



**OFFICE OF THE PRESIDENT  
PERMANENT SECRETARY, SECRETARY TO THE CABINET  
AND HEAD OF THE PUBLIC SERVICE**

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When replying please quote

**OP/CAB.13/5A**

Ref. No.....  
and date

P.O. Box 62345-00200

NAIROBI

**7<sup>th</sup> November, 2006** 20 .....

The Attorney General,  
All Permanent Secretaries,  
The Secretary, Public Service Commission of Kenya,  
The Controller and Auditor General,  
The Clerk, National Assembly,  
The Private Secretary/Comptroller of State House,  
The Registrar, High Court of Kenya,  
The Director-General, National Security Intelligence Service,  
The Secretary, Teachers Service Commission of Kenya,  
The Chairman, Electoral Commission of Kenya,

**RECRUITMENT OF WOMEN INTO THE PUBLIC SERVICE**

In his speech delivered during Kenyatta Day, H.E. the President directed that at least 30% of new employees recruited into the public service and appointments for public offices should be women. This is in line with the Government National Policy on Gender and Development (NPGD 2000) which spells out the approach of gender equality and empowerment.

Sessional Paper No.2 of 2006 was prepared in recognition that the socio-cultural attitudes held by women and men contribute to the unequal status between women and men. The Government is, therefore, faced with the challenge of creating an enabling environment and take steps that will address the inequality cognizant that both women and men must contribute to the development of our nation.

The National Policy on Gender and Development and the Sessional paper recognize that it is the right of women, men, girls and boys to participate and benefit equally from development initiatives. The policy also identifies this as a human rights issue and one that requires addressing in line with principles of good governance. It is against this background that H.E. the President issued the directive.

This directive will be implemented in accordance with the existing regulations on recruitment, appointment and promotion in the public service. It is desirable that the Service should be adequately staffed with personnel with the requisite skills, knowledge and competencies to facilitate efficient and effective service delivery. To this end, you are required to ensure that all recruitments, appointments and promotions in the service are based on merit, ability and take into account national diversity.

Your attention is invited to the Guidelines on Terms and Conditions of Service for State Corporations issued vide this office's letter No.OP/CAB.9/21/2A/LII/43 dated 23<sup>rd</sup> November, 2004 which stated that each State Corporation should be manned by staff with the relevant skills and experience and that recruitment should be carried out in a competitive manner.

Furthermore, while observing the Guidelines on Terms and Conditions of Service for State Corporations, new appointments for the Directors of Boards and Chief Executives should also comply with "the at least" 30% affirmative action for women.

Consequently, you are requested to ensure that at least 30% of all future recruitments, appointments and promotions in your Ministry and State Corporations are women. The directive, however, does not apply to the recruitment into the disciplined forces.

You are therefore, required to bring the contents of this circular to the attention of all officers in your Ministry/Department.



**Amb. Francis K. Muthaura, EGH.,**  
PERMANENT SECRETARY, SECRETARY TO THE  
CABINET AND HEAD OF PUBLIC SERVICE

cc. **H.E. Hon. Dr. A.A. Moody Awori, EGH., MP.,**  
Vice President and Minister for Home Affairs,  
**NAIROBI.**

All Hon. Ministers

All Hon. Assistant Ministers