

*Paper laid
by the Hon. Adan
Kinyanjui, PSC Commissioner
M. Lemwa
1/11/2022.*

PARLIAMENT OF KENYA



*CNA
Approved for tabling
SNA
1/11/22*

THE PARLIAMENTARY SERVICE COMMISSION

REPORT ON THE RECRUITMENT PROCESS FOR THE CLERK OF THE
NATIONAL ASSEMBLY

AND

RECOMMENDATION FOR APPROVAL FOR APPOINTMENT OF MR. SAMUEL
JOSEPHAT NJOROGE AS THE CLERK OF THE NATIONAL ASSEMBLY

FRIDAY, 28TH OCTOBER, 2022

THE NATIONAL ASSEMBLY PAPERS LAID	
DATE: 01 NOV 2022	TABLED
BY: Members, PSC	CLERK AT THE TABLE: Lemwa

1.0 MANDATE AND CONSTITUTION OF THE PARLIAMENTARY SERVICE COMMISSION

1. The Parliamentary Service Commission is established under Article 127(1) of the Constitution of Kenya 2010 to among others, provide services and facilities for Members and staff for the efficient and effective running of Parliament.
2. Article 127 (6) provides the mandate of the Commission as -
 - (a) providing services and facilities to ensure the efficient and effective functioning of Parliament;
 - (b) constituting offices in the parliamentary service, and appointing and supervising office holders;
 - (c) preparing annual estimates of expenditure of the parliamentary service and submitting them to the National Assembly for approval, and exercising budgetary control over the service;
 - (d) undertaking, singly or jointly with other relevant organisations, programmes to promote the ideals of parliamentary democracy; and
 - (e) performing other functions-
 - (i) necessary for the well-being of the members and staff of Parliament; or
 - (ii) prescribed by national legislation.
3. Article 127 (2) and (3) provides the composition of the Commission. As at the date of the interview for the position of Clerk of the National Assembly on 28th October, 2022, the following were the members of the Commission-
 - (i) Rt. Hon. Sen. Moses M. Wetang'ula, EGH, MP -Speaker, National Assembly/Chairman, PSC;
 - (ii) Hon. (Dr.) Naomi Shaban, EGH, MP, Vice Chairperson, PSC;
 - (iii) Sen. George Khaniri, MGH, MP, Member;
 - (iv) Hon. Adan Keynan, CBS, MP, Member;
 - (v) Sen. Aaron Cheruiyot, MP, Member;
 - (vi) Hon. Ben Momanyi, CBS, MP, Member;
 - (vii) Hon. Rachel Ameso Amollo, Member; and
 - (viii) Mr. Jeremiah Nyegenye, CBS, Clerk of the Senate/Secretary, PSC.

2.0 RECRUITMENT FOR THE POSITION OF CLERK OF NATIONAL ASSEMBLY

4. The position of Clerk of a House of Parliament is an office in the Parliamentary Service established under Article 128 of the Constitution. The immediate former Clerk of the National Assembly Mr. Michael Sialai, CBS was appointed on 27th March, 2017, having served in various ranks in the Service. The retirement age for staff in the Parliamentary Service is sixty (60) years and Mr. Michael Sialai was due to retire on 25th May 2021 having attained the age of sixty (60). However, on 4th May 2021, the National Assembly considered a report from the Parliamentary Service Commission and resolved as follows -

THAT, pursuant to the provisions of Articles 127(6)(b) and 128(1) of the Constitution and in furtherance of the resolution of the Parliamentary Service Commission of 7th April, 2021, this House-

- (a) *approves the appointment of Mr. Michael Rotich Sialai, CBS as Clerk of the National Assembly on contractual terms with effect from 26th May, 2021 and ending on 31st July, 2022; and,*
- (b) *calls upon the Commission to commence the process of recruiting a new Clerk of the National Assembly not later than February, 2022 so as to ensure a smooth and seamless transition.*
5. Due to the impending end of the contract of the incumbent Clerk (i.e. 31st July, 2022) as well as the Resolution of the National Assembly to commence the process of recruitment of a new Clerk no later than February, 2022 so as to ensure a smooth and seamless transition, the Parliamentary Service Commission advertised for the position of Clerk of the National Assembly in two local daily newspapers with national circulation (the Nation Newspaper and the Standard Newspaper) and on the Website of the Parliamentary Service Commission on Friday, 4th February 2022. A copy of the Advertisement is attached as Annex I.
6. The closing date for receipt of applications for the position as advertised was set for Monday, 21st February 2022.

3.0 TERMS OF SERVICE AND REQUIREMENTS FOR THE POSITION OF CLERK OF THE NATIONAL ASSEMBLY

7. The Advertisement indicated that applications were invited from energetic and results-oriented individuals interested in serving in the position of Clerk of the National Assembly (PSC Scale 17) in the Parliamentary Service for a term of five (5) years with eligibility for re-appointment for one further term of five (5) years.
8. The duties and responsibilities and requirements for appointment to the position of Clerk of the National Assembly were advertised as follows -

(a) Duties and Responsibilities:

The Clerk of the National Assembly is responsible for-

Administrative functions

- (1) *the day-to-day management and functioning of the National Assembly;*
- (2) *the execution of the Commission's decisions relating to the National Assembly;*
- (3) *the overall management of the staff of the National Assembly pursuant to Article 128(2) of the Constitution and in particular, shall be the authorised officer responsible for advising the Commission and implementing Commission resolutions on all matters relating to -*
 - (i) *the appointment, promotion, and discipline of the members of staff of the National Assembly;*
 - (ii) *the assignment of duties, supervision and training of the staff of the National Assembly; and*
 - (iii) *the deployment of staff of the respective Clerks of Parliament to serve in any other area in the Parliamentary Service;*
- (4) *the preparation and submission of the programmes necessary for the achievement of the mandate of the Commission;*
- (5) *the performance of such other duties as the Commission might determine or as may be provided for in any other written law.*

Procedural functions

- (6) *rendering expert, non-partisan and impartial advice to the members of the National Assembly on the legislative process, and parliamentary procedure and practice; and*

- (7) *carrying out such other duties and exercising powers as may be conferred on him or her by law or by the Standing Orders and practices of the National Assembly.*

In carrying out the functions specified above, the Clerk of the National Assembly shall be assisted by such other officers of the Service as may be necessary.

(b) Requirements for Appointment:

A person is qualified for appointment as a Clerk of the National Assembly, if that person:

- (i) is a citizen of Kenya;*
- (ii) holds a degree from a university recognized in Kenya;*
- (iii) has at least ten (10) years proven experience in senior management and leadership position in public affairs; and*
- (iv) has demonstrated flair and good understanding of parliamentary practice and procedure; and,*
- (v) meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.*

9. The Advertisement further required that Applications must include a cover letter, copies of academic certifications and/or testimonials, duly completed Parliamentary Service Commission Job Application Form (Form 1J) which could be downloaded from www.parliament.go.ke and current clearance/compliance certificates from the following agencies –

- (i) Ethics and Anti-Corruption Commission;
- (ii) Directorate of Criminal Investigations;
- (iii) Kenya Revenue Authority;
- (iv) Credit Reference Bureau; and,
- (v) Higher Education Loans Board.

10. Applications were to be addressed to-

**Clerk of the Senate/Secretary,
Parliamentary Service Commission,
P. O. Box 41842 00100,
NAIROBI**

and hand delivered during office hours to the Office of the Head of the Commission Secretariat, 1st Floor, County Hall, Parliament Buildings, or emailed as a PDF file attachment to applications.cna@parliament.go.ke

4.0 LONG-LISTING AND SHORT-LISTING PROCESSES

11. Following the Advertisement, a total number of forty-eight (48) applications were received and long-listed. A Long-listing Panel was thereafter constituted in line with the Commission Resolution, to long-list the forty-eight (48) applicants, and for the Long-listing Report to be presented for consideration by the Commission Committee on Staff Welfare. The Long-List of Applicants is attached as Annex II.
12. At its Meeting held on 23rd March, 2022, the Committee on Staff Welfare considered the Long-listing Report and proceeded to shortlist the applicants based on the criteria advertised for the appointment as Clerk of the National Assembly, and presented the Short-listing Report for consideration by the Parliamentary Service Commission.
13. The Parliamentary Service Commission considered the Short-listing Report at its Special Meeting held on 29th March, 2022 and resolved that the following four (4) applicants be shortlisted for the position of Clerk of the National Assembly and be invited for oral interviews to be conducted on 11th April, 2022–
 - (i) Samuel Josephat Njoroge;
 - (ii) Mohamed Ali Mohamed, MBS;
 - (iii) Eunice Wanjiku Gichangi, OGW; and
 - (iv) Serah M. Kioko, MBS.

5.0 PUBLICATION OF LONG-LIST, SHORT-LIST AND INTERVIEW NOTICE

14. On 31st March, 2022, the Parliamentary Service Commission published in two (2) local daily newspapers with national circulation (the Nation Newspaper and the Standard Newspaper) and on the Website of the Parliamentary Service Commission, the long-list of all the applicants and the names of the shortlisted applicants. The publication also served as a notice to the shortlisted applicants inviting them for oral interviews to be conducted by the Parliamentary Service Commission on Monday, 11th April, 2022.

6.0 RESCHEDULING OF THE INTERVIEWS AND APPOINTMENT OF AN OFFICER IN ACTING CAPACITY

15. Owing to unavoidable circumstances at the time, the interviews that had been scheduled for 11th April, 2022 were postponed to a later date to be appointed, and the shortlisted candidates were accordingly notified. At its Special Meeting held on 5th July, 2022, the Commission subsequently appointed 12th July, 2022 as the date for the rescheduled interviews for the position of Clerk of the National Assembly.
16. Prior to the commencement of the interviews on 12th July, 2022, the Commission however observed that owing to the fact that the National Assembly had then adjourned sine die, and that it was not certain whether the Special Sitting of the National Assembly that had been scheduled for 13th July, 2022 would be held, it would not be prudent for the Commission to appoint a new Clerk of the National Assembly and have that appointment pend awaiting the approval of the National Assembly for a period of up to three months before Members of the National Assembly of the Thirteenth (13th) Parliament are sworn-into office, settle in and consider the matter.
17. The Commission further observed, that in view of the impending end of the contract of service of the then Clerk of the National Assembly, Mr. Michael Sialai, CBS, on 31st July, 2022, and the need to have an officer in place ahead of the swearing-in of Members of the National Assembly of the Thirteenth (13th) Parliament and the attendant transition, Mrs. Serah Mbuli Kioko, M.B.S., Deputy Clerk, National Assembly, be appointed to act in the position of Clerk of the National Assembly with effect from 1st August, 2022.

7.0 ORAL INTERVIEWS

18. Following the commencement of the Thirteen (13th) Parliament, the Commission set a new date for the oral interviews for the position of Clerk of the National Assembly. The interview was held on Friday, 28th October, 2022 at a Special Meeting of the Parliamentary Service Commission.
19. The Interview Panel comprised of the following -
 - (i) Rt. Hon. Sen. Moses M. Wetang'ula, EGH, MP -Speaker, National Assembly/Chairman, PSC – Chair of the Panel;

- (ii) Hon. (Dr.) Naomi Shaban, EGH, MP, Vice-Chairperson, PSC;
- (iii) Sen. Beth Mugo, EGH, CBS, MP, Member;
- (iv) Sen. George Khaniri, MGH, MP, Member;
- (v) Hon. Adan Keynan, CBS, MP, Member;
- (vi) Sen. Aaron Cheruiyot, MP, Member;
- (vii) Hon. Ben Momanyi, CBS, MP, Member;
- (viii) Hon. Rachel Ameso Amollo, Member; and
- (ix) Mr. Jeremiah Nyegenye, CBS, Clerk of the Senate/Secretary, PSC, Secretary.

8.0 METHODOLOGY FOR ASSESSMENT OF THE CANDIDATES

20. Prior to undertaking the interviews, the Commission developed questions relevant to the position in line with thematic areas and adopted a score sheet rating the following key factors out of a total score of forty (40) marks -

(i)	Academic qualifications	- 5
(ii)	Technical proficiency	-10
(iii)	Leadership and administrative experience	-15
(iv)	General knowledge and current affairs	- 5
(v)	Presentation skills and demeanour	- 5
	TOTAL SCORE	- 40 Marks

9.0 RESULTS OF THE ORAL INTERVIEW

21. Below is a summary of the oral interview results which were calculated as a percentage-

	NAME OF CANDIDATE	GENDER	ID/PP NO	COUNTY	% SCORE
1.	Mr. Samuel Josephat Njoroge	Male	CK29195	Kiambu	87.14
2.	Mr. Mohamed Ali Mohamed, M.B.S.	Male	21559797	Mandera	76.79
3.	Ms. Eunice Wanjiku Gichangi, O.G.W.	Female	11678394	Nairobi	76.43
4.	Ms. Serah M. Kioko, M.B.S.	Female	KB043244	Machakos	75.18

22. Based on the foregoing, the Parliamentary Service Commission resolved as follows-

- (i) That Mr. Samuel Josephat Njoroge be appointed to the position of Clerk of the National Assembly (PSC 17) for a term of five (5) years, with eligibility for re-appointment for one further term of five (5) years.
- (ii) That pursuant to Article 128(1) of the Constitution, Mr. Samuel Josephat Njoroge be recommended to the National Assembly for approval as the Clerk of the National Assembly.

23. A copy of the Application Letter, Job Application Form and Curriculum Vitae for Mr. Samuel Josephat Njoroge is attached as Annex III.

10.0 RECOMMENDATION OF THE COMMISSION

24. The Parliamentary Service Commission recommends as follows -

THAT Pursuant to the provisions of Article 128 (1) of the Constitution of Kenya, the National Assembly notes the Report of the Commission and approves the appointment of Mr. Samuel Josephat Njoroge as the Clerk of the National Assembly.

.....*Wetang'ula*.....

**RT. HON. SEN. MOSES M. WETANG'ULA, E.G.H., MP.,
SPEAKER OF THE NATIONAL ASSEMBLY/CHAIRMAN,
PARLIAMENTARY SERVICE COMMISSION**

ANNEXURES:

ANNEX I: Advertisements for Clerk of the National Assembly in The Daily Nation and The Standard Newspapers of Friday, 4th February 2022 The Standard Newspaper On Saturday, 5th February, 2022 and Monday, 7th February, 2022

ANNEX II: Long-List of Applicants for The Position of Clerk of the National Assembly

ANNEX III: Curriculum Vitae for Mr. Samuel Josephat Njoroge

ANNEX I - ADVERT.

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

JOB ADVERTISEMENT

The Parliamentary Service Commission is established under Article 127 of the Constitution of Kenya 2010 to among other things provide such services and facilities as are necessary to ensure the efficient and effective functioning of Parliament. Article 128(1) of the Constitution provides that there shall be a Clerk of each House of Parliament appointed by the Commission with the approval of the relevant House.

The Commission now invites applications from energetic and results-oriented individuals interested in serving in the position of **Clerk of the National Assembly (PSC Scale 17)** in the Parliamentary Service for a term of five years with eligibility for re-appointment for one further term of five years.

The particulars of the vacancy are as indicated below:

Duties and Responsibilities:

The Clerk of the National Assembly is responsible for-

Administrative functions

- (1) the day-to-day management and functioning of the National Assembly;
- (2) the execution of the Commission's decisions relating to the National Assembly;
- (3) the overall management of the staff of the National Assembly pursuant to Article 128(2) of the Constitution and in particular, shall be the authorised officer responsible for advising the Commission and implementing Commission resolutions on all matters relating to -
 - (i) the appointment, promotion, and discipline of the members of staff of the National Assembly;
 - (ii) the assignment of duties, supervision and training of the staff of the National Assembly; and
 - (iii) the deployment of staff of the respective Clerks of Parliament to serve in any other area in the parliamentary service;
- (4) the preparation and submission of the programmes necessary for the achievement of the mandate of the Commission;
- (5) the performance of such other duties as the Commission might determine or as may be provided for in any other written law.

Procedural functions

- (6) rendering expert, non-partisan and impartial advice to the members of the National Assembly on the legislative process, and parliamentary procedure and practice; and
- (7) carrying out such other duties and exercising powers as may be conferred on him or her by law or by the Standing Orders and practices of the National Assembly.

In carrying out the functions specified above, the Clerk of the National Assembly shall be assisted by such other officers of the Service as may be necessary.

Requirements for Appointment:

A person is qualified for appointment as a Clerk of the National Assembly, if that person:

- (1) is a citizen of Kenya;
- (2) holds a degree from a university recognized in Kenya;
- (3) has at least ten (10) years proven experience in senior management and leadership position in public affairs; and
- (4) has demonstrated flair and good understanding of parliamentary practice and procedure; and,
- (5) meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

Applications must include a cover letter, copies of academic certifications and/or testimonials, duly completed **Parliamentary Service Commission Job Application Form (Form 1 J)** which can be downloaded from www.parliament.go.ke and clearance/compliance certificates from the following agencies:

- (1) Ethics and Anti-Corruption Commission;
- (2) Directorate of Criminal Investigations;
- (3) Kenya Revenue Authority;
- (4) Credit Reference Bureau; and,
- (5) Higher Education Loans Board.

Applications should be addressed to-

**Clerk of the Senate/Secretary
Parliamentary Service Commission,
P. O. Box 41842 00100,
NAIROBI**

and

hand delivered during office hours to the **Office of the Head of the Commission Secretariat,
1st Floor, County Hall, Parliament Buildings,**

or

emailed as a PDF file attachment to applications.cna@parliament.go.ke

to be received on before **Monday 21st February 2022 at 5:00pm.**

Please note:

Applications from applicants who do not complete the *Parliamentary Service Commission Job Application (Form 1 J)* or who do not submit the *clearance/compliance certificates* referred to in this advertisement will **NOT** be considered.

**CLERK OF THE SENATE/SECRETARY
PARLIAMENTARY SERVICE COMMISSION.**

ANNEX II

ANNEX II: Long-List of Applicants for The Position of Clerk of the National Assembly

No.	Name	Gender	I.D/ PP No.	County	Qualifications
1.	Patrick Bunyali Kamoyani	M	14721246	Vihiga	BSc (Information Technology); Jomo Kenyatta University of Agriculture and Technology (2009) Diploma (Information Technology); Jomo Kenyatta University of Agriculture and Technology; (2007)
2.	Handerson Mazozo Mwakimori	M	34251236	Taita/Taveta	Bachelor of Commerce (Finance Option); University of Nairobi (2020)
3.	Rashid Malow Golicha	M	34482479	Isiolo	Diploma (Software Engineering); Zetech University (2019)
4.	Antony Koigi Kamuiro	M	25684258	Uasin Gishu	University of Nairobi (2012)
5.	Fredrick Wafula	M	Not provided	Not provided	Bachelor of Business Management (Finance and Banking); Moi University (2017) CPA(K) (2018)
6.	Alex Shane Nyakora	M	Not provided	Not provided	Bachelor of Science in Telecommunications; Strathmore University (ongoing) Diploma in Business Information Technology; Strathmore University (2014)
7.	Michael Musumbi Mwanza	M	10753953	Kitui	Bachelor of Arts (Community Development); Daystar University (2019) Advanced Diploma in Planning and Management Development Projects; Catholic University of Eastern Africa (2003)
8.	Boniface Makori	M	33124838	Trans Nzoia	Bachelor of Commerce; Mount Kenya University (2020)
9.	Obura Ismael Otieno	M	24409107	Kisumu	Master of Arts in Project Planning and Management; University of Nairobi (2020) BA (Education); Mount Kenya

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No.	Name	Gender	ID/ PP No.	County	Qualifications
					University (2016)
10.	Florence N. Muia	F	Not provided	Not provided	Bachelor of Commerce (Finance Option); Machakos University (2017) CPA I (2017)
11.	Lydia Nyanchama Nyabaro	F	27282728	Kisii	BSc. (Business Administration with IT (Supply Chain Management Option); Jaramogi Oginga Odinga University of Science and Technology (2017)
12.	Muthuri Brenda Gatwiri	F	36850396	Not provided	Bachelors in Law; Mount Kenya University (ongoing) Diploma in Law; Mount Kenya University (2021)
13.	John Gitau	M	29861321	Nairobi	BSc. of Commerce (Finance Option) Kenyatta University (2019) CPA(K) (2014)
14.	Shadrack Kipkorir	M	33290796	Not provided	Bachelor of Environmental Studies – Science (Environmental Biology & Health); University of Eldoret (2019)
15.	Motaro Kemunto	F	Not provided	Not provided	Master of Arts in Economics; Madurai Kamaraj University (2019) Bachelor of Business Administration; Madurai Kamaraj University (2017)
16.	Charles Kireru, PhD	M	9811141	Nyandarua	PhD (Human Resource Management); Jomo Kenyatta University of Agriculture and Technology (2019) Master of Science (Human Resource Management) Jomo Kenyatta University of Agriculture and Technology (2013)

No.	Name	Gender	I.D/ PP No.	County	Qualifications
					Bachelor of Arts; Egerton University (1994) Higher Diploma (Human Resource Management) KNEC (1998)
17.	Patrick Onyango Ogolla	M	35493404	Homa Bay	BSc (Science and Finance Statistics); Mount Kenya University (ongoing)
18.	Rachael Nyokabi Macharia	F	Not provided	Not provided	Bachelor of Economics and Statistics; University of Nairobi (2021)
19.	Walter O. Ombogo	M	22033588	Homa Bay	Bachelor of Education (Science); Mount Kenya University (2017) Diploma in Education; Kenya Science Teachers College (2002)
20.	Patrick Thiong'o Wanjira	M	22108009	Murang'a	Master of Human Resource Management; The Open University of Tanzania (2013) Bachelor of Arts in Social Studies (Government and Public Administration) (2005)
21.	Lusariyo Zillah Nashera	F	26996424	Not provided	Bachelor of Commerce (Marketing); University of Nairobi (2014) Diploma in Business Management; University of Nairobi (2009)
22.	Samuel Josephat Njoroge	M	2179131	Kiambu	Master of Business Administration; University of Nairobi (2010) Bachelor of Environmental Studies (Planning and Management); Kenyatta University (2001)
23.	Yvonne Kaari Maranga	F	33771978	Meru	Bachelor of Economics and Statistics, University of Nairobi (2019)
24.	Evans M. Ombongi	M	11235773	Kisii	Doctor of Business Administration (Human Resource Management), Catholic University of Eastern

No.	Name	Gender	I.D/ PP No.	County	Qualifications
					Africa (2021) Master of Arts in Linguistics; University of Nairobi (2011) Bachelor of Education (Arts); Egerton University (1998)
25.	Mohamed Ali Mohamed, MBS	M	21559797	Mandera	Master of Business Administration; University of Nairobi (2009) Bachelor of Arts; Kenyatta University-(2001)
26.	Eunice Wanjiku Gichangi, OGW	F	11678394	Nairobi	Master of Laws; University of Cape Town (1999) Diploma in Law, Kenya School of Law (1998) Bachelor of Laws; University of Nairobi (1997)
27.	Serah M. Kioko, MBS	F	10094030	Machakos	Master's in Business Administration, Eastern & Southern African Management Institute (ESAMI) (2010) Bachelor of Arts; Egerton University (1991)
28.	Mohamednur Mohamed	M	34302122	Mandera	Bachelor of Arts; University of Nairobi (2021)
29.	Vane Nyaboke Akama	F	10600655	Nyamira	Master of Laws; University of Nairobi (2005) Bachelor of Laws, University of Nairobi (2002) Bachelor of Education (Arts); Kenyatta University (1993)
30.	Jelah Godfrey	M	23813960	Homa Bay	Master of Commerce, Finance; Strathmore University (2019)

No.	Name	Gender	I.D/ PP No.	County	Qualifications
					<p>Certified Public Accountant, CPA(K)- Strathmore University (2018)</p> <p>Bachelor of Commerce, and Upper, University of Nairobi (2013)</p>
31.	Fillmore Omondi Ojuondo	M	3096325	Kisumu	Diploma in Law; Mount Kenya University (2015)
32.	Patrick Mumo Muinde	M	20321112	Machakos	<p>PhD Economics (Finance), Central University of Finance and Economics, Beijing China (2017)</p> <p>Master of Business Administration, (Finance); University of Nairobi (2006)</p> <p>Bachelor of Commerce (Finance); University of Nairobi</p> <p>CPA(K), KASNEB (2003)</p>
33.	Catherine Barmao Kiptanui Tarus	F	10030886	Uasin Gichu	<p>PhD in Education Administration; Moi University (2015)</p> <p>Master of Philosophy in Education Administration; Moi University (2011)</p> <p>Diploma in Human Resource Management; Kenya Institute of Management (2008)</p> <p>Bachelor of Education Arts; University of Nairobi (2006)</p>
34.	Wakah George Odhiambo, (FA), (PhD)	M	11093211	Homa Bay	<p>Doctorate in Business Administration, Nelson Mandela Metropolitan University; Port Elizabeth, South Africa (2011)</p> <p>Master of Business Administration; University of Nairobi (1999)</p> <p>Bachelor of Education Arts</p>

No.	Name	Gender	I.D/ PP No.	County	Qualifications
					(Accounting and Economics); University of Nairobi (1996)
35.	Mwanahamisi Adam	F	34527598	Mombasa	Bachelor of Laws; University of Nairobi (2021)
36.	Jeremiah W. Ndombi, MBS	M	11450479	Kakamega	Bachelors in Law; University of Nairobi (1997) Post- Graduate Diploma in Nuclear Law; University of Mont Pelier, France (2008)
37.	Solomon M. Wamomba	M	11658970	Bungoma	Master of Science in Human Resource Management; Masinde Muliro University of Science and Technology (2019) Bachelors of Education (Arts); Moi University (1997)
38.	Mkare Arnold Jefwa	M	11375666	Not provided	Masters, Development Administration & Management; Kampala International University (2009) Bachelors in Business Administration; Universidad Empresarial de Costa Rica (2013)
39.	Lilian Kemunto Onsongo	F	28022900	Nandi	Master of Science (Marketing); University of Nairobi (2016) Bachelors in Commerce (Marketing); University of Nairobi (2012)
40.	Zacheus Mnangat Chemeltorit	M	22661400	West Pokot	Master of Science in Human Resource Management; JKUAT (2015) Bachelor of Theology; Scott Theological University College, Kenya (2006)
41.	Anthony Thiongo	M	11816739	Nairobi	Bachelors in Law; University of Nairobi (1997)

No.	Name	Gender	I.D/ PP No.	County	Qualifications
	Njoroge				Post Graduate Diploma in Law; Kenya School of Law (1998)
42.	Pamela Kageni Mutembei	F	21848809	Nairobi	Bachelors of Commerce; University of Allahabad India (2003) Diploma in Responsible Leadership & Sustainable Business Practice; Swedish Institute of Management (2020)
43.	Titus Parsanka Letela	M	13610563	Kajiado	Higher Diploma (Human Resource Management); Institute of Personnel Management (2007) Bachelor of Science (Applied Mathematics): Jomo Kenyatta University of Agriculture and Technology (1998) Higher Diploma (Technical Education); KNEC (2008)
44.	Jacob Ngwele Muvengei	M	20930151	Kitui	Post Graduate Diploma in Law; Kenya School of Law (2006) Bachelors in Law; Karnatak University Dharwad, India (2005) Bachelors of Commerce; Devi Ahilya Vishwa Viyalaya, India (2002) Post Graduate Diploma in Legislative Drafting; Tulane Law school, USA (2017)
45.	Johnson Okoth Okello (PhD)	M	11618967	Siaya	PhD (Advanced Legislative Studies); University of London (2015) Masters (Advanced Legislative Studies); University of London (2006) Post Graduate Diploma in Law;

No.	Name	Gender	I.D/ PP No.	County	Qualifications
					Kenya School of Law (1998) Bachelors of Law; University of Nairobi (1997)
46.	Stephen Njenga Ruge	M	9836727	Nairobi	Master of Arts (International Conflict Management) (2009) Bachelor of Arts (Government & Public Administration); Moi University (1992)
47.	Peter Otieno Odhiambo	M	11182415	Siaya	Master of Education (Planning & Economics of Education); Maseno University (2005) Bachelor of Education (Arts); Moi University (1996)
48.	Kassim Omar Mwakitoa	M	35071101	Kwale	Bachelors of Laws; University of Nairobi (2021)

ANNEX III -

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Samuel J. Njoroge
P.O Box 41842-00100
NAIROBI

APPLICATION & CV

Tel: Mobile +254725415788, +254-20-2221291- Ext 3291



16th February, 2022

The Clerk of the Senate/Secretary,
Parliamentary Service Commission
P.O. Box 41842 – 00100
NAIROBI

Dear Sir,

RE: JOB APPLICATION: CLERK OF THE NATIONAL ASSEMBLY (PSC SCALE 17)

Following an advertisement in the Print Media on 4th February, 2022, I submit my application for the position of **Clerk of the National Assembly.**

I am a Kenyan male aged forty two(42) and an employee of the Parliamentary Service Commission. My current position is that of Director Legislative and Procedural Services in the National Assembly. I am responsible for providing strategic direction to the Directorate and generally running the affairs of the Directorate. I am a Member of the National Assembly Service Board and also do Coordination of the three Departments of the Directorate, that is- *The Table Office, Procedural Research & Journal Department, and Inter-Houses & Overseas Affairs Department.* This is in addition to offering procedural advice to the Speaker, the Deputy Speaker and members of the Presidium, Political Leadership of the House, Chairpersons of Committees and Members of the National Assembly, on behalf of the Clerk.

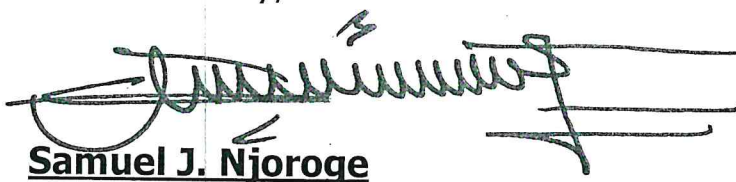
I hold a Master's Degree in Business Administration (Strategic Management) and Bachelor's Degree in Environmental Planning and Management. In additional, I have undertaken various training programmes in Parliamentary Procedures and Committee operations within and outside the Country.

200 - III
M. J. NJOROGE

Cumulatively, I have worked as a Parliamentary Officer for nineteen years. Having served as a Director in charge of Legislative and Procedural Services (National Assembly) for four years now and coupled with previous six years' experience as Deputy Director /Assistant Deputy Clerk, and a stint as Senior Clerk Assistant, I have wide and proven administrative and legislative experience in day-to-day management of affairs of the National Assembly and Parliament in general. I also have attained outstanding flair and good understanding of parliamentary practice and procedure. Indeed, as the Clerk-At-the Table for the entire period of service, I have been rendering expert, non-partisan and impartial advice to the members of Parliament, particularly on the legislative processes, and parliamentary procedure and practice as well as discharging other duties of an officer of the House.

I am team player with a flexible attitude to work and ability to work well under pressure. I also possess excellent written and oral communication skills developed in a period of over ten years serving as Secretary to various Parliamentary Committees and interaction with parliamentary leaderships. I have attached copies of my *curriculum vitae*, academic and professional certificates.

Yours faithfully,



Samuel J. Njoroge

Encls –

Copies of –

- (i) PSC FORM J, duly filled
- (ii) Curriculum Vitae
- (iii) Academic Credentials
- (iv) Part of on-job training certificates, appointment letters and other certificates

**PARLIAMENTARY SERVICE COMMISSION****JOB APPLICATION FORM (FORM 1J)**

This Form can be downloaded from the Internet at www.parliament.go.ke. It may also be obtained **free of charge** from the Commission reception desk at the Ground Floor, County Hall, Parliament Buildings, Nairobi, during office hours.

Before completing this form, please read the following notes-

- (a) *Please make sure you have completed all sections of this document. It is an offence to willfully give false information on this form.*
- (b) *Please do not apply for any position unless you possess all the qualifications given in the job advertisement.*
- (c) *Please complete this Form in CAPITAL letters for all job applications to the Parliamentary Service Commission and send it together with all other required documents in accordance with the instructions in the job advertisement to -*

**Clerk of the Senate/Secretary, Parliamentary Service Commission,
1st Floor, Main Parliament Building,
P.O. Box 41842 – 00100
NAIROBI, KENYA.**

- (d) *If submitted electronically, please send your fully completed application form as a PDF file attachment to applications@parliament.go.ke.*
- (e) *For hand delivered applications, please drop the completed application form at the Commission reception desk at the Ground Floor, County Hall, Parliament Buildings, Nairobi, during office hours.*
- (f) *Please do not enclose originals of your testimonials or certificates, instead, send certified copies if required in the advertisement. The Parliamentary Service Commission will not accept responsibility for the custody of original documents, unless a specific request has been made for their production.*
- (g) *If you are invited to an interview, please bring the originals of your testimonials and certificates with you, including your national identity card or passport, but make sure that these are returned to you before you leave the interview room.*
- (h) *If the space provided in any of the sections is insufficient, please attach a separate sheet of paper and indicate accordingly.*

PRELIMINARY

POSITION ADVERTISED: CLERK OF THE NATIONAL ASSEMBLY (PSC SCALE 17)

VACANCY NO.: DIRECTOR, LEGISLATIVE & PROCEDURAL SERVICES /PSC15/

DATE ADVERTISED: FRIDAY, FEBRUARY 4, 2022

SECTION I - BIO-DATA

1. NAME OF APPLICANT: **SAMUEL JOSEPHAT NJOROGE**: TITLE: **MR.**
(e.g. Prof/Dr/Mr/Mrs/Miss/Ms/Rev)
2. Date of Birth: **4TH APRIL, 1979** : Place of Birth **KIAMBU** (County)
(dd-mm-yyyy)
3. Gender: **MALE**
4. Nationality: **KENYAN** ID No. **21797131**/ Passport No. **C038488**
5. Indicate the category of your citizenship (*birth/registration/naturalization*) **BIRTH.**
6. County: **KIAMBU** Constituency: **KIAMBAA** Ward: **NDENDERU**
7. Postal Address: **P. O Box 41842** Postal Code: **00100** Town: **NAIROBI**
8. Telephone: **020-2848291** Mobile: **0725415788** E-mail: **njoroge@parliament.go.ke, njorogesir@gmail.com.**
9. Alternative contact person: **JEMIMAH MUTHONI MUHINDI** (Spouse) Telephone: **+254 720 625967**
10. Indicate all languages you can read, write and speak proficiently-**ENGLISH, KISWAHILI, KIKUYU**
11. What is your current employment/occupation (if any)
A PUBLIC OFFICER IN THE PARLIAMENTARY SERVICE
Job Title/Position/Designation
DIRECTOR, LEGISLATIVE & PROCEDURAL SERVICES
NATIONAL ASSEMBLY
Name and Address of current employer
THE PARLIAMENTARY SERVICE COMMISSION
P. O BOX 41842-00100, NAIROBI
12. What is your current gross monthly salary (if any)? **KES. 903,150.00**
13. Do you suffer from any impairment/disability? **NO**

14. If your application is successful, when would you be available to take up this position?

- **IMMEDIATELY**

SECTION II - ACADEMIC/PROFESSIONAL/TECHNICAL QUALIFICATIONS

15. List your relevant Academic/Professional/Technical qualifications (starting with the highest)

(a) Qualification (e.g. Degree, Diploma or Certificate)

- **MASTER'S DEGREE**

Level (e.g. Doctorate, Masters, Bachelors, etc.)

MASTER'S OF BUSINESS ADMINISTRATION (MBA) - STRATEGIC MANAGEMENT

Class (if any) (e.g. First Class, Upper Second, Lower Second, etc.)

HONOURS

Year obtained.

- **MASTER'S DEGREE** - **2010**

Awarding Institution/ College/University/School

- **MASTER'S DEGREE** - **UNIVERSITY OF NAIROBI**

(b) Qualification (e.g. Degree, Diploma or Certificate)

- **DEGREE**

Level (e.g. Doctorate, Masters, Bachelors, etc.)

- **BACHELORS DEGREE IN ENVIRONMENTAL PLANNING AND MANAGEMENT**

Class (if any) (e.g. First Class, Upper Second, Lower Second, etc.)

SECOND CLASS HONOURS, UPPER DIVISION

Year obtained.

- **BACHELORS DEGREE** - **2001**

(c) Qualification (e.g. Degree, Diploma or Certificate)

- **DIPLOMA**

Level (e.g. Doctorate, Masters, Bachelors, etc.)

- **DIPLOMA IN CONTEMPORARY PUBLIC ADMINISTRATING MANAGEMENT-
GALILEE INSTITUTE, ISRAEL**

Class (if any) (e.g. First Class, Upper Second, Lower Second, etc.)

Year obtained- **2019**

16. List other relevant professional or occupational courses you have attended-

Course attended	Year	Institution	Qualification (if any)
Devolution, Legislation & Oversight	2021	International Law Institute, ILI, Washington DC	Certificate
Public Procurement, Corporate Governance & Policy Implementation	2021	Intelligent Business Centre & KIM, Istanbul	Certificate
General Parliamentary Staff Training	2019	Commonwealth Parliamentary Association	Certificate
Contemporary Public Administrating Management	2019	Galilee International Management Institute, Israel	Diploma
Senior Management Course (SMC)	2017	Kenya School of Government	Certificate
Course in the 2017 Leadership Programme For Organizational Excellence	2017	The Kenya Institute of Management and SIM Professional Development	Certificate of Participation
Corporate Governance Short Course	2016	The Management University of Africa	Certificate of Participation
Legislative Drafting	2016	International Law Institute, ILI, Washington DC	Certificate
Training in Corporate Governance, Leadership and Management	2014	Centre for Corporate Governance	Certificate
Legislative Research, Analysis & Drafting	2014	House Democracy Partnership, Congress, USA	Certificate
Management of Boards of State Corporations (<i>The Mwongozo Training</i>)	2015	The State Corporations Advisory Committee (SCAC)	Certificate
Comparative Study on Parliamentary Procedures, the Committee System and Management of Shared services in bicameralism	July 2011	At the USA Congress and the Wisconsin State Legislature	Certificate upon Completion
Training on Strengthening Committee Operations	December, 2010:	Parliamentary Staff Institute, USA House of Representatives	Certificate upon Completion
Short Training on Report and Minute writing- A Parliamentary perspective:	October, 2009	The Kenya Institute of Administration KIA, now Kenya School of Government- KSG	Certificate
Training on Parliamentary Procedures and Management of parliamentary affairs (Legislative procedures, Public Petitioning and the Committee system in bicameralism)	2008	Training and Attachment offered by the UK Parliament, Westminster, United Kingdom.	Certificate upon Completion
Comparative Experiences in Parliamentary Procedures & Management of Select Committees in the Commonwealth	2007	Training and Attachment offered by the Parliament of Ghana.	Certificate upon Completion

17. Briefly explain how your qualifications and experience make you suitable for this position?

- (a) *I am currently on the nineteenth (19th) year in terms of experience as a parliamentary officer, having been employed in 2003 as a Third Clerk Assistant.*
- (b) *Experience as Director of one of the busiest and most sensitive Directorates in the National Assembly (L&P), charged with among other things, providing procedural advice to the Presidium during chamber sessions, ensuring Business is conducted in the House in an orderly and timely manner, ensuring that decisions made by the House are accurately recorded, liaising with other government agencies and departments for smooth running of legislative business.*
- (c) *I have been exposed to senior-level management and have become well-versed with the dynamics of how Boards operate, during my tenure as Director of Legislative and Procedural Services in the National Assembly. This has helped in ably coordinating the affairs of the Directorate and serving in the National Assembly Board of Management, having also served on the Board of the National Council for Law Reporting. I have also served in various administration committees including the Staff Advisory Committee, the Audit Committee, and the Training Committee (National Assembly).*
- (d) *I have also led specialized taskforces such as on review of Rules and Procedures of the House, Legislative Digital Presence, the 2021 Matriculation Team on Staff Recruitment, Translation of the National Assembly Standing Orders into Kiswahili, among others. Additionally, I have severally acted for the Clerk and the Deputy Clerks in their absence.*
- (e) *I possess qualifications in strategic management and have experience in planning and coordinating complex affairs; all which make me suitable for the position. In this regard, together with teams working under me, I develop and implement the PSC Strategic Plan as reflected in the annual work plans and procurement plans of the Directorate, have coordinated Leadership Retreats, Induction activities for a new House, State of the Nation addresses and Budget Highlights Days, as well as hosting of international conferences such as ACP-EU and CPA. Ultimately, I oversee the overall planning and budgeting for the Directorate to ensure that the Directorate's objectives and goals are in congruence with directorate's and strategic objectives.*
- (f) *Prudent financial management: as AIE holder for the items under the Legislature (Vote 2042-National Assembly), which include- Foreign Travel, Printing and Information Supplies, Domestic Travel, etc, I ensure that there is optimal utilization of resources in the National Assembly.*
- (g) *I have excellent parliamentary flair, which has been evidenced in my work in ensuring optimal functioning of the Chamber and its proceedings.*
- (h) *Demonstrated innovation in initiating various problem-solving Tasks in the National Assembly, including upon declaration of COVID-19 as a Pandemic –where I led a rolling-out of the bulk SMS platform which helped marshal Members to attend chamber sessions, initially through registration to ensure Covid-19 protocols on social distancing were kept, and subsequently to enable the House leadership to communicate seamless to Members. I also initiated new methods of guiding the Speaker and Members in the House during chamber sessions, such as introduction of simplified electronic voting. I also pioneered changes to practices of the House and Rules of Procedure in 2020 to facilitate Virtual Sittings of the House upon the declaration of COVID-19 as a Pandemic.*

- (i) *As part of mentoring and coaching activities, I have been engaged in improving the capacities and capabilities of staff in various procedural aspects, for instance by empowering them to ably execute chamber duties, and having them present professional papers in Directorate meetings. Some of these papers have informed decisions taken by the Speaker, the Clerk or the House in diverse situations, for instance handling of Omnibus Bills and questions of vetting of Cabinet and Principal Secretaries who served in prior terms, among many others.*
- (j) *Have gained negotiation skills over the time, including assigning Members to mediate on legislative business.*
- (k) *Have worked well as part of various teams, including working with colleagues across Directorates, Departments and Houses to ensure seamless operations, liaising with the Speaker's and Clerk's offices, Legal Services, Hansard, Litigation & Compliance, Procurement etc.*
- (l) *I have worked closely with our Litigation Directorate to provide an understanding of the procedural aspects of the House to assist the legal counsel in clarifying procedural matters to the Courts in the various cases that have been made against the House involving either legislation or decisions of the National Assembly.*
- (m) *Trust: I have been a constant and trusted resource to Members, the Office of the Leader of the Majority Party and Committee Chairpersons as they draft amendments, Bills, motions, petitions, questions etc and prosecute their affairs in the House. I find myself being called upon severally to provide procedural advice to the leadership offices, senior staff and others.*

I believe that all these experiences and responsibilities bestowed upon me throughout the years have shaped me into a suitable candidate for this role, and will help me successfully execute the Commission's decisions relating to the entire Service as expected.

18. Are you a member of any professional body? If Yes, please indicate your membership status in the professional body or bodies. Provide professional registration/membership details (year registered; registering body) e.g. Full member Membership No. 20; 1993; Law Society of Kenya.

(i) **Registered by NEMA as an Environmental Impact Assessment & Audit (EIA) Expert**

(ii) **Society of Clerks-at-the-Table**

19. Give details of your employment history starting with current employment

Job Title/Rank	Employer	Period	Main Duties/Responsibilities
<p>Director, Legislative & Procedural Services, National Assembly</p>	<p>Parliamentary Service Commission (PSC)</p>	<p>2018 to date</p>	<p>A. <u>Current Key Result Areas -</u></p> <ol style="list-style-type: none"> 1. Successful execution of the Commission's decisions relating to the Directorate and supporting the Clerk to implement those that relate to the entire Service ; 2. Successful planning budgeting, utilization and reporting on financial resources assigned to the Directorate; 3. Effective leadership, supervision and management of manpower resources assigned to the Directorate; 4. Continuous monitoring of Governance policies, Risk and Compliance policies implemented in the Directorate; 5. Effective and lawful use of the Authority to Incur Expenditure (AIE Holder) 6. Prudential management of office resources and facilities for the efficient management of Chamber proceedings 7. Effective leading of employees assigned to the Directorate <p>B. <u>Financial Responsibilities include-</u></p> <ol style="list-style-type: none"> 1. Planning, budgeting, utilization and reporting on financial resources assigned to the Directorate; 2. Effective controls of the budget of the Directorate's financial resources; 3. Effective and optimal organization of assets and resources assigned to the Directorate; 4. Responsible for the administration and management of human and financial resources of the Directorate to facilitate the development of training, procurement and disposal plans; 5. Overseeing the overall planning and budgeting for the Directorate to ensure that the Directorate's objectives and goals are in congruence with PSC's Strategic Plan ; 6. AIE holder for the Directorate budget to ensure prudent and efficient use of public funds; 7. AIE holder for the items under the Legislature (Vote 2042-National Assembly), which include- Foreign Travel, Printing and Information Supplies, Domestic Travel, etc; 8. Approval of Domestic Subsistence Claims made by Members with respect to attendance of the Chamber and Committees under the Directorate. <p>C. <u>Managerial Roles and Responsibilities include-</u></p>

Job Title/Rank	Employer	Period	Main Duties/Responsibilities
			<ol style="list-style-type: none"> 1. Providing strategic direction to the Directorate for effective service delivery; 2. Developing and implementing the PSC Strategic Plan as reflected in the annual work plans of the Directorate ; 3. Chairperson of the Directorate Management Team to coordinate the activities of the Directorate and ensure set targets are met within the set timelines 4. Member of the Board of Management of the National Assembly where management; 5. Coordinating performance management for the Directorate to ensure that the set targets are achieved in an effective and efficient manner; 6. Enforcing discipline and initiating disciplinary action on Directorate staff to ensure adherence to Chapter 13 of the Constitution of Kenya on the principles and values of the Public Service, the Parliamentary Service, Code of Conduct and the Public Officer Ethics Act and oversees staff welfare activities to assure staff that they are valued; 7. Overseeing the efficient and effective operations of the three (3) Departments in the Directorate (<i>that is- The Table Office, Procedural Research & Journal and Inter-Houses & Overseas Affairs Department</i>), to ensure that the departments work in synergy towards realizing the objectives of the Directorate and Parliament; 8. Assigning duties to staff in the Directorate to ensure equitable workload enhancing synergy for efficient execution of assigned tasks; 9. Approving capacity building programmes for staff of the Directorate to enable them to attain the necessary expertise for offering effective service to the House, Members and the public; 10. Coordination of capacity building programmes for legislators in areas related to the roles of the Directorate to enable them effectively discharge their constitutional mandates of representation, oversight, deliberation and legislation; 11. Initiating and spearheading the development of publications on Parliamentary Procedure and Practice for informing interested persons on procedural development; 12. Coordinating external relations Parliamentary desks to ensure that the Parliament of Kenya effectively participates in Parliamentary

Job Title/Rank	Employer	Period	Main Duties/Responsibilities
			<p>diplomacy and plays its rightful role in the global arena;</p> <p>13. Representing and negotiating with other Directorates and Departments as well as external parties to achieve outcomes for the Directorate and facilitate Parliament in the execution of its mandate.</p> <p>D. Operational Roles and Responsibilities include-</p> <ol style="list-style-type: none"> 1. On behalf of the Clerk, providing authoritative, professional and impartial advice on procedure and practice to the Speaker, other presiding officers and members of the National Assembly to ensure the National Assembly executes its roles in accordance with the Constitution, the law and the rules of procedure; 2. Overseeing the functions and operations of the Departments in the Directorate in order to achieve optimal performance and realize the goal for which the Directorate exists; 3. Responsible for overseeing duties of Clerks-at-the-Table, maintaining constant awareness of the progress of business before the House to ensure efficient operations of the proceedings of the House, including assigning Duties to officers serving in the Directorate for timely facilitation of the National Assembly to fulfill its mandate. 4. Coordination of the affairs of the House Business Committee and making weekly briefings to the Committee 5. On behalf of the Clerk, Approving briefs for conveyance of all decisions arrived at by the National Assembly to the relevant implementing agencies so that there is effective follow up and to ensure decisions of the House are implemented for the benefit of the electorate. 6. Coordinating the Secretariats of the Procedure and Rules Committee and the Committee of Privileges. 7. Responsible for the accuracy and timely filing and scheduling of Motions, Papers, Questions, Statements, Bills and amendments thereof, reports, petitions as well as scheduling of budget documents so that the National Assembly operates in a structured manner and is facilitated to monitor and assess its schedules for execution of its functions; 8. Responsible for the assessment and reviewing of

Job Title/Rank	Employer	Period	Main Duties/Responsibilities
			<p>risk management policies and plans and active promotion risk management principles including occupational safety and health of officers in the Directorate in accordance with the relevant labour laws to ensure safety of workers so that the settled to undertake their roles without fear of physical danger;</p> <p>9. Ensuring Members satisfaction for services rendered by the Directorate by ensuring the provision of sound professional and impartial services;</p> <p>10. Assisting the Directorate of Litigation and external counsel to draft responses to court cases affecting the House and its Members with respect to procedural affairs and adherence to the rules of procedure, practices and traditions of the House;</p> <p>11. Spearheading the review of the standing orders/rules of procedure. Currently Chairing the Taskforce on the term amendments to the 5th Edition of the National Assembly Standing Orders.</p> <p>12. Supervising the preparation of and reviewing draft considered rulings for issuance by the Speaker to ensure sound and impeccable guidance is provided to the National Assembly and the dignity of the institution is upheld.</p> <p>13. Regularly reviewing Draft Speeches for the Clerk, Speaker and other Leaderships of the House</p> <p>14. Member, the Staff Advisory Committee- formerly</p> <p>15. Member, the Audit Committee- formerly</p>
Deputy Director, Legislative & Procedural Services, National Assembly	Parliamentary Service Commission (PSC)	2012 to 2018	
Senior Clerk Assistant	PSC	2012-2012	- Head of Secretariat, the Departmental Committee on Health
Second Clerk Assistant	PSC	2008-2012	<ul style="list-style-type: none"> - Secretary, the Public Investments Committee - Head of Secretariat, the Standing Orders Committee - Secretary, the Committee of Privilege - Desk Officer, the ACP-EU
Third Clerk Assistant	PSC	2003-2008	<ul style="list-style-type: none"> - Assisting Secretary, the Defence and Foreign Relations Committee - Assisting Secretary, the Public Investments Committee - Clerk-at-the Table - Desk Officer, the Pan-African Parliament

SECTION III - SPECIAL SKILLS/OUTSTANDING ACHIEVEMENTS

The Parliamentary Service Commission is an equal opportunity employer. Additionally, the Parliamentary Service Commission recognizes talent and values individuals who have special skills in sports, theatre, art, literature, music, etc. The Commission also values individuals who have brought glory and honour to Kenya in various disciplines. Possession of such skills or being such an individual will confer an added advantage to an applicant.

20. Do you possess any special or outstanding skills as described above? No Yes If yes, please give details/evidence. If the skills are in sports, please detail the level achieved. It is in your interest to be as clear and specific as possible. If necessary, attach copies of any relevant certificates.

Achievements

- (a) **Lead teams in development of manuals currently used to guide Directorate's Staff and the House.**
- (b) **Started the practice of development of *professional development papers* by staff of the Directorate as part of their In-House Training and continuous processes improvement.**
- (c) **Successfully arranged and coordinated capacity building programmes for legislators in different since 2013**
- (d) **Lead teams in revision of the rules of Procedure of the National Assembly in 2017**
- (e) **Pioneered changes to practices of the House and Rules of Procedure in 2020 to facilitate Virtual Sittings of the House upon the declaration of COVID-19 as a Pandemic.**
- (f) **Developed over fifty considered rulings of the Speaker on various matters affecting the business and functioning of the House.**

Special talent in Sports:

- **An ardent Handball Player- Represented Kenya severally in under 17 and under 18 Leagues and Tournament including the Copa-International Tournament, July 1996, Milano, Italy and played for the National Team in an International Tournament in Gothenburg, Sweden**
- **Dispute Resolution and Mediation Skills**

SECTION IV - INTEGRITY

The Parliamentary Service Commission is required by law to facilitate appointment of persons of good character. The Commission is guided by the Constitution and other relevant laws in matters relating to public officers' character and integrity.

Please read the following guidelines carefully before completing this section.

- (a) *It is essential that you answer all the following questions fully.*
- (b) *You are required to declare all matters whether or not these have been declared in a previous application or to any other body.*
- (c) *Where you have answered yes to any question, please include any mitigating information that you would like the Commission to take into account when considering your application.*
- (d) *If you are in any doubt, please include all relevant information. This is a continuing responsibility throughout the process for any matter that may arise, up to the point of appointment.*

21. Have you ever been convicted of any criminal offence in Kenya or elsewhere, or are any criminal proceedings pending against you? **NO**

(The fact that an applicant declares that he/she has been convicted of an offence will not necessarily bar him/her from employment in the Parliamentary Service Commission. Each case will be considered on its own merits having regard to the nature and the circumstances of the case).

22. Have you ever been dismissed or otherwise removed from any employment or any Board, Council, Trusteeship or any other engagement? **NO**
23. Have you ever had an action brought against you for professional malpractice and/or negligence, without the matter being dismissed, or are any such proceedings pending against you? **NO**
24. In respect of any matter involving you personally or under your supervision, please provide details of any findings made or allegations pending, of professional misconduct brought against you by-
- | | |
|--|-------------|
| (a) Your client/any member of the public | NONE |
| (b) Your professional body: | NONE |
| (c) Any other lawful authority or body- | NONE |
25. Is there any additional information which should be brought to the attention of Parliamentary Service Commission which might call into question or affect your eligibility or suitability for this position
NO?
26. Give the names and addresses of three (3) **referees**. They should be responsible persons who know you well, either in private life or in business, and one at least should be well acquainted with you in private life. The names of distinguished persons should not be given unless they really know you well and they have consented. The names of relatives or of those from whom you send testimonials should not be given; nor should the names of Members of Parliament or those of members or staff of the Parliamentary Service Commission.

Mr. Peter N. Gachuba

Commissioner

The Commission on Revenue Allocation,
14 Riverside Drive

P.O. Box 1310 – 00200

Nairobi Tel: 020-4298000

Email; pgachuba@yahoo.com

Period during which he/she has known you: **since 2011**

In what capacity has the person known you? *As a friend- has mentored me in private life*

Mr. Michael R. Sialai, CBS

Clerk of the National Assembly

P. O. Box 41842-00100

Parliament Buildings

Nairobi

clerk@parliament.go.ke

Period during which he/she has known you: **since 2003**

In what capacity has the person known you? *As a professional senior and supervisor - has mentored me on parliamentary affairs*

Amb. Michael Mubea, EBS
Ambassador
Embassy of the Republic of Kenya
11 Elgin Road, Ballsbridge Dublin 4,
Dublin, Ireland, DO4 YW13
info@kenyaembassyireland.net

Period during which he/she has known you: **since 2009**
In what capacity has the person known you? *As a friend*

Dr. Anthony Nduati N. MBCHB,
Moi University & Moi Teaching and Referral Hospital
P.O Box 4606-3100
Eldoret.
tonnynduati@gmail.com

Period during which he/she has known you: **since 1993**
In what capacity has the person known you? *As a friend. (Knows me in private life too)*

27. Are you related in any way to any Member of Parliament or to a member or staffer of the Parliamentary Service Commission? If so, please give details below:

NO

28. Final Declaration I declare that-

- (i) The information I have given on this application form is true to the best of my knowledge and belief;
- (ii) I have read and understood the notes at the beginning of the application form and guidelines under Section IV of the Form;
- (iii) I understand that any incorrect information given may lead to disqualification/legal action against me; and
- (iv) If I am completing this application form electronically, that the electronic signature I have provided is intended to be my signature.

Full Names of Applicant: **SAMUEL JOSEPHAT NJOROGI**

Signature of Applicant:

Date:

16/11/2022.

Published by
The Parliamentary Service Commission
Parliament Buildings,
P. o. Box 41842-00100,
Tel. 254-20-2221291,
Nairobi

Printed by Parliament Press, Nairobi

CURRICULUM VITAE

SAMUEL JOSEPHAT NJOROGI

Address:

P.O Box 223-00100, Nairobi, Kenya

+254-20-2848385/22848129 (office)

Cell phone: +254-725415788

Email: njorogesir@gmail.com

njoroge@parliament.go.ke

I. **PERSONAL INFORMATION**

Date of Birth: April 4, 1979

Gender: Male

Marital Status: Married

Career Aim

To lead teams in senior level management of parliamentary affairs and successfully steer the administrative and legislative affairs of the national legislature to excellence.

Key Attributes

- (i) Self motivated with well developed skills in administration and management of parliamentary affairs, combined with expertise in parliamentary procedures
- (ii) Flexible attitude to work and ability to work well under different circumstances;
- (iii) A critical thinker with strong interpersonal, analytical and organisational skills developed in a variety of deadline-orientated situations;
- (iv) Excellent written and oral communication skills developed in a period of nineteen (19) years serving in different positions in the legislative and committees services in Parliament.

(v) Strong team-player and delegation skills developed through work in management of parliamentary committees, and associated on-job training and attachment to various legislatures; and,

(vi) Seeks out new responsibilities and strives for highest quality in every task.

II. CURRENT EMPLOYMENT:

Employer: The Parliamentary Service Commission

Position: Director, Legislative & Procedural Services, National Assembly

III. ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

2006- 2010: **Master of Business Administration (MBA), (Strategic Management),** University of Nairobi.

1998- 2001: **Bachelor of Environmental Studies, (Planning and Management)**
Second Class (Hons), Upper Division
Kenyatta University, Nairobi

1996 : Kenya Certificate of Secondary Education (KSCE):
Mean Grade B+
Thika High School, Thika

1992 : Kenya Certificate of Primary Education (KCPE):
514 points (out of possible 700)
Karura Primary School, Kiambu

IV. RELATED PROFESSIONAL TRAININGS AND ATTACHMENTS:

December, 2021: **Certificate in Devolution, Legislation & Oversight**
(Offered by International Law Institute, ILI, Washington DC)

April, 2021: **Certificate in Public Procurement, Corporate Governance & Policy**
(Offered by Intelligent Business Centre & Kenya Institute of Management)

October, 2019: **Certificate in General Parliamentary Staff Training**
(Offered by Commonwealth Parliamentary Association)

February, 2019: **Diploma in Contemporary Public Administrating Management**
(Offered by Galilee International Management Institute, Israel)

- June 2017:** **Course in the 2017 Leadership Programme For Organizational Excellence**
(Offered by The Kenya Institute of Management and SIM Professional Development)
- April, 2017:** **Senior Management Course (SMC)**, at the Kenya School of Government.
- November 2016:** **Corporate Governance Short Course**
(Offered by The Management University of Africa)
- June 2016:** **Training on Legislative Drafting (Basics)**
(Offered by International Law Institute, ILI, Washington DC)
- October 2015:** **Training on Strategic Management of Boards of State Corporations (*The Mwongozo Training*)**
(Course offered by The State Corporations Advisory Committee- (SCAC)
- October, 2014 :** **Short course on Legislative Research, Policy Analysis and Drafting:**
(Offered at the US Congress)
- April, 2014:** **Training in Corporate Governance, Leadership and Management**
(Course offered by Centre for Corporate Governance)
- July, 2011:** **Comparative Study on Parliamentary Procedures, the Committee System and Management of Shared services in bicameralism**
(At the US Congress and the Wisconsin State Legislature)
- December, 2010:** **Training on Strengthening Committee Operations**
(Training offered by the Parliamentary Staff Institute, United States House of Representatives)
- October, 2009:** **Short Training on Report and Minute writing- A Parliamentary perspective:**
(The Kenya Institute of Management, Nairobi)
- November, 2008:** **Training on Parliamentary Procedures and Management of parliamentary affairs (Legislative**

procedures, Public Petitioning and the Committee system in bicameralism)

(Training and Attachment offered by the UK Parliament, Westminster, United Kingdom.)

November, 2007: Comparative Experiences in Parliamentary Procedures and Management of Select Committees in the Commonwealth
(Attachment offered by the Parliament of Ghana)

V. WORK EXPERIENCE:

2018 to date: Kenya National Assembly
Position: Director, Legislative and Procedural Services,
National Assembly

Key Result Areas, Main Duties and Responsibilities -

A. Current Key Result Areas include-

1. Successful execution of the Commission's decisions relating to the Directorate and supporting the Clerk to implement those that relate to the entire Service ;
2. Successful planning budgeting, utilization and reporting on financial resources assigned to the Directorate;
3. Effective and optimal organization of assets and resources assigned to the Directorate;
4. Effective leadership, supervision and management of manpower resources assigned to the Directorate;
5. Continuous process improvement of services offered by the Directorate;
6. Continuous monitoring of Governance policies, Risk and Compliance policies implemented in the Directorate;
7. Successful implementation of the Directorate's strategic goals and key strategic areas;
8. Effective and optimal use of the Authority to Incur expenditure (AIE Holder)
9. Efficient management of office accommodation and occupational comfort of staff in the Directorate.
10. Effective leading of employees assigned to the Directorate

B. Current Financial Responsibilities include-

1. Planning, budgeting, utilization and reporting on financial resources assigned

to the Directorate;

2. Effective controls of the budget of the Directorate's financial resources;
3. Effective and optimal organization of assets and resources assigned to the Directorate;
4. Responsible for the administration and management of human and financial resources of the Directorate to facilitate the development of training, procurement and disposal plans;
5. Overseeing the overall planning and budgeting for the Directorate to ensure that the Directorate's objectives and goals are in congruence with directorate's and strategic objectives; and there is optimal utilization of resources;
6. AIE holder for the Directorate budget to ensure prudent and efficient use of public funds;
7. AIE holder for the items under the Legislature (Vote 2042-National Assembly), which include- Foreign Travel, Printing and Information Supplies, Domestic Travel, etc;
8. Approval of Domestic Subsistence Claims made by Members with respect to attendance of the Chamber and Committees under the Directorate.

C. Current Managerial Roles and Responsibilities include-

1. Providing strategic direction to the Directorate for effective service delivery;
2. Developing and implementing the PSC Strategic Plan as reflected in the annual work plans of the Directorate ;
3. Chairperson of the Directorate Management Team to coordinate the activities of the Directorate and ensure set targets are met within the set timelines
4. Member of the Board of Management of the National Assembly where management and policy decisions are made to represent and speak on behalf of the Directorate and work with other Board members to realize the overall strategic objectives of the institution of Parliament;
5. Coordinating performance management for the Directorate to ensure that the set targets are achieved in an effective and efficient manner;
6. Enforcing discipline and initiating disciplinary action on Directorate staff of the Directorate.
7. Overseeing the efficient and effective operations of the three (3) Departments in the Directorate (*that is- The Table Office, Procedural Research & Journal and Inter-Houses & Overseas Affairs Department*) , to ensure that the

departments work in synergy towards realizing the objectives of the Directorate and Parliament;

8. Assigning duties to staff in the Directorate to ensure equitable workload enhancing synergy for efficient execution of assigned tasks;
9. Approving capacity building programmes for staff of the Directorate to enable them to attain the necessary expertise for offering effective service to the House, Members and the public;
10. Coordination of capacity building programmes for legislators in areas related to the roles of the Directorate to enable them effectively discharge their constitutional mandates of representation, oversight, deliberation and legislation;
11. Ensuring that the Directorate is abreast of major procedural and legislative developments in Kenya and other jurisdictions, so as to inform House decisions on emerging issues;
12. Initiating and spearheading the development of publications on Parliamentary Procedure and Practice;
13. Coordinating external relations, Parliamentary desks to ensure that the National Assembly effectively participates in Parliamentary diplomacy and plays its rightful role in the global arena;
14. Representing and negotiating with other Directorates and Departments as well as external parties to achieve outcomes for the Directorate and facilitate the National Assembly in the execution of its mandate.

D. Current Operational Roles and Responsibilities include-

1. On behalf of the Clerk, providing authoritative, professional and impartial advice on procedure and practice to the Speaker, other presiding officers and members of the National Assembly to ensure the National Assembly executes its roles in accordance with the Constitution, the law and the rules of procedure;
2. Responsible for overseeing duties of Clerks-at-the-Table, maintaining constant awareness of the progress of business before the House to ensure efficient operations of the proceedings of the House, including assigning Duties to officers serving in the Directorate for timely facilitation of Parliament to fulfil its mandate
3. On behalf of the Clerk, Approving briefs for conveyance of all decisions arrived at by the National Assembly to the relevant implementing agencies so

that there is effective follow up and to ensure decisions of the House are implemented for the benefit of the electorate.

4. Responsible for the accuracy and timely filing and scheduling of Motions, Papers, Questions, Statements, Bills and amendments thereof, reports, petitions as well as scheduling of budget documents so that the National Assembly operates in a structured manner and is facilitated to monitor and assess its schedules for execution of its functions;
5. Responsible for the assessment and reviewing of risk management policies and plans and active promotion of risk management principles including occupational safety and health of officers in the Directorate in accordance with the relevant labour laws;
6. Assisting the Directorate of Litigation and external counsel to draft responses to court cases affecting the House and its Members with respect to procedural affairs and adherence to the rules of procedure, practices and traditions of the House;
7. Spearheading the review of the standing orders/rules of procedure from time to time in order to keep abreast with the ever evolving times and circumstances that require new approaches to meet their demands. Currently Chairing the Taskforce on the term amendments to the 5th Edition of the National Assembly Standing Orders.
8. Supervising the preparation of and reviewing draft considered rulings for issuance by the Speaker to ensure sound and impeccable guidance is provided to the National Assembly and the dignity of the institution is upheld.

Dec. 2012 to April, 2018: Kenya National Assembly

Position: Deputy Director, Legislative and Procedural services,
National Assembly

Specific Duties and Responsibilities.

- Assisting the Director to Coordinate the Affairs of the Directorate
- Alternate to the Clerk in the Board of the National Council for Law Reporting (Kenya Law)

- Coordinating the Drafting of Motions, Amendments to Bills and Acts of Parliament and Regulations;
- Scheduling Duties to all as Clerk-at-the Table
- Offering Procedural Advice to the Clerk and the Speaker
- Managing the affairs of the Speaker's Panel
- Coordinating the preparation of Chamber (House) matters, such as the Order Papers, Votes and Proceedings, Speakers Briefs
- Preparing Speakers Considered Ruling/Communications
- Coordinating the Table Office Unit, Journals & Petitions Division and the Overseas- Inter-parliamentary Affairs Division
- Coordinating Visits to Speakers Office by dignitaries, such as other Speakers
- Preparing Calendar of the House, briefs for the House Business Committee and other Leaderships
- Coordinating the Bi-Annual Leaderships Retreats/Meetings
- Preparing Speeches for the Clerk, Speaker and other Leaderships of the House
- Member, the Staff Advisory Committee of the Administration
- Member, the Training Committee (National Assembly)
- Member, the Audit Committee (former)
- Coordinating the Secretariats of the Procedure and Rules Committee, the Committee of Privilege and the House Business Committee

Jan. 2012 to December 2012: Kenya National Assembly

Position: Senior Clerk Assistant,
Main Duties: Management of Committees and Clerk- At- the Table

March 2008 to Jan. 2012: Kenya National Assembly

Position: Second Clerk Assistant,
Main Duties: Management of Committees and Clerk- At- the Table

Specific Duties and Responsibilities- 2008-2012.

(i) Management of Secretariat of Committees

(a) Head of the Secretariat, Departmental Committee on Health

- Advising Committee members on procedural aspects in the Committee
- Ensuring custody of Journals and Records of the Committee
- Coordination and management of affairs and logistics of the Committee, including Committee sittings, inspections and visits
- Preparation of reports of the Committee for consideration by the Committee
- Supervising other officers serving in the Secretariat, including Third Clerks Assistant, Research officers and support staff

(b) Secretary, Procedure and House Rules Committee

- Advising Committee members on procedural aspects in the Committee
- Ensuring custody of Journals and Records of the Committee
- Management of affairs and logistics of the Committee, including Committee sittings, inspections and visits
- Preparation of reports of the Committee for consideration by the Committee

(ii) Clerk- At- the Table:

- Advising Members of Parliament and Presiding officers on procedure and practice in Parliament, in accordance with the Standing Orders.
- Undertaking legislative and Procedural research for the Presiding officers.
- Assisting Members of Parliament in drafting Motions.
- Compiling of Votes and Proceedings of the House

(iii) **Desk Officer:** The African Caribbean, Pacific-European Union

(ACP-EU) Affairs Desk

Main Duty: Management and coordination the affairs of the ACP-EU
Parliamentary Assembly

Specific duties

- Coordination, on behalf of the Clerk , the affairs of the ACP-EU Joint Parliamentary Assembly at the level of the National Assembly;
- Preparation of papers and briefs on the affairs of the ACP and the EU at the level of the National Assembly;
- Briefing National Assembly's delegations to parliamentary sessions of the ACP-EU ;
- Advising Members on matters of the ACP Parliamentary Assembly and parliamentary aspects of *Cotonou* Agreement; and
- Preparing conference materials, position papers and speeches for the National Assembly's delegations to ACP-EU.

August 2003 to March 2008: Kenya National Assembly

Position: Third Clerk Assistant,

Main Duties: (i) Assisting Secretary, Departmental Committee on
Defence & Foreign Relations
(ii) Assisting Secretary, The Public Investments
Committee
(iii) Secretary, The Standing Orders Committee

Specific Duties and Responsibilities.

- Advising Committee members on procedural aspects in the Committee
- Ensuring custody of Journals and Records of the Committee
- Coordination and management of affairs and logistics of the Committee, including Committee sittings, inspections and visits
- Preparation of reports of the Committee for consideration by the Committee

- Team leader for other officers serving in the Secretariat, including, Research officers and support staff

VI. KEY ACHIEVEMENTS

1. Lead teams in development of manuals currently used to guide Directorate's Staff and the House.
2. Pioneered training of staff by way of "*research & presentation of professional development papers*" as part of in-House training and coaching of staff of the Directorate.
3. Successfully arranged and coordinated capacity building programmes for legislators in since 2013
4. Lead teams in revision of the rules of Procedure of the National Assembly in 2017
5. Pioneered changes to practices of the House and Rules of Procedure in 2020 to facilitate Virtual Sitzings of the House upon the declaration of COVID-19 as a Pandemic.
6. Developed the current platform for lodging of Domestic Subsistence Claims made by Members.
7. Developed over fifty considered rulings of the Speaker on various matters affecting the business and functioning of the House, many of which are on new areas.
8. In a November, 2011, as secretary and Officer in Charge of the ACP-EU desk, I successfully managed and coordinated a campaign on ACP States. This culminated in the election of Kenya into the Presidency of the ACP- Parliamentary Assembly and Co-Presidency of the Joint Assembly with the EU, a position held by the Kenya Parliament until November 2013.

VII. PROFESSIONAL AFFILIATIONS, COMMUNITY WORK AND HOBBIES

1. Member of The Society of Clerks-at-the-Table.
2. Registered by NEMA as an Environmental Impact Assessment & Audit (EIA) Expert.
3. Board Member of a Secondary School
4. Chairperson of a local residents associations
5. Avid reader of parliamentary and management journals

REFEREES

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