



EXECUTIVE OFFICE OF THE PRESIDENT  
HEAD OF THE PUBLIC SERVICE

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STATE HOUSE  
P.O. Box 40530-00100  
Nairobi, Kenya

Ref. No..... **OP/CAB.9/1A** .....  
and date

**20<sup>th</sup> April, 2022** ....., 20.....

All Cabinet Secretaries

The Attorney General

**RE: GUIDELINES ON THE PROCEDURE FOR APPOINTMENT/RE-  
APPOINTMENT OF CHIEF EXECUTIVE OFFICERS OF STATE  
CORPORATIONS**

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Reference is made to the protocols on appointment of Chief Executive Officers as stipulated in Circular No. OP/CAB. 9/1A of 7<sup>th</sup> February 2008 (copy attached for ease of reference).

The purpose of this Circular is to reiterate the contents thereof, and emphasize that upon conclusion of the recruitment/evaluation process, the appointment/re-appointment, respectively, of Chief Executive Officers of State Corporations, shall require formal written concurrence of this office prior to endorsement and award of contract. This is to secure appropriate security and related vetting of select candidates, as well as alignment with the constitutional tenets on diversity.

The names of the top three candidates under consideration should be forwarded to this office by the respective Cabinet Secretaries, together with a summary report of the interview/evaluation outcome. For the avoidance of doubt, the renewal of Chief Executive Officer terms is subject to performance, and limited to the two-term limit as prescribed in the Mwongozo.

Cabinet Secretaries are required to ensure adherence with this Circular, and bring the same to the attention of all Chairpersons of State Corporations for action. All other protocols relating to gazettelement of Chairpersons and Board of Directors as stipulated in the Circular under reference, remain **valid** and **applicable**.

**Joseph K. Kinyua, EGH**  
**HEAD OF THE PUBLIC SERVICE**

Copy to: **All Principal Secretaries**





OFFICE OF THE PRESIDENT

PERMANENT SECRETARY, SECRETARY TO THE CABINET  
AND HEAD OF THE PUBLIC SERVICE

Telegraphic Address: "Rairi"

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When replying please quote  
OP.9/1A Vol.17

Ref. No. ....

Date: 7<sup>th</sup> February, 2008

P.O. Box 62345  
NAIROBI

The Attorney-General  
All Permanent Secretaries

GUIDELINES ON THE PROCEDURE TO BE FOLLOWED IN THE  
APPOINTMENTS OF CHIEF EXECUTIVES, CHAIRMEN AND  
BOARD MEMBERS OF STATE CORPORATIONS AND  
STATUTORY BOARDS

You are aware that the Acts establishing State Corporations and Statutory Boards clearly define the appointing authorities of the Chief Executives, Chairmen and Board members:

It has been a practice that before Ministers gazette members of the Board or Chief Executives falling under their jurisdiction, they submit the names and Curriculum Vitae (CVs) of the persons to be appointed to the Office of the President for vetting. This procedure is important to ensure that the persons appointed do not have records which may embarrass the Government. You are therefore directed to ensure that the procedure is followed.

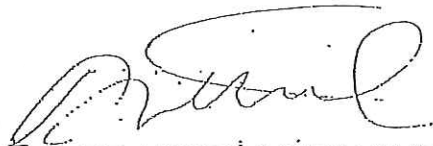
In addition to the appointment criteria contained in the statutes, Ministries are required to give emphasis to the following criteria:-

1. Integrity
2. Competence
3. National distribution
4. Gender balance

Furthermore, for each position of Board Member or Chief Executive, Ministries are required to submit two more alternative names in order of priority in case the preferred candidate does not qualify.

In the case of Presidential appointments for Chief Executives and Chairmen, Ministries should present recommendations of at least three candidates for each position, together with their CVs.

You are therefore directed to brief your Ministers and ensure compliance with the procedure spelt out in this letter.



AMB. FRANCIS MUTHAURA  
PERMANENT SECRETARY/SECRETARY TO THE  
CABINET AND HEAD OF THE PUBLIC SERVICE

c.c The Private Secretary/Comptroller,  
State House,  
NAIROBI.

Controller and Auditor-General,  
Kencom House,  
NAIROBI.

Inspector-General (Corporations)  
KICC,  
NAIROBI.