

*Pen. Mwangi
Moses Othman
11/12/17*

COUNTY ASSEMBLY OF EMBU



Approved
[Signature]
SCA
13/12/17

SECOND ASSEMBLY : FIRST SESSION

**REPORT OF THE SECTORAL COMMITTEE ON
GENDER, CULTURE, CHILDREN AND SOCIAL SERVICES ON
THE VETTING EXERCISE OF THE NOMINEE FOR THE
POSITION OF THE COUNTY CHIEF OFFICER OF EMBU
COUNTY GOVERNMENT.**

SUBMITTED FOR ADOPTION BY THE COUNTY ASSEMBLY

ON

11TH DECEMBER, 2017

County Assembly of Embu

P.O. Box 140-60100

Embu

Email: countyassemblyofembu@gmail.com

13 DEC 17
TNA
[Signature]
11/12/17

Contents

abbreviations.....	3
Executive Summary	4
1.0 Mandate of The Committee	5
1.1 Committee Membership	5
1.2 Problem Statement.....	7
1.3 Objectives/Terms of Reference	7
1.4 Methodology	8
1.5 Tools of Reference	8
1.6 Acknowledgement.....	8
2.0 Committee Deliberations	9
2.1 Background.....	9
2.1.0 Functions of A County Chief Officer.....	9
2.1.1 Appointment Process of The County Chief Officer	9
2.2 Vetting Of The Nominee To Position of County Chief Officer	10
3.0 Committee's Findings And Observations	11
3.1 Further Observations	12
4.0 Committee's Recommendation.....	13
5.0 Conclusion	14
6.0 List of Annexures	15

Contents

abbreviations.....	3
Executive Summary	4
1.0 Mandate of The Committee	5
1.1 Committee Membership.....	5
1.2 Problem Statement.....	7
1.3 Objectives/Terms of Reference	7
1.4 Methodology	8
1.5 Tools of Reference	8
1.6 Acknowledgement	8
2.0. Committee Deliberations	9
2.1 Background.....	9
2.1.0 Functions of A County Chief Officer.....	9
2.1.1 Appointment Process of The County Chief Officer	9
2.2 Vetting Of The Nominee To Position of County Chief Officer	10
3.0 Committee's Findings And Observations	11
3.1. Further Observations	12
4.0. Committee's Recommendation.....	13
5.0. Conclusion	14
6.0 List of Annexures	15



COUNTY ASSEMBLY OF EMBU



Approved
[Signature]
SCA
13/12/17

SECOND ASSEMBLY : FIRST SESSION

**REPORT OF THE SECTORAL COMMITTEE ON
GENDER, CULTURE, CHILDREN AND SOCIAL SERVICES ON
THE VETTING EXERCISE OF THE NOMINEE FOR THE
POSITION OF THE COUNTY CHIEF OFFICER OF EMBU
COUNTY GOVERNMENT.**

SUBMITTED FOR ADOPTION BY THE COUNTY ASSEMBLY

ON

11TH DECEMBER, 2017

County Assembly of Embu
P.O. Box 140-60100
Embu
Email: countyassemblyofembu@gmail.com

13 DEC 17
TNA
[Signature]
11/12/17

ABBREVIATIONS

CoK	-	Constitution of Kenya, 2010
CGA	-	County Government Act, no. 12 of 2012
CO	-	County chief officer
MCAs	-	Members of the County Assembly
SO	-	Standing Orders of the County Assembly of Embu
HE		His Excellency the Governor

Executive Summary

In vetting nominee to the position of the County chief officer, the Committee was guided by Section 45 of County Government Act, 2012 and specifically, Section 45 (1)(a) and (b) that gave the requirements for appointment of the County chief officer. The process was also guided by the provisions of the Embu County Public Appointment (County Assembly Approval) Act, 2015.

Pursuant to Section 45(1) of the County Government Act No.12 of 2012, and as required by Section 8(1) (a) of the same Act, H.E. the Governor forwarded the name of Mrs. Mugambi Jane Ndegito 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 Gender, Culture, Children and Social Services which was obliged to dispense off with the matters of vetting and make a report to the assembly within fourteen days pursuant to Section 10 (1) (b) of the Embu County Public Appointment (County Assembly Approval) Act, 2015.

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

Pursuant to Sections 8 and 9 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 at Ghanshyam Plaza. The committee later retreated to compile this report for presentation to the Assembly for consideration.

Executive Summary

In vetting nominee to the position of the County chief officer, the Committee was guided by Section 45 of County Government Act, 2012 and specifically, Section 45 (1)(a) and (b) that gave the requirements for appointment of the County chief officer. The process was also guided by the provisions of the Embu County Public Appointment (County Assembly Approval) Act, 2015.

Pursuant to Section 45(1) of the County Government Act No.12 of 2012, and as required by Section 8(1) (a) of the same Act, H.E. the Governor forwarded the name of Mrs. Mugambi Jane Ndegito 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 Gender, Culture, Children and Social Services which was obliged to dispense off with the matters of vetting and make a report to the assembly within fourteen days pursuant to Section 10 (1) (b) of the Embu County Public Appointment (County Assembly Approval) Act, 2015.

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

Pursuant to Sections 8 and 9 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 at Ghanshyam Plaza.

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

ABBREVIATIONS

CoK	-	Constitution of Kenya, 2010
CGA	-	County Government Act, no. 12 of 2012
CO	-	County chief officer
MCAs	-	Members of the County Assembly
SO	-	Standing Orders of the County Assembly of Embu
HE		His Excellency the Governor

1.0 MANDATE OF THE COMMITTEE

The mandate of the Committee is as outlined in Standing Order 191(5) of the County Assembly of Embu which states that, the functions of a sectoral committee shall be to –

- a) Investigate, inquire into and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;
- b) Study the Programme and policy objectives of the of departments and the effectiveness of the implementation;
- c) Study and review all County Legislation referred to it;
- d) Study, access and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;
- e) Investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them 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 185 (committee on Appointments) and
- g) Make reports and recommendations to the County Assembly as often as possible, including recommendations of proposed legislation.

1.1 COMMITTEE MEMBERSHIP

The Committee on Gender, Culture, Children and Social Services was formed pursuant to provisions of Standing Order No. 191 of the County Assembly of Embu as read with section 14 (7) of the County Governments Act, 2012 No 17. The committee comprises of the following members;

- | | |
|----------------------------|------------------|
| 1. Hon.SicilyWarueMbugi | Chairperson |
| 2. Hon.NewtonKariukiNdwiga | Vice chairperson |
| 3. Hon.RoseRuguruKinyua | Member |

- | | |
|-----------------------------|--------|
| 4. Hon. Bernard NyagaKandia | Member |
| 5. Hon. Edith WanjiraNyaga | Member |
| 6. Hon.PatrickNjeruMukavi | Member |
| 7. Hon. Sicily RuguruNjiru | Member |

4. Hon. Bernard NyagaKandia	Member
5. Hon. Edith WanjiraNyaga	Member
6. Hon.PatrickNjeruMukavi	Member
7. Hon. Sicily RuguruNjiru	Member

1.0 MANDATE OF THE COMMITTEE

The mandate of the Committee is as outlined in Standing Order 191(5) of the County Assembly of Embu which states that, the functions of a sectoral committee shall be to –

- a) Investigate, inquire into and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;
- b) Study the Programme and policy objectives of the of departments and the effectiveness of the implementation;
- c) Study and review all County Legislation referred to it;
- d) Study, access and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;
- e) Investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them 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 185 (committee on Appointments) and
- g) Make reports and recommendations to the County Assembly as often as possible, including recommendations of proposed legislation.

1.1 COMMITTEE MEMBERSHIP

The Committee on Gender, Culture, Children and Social Services was formed pursuant to provisions of Standing Order No. 191 of the County Assembly of Embu as read with section 14 (7) of the County Governments Act, 2012 No 17. The committee comprises of the following members;

- | | |
|----------------------------|------------------|
| 1. Hon.SicilyWarueMbugi | Chairperson |
| 2. Hon.NewtonKariukiNdwiga | Vice chairperson |
| 3. Hon.RoseRuguruKinyua | 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 chief officer on 27th November 2017. The speaker in a message notified the County assembly of this notification of the nomination on 29th November 2017. The nomination was subsequently committed to the Committee on Gender, Culture, Children and Social Services to commence approval hearing and report to the assembly within fourteen (14) days.

Based on the aforementioned background, the committee conducted vetting exercise on Thursday 7th December 2017 for the nominee for the position of County chief officer Gender, Children, Culture and Social Services 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 chief officer for Embu County in the docket of Gender, Culture, Children and Social Services.
- To subject the nominee to public interrogation and receive her responses
- To make relevant recommendations 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.

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 her presentations and cooperation throughout the exercise.

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.

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 her presentations and cooperation throughout the exercise.

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 chief officer on 27th November 2017. The speaker in a message notified the County assembly of this notification of the nomination on 29th November 2017. The nomination was subsequently committed to the Committee on Gender, Culture, Children and Social Services to commence approval hearing and report to the assembly within fourteen (14) days.

Based on the aforementioned background, the committee conducted vetting exercise on Thursday 7th December 2017 for the nominee for the position of County chief officer Gender, Culture and Social Services 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 chief officer for Embu County in the docket of Gender, Culture, Children and Social Services.
- To subject the nominee to public interrogation and receive her responses
- To make relevant recommendations in form of a report on the nominee for consideration and adoption by the County Assembly.

2.0. COMMITTEE DELIBERATIONS

2.1 BACKGROUND

2.1.0 Functions of a county chief officer

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 chief officer to enable them match the nominee against the functions to be performed and the requirements of the position. Members observed that as per Section 45 (3) of the CGA the county chief officer shall be responsible to the respective county executive committee member for the administration of a county department as provided under section 46.

Under section 45(4), the CO shall be the authorized officer in respect of exercise of delegated power.

2.1.1 Appointment Process of the county chief officer

- i. Pursuant to Section 45(1) of the County Government Act of 2012 and Section 7 of the Embu County Public Appointment (County Assembly Approval) Act of 2015, H.E the Governor, in a letter dated 27th November 2017 Ref No. EBU/C.GVT/GVNR/CAE/1/ (32) notified the County Assembly through the Clerk the nomination of the candidate for the position of the county Chief Officer for Gender, Children, Culture and Social Services. Out of the many people who had applied, seven (7) were shortlisted. Interviews were conducted between 2nd October, 2017 to 7th November 2017 at Panesic Hotel.
- ii. On Wednesday 29th November 2017, the Honorable Speaker in a Message to the Assembly, informed the Assembly that the County Assembly had received the name of JANE NDEGI MUGAMBI as the name of the candidate nominated for the position of the county chief officer for Gender, Children, Culture and Social Services. He directed that the name and Curriculum Vitae of the said nominee to be referred to the relevant Committee (*The Committee on Gender, Culture, Children and Social Services*) for vetting and reporting to the House within 14 days.
- iii. The committee was satisfied that the County assembly complied with provisions of Article 179(2) (b) of the COK as read together with Sections 35 and 44 of the CGA, 2012 and Section 8 of the Embu County Public Appointment (County Assembly Approval) Act, 2015 on the notification to the nominee and to the public to submit memorandum in respect of the nominee, which notification was made through an advertisement in the media on 30th November 2017.

2.2 Vetting of the Nominee to Position of County chief officer

In conducting the vetting process, the committee on Gender, Culture, Children and Social Services 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
- (viii) Tax compliance

During its Sitting held on Thursday 7th December 2017, at the committee Room 2 at Ghanshyamplaza, the Committee orally interviewed, Mrs. Mugambi Jane Ndegi, thenominee for appointment as County chief officer for Gender, culture, children and Social Services

2.2 Vetting of the Nominee to Position of County chief officer

In conducting the vetting process, the committee on Gender, Culture, Children and Social Services 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
- (viii) Tax compliance

During its Sitting held on Thursday 7th December 2017, at the committee Room 2 at Ghaashyaplaza, the Committee orally interviewed, Mrs. Mugambi Jane Ndegi, thenominee for appointment as County chief officer for Gender, culture,children and Social Services

2.0. COMMITTEE DELIBERATIONS

2.1 BACKGROUND

2.1.0 Functions of a county chief officer

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 chief officer to enable them match the nominee against the functions to be performed and the requirements of the position. Members observed that as per Section 45 (3) of the CGA the county chief officer shall be responsible to the respective county executive committee member for the administration of a county department as provided under section 46.

Under section 45(4), the CO shall be the authorized officer in respect of exercise of delegated power.

2.1.1 Appointment Process of the county chief officer

- i. Pursuant to Section 45(1) of the County Government Act of 2012 and Section 7 of the Embu County Public Appointment (County Assembly Approval) Act of 2015, H.E. the Governor, in a letter dated 27th November 2017 Ref No. EBU/C.GVT/GVNR/CAE/1/ (32) notified the County Assembly through the Clerk the nomination of the candidate for the position of the county Chief Officer for Gender, Children, Culture and Social Services. Out of the many people who had applied, seven (7) were shortlisted. Interviews were conducted between 2nd October, 2017 to 7th November 2017 at Panesic Hotel.
- ii. On Wednesday 29th November 2017, the Honorable Speaker in a Message to the Assembly, informed the Assembly that the County Assembly had received the name of JANE NDEGI MUGAMBI as the name of the candidate nominated for the position of the county chief officer for Gender, Children, Culture and Social Services. He directed that the name and Curriculum Vitae of the said nominee to be referred to the relevant Committee (*The Committee on Gender, Culture, Children and Social Services*) for vetting and reporting to the House within 14 days.
- iii. The committee was satisfied that the County assembly complied with provisions of Article 179(2) (b) of the COK as read together with Sections 35 and 44 of the CGA, 2012 and Section 8 of the Embu County Public Appointment (County Assembly Approval) Act, 2015 on the notification to the nominee and to the public to submit memorandum in respect of the nominee, which notification was made through an advertisement in the media on 30th November 2017.

3.0 COMMITTEE'S FINDINGS AND OBSERVATIONS

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

1. THAT, interrogation of the nominee for Gender, Culture, Children and Social Services, Madam JANE NDEGI MUGAMBI yielded the results as outlined in the table below;

S/ N	Criteria	Remarks
1	Questionnaire to be filled in full	Satisfactory (annexure I)
2	A minimum of a degree from a recognized university	Satisfactory (annexure II, III, IV, V &VI)
3	Understanding of the position to which the candidate is proposed for appointment	Satisfactory
4	Experience relevant to the position - 10 years' experience in Administration and management	Satisfactory (annexure VII)
5	Clearance from Ethics and Anti-Corruption Commission (EACC)	Satisfactory (annexure VIII)
6	Clearance from Higher Education Loans Board (HELB)	Satisfactory (annexure IV)
7	Clearance from Kenya Police Service (Certificate of Good Conduct)	Satisfactory (annexure X)
8	Clearance from Credit Reference Bureau (CRB)	Satisfactory (annexure XI))
9	Clearance from Kenya Revenue Authority (KRA)	Satisfactory (annexure XII)
10	Willingness to work for the prescribed remuneration	Satisfactory
11	Knowledge of government management systems related to being a County Chief Officer	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	Satisfactory (annexure XIII)

3.1. FURTHER OBSERVATIONS

Members of the committee observed that during the tenure of the nominee in office (she is currently the chief officer in the gender, culture, children and social services docket) many positive achievements have been noted.

The most notable ones includes:

- i. Construction/building of 8 (eight) social halls in various wards within the county. These halls were already being used for various county activities. Also, she was able to inform the committee that construction of two (2) of the additional halls was ongoing.
- ii. The nominee also informed the members that through her leadership, various cultural groups within the county from different communities living in the county have been brought together and incorporated thus bringing cohesiveness which was very vital/necessary as far as bringing the much desired/needed unity within the county.
- iii. The nominee had also through her efforts ensured incorporation of members with special needs into the gender department affairs in that the department was paying Nhif for some old people, giving out wheel chairs to the physically challenged members of the community, bought walking canes to the visually challenged among other needs.
- iv. The nominee had also contributed generously to both women and youth groups within the county by giving them tents and chairs as a way of ensuring their improved economic worth.
- v. She had adopted three children after they were orphaned following the untimely death of their parents.
- vi. She had facilitated and overseen the construction of rescue centres and she was planning on doing more on the same.

3.1. FURTHER OBSERVATIONS

Members of the committee observed that during the tenure of the nominee in office (she is currently the chief officer in the gender, culture, children and social services docket) many positive achievements have been noted.

The most notable ones includes:

- i. Construction/building of 8 (eight) social halls in various wards within the county. These halls were already being used for various county activities. Also, she was able to inform the committee that construction of two (2) of the additional halls was ongoing.
- ii. The nominee also informed the members that through her leadership, various cultural groups within the county from different communities living in the county have been brought together and incorporated thus bringing cohesiveness which was very vital/necessary as far as bringing the much desired/needed unity within the county.
- iii. The nominee had also through her efforts ensured incorporation of members with special needs into the gender department affairs in that the department was paying Nhif for some old people, giving out wheel chairs to the physically challenged members of the community, bought walking canes to the visually challenged among other needs.
- iv. The nominee had also contributed generously to both women and youth groups within the county by giving them tents and chairs as a way of ensuring their improved economic worth.
- v. She had adopted three children after they were orphaned following the untimely death of their parents.
- vi. She had facilitated and overseen the construction of rescue centres and she was planning on doing more on the same.

3.0 COMMITTEE'S FINDINGS AND OBSERVATIONS

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

1. THAT, interrogation of the nominee for Gender, Culture, Children and Social Services, Madam JANE NDEGI MUGAMBI yielded the results as outlined in the table below;

S/ N	Criteria	Remarks
1	Questionnaire to be filled in full	Satisfactory (annexure 1)
2	A minimum of a degree from a recognized university	Satisfactory (annexure II, III, IV, V &VI)
3	Understanding of the position to which the candidate is proposed for appointment	Satisfactory
4	Experience relevant to the position - 10 years' experience in Administration and management	Satisfactory (annexure VII)
5	Clearance from Ethics and Anti-Corruption Commission (EACC)	Satisfactory (annexure VIII)
6	Clearance from Higher Education Loans Board (HELB)	Satisfactory (annexure IV)
7	Clearance from Kenya Police Service (Certificate of Good Conduct)	Satisfactory (annexure X)
8	Clearance from Credit Reference Bureau (CRB)	Satisfactory (annexure XI))
9	Clearance from Kenya Revenue Authority (KRA)	Satisfactory (annexure XII)
10	Willingness to work for the prescribed remuneration	Satisfactory
11	Knowledge of government management systems related to being a County Chief Officer	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	Satisfactory (annexure XIII)

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, and the relevant laws, recommends to the County Assembly through a unanimous resolution, approval of the nominee, **MRS. JANE NDEGI MUGAMBI** to the position of the County chief officer for Gender, Culture, Children and Social Services of Embu County.

5.0. CONCLUSION

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

NAME	POSITION	SIGNATURE
1. Hon. Newton Kariuki Ndwiga	Vice chairperson	
2. Hon. Rose Ruguru Kinyua	Member	
3. Hon. Bernard Nyaga Kandia	Member	
4. Hon. Edith Wanjira Nyaga	Member	
5. Hon. Patrick Njeru Mukavi	Member	
6. Hon. Sicily Ruguru Njiru	Member	

Signed  Date 9/12/2017

HON. SICILY WARUE MBUGI, MCA

CHAIRPERSON

GENDER, CULTURE, CHILDREN AND SOCIAL SERVICES

5.0. CONCLUSION

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

NAME	POSITION	SIGNATURE
1. Hon. Newton Kariuki Ndwiga	Vice chairperson	
2. Hon. Rose Ruguru Kinyua	Member	
3. Hon. Bernard Nyaga Kandia	Member	
4. Hon. Edith Wanjira Nyaga	Member	
5. Hon. Patrick Njeru Mukavi	Member	
6. Hon. Sicily Ruguru Njiru	Member	

Signed  Date 9/12/2017

HON. SICILY WARUE MBUGI, MCA

CHAIRPERSON

GENDER, CULTURE, CHILDREN AND SOCIAL SERVICES

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, and the relevant laws, recommends to the County Assembly through a unanimous resolution, approval of the nominee, **MRS. JANE NDEGI MUGAMBI** to the position of the County chief officer for Gender, Culture, Children and Social Services of Embu County.

6.0 LIST OF ANNEXURES

Filled in Questionnaire.....	Annexure I
Master's degree certificate	Annexure II
Degree Certificate.....	Annexure III
Diploma in Agricultural Education	Annexure IV
East African Advanced certificate of education	Annexure V
East African Examination Council	Annexure VI
Curriculum Vitae.....	Annexure VII
EACC Self-Declaration form.....	Annexure VIII
Certificate of Clearance from HELB.....	Annexure IX
Police Clearance Certificate.....	Annexure X
Certificate of Clearance from Credit Reference Bureau.....	Annexure XI
KRA Tax Compliance Certificate.....	Annexure XII
Committee Minutes	Annexure XIII
Nominees Oath During his approval Hearing.....	Annexure XIV
Nomination of Candidate for the position of Chief Officer	Annexure XVI
Application for employment form	Annexure XVII

6.0 LIST OF ANNEXURES

Filled in Questionnaire.....	Annexure I
Master's degree certificate	Annexure II
Degree Certificate.....	Annexure III
Diploma in Agricultural Education	Annexure IV
East African Advanced certificate of education	Annexure V
East African Examination Council	Annexure VI
Curriculum Vitae.....	Annexure VII
EACC Self-Declaration form.....	Annexure VIII
Certificate of Clearance from H.E.L.B.....	Annexure IX
Police Clearance Certificate.....	Annexure X
Certificate of Clearance from Credit Reference Bureau.....	Annexure XI
KRA Tax Compliance Certificate.....	Annexure XII
Committee Minutes	Annexure XIII
Nominees Oath During his approval Hearing.....	Annexure XIV
Nomination of Candidate for the position of Chief Officer	Annexure XVI
Application for employment form	Annexure XVII

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)*

JAYNE NDERI . M. MUGAMBI

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

CHIEF OFFICER GENDER CULTURE, CHILDREN
AND SOCIAL SERVICES

3. Sex:
FEMALE
4. Date of Birth: (State year and Place of Birth)
27th SEP. 1959 MBEERE
5. Marital Status:
MARRIED
6. Daytime Phone Number:
0722 250 806
7. Mobile Phone Number:
0722 250 806
8. E-mail Address:
ndegijane@gmail.com
9. ID No./Passport Number:
0266003 PASSPORT No. - B025798
10. Personal Identification Number:
~~2016~~ 2016 A001541174M
11. Nationality:
KENYAN
12. Postal Address:
P.O. Box 103839 - 00101 NAIROBI (JAMIA MALL)
13. City/Town:
NAIROBI

3. Sex: FEMALE
4. Date of Birth: (State year and Place of Birth)
27th SEP. 1959 MBERE
5. Marital Status:
MARRIED
6. Daytime Phone Number:
0722 250 806
7. Mobile Phone Number:
0722 250 806
8. E-mail Address:
ndegijane@gmail.com
9. ID No./Passport Number:
0266008 PASSPORT No. - B025798
10. Personal Identification Number:
~~2096~~ 2096 A001541174M
11. Nationality:
KENYAN
12. Postal Address:
Box 103839 - 00101 NAIROBI (JAMIA MALL)
13. City/Town:
NAIROBI

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)*

JAYNE NDERI . M. MUGAMBI

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

CHIEF OFFICER GENDER CULTURE, CHILDREN
AND SOCIAL SERVICES

14. Knowledge of Languages: (Specify Languages)

ENGLISH, KISUMU, KIMBERE

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).

YEAR	MONTH/DAYS	UNIVERSITY/COLLEGE	AWARD/ATTAINMENT
From	To		
2007 Sep	2010 July	KENYATTA UNIVERSITY	DEGREE MASTERS IN ENVIRONMENTAL AGR
1998 Aug	2002 Oct	KENYATTA UNIVERSITY	B. ED SCIENCE EDUCATION & ZOOLOGY
1979 Sep	1982 July	EGERTON COLLEGE	HIGHER DIPLOMA IN AGRICULTURAL EDUCATION AND EXTENSION.

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).

YEAR	EMPLOYER'S NAME	POSITION/ROLE DESIGNATION
2016 - To DATE	EMBU COUNTY GOVERNMENT	CHIEF OFFICER GENDER
2013 - 2015	UNIVERSITY OF EMBU	LECTURER & DEAN OF STUDENTS
2011 - 2013	TSC BURIA DEPT SEC	HOD AGRICULTURE
2010 - 2011	TSC RUTHNITU SEC	HOD - Head of Department AGRICULTURE
2008 - 2002	KENYA SCIENCE TEACHER COLLEGE	LECTURER IN BIOLOGY & EDUCATION
2002 - 1986	KENYA HIGH SCHOOL (K)	HOD AGRICULTURE
1984 - 1986	MURUGU HIGH SCHOOL	AGRICULTURE TEACHER
1982 - 1984	KANGARUO HIGH	"
1989 - 2002	K.N.E.C	SENIOR EXAMINER

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).

2009/2010 - Outstanding Member of the ICPE
Scholars' Association
2002 - 2nd Position (ASAC) in THE COUNTY PERFORMANCE
IN THE NATIONAL EXAM
2007 Jan 2-22nd - Trained by USAID.

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)

USAID IN PLEDO - TOWNS HOPKINS UNIVERSITY (TOT)
SMA SSE PROJECT - CYCLE 2, 3, & 4 2005
RUFORUM - MSc Scholarship (2007-2010)

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).

NEEA - Member of Environmental Impact assessment
2004

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.

- Gender Policy For UNIVERSITY OF EMBU 2014-2015
- Gender Based VIOLENCE Policy For EMBU UNIVERSITY 2014-2015
- MSc Thesis 2007-2010 on -the
Research on Maize & Sorghum.

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).

2009/2010 - Outstanding member of the ICIPE
Scholars' Association

2002 - 2nd Position (ASAC) in THE COUNTY PERFORMANCE
IN THE NATIONAL EXAM

2007 Jan. 2-22nd - Trained by USAID.

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)

USAID IN PIECO - JONAS HOPKINS UNIVERSITY (JOT)
SMA SSE PROJECT - CYCLE 2, 3, & 4 2005
RU Forum - MSc Scholarship (2007-2010)

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).

NEEA - Member of Environmental Impact assessment
2004

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.

- Gender Policy For UNIVERSITY of EMBU 2014-2015
- Gender Based VIOLENCE Policy For EMBU UNIVERSITY 2014-2015
- MSc Thesis 2007-2010 and the
Research on Maternal & Sexual.

14. Knowledge of Languages: (Specify Languages)

English, Kiswahili & KIMBERE

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).

YEAR	MONTH/DATE	UNIVERSITY/COLLEGE	AWARD/ATTAINMENT
From	To		
2004	2010	KENYATA UNIVERSITY	DEGREE MASTERS IN ENTOMOLOGY AGR
1998	2004	KENYATA UNIVERSITY	B. EN SCIENCE B.TAN & Zoology
1974	1982	EGERTON COLLEGE	HIGHER DIPLOMA IN AGRICULTURAL EDUCATION AND EXTENSION.

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).

YEAR	EMPLOYER'S NAME	POSITION/RANK DESIGNATION
From	To	
2016	2015	EMBU COUNTY GOVERNMENT
2013	2015	UNIVERSITY OF EMBU
2011	2013	TSC RARUA DEPT SEC
2010	2011	TSC RUTHNITU SEC
2008	2002	KENYA SCIENCE TEACHER COLLEGE
2002	1981	KENYA HIGH SCHOOL (K)
1984	1986	MANGU HIGH SCHOOL
1982	1984	KANGUADO HIGH
1989	2002	K.N.E.C

- (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.

1. A Lecturer at Kenya Science College (Affiliate of Chemochar Campus 2006-2007) - Appointed thru qualification
2. CHIEF OFFICER GENERAL - Appointed (Contract) ^{Deputy}
3. Coordinator of Students & a lecturer at University of Embu - Appointed & qualified thru teaching experience.

- (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.

I WAS AN AGENT FOR HIS EXCELLENCY ^(Governor, Embu) IN MBERE SOUTH LAST CAMPAIGN ^{MAITI WANGI} Assignment to oversee the administration of Voting and Counting.

- (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)

N/A

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)

NOT OF ANY I KNOW

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).

1. SALARY FROM THE TRB - $130 \times 12 = 1560,000$ KES
2. PROCEED FROM MY SHAMBIA - $25K \approx 60K$
ABOVE ARE ^{NOT} LESS DEDUCTIONS &
PERSONAL EXPENDITURE

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)

I HAVE FULLY COMPLIED

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)

N/A

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)

NOT OF ANY I KNOW

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).

1. SALARY FROM THE JOB - $120 \times 12 = 1560000$ KES
2. PROCEED FROM MY SHARE - $25K = 60K$
ABOVE ARE ^{NOT} LESS DEDUCTIONS &
PERSONAL EXPENDITURES

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)

I HAVE FULLY COMPLIED

- (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.

1. A Lecturer at Kenya Science College (Affiliate of Chemochar Campus) 2006-2007 - Appointed thru qualification
2. CHIEF OFFICER GENDER - Appointed (Contract) (Presmer)
3. Coordinator of Students & a lecturer at University of Embu - Appointed & qualified thru teaching experience.

- (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.

I WAS AN AGENT FOR HIS EXCELLENCY (Governor) EMBU MATI WANGI IN MBEERE SOUTH LAST CAMPAIGN Assignment to oversee the administration of voting and counting.

- (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

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

Slightly below 1.2 KES.

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.

NONE OF MY FAMILY MEMBERS ARE IN BUSINESS SO THEY WILL NOT CAUSE ANY CONFLICT OF INTEREST. NONE OTHERS TO MY BEST OF UNDERSTANDING.

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

I WILL FOLLOW CHAPTER SIX OF OUR CONSTITUTION TO REMAIN RELEVANT IN THE JOB & MAINTAIN INTEGRITY

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)

I adopted three children and educated them to ^{the} University and this has been great Satisfaction for us as a family since they were orphaned suddenly.

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.

N/A

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?

N/A

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

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.

N/A

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?

N/A

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

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

Slightly below 1.2 KES.

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.

NONE OF MY FAMILY MEMBERS ARE IN BUSINESS SO THEY WILL NOT CAUSE ANY CONFLICT OF INTEREST. NONE OTHERS TO MY BEST OF UNDERSTANDING.

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

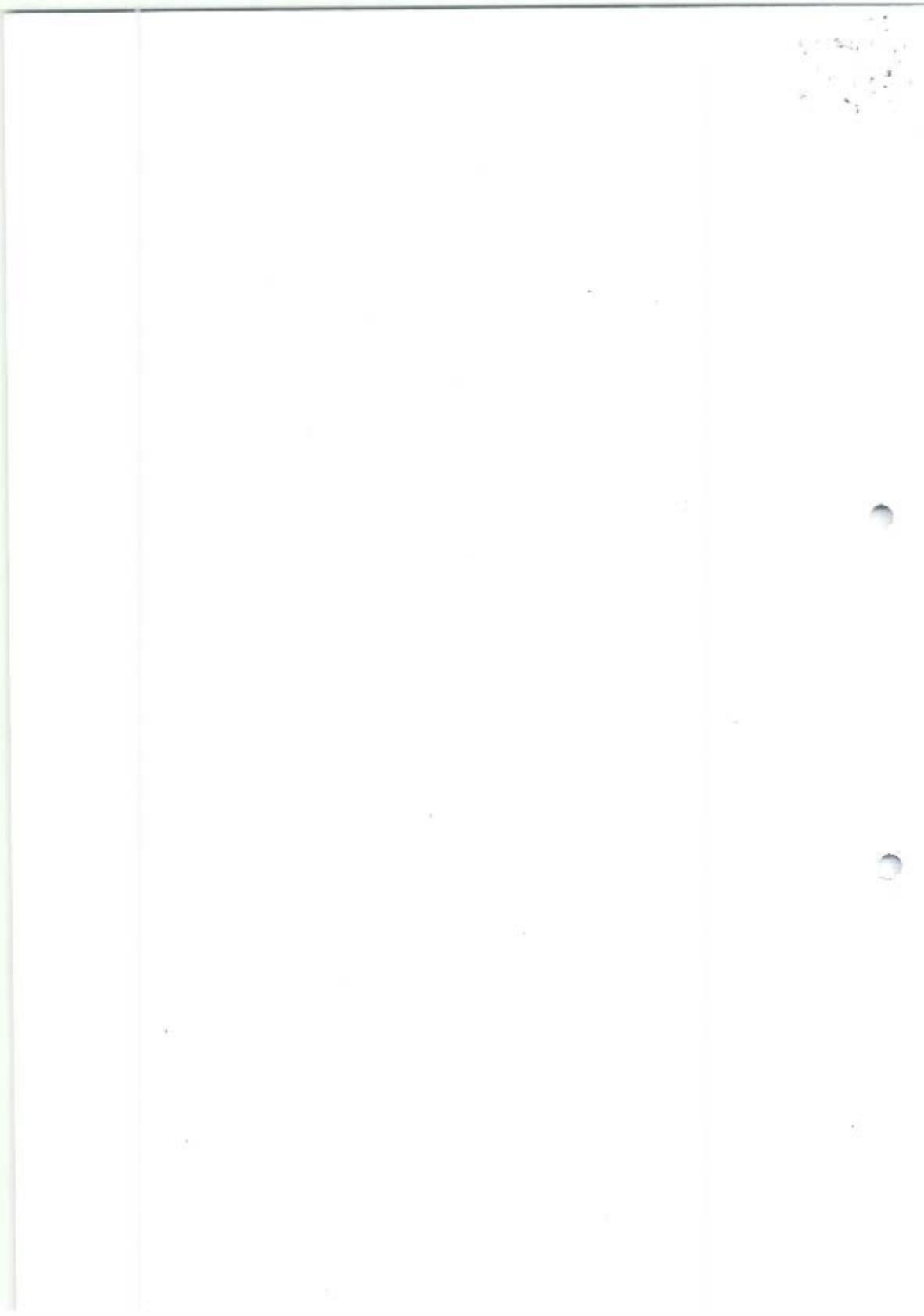
I WILL FOLLOW CHAPTER SIX OF OUR CONSTITUTION TO REMAIN RELEVANT IN THE JOB & MAINTAIN INTEGRITY

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)

I adopted three children and educated them to ^{the} University and this has been great Satisfaction for us as a family since they were orphaned suddenly.

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

1. PROF. JOY OBANDO
DEPARTMENT OF GEOGRAPHY
P.O Box 43844
NAIROBI, KENYA TEL. 0722 966 134
Email obandojoy@yahoo.com
2. DR. LEONARD PETER MBUGI
Kenyaatta University, Zoological Sciences Department
Box 43844, NRB, Kenya. 0721 340364
email mbugi_ip.com
3. Dr. Ruth Kaliga Wangui
Nairobi University, Box 30596 - 00100 NRI
Department of Physical Education
TEL. 0722 704851





KENYATTA UNIVERSITY

This is to certify that
Jane Ndegi Mugambi

having satisfied all the requirements was
awarded the Degree of
MASTER OF SCIENCE

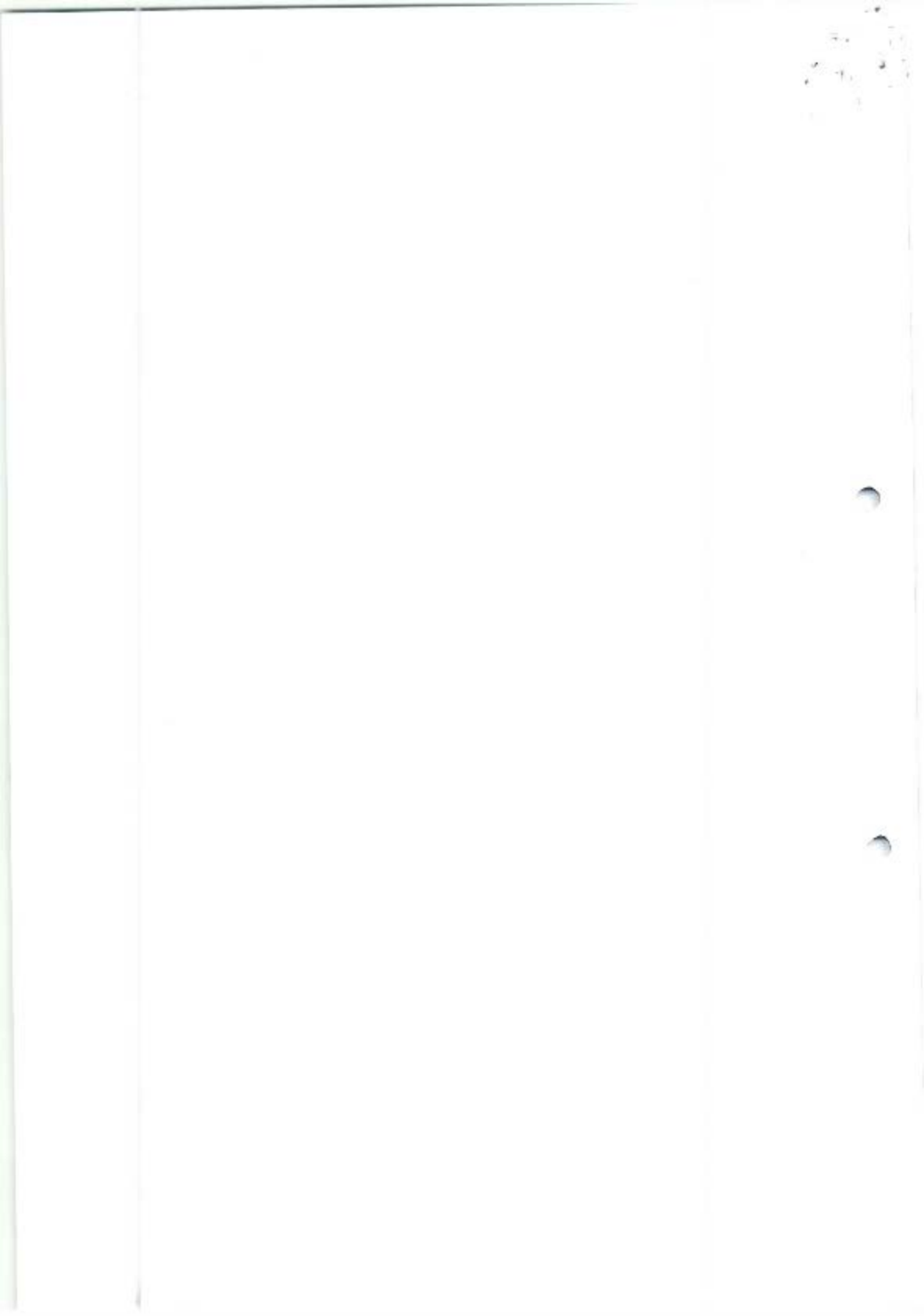
at a congregation held at this University
on the Second Day of July
in the Year
Two Thousand and Ten

Olugenda

Vice Chancellor

Jane Ndegi Mugambi

Registrar (Academic)





KENYA UNIVERSITY

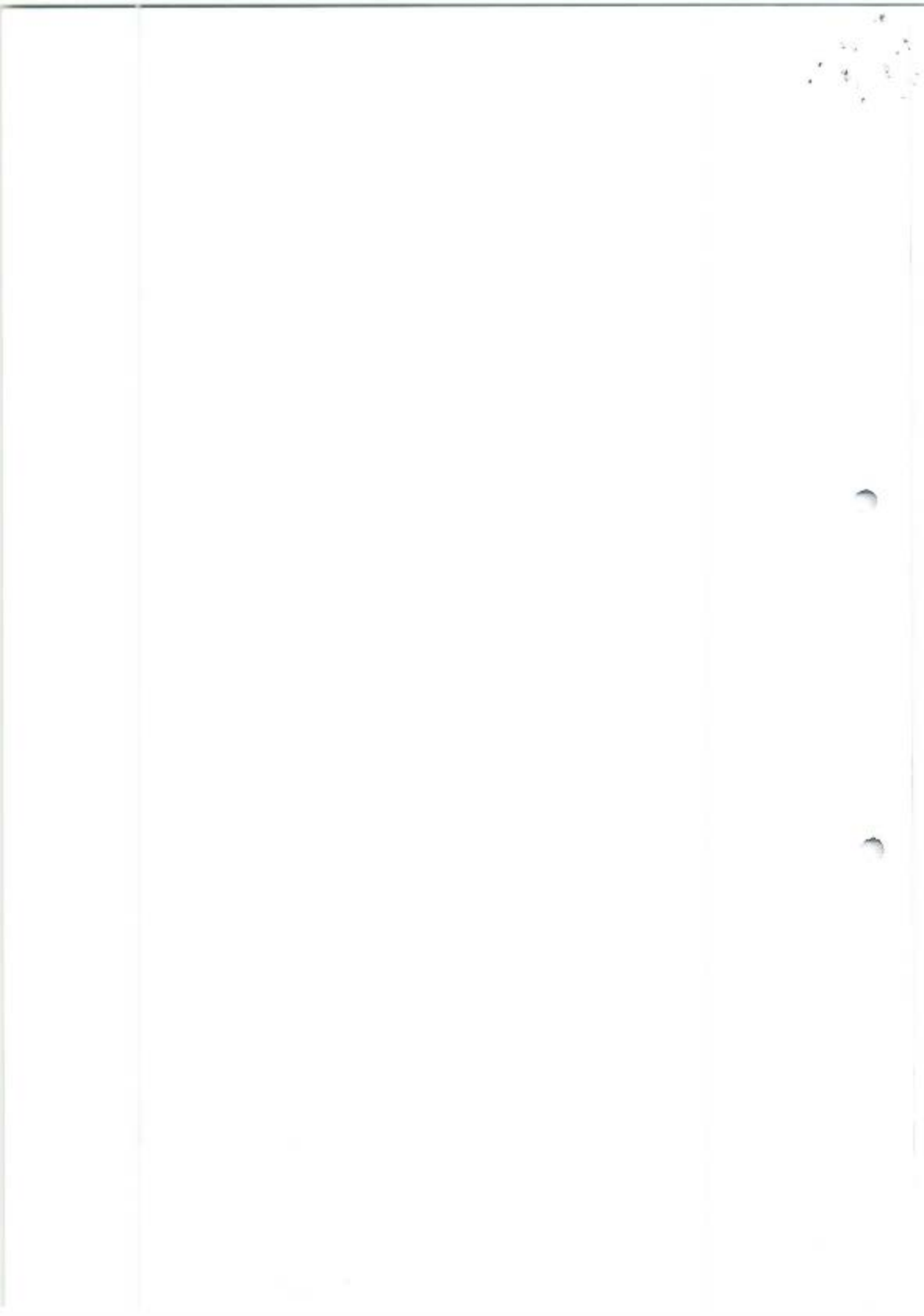
This is to certify that
Jane Ndegi Mugambi

having satisfied all the requirements was
awarded the degree of
BACHELOR OF EDUCATION
(SCIENCE)
SECOND CLASS LOWER DIVISION

at a congregation held at this University
on the Eighteenth Day of October
in the Year
Two Thousand and Two

E. S. Daniwani
Vice Chancellor

A. M. Mwangi
Registrar (Academic)





IV

EGERTON COLLEGE
KENYA
DIPLOMA IN
AGRICULTURAL EDUCATION

Jayne Ndegi Kagina

having completed the course of practical and theoretical instruction and having satisfied the Examiners at the conclusion of her studies is awarded the Diploma in Agricultural Education by the Academic Board of the College.

[Signature]
Principal

[Signature]
Secretary to the Academic Board.

Dated this 22nd day of October 1982

No. AE. 379

7
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

THE EAST AFRICAN EXAMINATIONS COUNCIL



This is to certify that the candidate named below sat for the Examination for the East African Advanced Certificate of Education and qualified for the award of an

EAST AFRICAN

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.

CANDIDATE'S NAME

W3301 501

CANDIDATE'S ID. NO.

SUBJECT(S)

SUBJECT(S)	GRADE
STRENGTH	
PRINCIPAL	C
SUBSIDIARY	B
PRINCIPAL	A

SIGNATURE OF CANDIDATE

ISSUED FOR THE EXAMINER/NEET 30. 1974

Handwritten signature of the Secretary of the East African Examinations Council.

Secretary
East African Examinations Council

Handwritten signature of the Chairman of the East African Examinations Council.

Chairman
East African Examinations Council

(See overleaf)



VI
THE EAST AFRICAN EXAMINATIONS COUNCIL

This is to certify that the candidate named below sat for the Examination for the
East African Certificate of Education and qualified for the award of an

EAST AFRICAN CERTIFICATE OF EDUCATION

B. K. Kivumbi

Secretary
East African Examinations Council

J. N. Karanja

Chairman
East African Examinations Council

(See overleaf)



CURRICULUM VITAE

A. PERSONAL DETAILS

NAME	JANE NDEGI MUGAMBI
ADDRESS	P. O. BOX 103839 - 00100, NAIROBI
CELL PHONE	0722 250 806
EMAIL	ndegijane@gmail.com or ndegij@yahoo.com
DATE OF BIRTH	27TH SEPTEMBER 1959
CITIZENSHIP	KENYAN
GENDER	FEMALE

B. CAREER PROFILE

I have over 30 years' experience in the education sector as a career teacher and social services with B.Ed in Botany and Zoology, Msc in Agricultural Entomology from Kenyatta University and a Diploma in Agricultural Education and Extension from Egerton University. I have gained a wide range of experience from on-the-job-trainings and working in different institutions like Kenya High Girls where I increased farm produce to lower the Kitchen budget as the head of Agriculture Department for 18 years. Later I joined Kenya Science Teachers College as a Biology tutor and supervisor for teaching practice. I then translated into a Biology lecturer after the college converted into a Campus of the University of Nairobi. In 2013, I joined the University of Embu, multitasking as a Tutorial Fellow and Dean of Students. In the Department of Agriculture Resource Management, I undertook many extension services to the communities in the university neighborhood. I have published two policies in Gender and my Msc Thesis in Entomology. Since March, 2016 to date, I have been working with the County Government of Embu as a Chief Officer for Gender, Culture, Children and Social Services.

C. WORK EXPERIENCE:

PERIOD	Year 2016 to Date
INSTITUTION	Embu County Government
POSITION	Chief Officer
DEPARTMENT	Gender, Culture, Children and Social Services

Responsibilities;

- Administration of the Department
- Formulation and implementation of programs
- Development and implementation of Department's Strategic Plans
- Implementation of Policies and regulations



- Ensuring adherence to legal requirements, National values and Principles
- Carrying out other support activities in line with the County Government work

PERIOD	Year 2013 to 2015
INSTITUTION	Embu University College
POSITION	Tutorial Fellow
WORK STATION	Embu

Responsibilities;

- student affairs Coordinator
- Lectured - Agricultural entomology, Biology teaching methods, Animal nutrition, Animal production, HIV AIDS- General Course.

Other University Appointments

- Chairperson, Gender Mainstreaming Embu University College. Key achievement – Developed and published two policies that are being implemented by the College to improve gender relations and empowerment, and also entrench gender mainstreaming within the college.
- (i) Embu University Gender Policy
- (ii) Gender based violence policy
- Assistant Chairperson, Inspection and Acceptance Committee
- Member, Environmental Committee
- Member, Publicity Committee
- Secretary - Accommodation, Kitchen and Health Committee

PERIOD	Year 2010 to 2013
INSTITUTION	Mt. Kenya University
POSITION	Part Time Lecturer

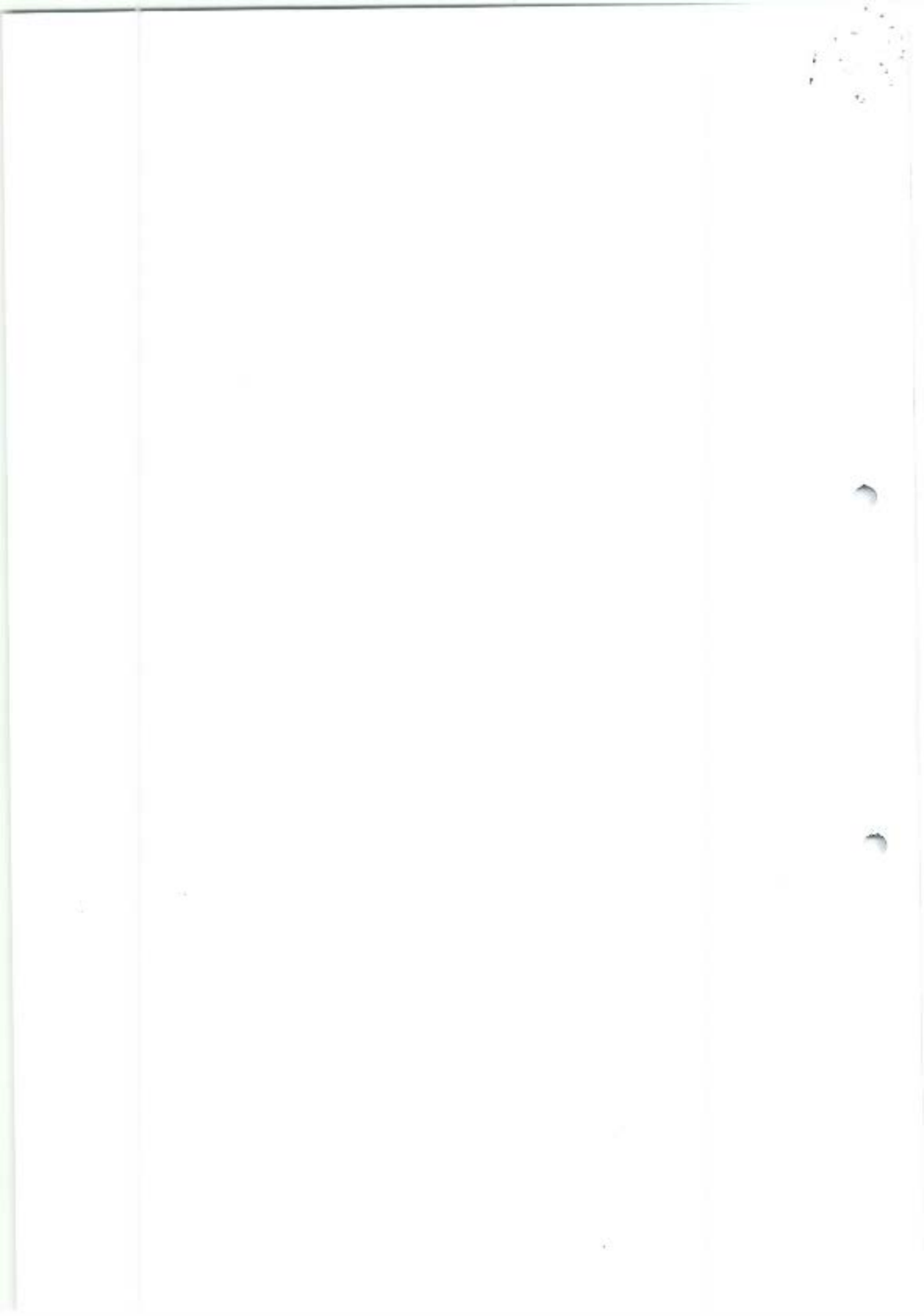
Responsibilities;

- Course instructor;
Introduction to Ecology & Bio analysis, Taxonomy, Vertebrate Zoology, Agricultural Entomology, HIV AIDS.

PERIOD	Year 2007 - 2009
ORGANIZATION	University of Nairobi (Kenya Science Campus)
TITLE	Lecturer

Responsibilities:

- Lectured the following units:-
 - i. Animal Classification and Diversity.
 - ii. Plant Classification and Diversity.
 - iii. Animal Parasitology.
 - iv. Pests of Trees and Plants.
 - v. Insect Morphology and Ecology.
 - vi. Pests of Storage Grains.



- vii. Invertebrate Zoology.
- viii. Reproduction in Plants and Animal
- ix. Soil and Water Conservation.
- x. Genetics
- xi. Growth and Development in Animals.
- xii. Subject Methods in Biology for Secondary School Teachers Training as Diploma Science Teachers.

PERIOD	Year 2003 - 2006
INSTITUTION	Kenya Science Teachers Training College (KSTTC)
POSITION	Lecturer

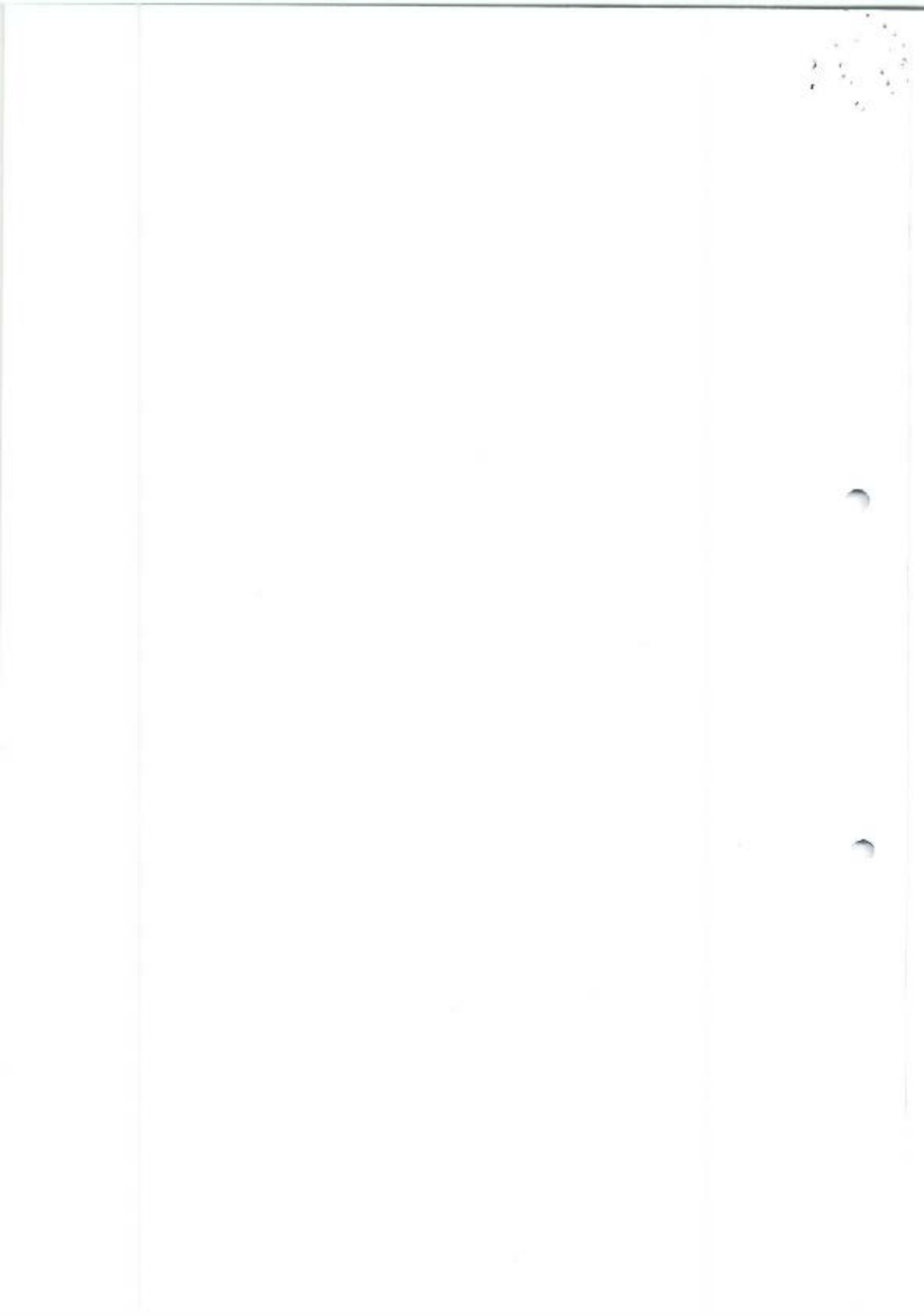
Responsibilities:

- Secretary to the Graduation Committee: I took minutes two months prior to the graduation, then sent 2,500 invitations to guests and successfully 2,300 guests turned up.
- The Deputy Head of Biology Department I revised the breakdown of units taught. I also supervised the teaching within the department.
- Class Tutor and Counselor: I ensured that all students attended their lectures and counseled those who had academic and social needs. The entire class of 29 students graduated.
- Chairperson of the Farm Projects Committee: I supervised the running of the farm, the health and productivity of livestock (cows, pigs and poultry), as a result the farm produced enough eggs and milk for the college and excess was sold.
- Teaching Practice: For a period of 7 years, I supervised diploma secondary science Education teachers in the fields of Biology, Chemistry, Physics, Mathematics, Physical Education and Education. The graduates are renowned for good delivery in secondary Schools. Most understood the corrections during teaching practice and only 5 out of 218 scored grade C.
- Lectured the same units as those taught at the University of Nairobi.

PERIOD	Year 1986 - 2003
INSTITUTION	Kenya High School
POSITION	Agriculture Teacher

Responsibilities:

- Head of Agriculture Department I initiated and managed the school farm which consisted of a piggery, dairy farm, poultry farm, which I sustained for 17 years until my transfer to KSTTC.
- During this period the school kitchen was supplied with eggs and maize flour from the farm produce. Also the farm generated capital from these products.
- Initiator and Manager of the School Farm and Livestock Units: This became a school



Business enterprise generating capital and created employment to several casual laborers and 2 permanent farm employees.

- Acting Head of Games Department.
- Committee Member of the Kenya Freedom from Hunger Council
- Member of the Academic and Disciplinary Committee.
- School Timetables member

PERIOD	Year 1984 - 1986
INSTITUTION	Mang'u High School
POSITION	Agriculture Teacher

Responsibilities:

- Deputy Head of Agriculture Department
- Initiated the Pigs Unit.
- Member of Games Committee.

PERIOD	Year 1982 - 1984
INSTITUTION	Kangundo High School
POSITION	Agriculture Teacher

PERIOD	Year 1979
INSTITUTION	Nyangwa Boys
POSITION	Mathematics and Biology Teacher

D. ACADEMIC/PROFFESIONAL BACKGROUND

2014-Ongoing (to date)

- ✓ Pursuing a PhD in Agricultural Resource Management on post-harvest practices of pearl millet at Kenyatta University College.
- ✓ **Accomplishment:** Data collection completed and analysis ongoing. Training and capacity building of farmers to equip farmers on post-harvest practices of pearl millet initiated and ongoing in Embu County, Arid and Semi-arid regions.

2006-2010: Kenyatta University

- ✓ MSc. Degree (Agricultural Entomology)
- ✓ **Thesis title:** Cross mating and Oviposition Behavior between Strains of *Cotesia sesamiae*. Cameron (HYMENOPTERA: BRACONIDAE) from Kitale, Mombasa and Mt. Kenya.

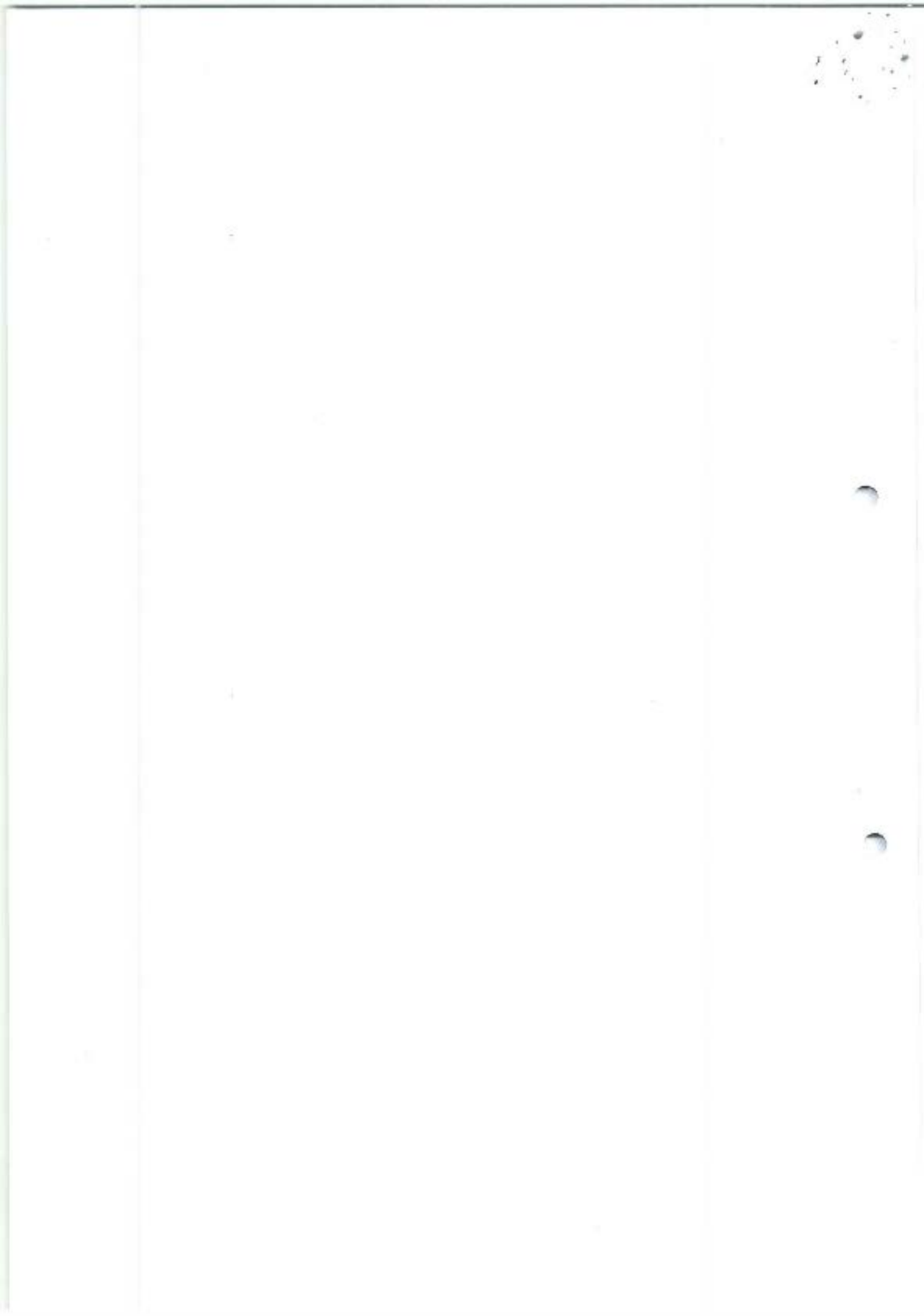
1998 - 2001: Kenyatta University

- ✓ B.Ed (Science) in Botany and Zoology

1979 - 1982: Egerton University College, Njoro

- ✓ Diploma in Agricultural Education and Extension

1977 - 1978: Kangaru High School, Embu



- ✓ K.A.C.E – 3 Principals

1973 – 1976: Highlands Moi Girls School

- ✓ Attained DIVISION II

Computer Skills:

- ✓ 2002: Basic Concepts of IT, Using the computer and Managing Files,
- ✓ Windows, Spreadsheets –Excel, Databases – Access, Presentation –
- ✓ PowerPoint, Information and Communication.

E. CAREER HIGHLIGHTS

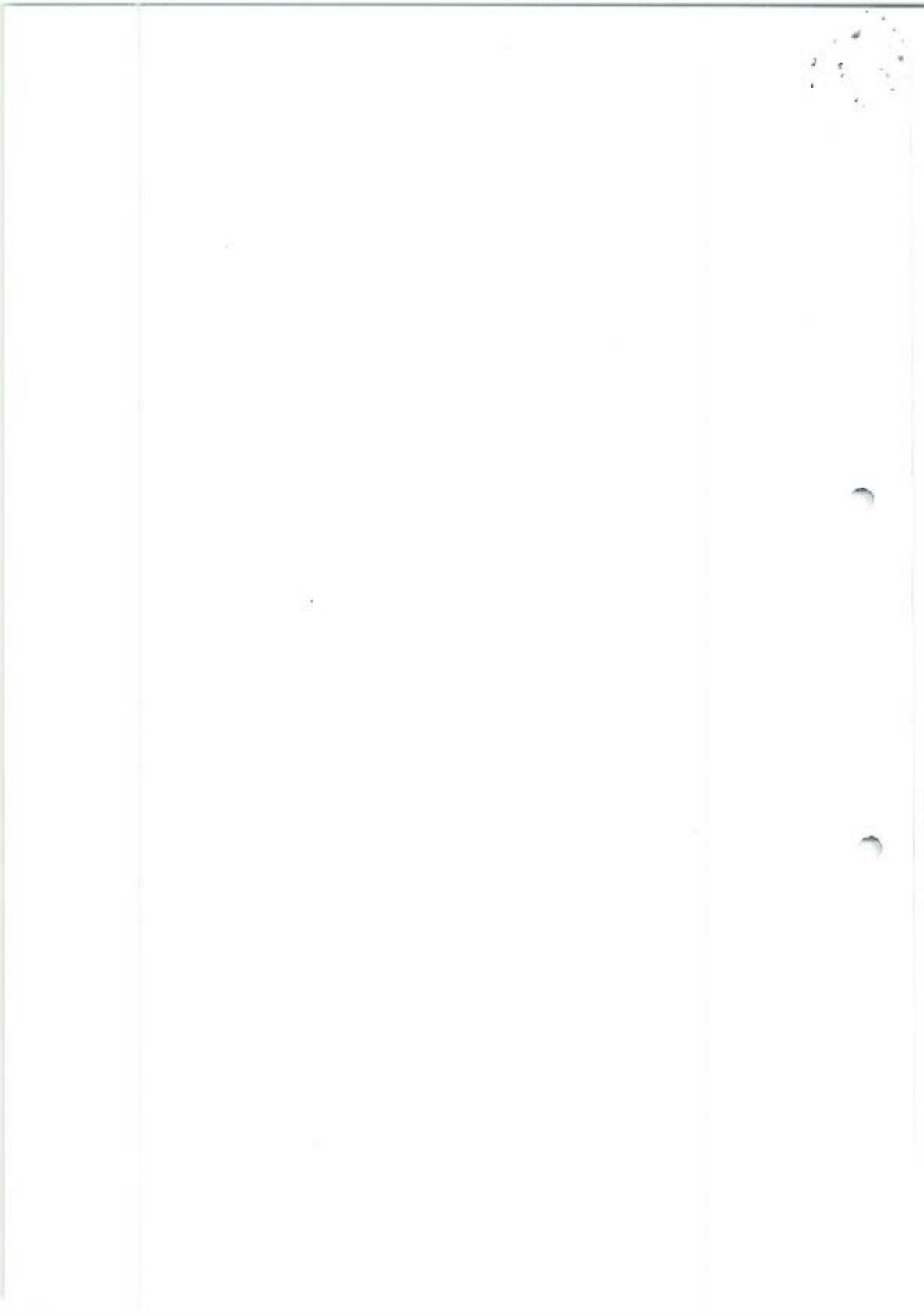
- ✓ 2010: I was trained on **"Water Management Decision Making, Environmental Aspects and Risk Assessment"** at Hebrew University of Jerusalem on 22nd February – 3rd March, 2010 at Rehovot, Israel.
- ✓ 2009: I was trained on **Scientific Data Management** on 28th September – 6th October, 2009 at the Botanical Beach Hotel in Uganda.
- ✓ 2006: I trained Mwalimu Sacco Member on HIV/AIDS.
- ✓ 2005: I prepared a curriculum for the National Environmental Management Authority (NEMA).
- ✓ 2004 to date: I am a KNEC Moderator for KCSE and Diploma in Agriculture.
- ✓ 1992: I was appointed a Committee Member of the Kenya Freedom from Hunger Council
- ✓ 1986: I was appointed a Life Member of the Agricultural Society of Kenya (A.S.K).

F. GRANTS AWARDED:

- MSc. Grant from RUFORUM.
- Scientific Data Management for Southern and Eastern African Countries sponsored by IFS – International Foundation for Science in Uganda.
- MASHAV – Sponsorship for "Water Management Decision Making, Environmental Aspects & Risk Assessment Course" in Israel

G. AWARDS:

- Certificate in pedagogy and agogy
- Certificate in Counseling – HIV (2008)



- Certificate of Trainer of Trainers on HIV (2008)
- Certificate of Merit – MOEST (2002)
- Certificate of Commendation – MOEST (2002)
- Swimming Gala Certificate of Appreciation – Kenya High School (2001)

H. CONFERENCES, WORKSHOPS AND TRAININGS ATTENDED:

- ❖ Senior Management Course at Kenya School of Government, 2017
- ❖ 6th Science Conclave 2013, Allahabad, December 8-14th, India 2013.
- ❖ RUFORUM Biennial Conference on 12th -27th September, 2009, at Entebbe, Uganda.
- ❖ RUFORUM Biennial Conference on 20th -24th September, 2010, at Entebbe, Uganda.
- ❖ Water Management Decision Making, Environmental Aspects & Risk
- ❖ Assessment at Hebrew University of Jerusalem held in Rehovot, Israel on February 22nd – March 3rd, 2010.
- ❖ Kenyatta University's 20th Postgraduate Seminar held on 16th June, 2010.
- ❖ Scientific Data Management for Southern and Eastern African Countries, held in Entebbe, Uganda on 28th September – 6th October 2009.
- ❖ Trainer of Trainers in HIV Peer Leadership held in Nairobi on 22nd January –2nd February, 2007

I. SKILL SETS

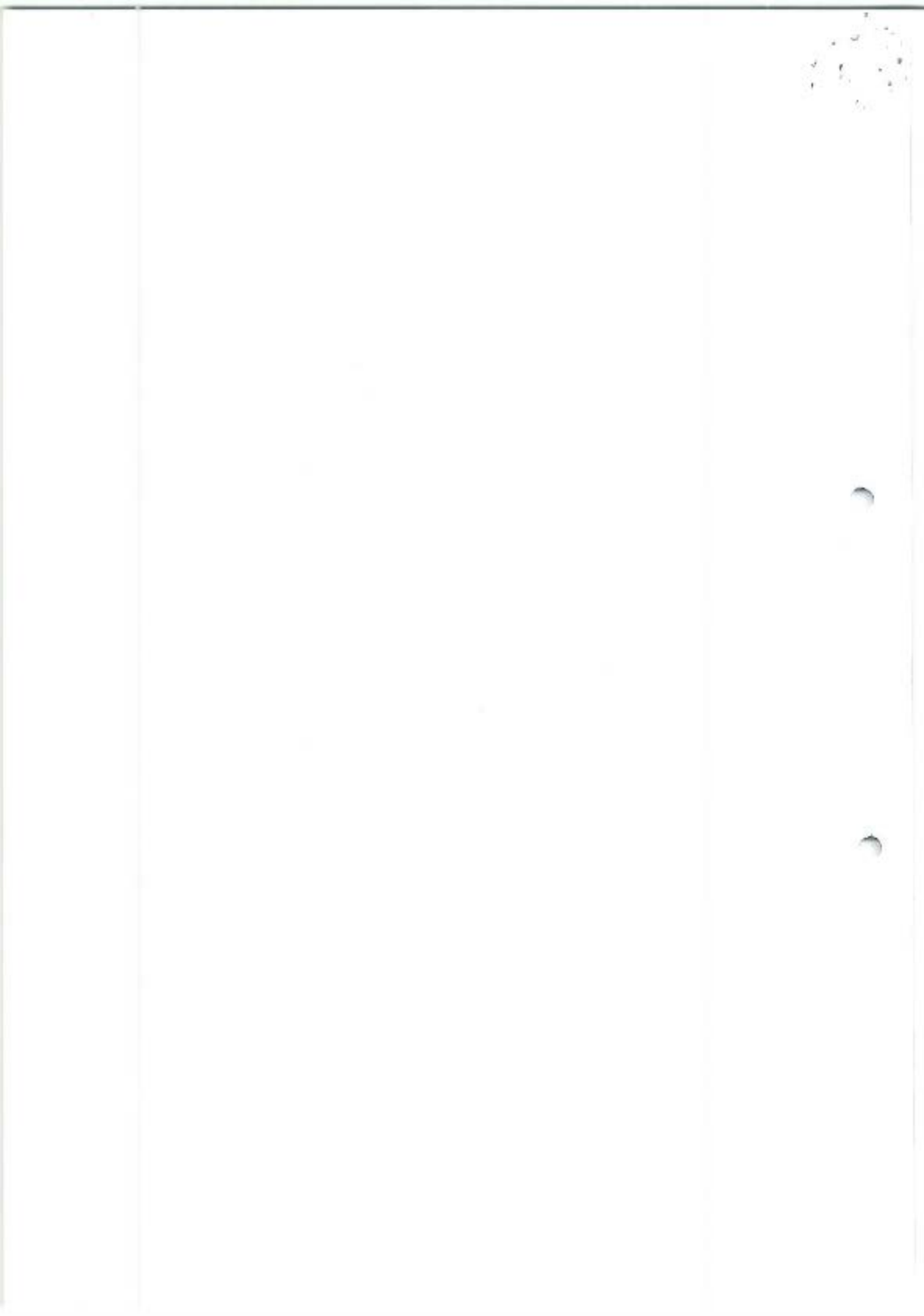
- ✓ Organizational Development cum project planning skills
- ✓ Data analysis skills.
- ✓ Adequate Guidance and Counseling skills.
- ✓ Good Social Enterprise Modeling skills
- ✓ Good communication skills using theatre.
- ✓ Excellent Public Relations skills.
- ✓ Creative and Innovative
- ✓ Excellent documentation and success story writing skills

J. INTERESTS:

- Swimming
- Athletics
- Gardening

REFEREES

Prof. Joy Obando,
Kenyatta University



Department of Geography
P.O. Box 43844
Nairobi, Kenya
Tel: +254-733-785401; +254-722-966134
E-mail: obandojoy@yahoo.com

Dr. Lenard Patrick Mbugi
Kenyatta University
Zoological Sciences Department
P.O. Box 43844
Nairobi, Kenya
Tel: +254-721-340364
E-mail: mbugi_lp.com



VIII (32)

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

Mr/Mrs/Prof/ Miss/Ms/Dr Bw/Bi/Prof/ Binti/Bibi/Dkt	Surname / Jina la ukoo	First Name / Jina la Kwanza	Middle Name / Jina la Katikati	Other Names / Majina Mengine
	MUGAMBI	JANE	NDEGI	MACHARIA KAGINA
ID CARD No. No. ya Tambulisho	PASSPORT NO. NA. ya PASIPOTI	EXPIRY DATE OF PASSPORT TAREHE YA MUDA WA PASIPOTI KUIISHA		PIN NO. NA. ya PIN
0266008	B025798	29 TH SEP 2019		
SEX (Tick) JINSIA (Weka Alama)	Occupation: LECTURER / CHIEF OFFICER Kazi:			
Male <input type="checkbox"/>	E-Mail Address: nelegijane@gmail.com Anwani ya Barua pepe:			
Female <input checked="" type="checkbox"/>	Postal Address: PO Box 103839 Anwani ya Posta: SL Posta:			
	Code: 00101 Msimba:			
	Other Addresses: Anwani Nyingine:			
Telephone No. 0722 250806 No. ya Simu	Mobile No. 0722 246906 Na. ya Rununu			
	Other Numbers 0790 436 470 Nambari Nyingine			
RESIDENCE KAHAWA SUKARI NYAHURURU ROAD 5 TH SOUTH	ESTATE/TOWN/LOCATION MTAA/MJI/LOKESHENI			
	KASARAN			
	DISTRICT WILAYA			
	COUNTY KAUNTI			
	TOWN/CITY MJI/JUJI			
	COUNTRY NCHI			



2. BIRTH INFORMATION / TAARIFA YA KUZALIWA

DATE OF BIRTH / TAREHE YA KUZALIWA: 27TH SEP 1959



BIRTH CERTIFICATE NO. / NA. YA CHETI CHA KUZALIWA

99714

PLACE OF BIRTH / MAHALI PA KUZALIWA

NIBEERE

DISTRICT OF BIRTH / WILAYA YA KUZALIWA

GACHOKA

COUNTY OF BIRTH / KAUNTI YA KUZALIWA

EMBU

COUNTRY OF BIRTH / NCHI YA KUZALIWA

KENYA

3. NATIONALITY / UTAIFA

Kenyan
Mkenya

Dual

N/A

Katakote

(Provide details

N/A

(Taa mbelezo

4. MARITAL STATUS / HALI YA NDOA

SINGLE



NINGALI SUAQA/SUAOLEWA

MARRIED



NIMEQA/NIMEOLEWA

SEPARATED



NIMETENGANA

DIVORCED



NIMETALAKIANA

WIDOWED



NIMEFIWA

IF MARRIED GIVE NAMES OF THE SPOUSE(S) (Surname, First Name, middle name, others)

KAMA UMEQA TOA MAJINA YA MUME/NIKE(WA) WAKO (Jina la ukoo, Jina la Kwanza, jina la kati, mengine)

PETER JAMES NACHARIA MUGAMBI

NATIONALITY OF SPOUSE

KENYAN

UTAIFA WA MKE/MUME

NAME OF CHILDREN UNDER THE AGE OF 18 YEARS

JINA LA WATOTO WALIO CHINI YA UMRI WA MIKA 18

NONE

5. EDUCATIONAL QUALIFICATIONS / KUFUZA KWA KIELIMU

PRIMARY CERTIFICATE
CHETI CHA MSINGI

SECONDARY



SHULE YA UPILI

'A' LEVEL



'WANGO CHA 'A'

DIPLOMA



STASHAHADA

DEGREE



SHAHADA

MASCARS

UZAMIFU

PHD

UZAMIFU

OTHERS
VINGINE



HIGHEST ACADEMIC QUALIFICATION OBTAINED
KUFUZU KWA JUU ZAIDI KWA KIAKADEMIA ULIKOPATA

Qualification / Kufuzu	Institution / Taasisi	Year / Mwaka
------------------------	-----------------------	--------------

MASTERS IN AGRICULTURAL ENTOMOLOGY	KENYATTA UNIVERSITY	2010
---------------------------------------	---------------------	------

6. LANGUAGE SPOKEN / LUGHA UNAZOZUNGUMZA

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

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

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

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

NONE

N/A

N/A

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

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

Election Upigaji kura	<input type="checkbox"/>	Employment Kujiriwa	<input checked="" type="checkbox"/>
--------------------------	--------------------------	------------------------	-------------------------------------

Others (Specify) NONE
Nyingine (Bainisha)

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

EMBU COUNTY
GOVERNMENT OFFICE

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

Answers to the following questions are mandatory. If YES to any question you must provide additional information on a supplementary sheet.

Majibu kwa maswali yafuatayo ni lazima. Kama NDIYO katika swali lolote lazima utoe taarifa ya ziada kwenye karatasi nyingine.

	YES	NO
--	-----	----

a) Have you ever engaged in any form of dishonesty in the conduct of public affairs

a) Umewahi kujhusisha na hali yoyote ya kutokuwa mwaminifu kazi zaka na shughuli za umma

b) Have you ever abused a public office?

b) Umewahi kutumia vibaya ofisi ya umma?

c) Have you ever misrepresented information to the public?

c) Umewahi kuwakilisha kwa njia isiyofaataarifa kwa umma?

d) Have you ever engaged in wrongful conduct whilst in the furtherance of personal benefit?





a) Umewahi kujihusisha katika taaifa mpya au mkuu wa taifa au mkuu wa eneo?	
e. Have you ever misused public resources?	✓
e) Umewahi kutumia vibaya rasilimali za umma?	
f. Have you ever discriminated against anyone on any grounds other than as provided for under the Constitution or any other law?	✓
f) Umewahi kubagua yeyote kwa misingi yoyote mbali na/au vinginevyo katika Katiba au sheria yoyote nyingine?	
g. Have you ever falsified official or personal records?	✓
g) Je, umewahi kudanganya katika rekodi rasmi au za kibinafsi?	
h. Have you ever been debarred or removed from the Register of Members of your professional organization?	✓
h) Umewahi kupigwa teke au kuondolewa kutoka kwenye Rejista ya Wanachama wa shirika lako la kitaalamu?	
i. Have you ever had any occupational or vocational license revoked and/or otherwise subjected to any other disciplinary action for cause in Kenya or any other country?	✓
i) Umewahi 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?	✓
j) Umewahi kufutwa kazi katika ajira kutokana na ukosefu wa uadilifu?	
k. If you have been a public officer, have you ever failed to declare your Income, Assets and Liabilities as required under the Public Officer Ethics Act, 2003?	✓
k) Kama umewahi kuwa afisa wa umma, umewahi kushindwa kutangaza Mapata 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?	✓
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?	✓
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, 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?	✓





34

n) Umewahi kutuma ombi la Cheti cha kuondolewa Hatia au Cheti cha Kindhamu 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	POSITION/RANK	DATE OF FIRST APPOINTMENT TAREHE YA KUAJIRIWA KWA KWANZA	DATE OF PRESENT APPOINTMENT TAREHE YA KUAJIRIWA KWA SASA
NAME LA MWAJIRI	CHEO/WADHIFA		
TEACHERS (TSC) SERVICE COMMISSION	SENIOR GRADUATE TEACHER (GPM)	1ST JULY 1992	4 MARCH 2016
UNIVERSITY OF EMBU	TUTORIAL FELLOW GRADE (II)	1ST MARCH 2013 To 31/1/15	4 MARCH 2016
EMBU COUNTY GOVERNMENT	CHIEF OFFICER (GENERAL)	4TH MARCH 2016	4 MARCH 2016
WORKSTATION KITUO CHA KAZI	NATURE OF EMPLOYMENT (Constitutional/Elective/Permanent/Contractual/Other) ✓ AINA YA KUAJIRIWA (Kikatiba/Kuteuliwa/Kudumu/Kikandarasi/Nyingine)		
EMBU COUNTY GOVERNMENT			





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 kuldhinisha, 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 5TH SEPTEMBER 2017, this / kwenye.....

day of / siku hii ya TUESDAY

SIGNATURE OF DECLARANT: [Signature]

SAINI YA ANAYEJITANGAZA:

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

This / Mnamo 5TH day of / siku hii ya September, 20 17

at / katika mahali hapa..... Farby

COMMISSIONER FOR OATH/MAGISTRATE
KAMISHA WA KIAPO/HAKIMU





HIGHER EDUCATION LOANS BOARD



Serial No: 55116

Compliance Certificate

This is to confirm that,

JAYNE M MUGAMBI

holder of National IDNo. **0266008** is not a beneficiary of the University Loans Scheme.

[Signature]

Signed by: Head Of Operations

aveat

Manager, Loan Repayment and Recovery

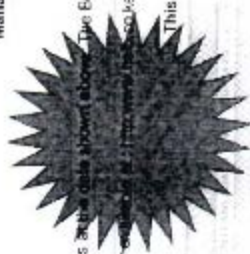
[Signature]

This certificate is issued on the basis of information available to the Board at the date shown above. The Board reserves the right to withdraw the certificate if new evidence materially alters the compliance status of the recipient.

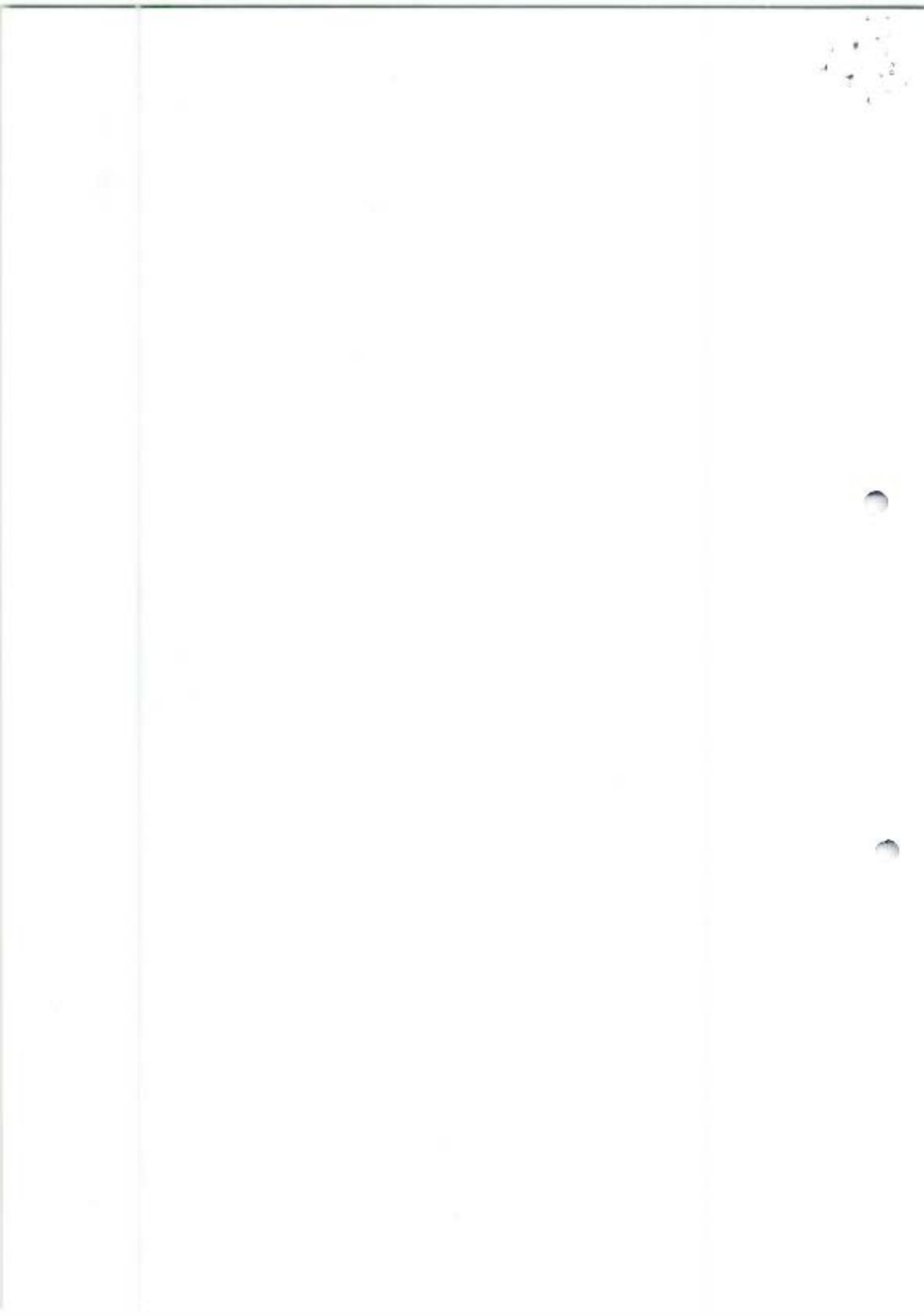
To confirm genuineness and validity of the certificate use the HELB checker at <http://www.helb.or.ke> or contact our office.

date of Issue: 06-09-2017

This certificate is valid until: September 2018



15





DIRECTORATE OF CRIMINAL INVESTIGATIONS

APPLY FOR A POLICE CLEARANCE CERTIFICATE TO THE DIRECTOR
OF CRIMINAL INVESTIGATIONS
NAIROBI, KENYA

Ref. No PCC-AAACFJQ1

Date. 09 September 2017

POLICE CLEARANCE CERTIFICATE

*I hereby certify that the fingerprints recorded from***JAYNE N M MUGAMBI**

holder of ID No. **AA 0266008** AA have been searched in Criminal Records Office's database without previous record. The validity of the information in this certificate is as of the date of issue.

REMARKS IN CASE OF PREVIOUS RECORD

OFFENCE(S): AA NIL

RESULTS OF TRIAL: AA NIL

DATE: AA

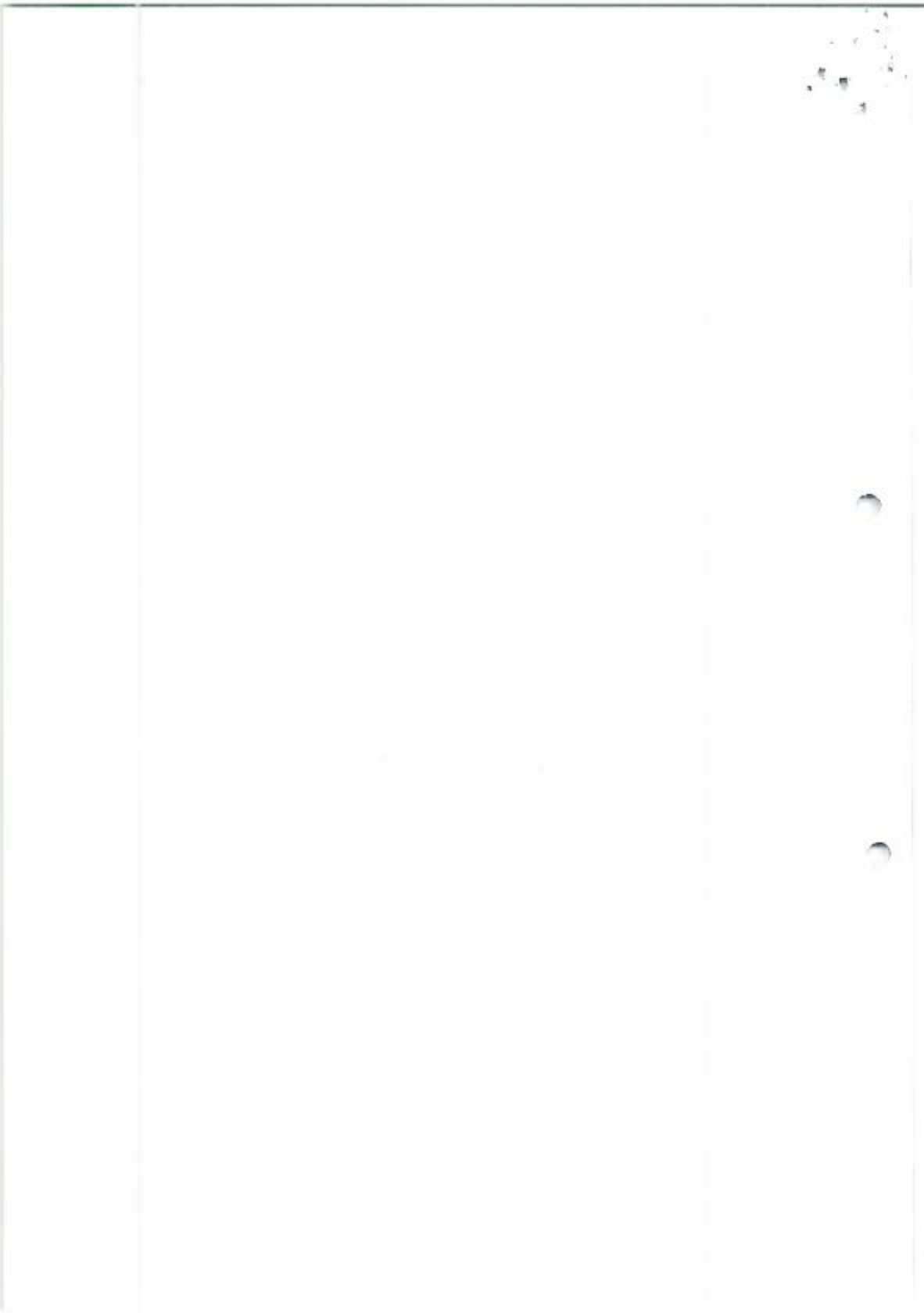
This Certificate has been issued without any alteration or any erasure.

(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.





METROPOL
reach new heights

Serial No. MCRB/C107576

**Metropol Credit Reference
Bureau Limited**

Certificate of Clearance

JAYNE N M MUGAMBI

National ID Number: 0266008

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

Managing Director's Signature

31/08/2017

Date

M-69






KENYA REVENUE
AUTHORITY

Tax Compliance Certificate

www.kra.go.ke


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

* Employer PIN: A001541174M

Name and Address:

Jayne N M Mugambi

Plot 10, Block 4, Nairobi District

Post Office Box 1000

Nairobi, Kenya

Certificate Date: 08/09/18

Certificate Number:

KRANON8258219017

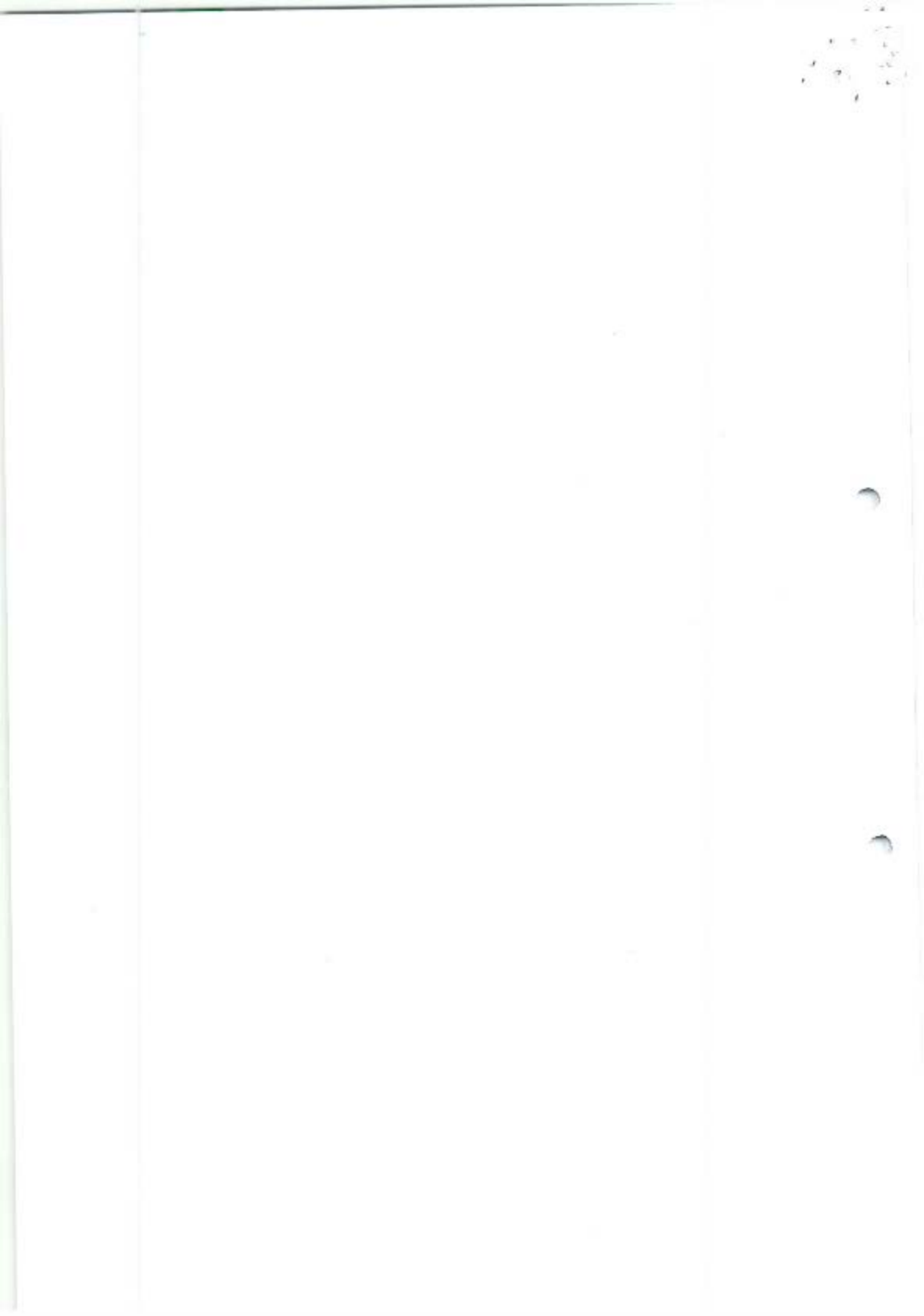


**This is to confirm that Jayne N M Mugambi,
Personal Identification Number A001541174M
has filed relevant tax returns and
paid taxes due as provided by Law.**

**This Certificate will be valid for
twelve (12) months up to 07/09/2018.**

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 Tax Portal by using the TCC Checker.



XIII

MINUTES OF THE GENDER, CULTURE, CHILDREN AND SOCIAL SERVICES COMMITTEE VETTING OF THE CHIEF OFFICER GENDER, CULTURE, CHILDREN AND SOCIAL SERVICES MEETING HELD ON 7TH DECEMBER 2017 AT KU OFFICES ROOM 2 AT 10.00 A.M.

PRESENT:

1. Hon. Sicily Warue Mbugi	Chairperson
2. hon. Newton kariuki ndwiga	vice chairman
3. Hon. Edith Wanjira Nyaga	Member
4. Hon.Sicily Ruguru Njiru	Member
5. Hon.Rose Ruguru Kinyua	Member
6. Hon.Bernard Nyaga Kandia	Member
7. Hon. Patrick Njeru Mukavi	Member

In attendance

1. Mr. Martin Mugendi Njeru-Clerk to the Committee
2. Obed Njiru-Aide to Hon. Bernard Nyaga Kandia
3. Jane Ndegı Mugambi-Chief Officer Nominee

Agenda

- Prayers
- Preparation for vetting process of chief officers

MIN. GCCS/48/12/2017: PRELIMINARIES

Opening prayers were said by Hon. Sicily Warue Mbugi at 10.00 a.m.

MIN. GCCS/49/12/2017: CHAIRPERSONS REMARKS

The chairperson, Hon. Sicily Warue Mbugi welcomed everyone to the vetting process and started by seeking clarification from the chief nominee for gender on some rumored allegations touching on the integrity of some members of the panel to which the nominee vehemently denied having heard of the rumored allegations and the matter was put to rest.

MIN. GCCS/50/12/2017: ADMINISTRATION OF OATH

The clerk to the committee administered the oath to the nominee to which she swore and signed the oath as is required by the law.

MIN. GCCS/51/12/2017: VETTING PROCESS.

The nominee started by introducing herself to the members of the committee.

She further handed out her documents (curriculum vitae and testimonials) to the members for scrutiny and authentication.

The chairperson directed her to proceed with her presentation by which she was required to read through her vetting questionnaire. She was put to task to explain and give clarity on a number of issues appearing in her presentation to which she gladly gave. After she was through, members of the committee proceeded to ask supplementary questions to which the nominee answered. After a thorough undertaking and rigorous questioning by the members, they were satisfied that they had exhausted all what they needed to know from the nominee and as such were ready to release the nominee. The chairperson gave a chance to the nominee to give her take of the entire nomination process to which the nominee said that she was very happy with process.

MIN. GCCS/52/12/2017: COMMITTEE RESOLUTION

The members discussed on various issues regarding the just concluded process and came to a conclusion that they were satisfied with the presentation from the nominee.

They had recognized the fact that the nominee was well versed with the requirements of law and the key issues and also was in possession of all the documents required for appointment.

They recommended that the nominee be appointed for the position of chief officer gender, culture, children and social services docket.

MIN. GCCS/53/12/2017: ADJOURNEMENT

There being no other business, the meeting ended at 12.20 p.m. with a word of prayer by Hon. Sicily Ruguru.

CHAIRPERSON Hon. Sicily Ruguru SIGN 

I JANE NDEGI MUGAMBZI 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 JANE NDEGI MUGAMBZI SIGN [Signature]



COUNTY ASSEMBLY OF EMBU



CLERK OF THE COUNTY ASSEMBLY

Spring Valley Area
Along James Nyaga Crescent Road
Off Embu-Meru Highway
Opposite faith house

P.O BOX 140-60100
EMBU
TEL: 068-2931938
E-mail: countyassemblyofembu@gmail.com

REF: CAE/LEG/10/VOL.XII/42

DATE: 1ST DECEMBER, 2017

The Chairperson
Committee on Gender, Culture and Children Services
County Assembly of Embu
P O Box 140-60100
Embu

Dear Sir,

RE: NOMINATION OF CANDIDATES FOR THE POSITIONS OF CHIEF OFFICERS

During the County Assembly sitting held on Wednesday 29th November, 2017 at 9.00 a.m. the above mentioned message was tabled and referred to your committee for necessary action.

Kindly make arrangements to have your committee consider the appropriateness of the said nominee and forward a report to the Assembly.

Enclosed find curriculum vitae and other testimonials of the successful nominee named below for your reference from the Governor Embu County for your necessary action.

1. Jane Ndegi Mugambi – Gender, Culture and Children

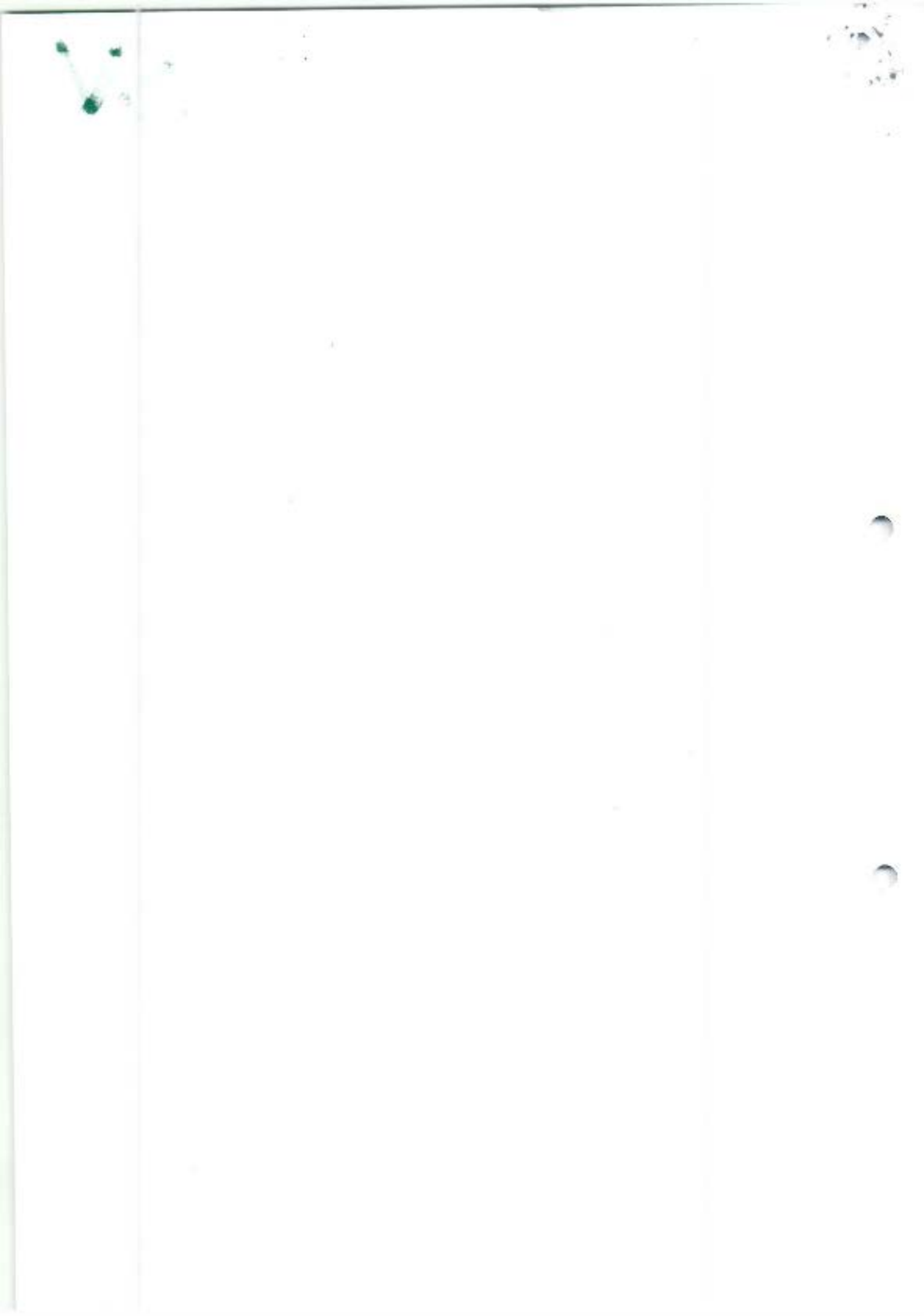
Yours

Sincerely

ROSLYN MIANO
FOR: CLERK OF THE COUNTY ASSEMBLY

Encls.

cc. - Principal Clerk Assistant
Committee Services



②
Approved

[Signature]

SCA
27/11/17

OFFICE OF THE GOVERNOR

Mobile: +254 771 204 303/+254 703 152 924 Tel: +254 88 30386/30655

Address: P.O. Box 96-60100 Embu, Laikipia Embu Town House Email: info@embu.go.ke Website: www.embu.go.ke

Ref: EBU/C.GVT/GVNR/CAB/129

Date: 27th November, 2017

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



Dear Jim,

RE: NOMINATION OF CANDIDATES FOR THE POSITIONS OF CHIEF OFFICERS

Pursuant to Section 45 (1) of the County Government Act No 12 of 2012, I hereby nominate Seventeen (17) officers as per the attached list for vetting and subsequent approval by the County Assembly of Embu as required under Section 8 (1) (x) of the same Act.

Enclosed find Curriculum Vitae and other testimonials of the successful nominees for your reference.

Yours

Sincerely
[Signature]

27 NOV 2017

H.E. Martin Nyaga Wambui
Governor
Embu County



Ends.



EMBU COUNTY CHIEF OFFICERS NOMINEES

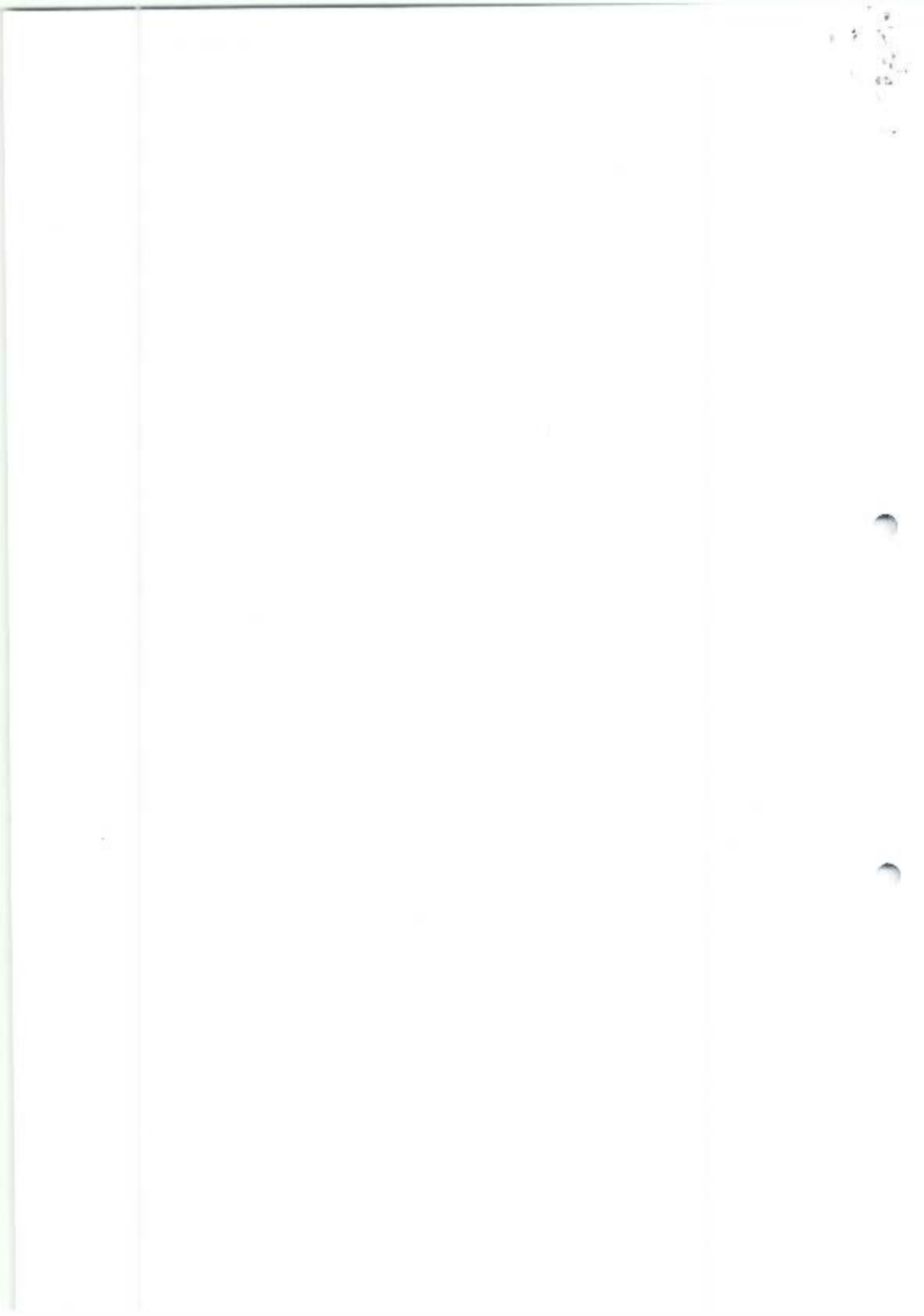
NO.	NAME	DEPARTMENT
1	DAMIANO NJAGI MUTHEE	PUBLIC SERVICE
2	MUTURI WA IRERI	ADMINISTRATION
3	RUTH WAMBUI NDIRANGU	FINANCE
4	JOHN MUKUNDI NJERU ZACHARY	PLANNING
5	FREDRICK NDAIRE KARUA	INFRASTRUCTURE, TRANSPORT AND PUBLIC WORKS
6	MICHAEL NJAGI NGOROI	ENERGY AND HOUSING
7	MARY MERCY WANJA MUNENE	AGRICULTURE AND CO-OPERATIVE DEVELOPMENT
8	ALVAN MUGENDI GATUMU	LIVESTOCK AND FISHERIES
9	RICHARD NJIRU MBOGO	WATER AND IRRIGATION
10	NGECE KUNGA NICHOLAS	ENVIRONMENT AND NATURAL RESOURCES
11	MARYANN RUGURU MWANIKI	LANDS, PHYSICAL PLANNING AND URBAN DEVELOPMENT
12	HAWA WANJIRU OMAR	TRADE AND TOURISM
13	WILSON GITONGA IRERI	INVESTMENT AND INDUSTRIALIZATION
14	JEREVASIO MBOGO MUCHUNGU	EDUCATION
15	SAMUEL WACHIRA NJUE	YOUTH EMPOWERMENT AND SPORTS
16	GRACE WANJA MURITHI	HEALTH
17	JANE NDEGI MUGAMBI	GENDER, CHILDREN, CULTURE AND SOCIAL SERVICES



Approved

 27-11-17

27 NOV 2017





REPUBLIC OF KENYA



EMBU COUNTY GOVERNMENT
PUBLIC SERVICE BOARD OF EMBU

XVI
08

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 Vacancy No. 1

Department/Directorate: EMBU COUNTY GOVERNMENT, DEPARTMENT OF GENDER, CULTURE, CHILDREN & SOCIAL SERVICES

2. Personal Details:

Name of applicant: MUGAMBI JAYNE NJEGI Title: MRS.
(Surname) (First Name) (Other Name(s)) (Prof/Ds/Mr/Mrs/Miss/Rev)

Date of Birth: 27TH SEP. 1959 Gender: Male ☐ Female ☒

Nationality: KENYAN ID No/Passport No: 0266008 8025798 Employment No: 20160025203

Address: P.O. BOX 103839 Postal Code: 00101 TAMIA MALL NRB

Home District: MBEERE SOUTH Division: GACHOKA Sub-county: MBEERE SOUTH

Telephone: 0722 250806 Mobile: 0722 20806 E-mail address: njegijane@gmail.com

Alternative contact person: WILSON MUGAMBI Telephone: 0722350442 Relationship: SON

3. Applicants in the Public Service only (to be completed by applicants in the Public Service only)

Ministry/Department/Local Authority/Other Public Institution: GENDER, CULTURE, CHILDREN & SOCIAL SERVICES Station: EMBU COUNTY GOVT.

Present Substantive Post: CHIEF OFFICER Job group: S effective date: 4/3/2016 (dd-mm-yyyy)

Upgrading (if applicable) post: N/A effective date: N/A (dd-mm-yyyy)

Terms of Service: Permanent & Pensionable ☐ Contract ☒ Temporary/Casual ☐

Gross Monthly Salary: 200,000 KES Expected Gross Monthly Salary: 250,000 KES

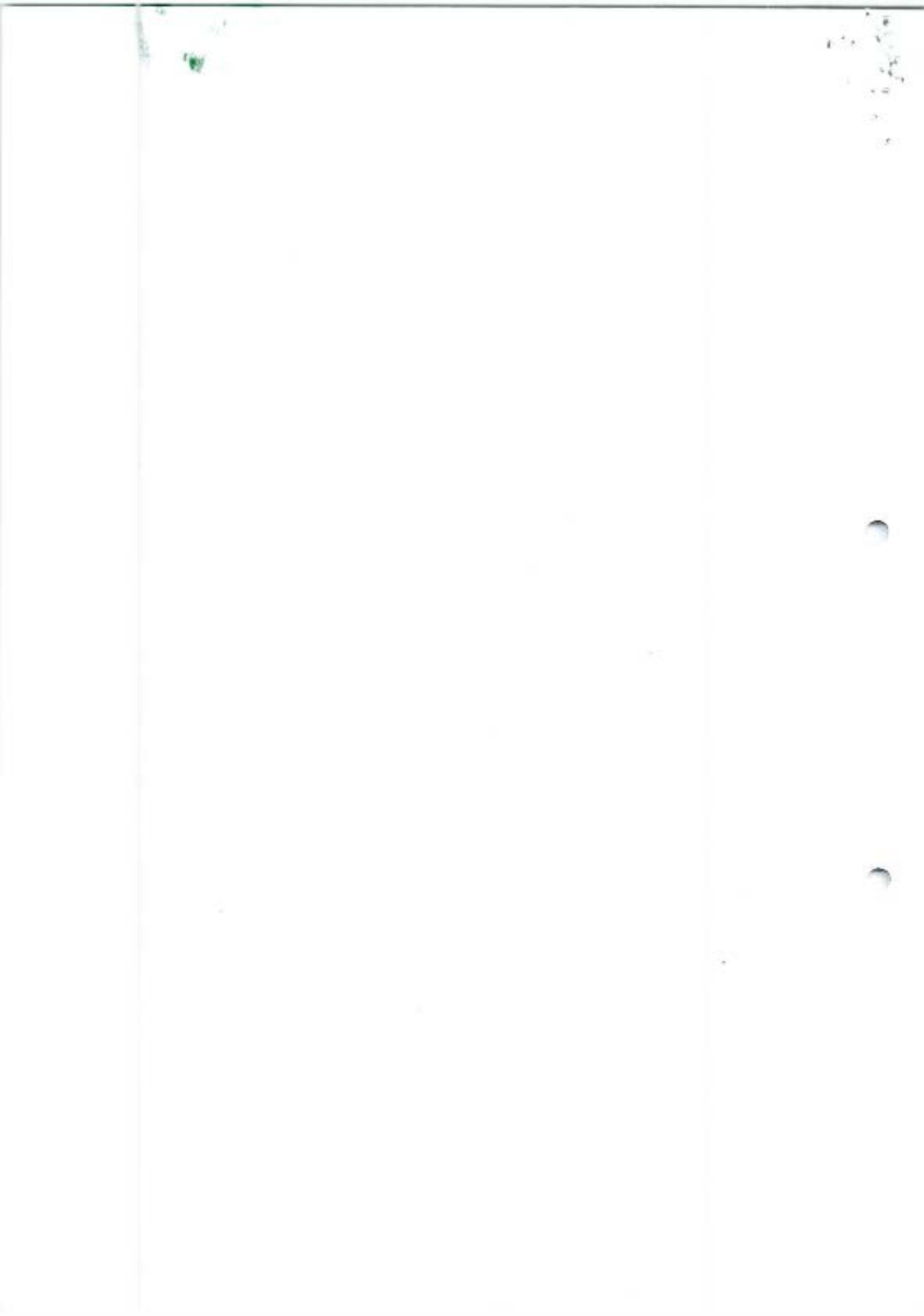
4. Other details:

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

Do you suffer from any physical impairment? Yes ☐ No ☒

If you give details: N/A

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



If Yes, State reason (s) for dismissal/removal.

N/A

effective date: N/A

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

No

If Yes, State the Post: CHIEF OFFICER Interview date: OCT. 12TH 2015

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

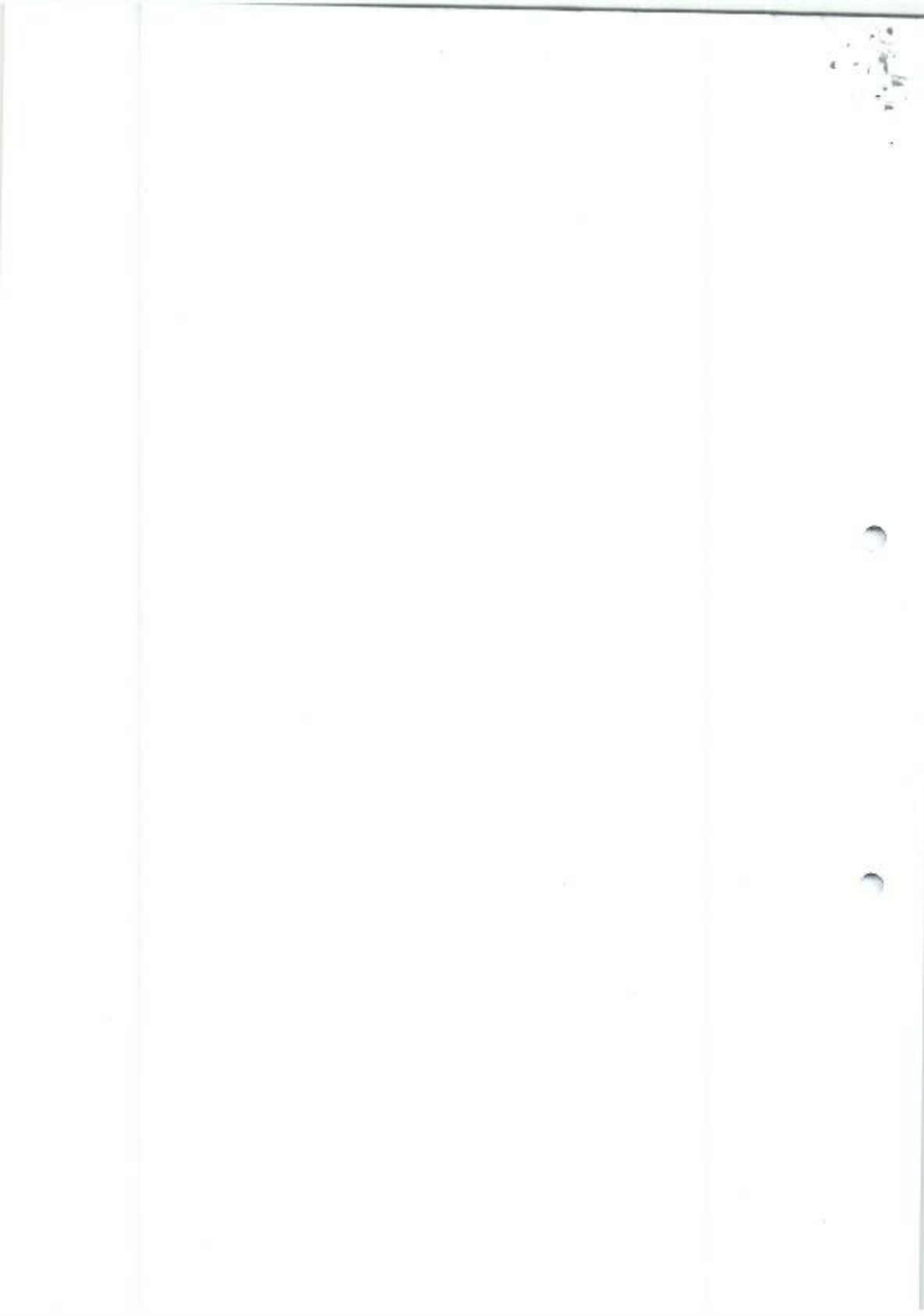
5. Academic/Professional/Technical Qualifications (starting with the Highest)

Year	University/College/ Institution/School	Award/Attainment (e.g Degree, Diploma, Certificate)	Courses (e.g PhD, Msc, BA)	Subject (Econ, Maths etc)	Class/Grade
From	To				
2007	2010	KENYATTA UNIVERSITY DEGREE	MSC	AGRICULTURAL EXTENSION	
1998	2002	" DEGREE	B. SCIENCE	Botany	UPPER SECOND
1979	1982	KIYOTON COLLEGE HIGHER DIPLOMA	HIGHER DIPLOMA	AGRICULTURAL EXTENSION & EDUCATION	LOWER DIVISION
1977	1978	KANGARU SCHOOL A'LEVEL CERT.	A'LEVEL CERT	GEO. HIST. LT.	3 PRINCIPLES
1973	1976	HIGHLANDS GIRLS (NOT CHAIRS FOR)	O'LEVEL CERT	ENG. MATHS	DIVISION II
				PHY. GEO. LT. IN ENG	28 PRINCS
1966	1972	MAYORI PRI SCHOOL C.P.E. CERTIFICATE	C.P.E. CERTIFICATE	MATHS, ENG	R.C.B

PAGE 2

6. Other Relevant Courses and Training/Registration/Memberships/Professional Bodies/Institution of Professional Bodies

Year	Institution/College	Courses	Details
2014	EMBU UNIVERSITY COLLEGE	DATA ANALYSIS IN RESEARCH	RESEARCH METHODS FOR HIGHER DEGREES
2010	HEBREW UNIVERSITY JERU (EGB-MARSH)	WATER MANAGE-MENT DECISION MAKING & ENVIR	DEVELOPMENT OF COMMUNITY SERVICE
2009	RUFORUM (MAKEREBE UNIVERSITY) 28 TH SEP - 6 TH OCT	SCIENTIFIC DATA MANAGEMENT	RESEARCHING ON COMMUNITY SERVICE
2006	MAJALIMU SACCO	TRAINING OF TRainers in HIV AIDS	MOST OF HIV AIDS IN HUMAN LIFE
2005	NATIONAL ENVIRONMENTAL AUTHORITY	CURRICULUM PREPARATION	IMPACT ASSESSMENT SKILLS
2004	KALEC	EXAM MODERATION	KCE SUDAN IN AFRIC
1992	KENYA FRESH FARM HUNTERS	FOOD SECURITY	FOOD SHORTAGE
1986	AGRICULTURAL SOCIETY OF KENYA ASK	LIFE MEMBER	NGT OF SHOW DISPLAYS



Year		Employer's Name	Position/Rank/Designation	Job Group/Cross Monthly Salary (Kshs.)
From	To			
2016	DATE	EMBU COUNTY GOVT	CHIEF OFFICER	GP, S'
2013	2015	UNIVERSITY OF EMBU	TUTORIAL FELLOW	146 277.80
2011	2013	TSC BURA DOGO SEC.	HEAD OF STUDENT	
2010	2011	TSC RUTHIMTO	HOD AGRIC	M
2010	2002	KENYA SCIENCE	HOD AGRIC	M
		TEACHERS COLLEGE (TSC)	LECTURER	M
2002	1986	TSC KENYA HIGH SCH	BIO/EDUC.	
1984	1986	TSC MANGU HIGH	HOD AGRIC	L
1982	1984	TSC KANGU HIGH	AGRIC TEACHER	H
		HIGH	"	H

8. Briefly state your current duties, responsibilities and assignments: CHIEF OFFICER IN GENDER & CULTURE DEPT. AMU AIG HOLDER, INCHARGE OF DEPARTMENT HUMAN RESOURCE AND OVERSEES THE ON GOING PROGRAMMES & OUT REACH TO SUB COUNTIES

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. HAVE SUPERVISED VARIOUS SOCIAL HALLS BEING CONSTRUCTED VARIOUS MUSIC & CULTURAL ACTIVITIES & STAGE FUNCTIONS IN THE COUNTY SUCCESSFULLY

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) PROF. JOY OBAIYO
Address: KENYATTA UNIVERSITY, DEPT. OF GEOGRAPHY - P.O. BOX 42841 NAB KEN
Telephone No. 254 722 785401 E-mail address: obaijoya@yahoo.com
Occupation: LECTURER
Period for which he/she has known you: OVER 22 YRS

2. Full Name: DR. TENARD PATRIC MBUGI
Address: KENYATTA UNIVERSITY, ZOOLOGICAL SCIENCES DEPT. Box 42841 NAB KEN
Telephone/Mobile No. 254 721 340364 E-mail address: mbugi_p@yaho.com
Occupation: LECTURER
Period for which he/she has known you: OVER 22 YEARS

11. Assistance to fill the form

Have you been assisted to fill this form?

Yes ☐

No ☒

If yes give reasons: N/A

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: 8 SEP 2017
(dd-mn-yyyy)


Signature

