistants	9	
	Records Management Officers	2	
	Ward Administrators	2	
	Traffic Marshalls	33	
	Beach Safety Unit Guards	33	
	Legal Officers	2	
	Coxwain	1	
	Sea Rescue Crew	13	
	Administrative Officer (Special Programme)	1	
	Drivers	24	
Agriculture, Livestock Development and Fisheries	County Deputy Director Agriculture	1	64
	Field Agricultural Assistants	21	
	Cooks	2	
	County Deputy Director Livestock Production	1	
	Assistant Livestock Production Officers	15	
	County Deputy Director Veterinary Services	1	
	Deputy County Director Fisheries	1	
	Fisheries Officers	9	
	Tractor Operators	13	
Finance & Economic Planning	Principal Accountants	12	34
	Senior Accountants	9	
	Accountants	12	
	Director Revenue Management	1	

Department	Post	No. of Appointees	Totals
Environment, Forestry and Natural Resources	Environmental Impact Assessment	3	38
	Forest Guards	35	
ICT, E-Government, Culture & Social Services	Communication Officers	2	6
	Media Producer	1	
	P.A System Operator	1	
	Protocol Officers	2	
Trade, Industrialization, Cooperative Development, Tourism And Wildlife	Trade Development Officers	8	23
	Deputy Director Cooperative Development	1	
	Cooperative Officers	3	
	Assistant Cooperative Officers	3	
	Cooperative Auditor	3	
	Assistant Director Tourism	1	
	Tourism Development Officers	2	
	Clerical Officers	2	
Education, Youth Affairs and Sports	ECDE Care Givers	192	192
Lands, Energy, Housing and Physical Planning	Valuer	1	1
Roads, Transport and Public Works	Assistant Architect	1	1

Department	Post	No. of Appointees	Totals
Health Services	Radiographers	4	47
	Registered Community Health Nurse	23	
	Community Health Officer	1	
	Laboratory Technologist	4	
	Assistant Public Health Officers	4	
	Nutrition and Dietetics Officer	1	
	Clinical Officer	1	
	Nutrition and Dietetics Technologist	1	
	Pharmacist	1	
	Medical Specialist	1	
	Orthopedic Surgeon	3	
	Medical Officers	2	
Dentist	1		
TOTALS			531

Table 4: Appointments distribution by Sub-County

NO.	POST	KILIFI NORTH	KILIFI SOUTH	MALINDI	MAGARINI	GANZE	RABAI	KALOLENI	OTHERS	TOTAL
1	Traffic Marshalls	7	5	4	6	4	4	3		33
2	Forest Guards	7	5	5	6	4	4	4		35
3	Beach Safety Unit	7	5	4	6	4	3	4		33
	Sub-Totals	21	15	13	18	12	11	11	0	101

	POST	KILIFI NORTH	KILIFI SOUTH	MALINDI	MAGARINI	GANZE	RABAI	KALOLENI	OTHERS	TOTAL
	B/FWD	21	15	13	18	12	11	11	0	101
4	ECDE Care Givers	34	34	31	25	28	23	17		192
5	Trade Development Officer	2	2	3				1		8
6	Co-operative Auditor	2					1			3
7	Co-operative Officers				1	1	1			3
8	Assistant Co-operative Officer		1				1		1	3
9	Assistant Tourism Director		1							1
10	Deputy Director Co-operative Development			1						1
11	Clerical Officers		2							2
12	Tourism Development Officer	1						1		2
13	Communication Officer					2				2
14	Media Producer	1								1
15	Protocol Officer	1					1			2
	Sub-Totals	62	55	48	44	43	38	30	1	321

	POST	KILIFI NORTH	KILIFI SOUTH	MALINDI	MAGARINI	GANZE	RABAI	KALOLENI	OTHERS	TOTAL
	B/FWD	62	55	48	44	43	38	30	1	321
16	P.A System Operator				1					1
17	Legal Officers							1	1	2
18	Deputy County Director Veterinary Services								1	1
19	Fisheries Officers	2	2	1		1	1	1	1	9
20	Field Agricultural Assistants	4	2	1	4	4	2	4		21
21	Deputy County Director Fisheries								1	1
22	Laboratory Technologist		1	1	1			1		4
23	Deputy County Director Livestock Production								1	1
24	Deputy County Director Agriculture						1			1
25	Cooks	1						1		2
26	Records Management Officers								2	2
27	Human Resource Officers	1	1		1			1	1	5
	Sub-Totals	70	61	51	51	48	42	39	9	371

	POST	KILIFI NORTH	KILIFI SOUTH	MALINDI	MAGARINI	GANZE	RABAI	KALOLENI	OTHERS	TOTAL
	B/FWD	70	61	51	51	48	42	39	9	371
28	Human Resource Assistants	2	1	2	1	1	1		1	9
29	Ward Administrators			1			1			2
30	Assistant Livestock Production Officers	4	1	1	1	2	2	1	3	15
31	Accountants	5	2	1			3	1		12
32	Assistant Public Health Officers	1					2	1		4
33	Environmental Impact Assessment Officers		1						2	3
34	Senior Accountants	4	3				2			9
35	Principal Accountants	2	2	2			2	2	2	12
36	Registered Community Health Nurse	4	4	2		2	2	2	7	23
37	Nutrition and Dietetics Technologist								1	1
38	Clinical Officer			1						1
39	Nutrition and Dietetics Officer	1								1
40	Community Health Officer	1								1
41	Tractor Drivers	4		1		3	3		2	13
	Sub-Totals	98	75	62	53	56	60	46	27	477

	POST	KILIFI NORTH	KILIFI SOUTH	MALINDI	MAGARINI	GANZE	RABAI	KALOLENI	OTHERS	TOTAL
	B/FWD	98	75	62	53	56	60	46	27	477
42	Drivers	2	3	3	1	5	4	5	1	24
43	Administrative Officer (Special Programmes)	1								1
44	Valuer								1	1
45	Coxwain				1					1
46	Radiographers						1		3	4
47	Medical Specialist								1	1
48	Orthopedic Surgeon			1				1	1	3
49	Director Revenue Management							1		1
50	Assistant Architect				1					1
51	Sea Rescue Crew	8			1				4	13
52	Pharmacist								1	1
53	Dentist								1	1
54	Medical officer			1	1					2
	TOTAL	109	78	67	58	61	65	53	40	531

2: Overall appointments distribution by Sub-County

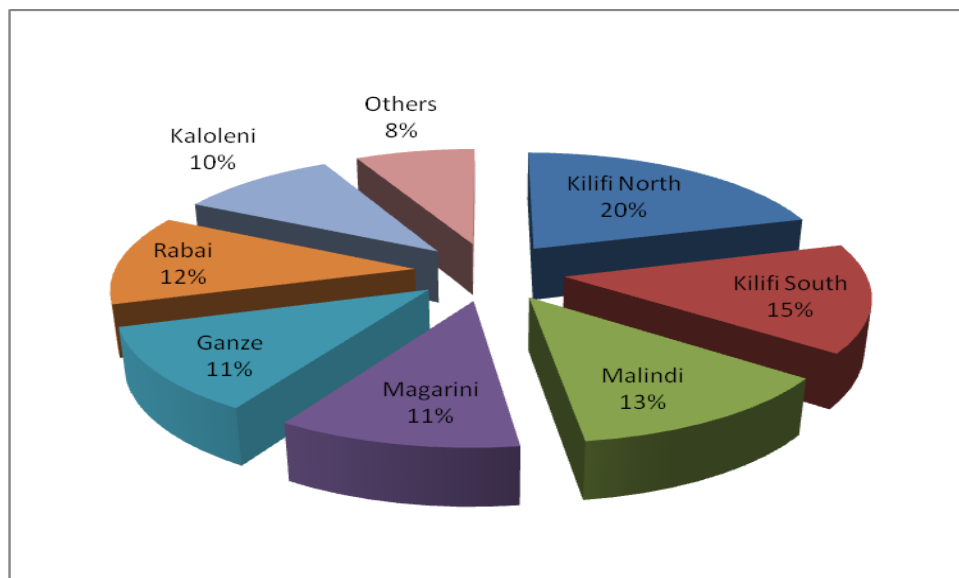


Table 5: Appointments distribution by Wards

POST	KILIFI NORTH							KILIFI SOUTH					MALINDI					OTHERS	TOTAL
	Mnarani	Sokoni	Kibarani	Tezo	Matsangoni	Watamu	Dabaso	Shimo la Tewa	Mtepeni	Junju	Mwarakaya	Chasimba	Malindi Town	Shella	Ganda	Kakuyuni	Jilore		
Traffic Marshalls	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1		16
Forest Guards	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		17
Beach Safety Unit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1		16
ECDE Care Givers	6	2	6	6	4	3	7	4	4	8	7	11	3	8	8	3	9		99
Trade Development Officer	1	1						1			1		1		1	1			7
Co-operative Auditor		1		1															2
Sub-Totals	10	7	9	10	7	6	10	8	7	11	11	14	6	11	12	6	12	0	157

POST	Mnarani	Sokoni	Kibarani	Tezo	Matsangoni	Watamu	Dabaso	Shimo la Tewa	Mtepeni	Junju	Mwarakaya	Chasimba	Malindi Town	Shella	Ganda	Kakuyuni	Jilore	Others	Totals
B/FWD	10	7	9	10	7	6	10	8	7	11	11	14	6	11	12	6	12	0	157
Assistant Co-operative Officer												1						1	2
Assistant Tourism Director								1											1
Deputy Director Co-operative Development																	1		1
Clerical Officers										1		1							2
Tourism Development Officer				1															1
Media Producer							1												1
Protocol Officer	1																		1
Legal Officers																		1	1
Deputy County Director Veterinary Services																		1	1
Fisheries Officers	1				1						1	1		1				1	6
Field Agricultural Assistants	1		1	1		1					1	1			1				7
Deputy County Director Fisheries																		1	1
Sub-Totals	13	7	10	12	8	7	11	9	7	12	13	18	6	12	13	6	13	5	182

POST	Mnarani	Sokoni	Kibarani	Tezo	Matsangoni	Watamu	Dabaso	Shimo la Tewa	Mtepeni	Junju	Mwarakaya	Chasimba	Malindi Town	Shella	Ganda	Kakuyuni	Jilore	Others	Totals
B/FWD	13	7	10	12	8	7	11	9	7	12	13	18	6	12	13	6	13	5	182
Laboratory Technologist											1						1		2
Deputy County Director Livestock Production																		1	1
Cooks				1															1
Records Management Officers																		2	2
Human Resource Officers			1									1						1	3
Human Resource Assistants	1	1										1		1			1	1	6
Ward Administrators														1					1
Assistant Livestock Production Officers				2	2			1					1					3	9
Accountants				2	1	2					1	1	1						8
Assistant Public Health Officers							1												1
Environmental Impact Assessment Officers												1						2	3
Senior Accountants	1	2			1				1	1	1								7
Sub-Totals	15	10	11	17	12	9	12	10	8	13	16	22	8	14	13	6	15	15	226

POST	Mnarani	Sokoni	Kibarani	Tezo	Matsangoni	Watamu	Dabaso	Shimo la Tewa	Mtepeni	Junju	Mwarakaya	Chasimba	Malindi Town	Shella	Ganda	Kakuyuni	Jilore	Others	Totals	
B/FWD	15	10	11	17	12	9	12	10	8	13	16	22	8	14	13	6	15	15	226	
Principal Accountants				1	1			1		1			1				1	2	8	
Registered Community Health Nurse				2		1	1	1	1		2			2					7	17
Nutrition and Dietetics Technologist																			1	1
Clinical Officer														1						1
Nutrition and Dietetics Officer				1																1
Community Health Officer	1																			1
Tractor Drivers		2		2									1						2	7
Drivers		1		1						1	1	1	2		1				1	9
Administrative Officer (Special Programmes)	1																			1
Valuer																			1	1
Radiographers																			3	3
Medical Specialist																			1	1
Orthopedic Surgeon													1						1	2
Sea Rescue Crew		7		1															4	12
Pharmacist																			1	1
Dentist																			1	1
Sub-Totals	17	20	11	25	13	10	13	12	9	15	19	23	13	17	14	6	16	40	293	

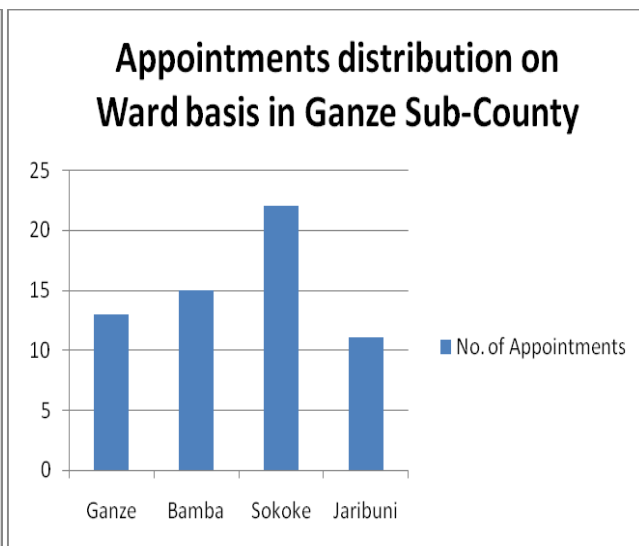
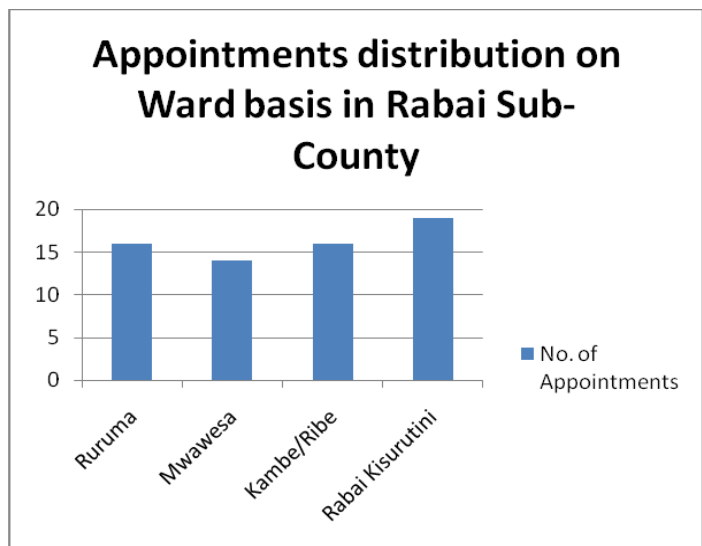
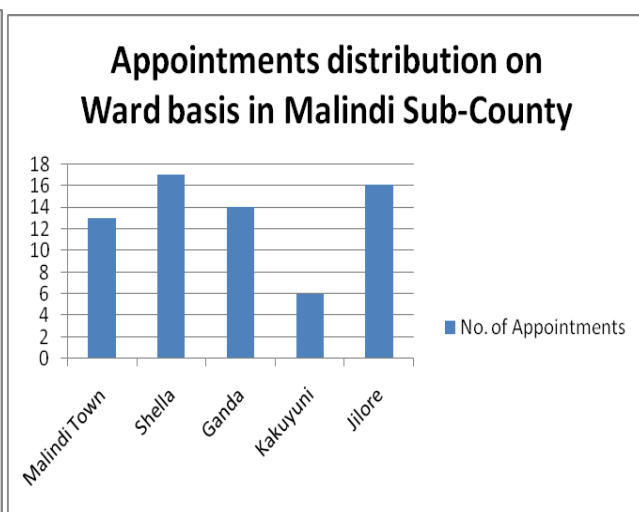
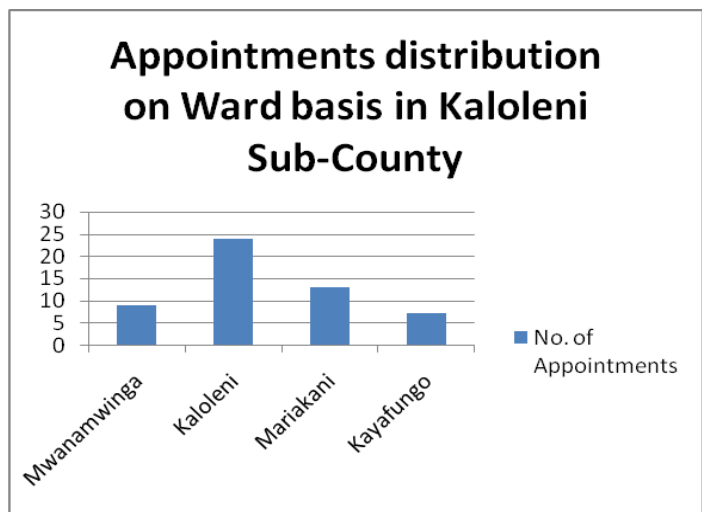
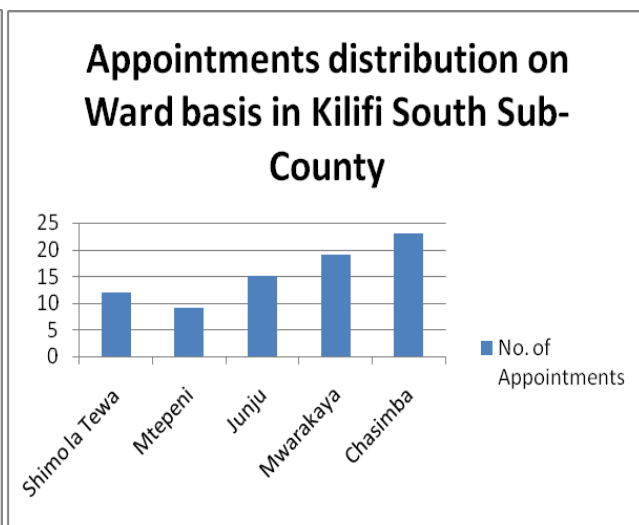
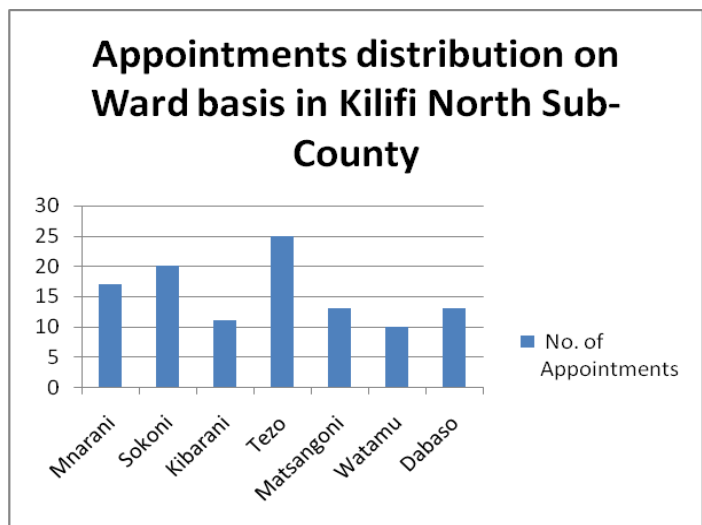
POST	Mnarani	Sokoni	Kibarani	Tezo	Matsangoni	Watamu	Dabaso	Shimo la Tewa	Mtepeni	Junju	Mwarakaya	Chasimba	Malindi Town	Shella	Ganda	Kakuyuni	Jilore	Others	Totals
B/FWD	17	20	11	25	13	10	13	12	9	15	19	23	13	17	14	6	16	40	293
Medical Officer													1						1
TOTAL	17	20	11	25	13	10	13	12	9	15	19	23	14	17	14	6	16	40	294
%	3	4	2	5	2	2	2	2	2	3	4	4	2	3	2	2	3	7	55

POST	KALOLENI					RABAI			GANZE				MAGARINI					TOTAL	
	Mwanamwanga	Kaloleni	Mariakani	Kayafungo	Ruruma	Mwawesa	Kambe/Ribe	Rabai Kisurutini	Ganze	Bamba	Sokoke	Jaribuni	Adu	Marafa	Sabaki	Garashi	Magarini		Gongoni
Traffic Marshalls	1	1	1			1	2	1	1	1	1	1	1	1	1	1	1	1	17
Forest Guards	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18
Beach Safety Unit	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	17
ECDE Care Givers	3	5	6	3	8	3	5	7	5	7	12	4	2	4	2	4	8	5	93
Trade Development Officer		1																	1
Co-operative Auditor								1											1
Co-operative Officers								1		1								1	3
Assistant Co-operative Officer							1												1
Tourism Development Officer		1																	1
Communication Officer											2								2
Sub-Totals	6	10	9	5	10	6	9	12	8	11	17	7	5	7	5	7	11	9	154

POST	Mwanamwanga	Kaloleni	Mariakani	Kayafungo	Ruruma	Mwawesa	Kambe/Ribe	Rabai Kisurutini	Ganze	Bamba	Soko	Jaribuni	Adu	Marafa	Sabaki	Garashi	Magarini	Gongoni	TOTALS
B/FWD	6	10	9	5	10	6	9	12	8	11	17	7	5	7	5	7	11	9	154
Protocol Officer							1												1
P.A System Operator																	1		1
Legal Officers			1																1
Fisheries Officers		1					1					1							3
Field Agricultural Assistants	1	1	1	1		2				1	2	1		1		1	1	1	14
Laboratory Technologist		1											1						2
Deputy County Director Agriculture					1														1
Cooks			1																1
Human Resource Officers		1														1			2
Human Resource Assistants					1				1								1		3
Ward Administrators						1													1
Assistant Livestock Production Officers		1				1		1	1	1			1						6
Accountants		1					2	1											4
Sub-Totals	7	16	12	6	12	10	13	14	10	13	19	9	7	8	5	9	14	10	194

POST	Mwanamwanga	Kaloleni	Mariakani	Kayafungo	Ruruma	Mwawesa	Kambe/Ribe	Rabai Kisurutini	Ganze	Bamba	Soko	Jaribuni	Adu	Marafa	Sabaki	Garashi	Magarini	Gongoni	TOTALS	
B/FWD	7	16	12	6	12	10	13	14	10	13	19	9	7	8	5	9	14	10	194	
Assistant Public Health Officers	1					2														3
Senior Accountants							1	1												2
Principal Accountants		1		1			1	1												4
Registered Community Health Nurse		2				1		1		1	1									6
Tractor Drivers					2		1				2	1								6
Drivers	1	4			1	1		2	3	1		1	1							15
Coxwain																		1		1
Radiographers					1															1
Orthopedic Surgeon			1																	1
Director Revenue Management		1																		1
Assistant Architecture													1							1
Sea Rescue Crew																			1	1
Medical Officer																		1		1
TOTAL	9	24	13	7	16	14	16	19	13	15	22	11	9	8	5	9	15	12	237	
%	2	5	2	2	3	2	3	4	2	3	4	2	2	2	0	2	3	2	45	

Graph 1-7: Appointments distribution by Wards



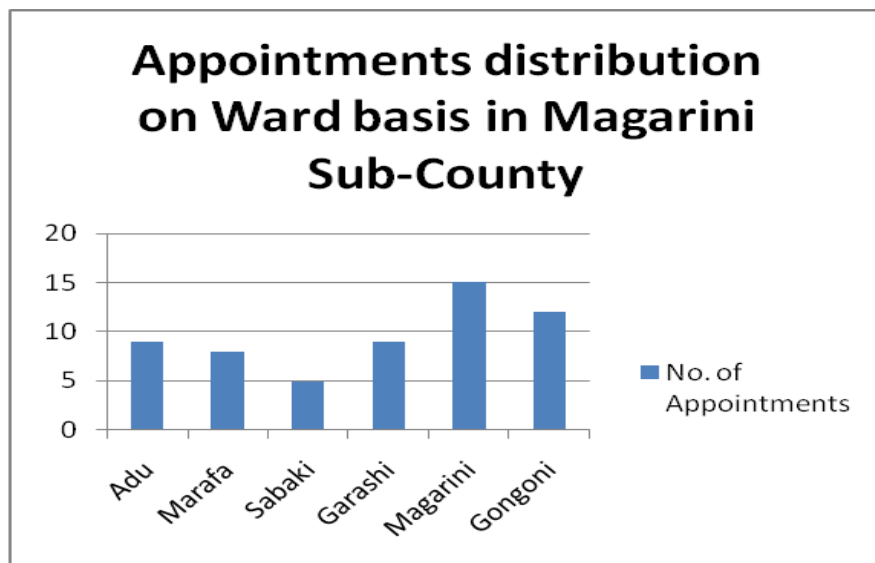


Table 6: Appointments distribution on Ethnic basis

Ethnic Group	No. of Slots	% of Slots
Giriama	231	43
Chonyi	83	16
Rabai	46	9
Kambe	15	3
Ribe	10	2
Kauma	22	4
Jibana	18	3
Duruma	15	3
Watta	2	0
Bajun	18	4
Others	71	13
TOTAL	531	100

Chart 3: Overall appointments distribution on Ethnic basis

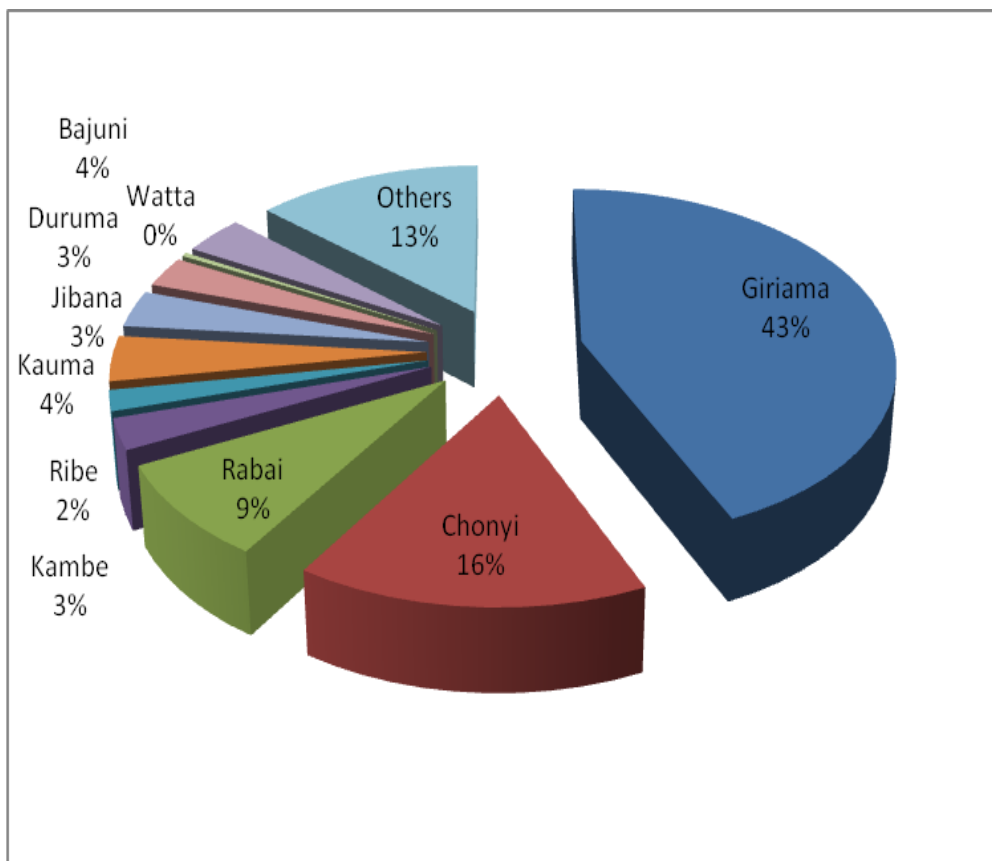


Table 7: On-going recruitment

	POST	REMARKS
1	Sub-County Vocational Training Officer	On hold
2	Youth Polytechnic Instructor	On hold
3	Architectural Assistants	On hold
4	Electrical Engineer	On hold
5	Mechanical Engineer	On hold
6	Inspector (Mechanical)	On hold
7	Engineer (Roads) Maintenance & Construction Engineer (Assistant)	On hold
8	Surveyor	In process
9	Surveyor Assistant	In process
10	Transport Officer	On hold
11	Artisan	On hold
12	Machine Operator	On hold
13	Office Administrative Assistant III	On hold
14	Administrative Assistant II	On hold

15	Chainmen	On hold
16	Agricultural Engineer	On hold
17	Fish Pond Assistant	On hold
18	Support Staff/Office Assistant	On hold
20	Engineer (Structural)	In process
21	Engineer (Structural) Assistant	On hold
22	Quantity Surveyor Assistants	In process
23	Chief Information/Communication Officer	On hold
24	Chief Renewable Energy Officer	On hold
25	GIS Expert	On hold
26	Senior Physical Planner	On hold
27	Digital Communication Officer	On hold
28	Human Resource Officers	On hold
29	Sea Rescue Officers	In process
30	County Audit Committee	In process
31	ECD Care Givers	In process
32	Mbegu Fund Chairperson	To be re-advertised
33	Enforcement Officer	On hold
34	County Audit Committee members	In process

2.1.2 Performance Management Committee

The functions of this committee include:

- ❖ Coordinating and managing job evaluation
- ❖ Sensitizing county public service on job evaluation
- ❖ Coordinating the harmonization of schemes of service
- ❖ Coordinating training of relevant county public service on Performance Management
- ❖ Advising the Executive on Performance Contracting process and support its implementation
- ❖ Sensitizing the county public service on performance management and supporting the rolling out of performance appraisal

During the reporting period under review, this Committee undertook the following activities:

Staff Promotions

In the year under review the Board handled staff promotions totaling to 149 for the following departments as summarized below:

Table 8: Promotions Summary

Department	No. of Staff
Education, Youth Affairs and Sports	1
Lands, Energy, Housing and Physical Planning	7
Trade, Industrialization, Cooperative Development, Tourism and Wildlife	3
ICT, E-Government, Culture and Social Services	7
Devolution, Public Service and Disaster Management (DPSM)	23
Agriculture, Livestock Development and Fisheries	67
Roads, Transport and Public Works	41
Totals	149

2.1.3 Planning, Monitoring and Reporting Committee

The functions of this committee include:

- Coordinating and monitoring the implementation of the Strategic Plan
- Coordinating and monitoring the development and implementation of annual plans
- Coordinating the development of the Boards annual budget
- Planning and undertaking periodic sensitization meetings and forums to promote in the county public service the values and principles referred to in Articles 10 and 232
- Making specific recommendations on pensions for the county public service
- Making recommendations to SRC on pensions, remuneration and gratuities for the

county public service

- Developing and submitting reports

During the period under review the Planning, Monitoring and Reporting committee undertook the following activities:

Development of Policy Guidelines

The Board developed eleven (11) policies whose drafts were shared with stakeholders and are awaiting validation by the County Executive Committee. It is expected that the final approved policies should be in use early next year.

The following are the policies expected to be rolled out early next year:

- i.** Code of Conduct
- ii.** Disciplinary procedures
- iii.** HIV/AIDS policy
- iv.** Drug and Substance abuse policy
- v.** Recruitment and Selection policy
- vi.** Training and Development policy
- vii.** Guidelines on Internship & Attachment
- viii.** Performance Management policy
- ix.** Gender Policy
- x.** Regulations for engagement of persons on contract, casual workers and staff on joint ventures in County Public Service
- xi.** Delegation of Authority by County Public Service Board to authorized officers in Kilifi County Government

County Public Service Pension

As deliberations are going on nationally on the way forward for a common Pension Scheme for all County Governments, all staff employed by the CPSB were enjoined to the LAPFund Scheme and are contributing to the same.

Staff Exit from Kilifi County Public Service

During the period 2016, 107 staff who exited from the County Public Service due to various reasons as indicated below;

Table 9: Staff Exit Summary for Year 2016

Department	Reasons for Exit	No. of Persons	Sub Total
Health Services	Retirement	32	54
	Death	4	
	Resignation	7	
	Desertion	2	
	Transfers	9	
Devolution Public Service and Disaster Management	Retirement	8	11
	Death	1	
	Resignation	2	
Finance and Economic Planning	Retirement	11	13
	Death	2	
Water, Environment, Forestry and Solid Waste Management	Retirement	3	5
	Death	2	
Agriculture, Livestock Development and Fisheries	Retirement	13	17
	Death	3	
	Transfers	1	
Roads, Transport and Public Works	Retirement	3	3
Trade, Industrialization, Cooperative Development, Tourism and Wildlife.	Retirement	1	1
Lands, Housing, Energy and Physical Planning.	Death	1	1
Education, Youth Affairs and Sports.	Retirement	1	2
	Transfers	1	
Total			<u>107</u>

From the above table, it is clear that the departments, especially Health Services, need to come up with comprehensive succession plans in order to replace the skills lost on account of staff exits.

CPSB Strategic Plan Review

The Board reviewed its Strategic Plan in its third year of its implementation and developed work plans for FY 2017/2018 and FY 2018/2019 and laid out strategies to ensure achievement of the outlined objectives for the remaining period of the Plan.

2.1.4 Human Resource Management and Development Committee

The role of the Human Resource Management and Development (HRMD) Committee is guided by the provision of Section 59(1) of the County Government Act (CGA) 2012 which specifically mandates the County Public Service Board (CPSB) inter alia to ‘advise the County Government on human resource management and development.

Mandate Areas;

- 1) Training and Development
- 2) Labour and Industrial Relations
- 3) Industrial Attachment and Volunteerism

1. Training and Development

a. Training Needs Analysis (TNA)

During the year under review the Executive undertook a TNA with the assistance of Kenya School of Government Nairobi whose report was published in October 2015. The report highlighted key areas in the Public Service where capacity building is required; depending on the availability of funds such areas would be given priority.

b. Induction

During the year under review, the Board had three (3) of the Secretariat staff inducted.

c. Training Courses, Workshops and Seminars

During the year under review, Board Members, Board Secretariat Staff and staff of other County departments attended various courses, workshops, seminars and study tours as indicated in the tables below:

Table 10: Trainings attended by Board Members

Course title	Facilitator	Number of members who attended
Contemporary Public Administration Management Course	Galilee International Management Institute	4
Performance Contracting	Kenya School of Government (KSG)	1
Strategic Leadership Development Programme	Kenya School of Government	1
Training for CPSB Secretaries	Kenya School of Monetary Studies	1

Table 11: Trainings attended by Secretariat Staff

Course title	Provider	Number of officers who attended
Conduct of Meetings & Minute Writing	Kenya School of Government (KSG)	3
Customer care and Public Relations	Jomo Kenyatta University of Agriculture & Technology (JKUAT)	1
Effective Customer Service Management	Trainconsult Management	1
Fundamentals of Research Methodology	Jomo Kenyatta University of Agriculture & Technology	1
Induction training	Kenya School of Government	3
Performance Contracting	Kenya School of Government	3
Records Management	Jomo Kenyatta University of Agriculture & Technology	1
Refresher Course for Drivers	Kenya Institute of Highways and Building Technology	1

Table 12: Workshops/Seminars attended by Board Members

Workshop/seminar	Provider	Number of members who attended
13th AGM Meeting of Laptrust Pension Fund	CPF Financial Services	1
20th ICPSK Annual International Conference	ICPSK	1
3rd County Public Service Board Members Workshop - Mainstreaming Ethics & Integrity in County Governments	Ethics & Integrity Institute	3
Coastal Cluster Inter-Agency Stakeholder Co-ordination Forum	Health Dept. - Lamu County	1
CPSB CAUCUS Conference	Chairperson's CAUCUS	1
Forum by ICPAK	ICPAK	1
Intergovernmental Consultative Meeting on Public Service and Launch of Intergovernmental Consultative Forum for Youth & Gender Sector	Department of Devolution	1
Sensitization of the CPSBs on Gender & Inclusion Principles	The National Gender & Equality Commission	1
Workshop for CPSB Secretaries	CPSB Secretaries Forum	1
8 th Annual General Meeting of Lapfund	Lapfund	1
4 th Annual Convention	CPSB National Consultative Forum	6
Workshop on Implementation of Chapter 6 of the Constitution and the Leadership & Integrity Act 2012 in Public Service	Ethics & Anti-Corruption Commission	1

Table 13: Workshops/Seminars attended by Secretariat Staff

Workshop/seminar	Provider	Number of officers who attended
IHRM Convention	Institute of Human Resource Management	1

IHRM Kenya Labour Laws Seminar	Institute of Human Resource Management	1
20th Annual National HRM Conference	Institute of Human Resource Management	1
Sensitization on Corruption Prevention and Work Ethics for Efficient Report Development	Ethics & Integrity Institute	2

2. Labour and Industrial Relations

a). Collective Bargaining Agreements (CBAs) and Recognition Agreements (RAs)

A number of Recognition Agreements and Collective Bargaining Agreements, including those with the Kenya National Union of Nurses (KNUN), Kenya Medical Practitioners, Pharmacists and Dentists Union (KMPDU) and the Kenya County Government Workers' Union, have lapsed and require renewal.

The Board through the CPSB National Consultative Forum agreed that Federation of Kenya Employers will handle all matters pertaining to RAs and CBAs on behalf of the Forum. A Negotiation Team was set up and worked in consultation with FKE to develop a framework for future CBA negotiations.

On 12th November 2016 KNUN had issued twenty-one (21) days Strike Notice if their outstanding R.A will not have been signed with the COG and CPSBs. Consequently, the national strike began on 5th December 2016 and lasted until 14th December 2016 when the requisite RA was finally signed between the KNUN and the respective County Governments. This led to the calling off of the strike by KNUN and paved way for the talks on CBA'S.

The ongoing doctors' strike which was called by KMPDU since 5th December 2016 was due to the failure by the National/County Governments to implement the CBA which KMPDU apparently signed with the Ministry of Health in 2013. The RA was signed in 2012 with the former Ministries of Medical Services and Public Health and Sanitation. The CBA

negotiations were initiated by the parties in 2012, but were never concluded for registration with the Employment and Labour Relations Court as required by law.

3. Industrial Attachments, Internships and Volunteerism.

All persons engaged by the County as attaches, interns and volunteers during the period of report are as indicated in the table below:

Table 14: Summary of Industrial Attachments, Internships and Volunteers engagement

Department	Number of attachees	Number of interns	Number of volunteers
County Public Service Board – Accounts Section	4		
Devolution, Public Service & Disaster Management	13	1	1
Education, Youth Affairs & Sports	1		
Executive	4	4	
Finance & Economic Planning	41	3	1
ICT, Culture & Social Services	1	1	
Lands, Energy, Housing & Physical Planning	8		1
Roads, Transport & Public Works	18		
Trade, Industrialization Tourism & Co-operative Development	3	1	
Water, Environment, Forestry & Natural Resources	13	5	
Total	<u>106</u>	<u>15</u>	<u>3</u>

2.1.5 Compliance and Quality Assurance Committee

The Committee is charged with two main mandates

- 1) Monitoring and evaluating compliance to values and principles of governance as stipulated in Articles 10 and 232 of the Constitution of Kenya 2010
- 2) Quality Assurance

In the year under review the Committee undertook the following activities:

- i. Submission of wealth declaration report to Public Service Commission.

- ii.** Survey on public service compliance with principles and values of good governance stipulated in Articles 10 and 232 of the Constitution of Kenya (2010) which will be forwarded to the County Assembly.
- iii.** Finalization of disciplinary cases involving Chief Officers Joseph Waema and Joseph Katana
- iv.** Establishment of the complaints and redress mechanisms
- v.** Operationalization of conflict of interest register
- vi.** Sensitization of ICT, Public Service Management and Disaster Management departments on values and principles of good governance as stipulated in Articles 232 and 10 of the Constitution of Kenya (2010).

On-going activities

The committee is currently handling disciplinary cases on gross misconduct involving Mr. Jamal Nyiro (Project Officer) and Julius Munga (Procurement Officer). The cases will be handled from 10th January, 2017 and are expected to be finalized in 3 months time.

CHAPTER THREE

3.0 Key Achievements and challenges

This chapter outlines the achievements attained and challenges encountered in the year under review, and conclusions.

3.1 Key Achievements

During the period under review the Board achieved the following:

- ❖ Recruitment of 531 officers into the public service
- ❖ Promotion of 149 members of staff
- ❖ Surpassing the two thirds constitutional requirement on gender balance in appointments.
- ❖ Conduct of survey on public service compliance with values and principles of good governance
- ❖ Signed contract for additional office space

3.2 Challenges

During the period under review, the Board faced a number of challenges in the discharge of its constitutional mandate. The challenges included:

- Mismatch of skills and job requirements and inability to get staff with the required qualifications on some of specialized positions advertised
- Ensuring equitable distribution of the few employment opportunities to meet the constitutional requirements on gender, youth, religion and marginalized groups
- Inadequate budgetary allocation for capacity building and operations.
- Limited office space

Conclusion

In conclusion, the CPSB has successfully managed to discharge its constitutional obligations and is fully committed to ensuring that public service delivery does not only meet but exceeds the expectations of Kilifi County citizenry. The fulfillment of this commitment is however dependent on the availability of adequate budgetary allocation to the Board.