

# 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

Our Ref: EBU/C.GVT/GVNR/C.ASSMB/VOL.1(15)

Date: 10<sup>th</sup> November, 2016

The Clerk  
County Assembly of Embu  
P.O. Box 140-60100  
Embu

*To be communicated as a message from the County Governor*  
*[Signature]*  
*13/11/2016*

Dear *Mr Jim Karuru,*

RE: REQUEST FOR VETTING OF MR. JOSPHAT KARIUKI NDWIGA FOR THE POSITION OF CHIEF OFFICER - FINANCE

Following the advertisement, shortlisting, interview and subsequent No. 1 ranking of Mr. Josphat Ndwiga Kariuki in respect of the position of Chief Officer – Finance, by the Embu County Public Service Board, I hereby request you to make the necessary arrangements to have the above officer vetted by the County Assembly of Embu.

In respect of the foregoing find attached copies of the following documents for your perusal and necessary action.

1. Letter No. EC/PSB/APPT.16/VOL.111/75 of 10<sup>th</sup> November, 2016 by Embu CPSB.
2. Detailed interview results dully signed by all Five (5) Embu County Public Service Board members.
3. A folder containing copies of the successful applicant's relevant certificates and testimonials.

Yours *Sincerely*  
*[Signature]*

H.E. Martin N. Wambora  
Governor  
Embu County



Ends (3)



*Non. Speaker*  
*The bundle doesn't meet minimum requirements set out in the tender pack*  
*1) Lack of CV of good conduct*  
*2) No clearance from EXCC*  
*Please advise on what is required as per the tender pack*  
*[Signature]*



REPUBLIC OF KENYA



EMBU COUNTY PUBLIC SERVICE BOARD  
OFFICE OF THE SECRETARY

P.O Box 2871 – 60100, Probation Offices Building, 1st Floor, Embu

EC/PSB/APPT.16//VOL.III/75

10<sup>th</sup> November, 2016

H.E. The Governor  
**EMBU COUNTY**

**RE: INTERVIEW RESULTS FOR CHIEF OFFICER FINANCE :**

Your letter Ref.EBU/CG/CPSB/VOL.II/62 dated 31<sup>st</sup> August, 2016 refers.

The position of Chief Officer-Finance was advertised on 3<sup>rd</sup> October, 2016 in the Standard Newspaper which has wide circulation. We received Ten (10) application and four (4) among them were shortlisted.

Pursuant to Section 45 (1) (a) of the County Government Act NO.17 of 2012, the Embu County Public Service Board hereby forward the list of two applicants who met requirements.

No.	Name	ID/No.	Qualification
1.	Ndwiga Josphat Kariuki	8812809	-MBA(Finance) continuing -Bcom-Finance Option -CPA Section III
2	Sila Benson Mbiti	7000873	-MSC-(Finance) continuing -Bcom-(Accounting Option -Advanced Diploma (level 5) in purchasing and supply chain.

In the meantime, the board has not received from the Chief Officer – Planning, confirmation on the compliance of Section 60 of the County Government Act, 2012. As you consider the nomination, the board is hereby advising that you consider the requirements of Section 60.

Thank you for your continued support.

CS Johnson Nyaggah  
**SECRETARY/CEO**  
**PUBLIC SERVICE BOARD**





EMBU COUNTY PUBLIC SERVICE BOARD  
P.O Box 2871 – 60100, Probation Offices Building, 1st Floor, E mbu

The following are the interview results for the position of Chief Officer - Finance

NO.	NAME	WARD	PANELIST 1 SECILY	PANELIST 2 KIRINGA	PANELIST 3 MUGAMBI	PANELIST 4 VICTORIA	PANELIST 5 MUNDIA	AVERAGE SCORE OUT OF 50	REMARK
1	JOSPHAT KARIUKI NDWIGA	NGANDORI	72	68	76	73	63	70.4	1
2	PURITY WANJIRA MAUNGE	MAVURIA	47	47	47	42	48	46.2	4
3	BENSON MBITI SILA	MACHAKOS	55	61	56	59	63	58.8	2
4	GIDEON NYAGA NTHIGA	MAVURIA	47	47	53	47	44	47.6	3

The pass mark set at 50%. In this case only two applicants scored over 50% as follows:-

1. Josphat Kariuki Ndwiga
2. Benson Mbiti Sila

Hence their names are hereby forwarded.

PANELIST:

NAME	POSITION	SIGNATURE	DATE
1. MR. MUNDIA GETERIA	CHAIRMAN	<i>[Signature]</i>	10/11/16
2. MRS. SECILY NAMU	VICE CHAIRPERSON	<i>[Signature]</i>	09/11/16
3. MRS. VICTORIA NJERU	MEMBER	<i>[Signature]</i>	09/11/16
4. MR. JONATHAN KIRINGA	MEMBER	<i>[Signature]</i>	09/11/16
5. MR. P. N. MUGAMBI	MEMBER	<i>[Signature]</i>	09/11/16



EMBU COUNTY GOVERNMENT  
PUBLIC SERVICE BOARD OF EMBU

122



APPLICATION FOR EMPLOYMENT FORM

Please complete this form in **BLOCK** letters as appropriate and submit to the Secretary, Public Service Board of Embu P.O. BOX 2871, 60100 EMBU, Tel 0722547089.

**1. Current Position:**

Position: CHIEF OFFICER - FINANCE Vacancy No. CPSB. 02/2016  
Department/Directorate: FINANCE

**2. Personal Details:**

Name of applicant: NDWIGAH JOSPHAT KARIUKI Title: Mr.  
Surname First Name other Name(s): (Prof/Dr/Mr/Mrs/Miss/Miss/Rev)

Date of Birth: 28-05-1967 Gender: Male  Female

Nationality: KENYAN (dd-mm-yyyy) IDNo/PassportNo: 8812809 Employment/PNo: .....

Address: P.O BOX 36 Postal Code: 60100

Home District: EMBU Division: NGANDORI Sub-county: MANYATTA

Telephone: ..... Mobile: 0725099462 E-mail address: jndwigah@gmail.com

Alternative contact person: SUSAN MUTHEE Telephone: 0721403928 Relationship: SPOUSE

**3. Applicants in the Public Service only:**

Ministry/Department/Local Authority/Other Public Institutions: EMBU COUNTY GOVERNMENT Station: .....

Present Substantive Post: CHIEF OF STAFF Job group: S effective date: 17-09-2015  
(dd-mm-yyyy)

Upgrading (if applicable) post: ..... effective date: .....  
(dd-mm-yyyy)

Terms of Service: Permanent & Pensionable  Contract  Temporary/Casual

Gross Monthly Salary: 200270/= Expected Gross Monthly Salary: .....

**4. Other details:**

Indicate the language(s) you are proficient in: ENGLISH, KISWAHILI, EMBU

Do you suffer from any physical impairment? Yes  No

If yes give details: .....

Have you ever been convicted of any criminal offences or a subject of probation order? Yes  No



Have you ever been dismissed or otherwise removed from employment? Yes  No

If Yes, State reason (s) for dismissal/removal.....effective date.....  
(dd-mm-yyyy)

Have you ever been interviewed by Public Service Board of Embu before? Yes  No

If Yes, State the Post: PRINCIPAL INTERNAL Interview date: 2015  
AUDITOR

(Declaring the above information will not necessarily debar an applicant from promotion in Public Service of Embu. Each case will be considered on its own merit)

**5. Academic/Professional/Technical Qualifications (starting with the Highest)**

Year		University/College/ Institution/School	Award/Attainment (e.g Degree, Diploma, Certificate)	Courses (e.g PhD, Msc, BA)	Subject (Econ, Maths e.t.c)	Class/Grade
From	To					
2013	DATE	KENYATTA UNIVERSITY	DEGREE	MBA (FINANCE) CONTINUING	FINANCE	N/A
1988	1992	UNIVERSITY OF NAIROBI	DEGREE	B.COM (HONS) ACCOUNTING OPTION	FINANCE ACCOUNTS	2nd HONS.
1981	1986	KANGARU SCHOOL EMBU	CERTIFICATE	KACE	MATHS, PHYSICS 3 CHEMISTRY	3 PRINCIPALS ONE SUB-DIVISION 75 POINTS
1982	1985	NTERI TECHNICAL	CERTIFICATE	KCE		DIVISION I 14 POINTS

**6. Other Relevant Courses and Training/Registration/Membership to Professional Bodies/Institution**

Year	Institution/College	Courses	Details
2006	KASNEB	CPA II SEC III	PASS
2014	KENYA INSTITUTE OF ADMINISTRATION	SENIOR MANAGEMENT	PASS
2012	BASEL INSTITUTE OF GOVERNANCE	COURSE	
2012	UNITED STATES DEPARTMENT OF JUSTICE - FBI	BASIC CRIMINAL INVESTIGATION	CERTIFICATE
2012	KENYA INSTITUTE OF ADMINISTRATION	FINANCIAL FORENSIC/ INVESTIGATOR COURSE	CERTIFICATE
2011	PUBLIC PROCUREMENT OVERSIGHT AUTHORITY - PPOA	PUBLIC PROCUREMENT PERFORMANCE	CERTIFICATE
2008	ESAMI	PERFORMANCE	CERTIFICATE
2004	KIA	AUDITING	
2003	STEADMAN TRANS. LTD MELROSE LEARNING RESOURCES	MANAGEMENT SKILLS ADVANCE REPORT WRITING	CERTIFICATE CERTIFICATE
2002	KIA	REPORT WRITING	CERTIFICATE
2001	TECHNOLOGY 3 INTERACTIVE LEARNING	ICT	CERTIFICATE



**7. Employment Details (starting with the most recent)**

Year		Employer's Name	Position/Rank/Designation	Job Group/Gross Monthly Salary (Kshs.)
From	To			
2015	DATE	EMBU COUNTY GOVERNMENT	CHIEF OF STAFF	S/ 200,270/=
2012	2015	EACC	INVESTIGATION OFFICER	235,523 / = EACC
2005	2012	KACC	INTERNAL AUDITOR/ FINANCIAL FORENSIC INVESTIGATOR	182,000/=
1993	2005	KENAO	SENIOR AUDITOR	65,000/=

8. Briefly state your current duties, responsibilities and assignments  
 - REPORTING TO H.E THE GOVERNOR - OVERSEEING AFFAIRS OF THE GOVERNOR'S OFFICE  
 - REPORTING TO THE CECM FOR FINANCE  
 - MANAGING THE FINANCE DEPARTMENT

9. Please give details of your abilities, skills and experience which you consider are relevant to your current position. The information may include an outline of your most recent achievements and your reasons for retaining the same position.  
 I HAVE WORKED THROUGHOUT IN PUBLIC FINANCE INSTITUTIONS, WHERE I HAVE EXPERIENCED A HANDS ON GRIP OF FINANCIAL MANAGEMENT AND GOVERNANCE

**10. Personal References**

The names of distinguished persons should not be used unless they really know you well; the names of relatives or of those from whom you send testimonials should not be used. The names of members or staff of the Public Service Board of Embu should also not be used.

1. Full Name (Current Supervisor) H.E (HON) MARTIN NYAGA WAMBORA  
 Address: 36, EMBU - 60100  
 Telephone No/Mobile No. 0722367310 E-mail address: martin.wambura@embu.go.ke  
 Occupation: GOVERNOR OF EMBU COUNTY  
 Period for which he/she has known you: 10 years

2. Full Name. PATRICK ASHIRUMA NDWIGAH  
 Address: 61130 - 00200  
 Telephone /Mobile No. 0723108731 E-mail address:  
 Occupation: ICT MANAGER WITH EACC  
 Period for which /he/she has known you: 10 years

**11. Assistance to fill the form**

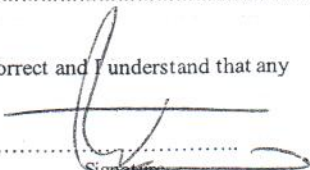
Have you been assisted to fill this form? Yes  No

If yes give reasons.....

**Declaration:**

I hereby certify to the best of my knowledge that the particulars given on this form are correct and I understand that any incorrect information may lead to disciplinary action.

Date: 13-10-2016  
 (dd-mm-yyyy)

  
 Signature



**JAMHURI YA KENYA**  
SERIAL NUMBER: 201203223

**REPUBLIC OF KENYA**  
ID NUMBER: 8872809

**JOSPAT KARIUKI NDIRIGAH**  
DATE OF BIRTH: 28.05.1967

SEX: MALE  
DISTRICT OF BIRTH: ERBU  
PLACE OF BIRTH: KIBERA  
DATE OF ISSUE: 16.03.1986

HOLDER'S SIGN









# UNIVERSITY OF NAIROBI



This is to certify that

*Josephat Kariuki Nwigah*

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

**BACHELOR OF COMMERCE**  
(ACCOUNTING OPTION)

*Second Class Honours (Lower Division)*

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

**Eighth Day of September in the Year**  
**1992**

A large, stylized handwritten signature in black ink, likely belonging to the Vice-Chancellor.

VICE-CHANCELLOR

A smaller handwritten signature in black ink, likely belonging to the Deputy Vice-Chancellor.

DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)

EXAMINATION RESULT NOTIFICATION

Date of Issue

02/08/2006

Examination Sitting

JUNE, 2006

Examination Centre  
Code

164

Reference No.

A2312006/66

Registration No.

NAC/93583

Name

JOSPHAT KARIUKI NDWIGAH

EXAMINATION  
CPA Part II Section 3

Subject Title

A31: SYSTEMS THEORY AND MANAGEMENT INFORMATION SYSTEMS  
A32: FINANCIAL ACCOUNTING II  
A36: BUSINESS FINANCE

Result

\*Pass\*

\*Pass\*

\*Pass\*

AGGREGATE RESULTS FOR THE SECTION:

\*\*PASS\*\*

=====END OF RESULT DETAILS =====

Remarks

SECTION 4 NOT YET PASSED

*This is a result notification and NOT a Certificate.*  
THE BOARD WILL NOT ENTER INTO CORRESPONDENCE WITH THE  
CANDIDATE REGARDING THE EXAMINATION RESULTS.

JOSPHAT KARIUKI NDWIGAH  
C/O KENYA A-C COMM  
P O BOX 61130  
00200 NAIROBI  
KENYA

ISSUED BY:

E.K.GITAU  
SECRETARY



# THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that the candidate named below sat for the Examination for the Kenya Advanced Certificate of Education and qualified for the award of a

## KENYA ADVANCED CERTIFICATE OF EDUCATION

The candidate passed at the level shown (Principal or Subsidiary) in the subject(s) named and attained the Grade(s) as indicated:

JOSPHAT K NDWIGAH  
KANGARU SCHOOL EMBU

33001/734

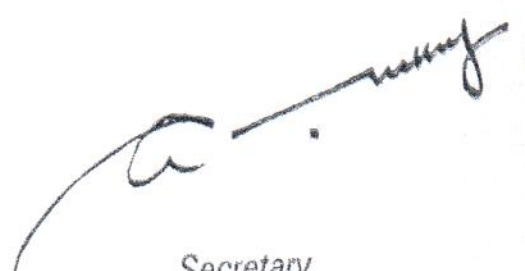
GENERAL PAPER  
MATHEMATICS ALT S  
PHYSICS  
CHEMISTRY

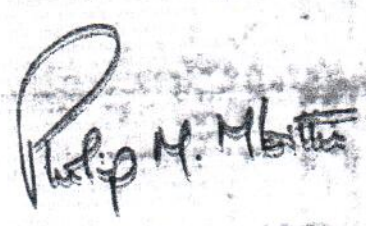
SUBJECTS RECORDED FOUR

Grade

SUBSIDIARY	
PRINCIPAL	A
PRINCIPAL	B
PRINCIPAL	D

EXAMINATION OF NOVEMBER/DECEMBER 1987

  
Secretary  
Kenya National Examinations Council

  
Chairman  
Kenya National Examinations Council

A 124715

(See overleaf)

# THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that the candidate named below sat for the Examination for the Kenya Certificate of Education and qualified for the award of a

## KENYA CERTIFICATE OF EDUCATION

DIVISION I

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

JOSPHAT K. NDUGA

27003/111

NYERI TECHNICAL SECONDARY SCHOOL

	<u>Grade</u>
ENGLISH LANGUAGE	3
GEOGRAPHY	3
MATHEMATICS	1
PHYSICAL SCIENCE	1
ELECTRICAL TECHNOLOGY	3
ELECTRICAL APPLICATION	3
TECHNICAL DRAWING (MECH.)	3

SUBJECTS NAMED SEVEN

SUBJECTS PASSED SEVEN

EXAMINATION OF NOVEMBER/DECEMBER 1985

Secretary

Kenya National Examinations Council

Chairman

Kenya National Examinations Council

O 377352

(See overleaf)



THE KENYA NATIONAL EXAMINATIONS COUNCIL

Certificate of Primary Education

This is to certify that the candidate named below sat the Examination for C.P.E. in the year 1981 and reached the Grades shown in the Subjects named:-

SCHOOL - 33082 MANYATTA

CANDIDATE - 33082001 JOSPHAT KARIUKI


	GRADE
ENGLISH	A
MATHEMATICS	A
GENERAL SUBJECTS (History, Civics, Geography, Natural Science, Agriculture)	A

A=Very Good    B=Good    C=Satisfactory    D=Weak    E=Very Weak

DECEMBER 1981



Secretary



Chairman

This Certificate was issued without any alteration whatsoever



REPUBLIC OF KENYA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

SCHOOL LEAVING CERTIFICATE

KANGARU SCHOOL SCHOOL
P.O. BOX 17 TEL 20511
EMBU

Admission/Serial No. 6414

THIS IS TO CERTIFY THAT JOSPHAT K. NDWIGAH.

entered this school on March, 1986 and was enrolled in

Form FIVE, and left on November, 1987 from

Form SIX. having satisfactorily completed the approved

course for Form K.A.C.E.

Date of Birth (in Admission Register) 28.5.67.

Headteacher's report on the pupil's ability, industry and conduct
Josphat was a well behaved, hardworking and responsible

Student. Very intelligent and respectful. Academically

Josphat was above average. He was an active member of

Science Club and Christian Union. Highly recommended.

Pupil's signature

Date of Issue 12/1/88

Signature COSMAS N.E. KATHUNGU.
Headmaster/Headmistress

KANGARU SCHOOL-EMBU





**PUBLIC PROCUREMENT OVERSIGHT AUTHORITY**

*Transforming Procurement*

**CERTIFICATE OF PARTICIPATION**

THIS IS TO CERTIFY THAT

**Josephat Ndwiga**

.....  
*of*

**Kenya Anti-Corruption Commission**  
.....

*has successfully completed*

***PPOA Training Seminar on Public Procurement***

*which was held at Kenya Integrity Forum*

*On 27<sup>th</sup> - 28<sup>th</sup> February, 2011*

.....  
*[Signature]*  
DIRECTOR-GENERAL

PUBLIC PROCUREMENT OVERSIGHT AUTHORITY



# KENYA NATIONAL AUDIT OFFICE

P.O. BOX 30084 00100, NAIROBI.

## CERTIFICATE OF ATTENDANCE

**This is to certify that**

**J. K. Ndwiga**

**has attended a Course on**

Management Skills for Middle Managers

**held at Kenya School of Monetary Studies**

**from 20 September 2004 to 24 September 2004**

Signature   
Controller and Auditor General

Signature   
Deputy Auditor General (FACS)





# of Completion

The International Centre for Asset Recovery of the Basel Institute on Governance hereby certifies that

**JOSPHAT-KARIUKI NDWIGAH**

has successfully completed the Training Programme on

**Financial Investigations and Asset Tracing and Recovery**

held in Nairobi, Kenya, 20 August to 1 September, 2012

Phyllis Atkinson  
Head of Training  
International Centre for Asset Recovery

Jane W. Muthaura  
Acting Secretary / Chief Executive Officer  
Ethics and Anti-Corruption Commission Kenya



**OFFICE OF THE CONTROLLER AND  
AUDITOR GENERAL**

P.O. BOX 30084 00100, NAIROBI.

**CERTIFICATE OF ATTENDANCE**

**This is to certify that**

**Josphat K. Ndwiga**

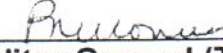
**has attended a Seminar on**

**Prevention/Detection of Fraud and Corruption  
and Preparation of Audit Programmes**

**held at Kenya School of Monetary Studies**

**from 14 April 2003 to 17 April 2003**

Signature   
Controller and Auditor General

Signature   
Deputy Auditor General (Training)



**United States Department of Justice**  
**Federal Bureau of Investigation**

*This is to certify that*

**Josphat Kariuki Ndwigah**

*has attended a specialized course on*

**Basic Criminal Investigation**

*held in Nairobi, Kenya  
from April 24-27, 2012*



*Thomas J. Browne*

Thomas J. Browne  
Assistant Director  
Training Division

**Eastern and Southern African Management Institute**  
**Arusha, Tanzania**



*This is to certify that:*

*Ndwigah Josphat Kariuki*

*has attended*

PERFORMANCE AUDITING PROGRAMME

*conducted by the Eastern and Southern African  
Management Institute*

DURBAN, SOUTH AFRICA

*at* .....

5<sup>th</sup> May, 2008

16<sup>th</sup> May, 2008

*From* ..... *To* .....

A 17545

  
.....  
DIRECTOR - GENERAL





**OFFICE OF THE CONTROLLER AND  
AUDITOR GENERAL**

P.O. BOX 30084 00100, NAIROBI.

**CERTIFICATE OF ATTENDANCE**

**This is to certify that**

**Josphat K. Ndwiga**


**has attended a Seminar on**

**Prevention/Detection of Fraud and Corruption  
and Preparation of Audit Programmes**

**held at Kenya School of Monetary Studies**

**from 14 April 2003 to 17 April 2003**

Signature   
Controller and Auditor General

Signature   
Deputy Auditor General (Training)





**Steadman Trains Ltd.**

(KENYA UGANDA TANZANIA)



**MELROSE**  
LEARNING RESOURCES

This is to certify that

**S.K. Ndwigah**

has participated in a Seminar / Workshop on

**Advanced Report Writing**

held on **23rd to 25th June 2003**

Business Unit Manager

Chief Executive

Steadman Trains sharpen your edge



Certificate No. **9764** .....

CP **9764**



# KENYA INSTITUTE OF ADMINISTRATION

This is to certify that

*Josphat Kariuki Ndwigah*  
attended *Report Writing and Presentation*  
*Seminar No 8/2002*  
from *5th ~ 9th August, 2002*



and is hereby awarded this

**CERTIFICATE**

*Sonech*  
Head of Department .....

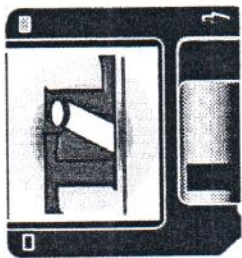
Date *9th August, 2002* .....

*[Signature]*  
Director .....



# Technology and Interactive Learning

Nairobi, Kenya



This is to certify that

J. K. Ndwigah

has successfully completed a 35 hour course in

Introduction to Personal Computers, Windows 95 & 98, Ms Word, Ms Excel, Ms Access, Ms PowerPoint, Ms Outlook, Networking, Internet & Email, in a High Level Computer Seminar for Auditors I in the Office of the Controller and Auditor General



Signature



Managing Director

Date

9<sup>th</sup> March 2001





# KENYA INSTITUTE OF STUDIES IN CRIMINAL JUSTICE

P.O. BOX 14404 00100, G.P.O Nairobi, City Hall Annexe, 14th Floor  
Tel: +254-020-2088433 Fax: +254-020-2213099  
Email: kipc@afrioonline.co.ke

**COURSE: DIPLOMA IN FORENSIC AND CRIMINAL INVESTIGATION**

**NAME OF STUDENT: JOSPHAT NDWIGA**

SUBJECT	MARKS OUT OF 100%	GRADE
Criminal investigation	87	A
Introduction to criminology	77	A
Communication skills	78	A
Criminal law	64	B
Financial accounting	90	A
Sociology	81	A
Psychology	79	A
Forensic psychiatry	73	B+
Computer fundamentals	66	B
Law of evidence	64	B
Forensic medicine	88	A
Forensic criminology	73	B+
Forensic accounting	62	B
Forensic science	77	A
Computer forensic	64	B
Forensic psychology	92	A
Criminal procedure	82	A

Yours faithfully

  
Daniel Gichure  
EXAMINATION OFFICER



REPUBLIC OF KENYA  
OFFICE OF THE PRESIDENT  
NATIONAL YOUTH SERVICE  
PRE-UNIVERSITY TRAINING PROGRAMME



## Certificate

This is to certify that ~~Lance Corporal~~ Serviceman/

~~Service woman~~ No. 53336

Name JOSPHAT KARIUKI NDWIGAH

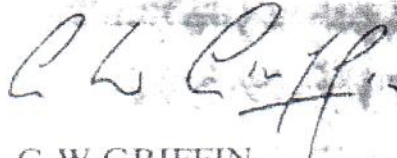
has successfully completed a course of basic training during  
19.88.....

The following subjects were covered: personal fitness,  
footdrill, first-aid, campcraft and fire-fighting; together with  
attendance at a series of lectures on national development  
issues and strategies.

Dated... 13th ..... day of September ..... 19 88



Course Commander



G.W. GRIFFIN  
Director of National  
Youth Service





**MINISTRY OF JUSTICE, NATIONAL COHESION AND CONSTITUTIONAL AFFAIRS**  
**OFFICE OF THE PERMANENT SECRETARY**

Phone: Nairobi 2224029  
Phone: 0728 970604  
0733 241111  
Fax: 020 316317  
mail: psjustice@justice.go.ke

CO-OPERATIVE BANK HOUSE  
HAILE SELASSIE AVENUE  
P.O. Box 56057-00200  
NAIROBI, KENYA

Ref. No. **MJ/CONF/ACE/4/9 VOL. III**

11<sup>th</sup> September, 2012

**Josphat K. Ndwiga**  
**C/o EACC**  
**NAIROBI**

Dear Sir,

**OFFER OF EMPLOYMENT**

I am pleased to convey to you the decision of the Public Service Commission (PSC) that you have been offered appointment as **Financial Forensic Investigator III** at the Ministry of Justice National Cohesion and Constitutional Affairs (MOJNCCA) and deployed to **Ethics and Anti-Corruption Commission (EACC)** with effect from **8<sup>th</sup> August, 2012**.

You will be expected to report to the Acting Secretary/Chief Executive Officer of Ethics and Anti Corruption Commission for further instructions.

Details of your duties and responsibilities will be provided by the Ethics and Anti-Corruption Commission.

This appointment is on the following terms and conditions:

**1. REMUNERATION**

Graded at **EACC 8**, the position will be at a basic salary of **Kshs.136,000.00**.

The Monthly Allowances attached to the position are as below:

- **House Allowance** Kshs.25,000.00
- **Transport Allowance** Kshs.21,000.00



## OTHER BENEFITS

### (i) Gratuity

You will be entitled to a **Gratuity of 31%** of your monthly basic pay, payable in accordance with the provisions of the **Ethics & Anti-Corruption Commission Staff Gratuity Scheme**.

### (ii) Annual Leave Allowance

You will be paid an annual leave allowance of **Kshs. 15,000.00** as administered under the Ethics and Anti-Corruption Commission.

### (iii) Medical Cover

You will be entitled to a Medical Cover through a Scheme which will be administered by the Ethics and Anti-Corruption Commission. (Details of the scheme will be available at the Human Resources Office).

## 3. EMPLOYMENT CONDITIONS

### a. Nature of Appointment:

The appointment will be on a contract term of 12 months with effect from **8<sup>th</sup> August 2012** or until further decision by the Ethics and Anti-Corruption Commission whichever is earlier.

### b. Termination of Contract:

Termination of the contract by either party shall be on giving a one (1) month's notice or equivalent salary in lieu of notice.

### c. Annual Leave:

You will be entitled to an annual leave of **30** working days per annum which shall be taken at mutually agreed time.

### d. Conduct:

While serving as an officer of the Ethics and Anti-Corruption Commission, you will be bound by its Code of Conduct/Ethics and Staff Rules and Regulations as promulgated by Management from time to time.





## ETHICS AND ANTI-CORRUPTION COMMISSION

INTEGRITY CENTRE (Valley Rd. /Milimani Rd. Junction) P.O. Box 61130 -00200, NAIROBI, Kenya  
TEL: 254 (020) 2717318/ 310722. MOBILE: 0729 888881/2/3  
Fax: 254 (020) 2719757 Email: eacc@integrity.go.ke Website: www.eacc.go.ke

When replying please quote:

EST/2005171/ (111)

2<sup>nd</sup> April 2014

Mr. Josephat K. Ndwigah  
Investigation Officer II.

Dear Mr. Ndwigah

### APPOINTMENT TO PERFORM SPECIAL DUTIES

Reference is made to my Letter dated 19<sup>th</sup> August 2013 appointing you as the Officer In Charge, Garissa Regional Office. Following the adoption of Job Evaluation Report on 3<sup>rd</sup> September, 2013 which effectively changed designations/titles of positions in the Commission, you are hereby appointed to perform duties of **Deputy Director- Garissa Regional Office**. This new appointment is with effect from 3<sup>rd</sup> September, 2013.

Under the new guidelines, you will receive a Special Duty allowance of **10%** of your basic salary. Your other terms of employment remain unchanged.

It is expected that you will continue to discharge your duties and responsibilities prudently and with a high degree of integrity.

Yours faithfully,

**HALAKHE D. WAQO, ACIARb**  
**SECRETARY/CHIEF EXECUTIVE OFFICER**



PUBLIC SERVICE OF THE REPUBLIC OF KENYA

LETTER OF APPOINTMENT

MINISTRY \_\_\_\_\_  
DEPARTMENT Exchequer & Audit  
Date January 22nd, 1993

To: Mr. Josephat Kariuki Ndwigah

Subject to your acceptance of the terms of this Letter you are hereby appointed on probation as Auditor 11 in the service of the Government of Kenya, with effect from the January 5th, 1993

2. The salary attached to your post is at the rate of £ 2973 in the basic scale (£ 2973x102-3279x120-3879x144-4167 p.a) and your incremental date will be January 1st

3. The normal period of probation is two years, but this may be extended, or the appointment may be terminated before completion of that period.

4. If you are confirmed in your appointment, you will be eligible on retirement for retiring benefits in accordance with the provisions of the pensions legislation of the Public Service of Kenya.

5. You will be subject to all regulations for officers of the Public Service of Kenya which are now in force or which may be promulgated from time to time.

6. You are liable to be posted to any station within Kenya to discharge the usual duties of your office.

D. S. NGORGE  
CONTROLLER AND AUDITOR GENERAL  
*Head of Department*

I hereby accept the appointment subject to the terms of this Letter.

Date 27 - 1, 1993 \_\_\_\_\_  
Employee

Copies to:—Employee, Head of Department, Permanent Secretary.

GPK(L)



OFFICE OF THE CONTROLLER  
AND AUDITOR GENERAL,  
P. O. BOX 30084  
NAIROBI.

REF: NO. .... EST / 14 VOL. V / 149 ..

DATE ..... 4th February, 1997 .....

MR/MRS/MISS ..... Josephat K. Ndwigah .....

THRO' The Assistant Director of Audit (CV)  
THRO' The Principal Auditor .....  
..... 'A' Branch .....  
..... NAIROBI. ....

*Forwarded  
Date 25/2/97*

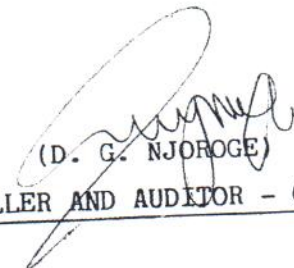
*Congratulations.  
D. 21/2/97.*

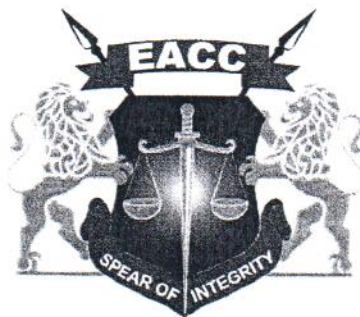
CONFIRMATION IN APPOINTMENT

I have the honour to inform you that having completed the requisite period of service on probation and having fulfilled the conditions precedent to your confirmation, you are hereby confirmed in your appointment with effect from ..... 5th January, 1995 .....

Your service for retiring benefits will, however, commence from ..... 5th January, 1993 .....

the date you joined Public Service.

  
(D. G. NJOROGE)  
CONTROLLER AND AUDITOR - GENERAL.



## ETHICS AND ANTI-CORRUPTION COMMISSION

INTEGRITY CENTRE (Valley Rd. /Milimani Rd. Junction) P.O. Box 61130 -00200, NAIROBI, Kenya  
TEL.: 254 (020) 2717318/ 310722, MOBILE.: 0729 888881/2/3  
Fax: 254 (020) 2719757 Email: eacc@integrity.go.ke Website: www.eacc.go.ke

When replying please quote:

KACC.PER. 2/1

5<sup>th</sup> August 2013

Mr. Josphat K. Ndwiga  
Ethics and Anti-Corruption Commission,  
NAIROBI

Dear Sir,

### RE: OFFER OF EMPLOYMENT

I am pleased to inform you that following your application to continue working with the Commission and the successful vetting, you have been offered appointment as **Financial Forensic Investigator III** with effect from **7<sup>th</sup> August, 2013**. This offer is interim pending finalization of the ongoing job evaluation exercise after which you will be advised further on the matter.

This appointment is on the following terms and conditions:

#### 1. REMUNERATION

The position is graded at EACC "8" in the basic salary scale of **Kshs.117,482.00** to **Kshs.136,000.00** with a provision for an annual progression of 5% of basic pay, subject to satisfactory performance. You will enter the grade at **Kshs. 136,000.00** per month.

The Monthly Allowances attached to the position are as below:

- House Allowance Kshs.25,000.00
- Transport Allowance Kshs.21,000.00

#### 2. OTHER BENEFITS

##### (i) Gratuity

You will be entitled to a **Gratuity of 31%** of your monthly basic pay, payable in accordance with the provisions of the KACC Staff Gratuity Scheme.

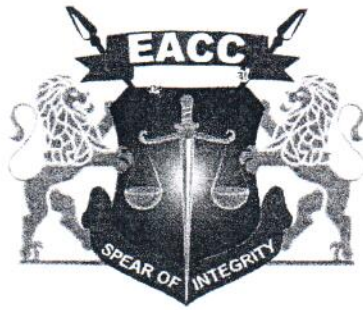
##### (ii) Annual Leave Allowance

You will be paid an annual leave allowance of **Kshs.15,000.00**.

##### (iii) Medical Cover

You will be entitled to a Medical Cover through a scheme which will be administered by the Commission. (Details of the scheme will be available at the Human Resources Office).





## **ETHICS AND ANTI-CORRUPTION COMMISSION**

**INTEGRITY CENTRE** (Valley Rd. /Milimani Rd. Junction) P.O. Box 61130 -00200, NAIROBI, Kenya

TEL.: 254 (020) 2717318/ 310722, MOBILE.: 0729 888881/2/3

Fax: 254 (020) 2719757 Email: eacc@integrity.go.ke Website: www.eacc.go.ke

When replying please quote:

EST./ 2005171

8<sup>th</sup> April, 2013

**Mr. Josphat K. Ndwiga,**  
Forensic Investigator III  
Ethics and Anti-Corruption Commission,  
**NAIROBI**

Dear Sir,

### **RE: OUTCOME OF VETTING PROCESS**

The Commission is mandated under Section 32 (a) (b) (c) and Part V Section 34 (3) (a) (b) and (4) of the EACC Act 2011 to vet its staff as a requirement to transit to EACC.

Following your vetting on 3<sup>rd</sup> April, 2013, I am pleased to inform you that you were found suitable to serve the Commission. Resultantly, you will continue to serve in your current grade/position pending the finalisation of job evaluation exercise after which you will be advised further on the matter.

I take this opportunity on behalf of the Commission, to congratulate you on this clearance and trust that you will continue to serve the Commission with utmost dedication, integrity and professionalism.

Yours faithfully,

**HALAKHE D. WAQO, ACI Arb**  
**SECRETARY/CHIEF EXECUTIVE OFFICER**



REPUBLIC OF KENYA

Telegrams: .....  
Telephone: Nairobi 335777  
When replying please quote  
C.329/VOL.III/(143)  
Ref. No. ....  
and date



OFFICE OF THE CONTROLLER AND  
AUDITOR-GENERAL  
P.O. Box 30084-00100  
NAIROBI  
14<sup>th</sup> November, 2002, 20.....

Mr. Josphat Kariuki Ndwigah,  
Auditor I.

*Forwarded*  
*[Signature]*  
*25/11/02*

Thro'  
Principal  
The Senior Auditor,  
'R' 'B' Branch,  
**NAIROBI.**

Dear Sir,

**APPOINTMENT - SENIOR AUDITOR**

With reference to your application for appointment as Senior Auditor in response to the Internal Advertisement No. 5/2002, you are requested to appear before a selection board on 3<sup>rd</sup> December, 2002 at 11.00 a.m.

The interview will be held at the Boardroom in KENCOM House, 3<sup>rd</sup> Floor. Candidates should wait in Room No. 341.

Please bring this letter and the originals of your certificates and testimonials with you and make sure they are returned to you before you leave the Boardroom.

Yours faithfully,

*P. N. Komora*  
**P.N. KOMORA**  
**DEPUTY AUDITOR GENERAL (TRAINING)**  
**FOR CONTROLLER AND AUDITOR GENERAL**



No.045046

# HIGHER EDUCATION LOANS BOARD



## Certificate of Clearance

UNIVERSITY STUDENT LOAN

NDWIGAH JOSPHAT KARIUKI

This Certificate is awarded to

8812809

D33/1249/88

University Registration No.

ID No.

University attended

UNIVERSITY OF NAIROBI

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

*[Handwritten Signature]*

Signature CEO/BOARD SECRETARY

20 Feb 2013

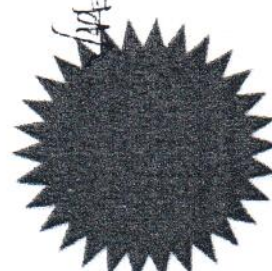
Date

*[Handwritten Signature]*

Signature HEAD OF OPERATIONS

20 Feb 2013

Date



C. 24A



Nº 631975

CRIMINAL INVESTIGATION DEPARTMENT  
 P. O. Box 30036-00100 GPO  
 NAIROBI, KENYA

Ref. No. ...**225997 /2014**.....

Date .....**07/06/2014**...

### POLICE CLEARANCE CERTIFICATE

*I hereby certify that the fingerprints recorded from .....*

**JOSPHAT KARIUKI NDWIGAH**

*holder of ID/Passport No. ....**8812809**..... 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).....

RESULTS OF TRIAL .....

DATE .....

**NIL**

*This Certificate has been issued without any alteration or erasure.*

(P. Ndirangu)

For: Director of Criminal Investigation

(P.T.O.)





# KENYA REVENUE AUTHORITY

ISO 9001:2008 CERTIFIED

## TAX COMPLIANCE CERTIFICATE

Certificate Serial No:

KRA 16/048044/2014

THIS CERTIFICATE CONFIRMS THAT

NDWIGAH JOSPHAT KARIUKI

Holder of Tax Registration Personal Identification Number A001658115S

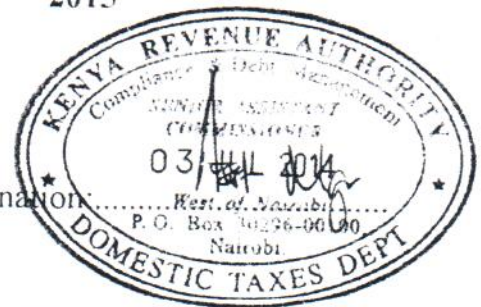
has fulfilled the obligation to file relevant tax returns and to pay taxes due as provided by law

This certificate will be valid for 12 months up to 3RD July 2015

Issued by:

Name: OBURE DAVID OGEKA

Designation:



Signature:.....

Date of Issue: 3RD July 2014

### Caveat

- a) This certificate is issued on the basis of information available to the Authority as at the date shown above. The Authority reserves the right to withdraw the certificate if new evidence materially alters the tax compliance status of the recipient.
- b) Confirm genuineness and validity of the certificate using the TCC checker available at: <http://www.kra.go.ke/notices/tcc-checker.html> or contact the nearest DTD office.

TCC3

*Tulipe Ushuru, Tujitegemee!*

