

*Con. Spoke  
Please sign for table*  
*11/2/17*

# COUNTY ASSEMBLY OF EMBU

*Approved*  
*SCA*  
*11/2/17*



*3 DCS  
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

DATED: DECEMBER, 2017

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



*Report of the Committee on Administration and Public Service on the Vetting of Nominee For the Position of County Secretary*



## TABLE OF CONTENTS

|  |    |
|--|----|
| ABBREVIATIONS .....  | 3  |
| Executive Summary .....  | 4  |
| 1.0 MANDATE OF THE COMMITTEE .....                               | 4  |
| 1.1 COMMITTEE MEMBERSHIP .....                                   | 6  |
| 1.2 PROBLEM STATEMENT .....                                      | 6  |
| 1.3 OBJECTIVES/TERMS OF REFERENCE .....                          | 6  |
| 1.4 METHODOLOGY .....  | 7  |
| 1.5 TOOLS OF REFERENCE .....                                     | 7  |
| 1.6 ACKNOWLEDGEMENT .....  | 7  |
| 2.0. COMMITTEE DELIBERATIONS .....                               | 8  |
| 2.1 BACKGROUND .....   | 8  |
| 2.1.0 FUNCTIONS OF A COUNTY SECRETARY .....                      | 8  |
| 2.1.1 APPOINTMENT PROCESS OF THE COUNTY SECRETARY .....          | 8  |
| 2.2 VETTING OF THE NOMINEE TO POSITION OF COUNTY SECRETARY ..... | 9  |
| 3.0 COMMITTEE'S FINDINGS AND OBSERVATIONS .....                  | 10 |
| 4.0. COMMITTEE'S RECOMMENDATION .....                            | 12 |
| 5.0. CONCLUSION .....  | 12 |
| 6.0 LIST OF ANNEXURES .....                                      | 13 |





## 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.

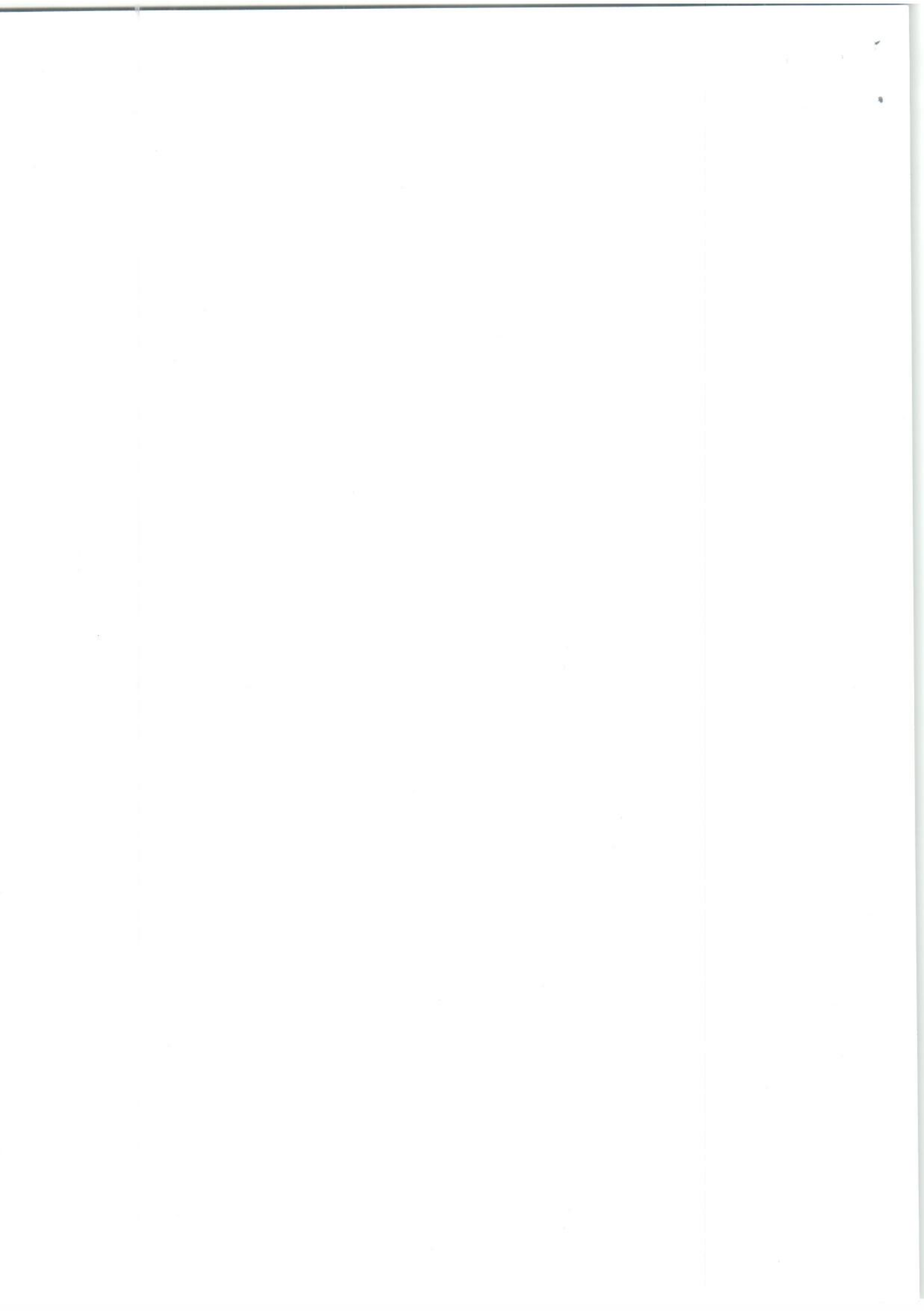
The County Assembly in compliance with Section 8(3) of the Embu County Public Appointment (County Assembly Approval) Act, 2015, notified the candidate and members of the public of the time and place of holding the approval hearing vide an advertisement in the media on Thursday, 30<sup>th</sup> November 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 19<sup>th</sup> 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 Gakungugu, 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 27<sup>th</sup> November 2017. The speaker in a message notified the County Assembly of this notification of the nomination on 29<sup>th</sup> 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 7<sup>th</sup> 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;

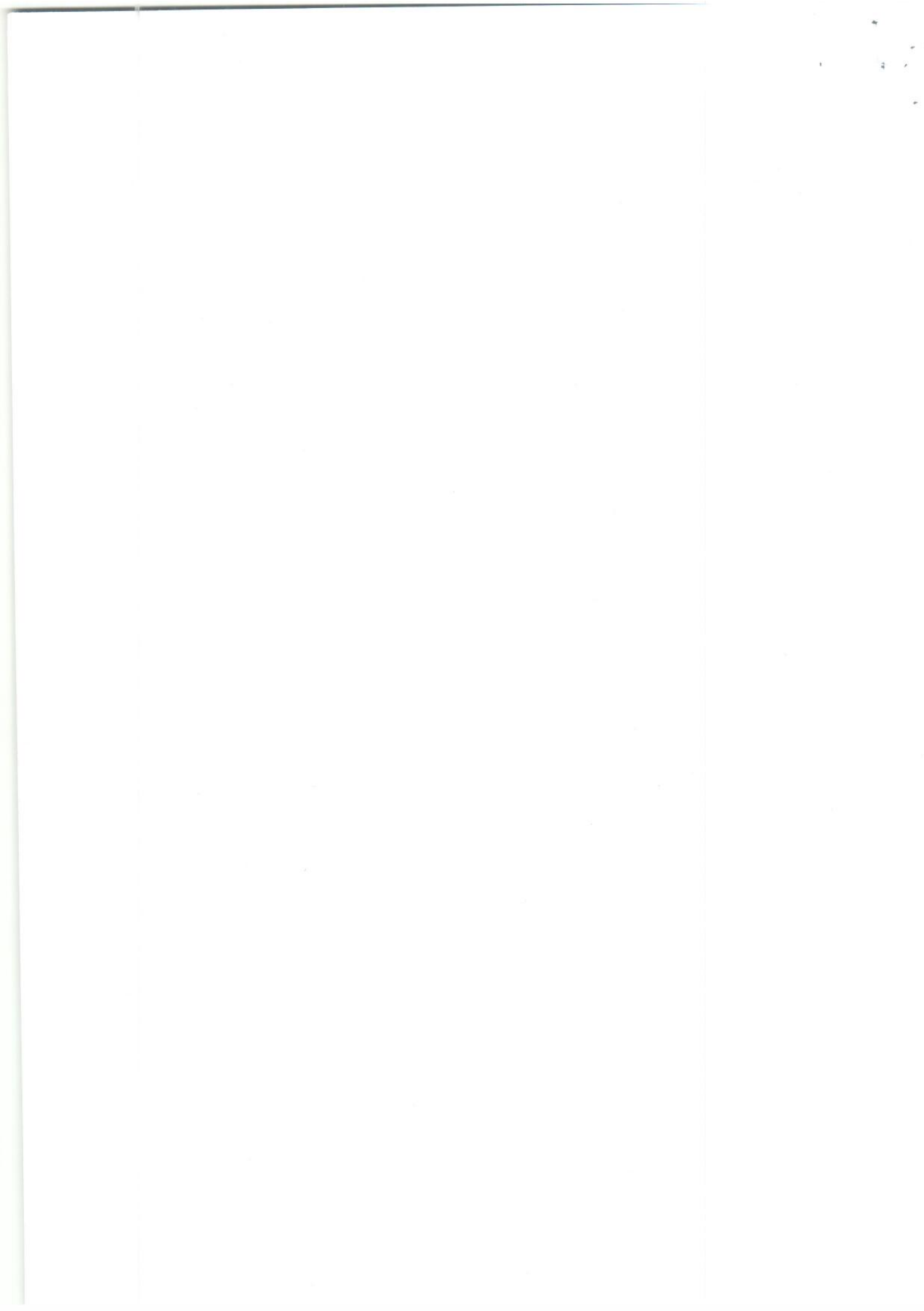
- The Constitution of Kenya, 2010
- The County Government Act, 2012
- The Embu County Public Appointment (County Assembly Approval) Act, 2015
- The Embu County Assembly Standing Orders
- The Report from the Governor on the Nominee
- Submissions from the Nominee during approval hearing
- Hansard report 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 27<sup>th</sup> 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, 6<sup>th</sup> October 2017 where 9 applications were received out of which 4 were shortlisted. Interviews were conducted on 2<sup>nd</sup> November 2017 at Panesic Hotel.
- iii. On Wednesday 29<sup>th</sup> 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 30<sup>th</sup> 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 7<sup>th</sup> December 2017, at the committee Room 1 at Ghanshyam plaza , the Committee vetted Mr. Johnson Nguu Nyaga, the nominee for appointment as County Secretary .

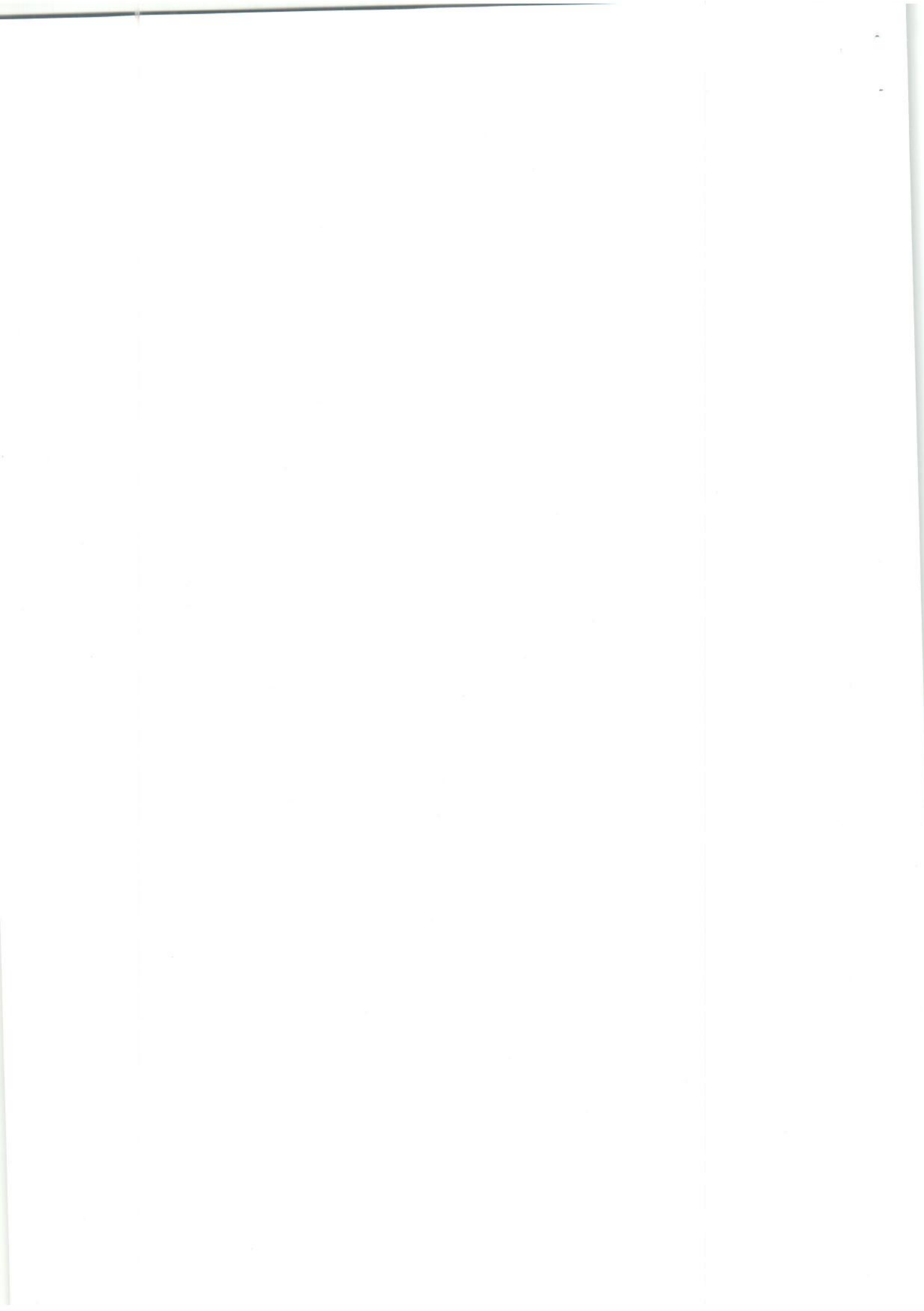


### 3.0 COMMITTEE'S FINDINGS AND OBSERVATIONS

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/<br>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<br>- 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<br>a. Other members<br>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.





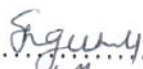


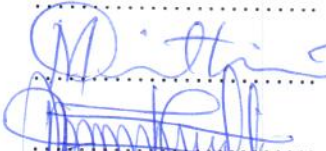
#### 4.0. COMMITTEE'S RECOMMENDATION

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 Gakungugu, 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 NGUU NYAGA

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

COUNTY SECRETARY





3. Sex:  
MALE
4. Date of Birth: (State year 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:  
A003304498Y
11. Nationality:  
KENYAN
12. Postal Address:  
P.O. Box 59472-00200
13. City/Town:  
NAIROBI.



14. Knowledge of Languages: (Specify Languages)

ENGLISH, KISWAHILI (PROFESSIONAL WORKING PROFICIENCY), KIEMBU-  
(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 award 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

2. 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. RUNYENJES MUNICIPAL COUNCIL - NOMINATED COUNCILOR  
(2003 - 2006)

3. CONSUMER INSIGHT - 2001 - 2003, DATA ANALYST CLERK



17. **Honors and Awards:** (List any scholarships, fellowships, honorary degrees, academic or professional honors, honorary society memberships, 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.  
LTP / NRB / 2017 / 466

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





- (b) Supply four (4) copies of any reports, memoranda or policy statements you prepared or contributed in 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, to 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 sources, amounts and dates of all anticipated receipts from deferred income arrangements, stock, options, uncompleted contracts and other future benefits which 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 in 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 (SAECO)   | — | 215,000.00    |
| SALE OF LIVESTOCK   | — | 8,000,000.00  |

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 financial net worth)

1  
450,000,000.00  
1

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. PETROC SCHOOL - 2,000,000.00

- 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

/

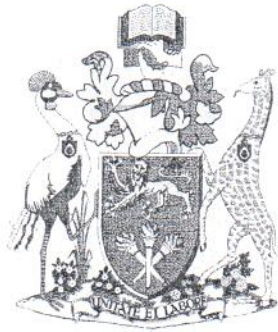


References: (List three persons who are not your relatives who are familiar with your character, qualification and work).

1. MR. PETER NG'ANG'A  
CHIEF MANAGER, KENYA REVENUE AUTHORITY  
P.O. Box 48240-00100, NAIROBI.  
CELL: 0722-518 507
2. DR. JUHUS KIPNGETICH  
CEO, UCHUMI SUPERMARKETS LTD  
P.O. Box 73167-00200 NAIROBI.  
CELL: 0722 411 291
3. MR. JOHN KENNEDY BISONGA  
CHIEF MANAGER - REGIONAL HEADQUARTERS &  
OUTSTATIONS, KENYA REVENUE AUTHORITY-NOMBASA  
CELL: 0722 510 996 041-2229287



# UNIVERSITY OF NAIROBI



This is to certify that

**Johnson Nguu 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

JACQLINE N. NJUGUNA  
ADVOCATE  
P.O. Box 73136-100200  
NAIROBI

VICE-CHANCELLOR

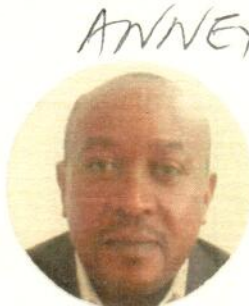
DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)





# Johnson Nyaga

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



jasonnyaga@gmail.com

0726474222 / 0722748054

Nairobi, Kenya

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

@Nyagalet

## WORK EXPERIENCE

### Station Manager

#### Kenya Revenue Authority

07/2006 – 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 Ndirangu - CEO Nairobi – ndirangu@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](mailto: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 <sup>th</sup> December, 1976   |
| MARITAL STATUS:   | Married  |
| NATIONALITY:      | Kenyan   |
| CURRENT EMPLOYER: | Kenya Revenue Authority, <b>Customs and Border Control Department, Malindi station</b> |



## 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 |
| <b>Mr/Mrs/Prof/<br/>Miss/Ms/Dr<br/>Bw/Bi/Prof/<br/>Binti/Bibi/Dkt</b> | NYAGA                           | JOHNSON   | NGUU                              |                              |
| ID CARD No.<br>Na. ya Kitambulisho                                    | PASSPORT NO.<br>NA. ya PASIPOTI | EXPIRY DATE OF PASSPORT<br>TAREHE YA MUDA WA PASIPOTI KUISHA                      |                                   | PIN NO.<br>NA. ya PIN        |
| 20041596  |                                 |   |                                   | A0033044937                  |
| SEX (Tick)<br>JINSIA (Weka Alama)                                     |                                 | Occupation: KRA OFFICER<br>Kazi:  |                                   |                              |
| Male<br>Kiume <input checked="" type="checkbox"/>                     |                                 | E-Mail Address: jasonnyaga@gmail.com<br>Anwani ya Barua pepe:                     |                                   |                              |
| Female<br>Kike <input type="checkbox"/>                               |                                 | Postal Address: PO Box 59472<br>Anwani ya Posta: SL Posta: Code: 00200<br>Msimbo: |                                   |                              |
| Telephone No.<br>Na. ya Simu  |                                 | Other Addresses:<br>Anwani Nyingine:  |                                   |                              |
|   |                                 | Mobile No.<br>Na. ya Rununu   | Other Numbers<br>Nambari Nyingine |                              |
|   |                                 | 0726474222  |                                   |                              |
| RESIDENCE<br>MAKAZI   |                                 | ESTATE/TOWN/LOCATION<br>MTAA/MJI/LOKESHENI  |                                   |                              |
|   |                                 | DISTRICT<br>WILAYA  |                                   |                              |
|   |                                 | COUNTY<br>KAUNTI  |                                   |                              |
|   |                                 | TOWN/CITY<br>MJI/JIJI   |                                   |                              |
|   |                                 | COUNTRY<br>NCHI   |                                   |                              |
|   |                                 | LAVINGTON   |                                   |                              |
|   |                                 | NAIROBI   |                                   |                              |
|   |                                 | NAIROBI   |                                   |                              |
|   |                                 | NAIROBI   |                                   |                              |
|   |                                 | KENYA   |                                   |                              |
| <b>2. BIRTH INFORMATION / TAARIFA YA KUZALIWA</b>                     |                                 |   |                                   |                              |
| 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 <input checked="" type="checkbox"/><br>Mkenya | Dual <input type="checkbox"/><br>Kotekote<br>(Provide details _____)<br>(Toa maelezo _____) |
|--|---|

**4. MARITAL STATUS / HALI YA NDOA**

|   |   |   |
|---|---|---|
| SINGLE <input type="checkbox"/><br>NINGALI SIJAOA/SIJAOLEWA | MARRIED <input checked="" type="checkbox"/><br>NIMEOA/NIMEOLEWA | SEPARATED <input type="checkbox"/><br>NIMETENGANA |
| DIVORCED <input type="checkbox"/><br>NIMETALAKIANA          | WIDOWED <input type="checkbox"/><br>NIMEFIWA                    |   |

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

MARY MUTHONI MURIUKI

|   |        |
|---|--------|
| NATIONALITY OF SPOUSE<br>UTAIFA WA MKE/MUME | KENYAN |
|---|--------|

NAME OF CHILDREN UNDER THE AGE OF 18 YEARS  
 JINA LA WATOTO WALIO CHINI YA UMRI WA MIAKA 18

SIDNEY JASON NYAGA  
 LISA KARIMI NYAGA  
 SEANICE WAIRIMU NYAGA  
 BRIGHTON MUNENE NYAGA

**5. EDUCATIONAL QUALIFICATIONS / KUFUZU KWA KIELIMU**

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



## HIGHEST ACADEMIC QUALIFICATION OBTAINED

KUFUZU KWA JUU ZAIDI KWA KIAKADEMIA ULIKOPATA

| Qualification / Kufuzu                    | Institution / Taasisi | Year / Mwaka                         |
|---|-----------------------|--------------------------------------|
| MASTERS OF PUBLIC POLICY & ADMINISTRATION | KENYATTA UNIVERSITY   | Awaiting Graduation<br>DECEMBER 2017 |

## 6. LANGUAGE SPOKEN / LUGHA UNAZOZUNGUMZA

| First Language<br>Lugha ya Kwanza | Second Language<br>Lugha ya Pili | Others<br>Nyingine |
|-----------------------------------|----------------------------------|--------------------|
| ENGLISH                           | KISWAHILI                        |                    |

## 7. MEMBERSHIP OF PROFESSIONAL ORGANISATION(s) (If any)

UANACHAMA WA SHIRIKA(MA) YA KITAALAMU (Kama yapo)

| Name of Organization<br>Jina la Shirika | Date of Admission<br>Tarehe ya Kuandikishwa | Membership No.<br>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<br>a) Umewahi kujihusisha na hali yoyote ya kutokuwa mwaminifu katika kazi zako na shughuli za umma |     | ✓  |
| b) Have you ever abused a public office?<br>b) Umewahi kutumia vibaya ofisi ya umma?  |     | ✓  |
| c) Have you ever misrepresented information to the public?<br>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?<br>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?<br>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?<br>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?<br>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<br>i) Umewahi kujipata 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?<br>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?<br>k) Kama umewahi kuwa ofisa wa umma, umewahi kushindwa kutangaza Mapato yako, Mali na Gharama 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?<br>l) Umewahi kuwa mada katika taratibu za kinidhamu au kihalifu kwa kuvunja kifungu cha sheria cha Maadili ya Ofisa wa Umma 2003, au Msimbo ulioainishwa hapo chini?  |  | ✓ |
| m) Have you ever been convicted of any offence and sentenced to serve imprisonment for a period of at least six months?<br>m) Umewahi kushtakiwa kwa kosa lolote na kuhukumiwa kifungo gerezani kwa kipindi kipatacho 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?   |  | ✓ |

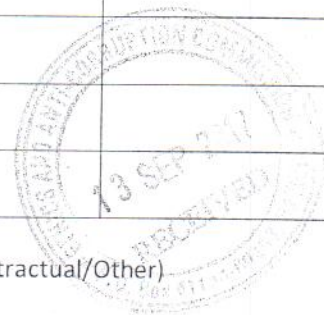


n) Umewahi kutuma ombi la Cheti cha kuondolewa Hatia au Cheti cha Kinidhamu au cha visa au nyaraka nyingine zinazoidhinisha kazi katika ofisi ya umma na hivyo basi wewe kunyimwa na/ au kukataliwa kwa sababu yoyote nchini Kenya au nchi yoyote nyingine?

✓

**10. EMPLOYMENT INFORMATION / TAARIFA YA KUAJIRIWA**

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







**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... 13<sup>TH</sup> .....

day of / siku hii ya SEPTEMBER 2017 .....

SIGNATURE OF DECLARANT: .....  
SAINI YA ANAYEJITANGAZA:



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

This / Mnamo ..... 13<sup>th</sup> ..... 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

ANNEXURE V

# HIGHER EDUCATION LOANS BOARD



## Certificate of Clearance

### UNIVERSITY STUDENT LOAN

This Certificate is awarded to NYAGA JOHNSON NG'UWU

ID No. 20041596

University Registration No. D33/1242/97

University attended UNIVERSITY OF NAIROBI

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

05 October 2009  
Date





NATIONAL POLICE SERVICE

C. 24A



DIRECTORATE OF CRIMINAL INVESTIGATIONS

DIRECTORATE OF CRIMINAL INVESTIGATIONS HEADQUARTERS  
P.O. Box 30036-00100 GPO  
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.

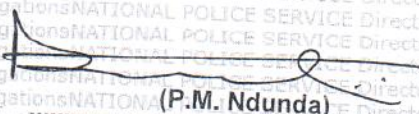
**REMARKS IN CASE OF PREVIOUS RECORD**

**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](http://www.metropol.co.ke/verification)



**METROPOL**  
reach new heights

Metropol Credit Reference  
Bureau Limited

Serial No. MCRB/C189608

# 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

www.kra.go.ke

*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

**Taxpayer PIN :** A003304498Y

**Name and Address :**

JOHNSON NGUU NYAGA  
malindi, malindi, Malindi District,  
PO Box:48240,  
Postal Code:00100

**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 TCC Checker.



I JOHNSON Nana Nkrumah

-----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 Nana Nkrumah

SIGN-----

 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 (Kenyatta University Building) opposite Kasturi Supermarket on the dates and times indicated.

| NAME                                     | POSITION  | COMMITTEE                         | 7th DECEMBER 2017<br>(Venue and time) |
|--|---|-----------------------------------|---------------------------------------|
| JOHNSON NGUU NYAGA                       | COUNTY SECRETARY ✓                                  | ADMINISTRATION AND PUBLIC SERVICE | 9:00AM - 10:00AM RM 1                 |
| MARY MERCY WANJA MUNENE                  | C.OFFICER AGRICULTURE AND CO-OPERATIVE              | AGRICULTURE                       | 9:00AM - 10:00AM RM 2                 |
| JEREVASIO MBOGO MUCHUNGU                 | C.OFFICER EDUCATION                                 | EDUCATION                         | 9:00AM - 10:00AM RM 3                 |
| RUTH WAMBUI NDIRANGU                     | C.OFFICER FINANCE                                   | FINANCE                           | 10:00AM - 11:00AM RM 1                |
| JANE NDEGI MUGAMBI                       | C.OFFICER GENDER, CULTURE AND CHILDREN              | GENDER                            | 10:00AM - 11:00AM RM 2                |
| GRACE WANJA MURITHI                      | C.OFFICER HEALTH                                    | HEALTH                            | 11:00AM - 12:00(NOON) RM 3            |
| MARYANN RUGURU MWANIKI                   | C.OFFICER LANDS AND PHYSICAL PLANNING               | LANDS                             | 11:00AM - 12:00(NOON) RM 1            |
| MUTURI WA IRERI                          | C.OFFICER ADMINISTRATION ✓                          | ADMINISTRATION                    | 12:00NOON - 1:00PM RM 2               |
| MICHAEL NJAGI NGOROI                     | C.OFFICER ENERGY & HOUSING                          | INFRASTRUCTURE                    | 12:00NOON - 1:00PM RM 3               |
| FREDERICK NDAIRE KARUA                   | C.OFFICER INFRASTRUCTURE TRANSPORT AND PUBLIC WORKS | INFRASTRUCTURE                    | 2:00PM - 3:00PM RM 3                  |
| ALVAN MUGENDI GATUME                     | C.OFFICER LIVESTOCK AND FISHERIES                   | AGRICULTURE                       | 2:00PM - 3:00PM RM 1                  |
| RICHARD NJIRU MBOGO                      | C.OFFICER WATER AND IRRIGATION                      | WATER                             | 3:00PM - 4:00PM RM 2                  |
| JESSE NJERU KITHAKA                      | MEMBER PUBLIC SERVICE BOARD ✓                       | ADMINISTRATION AND PUBLIC SERVICE | 3:00PM - 4:00PM RM 3                  |
| PETERSON KARIUKI MUTHATHAI               | MEMBER PUBLIC SERVICE BOARD ✓                       | ADMINISTRATION AND PUBLIC SERVICE | 4:00PM - 5:00PM RM 1                  |
| WILSON GITONGA IRERI                     | C.OFFICER INVESTMENT AND INDUSTRIALIZATION          | TRADE                             | 4:00PM - 5:00PM RM 2                  |
| FRIDAY, 8TH DECEMBER 2017 (TIME & Venue) |   |                                   |                                       |
| DAMIANO MUTHEE                           | C.OFFICER PUBLIC SERVICE ✓                          | ADMINISTRATION                    | 9:00AM - 10:00AM RM 1                 |
| SAMUEL WACHIRA NJUE                      | C.OFFICER YOUTH EMPOWERMENT                         | EDUCATION                         | 9:00AM - 10:00AM RM 2                 |
| JOHN MUKUNDI NJERU ZACHARY               | C.OFFICER PLANNING                                  | FINANCE & ECONOMIC PLANNING       | 12:00NOON - 1:00PM RM 3               |
| NGECE KUNGA NICHOLAS                     | C.OFFICER ENVIRONMENT AND NATURAL SERVICES          | WATER                             | 12:00NOON - 1:00PM RM 1               |
| HAWA WANJIRU OMAR                        | TRADE AND TOURISM                                   | TRADE                             | 2:00PM - 4:00PM RM 3                  |

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](http://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 (HELB)
5. Clearance certificate from Ethics and Anti-Corruption Commission (EACC)
6. Certificate of good conduct from National Police Service (Directorate 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.go.ke

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 6<sup>th</sup> October, 2017. We received 9 applicants out of which four (4) were shortlisted, interviews were conducted on 2<sup>nd</sup> November, 2017 at Panesic 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 2<sup>nd</sup> November, 2017
4. Curriculum Vitae and other testimonials of the successful nominee.



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  
Governor  
Embu County  
encls



Hon. Speaker  
Please bring to the Assembly  
27/11/17



**MINUTES OF PANEL COMMITTEE INCHARGE OF INTERVIEWING COUNTY SECRETARY AND BOARD MEMBER ON THURSDAY 2<sup>ND</sup> 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. MundiaGeteria   | - Chairman PSB            | - Member   |
| 4. Mr .WilsonGitonga   | - 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 2<sup>nd</sup> 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<br>OUT OF 100 | RANK |
|-----|------------------------|----------------------|-----------------------------|------|
| 1   | JOHNSON NGUU NYAGA     | RUNYENJES<br>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<br>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   | EVUORE   | 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<sup>rd</sup> November, 2017

  
3<sup>rd</sup> November, 2017



# COUNTY SECRETARY

For appointment to this grade an officer must:-

- 1. Be a Kenyan citizen
- 2. 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.
- 3. Have working experience of not less than Ten (10) years of which five (5) should be at managerial level in a large organization.
- 4. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010
- 5. Be conversant with Government policies and regulations, and devolution laws;
- 6. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- 7. Have capacity to work under pressure to meet strict timeliness; Have good interpersonal and communication skills
- 8. Demonstrate thorough understanding of county development objectives and the Vision 2030
- 9. Demonstrate understanding and commitment to the National Values and Principles of Governance and Public Service and;
- 10. Be computer literate



| NO. | SNO. | NAME                 | GEND | ID NO  | Y.O.B | CONTACT   | KCSE/ KCE | QUALIFICATIONS  | SUB COUNTY    | WARD    | EXPERIENCE  | REM |
|-----|------|----------------------|------|--------|-------|-----------|-----------|---|---------------|---------|---|-----|
| 1   | 1    | Robert Ndanu Mwaniki | M-   | 266053 | 1960  | 722848440 | DIV 1     | MBA-Strategic Management, BSC in Food Technology and Nutrition. | Mtweere South | Mavuria | 2013-todate Chief officer Embu County Govt. 2006-2008 Production Mgr Kenya Breweries, 1994-2005 operation mgr at UDV K Ltd, 1992-1994 Production mgr Eldore Eater Ltd, 1986-1992 SD manager Delmonte K Ltd, 1985-1986 Lab Supervisor Njoro Canning. |     |

|   |   |                        |   |          |      |           |        |  |              |               |  |  |
|---|---|------------------------|---|----------|------|-----------|--------|--|--------------|---------------|--|--|
| 2 | 2 | Antony Njiru Muverethi | M | 11022915 | 1970 | 722316494 | C+     | Bachelor of Arts in Social Science   | Mbeere North | Evurore       | <p>OCT2001-MAR2003, CONSTITUTION OF KENYA REVIEW COMMISSION, AS A DISTRICT COORDINATOR, MAY 2003 JULY 2004 NATIONAL CONSTITUTIONAL CONFERENCE [NCC] ASSISTANT TRANSPORT REPORTING TO 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 - ACHIENG ACHACH AND KAINO ADVOCATES. JAN 2017 CONSULTANT OCHIENG AND KAINO ADVOCATES AS AN ADVISER TO PARTNERS, PLANS AND POLICIES.</p> |  |
| 3 | 3 | Lydia Muthoni Kamau    | F | 7679539  | 1967 | 725488915 | DIV 11 | MSc in Health Economics and Policy, BA in Community Development, Diploma in Business Adm. & Mgmt | Runyenjes    | Kagaari South | <p>2012 todote Health Economist Ministry of Health Afya House, 2010-2012 Health Administrator PGH Embu, 2000-2012 Health Administrator PGH Mombasa, 2006-2008 Health Administrator PGH Nyeri</p>   |  |



|   |    |                         |   |          |      |           |               |   |              |                   |   |  |
|---|----|-------------------------|---|----------|------|-----------|---------------|---|--------------|-------------------|---|--|
| 4 | 4  | David Namu Kariuki      | M | 7001253  | 1966 | 722844699 | Not indicated | MBA-Strategic Management, Bcom Accounting, CPA (K), CPS (K)   | Runyenjes    | Kagari North      | 2010-todate Director finance & Admin Assured Mgn Solution, 2008-2009 Finance & Admin Manager Institute of policy Analysis & Research, 2006-2008 Financil Controller Agro-chemical & Food Company 2002-2005 Financil Controller Sarova of Hotels 1995-2001 Financil Contr. Co Secretary Nairobi Safari Club. 1990-1999 Audit Trainee & Accountant Nyaga and Associate Auditors |  |
| 5 | 5  | Lawrence F.M. Kamuganah | M | 5037984  | 1958 | 725260538 | DIV 111       | PhD Education Admin. & Management Computer, Masters of Education, B.E.D, Diploma in Education, P1 Certificate | Manyatta     | Gatari South      | 2010-2017 Principal   |  |
| 5 | 06 | Johnson Ngugi Nyaga     | M | 20041596 | 1976 | 726474222 |               | MBA (Ongoing), Masters in Public Policy and Administration, Bcom  | Runyenjes    | Runyenjes Central | 2006 to date: Supervisor at KRA, 2003 to 2006: Nominated Councillor, 2001 to 2003: Data Analyst at Consumer Insight Ltd   |  |
| 7 | 07 | PAUL KILONZO MUIA       | M | 10058157 | 1967 | 722878537 | DIV I         | MBA-EDUCATION BA-EDUCATION  | MBEERE SOUTH | MWEA              | 2013-TODATE: CHIEF OFFICER- EMBU COUNTY 20107 2013-ASST. DIRECTOR-MIN. OF EDUCATION 1992. 2007-PRINCIPAL-TSC  |  |
| 8 | 08 | Lydia Muthoni Posho     | F | 9821659  | 1969 | 721681645 | DIV II        | BED HOME ECONOMICS, DIPLOMA IN EDUCATION  | Runyenjes    |                   | 1993 - 2013 Employed by TSC as teacher and principal  |  |

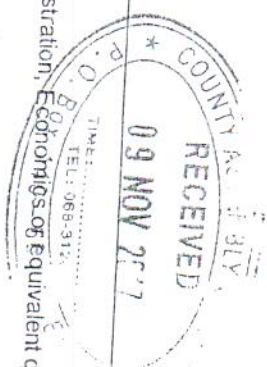




# COUNTY SECRETARY - SHORTLISTED

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 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 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



| SNO. | NAME                | GEN | ID NO    | Y.O.B | CONTACT   | KCSE/         | QUALIFICATIONS   | SUB       | WARD              | EXPERIENCE   | REMARKS |
|------|---------------------|-----|----------|-------|-----------|---------------|--|-----------|-------------------|--|---------|
| 1    | David Namu Karuki   | M   | 7001253  | 1966  | 722844699 | Not indicated | MBA-Strategic Management, Bcom Accounting, CPA (K), CPS (K)      | Runyenjes | Kagari 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 Sarova of Hotels 1995-2001 Financial Contr. Co Secretary Nairobi Safari Club, 1990-1999 Audit Trainer & Accountant Nyaga and Associate Auditors |         |
| 02   | Johnson Nguu Nyaga  | M   | 20041596 | 1976  | 726474222 |               | MBA (Ongoing), Masters in Public Policy and Administration, Bcom | Runyenjes | Runyenjes Central | 2006 to date: Supervisor at KRA, 2003 to 2006: Nominated Councilor, 2001 to 2003: Data Analyst at Consumer Insight Ltd   |         |
| 03   | Lydia Muthoni Posho | F   | 9821659  | 1969  | 721681645 | DIV II        | BED HOME ECONOMICS, DIPLOMA IN EDUCATION                         | Runyenjes |                   | 1993 - 2013 Employed by TSC as teacher and principal   |         |

|    |                       |   |         |      |                         |                  |  |          |  |  |
|----|-----------------------|---|---------|------|-------------------------|------------------|--|----------|--|--|
| 04 | Johnson Mwaniki Nyaga | M | 3616086 | 1961 | 722596170/7<br>33625661 | not<br>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 Sarfred Distributors, 1997 to 2002: Logistics Manager at Haco Industries, 1992 to 1997: Distribution Manager at Eveready Batteries, 1987 to 1992: Sales Supervisor at KCC |  |
|----|-----------------------|---|---------|------|-------------------------|------------------|--|----------|--|--|



13

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF EMBU**  
**EMBU COUNTY PUBLIC SERVICE BOARD**  
**P.O Box 2871 – 60100, Trade Building, 2nd Floor, Embu**

Pursuant to the provisions of the County Government Act, No. 17 of 2012 Section 35, 36 and 45, the Embu County Government wishes to consider applications from highly qualified, results-oriented and self-motivated Kenyan citizens for appointment to the following positions:

**COUNTY SECRETARY (PUBLIC SERVICE BOARD) POSITION**

The County Secretary will provide guidance and direction to the County Public Service and will be answerable to the Governor.

**Duties and Responsibilities**

- Head of the Public Service
- Responsible for arranging the business and keeping the minutes of the County Executive Committee subject to the directions of the Executive Committee;
- Conveying the decisions of the County Executive Committee to the appropriate persons or institutions;
- Ensuring efficient management of the County Government resources; and
- Performing any other functions as directed by the County Executive Committee.

**Requirements for Appointment**

For appointment to this position, the person should:

- Be a Kenyan citizen
- Be in possession of a Bachelor's Degree and Master's 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
- conversant with Government policies and regulations, and devolution laws;
- 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

**Terms of Service: Contract**

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

**COUNTY CHIEF OFFICER (PUBLIC SERVICE BOARD) POSITION**

The Chief Officer shall be the authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member. The Six (6) posts will be as follows: - Applicants should specify the portfolio for which they wish to head)

1. Public Service
2. Administration
3. Finance
4. Planning
5. Water and Irrigation
6. Environment and Natural Resources

**Duties and Responsibilities**

- The administration of a County Department
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals.
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Providing Strategic Policy direction for effective service delivery
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Performing any other duties as may be assigned from time to time.

**Requirements for Appointment**

For appointment to this position, the person should:

- Be a Kenyan citizen
- Have a Bachelor's degree from a university recognized in Kenya.
- Possession of a Master's degree in a relevant field will be an added advantage.
- Must be a member of a professional body relevant to the position applied for and in good standing.
- Have vast knowledge and experience of not less than 10 years in the relevant field, of which should be at a managerial position.
- Be conversant with the Constitution of Kenya and all the devolution laws.
- Demonstrate thorough understanding of county development objectives and vision 2030.
- Be a strategic thinker and result oriented.
- Have excellent communication, organizational and interpersonal skills.
- Have capacity to work under pressure to meet timelines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Satisfies the requirement of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Be computer literate

**Terms of Service: Contract**

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

Note: Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- i. Kenya Revenue Authority
- ii. Higher Education Loans Board
- iii. Ethics and Anti-Corruption Commission
- iv. Criminal Investigation Department
- v. Credit Reference Bureau

Copies of the clearances MUST be attached to the applications.

**How to Apply**

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport indicating the position applied for on top of the envelope and addressed to:-

Secretary/CEU  
Public Service Board  
P.O. Box 2871-60100  
EMBU

Pursuant to the Constitution of Kenya 2010, Section 235 and the County Government Act 2012 Section 50, the County Service Board of Embu wishes to recruit competent and qualified persons to fill the following vacant positions in the Embu County Public Service Board.

**SECRETARY (PUBLIC SERVICE BOARD) POSITION**

**Requirements:**

- i. Be a Kenyan Citizen
- ii. Be a holder of at least a first degree from a recognized University in Kenya (Masters degree in Human Resource Management/Business Administration/Public Administration will be an added advantage)
- iii. Be a Certified Public Secretary and in good Professional Standing
- iv. Have knowledge and a working experience of not less than (10) years.
- v. Be a professional who demonstrate absence of breach of the relevant professional code of conduct
- vi. Understand the diversity within the County
- vii. Be capable to work under pressure to meet strict deadlines
- viii. Must not be a state or public officer
- ix. Satisfy the requirement of Chapter Six of the Constitution

**Duties and Responsibilities:**

The secretary to the board is the link between the board members and the secretariat and he is accountable to the board members for:-

- i. Preparing and circulating agenda and minutes of the Board meetings
- ii. Developing annual work plan for the board with the guidance of the chairperson
- iii. Conveying the decision of the board
- iv. Providing guidance and advice to the secretariat on matters of Ethics and good governance

**Terms of Service: Contract**

**CHIEF OFFICER (PUBLIC SERVICE BOARD) POSITION**

**Requirements:**

- i. Be a Kenyan citizen
- ii. Be a holder of at least a first degree from a recognized university in Kenya (Masters degree in Human Resource Management/Business Administration/Public Administration will be an added advantage)
- iii. Have knowledge and a working experience of not less than (5) years in Human Resource Management and Administration.
- iv. Be a professional and demonstrate respect for the relevant professional code of conduct
- v. Understand the diversity within the County
- vi. Be committed to be part of a team that will enable the County Government achieve her vision.
- vii. Must not be a state or public officer
- viii. Satisfy the requirement of Chapter Six of the Constitution.

**Duties and Responsibilities:**

- i. Shall sit in the County Public service Board meetings
- ii. Making resolutions to effect performance in the County Public Service
- iii. Monitoring and evaluating extent to which principles and values of public service are promoted
- iv. Facilitate implementation of County Public Service board agenda
- v. Facilitate reports preparations to the County Assembly and to the Executive
- vi. Any other function conferred by legislation.

**Terms of Service: Contract**

**EMB COUNTY PUBLIC SERVICE BOARD**

The candidate should attach photocopies of the following documents:

- i. National Identity Card
- ii. Academic, Professional Certificates and testimonials
- iii. Clearance certificate from Higher Education Loan Board (HESB); Kenya Revenue Authority (KRA); Criminal Investigation Department (CID); Ethics and Anti-Corruption Commission (EACC); and Credit Reference Bureau (CRB)
- iv. Any other relevant supporting documents.

All applicants are requested to download the application form from Embu County website-[www.embu.go.ke](http://www.embu.go.ke)

Women, persons with disability and other disadvantaged persons are encouraged to apply.

Any candidate who directly or indirectly canvasses shall lead to automatic disqualification.

All applications should be sent to the undersigned on or before 19th October, 2017.

THE SECRETARY/CEO  
PUBLIC SERVICE BOARD


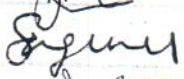
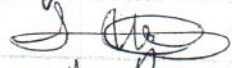

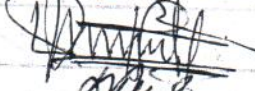


6/10/2017



# 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. SUSILY NJIRU      | VIC      |    |
| 3 Hon. SIEGE MURONGE     | MEMBER   |    |
| 4 Hon. ALVES W. GACHUNGU | MEMBER   |    |
| 5 Hon. MASTERS LEONARD   | MEMBER   |   |
| 6 Hon. MICHAEL NJERI     | MEMBER   |  |
| 7 Hon. MURITHI KIURA     | MEMBER   |  |

Candidate: J

JOHNSON NGUHI NYAGA



Members of the Public present:

- 1) Catherine Kangan Njagi
- 2) LILIAN NJAGI
- 3) MARTIN IRERI NJUGU
- 4) SALESIO KIRATI NYAGA
- 5) PAUL KITHAKA MTHAKAMBO
- 6) Hon. HARLISON MWALUKO


IN ATTENDANCE

1. Adam Wambiga PCA-LS
2. Agnes M. Musyoki
3. CAROLINE MABOYO
5. Legal Counsel
- HANSARD REPORTER


21X 100000

1

