



# THE STATE CORPORATIONS ADVISORY COMMITTEE

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When replying please quote

OFFICE OF THE SECRETARY  
K.I.C.C.

Ref. No. **OP/SCAC.9/21/1/1**  
and date

P.O. Box 42145-00100

NAIROBI  
15<sup>th</sup> May, 2017

Chief Executive Officers  
State Corporations

## RE: HUMAN RESOURCE POLICY INSTRUMENTS

As you will recall, the Public Service Commission (PSC) issued Human Resource (HR) Policy Guidelines in May, 2015. The Guidelines are available on the PSC website.

Under those guidelines, the State Corporations Advisory Committee is required to provide advisory services to State Corporations in developing their own HR instruments and also approve the same. It is appreciated that some State Corporations have made efforts to comply with these directions but many are yet to.

Consequently, it is now required that all State Corporations should submit the following HR instruments for approval:-

- i) Organizational Structure
- ii) Staff Grading and Establishment
- iii) Career Guidelines
- iv) Human Resource Policy and Procedures Manual

These guidelines should reach the undersigned not later than 31<sup>st</sup> August, 2017 for necessary consideration and approval.

  
**Jane Mugambi, OGW**  
**SECRETARY**

CC: Mr. Joseph K. Kinyua, EGH  
Chief of Staff and Head of the Public Service  
Executive Office of the President  
**NAIROBI.**

Mrs. Alice Otwala, CBS  
Secretary/CEO  
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