

*From Speaker
Please Sign for tally
11/2/17*

COUNTY ASSEMBLY OF EMBU

Approved
SCA
11/2/17



*3
DLCS
TNA
11/2/17*

SECOND ASSEMBLY : FIRST SESSION

**REPORT OF THE SECTORAL COMMITTEE ON
ADMINISTRATION AND PUBLIC SERVICE ON THE
VETTING EXERCISE OF THE NOMINEE FOR THE
POSITION OF THE COUNTY SECRETARY OF EMBU
COUNTY GOVERNMENT.**

SUBMITTED FOR ADOPTION BY THE COUNTY ASSEMBLY

Clerk's Chambers
County Assembly Of Embu
P.O. Box 140-60100
Embu



DATED: DECEMBER, 2017



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ABBREVIATIONS

CoK	-	Constitution of Kenya, 2010
CGA	-	County Government Act, no. 12 of 2012
CS	-	County Secretary
MCAs	-	Members of the County Assembly
SO	-	Standing Orders of the County Assembly of Embu



Executive Summary

In vetting nominee to the position of the County Secretary, the Committee was guided by Section 44 of County Government Act, No. 17 of 2012 and the specifically, Section 44 (1), and (2) that gave the requirements for appointment of the County Secretary. The process was also guided by the provisions of the Embu County Public Appointment (County Assembly Approval) Act, 2015.

Pursuant to Section 44 (2) of the County Government Act no 12 of 2012, and Section 7 of the Embu County Public Appointment (County Assembly Approval) Act, 2015, H.E. the Governor forwarded the name of Mr. Johnson Nyaga Nguu to the County Assembly on 27th November, 2017 for approval hearing by the Assembly.

This notification of nomination was tabled in the Assembly sitting on 29th November, 2017 and accordingly committed to the relevant sectoral committee on Administration and Public Service which was obliged to dispense off with the matters of vetting and make a report to the assembly within fourteen days pursuant to Section 10 (1)(b) of the Embu County Public Appointment (County Assembly Approval) Act, 2015.

The County Assembly in compliance with Section 8(3) of the Embu County Public Appointment (County Assembly Approval) Act, 2015, notified the candidate and members of the public of the time and place of holding the approval hearing vide an advertisement in the media on Thursday, 30th November 2017. The notice was also circulated in various notice boards and social media platforms (ANNEXURE X).

Pursuant to Sections 8 and 9 of Embu County Public Appointment (County Assembly Approval) Act, 2015 and the various provisions of the Embu County Standing Orders, the committee successfully conducted the vetting exercise publicly on Thursday 7th December, 2017 in the Embu County Assembly Committee Room 1 at Ghanshyam Plaza, where members of public had a chance to present before the committee on the suitability of the candidate.

The committee later retreated to compile this report for presentation to the Assembly for consideration.

1.0 MANDATE OF THE COMMITTEE

Establishment Of The Committee On Administration and Public Service



The Committee on Administration and Public Service is one of the Sectoral Committees established under Standing Order No. 204 (1) of the County Assembly of Embu. The committee was established through a resolution of the County Assembly on 19th September 2017.

The mandate of the committee is clearly spelt out by the provisions of Standing Order No. 204 (5) which defines among the functions of the committee as being;

- (a) To investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the department;
- (b) To study the program and policy objectives the department and the effectiveness of the implementation.
- (c) To study and review all County legislation referred to it
- (d) To study, assess and analyze the relative success of the department as measured by the results obtained as compared with their stated objectives
- (e) To investigate and inquire into all matters relating to the department as it may deem necessary, and as may be referred to it by the County Assembly
- (f) To vet and report on all appointments where the Constitution or any law requires the County Assembly to approve, except those under Standing Order 198 (Committee on Appointments); and
- (g) To make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation



1.1 COMMITTEE MEMBERSHIP

The Committee on Administration and Public Service is composed of the following members;

Hon. Duncan Ireri Mbui, MCA	-	Chairperson
Hon. Sicily Ruguru Njiru, MCA	-	Vice Chairperson
Hon. Michael Njeru Kariuki, MCA	-	Member
Hon. Steve Munene Mugendi, MCA	-	Member
Hon. Agnes Wanjiru Gakungu, MCA	-	Member
Hon. Muriithi Njagi Kiura, MCA	-	Member
Hon Masters Leonard Mwaniki, MCA	-	Member

1.2 PROBLEM STATEMENT

This report is compiled in fulfillment of the requirement of the County Government Act, 2012 and Embu County Public Appointment (County Assembly Approval) Act, 2015 that gives guidelines on the approval of candidates nominated for public appointments. In the instant matter H.E the Governor, forwarded the name of the candidate nominated for the position of County Secretary on 27th November 2017. The speaker in a message notified the County Assembly of this notification of the nomination on 29th November 2017. The nomination was subsequently committed to the Committee on Administration and Public Service to commence approval hearing and report to the assembly within fourteen (14) days.

Based on the aforementioned background, the committee conducted vetting exercise on Thursday 7th December 2017 for the nominee for the position of County Secretary of Embu County Government and compiled this report.

1.3 OBJECTIVES/TERMS OF REFERENCE

- To hold approval hearing to consider and vet the nominee for the position of County Secretary for Embu County.
- To subject the nominee to the public for interrogation and receive his response
- To make relevant recommendation in form of a report on the nominee for consideration and adoption by the County Assembly.



1.4 METHODOLOGY

The committee applied the following methods to come up with this report;

- A. Committee meetings;
- B. Conducting vetting exercise publicly in the Assembly chambers;
- C. Perusing and analyzing testimonials and other documents for the nominee; and
- D. Analyzing views presented by the public.

1.5 TOOLS OF REFERENCE

The committee made reference to the following documents and relevant laws to come up with its observations, findings and recommendations;

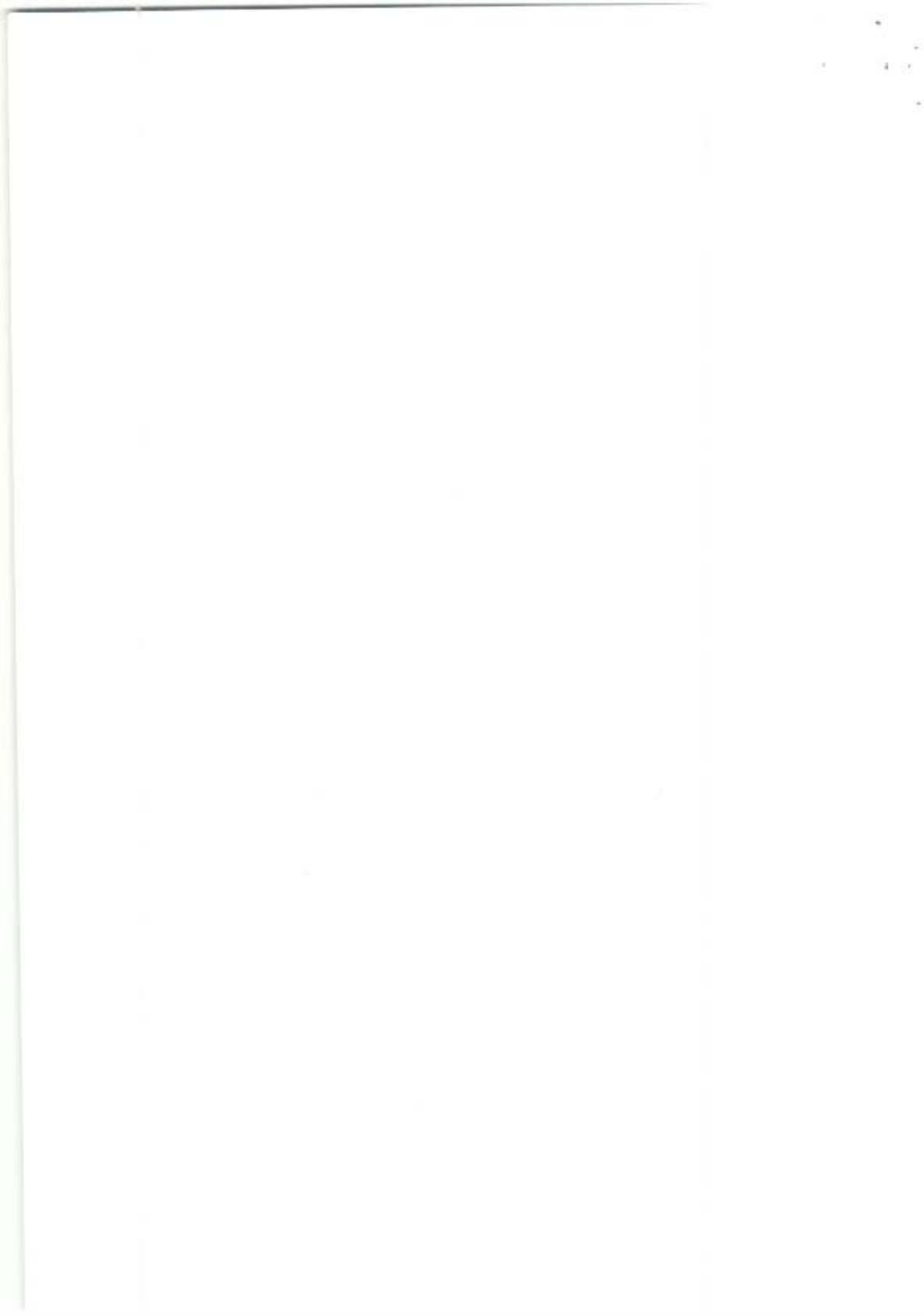
- The Constitution of Kenya, 2010
- The County Government Act, 2012
- The Embu County Public Appointment (County Assembly Approval) Act, 2015
- The Embu County Assembly Standing Orders
- The Report from the Governor on the Nominee
- Submissions from the Nominee during approval hearing
- Hansard report on nominee approval hearing

1.6 ACKNOWLEDGEMENT

The committee thanks the office of the Speaker for the permission to sit outside the Assembly precincts and the guidance offered to the committee throughout the exercise.

The committee also thanks the office of the clerk and the secretariat for the facilitation provided throughout the process of coming up with this report.

The committee finally acknowledges the nominee for his presentations and cooperation throughout the exercise and members of public who attended the vetting forum.



2.0. COMMITTEE DELIBERATIONS

2.1 BACKGROUND

2.1.0 FUNCTIONS OF A COUNTY SECRETARY

The committee noted that in order to carry out an effective vetting it was necessary for members to acquaint themselves with the functions of a county secretary to enable them match the nominee's against the functions to be performed and the requirements of the position. Members observed that as per Section 44 (3) of the CGA the county secretary shall—

- (a) be the head of the county public service;
- (b) be responsible for arranging the business, and keeping the minutes, of the county executive committee subject to the directions of the executive committee;
- (c) convey the decisions of the county executive committee to the appropriate persons or authorities; and
- (d) perform any other functions as directed by the county executive committee.

2.1.1 APPOINTMENT PROCESS OF THE COUNTY SECRETARY

- i. Pursuant to Section 44(2) of the County Government Act, 2012 and Section 7 of the Embu County Public Appointment (County Assembly Approval) Act of 2015, H.E the Governor, in a letter dated 27th November 2017 Ref No. EBU/C.GVT/GVNR/CAE/1/(30) notified the County Assembly through the Clerk the nomination of the candidate for the position of the County Secretary(ANNEXURE XI)
- ii. It was noted that the County Public Service Board advertised for the position of county secretary on, 6th October 2017 where 9 applications were received out of which 4 were shortlisted. Interviews were conducted on 2nd November 2017 at Panesic Hotel.
- iii. On Wednesday 29th November 2017, the Honourable Speaker in a Message to the Assembly, informed the Assembly that the County Assembly had received the name of the candidate nominated for the position of the County Secretary. He directed that the name and Curriculum Vitae of the said nominee be referred to the relevant Committee (*The Committee on Administration and Public Service*) for vetting and reporting to the House within 14 days.
- iv. The committee was satisfied that the County Assembly complied with provisions of Article 179(2) (b) of the COK as read together with Sections 35 and 44 of the CGA, 2012 and Section 8 of the Embu County Public Appointment (County Assembly Approval) Act, 2015 on the notification to the nominee and to the public to submit memorandum in respect of the nominee, which notification was made through an advertisement in the media on 30th November 2017.



However no memorandum was received from the members of the public.

2.2 VETTING OF THE NOMINEE TO POSITION OF COUNTY SECRETARY

In conducting the vetting process, the Committee on Administration and Public Service examined the nominee against the following criteria, amongst others, in accordance with Section 8 of Embu County Public Appointment (County Assembly Approval) Act, 2015

- (i) Academic qualifications,
- (ii) Professional training and experience
- (iii) Personal integrity
- (iv) Background -Employment record and Professional affiliation
- (v) Potential conflict of interest
- (vi) Knowledge of the relevant subject (vii) Overall suitability for the position
- (vii) Tax compliance

During its Sitting held on Thursday 7th December 2017, at the committee Room 1 at Ghanshyam plaza , the Committee vetted Mr. Johnson Nguu Nyaga, the nominee for appointment as County Secretary .



3.0 COMMITTEE'S FINDINGS AND OBSERVATIONS

The committee, in the course of discharging its mandate made the following observations;

1. THAT His Excellency the Governor complied with provisions of Article 179(2) (b) of the COK as read together with Sections 44 and 66 of the CGA, 2012 and Section 7 of the Embu County Public Appointment (County Assembly Approval) Act, 2015 on the notification to the nominees.
2. THAT no Memorandum was received from the members of the public on the suitability or otherwise of the nominees in question.
3. THAT 6no. members of the public who were present during the vetting had come to support the suitability of the candidate to the nominated position (Annexure XVIII)
4. THAT as at the time of the vetting no response had been received on the status of integrity of the candidates.
5. THAT, interrogation of Mr. Johnson Nguu Nyaga, the nominee for the position of County Secretary yielded the results as outlined in the table below;

S/ N	Criteria	Remarks
1	Questionnaire to be filled in full	Satisfactory (ANNEXURE I)
2	A minimum of a degree from a recognized university	Satisfactory (ANNEXURE II)
3	Understanding of the position to which the candidate is proposed for appointment	Satisfactory
4	Experience relevant to the position - 10 years experience in Administration and management	Satisfactory (ANNEXURE III)
5	Clearance from Ethics and Anti-Corruption Commission (EACC)	Satisfactory (ANNEXURE IV)
6	Clearance from Higher Education Loans Board (HELB)	Satisfactory (ANNEXURE V)
7	Clearance from Kenya Police Service (Certificate of Good Conduct)	Satisfactory (ANNEXURE VI)
8	Clearance from Credit Reference Bureau (CRB)	Satisfactory (ANNEXURE VII)



9	Clearance from Kenya Revenue Authority (KRA)	Satisfactory (ANNEXURE VIII)
10	Willingness to work for the prescribed remuneration	Satisfactory
11	Knowledge of government management systems related to being a County Secretary	Satisfactory
12	Understanding of relationship with County Executive Committee	Satisfactory
13	Response to any matters raised by public	Satisfactory
14	Response to any matters raised by the Members of the County Assembly a. Other members b. Committee Members	Satisfactory
15	Availability of the nominee in the office on a daily basis to discharge duties as a County Secretary	Satisfactory

6. THAT the candidate appeared knowledgeable in administrative and management matters as well as governance systems.




4.0. COMMITTEE'S RECOMMENDATION

The committee having considered the submissions of the nominee on oath, together with the forwarded documents from the Governor of Embu County as the appointing authority, the views of the public on the suitability of the nominee and the relevant laws, unanimously recommends;

THAT the nominee, Mr. Johnson Nguu Nyaga be appointed to the position of County Secretary of Embu County.

5.0. CONCLUSION

The committee urges the County Assembly to adopt the recommendation herein contained in this report.

NAME		POSITION	SIGNATURE
Hon. Sicily Ruguru Njiru, MCA	-	vice chairperson	
Hon. Michael Njeru Kariuki, MCA	-	Member	
Hon. Steve Munene Mugendi, MCA	-	Member	
Hon. Agnes Wanjiru Gakungu, MCA	-	Member	
Hon. Muriithi Njagi Kiura, MCA	-	Member	
Hon Masters Leonard Mwaniki, MCA	-	Member	

Signed _____

Date _____

HON. DUNCAN IRERI MBUI, MCA

CHAIRPERSON

ADMINISTRATION AND PUBLIC SERVICE COMMITTEE

6.0 LIST OF ANNEXURES

Filled in Questionnaire	Annexure I
Degree Certificate	Annexure II
Curriculum Vitae	Annexure III
EACC Self-Declaration form	Annexure IV
Certificate of Clearance from HELB	Annexure V
Police Clearance Certificate	Annexure VI
Certificate of Clearance from Credit Reference Bureau.....	Annexure VII
KRA Tax Compliance Certificate.....	Annexure VIII
Nominees Oath During his approval Hearing	Annexure IX
Public Invitation by the clerk of the Assembly	Annexure X
Notification from the Governor to the Assembly.....	Annexure XI
List of members of public participating in approval hearing...	Annexure XII



ANNEXURE I

COUNTY ASSEMBLY OF EMBU



CRITERIA FOR VETTING/APPROVAL OF NOMINEES FOR APPOINTMENT TO PUBLIC OFFICE BY COUNTY ASSEMBLY QUESTIONNAIRE

Notes;

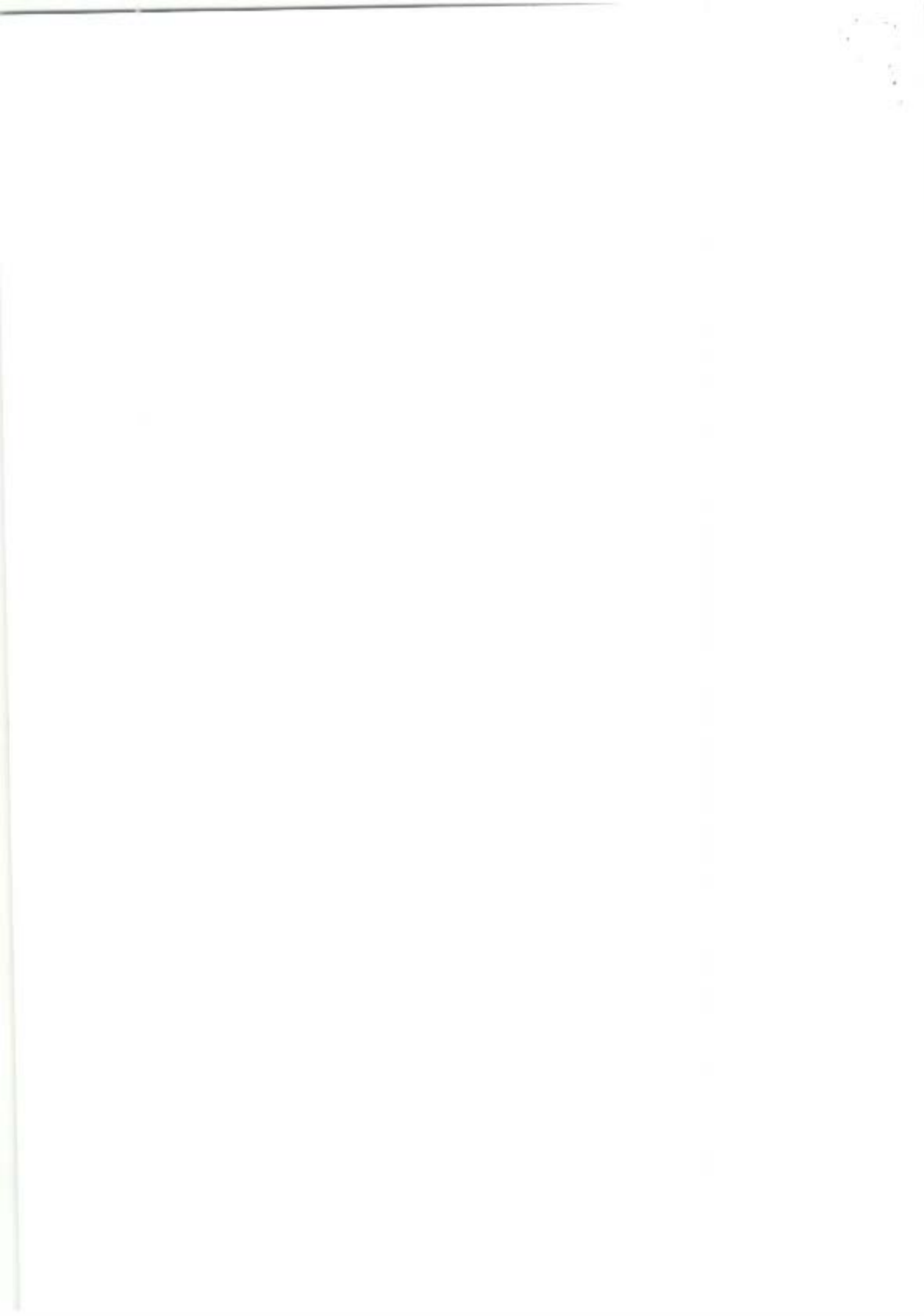
- (a) This questionnaire applies to appointments to public office arising by or under the Constitution or any other law where the approval of the County Assembly is a requirement.
- (b) The questionnaire shall be used by the relevant County Assembly Committee to vet a nominee appearing before the committee in the process of approval by the County Assembly.
- (c) The questionnaire shall be filled and submitted by the nominee to the relevant County Assembly Committee through the Clerk on or before a date set by the committee.
- (d) The submission of false information in the questionnaire is an offence and may result in prosecution.
- (e) Any form of canvassing by a nominee shall lead to disqualification.
- (f) The nominee must answer all the questions.

1. Name: *(State Full Name)*

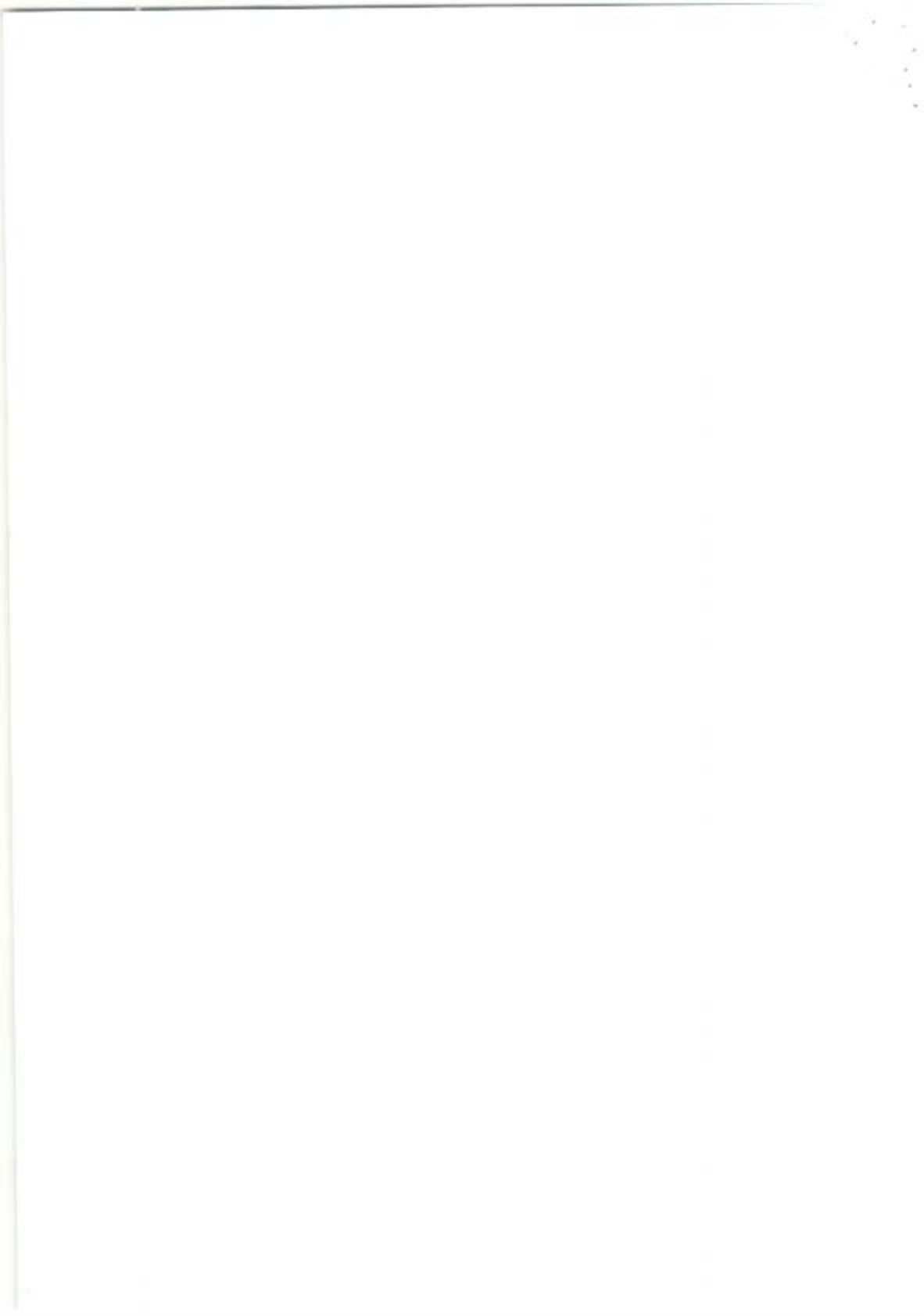
JOHNSON NGUO NYAGA

2. Position: *(State Position for which you have been nominated)*

COUNTY SECRETARY



1. Sex
MALE
4. Date of Birth (Year, month and Place of Birth)
1976, EMBU
5. Marital Status
MARRIED
6. Daytime Phone Number
0726 474 222
7. Mobile Phone Number:
0726 474 222 | 0722 748054
8. E-mail Address:
jasonnyaga@gmail.com
9. ID No./Passport Number:
20041596
10. Personal Identification Number:
ACC 330 4498Y
11. Nationality:
KENYAN
12. Postal Address:
P.O. Box 59472-00200
13. City/Town:
NAIROBI.



14. Knowledge of Languages (Specify Language)

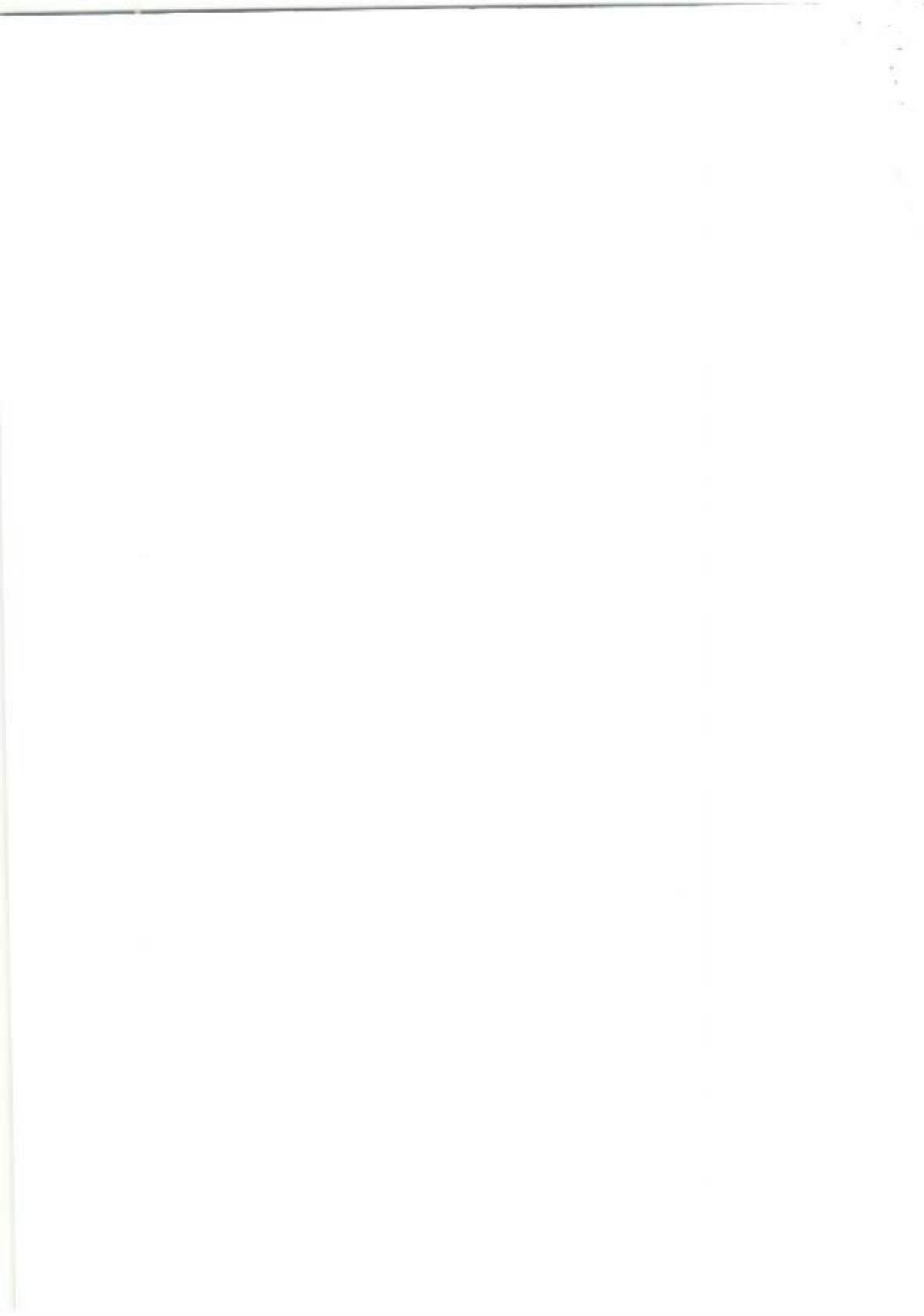
ENGLISH, KISWAHILI (PROFESSIONAL WORKING PROFICIENCY), KIMBILI (NATIVE PROFICIENCY)

15. Education: (List in reverse chronological order, each university, college, or any other institution of higher education attended and indicate, in respect of each, the dates of attendance, academic awards obtained, whether a degree was awarded, and the dates on which each such degree was awarded)

1. REGENT BUSINESS SCHOOL - 2014 - PRESENT -
MASTER OF BUSINESS ADMINISTRATION
2. KENYATTA UNIVERSITY - 2015 - PRESENT
3. MASTER OF PUBLIC POLICY & ADMINISTRATION
3. UNIVERSITY OF NAIROBI - 1997 - 2001
BACHELOR OF COMMERCE (2001)
4. KENYA SCHOOL OF REVENUE ADMINISTRATION - 2006 - 2008
CERTIFICATE IN CUSTOMS & BORDER PROTECTION
5. MOUNT KENYA SCHOOL OF LEADERSHIP & ADVENTURE - 2007
CERTIFICATE IN LEADERSHIP & JUNGLE SKILLS
6. ADMINISTRATION POLICE COLLEGE 2006 - 2007
CERTIFICATE IN BORDER PROTECTION & SECURITY

16. Employment Record: (List in reverse chronological order all Government agencies, business or professional corporations, companies, firms or other enterprises with which you have been affiliated as an officer, director, partner, proprietor, employee or consultant)

1. KENYA REVENUE AUTHORITY - 2006 - PRESENT
(STATION MANAGER, CUSTOMS & BORDER CONTROL - MALINDI)
2. RUVENGERI MUNICIPAL COUNCIL - NOMINATED COUNCILLOR
(2003 - 2006)
3. CONSUMER INSIGHT - 2001 - 2003, DATA ANALYSIS CLERK



Honours and Awards: (List all, including medals, fellowships, honorary degrees, awards in professional honors, honorary membership, military awards and any other special recognition for outstanding service or achievement and in respect of each, state the date of award and the institution or organization that made the award).

N/A

18. **Professional Association:** (Where applicable) (List all professional associations of which you are or have been a member and give any positions held and the respective dates when each such position was held)

1. THE LEAGUE OF YOUNG PROFESSIONALS - KENYA
LYP / NRB / 2017 / 1456

19. **Membership:** (List all professional, business, fraternal, scholarly, civic, and charitable or other organizations, (other than those listed in response to Question 19) to which you belong or have belonged).

1. MEMBER OF MOMBASA GOLF CLUB

20. **Published writings:**

(a) List the titles, publishers and dates of book, articles, reports letters to the editor, editorial pieces or other published materials you have authored or edited.

N/A



- (d) Supply Part 14, copies of any reports, documents or policy statements you prepared or contributed to the preparation of any bar association, committee, conference or organization of which you were a member.

21. **Public Office, Political Activities and Affiliations:**

- (a) List chronologically any public offices you have held or are currently holding, including the terms of service and whether such positions were elected or appointed.

N/A

- (b) List all memberships and offices held in and services rendered, whether compensated or not, in any political party or election committee. If you have ever held a position or played a role in a political campaign, identify the particulars of the campaign, including the candidate, dates of the campaign, your title and responsibilities. Also include any linkage you have to a political party at present.

N/A

- (c) Have you ever been dismissed or otherwise removed from office for a contravention of the provisions of Leadership and Integrity Act, 2012?

NO

- (d) Have you ever adversely associated with practices that depict bias, favoritism or nepotism in the discharge of public duties?

NO



22. **Deferred Income/Future Benefits:** List the source, amounts and date of all anticipated receipts from deferred income arrangements, stock options, contractual contracts and other future benefits when you expect to derive from previous business relationships, professional services, firm memberships, etc.

1. UNCOMPLETED CONTRACT	— 150,000,000.00 — 2018
2. INCOME FROM SHARES	— 1,500,000.00 — 2018
3. SALE OF LAND	— 10,000,000.00 — 2018
4. RENTAL INCOME	— 12,000,000.00 — 2018

23. **Outside Commitment during service in office:** (Do you have any plans, commitments or agreements to pursue outside employment with or without compensation during your service in office? If so explain)

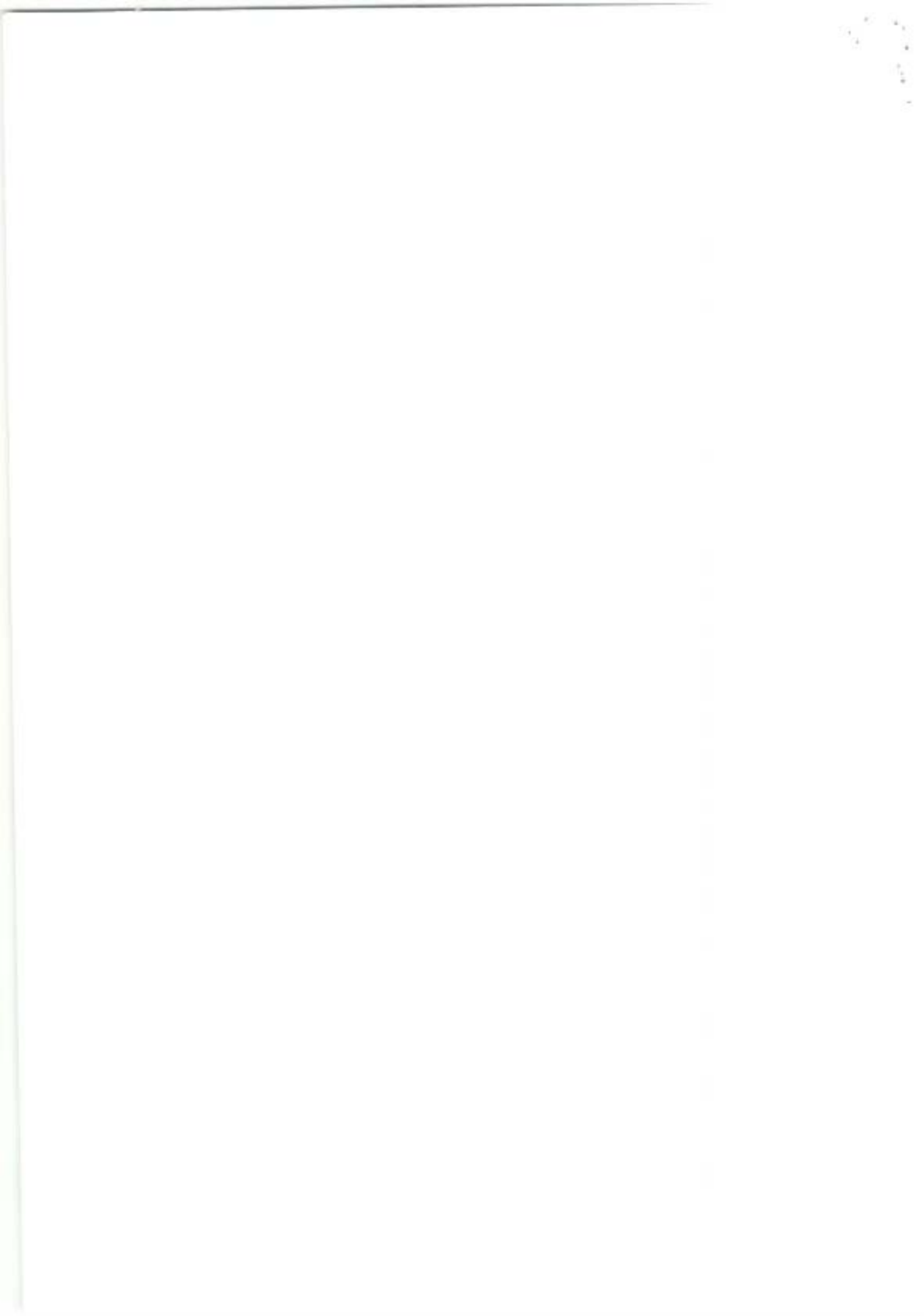
NO

24. **Sources of Income:** (List sources and amounts of all income received during the calendar year preceding your nomination and to the current calendar year).

SALARY & ALLOWANCES	— 4,943,322.00
PER DIEM	— 806,400.00
SALE OF CROPS	— 8,500,000.00
SALE OF LAND	— 14,700,000.00
DIVIDENDS (SPECC)	— 215,000.00
SALE OF LIVESTOCK	— 8000,000.00

25. **Tax Status:** (State whether you have fully complied with your tax obligations to the State (or to the County Government where applicable) up to the end of the Financial year immediately preceding the nomination for appointment)

FULLY COMPLIED WITH TAX OBLIGATIONS



26. Statement of net Worth: (State your estimated net worth)

450,000,000 to

27. Potential Conflict of Interest:

- (a) Identify the family members or other persons, parties, categories of litigation or financial arrangements that are likely to present potential conflicts of interest when you first assume the position to which you have been nominated. Explain how you would address any such conflict if it were to rise.

MY SISTER WORKS FOR THE COUNTY GOVERNMENT.

- STRICT ADHERANCE TO THE COUNTY GOVERNMENT ACT & THE CONSTITUTION OF KENYA (2010).

- (b) Explain how you will resolve any potential conflict of interest, including the procedure you will follow in determining these areas of concern.

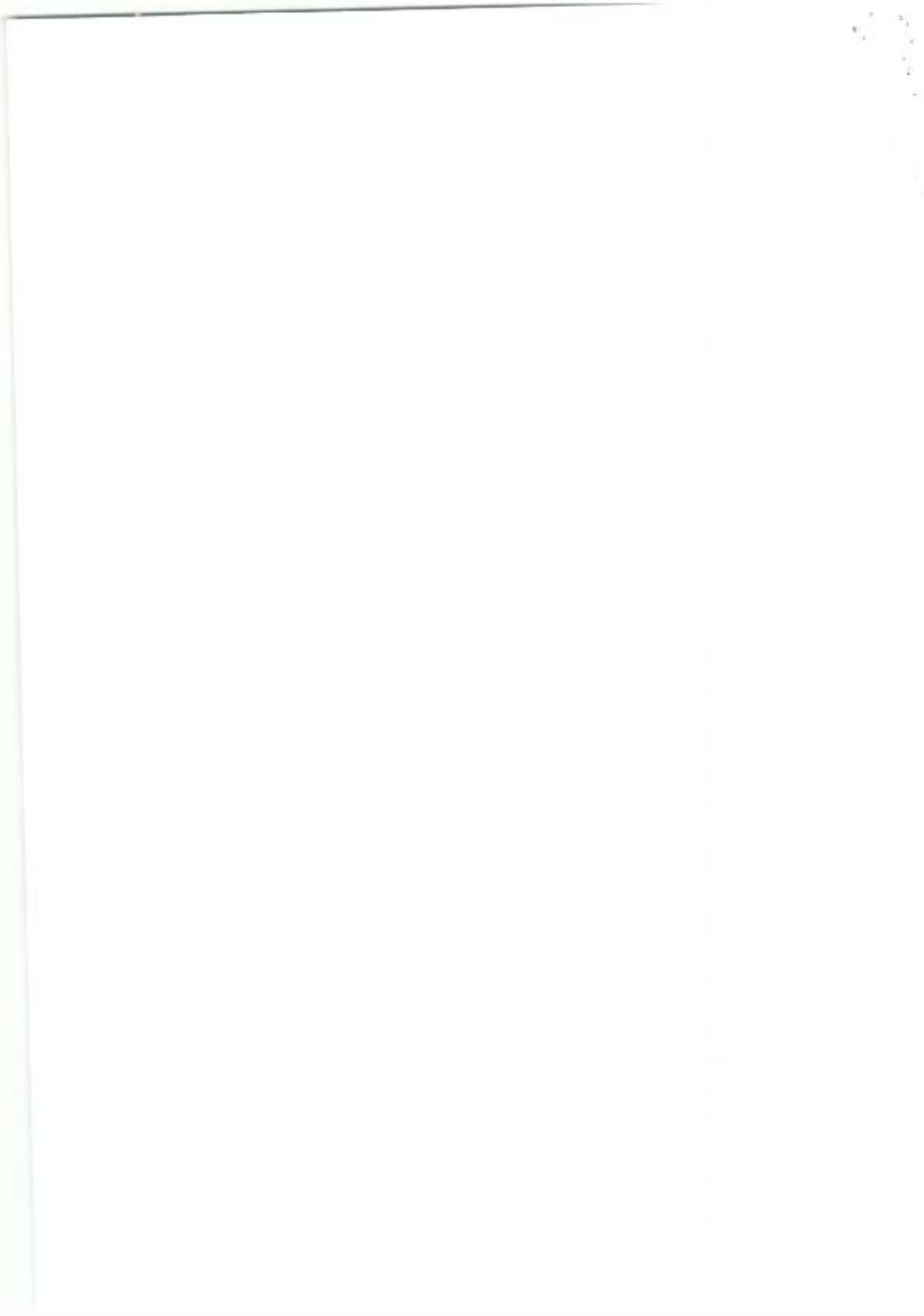
ENSURING ADHERANCE TO THE COUNTY GOVERNMENT ACT AND THE CONSTITUTION OF KENYA (2010)

28. Pro-Bono/Charity Work/Donations to Charity: (Describe what you have done by way of pro bono or charity work, listing specific instances, the amount contributed and the amount of time devoted to each)

- DONATION TO THE CHURCH - 1,500,000.00

- SUPPORT POOR CHILDREN AT ST. PETER'S SCHOOL - 3,000,000.00

- SUPPORT HAPPY LIFE CHILDREN HOME - 500,000.00



29. Have you ever been charged in a court of law in the last three years? If so, specify the nature of the charge, where the matter is ongoing, the present status of the matter, or where the matter is concluded, the judgment of the court, or otherwise, how the case was concluded.

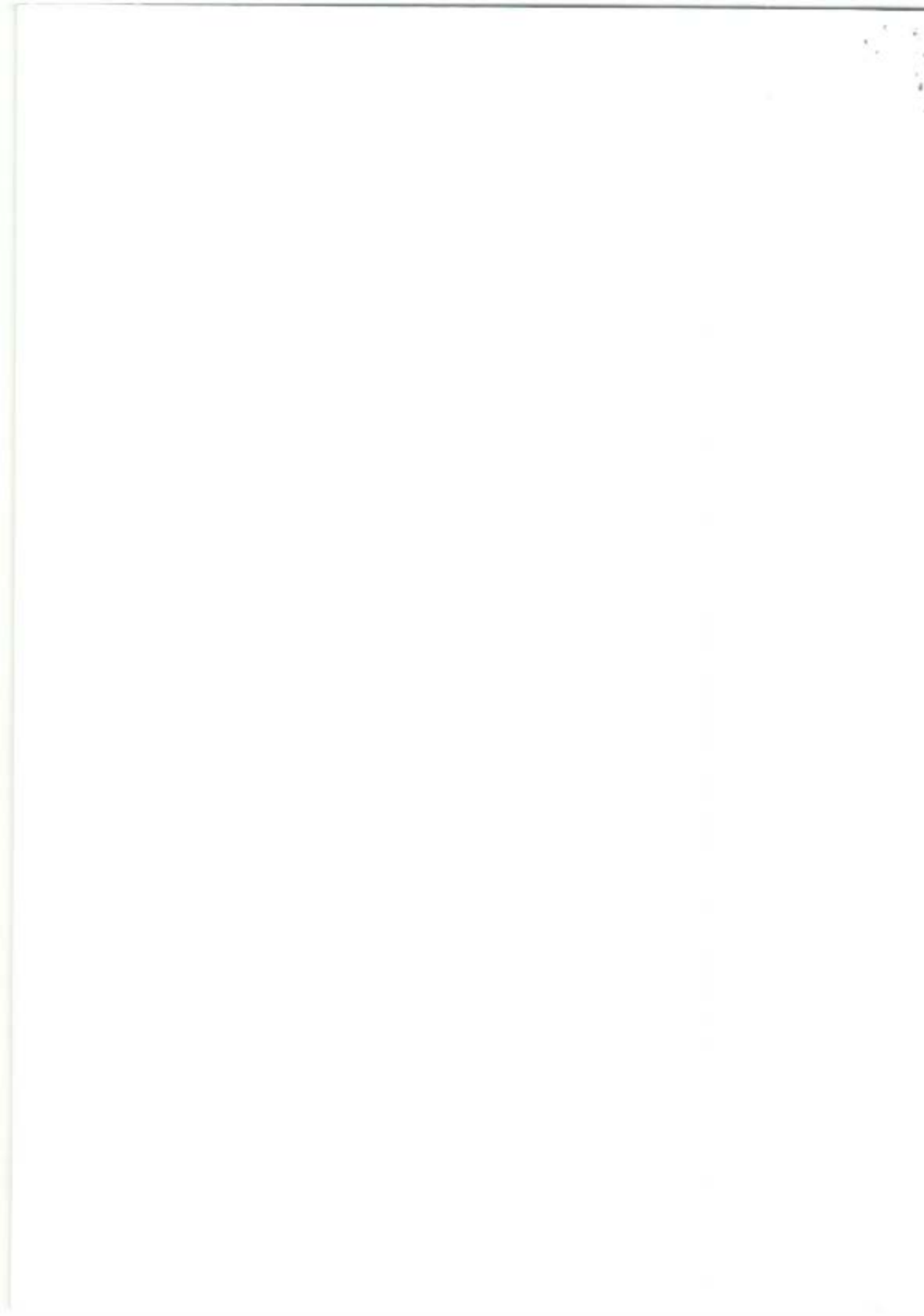
NO

30. Have you ever been adversely mentioned in an investigatory report of County Assembly or any other Commission of Inquiry in the last three years?

NO

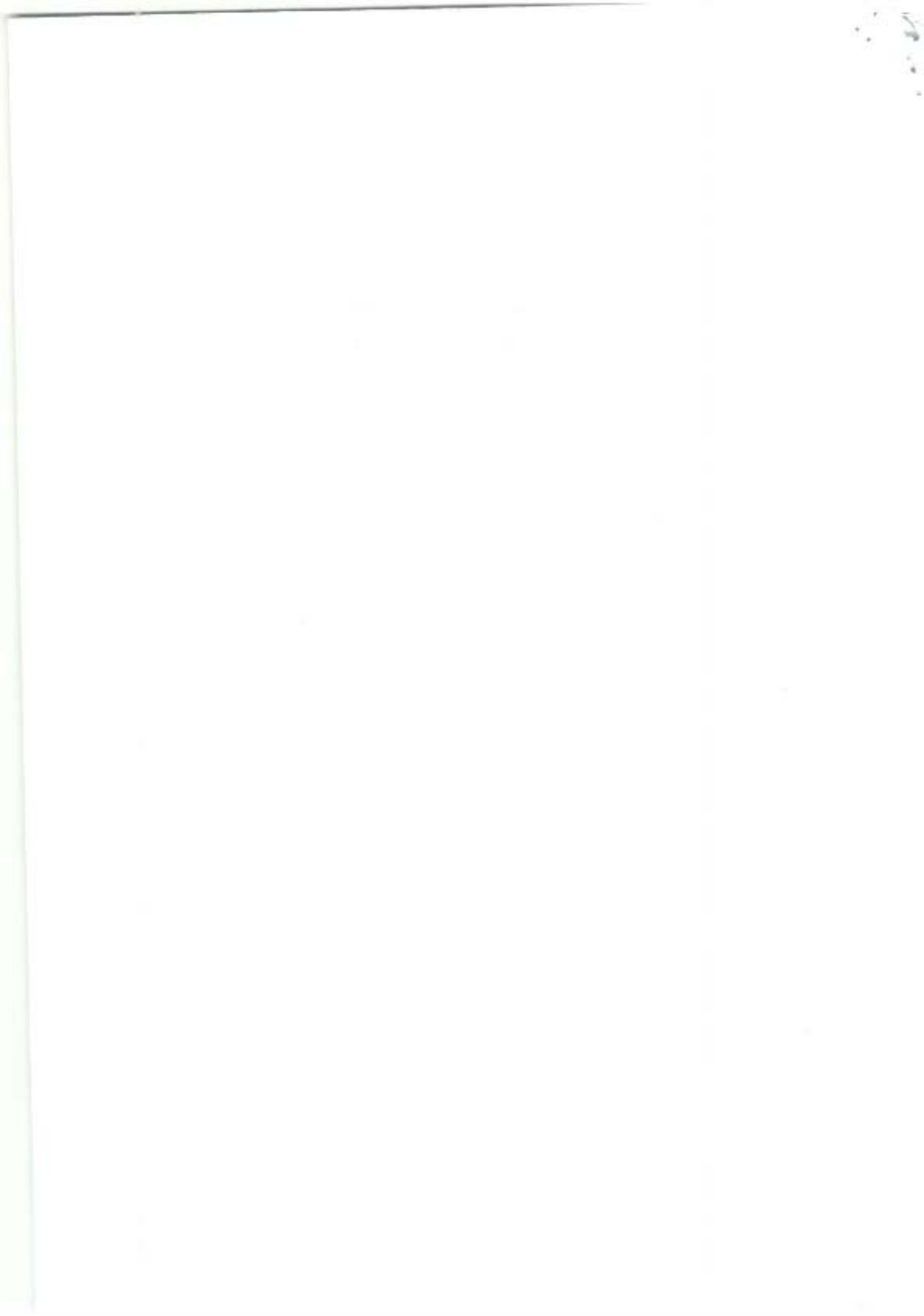
31. Have you any objection to the making of enquiries with your present employer/referees in the course of consideration of your nomination?

NO OBJECTION



References: If 2 or more persons who are not and relations also are provided with your telephone number and work.

1. MR. PETER NG'ANG'A
CHIEF MANAGER, KENYA REVENUE AUTHORITY
P.O. BOX 48240 - DCIDU, NAIROBI.
CELL: 0722-518 507
2. DR. JULIUS KIPNGETICH
CEO, UCHUMI SUPERMARKETS LTD
P.O. BOX 73167 - 00200 NAIROBI.
CELL: 0722 411 291
3. MR. JOHN KENNEDY BILONGA
CHIEF MANAGER - REGIONAL HEADQUARTERS &
OUTSTATIONS, KENYA REVENUE AUTHORITY - MOMBASA
CELL: 0722 510 996 041-2229287



UNIVERSITY OF NAIROBI



This is to certify that

Johnson Ngũgĩ Nyagah

having satisfied the requirements
for the award of the degree of the

**BACHELOR OF COMMERCE
(MANAGEMENT SCIENCE OPTION)**

Second Class Honours (Upper Division)

was admitted to the degree
at a Congregation held at
this University on the

Twenty Sixth Day of November in the Year
2001

JACOLINE N. NJUGUNA
ADVOCATE
Tel. 23136 4000
NAIROBI

VICE-CHANCELLOR

DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)

Johnson Nyaga

- Aiming to achieve set goals at personal and corporate level by engaging high levels of integrity, personal commitments and a positive approach.



ANNEXURE III

jasonnyaga@gmail.com

0726474222 / 0722748054

Nairobi, Kenya

www.linkedin.com/in/jason-nyaga-67656a4a

@Nyagalet

WORK EXPERIENCE

Station Manager

Kenya Revenue Authority

07/2005 - Present

Head of Customs & Border Control Department - Malindi station

Achievements/Tasks

- Supervision of station activities and budget
- management of border patrols (sea port and airport)
- liaison person with OGAs.

Contact: Mr John Bisonga - Chief Manager, RHQS & Outstations - john.bisonga@kra.go.ke

Malindi

Nominated Councilor

Runyenjes Municipal Council

03/2003 - 06/2006

Achievements/Tasks

- Chairman: Finance & town Planning committee

Contact: Sub county administrator - Embu - info@embu.go.ke

Runyenjes - Embu

Data Analyst Clerk

Consumer Insight

04/2001 - 02/2003

Market Research, Social Research

Achievements/Tasks

- Involved in setting up new office research systems at the new offices

Contact: Mr Ndhirangu - CEO Nairobi - ndhirangu@consumerinsight.co.ke

Nairobi

EDUCATION

Master of Business Administration

REGENT BUSINESS SCHOOL

01/2014 - Present

Courses

- Strategic Planning for Business

Nairobi

Master of Arts

KENYATTA UNIVERSITY

06/2015 - Present

Courses

- Public Policy & Administration

Nairobi

BACHELOR OF COMMERCE

UNIVERSITY OF NAIROBI

09/1997 - 04/2001

Courses

- Management Science

Nairobi

SKILLS

leadership

creativity

time management

critical thinking

resiliency

goal oriented

verbal and written communication

PERSONAL PROJECTS

St Petroc premier school (01/2012 - Present)

- Private school offering the Kenyan education system

Autobiography (01/2017 - Present)

- my personal life and work experiences

ACHIEVEMENTS

Petroc Scholarship Fund (01/2016 - Present)

offering scholarship for needy and bright pupils

LANGUAGES

English

Full Professional Proficiency

Kiswahili

Professional Working Proficiency

Kiembu

Native or Bilingual Proficiency

INTERESTS

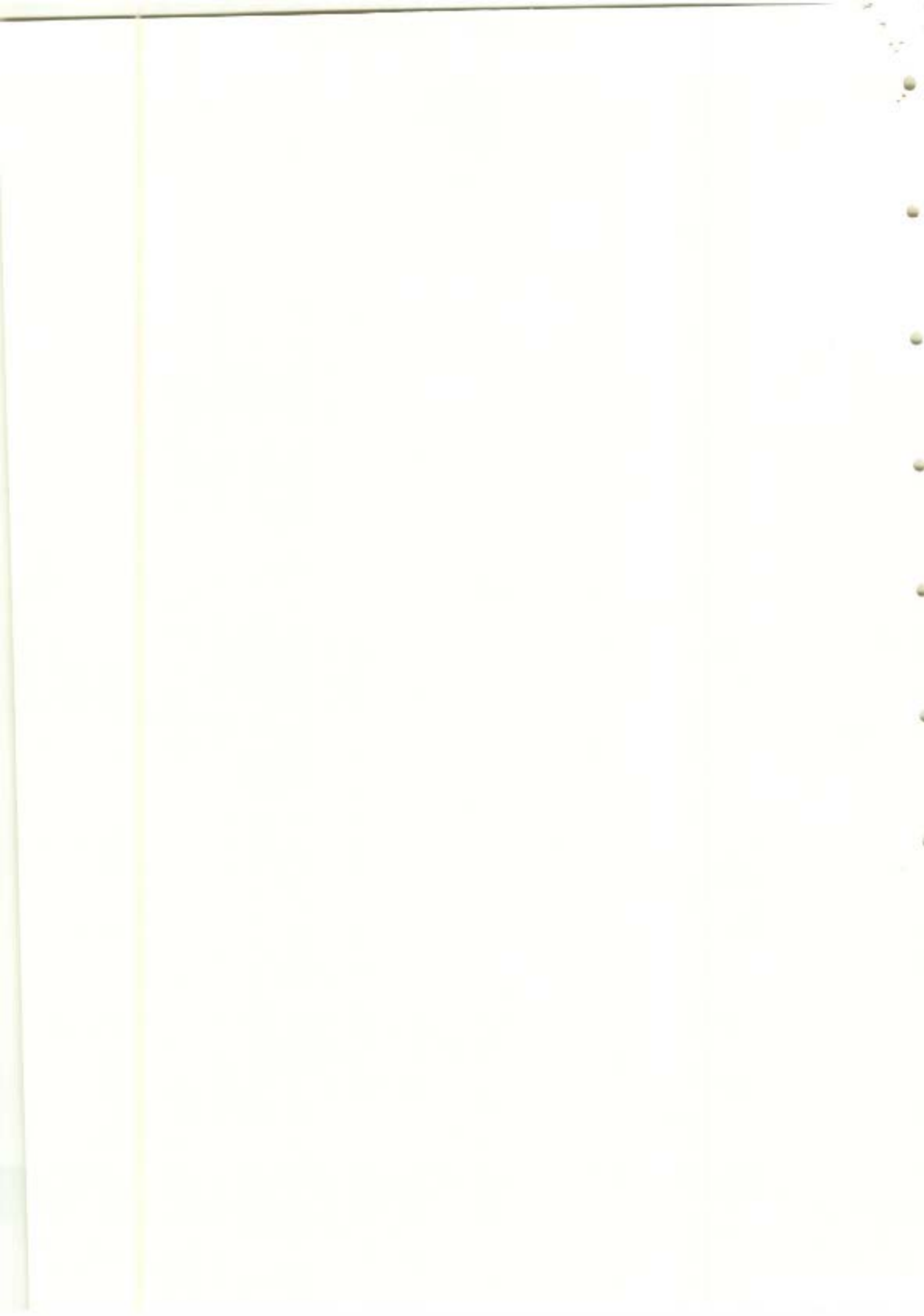
reading

writing

golf

research

watching football



P.O. BOX 59472 - 00200, NAIROBI.

MOBILE. 0722 748 054 / 0726 474 222

E-mail: jasonnyaga@gmail.com

**DETAILED CURRICULUM VITAE
FOR
JOHNSON NGUU NYAGA**



KEY SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES

Interpersonal

- Verbal communication
- Non-verbal communication
- Listening skills
- Negotiation skills
- problem solving
- Decision making
- Assertiveness

Intra personal

- I am able to identify key drivers / motivators in me and others
- I have ability to control unexpected emotions like anger, frustration
- I know my strengths and abilities , limitations
- I have and endeavour to build Self confidence in others
- I am good at making initiative
- Taking measured risks and responsibility
- Ability to manage stressful situations
- Building confidence and self-esteem in me and colleagues

Customer Experience – I encouraged and promoted officers on the following:

- Ensuring attainment of the service charter
- Solving their queries quickly, or referring them to the relevant offices
- Giving feedback
- Encouraging queries and giving reasons on why certain decisions are taken

Leadership – on the leadership roles I have been involved I was able to;

- Apply strategic thinking in all undertakings
- Apply problem solving skills
- Delegate work and retain responsibility
- Give and welcome constructive feedback
- Work well in a group situation

Computer usage - I am proficient in usage of most computer packages including:

- Microsoft office: Ms excel, Ms Access, Ms PowerPoint, Ms Word, Ms Publisher,
- Team Viewer
- Basic Programming
- Internet and E-mail use
- Social media applications



WORK EXPERIENCE

2006 – To date

Kenya Revenue Authority,

Joined the Kenya revenue authority as a trainee and have rose through to the rank of a Supervisor.

Sections worked.

- Petroleum Monitoring Unit Nairobi.
- Enforcement Officer – Malaba Border Station.
- Container Freight Stations -- Port Operations as Verification Officer and Head Verification Officer.
- Manifest Section Kilindini.
- MUB / EPZ Section.
- MBF section Mombasa.
- Currently head of Malindi customs station

DUTIES AND RESPONSIBILITIES

Performed the following duties at the various stations in a span of the 11 years at the department;

Customs law enforcement

- I Was involved in the test running and rolling out of the departmental systems as follows:
 - Customs Oil Stocks Information Systems (COSIS)
 - Cargo Management Information System (CAMIS)
 - Manifest Management Systems (MMS)
 - Simba system 2005 / 2014
- Interpreting and communicating the relevant customs laws – regional / international laws to the various stakeholders and use of the same in making relevant decisions in my operations.
- As a Head Verification Officer (HVO) I was tasked with reading and communicating the departmental instructions to all station officers.
- Participated in the team that prepared the current CFS procedure manual in 2009
- Negotiating performance targets and signing performance contract with the Assistant Manager.
- Ensured all the verification officers used and applied the Kenya Revenue Authority Valuation System (KRAVS)
- Monitoring of the Various Bonds in the MBF section
- Conducting of the following customs operations:
 - Cargo destruction
 - Customs Auctions



- Valuation of goods in consultation with other members
- Client profiling
- Release of goods for export from the Export Processing Zones

Operations

- Ensuring daily, weekly and monthly revenue reports are accurate and on time for managers' meetings and use in forecasting.
- Ensuring proper records on all operational areas are well kept and accessible for reference
- Ensuring the cargo reconciliation reports and CAMIS updates are done in time
- As a HVO I was the **liaison officer** between the department and the other stakeholders involved in release and removal of goods
- Organization of shift duties within the station
- Ensuring the proper code of conduct of the department is followed.
- Supervision and reporting of revenue and enforcement patrols within my area

Supervision

- Developing a comprehensive annual work plan
- Ensured all staff report on duty in time and maintaining attendance report
- Recommending staff for training and attending other courses offered by the department.
- Offering Leadership and mentorship to staff in the station including resolving internal conflicts arising.
- Ensure conformity and adherence to Internal Standards, Six Mandatory procedures, ISO 9001:2015.
- Approving the register for all the staff claiming over-time
- Ensuring achievement of performance targets
- Preparing staff for the desired changes in work styles, attitudes and work ethics.
- Preparation of procedure manuals
- Preparation of annual budgets for the station / section
- Supervision of verification on a need-to-need basis
- Staff appraisal s and signing their performance contracts.
- Approvals of warehousing periods and request for re-warehousing
- Attending to all KENAO and Internal audit queries.
- Attending meetings for the MBF section together with Manager and taking minutes for the section
- Attending to clients queries and giving direction to officers under me on how to handle critical issues arising.



Revenue Administration

- Management of funds, property and affairs of the station's Customs operations
- Managing of station imprest
- Supervision of client profiling
- Authorizing issuance of F147 for tax payments
- Availing appropriate information to officers to ensure proper benchmarking is done.
- Charging of the warehouse rent and ensuring the payments of the same
- Monitoring revenue performance and communicating new trends to the assistant manager
- Administration, organization and control of the staff of the station
- File processing management involving the role of profiling, allocating and release of files
- Preparing timely and regular Revenue Enhancement Initiatives reports for top management
- Organising and chairing regular station meetings with my officers to communicate departmental developments, overall organisation goals and lay weekly, monthly and quarterly revenue strategies.
- Compounding all the offence case files as provided by the **EACCMA** in the section and forwarding them for confirmation by my Manager.
- Supervision of revenue collection at the station

KEY ACHIEVEMENTS

- Met and Exceeded the departmental Auction target and commended by assistant manager
- Recognition for outstanding revenue collection for the year 2013, through a commendation letter.
- As a HVO I mentored FOUR verification officers that later become Station heads.
- Achieved set targets for the station in all the functional areas.

2003 - 2006

Nominated Councillor - Runyenyes Municipal Council, Embu.

RESPONSIBILITIES HELD.

Chairman, Finance and Town Planning Committee

- Ensuring timely budget estimates were prepared by the chief officers for adoption by my committee and tabling the same for adoption by other members
- Presenting plans for town improvements including future planning



- Liaising with stakeholders through consultative meeting in coming up with municipal development plans
- Ensuring budget approvals were done in time to facilitate timely municipal payments of statutory deductions and salaries.

KEY ACHIEVEMENT.

As the chairman I was able to convene a stakeholders meeting and convinced the municipal council to facilitate a strategic planning forum. The forum was held and within one year in office, we came up with a five year strategic plan for the council.

2001 – 2003

Consumer Insight

Data Analyst Clerk

Joined consumer insight as a graduate trainee and worked as a data entry clerk rising to the level of a data analyst.

RESPONSIBILITIES HELD.

- Supervising the field clerks in collection of raw data
- Ensuring the raw data was cleaned before being captured into the system to ensure data integrity.
- Supervising the data entry into the system using Ms ACCESS, SPSS and other data analysis software

PROFESSIONAL AND ACADEMIC QUALIFICATIONS

REGENT BUSINESS SCHOOL - SOUTH AFRICA – ONGOING

Master of Business Administration - GENERAL, (awaiting graduation in June, 2018)

KENYATTA UNIVERSITY, Nairobi, Kenya ONGOING

Executive Master of Public Policy and Administration (awaiting graduation in December, 2017)

UNIVERSITY OF NAIROBI – 1997 - 2001

Bachelor of commerce – Management Science Option

KENYA SCHOOL OF REVENUE ADMINISTRATION 2007/2008

Certificate in customs module

ADMINISTRATION POLICE COLLEGE - 2006/2007

Certificate in security and border control

MOUNT KENYA SCHOOL OF LEADERSHIP AND ADVENTURE - 2006/2007

Certificate in leadership and survival / jungle skills

BOARD MEMMBERSHIPS

I am a serving board member of a national school - **MOI HIGH SCHOOL MBIRURI** (2015 – CURRENT).

PROFESSIONAL AND CLUB MEMBERSHIPS

- Member - League of Young Professional
- I am a member of Mombasa and Kiambu Golf Clubs

INTERESTS

- Reading motivational books – to build in me a strong and inquisitive mentality to achieve more in life.
- Watching football – since it motivates me watching teamwork achieve success.
- Playing golf – encourages creativity and helps in builds teamwork and also networks.

PERSONAL INFORMATION.

DATE OF BIRTH:	5 th December, 1976
MARITAL STATUS:	Married
NATIONALITY:	Kenyan
CURRENT EMPLOYER:	Kenya Revenue Authority, Customs and Border Control Department, Malindi station



REFEREES

1. Mr Peter Ng'ang'a
Ag. Chief Manager, Nairobi
Kenya Revenue Authority
P.O.BOX 48240 – 00100, Nairobi.
Tel. 041- 2225811/2/3/4
2. Dr Julius Kipng'etich
Chief Executive Officer
Uchumi Supermarkets Ltd
P.O.BOX 73167 – 00200, Nairobi.
Cell: 0722 411 291



ANNEXURE IV

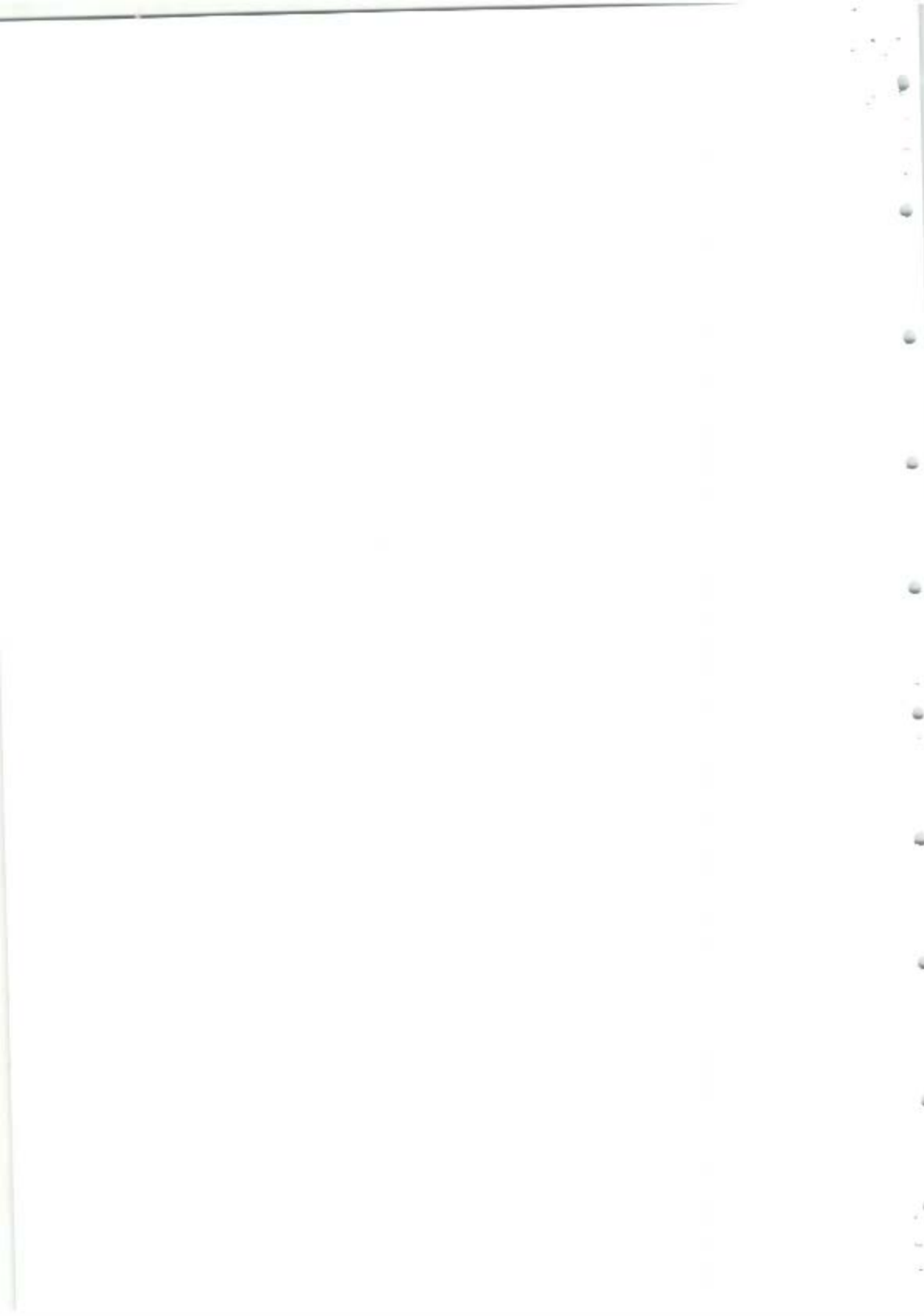
LEADERSHIP AND INTEGRITY ACT, 2012 / KIFUNGU CHA SHERIA CHA UONGOZI NA UADILIFU, 2012

FIRST SCHEDULE (S.13) / TARATIBU YA KWANZA (S.13)

SELF-DECLARATION FORM / FOMU YA KUJITANGAZA

1. GENERAL INFORMATION / TAARIFA YA JUMLA

Title / Cheo	Surname / Jina la ukoo	First Name / Jina la Kwanza	Middle Name / Jina la Katikati	Other Names / Majina Mengine
Mr/Mrs/Prof/ Miss/Ms/Dr Bw/Bi/Prof/ Binti/Bibi/Dkt	NYAGA	JOHNSON	NGUU	
ID CARD No. <i>No. ya Kitambulisho</i>	PASSPORT NO. <i>NA. ya PASIPOTI</i>	EXPIRY DATE OF PASSPORT <i>TAREHE YA MUJADA WA PASIPOTI KUISHA</i>		PIN NO. <i>NA. ya PIN</i>
20041596				A0033044987
SEX (Tiki) <i>JINSIA (Weka Alama)</i>		Occupation: <i>KRA OFFICER</i> <i>Kazi:</i>		
Male <i>Kiume</i> <input checked="" type="checkbox"/>		E-Mail Address: <i>johannyaga@gmail.com</i> <i>Anwani ya Barua pepe:</i>		
Female <i>Kike</i> <input type="checkbox"/>		Postal Address: PO Box 59472 <i>Anwani ya Posta: SL Posta:</i> Code: 00200 <i>Msimba:</i>		
Telephone No. <i>No. ya Simu</i>		Other Addresses: <i>Anwani Nyingine:</i>		
		Mobile No. <i>No. ya Rununu</i>	Other Numbers <i>Nambari Nyingine</i>	
		0726474222		
RESIDENCE <i>MAKAZI</i>	ESTATE/TOWN/LOCATION <i>MTAA/MJI/LOKESHENI</i>			LAI NG'ON
	DISTRICT <i>WILAYA</i>			NAIROBI
	COUNTY <i>KAUNTI</i>			NAIROBI
	TOWN/CITY <i>MJI/JUJ</i>			NAIROBI
	COUNTRY <i>NCHI</i>			KENYA
2. BIRTH INFORMATION / TAARIFA YA KUZALIWA				
DATE OF BIRTH / TAREHE YA KUZALIWA			05-12-1976	



BIRTH CERTIFICATE NO. / NA. YA CHETI CHA KUZALIWA	584614
PLACE OF BIRTH / MAHALI PA KUZALIWA	EMBU
DISTRICT OF BIRTH / WILAYA YA KUZALIWA	EMBU
COUNTY OF BIRTH / KAUNTI YA KUZALIWA	EMBU
COUNTRY OF BIRTH / NCHI YA KUZALIWA	KENYA

3. NATIONALITY / UTAIFA

Kenyan Mkenya <input checked="" type="checkbox"/>	Dual Kotekote <input type="checkbox"/> (Provide details _____) (Toa maelezo _____)
------------------------------------------------------	---------------------------------------------------------------------------------------------

4. MARITAL STATUS / HALI YA NDOA

SINGLE NINGALI SUAOKA/SUAOLEWA <input type="checkbox"/>	MARRIED NIMEOKA/NIMEOLEWA <input checked="" type="checkbox"/>	SEPARATED NIMETENGANA <input type="checkbox"/>
DIVORCED NIMETALAKIANA <input type="checkbox"/>	WIDOWED NIMEFIWA <input type="checkbox"/>	

IF MARRIED GIVE NAMES OF THE SPOUSE(S) (Surname, First Name, middle name, others)
KAMA UMEOKA TOA MAJINA YA MUME/MKE(Wa) WAKO (Jina la ukoo, Jina la Kwanza, jina la kati, mengine)

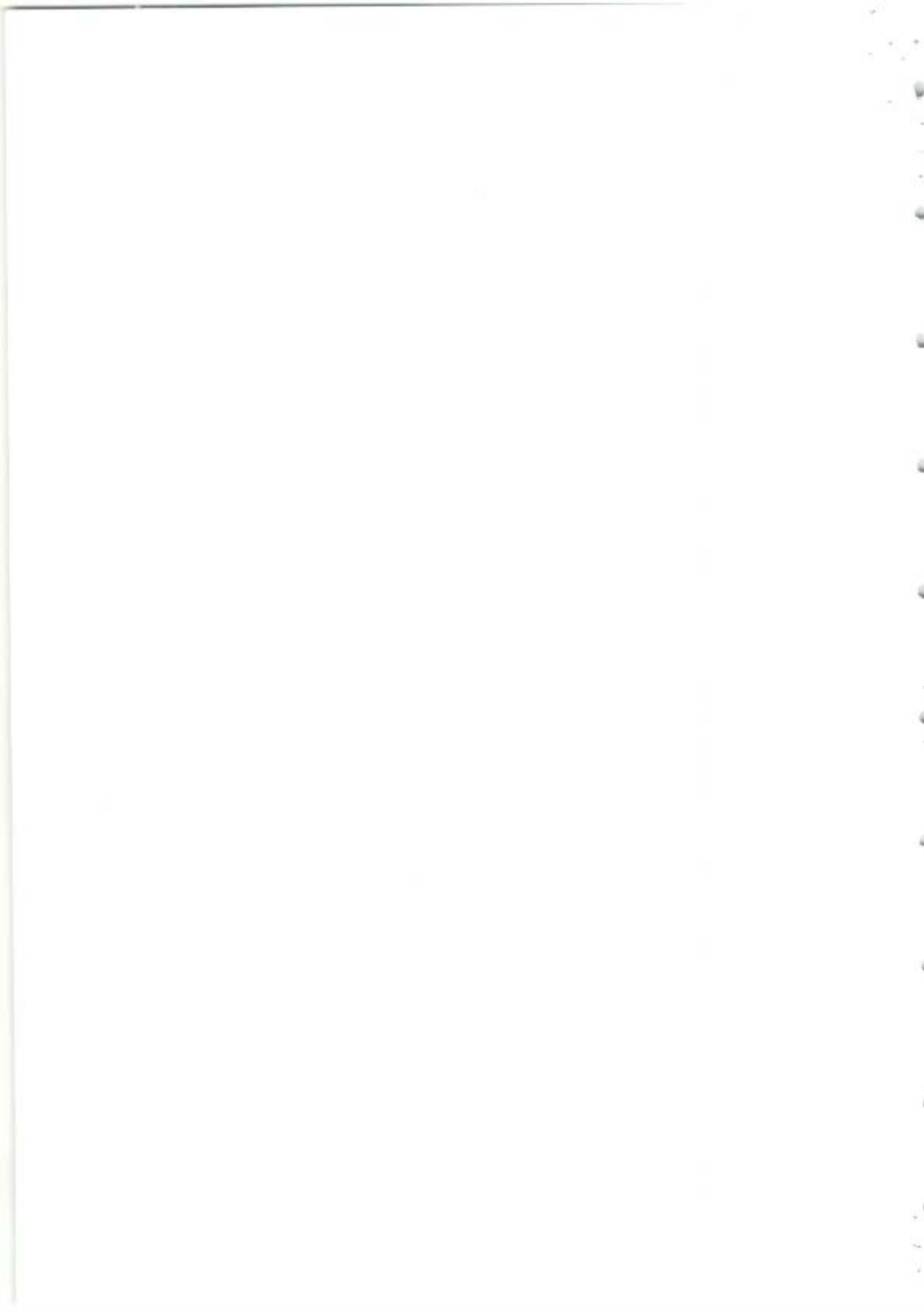
MARY MUTHONI MURUKI

NATIONALITY OF SPOUSE UTAIFA WA MKE/MUME	KENYA
---------------------------------------------	-------

NAME OF CHILDREN UNDER THE AGE OF 18 YEARS
JINA LA WATOTO WAHO CHINI YA UMRI WA MIKA 18
SIDNEY JASON NYAGA
LISA KARIMI NYAGA
SERVACE AMRINU NYAGA
BRIGHTON MUNENE NYAGA

5. EDUCATIONAL QUALIFICATIONS / KUFUZU KWA KIELIMU

PRIMARY CERTIFICATE CHETI CHA MSINGI <input checked="" type="checkbox"/>	SECONDARY SHULE YA UPILI <input checked="" type="checkbox"/>	'A' LEVEL KIWANGO CHA 'A' <input type="checkbox"/>
DIPLOMA STASHAHADA <input type="checkbox"/>	DEGREE SHAHADA <input checked="" type="checkbox"/>	MASTERS UZAMILI <input type="checkbox"/>
		PHD UZAMIFU <input type="checkbox"/>
OTHERS VINGINE		



HIGHEST ACADEMIC QUALIFICATION OBTAINED
KUFUZI KWA JUU ZAIDI KWA KIAKADEMIA ULIKOPATA

Qualification / Kufuzu	Institution / Taasisi	Year / Mwaka
MASTERS OF PUBLIC POLICY & ADMINISTRATION	KENYATTA UNIVERSITY	Anticipating Graduation DECEMBER 2014

6. LANGUAGE SPOKEN / LUGHA UNAZOZUNGUMZA

First Language Lugha ya Kwanza	Second Language Lugha ya Pili	Others Nyingine
ENGLISH	KISWAHILI	

7. MEMBERSHIP OF PROFESSIONAL ORGANISATION(s) (If any)
UANACHAMA WA SHIRIKA(MA) YA KITAALAMU (Kama yapo)

Name of Organization Jina la Shirika	Date of Admission Tarehe ya Kuandikishwa	Membership No. Na. ya Uanachama

8. REASON(S) FOR DECLARATION / SABABU ZA KUJITANGAZA

Purpose for which declaration is required / Kusudio la kuhitajika kwa kujitangaza huku

Election ☐ Employment ☒
Upigaji kura Kuajiriwa

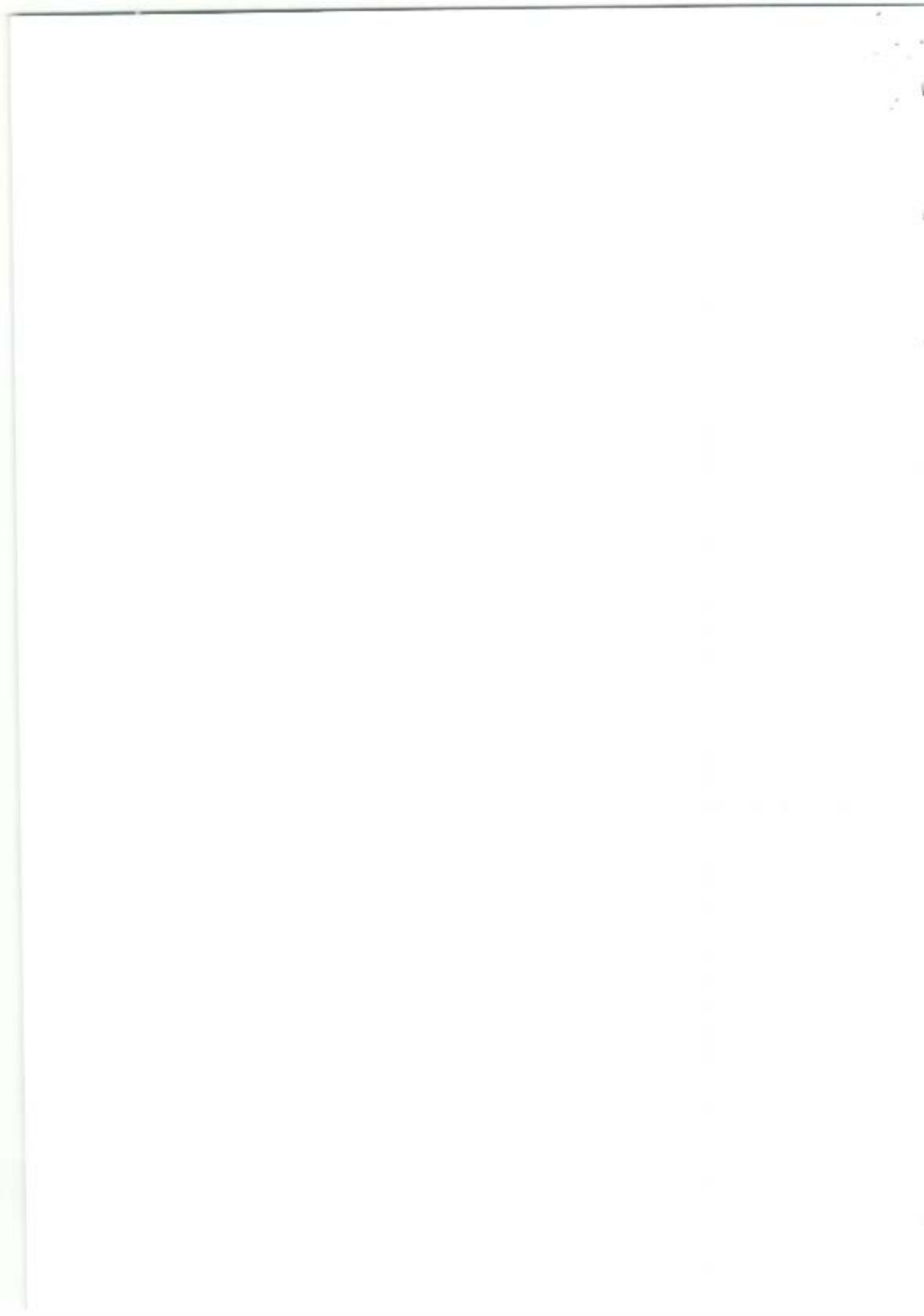
Others (Specify) _____
Nyingine (Bainisha)

State office for which the declaration is being submitted
Ofisi ya serikali ambayo kujitangaza huku kunawasilishwa

9. MORAL AND ETHICAL QUESTIONS / MASWALI YA NIDHAMU NA KIMAADILI

Answers to the following questions are mandatory. If YES to any question you must provide additional information on a supplementary sheet.
Majibu kwa maswali yafuatayo ni lazima. Kama NDIYO katika swali lolote lazima utoe taarifa ya ziada kwenye karatasi nyingine.

	YES	NO
a) Have you ever engaged in any form of dishonesty in the conduct of public affairs a) Umewahi kujihusisha na hali yoyote ya kutokuwa mwaminifu katika kazi zako na shughuli za umma		✓
b) Have you ever abused a public office? b) Umewahi kutumia vibaya ofisi ya umma?		✓
c) Have you ever misrepresented information to the public? c) Umewahi kuwakilisha kwa njia isiyofaataarifa kwa umma?		✓
d) Have you ever engaged in wrongful conduct whilst in the furtherance of personal benefit?		✓



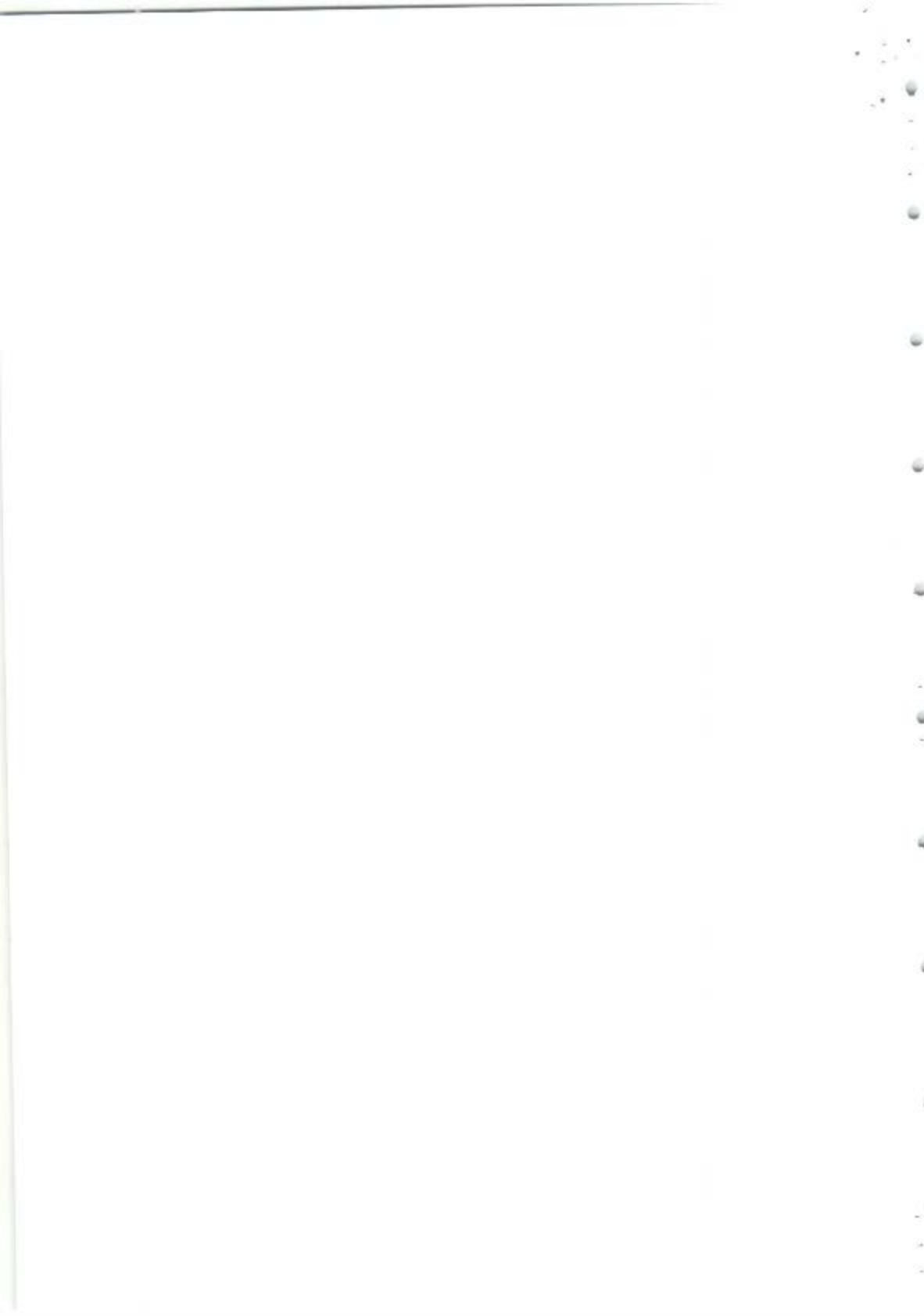
d) Umewahi kujihusisha katika tabia mbaya huku ukitaka kujinufaisha kibinafsi?		✓
e) Have you ever misused public resources?		✓
e) Umewahi kutumia vibaya rasilimali za umma?		✓
f) Have you ever discriminated against anyone of any grounds other than as provided for under the Constitution or any other law?		✓
f) Umewahi kubagua yeyote kwa misingi yoyote mbali na vile ilivyoelezwa katika Katiba au sheria yoyote nyingine?		✓
g) Have you ever falsified official or personal records?		✓
g) Je, umewahi kudanganya katika rekodi rasmi au za kibinafsi?		✓
h) Have you ever been debarred or removed from the Register of Members of your professional organization?		✓
h) Umewahi kupigwa teke au kuondolewa kutoka kwenye Rejista ya Wanachama wa shirika lako la kitaalamu?		✓
i) Have you ever had any occupational or vocational license revoked and/or otherwise subjected to any other disciplinary action for cause in Kenya or any other country?		✓
i) Umewahi kupata katika hali ya leseni yako ya kikazi au ya kiufundi kutupiliwa mbali na/au vinginevyo kuchukuliwa hatua nyingine ya kinidhamu katika nchi ya Kenya au nchi yoyote nyingine		✓
j) Have you ever dismissed from employment on account of lack of integrity?		✓
j) Umewahi kufutwa kazi katika ajira kutokana na ukosefu wa uadilifu?		✓
k) If you have been a public officer, have you ever failed to declare your Income, Assets and Liabilities as required under the Public Officer Ethics Act, 2003?		✓
k) Kama umewahi kuwa ofisa wa umma, umewahi kushindwa kutangaza Mapata yako, Mali na Gharoma kama unavyohitajika katika Kifungu cha sheria cha Maadili ya Ofisa wa Umma, 2003?		✓
l) Have you ever been the subject of disciplinary or criminal proceedings for breach of the Public Officer Ethics Act, 2003 or a Code prescribed thereunder?		✓
l) Umewahi kuwa mada katika taratibu za kinidhamu au kihalifu kwa kuvunja kifungu cha sheria cha Maadili ya Ofisa wa Umma 2003, au Msimbo ulicainishwa hapo chini?		✓
m) Have you ever been convicted of any offence and sentenced to serve imprisonment for a period of at least six months?		✓
m) Umewahi kushtakiwa kwa kosa lolote na kuhukumiwa kifungo gereza kwa kipindi kipatocho miezi sita?		✓
n) Have you ever had an application for a Certificate of Clearance or a Certificate of Good Conduct or for a visa or other document authorizing work in a public office denied and/or rejected for cause in Kenya or any other country?		✓

n) Umewahi kutuma ombi la Cheti cho kuondolewa Hatia au Cheti cho Kinidhamu au cha visa au nyaraka nyingine zinazoidhinisha kazi katika ofisi ya umma na hivyo basi wewe kunyimwa na/ au kukataliwa kwa sababu yoyote nchini Kenya au nchi yoyote nyingine?

✓

10. EMPLOYMENT INFORMATION / TAARIFA YA KUAJIRIWA

NAME OF EMPLOYER JINA LA MWAJIRI	POSITION/RANK CHCO/WADHIFA	DATE OF FIRST APPOINTMENT TAREHE YA KUAJIRIWA KWA KWANZA	DATE OF PRESENT APPOINTMENT TAREHE YA KUAJIRIWA KWA SASA
KENYA REVENUE AUTHORITY	IT/600 - MALINDI STATION	2006	PRESENT
WORKSTATION KITUO CHA KAZI	NATURE OF EMPLOYMENT (Constitutional/Elective/Permanent/Contractual/Other) AINA YA KUAJIRIWA (Kikatiba/Kuteuliwa/Kudumu/Kikandarasi/Nyingine)		
MALINDI			



OATH AND AFFIRMATION / KIAPO NA UTHIBITISHWAJI

I solemnly swear (or affirm) and certify, under penalty of false declaration under the Oaths and Statutory Declarations Act (Cap 15 of the Laws of Kenya), that all the foregoing statements in this declaration are true and correct to the best of my knowledge.

Ninaapa ya kwamba (ninathibitisha) na kuidhinisha, katika adhabu ya kujitangaza kwa uongo chini ya kifungu cha sheria cha Viapo na Kujitangaza Kisheria (Ibara 15 ya Sheria za Kenya), kwamba kauli zote zilizotajwa katika kujitangaza huku ni za kweli na sahihi kwa kadri ninavyojua.

Dated at / Mnamo tarehe NAIROBI, this / kwenye 13TH

day of / siku hii ya SEPTEMBER 2017

SIGNATURE OF DECLARANT: 

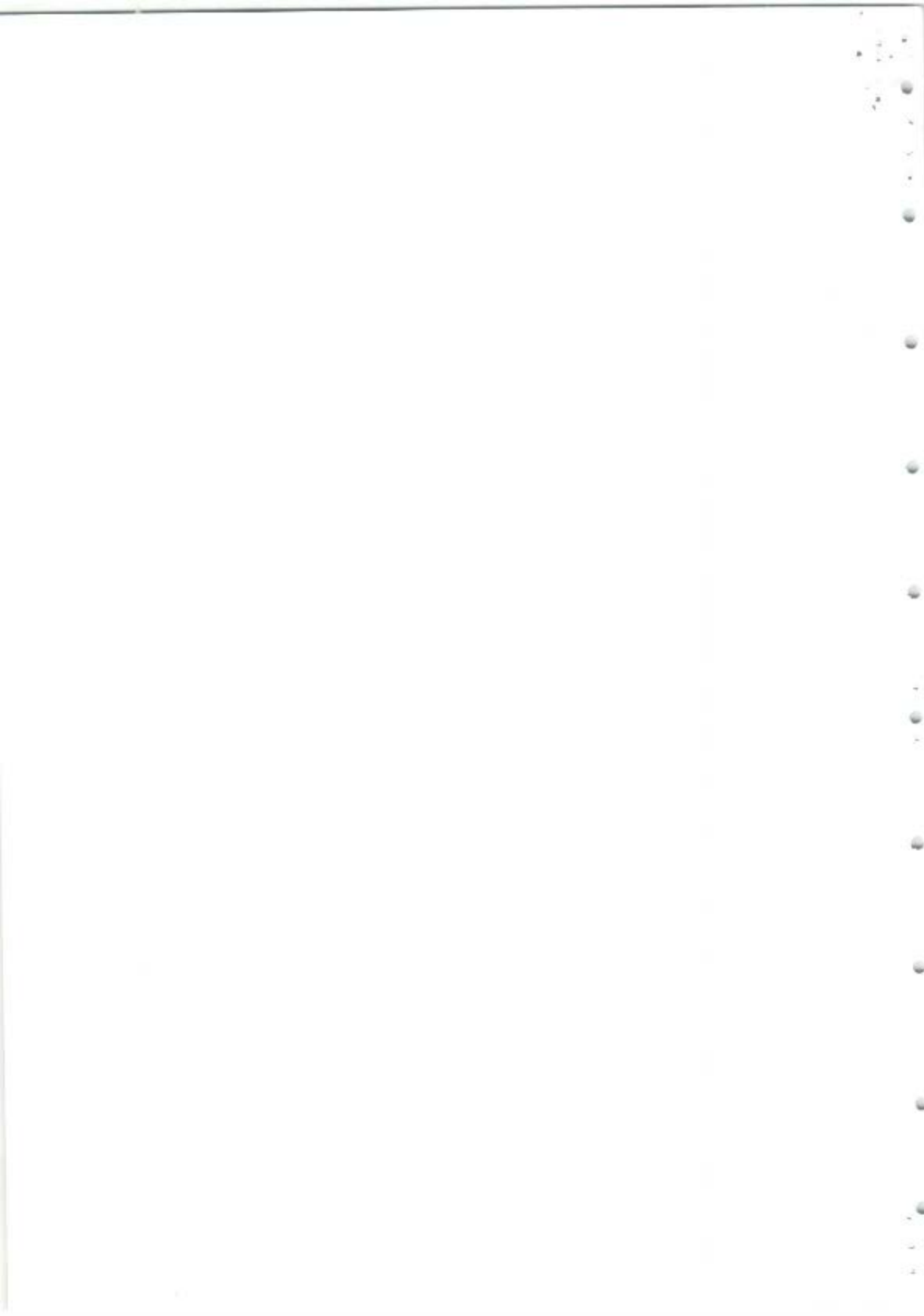
SAINI YA ANAYEJITANGAZA:

SWORN/DECLARED BEFORE ME / ALIYELISHWA KIAPO/TANGAZWA MBELE YANGU

This / Mnamo 13TH day of / siku hii ya September, 20 17,

at / katika mahali hapa NAIROBI

RASHID NGAIRA
ADVOCATE & COMMISSIONER FOR OATHS
COMMISSIONER FOR OATH/MAGISTRATE
KAMISHNA-WA KIAPO/HAKIMU



ANNEXURE V

No. 017892

HIGHER EDUCATION LOANS BOARD



Certificate of Clearance

UNIVERSITY STUDENT LOAN

This Certificate is awarded to NYAGA JOHNSON NG'U

ID No. 20041596

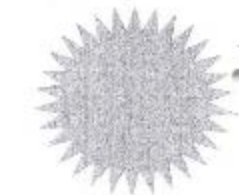
University attended UNIVERSITY OF NAIROBI

University Registration No. 033/1242/97

For having repaid in full the Principal Loan and interest thereon.


Signature CEO/BOARD SECRETARY

05 October 2009
Date





Signature HEAD OF LENDING, REPAYMENT AND RECOVERY
Date 05 October 2009

ANNEXURE V



NATIONAL POLICE SERVICE

C. 24A



DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS
P.O Box 10036-0100 DPO
NAIROBI, KENYA

Ref. No. AAACIIL3

Date. 13 September 2017

POLICE CLEARANCE CERTIFICATE

I hereby certify that the fingerprints recorded from

JOHNSON NGUU NYAGA

holder of ID No. **20041596** have been searched in Criminal Records Office's database with/without previous record. The validity of the information on this certificate is as of the date of issue.

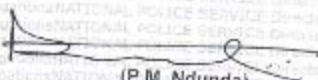
REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): NIL

RESULTS OF TRIAL: NIL

DATE:

This Certificate has been issued without any alteration or any erasure


(P.M. Ndunda)

For Director, Directorate of Criminal Investigations
(P.T.O.)

NOTE: This is a computer generated certificate, to verify the authenticity of this document, send DCI to 21546

REMARKS

1. Offence(s):
Result of Trial:
Date:
2. Offence(s):
Result of Trial:
Date:
3. Offence(s):
Result of Trial:
Date:
4. Offence(s):
Result of Trial:
Date:
5. Offence(s):
Result of Trial:
Date:
6. Offence(s):
Result of Trial:
Date:

To verify this certificate visit: www.metropol.co.ke/verification



METROPOL
reach new heights

**Metropol Credit Reference
Bureau Limited**

Serial No. MCRBCT19468

Certificate of Clearance

JOHNSON NGUU NYAGA

National ID Number: 20041596

This is to certify that the above named person has No negative listing as at the date below.

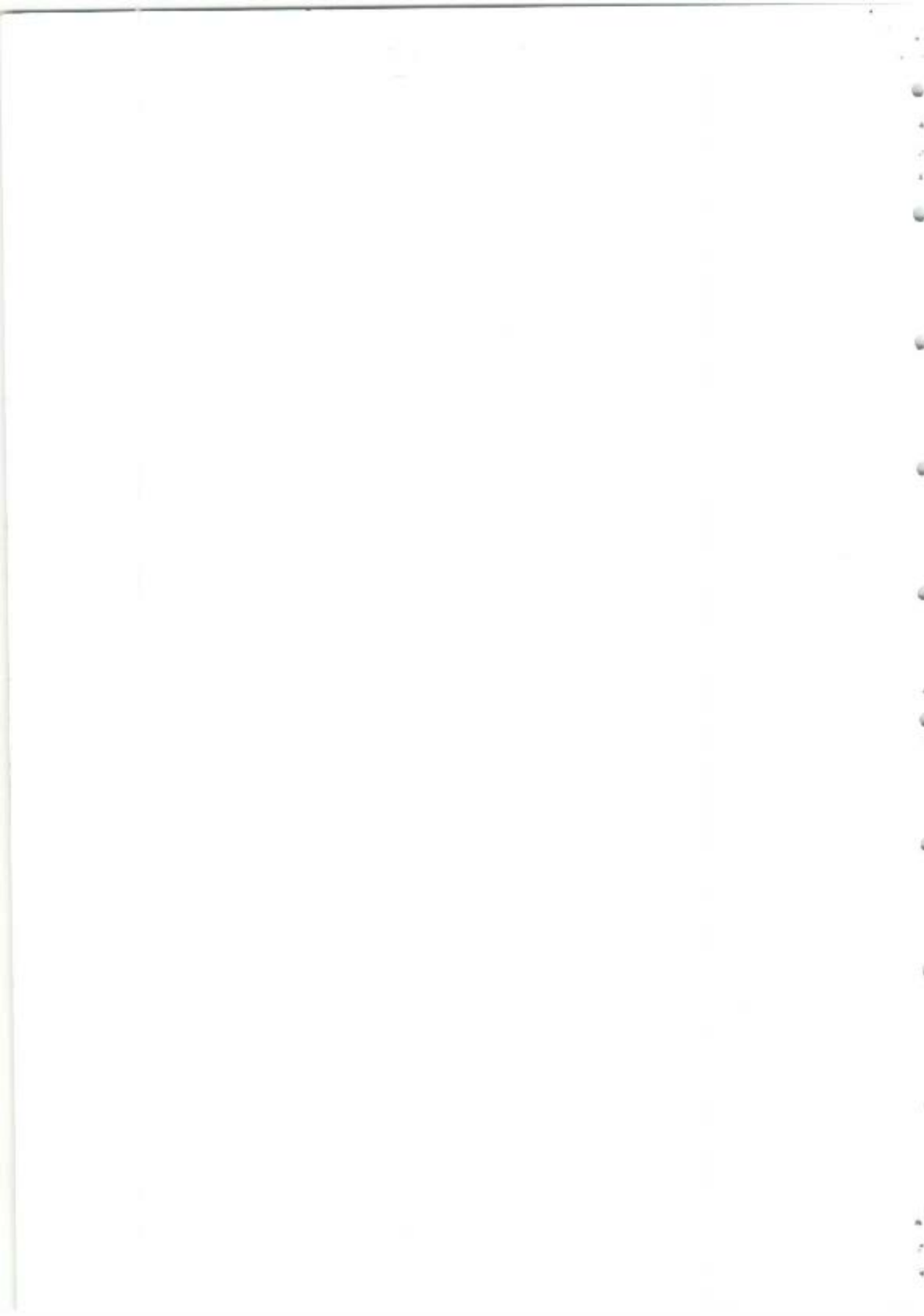
Managing Director's Signature

12/09/2017

Date

M-16

ANNEXURE VII





KENYA REVENUE
AUTHORITY

Annexure VIII
Tax Compliance Certificate

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callcentre@kra.go.ke

www.kra.go.ke

Taxpayer PIN : A003304498Y

Name and Address :

JOHNSON NGUU NYAGA
malindi, malindi, Malindi District,
PO Box:48240,
Postal Code:80100

Certificate Date: 12/09/2017

Certificate Number:

KRAMDI8316002017



**This is to confirm that JOHNSON NGUU NYAGA,
Personal Identification Number A003304498Y
has filed relevant tax returns and
paid taxes due as provided by Law.**

**This Certificate will be valid for
twelve (12) months up to 11/09/2018.**

Caveat: This certificate is issued on the basis of information available with the authority as at the certificate date mentioned above. The Authority reserves the right to withdraw the certificate if new evidence materially alters the tax compliance status of the recipient.

Disclaimer: This certificate is system Generated and therefore does not require signature. You may confirm validity of this certificate on the iTax Portal by using the TOC Checker.

ANNEXURE IX

I JOHNSON Nandu NAKLA

-----SWEAR BY THE ALMIGHTY

GOD THAT THE INFORMATION I SHALL

GIVE BEFORE THIS COMMITTEE OF THE

COUNTY ASSEMBLY SHALL BE THE

TRUTH, THE WHOLE TRUTH, NOTHING

BUT THE TRUTH, SO HELP ME GOD

NAME

JOHNSON Nandu NAKLA

SIGN

[Signature] 7/12/2017.



COUNTY ASSEMBLY OF EMBU



NOTICE TO NOMINEES AND MEMBERS OF THE PUBLIC

Pursuant to the provisions of Sections 44, 45 and 58 of the County Governments Act, 2012 as read together with Section 8 of the Embu County Public Appointment (County Assembly Approval) Act, 2015, the below listed nominees to the positions of County Secretary, County Chief Officers and members of the Embu County Public Service Board are invited to appear before the various Committees of the County Assembly for vetting and approval hearing at the Embu County Assembly Committee Rooms at Ghanshyam Plaza (Kenya University Building) opposite Kisumu Supermarket at the dates and times indicated.

NAME	POSITION	COMMITTEE	7th DECEMBER 2017 (week 01 & 02)
JOHNSON NDIU WIGA	COUNTY SECRETARY ✓	ADMINISTRATION AND PUBLIC SERVICE	9:00AM - 12:00PM RM 1
MARY MERCY WAKILU NUNE	CHIEF OFFICER AGRICULTURE AND CO-OPERATIVE	AGRICULTURE	9:00AM - 12:00PM RM 2
IRHENA OMBAGO MICHUNGO	CHIEF OFFICER EDUCATION	EDUCATION	9:00AM - 12:00PM RM 3
BUTU WAMBUI MURANGI	CHIEF OFFICER FINANCE	FINANCE	10:00AM - 11:00AM RM 1
ANDREW MUGAMBI	CHIEF OFFICER GENDER, CULTURE AND CHILDREN	GENDER	10:00AM - 11:00AM RM 2
GRACE WAKILU NYITHA	CHIEF OFFICER HEALTH	HEALTH	11:00AM - 12:00PM RM 3
MARIA WAKILU NYITHA	CHIEF OFFICER LANDS AND PHYSICAL PLANNING	LANDS	11:00AM - 12:00PM RM 1
MUTIRWA PERI	CHIEF OFFICER ADMINISTRATION ✓	ADMINISTRATION	12:00PM - 1:00PM RM 2
MICHAEL KASSI NGORI	CHIEF OFFICER ENERGY & HOUSING	INFRASTRUCTURE	12:00PM - 1:00PM RM 3
FREDERICK NDARE KARUA	CHIEF OFFICER INFRASTRUCTURE TRANSPORT AND PUBLIC WORKS	INFRASTRUCTURE	2:00PM - 3:00PM RM 1
ADAM MUGENDO GATIME	CHIEF OFFICER LIVESTOCK AND FISHERIES	AGRICULTURE	2:00PM - 3:00PM RM 2
POLYCARP NDIU MBOGO	CHIEF OFFICER WATER AND IRRIGATION	WATER	3:00PM - 4:00PM RM 3
JESSE NDIU NYITHA	MEMBER PUBLIC SERVICE BOARD ✓	ADMINISTRATION AND PUBLIC SERVICE	3:00PM - 4:00PM RM 1
PETERSON KASUMI NYITHA	MEMBER PUBLIC SERVICE BOARD ✓	ADMINISTRATION AND PUBLIC SERVICE	4:00PM - 5:00PM RM 2
WILSON OTUNGA PERI	CHIEF OFFICER INVESTMENT AND INDUSTRIALIZATION	TRADE	4:00PM - 5:00PM RM 3
FRIDAY, 8TH DECEMBER 2017 (TIME & VENUE)			
DAVIDA MUTHEE	CHIEF OFFICER PUBLIC SERVICE ✓	ADMINISTRATION	9:00AM - 12:00PM RM 1
SAMUEL WACHIRU NULU	CHIEF OFFICER YOUTH DEVELOPMENT	EDUCATION	9:00AM - 12:00PM RM 2
JOHN MUGENDO NDIU	CHIEF OFFICER PLANNING	FINANCE & ECONOMIC PLANNING	12:00PM - 1:00PM RM 3
NGESE OTUNGA NYITHA	CHIEF OFFICER ENVIRONMENT AND NATURAL SERVICES	WATER	12:00PM - 1:00PM RM 1
MAWA WAKILU OMAR	TRADE AND TOURISM	TRADE	2:00PM - 4:00PM RM 2

The nominees are required to collect vetting forms from the Office of the Clerk to the Assembly during official working hours or download from Assembly website, www.embuassembly.go.ke and return them with copies of the following documents on or before Tuesday, 5th December 2017 at 10:00 a.m.

1. ID Card or passport
2. Curriculum vitae, personal credentials and academic certificates
3. Compliance certificate from Kenya Revenue Authority (KRA)
4. Clearance or compliance certificate from Higher Education Loans Board (HESB)
5. Clearance certificate from Ethics and Anti-Corruption Commission (EACC)
6. Certificate of good conduct from National Police Service (Inspectorate of Criminal Investigation)
7. Clearance from respective professional bodies
8. Clearance certificate from Credit Reference Bureau (CRB)

The nominees are also advised to bring the originals of the above mentioned documents on the vetting day.

Members of public are invited to attend the vetting sessions and may, prior to approval hearing, and by written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated.

Jim G. Kauma
Clerk - County Assembly of Embu
P.O. Box 140 - 60100,
EMBU.



ANNEXURE XI

EMBU COUNTY GOVERNMENT



OFFICE OF THE GOVERNOR

Mobile: +254 771 204 003/-254 703 192 924 Tel: +254 68 30686/30656

Address: P.O. Box 36-60100 Embu, Location: Embu Town House Email: Info@embu.go.ke Website: www.embu

Ref: EBU/C.CVT/CVNR/CAE/1/(30)

Date: 27th November, 2017

Mr. Jim Kauma
Clerk of the
County Assembly of Embu
P.O. Box 140
Embu



Dear Jim:

RE: VETTING OF THE EMBU COUNTY SECRETARY

Pursuant to Section 44 (2) of the County Government Act No 12 of 2012, as read together with Section 9 (a) of Embu County Public Appointment (County Assembly Approval) Act, 2015, I hereby nominate Mr. Johnson Nguu Nyaga for vetting and subsequent approval by the County Assembly of Embu.

The position of County Secretary was re-advertised on 6th October, 2017. We received 9 applicants out of which four (4) were shortlisted. Interviews were conducted on 2nd November, 2017 at Panestic Hotel.

Enclosed find the following:

1. Copy of the Advertisement for the position of County Secretary
2. Long list of applicants and the shortlisted candidates
3. Copy of minutes of the interviews conducted on 2nd November, 2017
4. Curriculum Vitae and other testimonials of the successful nominees.



The purpose of this letter is to request you to table the name before the County Assembly of Embu for approval as required by Law.

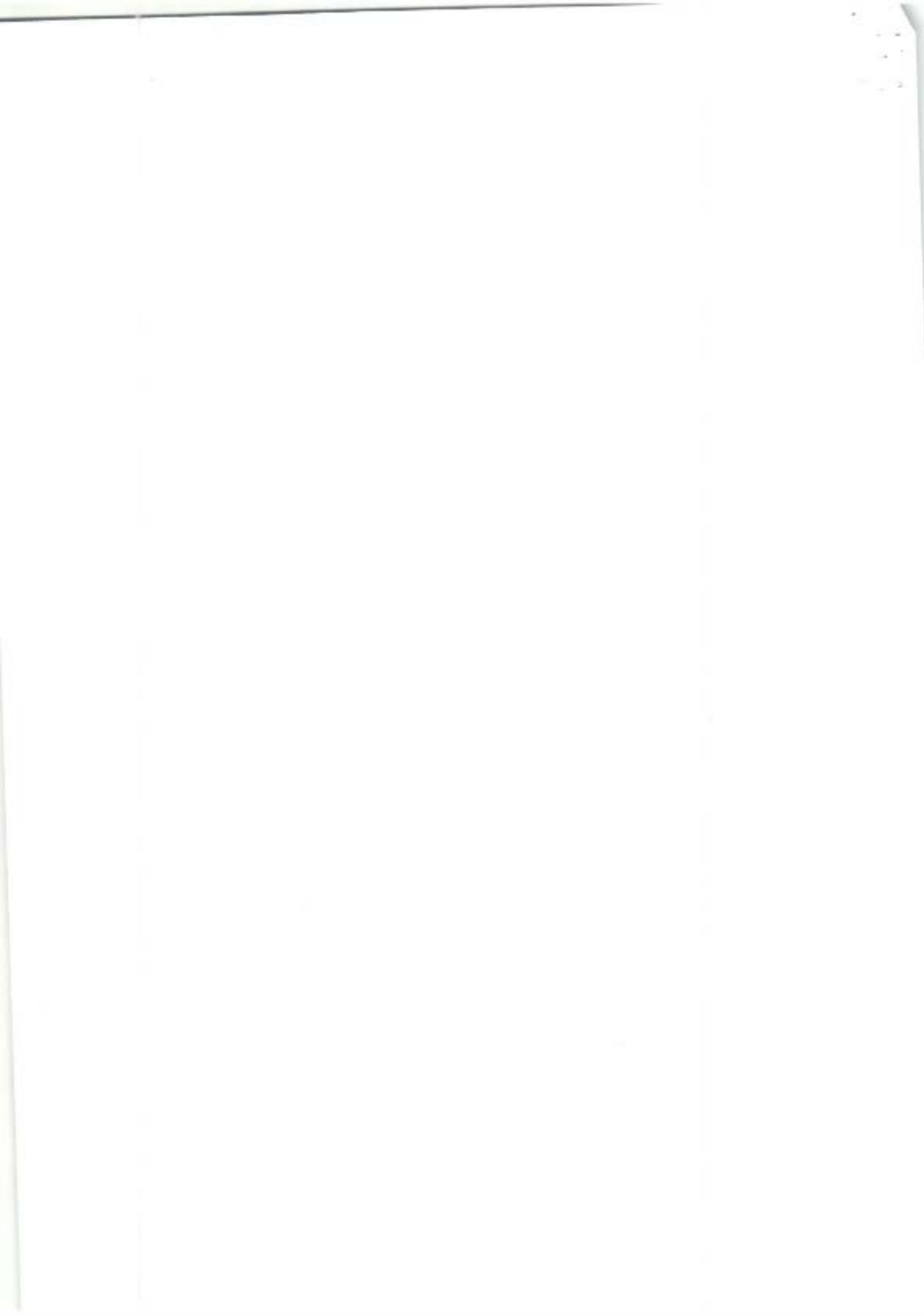
Yours

Sincerely
H.E. Martin Nyaga-Wambora

H.E. Martin Nyaga-Wambora
Governor
Embu County
and



Please bring to the Assembly
27/11/17



MINUTES OF PANEL COMMITTEE INCHARGE OF INTERVIEWING COUNTY SECRETARY AND BOARD MEMBER ON THURSDAY 2ND NOVEMBER, 2017 AT PANESIC HOTEL

PRESENT

- | | | |
|------------------------|---------------------------|------------|
| 1. Mr. Cyrus N. Gituai | - Rtd Permanent Secretary | - Chairman |
| 2. M/s Grace Njenga | - HR Consultant | - Member |
| 3. Mr. Mundia Geteria | - Chairman PSB | - Member |
| 4. Mr. Wilson Gitonga | - Ag. County Secretary | - Member |
| 5. M/s Ruth Moses | - Ag. Secretary/CEO PSB | - Member |

AGENDA

1. Preliminaries
2. Analysis of Interview Results
3. A.O.B

MIN.1/10/2017 – PRELIMINARIES

The meeting opened with a word of prayer led by Ruth Moses. The chairman welcomed the members to the meeting and thanked them for turning up for the meeting punctually.

MIN.2/10/2017 – ANALYSIS OF INTERVIEW RESULTS

The committee had been given the responsibility of interviewing candidates for the positions of County Secretary and Board Members. This exercise was undertaken on 2nd November, 2017 at Panesic Hotel.

The following were the shortlisted candidates for the position of County Secretary.

SNO	NAME	ID.NO.	SUB COUNTY
1.	JOHNSON NGUU NYAGA	20041596	RUNYENJES
2	DAVID NAMU KARIUKI	7001253	MANYATTA
3	LYDIA MUTHONI POSHO	9821659	RUNYENJES
4	JOHNSON MWANIKI NYAGAH	3616086	MANYATTA

The following were the shortlisted candidates for the position of Board Members

SNO	NAME	ID	SUBCOUNTY
1.	DAVID MURIUKI IRERI	7034257	MBEERE SOUTH
2	PETERSON K. MUTHATHAI	0536417	MANYATTA
3	JANE MUTHONI MWANIKI	3679294	MANYATTA
4	EMILIO KATHURI NJERU	12576605	MANYATTA
5	JESEE NJERU KITHAKA	25851487	MBEERE SOUTH
6	JUDDY MUMBI WACHIRA	28268377	EVUORE



Interview Results for the Position of County Secretary were as follows:-

NO.	NAME	WARD	AVERAGE SCORE OUT OF 100	RANK
1	JOHNSON NGUU NYAGA	RUNYENJES CENTRAL	51	1
2	DAVID NAMU KARIUKI	NGANDORI	40	4
3	LYDIA MUTHONI POSHO	RUNYENJES	44	3
4	JOHNSON MWANIKI NYAGAH	NGANDORI	48	2

Interview Results for the Position of Board Member were as follows:-

NO.	NAME	WARD	AVERAGE SCORE OUT OF 100	RANK
1	DAVID MURIUKI IRERI	KAIMBERE	44	3
2	PETERSON K. MUTHATHAI	NGINDA	82.3	1
3	JANE MUTHONI MWANIKI	NGINDA	42.6	4
4	EMILIO KATHURI NJERU	NGANDORI	33	5
5	JESEE NJERU KITHAKA	KIAMBERE	62.6	2
6	JUDDY MUMBI WACHIRA	EVUFORE	14	6

The members resolved to forward the results to H.E. the Governor for his further necessary action.

There being no other business for discussion, the meeting ended at 2.30 p.m.

CONFIRMED:

.....
CHAIRMAN

.....
SECRETARY

3/11/17
3rd November, 2017

23/11/2017
3rd November, 2017



COUNTY SECRETARY

For appointment to this grade an officer must:-

- Be a Kenyan citizen
- Be in possession of a Bachelors degree and Masters Degree in Strategic Management, Business Administration, Economics or equivalent qualifications from a university recognized in Kenya.
- Have working experience of not less than Ten (10) years of which five (5) should be at managerial level in a large organization.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010
- Be conversant with Government policies and regulations, and evolution laws;
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Have capacity to work under pressure to meet strict timeliness, have good interpersonal and communication skills
- Demonstrate thorough understanding of county development objectives and the Vision 2030
- Demonstrate understanding and commitment to the National Values and Principles of Governance and Public Service and, Be computer literate



NO.	SNO	NAME	GEN	ID NO	V.O.B	CONTACT	KCSE/ KCE	QUALIFICATIONS	STUD COUNTY	WARD	EXPERIENCE	REM
1		Robert Ndau Mwambi	M	26605 K	1960	72284943	DV 1	MBA-Strategic Management,BSC in Food Technology and Nutrition	Matene South	Mawina	2013-2016: Chief officer Embu County Govt. 2006-2008: Production Mgr Kenya Breweries,1994-2005: correction mgt at UDV K Ltd,1992-1994: Production mgt Eldoret Dairy Ltd,1986-1992: SD manager Jiekmonte K Ltd,1985-1986: Lab Supervisor Ngeno Farming	

2	2 Antony Njiru Muwerethi M	11022015	1570	722316484 C=	Bachelor of Arts in Social Science	Merere North	Evure	<p>OCT2001-MAR2003 CONSTITUTION OF KENYA REVIEW COMMISSION AS A DISTRICT COORDINATOR MAY 2003 JULY 2004 NATIONAL CONSTITUTIONAL CONFERENCE IN CASASANT TRANSPORT PROGRAMME AUG- 2005 TO JAN 2006 NATIONAL REFERENDUM ON THE DRAFT CONSTITUTION 2004-2013 PROGRAMME MANAGER CONSULTANT FOR STRATEGIC PLANNING BUDGETING AND PROJECTS JUBA CITY COUNCIL SOUTH SUDAN 2014-2015 PROGRAMME 2016 CONSULTANT ACHENG ACHACH AND KAINO ADVOCATES JAN 2017 CONSULTANT OCHENG AND KAINO ADVOCATES AS AN ADVISER TO PARTNERS, PLANS AND POLICIES.</p>
3	3 Lyca Nuthoni Kamau F	7675539	1967	725188915 DW 11	MSc in Health Economics and Policy, BA in Community Development, Diploma in Business Adm & Mgmt	Sumogeyos	Keppari South	<p>2012 Institute Health Economist Ministry of Health Africa House, 2010-2012 Health Administrator FGH Embou, 2008- 2012 Health Administrator FGH Mombasa, 2006-2008 Health Administrator FGH Nyeri</p>

4	David Nantun Kariki	M	7201253	1965	72284459	Not in record	MBA-Strategic Management Econ Accounting (CIA IK) CPs (M)	Rungweya North	2010: Indate Director Finance & Admin Assured Map Solution 2008- 2009 Finance & Admin Manager Institute of policy Analysis & Research, 2006-2008 Financial Controller Agro-chemical & Food Company 2002-2005 Financial Controller Sarova of Hotels 1995- 2001 Financial Controller Secretary Nairobi Safari Club, 1990-1993 Audit Trainee & Accountant Magesa and Associates Auditors	
5	S. Lawrence E.M. Karunguho	M	5037984	1958	72526038	Div 121	PhD Education Admin. Management, Transport in, Masters of Education, B.E.D., Diploma in Education, P.T Certificate	Margaria South	2010-2012 Principal	
6	David Johnson Ngau Rwigaba	M	2004-596	1976	72647422		MBA (Engineering, Masters in Public Policy and Administration, B.Com	Rungweya Central	2006 to date: Supervisor at NTA, 2003 to 2006: Nominated Coordinator, 2001 to 2003: Data Analysis at Consumer Insight Ltd	
7	Dr. PAUL KILIMO MUMA	M	10058157	1967	722878517	Div 1	MBA EDUCATION SAFARI EDUCATION	IMBURE South	2013-10 DATE: CHIEF OFFICER - EMBU COUNTY 2013-ASST. DIRECTOR MIN OF EDUCATION 2007-PRINCIPAL, IXC 1993 - 2013 Employed by IXC as teacher and principal	
8	Dr. Lydia Mathison Probst	F	9871659	1969	721581545	Div 11	BOLD HOME ECONOMICS DIPLOMA IN EDUCATION	Rungweya		

9	05 Johnson Mwaniki Nyaga M	36/6286	1961	727596170/7 34625661	not indicated	M.Sc in Logistics and Supply Chain Mgt, Diploma In Logistics and Supply Chain Mgt., Diploma in Purchasing and Supply, Certificate in Public Secretary, Bachelor of Commerce in Business Administration	Munyatta	2016 to date: Operations Planning and Logistics Manager at East African Portland Cement, went to 2013. Supply Chain Manager at Nairobi Water and sewerage Company, 2003 to 2005; Director - Operations Finance and Administration at Safried Distributors, 1997 to 2002; Logistics Manager at Haco Industries, 1992 to 1997; Distribution Manager at Eveready Batteries, 1987 to 1992; Sales Supervisor at KCC
10								
11								
12								
13								

COUNTY SECRETARY - SHORTLISTED

For appointment to this grade an officer must:-

- Be a Kenyan citizen
- Be in possession of a Bachelor's degree and Masters Degree in Strategic Management, Business Administration, Economics or equivalent qualifications from a university recognized in Kenya.
- Have working experience of not less than Ten (10) years of which five (5) should be at managerial level in a large organization.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010
- Be conversant with Government policies and regulations, and devolution laws.
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Have capacity to work under pressure to meet strict timelines. Have good interpersonal and communication skills
- Demonstrate thorough understanding of county development objectives and the Vision 2030
- Demonstrate understanding and commitment to the National Values and Principles of Governance and Public Service and;
- Be computer literate



SNO.	NAME	GEND	ID NO	Y.O.B	CONTACT	KCSE/ KCE	QUALIFICATIONS	SUB COUNTY	WARD	EXPERIENCE	REMARKS
01	David Nanyo Karuki	M	7691253	1966	727844695	Not Indicated	MBA Strategic Management Accn Accounting, CPA (K), CPA (P)	Bungoma	Kisumu North	2010- to date Director Finance & Admin Assured Mgn Solution, 2008- 2009 Finance & Admin Manager Institute of policy Analysis & Research, 2006- 2008 Financial Controller Agro-chemical & Food Company, 2002- 2005 Financial Controller Service of Hotels 1995- 2001 Financial Contr. Co Secretary Nairobi Safari Club 1990- 1999 Audit Training & Accounting Nyasa and Associate Auditors	
02	Isiahman Ngugi Waga	M	20001595	1978	770474222		MBA (Ongoing), Masters in Public Policy and Administration, Econ	Bungoma	Bungoma Central	2006 to date Supervisor at KRA, 2003 to 2005, Nominated Councilor, 2001 to 2003 Data Analyst at Consumer insight ltd	
03	Yedia Muthoni Pesho	F	9827659	1969	721661645	Div II	BED HONOR ECONOMICS, DIPLOMA IN EDUCATION	Bungoma		1993 - 2013 Employed by TSC as teacher and principal	

04	Johnson Mwaniki Nyahe	td	36160861	1961 7225961 70277 33625661	not indicated	MSc in Logistics and Supply Chain Mgt, Diploma in Logistics and Supply Chain Mgt, Diploma in Purchasing and Supply, Certificate in Public Secretary, Bachelor of Commerce in Business Administration	Manyatta	2016 to date: Operations Planning and Logistics Manager at East African Portland Cement, 2005 to 2011: Supply Chain Manager at Nairobi Water and sewerage Company, 2003 to 2005: Director Operations Finance and Administration at Safred Distributors, 1997 to 2002: Logistics Manager at Haro Industries, 1992 to 1997: Distribution Manager at Eveready Batteries, 1987 to 1992: Sales Supervisor at KCC
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REPUBLIC OF KENYA
COUNTY GOVERNMENT OF EMBU
EMBU COUNTY PUBLIC SERVICE BOARD
P.O Box 2871 – 60100, Trade Building, 2nd Floor, Embu



13

pursuant to the provisions of the County Government Act, No. 17 of 2012 Section 33.16 and 33.17, the Embu County Government wishes to consider applications from highly qualified, results-oriented and self-motivated Kenyan citizens for appointment to the following positions:

THE TOWNY SECRETARY AND PUBLIC SERVICE OFFICERS

The Towny Secretary will provide guidance and direction to the County Public Service and will be accountable to the Executive.

- Qualifications and Experience:**
- Hold a Bachelor's Degree in Public Administration or a related field.
 - At least 10 years of experience in the public sector, including at least 5 years in a senior position.
 - At least 5 years of experience in the public sector, including at least 2 years in a senior position.
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Requirements for Appointment:

Applicants must be Kenyan citizens, at least 18 years of age, and have the following qualifications:

- A Bachelor's Degree in Public Administration or a related field.
- At least 10 years of experience in the public sector, including at least 5 years in a senior position.
- At least 5 years of experience in the public sector, including at least 2 years in a senior position.
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Terms of Service Contract:

The County Government will provide the following terms of service contract:

THE COUNTY PUBLIC SERVICE BOARD

The County Public Service Board is a body established by the County Government to oversee the public service and to ensure that it is efficient, effective and accountable.

- 1. Public Service
- 2. Administration
- 3. Finance
- 4. Planning
- 5. Human Resources
- 6. Information and Communication

Qualifications and Experience:

- The Board shall be composed of members who are highly qualified and experienced in the public sector.
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pursuant to the Constitution of Kenya 2010 Section 235 and the County Government Act 2012 Section 34, the County Public Service Board of Embu wishes to recruit candidates and qualified persons to fill the following vacant positions in the County Public Service Board:

THE COUNTY PUBLIC SERVICE BOARD

The County Public Service Board is a body established by the County Government to oversee the public service and to ensure that it is efficient, effective and accountable.

- To a holder of at least a first degree from a recognized university in Kenya (Master's degree in Human Resource Management/Business Administration/Public Administration will be an added advantage)
- To a Certified Public Secretary and in good professional standing
- To have knowledge and a working experience of not less than 10 years
- To a professional who demonstrates absence of breach of the relevant professional code of conduct

Requirements for Appointment:

Applicants must be Kenyan citizens, at least 18 years of age, and have the following qualifications:

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6/10/2017

ANNEXURE XII

ADMINISTRATION & PUBLIC SERVICE
VETTING OF NOMINEE TO POSITION OF COUNTY SECRETARY
DATE: 7/12/2017 Rm no. 1

Time: 9:00 am

Name	Position	Signature
1 HON DUNCAN I. MBUI	CHAIRMAN	
2 HON. SILVY NJIRU	VIC	
3 HON. SIEVE MURUGU	MEMBER	
4 HON. ALVES W. GACHUUAU	MEMBER	
5 HON. MASTERS LEONARD	MEMBER	
6 HON MICHAEL NJERI	MEMBER	
7 HON MURITHI KIURA	MEMBER	

Candidate: 1

JOHNSON NGU NYAGA

Members of the Public present:

- 1) Catherine Wangari Njagi
- 2) JULIAN NYAGA
- 3) MARTIN IRERO NYUGA
- 4) SALESIO KIWITI NYAGA
- 5) PAUL KITHARA KITHAKAMBO
- 6) HON. HARRISON MWALUKO

IN ATTENDANCE

1. Adam Wambugi
2. Agnes M. Musyoki
3. CHARLINE MBOKO

PLA - CS
Legal Counsel
HANSARD REPORTER

