



THE PRESIDENCY
EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

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NAIROBI, KENYA

Ref. No. OP/SCAC.9/73A (48)
and date

.....4th May., 20..15.....

All Cabinet Secretaries
The Attorney General

LETTERS OF APPOINTMENT FOR CHAIRPERSONS AND BOARD MEMBERS OF STATE CORPORATIONS

As you are aware, H.E The President issued Executive Order No. 7 on implementation of Mwongozo, The Code of Governance for State Corporations to guide on the governance and management of State Corporations. This includes guidelines on appointments of Chairman, Board members and CEOs.

Previously, Board appointments and their terms and conditions of service have been guided by Government Circular Ref. OP/CAB.9/21/2A/LII/43 of 23rd November, 2004. However, a number of provisions of this Circular have been revised over time. In addition some provisions such as the sample appointment letters are overtaken by events.

Mwongozo requires that each Board Member should be formally appointed to the Board through a Gazette Notice and thereafter issued with an appointment letter. While implementing this provision, Appointing Authorities should ensure that Board members are appointed by name and sit in their individual capacity as opposed to alternates. In addition it is required that every Board member should signify their acceptance of the appointment in writing. In order to ensure uniformity in implementation of the above, it is hereby required that from the date of this circular:

- i) All appointments of Chairpersons will be done by H.E The President and appointment letters issued from this Office.
- ii) Board members will be issued with appointment letters by the respective Cabinet Secretaries.
- iii) All Board appointments, including representatives from the Ministry, shall be by Gazette Notice. Members so appointed shall signify their acceptance by signing the declaration in the appointment letters.
- iv) Chairpersons and members, including representatives from Ministries, shall not be appointed to serve in more than two (2) Boards.

In view of the recent appointments, you are required to issue letters of appointment to all Board members in your Ministry using the attached template with immediate effect.

Joseph K. Kinyua, CBS
CHIEF OF STAFF & HEAD OF THE PUBLIC SERVICE

CC: Mrs. Jane Mugambi, OGW
Secretary, State Corporations Advisory Committee
NAIROBI.

Encls.