



Tel: (020) 2223901/2227471
 Fax: (020) 214284
 Email: chairperson@publicservice.go.ke

OFFICE OF THE CHAIRPERSON

COMMISSION HOUSE
 P.O. BOX 30095-00100
 NAIROBI KENYA

PSC/ADM/14/IV (62)
 11th August, 2014

Chairpersons
 County Public Service Boards;
 County Assembly Service Boards

GUIDELINES AND DELEGATION INSTRUMENT TO THE COUNTY PUBLIC SERVICE BOARDS AND COUNTY ASSEMBLY SERVICE BOARDS

Further to our letter Ref. No. PSC/ADM/14/IV(53) dated 21st February, 2014, the Commission hereby delegates the function and powers to promote in respect of public officers seconded to County Governments to your respective boards.

The attached guidelines provide for procedures to be followed in processing promotions of seconded officers. It is my hope that the guidelines will go a long way in assisting you carry out the delegated function. The Commission is committed to ensuring smooth transition through continuous engagement and consultation with your Boards in the discharge of the function.

PROF. MARGARET KOBIA, PhD, CBS
CHAIRPERSON
PUBLIC SERVICE COMMISSION

cc. The Head of Public Service
Office of the President
NAIROBI

The Cabinet Secretary
Ministry of Devolution and Planning
Harambee House
NAIROBI

The Chairman
Transition Authority
NAIROBI

DELEGATION OF THE POWER TO PROMOTE SECONDED OFFICERS TO THE COUNTY PUBLIC SERVICE BOARDS (CPSBS) AND COUNTY ASSEMBLY SERVICE BOARDS (CASBS)

Definition of Terms

Administrator of Scheme of Service means the office responsible for a specific cadre in development and management of a Scheme of Service

Authorized Officer means the officer appointed by the Board to manage the human resource function in a County department e.g. the county secretary, clerk of the county assembly, county chief officer.

Board means the County Public Service Board or the County Assembly Service Board.

Common Establishment means a group of positions whose job descriptions are basically the same and promotion or advancement from one grade to another does not require a vacancy.

Common cadre means a group of non-technical officers common to all ministries/departments e.g. accountants, HR officers, finance officers

Human Resource Advisory Committee means a committee constituted to deal with HR matters.

Promotion means advancement in rank.

Seniority List means a chronological list of officers in the same grade.

Scheme of Service means career development and progression guidelines.

Introduction

In accordance with Article 234(5) of the Constitution, the Public Service Commission Act 2012, Public Service Commission Regulations, 2005 and the Kenya Gazette No. 825 of 7th February 2014 on Guidelines for Transition of Staff to County Governments, the Public Service Commission (PSC), hereby delegates to the County Public Service Boards (CPSBs) and County Assembly Service Boards (CASBs) the function and power to promote public officers seconded to County Governments during the transition period.

Under this delegation the CPSBs/CASBs are expected to process all recommendations for promotion of officers in the common establishment with the assistance of Human Resource Management Advisory Committee/Human Resource management unit in accordance with the Schemes of Service and other relevant Public Service Commission regulations/guidelines.

Promotion

The CPSBs/CASBs shall be responsible for promotion of seconded officers under their jurisdiction. In discharging the function, the boards shall be assisted by the HR advisory committees. The advisory committee should be comprised of the following:

- a) County Executive - head of the HR unit as the secretary and chief officers or senior representatives as members
- b) County Assembly - head of the HR unit as the secretary and heads of the various departments as members.

Criteria for Promotion

In selecting candidates for promotion, regard will be given to fair competition, merit and ability as reflected in work performance and results, as well as seniority, experience, and academic or professional qualifications. Recommendations made to the CPSBs/CASBs for promotion of a seconded officer should be based on proven performance as evidenced in previous appraisal reports and performance assessment in the current deployment. Overall observance of the principles and values of the public service is paramount.

Schemes of Service

In processing promotions, the provisions of the various schemes of service will strictly be adhered to. In cases of officers in common cadres, the Authorized officers in ministries/departments will submit recommendations for promotion in consultation with Administrator of relevant Scheme of Service in the national government.

Common Establishment Posts

The posts that form common establishment in all schemes of service and cadres are the first four grades at entry level as follows:

:

- | | | |
|---|---|-----------------------|
| a) Degree Holders (medical/dental officers, Pharmacists, veterinary officers, architects) | - | Job Groups 'L' to 'P' |
| b) Degree Holders (Professionals) | - | Job Groups 'K' to 'N' |
| c) Degree Holders (Non-Professionals) | - | Job Groups 'J' to 'M' |
| d) Diploma Holders | - | Job Groups 'H' to 'L' |

e) Certificate Holders - Job Groups 'G' to 'K'

Effective Date of Promotion

(a) Promotions subject to interviews

Where promotions are subject to interviews, the effective date of such promotions will be the date the decision is made by the PSC or CPSB/CASB.

(b) Promotion under common establishment

In regard to promotion to posts under the common establishment, the effective date of promotion will be the date the CPSB/CASB makes the decision. It shall be the responsibility of the Authorized Officers in Ministries/Departments and Administrators of the Schemes of Service to ensure that recommendations for promotion are forwarded to the CPSBs /CASBs as and when they are due.

(c) Promotion dependent on examinations

Where an officer is to be promoted upon satisfying all requirements which include the passing of relevant Commission's examinations, e.g., Proficiency for Clerical Officers, Weights and Measures and Telephone Operators examinations and passes the prescribed examination, the officer shall be promoted with effect from the date he or she passed the examination.

The date of passing the examination will be the date of the last day of sitting the examination. This shall ensure that officers are not disadvantaged by losing their seniority when the promotions are not effected on time.

Procedures for Submission of Recommendations for Promotion

a) Officers Currently Due for Promotion

- i. The parent ministry/department shall assess the officer's eligibility for promotion;
- ii. The ministry/department will submit the recommendation including details of the officer, date of current appointment, qualifications and requirements for appointment to the recommended post;

- iii. The recommendation should be accompanied by copies of the officer's relevant certificates, seniority list and a statement certifying that there are no other eligible officers who are omitted;
- iv. The Secretary, CPSBs/CASBs will receive the recommendation and have it verified by the HR Advisory committee before tabling to the CPSB/CASB for decision.
- v. The Secretary, CPSB/CASB shall communicate the decisions of the board to the respective head of HR unit for implementation.
- vi. Quarterly reports will be submitted to the Secretary, Public Service Commission for information.

b) Officers Whose Promotion Falls Due after Transfer of Records

- i. The respective head of HR unit shall assess eligibility for promotion and submit the recommendation including details of the officer, date of current appointment, qualifications and requirements for appointment to the recommended post
- ii. The recommendation should be accompanied by copies of the officer's relevant certificates, seniority list and a statement certifying that there are no other eligible officers who are omitted.
- iii. The respective head of HR unit shall forward the recommendation to the HR Advisory committee for verification before tabling to the CPSB/CASB for decision.
- iv. The Secretary, CPSB/CASB shall communicate the decisions of the board to the respective head of HR unit for implementation.