

REPUBLIC OF KENYA



NATIONAL ASSEMBLY

ELEVENTH PARLIAMENT – THIRD SESSION - 2015

DEPARTMENTAL COMMITTEE ON FINANCE, PLANNING & TRADE

REPORT ON THE VETTING OF MRS. ANNE RWAMBA GITAU, NOMINEE FOR THE
POSITION OF SECRETARY SALARIES AND REMUNERATION COMMISSION

DIRECTORATE OF COMMITTEE SERVICES,
CLERKS CHAMBERS,
PARLIAMENT BUILDINGS
NAIROBI

JUNE, 2015

V.13

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ABBREVIATIONS

CID	-	Criminal Investigation Department
EACC	-	Ethics and Anti-Corruption Commission
HELB	-	Higher Education Loans Board
HR	-	Human Resource
IDB	-	Industrial Development Bank
KRA	-	Kenya Revenue Authority
LTD	-	Limited
MBA	-	Masters of Business Administration
NGOS	-	Non-Governmental Organizations
SRC	-	Salaries & Remuneration Commission

1.0 PREFACE

Hon Speaker,

On behalf of the Departmental Committee on Finance, Planning & Trade and pursuant to provisions of Standing Order 199(6), it is my pleasant privilege and honour to present to this House the Report of the Committee on the approval for appointment of **Mrs. Anne Rwamba Gitau** as the Commission Secretary for the Salaries and Remuneration Commission pursuant to Section 16(1) of the Salaries and Remuneration Commission Act, 2011

1.1 Mandate

The Committee on Finance, planning & Trade is one of the Departmental Committees of the National Assembly established under Standing Order 216 and mandated to:-

- (a) investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned ministries and departments;
- (b) study the programme and policy objectives of ministries and departments and the effectiveness of the implementation;
- (c) study and review all legislation referred to it;
- (d) study, assess and analyse the relative success of the ministries and departments as measured by the results obtained as compared with their stated objectives;
- (e) investigate and inquire into all matters relating to the assigned ministries and departments as they may deem necessary and as may be referred to them by the House;
- (f) **vet and report on all appointments where the Constitution or any law requires the National Assembly to approve, except those under Standing Order 204 (*Committee on Appointments*); and**
- (g) make reports and recommendations to the House as often as possible, including recommendation of proposed legislation.

1.2 Membership

The Committee on Finance, Planning & Trade was constituted by the House on Thursday 16th May, 2013 and comprises of the following members:-

1. The Hon. Benjamin Langat, MP (**Chairman**)
2. The Hon. Nelson Gaichuhie, MP (**Vice Chairman**)
3. The Hon. Jones M Mlolwa, MP
4. The Hon. Anyanga, Andrew Toboso, MP
5. The Hon. Timothy M .E. Bosire, MP
6. The Hon. Ahmed Shakeel Shabbir Ahmed, MP
7. The Hon. Joash Olum, MP

8. The Hon. Dr. Oburu Oginga, MP
9. The Hon. Patrick Makau King'ola, MP
10. The Hon. Abdullswamad Sheriff, MP
11. The Hon. Sumra Irshadali, MP
12. The Hon. Ogendo Rose Nyamunga, MP
13. The Hon. Iringo Cyprian Kubai, MP
14. The Hon. Dennis Waweru, MP
15. The Hon. Tiras N. Ngahu, MP
16. The Hon. Sakaja Johnson, MP
17. The Hon. Jimmy Nuru Angwenyi, MP
18. The Hon. Ronald Tonui, MP
19. The Hon. Mary Emase, MP
20. The Hon. Joseph Limo, MP
21. The Hon. Lati Lelelit, MP
22. The Hon. Kirwa Stephen Bitok, MP
23. The Hon. Sammy Mwaita, MP
24. The Hon. Daniel E. Nanok, MP
25. The Hon. Eng. Shadrack Manga, MP
26. The Hon. Abdul Rahim Dawood, MP
27. The Hon. Sakwa John Bunyasi, MP
28. The Hon. Alfred W. Sambu, MP
29. The Hon. Sammy Koech, MP

1.3 Communication from the Chair

In his communication from the Chair on Wednesday 17th June 2015, the Speaker of the National Assembly informed the House that he had received a letter from the Chairperson of the Salaries and Remuneration Commission conveying the decision of the Commission on the nomination of Mrs. Anne Rwamba Gitau for appointment as the Commission Secretary. The Chairperson therefore requested the National Assembly to conduct approval hearing of the nominee pursuant to Section 16(1) of the Salaries and Remuneration Commission Act, 2011

The Speaker further reminded the House that the Commission is obligated by Article 250(12)(a) of the Constitution and Section 16(1) of the Salaries and Remuneration Commission Act to competitively recruit and appoint its Commission Secretary with prior approval of the National Assembly. He thereafter referred the name of the nominee together with her Curriculum Vitae to the Departmental Committee on Finance, Planning & Trade to conduct approval hearing. He advised the Committee to conduct extensive public participation as provided for under Article 118 of the Constitution as well as the Public Appointments (Parliamentary Approval) Act, 2012.

1.4 Nomination and appointment process

Section 16(1) of the Salaries and Remuneration Commission obligates the Commission to competitively recruit and appoint the secretary to the Commission with prior approval of the National Assembly. Towards this end, the Commission competitively recruited the nominee by advertising for the position in the print media, shortlisted, interviewed and nominated the best applicant for appointment.

Having been forwarded to the National Assembly, the National Assembly is obligated to conduct approval hearing and make a determination of the nominees' suitability or otherwise within fourteen days as provided for in section 8(1) of the Public Appointments (Parliamentary Approval) Act, 2012.

1.5 Committee proceedings

During the approval hearing, the Committee held two Sittings. Though the Clerk of the National Assembly had notified the general public through the print media of Committee's vetting programme and requested for memoranda regarding the nominee's suitability to serve or otherwise, the Committee did not receive any memoranda from the public by the time of conducting the approval hearings.

1.6 Committee observations and recommendations

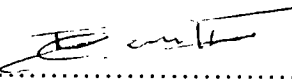
Having held approval hearings, the Committee found Mrs. Anne Rwamba Gitau qualified to serve as the Commission Secretary for the Salaries and Remuneration Commission. The Committee further noted that due process was followed in the recruitment process as provided for under Section 16(1) of the Salaries and Remuneration Commission Act, 2011 and Section 7 of the Public Appointments (Parliamentary Approval) Act, 2011.

1.7 Acknowledgement

The Committee is thankful to the Offices of the Speaker and the Clerk of the National Assembly for the logistical and technical support accorded to it during its Sittings. The Committee wishes to thank all the stakeholders for their participation in the approval hearing process. Finally, I wish to express my appreciation to the Honourable Members of the Committee who sacrificed their time to participate in the activities of the Committee and preparation of this Report.

It is therefore my pleasant duty and privilege, on behalf of the Departmental Committee on Finance, Planning & Trade, to table its Report in the House on the vetting of Mrs. Anne Rwamba Gitau, nominee for the position of Commission Secretary, Salaries and Remuneration

Commission for consideration and adoption pursuant to Section 16(1) of the Salaries and Remuneration Commission Act, 2011 and Standing Order 45 (4).

Signed Date *30th June 2015*

HON. NELSON GAICHUHIE, MP

**VICE CHAIRPERSON, DEPARTMENTAL COMMITTEE ON FINANCE, PLANNING
& TRADE**

2.0 BACKGROUND INFORMATION

2.1 Legal provisions

Article 230 of the Constitution provides for the establishment of the Salaries and Remuneration Commission with a mandate to set and regularly review the remuneration and benefits of the state officers; and advise the national and county governments on the remuneration and benefits of all other public officers. This Article is operationalized by the Salaries and Remuneration Act, 2011.

Article 250(12) of the Constitution and Section 16(1) of the Salaries and Remuneration Commission Act, 2011 provides for the appointment of the Commission Secretary. The Commission is obligated to competitively recruit and appoint the Commission Secretary with prior approval of the National Assembly. This Section further provides that one must be a Kenyan citizen; hold a degree from a university recognized in Kenya, have at least ten years' experience in human resource management, financial management or public management; and meet the requirements of Chapter Six of the Constitution.

The Public Appointments (Parliamentary Approval) Act, 2011 provides for the process to be followed by the National Assembly during approval hearing. It obligates the National Assembly to notify the public and the nominee of the date, time and venue of approval hearing. It further provides a questionnaire to be filled by the nominee and sets out the criteria for consideration during approval hearing under Section 7; that is:-

- (a) the procedure used to arrive at the nominee;
- (b) any constitutional or statutory requirements relating to the office in question; and
- (c) the suitability of the nominee for appointment having regard to whether the nominee's abilities, experience and qualities meet the needs of the body to which nomination is being made.

2.2 Recruitment process by the Commission

The Commission undertook a competitive, transparent and fair recruitment exercise of the Commission Secretary as follows:-

- (a) On 13th November, 2014, the Commission hired the services of a consultant (Tetralink Taylor & Associates East Africa) to help in the recruitment of the Commission Secretary;
- (b) On 12th and 13th November, 2014 the Commission advertised for the position of the Commission Secretary in two local dailies (Standard and Nation). The advertisement was also placed in the Commission's website;
- (c) On 27th November, 2014, the Commission forwarded all the applications to the consultant for processing;
- (d) Out of a total of 130 applicants, 70 valid applicants were long listed leaving 50 applicants who did not meet the minimum requirement;
- (e) Twenty candidates were shortlisted for the first level interviews which were conducted between 16th and 20th January, 2015;

- (f) The top ten applicants from the first interview were selected for second level interview that was conducted between January 31st and February 2nd 2015;
- (g) Eight names of the interviewee who had scored more than 70% in the second interview were forwarded to the Commission for consideration for appointment as the Commission Secretary. The names of the eight were Gamaliel Alukwe, Caroline Kigen, Chris Huka, Elijah Letangule, Anne Gitau, Humphrey Nakitari, Dr. Julius Itunga, and Chege Muchiri;
- (h) Upon receipt of the eight names from the consultant, the commission subjected them to further interviews between 9th and 10th March, 2015. From the interviews, Mrs. Anne Gitau, Dr. Julius Itunga and Mr. Gamaliel Alukwe topped and therefore picked for due diligence and vetting by the relevant government agencies before a final decision was made;
- (i) The Commission met on 28th May, 2015 and nominated Mrs. Anne Rwamba Gitau as the Commission Secretary having topped the interview and aptly steered the Secretariat albeit on an acting basis over the past one year. The Commission further observed that a new person will go through a learning curve which may slow down the momentum in the ongoing projects; and
- (j) On 8th June, 2015, the Chairperson to the Commission forwarded the name of the nominee to the National Assembly for approval.

In view of the foregoing, the Committee was convinced that due process had been followed in the recruitment and nomination of Mrs. Anne Rwamba Gitau as the Commission Secretary for the Salaries and Remuneration Commission.

2.3 Communication from the Chair

In his communication from the Chair on 17th June, 2015 and pursuant to Standing Order 45 regarding Public Appointments, the Speaker informed the House that he had received a letter from the Chairperson of the Salaries and Remuneration Commission dated 8th June, 2015 requesting the House to approve **Mrs. Anne Rwamba Gitau** for appointment as the Commission Secretary pursuant to section 16(1) of the Salaries and Remuneration Act, 2011. He thereafter referred the name of the nominee and her Curriculum Vitae to the Departmental Committee on Finance, Planning & Trade to conduct approval hearings.

2.4 Invitation of the nominee

On 18th June, 2015, the Clerk of the National Assembly wrote to the nominee informing her of her nomination by the Salaries and Remuneration Commission and requested her to appear for vetting by the Departmental Committee on Finance, Planning & Trade on Tuesday 30th June, 2015. The Clerk further requested the nominee to seek and avail clearance certificates from the Ethics and Anti-Corruption Commission (EACC); Kenya Revenue Authority (KRA), Higher Education Loans Board (HELB); Criminal Investigation Department (CID); and any of the Credit reference bureaus to the Committee by Friday 26th June, 2015.

On the same date (18th June, 2015), the Clerk of the National Assembly wrote to the KRA, HELB, EACC, and CID requesting for tax, loans, integrity and criminal record status respectively for the nominee

2.5 Notification to the Public

Section 6(9) of the Public Appointments (Parliamentary Approval) Act (No.33 of 2011) provides that *“any person may, prior to the approval hearing and by a written statement on oath, provide the Clerk with evidence contesting the suitability of a candidate to hold the office to which the candidate has been nominated”*.

On Friday 19th June, 2015, the Clerk of the National Assembly placed an advertisement in the print media (Standard and Daily Nation) inviting the public to submit memoranda by way of written statement on oath (**sworn affidavit**) on the suitability or otherwise of the nominee in conformity with Section 6(9) of the Public Appointments (Parliamentary Approval) Act 2011. The submissions were to be received by Friday 26th June, 2015.

Pursuant to the provisions of Article 118 of the Constitution, Section 6(4) of the Public Appointments (Parliamentary Approval) Act (No.33 Of 2011) and Standing Order 45(3), the general public was also notified in the print media by the Clerk of the National Assembly on 19th June, 2015 of the intention of the Departmental Committee on Finance, Planning & Trade to conduct the vetting and approval hearing of the nominee on Tuesday 30th June, 2015.

3.0 APPROVAL HEARING

On 30th June, 2015, the Committee met with Mrs. Anne Rwamba Gitau and conducted approval hearing. During the approval hearing, the Committee was guided by the Constitution; Public Appointments (Parliamentary Approval) Act; Salaries and Remuneration Commission Act, and the Standing Orders. Specifically, the nominee was examined on the following criteria as set out in the Public Appointments (Parliamentary Approval) Act No. 33 of 2011:-

- Academic qualifications
- Employment record
- Potential conflict of interest
- Knowledge of the relevant subject
- Integrity
- Vision and leadership
- Expectations and key priorities

Mrs. Gitau responded to questions during the vetting as follows:-

(a) Self-introduction and educational background

She is a Kenyan Citizen who was born on 30th January 1971, in Embu County. She graduated from the University of Nairobi with a Masters degree in Business Administration (2002); Bachelors of Education from Egerton University (1993) and is currently undertaking a Phd in

Organizational development from the University of Nairobi in collaboration with the CEBU Doctors University, Philippines. She has undertaken a Certified Public Secretaries Course (Section II) and also holds a diploma in education sector planning (2009) UNESCO, International Institute of Education Planning, Paris, France.

(b) Professional experience

She has worked in a number of institutions and held the following positions:-

- Deputy and Ag. Commission Secretary, Salaries and Remuneration Commission, May 2012 to date
- A Human Resources and Administration Manager at the Higher Education Loans Board (May 2007-May 2012). Here she participated in the recruitment of staff, their performance appraisal, restructured the remuneration policy of the institution from the Notch salaries system to the performance based system and coordinated various activities of the board among others.
- A Human Resources and Administration Manager in the Industrial Development Bank, December 2004 to May, 2007 where she oversaw recruitment of staff that were instrumental in the bank's divestiture strategy, was in charge of staff performance, was in charge of all administrative aspects of the bank; implemented performance contracting and balanced score card performance management system
- A Human Resource Consultant with the Hawkins Associates and Know How International Ltd between 2000 and 2004. Here she was charged with the responsibility of developing organizational structures of clients; recruitment and performance management systems of clients, among others. Kenya Airways, Barclays Bank, Capital Markets Authority and several NGOs that engaged the firm for its services.
- A Customer Service and Training Champion at the Standard Chartered Bank between 1996 and 2000.
- A High School Teacher between 1995 and 1996

(c) Achievements of Salaries & Remuneration Commission

Mrs. Gitau informed the Committee that she was the first employee to be recruited in SRC in May 2012 during which period she helped set up the Commission; recruited staff and developed the Commission's strategic plan. While at SRC she singled out job evaluation and setting of salaries for the state officers in both the National and County Governments in January 2013 as one of the initiatives she successively led to its logical conclusion.

The nominee further informed the Committee that through her technical advice, the Commission has set all the structures required to fulfill its mandate.

(d) Public wage bill

Mrs. Gitau informed the Committee that the Commission is currently undertaking a compressive job evaluation for the 700 job categories in the public service with a view to recommending an objective remuneration policy “for equal pay for equal work done”. She confessed that this is an intensive exercise within which the mandate of the Salaries and Remuneration Commission is established. She reiterated that the outcome of a job evaluation exercise will ultimately address the escalating public wage bill.

On what she will advise regarding the remuneration of teachers and disciplined forces that are considered “underpaid”, she was non-committal in her response. She however assured the Committee that her advise to the Commission will respect the International Labour laws.

The nominee dispelled concerns from the Committee that the ongoing job evaluation exercise is an exercise in futility that may not achieve much considering that the major contributor of the escalating public wage bill is the underpaid categories. She further informed the Committee that the job evaluation exercise is being done concurrently with the capacity assessment rationalization programme that is intended to develop optimal structures within the public service. This will go a long way in addressing issues of wastages and thereby reduce public wage bill.

On whether the promulgation of the Constitution of Kenya 2010 is partly responsible for the increased public wage bill, Mrs. Gitau acknowledged that the Constitution created institutions and offices that are funded from the public coffers. She however maintained that this was the choice Kenyans made which is there to stay unless the Constitution is amended.

(e) Her work vis a vis the Commission

The nominee assured the Committee that she understands her functions very well as provided for in the Salaries and Remuneration Act. With this in mind and the experience she had in her previous senior positions, she is clear on the separation of roles between the policy makers and the secretariat that she will be required to head if appointed. She therefore does not expect any conflict with the commission whatsoever while discharging her mandate.

(f) Integrity

She confirmed to the Committee that she had no integrity issues.

4.0 COMMITTEE OBSERVATIONS

The Committee having considered the curriculum vitae and heard oral submission during the vetting exercise/interview, made the following observations about the nominee:-

- (i) She is a Kenyan citizen born on 30th January, 1970 in Embu County.

- (ii) She has a Masters in Business Administration from the University of Nairobi (2002) and Bachelors of Education from Egerton University (1994). She is currently doing her Phd from the CEBU Doctors University.
- (iii) She has a wealth of experience in human resource management having worked in the same department for almost two decades. She is the Acting Salaries and Remuneration Commission's Secretary, a position she has held since March 2014 and is substantively the Deputy Commission Secretary at SRC, a position she has held since August 2013. Prior to this, she was HR and Administration Manager at Higher Education Loans Board (HELB) for 5 years, and worked in the same capacity for two and half years at Industrial Development Bank (IDB) Capital. She has also worked as a human resources consultant for Hawkins Associates –an HR consulting firm, the Standard Chartered Bank as well as being a teacher with the Teachers Service Commission. Some of her major achievements include:-
 - (a) While working for Higher Education Loans Board as a human resource administration manager, she undertook human resource staff realignment and organizational development in line with strategic direction of funding students in the East African region. This led to increased staff productivity in loan recovery from 1.2 billion in 1997 to 2.4 billion in 2010. She also developed a staff remuneration policy; staff performance management policy; and initiated staff secondment programme among others.
 - (b) While working with the Industrial development Bank as a human resource and administration manager, she held in the implementation of the bank's divesture strategy through restructuring, realigning and reorganizing its human resources. This led to cost saving of Khs. 70 million. It is here that she successfully negotiated for the early retirement package for the staff who had not been accommodated in the new strategy. She also helped design the salary system from Notch to performance based system.
 - (c) While working at the Hawkins Association and know How Ltd as human resource consultant, she conduct training needs analysis and implementation of programmes for major corporates such as World vision, Kenya Airways, Capital Markets Authority, and Electricity Regulation Authority among others.
 - (d) In the Salaries and Remuneration Commission, her technical expertise was critical in the job evaluation of state officers in 2013
- (iv) She successfully went through the recruitment process emerging top with 81% score in the final interview that was conducted by the Commission

- (v) She had no integrity issues and had satisfied the requirements of Chapter 6 of the Constitution. This was confirmed by the clearance from the Ethics and Anti-Corruption Commission.
- (vi) She had no criminal records; was tax compliant and credit worth as confirmed by the Criminal Investigation Department (CID), Kenya Revenue Authority on tax compliance, Higher Education Loans Board (HELB) and the Credit Reference Bureau respectively.
- (vii) She has never been charged in a Court of Law.
- (viii) She has no potential conflict of interest.
- (ix) She has never been dismissed from office for contravention of the provisions of Article 75 of the Constitution which deals with conduct of state officers that are adversely mentioned in any investigatory report of Parliament or any Commission of Inquiry.
- (x) She has neither been a member of any political party nor held any public office.

The Committee noted that the nominee exhibited impressive knowledge of topical issues touching on human resource management and has the requisite abilities, qualifications and experience to serve as the Commission Secretary to the Salaries & Remuneration Commission.

5.0 COMMITTEE RECOMMENDATION

Having conducted approval hearings for the nominee pursuant to Article 118 of the Constitution; the Salaries and Remuneration Commission Act, Public Appointments (Parliamentary Approval) Act; Standing Orders and other relevant statutes, the Committee recommends

That pursuant to Section 16(1) of the Salaries and Remuneration Commission Act, 2011, the National Assembly approves the nomination of Mrs. Anne Rwamba Gitau for appointment by the Salaries and Remuneration Commission as the Commission Secretary to the Salaries and Remuneration Commission

6.0 ANNEXES

1. Minutes of the vetting proceedings by the Committee
2. Minutes of the Special Salaries and Remuneration Commission on selection of Commission Secretary.
3. Forwarding letter of the Nominee to Parliament
4. questionnaire
5. Curriculum Vitae
6. Courses /Workshops attended
7. Clearance Certificates

MINUTES OF THE 43RD SITTING OF THE DEPARTMENTAL COMMITTEE ON FINANCE, PLANNING & TRADE HELD ON TUESDAY 30TH JUNE, 2015 IN CONTINENTAL HOUSE, 4TH FLOOR, PARLIAMENT BUILDINGS, AT 10.00AM

Present

- | | | |
|-------------------------------------|---|-------------------------|
| 1. Hon. Benjamin Langat, MP | - | Chairperson |
| 2. Hon. Nelson Gaichuhie, MP | - | Vice-Chairperson |
| 3. Hon. Dr. Oburu Oginga, MP | | |
| 4. Hon. Sammy Mwaita, MP | | |
| 5. Hon. Alfred Sambu, MP | | |
| 6. Hon. Shakeel Shabbir, MP | | |
| 7. Hon. Abdul Rahim Dawood ,MP | | |
| 8. Hon. Iringo Cyprian Kubai, MP | | |
| 9. Hon. Mary Emase, MP | | |
| 10. Hon. Anyanga Andrew Toboso, MP | | |
| 11. Hon. Timothy Bosire, MP | | |
| 12. Hon. Ogendo Rose Nyamunga, MP | | |
| 13. Hon. Joseph Limo, MP | | |
| 14. Hon. Jones Mlolwa, MP | | |
| 15. Hon. Patrick Makau King'ola, MP | | |
| 16. Hon. Tiras Ngahu, MP | | |
| 17. Hon. Sakwa John Bunyasi, MP | | |
| 18. Hon. Daniel Epuyo Nanok, MP | | |
| 19. Hon. Abdullswamad Shariff, MP | | |

Absent with Apologies

1. Hon. Jimmy Nuru Angwenyi, MP
2. Hon. Sumra Irshadali, MP
3. Hon. Sakaja Johnson, MP
4. Hon. Dennis Waweru, MP
5. Hon. Kirwa Stephen Bitok, MP
6. Hon. Ronald Tonui, MP
7. Hon. Lati Lelelit, MP
8. Hon. Joash Olum, MP
9. Hon. Sammy Koech, MP
10. Hon. Eng. Shadrack Manga, MP

IN ATTENDANCE

- | | | |
|-------------------------|---|-----------------------|
| 1. Mr. Evans Oanda | - | First Clerk Assistant |
| 2. Mr. Nicodemus Maluki | - | Third Clerk Assistant |
| 3. Mr. Fredrick Otieno | - | Third Clerk Assistant |
| 4. Ms. Brigittah Mati | - | Legal Counsel |
| 5. Mr. Eric Ososi | - | Research Officer |

MIN.NO. DCF/188/2015 PRELIMINARIES

The Chairperson called the meeting to order at 10. 40 a.m. followed by a word of prayer from Hon. Abdul Rahim Dawood, MP. He further requested all present to make self introduction.

MIN.NO. DCF/189/2015 VETTING OF MRS. ANNE RWAMBA GITAU FOR APPOINTMENT OF THE SECRETARY TO SALARIES AND REMUNERATION COMMISSION.

Mrs. Anne Rwamba Gitau the nominee to the position of Secretary to the Salaries and Remuneration Commission appeared before the Committee for vetting. She was orally interviewed by the Committee and responded to questions during the vetting as follows:

(a) Educational and professional experience

She holds a Masters Degree in Business Administration from the University of Nairobi (May 2004) and a Bachelors degree of Education (Arts) from Egerton University (1994). She has a vast experience in administration after working in Teachers Service Commission, Standard Chartered Bank, Hawkins Associates, Industrial Development Bank, Higher Education Loans Board and Salaries and Remuneration Commission where she has been acting as the Commission Secretary for a period of sixteen Months.

As a member of top leadership of the Salaries and Remuneration Commission, she steered critical team and delivered results in the following areas:

- i. Job evaluation for State Officers
- ii. Job Re- evaluation for County State Officers
- iii. Remuneration and benefits policy in public sector which is still ongoing
- iv. First level reports as a representative of the commission as member of the Inter – Agency Technical Committee that embraces National and County Government in payroll cleansing and institutional review.
- v. While at the Higher Education Loans Board she successfully assisted in aligning a structure that had a strategic direction of the institution hence leading to high

recovery of loans amounting to over 2.9 Billion for the 2011/2012 financial year hence ensuring achievement of the mandate of providing affordable funds for financing higher education to Kenyans.

b) Job Evaluation process in National and County government.

The nominee informed the Committee that Salaries and Remuneration Commission had embarked on a job evaluation process for all staff working for county governments and this exercise will identify gaps in staffing for county governments. She informed the Committee that in job evaluation professional worth of workers in different job cadres of the civil service is very important.

c) High Wage Bill

The Committee was concerned that the most underpaid Public officers were teachers and disciplined forces which accounts for the highest wage bill.

She informed the Committee that the issue of remuneration and benefits is very critical and sensitive. It remains a topic of interest and public discussion with a view to determining appropriate and sustainable levels. Reform in remuneration and benefits is recognized as a corner stone for improved incentives and capacity building within the framework for sustained public service improvements. Compensation packages should be affordable, on a sustainable basis, competitive and rewarding to all public servants while improving the quality of service delivery to Kenyans.

(d) Constitutional Challenges

The nominee acknowledged that the new constitution had brought some challenges especially in capacity rationalization programs which are going on in the County Governments.

(e) Out Sourcing of Consultants

The Committee was concerned that the Commission has been spending much on outsourcing from consultants. She informed the committee that due to ongoing work load within the commission outsourcing was only the solution in order to meet deadline and targets.

(f) Certificate of Good Conduct

The Committee noted that the nominee's certificate of good conduct was issued six years ago. The nominee informed the committee that she had applied to renew the certificate and the receipt of the same was attached in her documents though the certificate was to be issued in two weeks.

MIN.NO. DCF/190/2015 ADOPTION OF THE REPORT ON VETTING OF THE NOMINEE TO THE POSITION OF SECRETARY TO SALARIES AND REMUNERATION COMMISSION

Having vetted the nominee the Committee noted that the nominee had vast experience in administration hence recommended unanimously for her appointment to the position of the Secretary to the Salaries and Remuneration Commission.

MIN.NO. DCF/191/2015 ANY OTHER BUSINESS

The Secretariat was requested to invite the Salaries and Remuneration Commission for a meeting to clarify on the issues concerning the outsourcing of consultants, Procurement Procedures in the commission in the week commencing 8th July, 2015.

MIN.NO. DCF/192/2015 ADJOURNMENT

The chairperson adjourned the meeting at 12. 30 p.m.

SIGNED.....
VICE CHAIRPERSON

DATE..... 30th June 2015.....



Salaries & Remuneration
Commission
Rewarding productivity

MINUTES OF THE SPECIAL SALARIES AND REMUNERATION COMMISSION MEETING ON SELECTION OF THE COMMISSION SECRETARY ON 28th MAY 2015, 2015 IN THE BOARDROOM.

PRESENT

- | | | | |
|-----|-----------------------------------|---|--------------------|
| 1. | Mrs. Sarah Serem, EBS | - | Chairperson |
| 2. | Mr. Daniel O. Ogutu, MBS | - | Vice Chairperson |
| 3. | Mrs. Jacqueline Mugo, MBS | - | Commissioner |
| 4. | Hon. Peter Oloo Aringo, EGH | - | " |
| 5. | Brig. (Rtd) Samuel N. Kirugi, MBS | - | " |
| 6. | Mr. Jason Namasake, MBS | - | " |
| 7. | Mr. Isaiah Kubai, MBS | - | " |
| 8. | Mr. James Muhoro, OGW | - | " |
| 9. | Mrs. Sellestine A. Kiuluku, MBS | - | " |
| 10. | Mrs. Serah N. Kinyua, HSC | - | " (Taking Minutes) |

ABSENT WITH APOLOGY

- | | | | |
|-----|-----------------------------|---|--------------|
| 1. | Ms. Christine Agimba | - | Commissioner |
| 11. | Mrs. Anne E. Owuor, HSC | - | " |
| 12. | Mr. Mr. Francis Anyona, OGW | - | " |

AGENDA

1. Confirmation of minutes
2. Matters arising
3. Any Other Business

MIN.1/REC/5/2015: INTRODUCTION

- 1.1 The Chairperson called the meeting to order at 12.50 pm, welcomed Members and appreciated the fact that they were able to avail themselves at short notice to participate in making a critical decision.

MIN.2/REC/5/2015:CONFIRMATION OF MINUTES

2.1 Minutes of the Commission meeting held at Serena Hotel on 9th and 10th March 2015 were read and confirmed as the true record of the deliberations of the two meetings. They were proposed and seconded by Commissioners Mrs. Jacqueline Mugo and Mr. James Muhoro respectively.

MIN.3/REC/5/2015:SELECTION OF THE COMMISSION SECRETARY

3.1 The Chairperson emphasized that the decision to be made on the selection process was of paramount importance to the Commission now and in the future and should be based on objectivity and what is of interest to the Commission.

3.2 The Chairperson outlined the process of due diligence conducted to help the Commission determine who among the three top candidates would best fit the position of Secretary/Chief Executive Officer and confirmed that she personally contacted the previous and current employers, the National Intelligence Service (NIS) and the professional bodies of the three candidates.

3.3 The report from National Intelligence Service (NIS) indicated that the candidates had clean records although they could not confirm one of the candidate's records due to difficulty in tracing through the address provided.

3.4 Information from all the institutions contacted was summarized as follows;

Name of candidate	Professional body/Employers	Remarks (Professional bodies)	Remarks (Past and present employers)
1. Anne R. Gitau	<ul style="list-style-type: none"> ➤ IHRM ➤ HELB ➤ NIS 	<ul style="list-style-type: none"> ➤ Confirmed as a member of IHRM in good standing ➤ NIS officers were not able to trace her contacts 	<p><u>Positive attributes</u></p> <ul style="list-style-type: none"> ➤ Good communicator, knowledgeable, open minded, honest and of high integrity ➤ Passionate, respectful and committed to her work <p><u>Areas of challenge</u></p> <ul style="list-style-type: none"> ➤ Emotional and sensitive. ➤ Fear of making hard decisions ➤ Impatient
2. Julius K. Itunga	<ul style="list-style-type: none"> ➤ ICPSK ➤ ICPAK ➤ NIS ➤ National Biosafety Authority (NBA) ➤ Agricultural Development Corporation (ADC) 	<ul style="list-style-type: none"> ➤ Confirmed as a member of ICPSK and ICPAK in good standing ➤ NIS confirmed that his record was clean 	<p><u>Positive attributes</u></p> <ul style="list-style-type: none"> ➤ Person of high integrity, mature, passionate and self-made manager. ➤ Can work very well as Head of Finance <p><u>Areas of challenge</u></p> <ul style="list-style-type: none"> ➤ Spent most of his time in his senior career developing himself. ➤ Unstable in his career, changed jobs often ➤ Weak interpersonal skills ➤ Hurriedly opted out when his

af

			contract at NBA was not renewed on time ➤ Not a strong team player
3. Gamaliel H. Alukwe	<ul style="list-style-type: none"> ➤ ICPSK ➤ ICPAK ➤ NIS ➤ Safaricom Dealers ➤ KEPSA ➤ Ufundi SACCO 	<ul style="list-style-type: none"> ➤ Confirmed as a member of ICPSK and ICPAK in good standing ➤ NIS confirmed that his record was clean 	<p><u>Positive attributes</u></p> <ul style="list-style-type: none"> ➤ Straight forward, focused and professional person ➤ Has a business mind, strong negotiation skills and very dependable ➤ His current employer portrayed him as energetic, positive, performance oriented and of high integrity. <p><u>Areas of challenge</u></p> <ul style="list-style-type: none"> ➤ He is a workaholic – tends to carry more when people don't deliver

- 3.5 It was noted that the information obtained would help the Commission in making an informed decision taking into account the crucial stage of implementing the flagship projects of the Commission.
- 3.6 It was reiterated that the decision to be made was weighty and needed to come from each member's conviction based on the due diligence report and assessment. The person selected must be able to set high standards of performance, rally staff by building a strong team and set firm foundation for the future of the Commission.
- 3.7 It was agreed that each member would individually state his/her position regarding the suitability or otherwise of each candidates, namely;
- i. Mrs. Anne R. Gitau
 - ii. Dr. Julius K. Itunga
 - iii. Mr. Gamaliel H. Alukwe
- 3.8 A candid discussion on each candidate followed. Their Strengths and weaknesses were discussed.
- 3.9 Members observed that each candidate had both strong points and areas of weakness. It was the duty of the Commissioners to evaluate the candidates' attributes while taking cognizance of what is at stake for the commission.
- 3.10 It was observed that despite the noted weaknesses, any of the three candidates had the capacity to be appointed to the position of Commission Secretary.
- 3.11 The Commission settled on the candidate with the highest marks noting that she had aptly steered the Secretariat albeit on an acting basis over the past one year

and a new person will go through a learning curve which may slow down the momentum in the ongoing projects.

- 3.12 The recommended candidate has a strong technical background, swift and respectful. However her major noted weakness of being emotional could be addressed through relevant mentorship programs.
- 3.13 After due consideration, the members agreed that Mrs. Anne Rwamba Gitau be appointed to the position of Secretary/Chief Executive Officer for Salaries and Remuneration Commission.
- 3.14 The Chairperson was mandated to effect the appointment and bring the weak points to the attention of the candidate.

MIN.4/REC/5/2015:ANY OTHER BUSINESS

- 3.15 The Chairperson advised that there was need for the Commissioners to continue providing support and appropriate advice to the Chief Executive Officer and the secretariat at large.
- 3.16 There being no other business, the meeting ended at 3.25 pm.

CHAIRPERSON  DATE 11/06/2015

SECRETARY  DATE 11/6/2015

CONFIDENTIAL

D/L&P
P&E process
CNA 16/6/15

Ref. No: SRC/ADM /TC/1/25

8th June, 2015

Hon. Justin Muturi
Speaker of the National Assembly
P.O Box 41842-00100
NAIROBI.

Noted, CNA to act as appropriate

RWA
SNA
16/6/15

Dear Hon. Muturi,

RECRUITMENT OF COMMISSION SECRETARY

The Salaries and Remuneration Commission is established under chapter 12, Article 230 of the Constitution of Kenya 2010, to set and regularly review the remuneration and benefits of all State Officers and advise the National and County Governments on the remuneration and benefits of all other Public Servants.

As per the provisions of article 250 (12) of the Constitution of Kenya 2010 and the SRC Act of 2011, the Commission moved to competitively fill the position of Commission Secretary which had been vacant since March 2014 following the exit of the former Commission Secretary who was on secondment from the Ministry of Devolution and Planning. The recruitment process which commenced in November 2014 was concluded on 28th May 2014.

The shortlisted candidates were subjected to various methods and tools of evaluation which included psychometric, oral interviews, presentation on relevant topical issues among other interview techniques. A further due diligence exercise was conducted on the top three candidates and during the commission meeting of 28th May 2015, the top ranked candidate was selected for the position.

Pursuant to section 16 (1) of the SRC Act of 2011 which states that "the appointment of the secretary to the Commission under Article 250(12) of the Constitution shall be through a competitive recruitment process and the prior approval of the National Assembly" we hereby submit the successful candidate, Mrs. Anne Rwamba Gitau, to the National Assembly for approval.

Attached is the candidate's CV for reference.

We shall be glad to provide any additional information or clarification as may be required.

Yours Sincerely,


Sarah J. C. Serem (Mrs.), EBS
CHAIRPERSON, SALARIES AND REMUNERATION COMMISSION

QUESTIONS, C, SPECIFIC COMMUNICATIONS

SCHEDULE
[Section 6(8).]

CRITERIA FOR VETTING/APPROVAL OF NOMINEES FOR
APPOINTMENT TO PUBLIC OFFICE BY PARLIAMENT QUESTIONNAIRE

Notes:

- a) This questionnaire applies to appointments to public office arising by or under the Constitution or any other law where parliamentary approval is required.
- b) The questionnaire shall be used by the relevant parliamentary committee to vet a nominee appearing before the committee in the process of parliamentary approval.
- c) The questionnaire shall be filled and submitted by the nominee to the relevant parliamentary committee through the Clerk of the relevant House of Parliament on or before a date set by the committee.
- d) The submission of false information in the questionnaire is an offence and may result in prosecution.
- e) Any form of canvassing by a nominee shall lead to disqualification.
- f) The nominee must answer all the questions.

1. Name: (State full name)..... ANNE RWAMUSA NJAGI GITAU
2. Position: (State office to which you have been nominated). (NOT STATE OFFICER)
..... CHIEF EXECUTIVE POSITION
3. Sex: FEMALE
4. Date of Birth: (State year and place of birth)..... 1971, EMBU
5. Marital Status: MARRIED
6. Daytime phone number: 0722 797 023
7. Mobile phone number: 0722 797 023
8. Email Address: annegitauipmc@yahoo.com
9. ID Number: 10772809

10. PIN Number: A0022 808 22D

11. Nationality: KENYAN

12. Postal Address: 49392 - 00100

13. Town/City: NAIROBI

14. Knowledge of Languages: (Specify Languages): ENGLISH, KISWAHILI

15. Education: (List, in reverse chronological order, each university, college, or any other institution of higher education attended and indicate, in respect of each, the dates of attendance, academic award obtained, whether a degree was awarded, and the dates on which each such degree was awarded).

- (1) 2009 To date: CEBU DOCTORS UNIVERSITY, Ph.D
- (2) 2008 - 2009: DIPLOMA, UNESCO (OW.G.O.I.V.G)
- (3) 1999 - 2002: UONV - MBA
- (4) 2002 - 2003: STRATHMORE UNIV. COMPUTER STUDIES
- (5) 1995 - 1997: STRATHMORE COLLEGE - CPS (I-IV)

Employment Record: (List in reverse chronological order all government agencies, business or professional corporations, companies, firms or other enterprises with which you have been affiliated as an officer, director, partner, proprietor, employee or consultant)

- (1) MAY 2012 TO DATE: SALARIES & REMUNERATION COMMISSION
- (2) MAY 2007 - MAY 2012: HIGHER EDUCATION LOANS BOARD
- (3) DEC 2004 - MAY 2007: INDUSTRIAL DEVELOPMENT BANK
- (4) JAN 2000 - DEC 2004: HAWKINS ASSOCIATES
- (5) 1996 - 2000: STANDARD CHARTERED BANK
- (6) 1995 - 1996: TEACHERS SERVICE COMMISSION

16. **Honours and Awards:** (List any scholarships, fellowships, honorary degrees, academic or professional honours, honorary society memberships, military awards and any other special recognition for outstanding service or achievement and in respect of each, state the date of award and the institution or organization that made the award).

(a) FIN. TC DEC. 2006: ASSIGNMENT (JAN. 2007)
SPECIALLY RECOGNIZED FOR CONDUCTING AN
EARLY RETIREMENT PROGRAMME AT IUES
(A PARASTATAL) WITH A HUMAN FACE

(b) FEB. 2010: COMMENDED BY HELB FOR
OUTSTANDING PERFORMANCE.

(c) APRIL 2013: RECOMMENDED BY SRC FOR
STEERING THE NATIONAL WING DEBATE.

17. **Professional Association** (where applicable): (List all professional associations of which you are or have a member and give any positions held and the respective dates when each such position was held).

(a) MEMBER: 2004 - 2010 - BRITISH COUNCIL

(b) MEMBER: AFICEG (CURRENT)

18. **Memberships:** (List all professional, business, fraternal, scholarly, civic, charitable or other organizations, (other than those listed in response to Question 16) to which you belong or have belonged).

(a) MEMBER: INSTITUTE OF DIRECTORS

(b) MEMBER: INSTITUTE OF HUMAN RESOURCES
MANAGEMENT

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(c) Have you ever been dismissed or otherwise removed from office for a contravention of the provisions of Article 75 of the Constitution?

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N/C

(d) Have you ever been adversely associated with practices that depict bias, favouritism or nepotism in the discharge of public duties?

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N/C

21. **Deferred Income/Future Benefits:** (List the sources, amounts and dates of all anticipated receipts from deferred income arrangements, stock, options, uncompleted contracts and other future benefits which you expect to derive from previous business relationships, professional services, firm memberships, etc).

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N/C

22. **Outside commitment during service in office:** (Do you have any plans, commitments or agreements to pursue outside employment with or without compensation during your service in office? If so explain).

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.....

N/C

(b) Explain how you will resolve any potential conflict of interest, including the procedure you will follow in determining these areas of concern

NA

27. Pro-Bono/Charity Work/Donations to charity: (Describe what you have done by way of pro bono or charity work, listing specific instances, the amount contributed and the amount of time devoted to each).

BOARD MEMBER, NAIROBI CLUB
2011 - APRIL 2012 - 1 YEAR 4 MONTHS

28. Have you ever been charged in a court or law in the last three years? If so, specify the nature of the charge, where the matter is ongoing, the present status of the matter, or where the matter is concluded, the judgment of the court, or otherwise, how the case was concluded.

NO

29. Have you ever been adversely mentioned in an investigatory report of Parliament or any other Commission of inquiry in the last three years?

NO

30. Have you any objection to the making of enquiries with your present employer/referees in the course of consideration of your nomination?

NO

31. **References:** (List three persons who are not your relatives who are familiar with your character, qualification and work).

BENJAMIN CHEBOI, GOVERNOR BITURUGU COUNTY

MRS SARAH SERENI, CHAIRPERSON, S.M.C

DEREEN LUCIHLA, COMMUNITY ASSURANCE, LIVILEKEN

No. 33 of 2011 [Rev. 2012]

Public Appointments (Parliamentary Approval)

[Issue 1] 10

CURRICULUM VITAE

I. CAREER OBJECTIVE

To provide visionary leadership in a premier institution and execute achievement of its strategic goals and objectives while promoting and maintaining high standards in the Public Service.

II. BIO-DATA

Name: Anne Rwamba Gitau
Date of Birth: 30th January, 1971
Place of birth: Embu
Postal Address: P.O.Box 49392-00100, Nairobi
Marital status: Married, three children.
Nationality: Kenyan
Telephone no. 0722 797 023,
C/O Nancy Muriuki, 0737710277.
Email Address: annegitaupmc@yahoo.com

III. PROFESSIONAL SUMMARY

A respected Executive Management Leader with solid and comprehensive experience in leadership, strategic management and execution ranging from the private sector to the public sector and grounded experience and expertise in the field of human resources management.

IV. CAREER & PERSONAL ATTRIBUTES

- i) As a member of top leadership of the Salaries and Remuneration Commission Secretariat, successfully steered critical teams and delivered results in the following:-

1. Job evaluation for state officers

2. Job Re-evaluation for County State Officers
 3. Remuneration and benefits policy in public sector (on going)
 4. First level reports as a representative of the Commission as a member of the Inter-Agency Technical Committee that embraces National and County Government in Payroll cleansing and Institutional review
- ii) Have provided leadership at the Commission secretariat by turning around a demotivated and fearful team to an empowered highly driven, passionate and positive team.
 - iii) Successfully reorganized the organogram of Human capital at HELB to create a structure aligned to the strategic direction of the institution, leading to an upsurge of loan recovery above set targets at over 2.9Billion for the 2011/2012 Financial year, hence ensuring achievement of the mandate of providing affordable funds for financing higher education to deserving Kenyans.
 - iv) As a career human resources and administration Manager in the public service, successfully restructured the Industrial Development Bank through its divestiture strategy and successfully conducted a human resource restructuring and reorganization. Was recognized by the Board for the “human face” that led to the success of the staff restructuring.
 - v) In-depth Consulting skills gained from exposure and experience while employed at Hawkins Associate, KHI International leading to successful assignments in Organizational development and design, (strategy and organogramme) Job Evaluation, Remuneration policy design,
 - vi) Over ten years experience in the development of HR strategies and commensurate policies linked to organization’s goals and objectives.
 - vii) Implementation of a modern leadership style/structure in the achievement of Performance Management using various models e.g Balanced Score Card model to improve employee productivity and to ensure sustainability of remuneration packages offered to human resources

- viii) Facilitating a major culture change project to promote organizational and individual learning through joint Organization and employee initiatives and communication strategy development and implementation.
- ix) Adviser to various public service institutions in Strategy formulation, organogramme design, and recruitment.
- x) As a Board of Trustee member of two Pension schemes in the public service organizations, has successfully managed the schemes in accordance to RBA Act, 1997 and has recently led the HELB Staff Pension Scheme through the Conversion from Defined Benefit Scheme to Defined Contribution scheme as the Government Requirements vide Treasury Circular dated November, 2010.
- xi) Have successfully led the HELB team in reviewing the staff remuneration package and has led the re-designed Board's Remuneration Policy in line with the Government's remuneration guidelines through Circular Ref: OP/CAB 9/21/2A/LII/43, dated November 23, 2004, Guidelines on Terms and Conditions of Service for State Corporations
- xii) As the Head of Administration at IDB Capital and HELB, has successfully provided key support in administration and blended this successfully with the core Human capital function leading to the achievement of the objectives of the two institutions.

V. OTHER OUTSTANDING ACHIEVEMENTS

In liaison with the current employer, has been sought by various organizations in the public service to offer support in the following:-

- i. A key partner in public service, sought after to align human resources to the strategic goals of institutions through recruitment of human capital in various organizations such as the Youth Development Fund and the CEO for the Coffee Development Fund.
- ii. Design of the Remuneration Policy for the Coffee Development Fund
- iii. Design of the Human Resources manual NACADA Authority

- iv. Successfully conducted Job evaluation programmes and organogramme design for several Kussco clients in line with the various strategies e.g. Stima Sacco, Ukulima Sacco, Transzoia Sacco and Muramati Sacco.
- v. Successfully conducted Performance Management Policies in line with the commensurate strategies for several Kussco clients in line with the various strategies e.g Stima Sacco, Ukulima Sacco, Transzoia Sacco and Muramati Sacco

VI. EDUCATION AND PROFESSIONAL BACKGROUND

(i) Academic Background

2009 to date

University of Nairobi and CEBU Doctors University, Philippines.

Completed Coursework (University of Nairobi) and pursuing Research component in Organizational Development at the CEBU Doctors University, Philippines.

1999 -2002

Nairobi University

Masters in Business Administration

1991 -1993

Egerton University

Bachelor of Education, Upper Second

1984 – 1989 (O &A Level)

Moi High School, Kabarak

Division 1 & 2 principles and a Pass respectively

(ii) Professional Qualifications

1984

Computer Skills

Egerton University

1995 -1997

Certified Public Secretaries (CPS)

Part I –IV (Section II)

2001

Certificate in Computer Skills

Strathmore University

2008 – 2009

Diploma in Education Sector Planning

UNESCO, International Institute of Education Planning, Paris, France.

(iii) Continuous learning

Has attended several workshops on all areas of Management and leadership. A few attended are:-

- i. Strategic Leadership and change management courses in South Africa, and United Kingdom
- ii. Strategic Human Capital leadership, MTC, UK. UAE
- iii. Leadership and Performance Management – KIA
- iv. Performance Management and balanced Score Card – CBI

VII. WORK EXPERIENCE

May 2012 – to date Organization: **Salaries and Remuneration Commission (SRC)**

SRC is a Constitutional Commission established under Chapter 15 of the Constitution of Kenya 2010, to set and regularly review Remuneration and benefits of the state Officers and to advice of remuneration and benefits of other public officers.

Position Held:

Deputy Commission Secretary (substantive position).

Acting Commission Secretary. (August –September, 2013 and March 2014 to date)

Core Duties and Responsibilities

- a) Serve the Commission through communicating its vision, mission and objectives
- b) Lead and motivate the Commission Secretariat towards achievement of the Commission's mandate through provision of well researched documents in the respective directorates and sections.
- c) Provide Executive Management and leadership of the Secretariat
- d) Execute the day to day operations of the Commission with utmost efficiency and effectiveness
- e) Provide positive liaison between the Stakeholders and the Commission

May 2007 – May, 2012

Organization: Higher Education Loans Board (HELB)

Description of Organization

An organization set up by the Kenya Government through an Act of Parliament in 1995 with the core mandate of providing funds to Kenyans pursuing higher education in Kenya, Uganda, Tanzania, Rwanda and Burundi.

Position held

Human Resources and Administration Manager

Core Duties and Responsibilities

- a) Reporting to the Chief Executive Officer, I am involved in attracting talent, recruited and motivated staff and ensuring teamwork in all in the participation of the realization of the Board's strategic objectives of expanding financial services in the Eastern African Region.

- b) In charge of staff performance management through coordination of target vetting and setting, performance monitoring throughout the year, employee performance appraisal and use of appraisal results to enhance productivity and continuously improve performance.
- c) As the administrative Manager, I am involved the administrative aspects of the operations of the Board i.e. Procurement and disposal as Member of the Tender Committee, Capital Budget management, premises management, fleet management, IPT Telephony implementation, security, records centre management, house keeping and welfare matters of the employees of the Board.
- d) As Board member and Principle Officer of HELB Staff Pension Scheme Administration, I liaised with RBA, Scheme Custodian, Investors and Scheme Administrators to manage and administer retirement benefits of all current and deferred members of the scheme.
- e) Restructuring the remuneration structure and policy to reflect the needs of employees in order to ensure sustainable productivity and motivation of staff.
- f) Fair, just and prudent administration of staff benefits such as house mortgage scheme, car loan and other payroll related benefits.

Key achievements

- a) Has undertaken HR staff realignment and organizational development in line with the new strategic direction of funding students in the Eastern African Region. This has led to increased staff productivity in loan recovery from 1.2 billion in 1997 – 2.4 billion in 2010.
- b) Designed the HELB Staff Remuneration Policy in 2010- 2011 whose objective is to ensure that HELB sustains a highly motivated and productive team.
- c) Redesigned the Staff salaries from Notch salaries system to the performance based Broad banded d system in line with the performance contracting concept.

- d) Has designed and initiated staff Performance management policy and system
- e) Conducted internal staff career development, mentoring and staff progression programmes through a policy and scheme of service.
- f) Has initiated Staff secondment programmes and exchange programmes for staff within the East African Region.
- g) Has initiated and almost completed the reviewing of terms and condition of services of staff and introduction of the Board's remuneration policy.
- h) Introduced efficiency and effectiveness in administration by strengthening partnerships through Service Level Agreements with both internal and external stakeholders.
- i) Coordinated various Committees of the Board both internal and external, key of which was the African Union COMEDAF IV Conference
- j) Designed and implemented over ten policies for the Board all in line with the Performance Management and Contracting principles.

(ii) December 2004- May 2007

Organization: Industrial Development Bank

Description of company

Industrial Development Bank was established by the World Bank in partnership with the Government of Kenya in 1971, with the objective of spurring economic development through facilitating funding of upcoming industrial projects in the country.

Position held

Human Resources and Administration Manager

Core Duties and Responsibilities

- a) Was primarily recruited to oversee the banks divestiture from commercial banking, realigning and restructuring of the human resources in line with the Bank's new strategic vision and mission.
- b) Reporting to the Chief Executive Officer, I was involved in attracting talent, recruited and motivated staff and ensuring teamwork in all in the participation of the realization of the Banks strategic objectives.
- c) Was in charge of staff performance management through coordination of target vetting and setting, performance monitoring throughout the year, employee performance appraisal and use of appraisal results to enhance productivity and continuously improve performance through Balanced Score Card implementation
- d) Designed and implemented an incentive scheme for staff to enhance performance and motivation.
- e) As the administrative Manager, I was in charge of all the administrative aspects of the business i.e. Procurement and disposal, CAPEX management, premises management, fleet management, telecommunication, security, records centre management, house keeping and welfare matters of the employees of the Bank.
- f) As Board member and Principle Officer of IDB Staff Pension Scheme Administration, I liaised with RBA, Scheme Custodian, Investors and Scheme Administrators to manage and administer retirement benefits of all current and deferred members of the scheme.
- g) Fair, just and prudent administration of staff benefits such as house mortgage scheme, car loan and other payroll related benefits.

Key achievements

- a) Successfully partnered with the Board of Directors in the recruitment of the IDB Capital Chief Executive Officer.
- b) Implemented the Divestiture Strategy through restructuring, realigning and reorganizing the Human Resources of the Bank. This led to cost savings of Ksh,70 million and enhanced productivity through divestiture that led to balance sheet restructuring of Ksh.500 million of a credit line of European Investment bank from GoK.
- c) Successfully negotiated with key stakeholders (The Treasury, Office of the President, State Corporations Advisory Committee, SCARC, and the Board) for competitive Early Retirement Package for the staff who were not accommodated in the new Strategy of the Bank.
- d) Successfully negotiated with the unionizable staff (BIFU) and steered them to a sustainable win - win scenario of enhancing their productivity for the success of both parties.
- e) Redesigned the Staff salaries from Notch salaries system to the performance based Broad banded d system in line with the performance contracting concept.
- f) Through key negotiation skills, successfully designed and implemented successfully team dynamics and team bonding strategies after staff restructuring,
- g) Re designed the Human Resources Policies of the organization and Revised polices, terms and conditions of service and introduced performance based pay system and an incentive scheme for the Bank.
- h) Implemented successfully Performance Contracting introduced by the Kenyan Government in 2003 and implemented the Balanced Score Card Performance Management system in the Bank.
- i) Introduced efficiency and effectiveness in administration by strengthening partnerships through Service Level Agreements with both internal and external stakeholders.

(iii) 2000 – 2004

Organization: Hawkins Associates and Know How International Ltd

Description of company

An International Human Resources Consulting Firm specializing in Human Resources Consultancy, established in 1971 and based in Ireland, UK and Nairobi Kenya.

Position held

Human Resources Consultant

Core Duties and Responsibilities

Partnering with Clients in developing Human capital solutions in Kenya and the region in the following areas:-

- a) Strategy formulation and design of several clients.
- b) Successfully designed new organizations through crafting organization structures, conducting job evaluation, role profile design and organization development.
- c) Conducted Training Needs and Career Needs Assessment for over fifty clients ranging from successful corporate e.g. Kenya Airways, Barclays bank, and public institutions e.g. Capital Markets Authority, and several NGO's.
- d) Strategic Planning design, Monitoring and implementing strategic plans and advising on necessary interventions
- e) Competency skills assessment and Talent Management of various clients.
- f) Knowledge management and organization learning
- g) Performance management systems design and implementation, Management Training and facilitation in leadership skills, Balanced Score Card, Performance Management, selling skills, Experiential team Building

Key achievements

- a) Conducted organizational startups, organizational development and review for various organizations e.g Meru Water Works

- b) Conducted Training Needs analysis and implemented programmes for major corporate clients in the NGO (e.g. CRS Sudan, World Vision, United Bible Society) Corporate Sector (e.g. Kenya Airways, Barclays Bank, KCB, Unilever, Zain) and public sector e.g. Capital Markets Authority, Electricity Regulation Authority, Kenya Revenue Authority, Kenya Sugar Board and various sugar companies.
- c) Conducted strategic plan facilitation for several organizations such Sony Sugar Company and Medical Supplies Organization (MEDS).
- d) Designed and implemented performance Management systems for various organizations in the sugar industry using the Work Plan and Balanced score Card model.

(iv) 1996 – 2000

Organization: Standard Chartered Bank (PLC).

Position Held

Customer Service and Training Champion

Core Duties and Responsibilities

- a) Ensured provision of excellence in customer service on the banking hall and telephone etiquette
- b) Trained the Branch staff in the Banks polices and operational procedures,
- c) Ensured implementation of service delivery as per the service charter
- d) Trained staff in HIV awareness

Key achievements

- a) Was selected and awarded a position the Banks talent pool as a high potential staff member.
- b) Reduced the branch turn around times of customer service delivery from 5 minutes to 2 minutes for an average transaction.

(v) 1995 – 1996

Organization: Teacher's Service Commission

Duties and responsibilities

High School Teacher

Key achievement

Produced outstanding grades in the 1996 "O: Level results

(VIII) WORKING COMMITTEES/ TEAM MEMBERSHIP

- i. Member and special advisor, Institute of Human Resources
- ii. Former Member, Human Resources Committee of the Board, Nairobi Club
- iii. Member, Tender Committee of the Board – Industrial development Bank (IDB), HELB
- iv. Member & Secretary, Human Resources Committee of the Board, IDB
- v. Board Member, Board of Trustees, HELB and IDB Staff Pension Scheme.
- vi. Member, Finance and General Purposes Committee of the Board
- vii. Member, ISO Steering Committee
- viii. Member, Performance Contracting & Management Committee
- ix. Patron, Staff Welfare, HIV Management Team, Drug & Alcohol Prevention, Health & Safety, Employee & Stakeholder Satisfaction teams.

(IX) VOLUNTEER

Youth Counselor, Don Bosco Church, Upper Hill

(X) OTHERS

- o Full Member of Institute of Human Resources Management

- Professional Counselor, Amani Counseling Centre
- Centre for Corporate Governance – Member and approved trainer
- DIT member and approved Trainer
- Basic knowledge of French language

(XI) REFEREES

(i) Dr. Richard Kipsang

Principal Secretary, (PS)

Ministry of Education

Tel: 0722407259, 2210806, 2210807.

(ii) Nancy Muriuki

Human Resources & Administration Director

AMREF

Tel: 699 30 00, 0737 710 277

(iii) Doreen Lugalia

Regional Head of Quality Assurance

UNILEVER Ltd

Tel: 8644000, 0722 95 27 30

REPUBLIC OF KENYA



ELEVENTH PARLIAMENT

THE NATIONAL ASSEMBLY – THIRD SESSION

MESSAGE

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ON NOMINATION OF THE SECRETARY TO THE SALARIES AND REMUNERATION COMMISSION

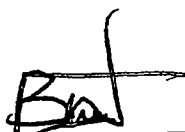
Honourable Members, I wish to notify the House that I have received a letter from the Chairperson of the Salaries and Remuneration Commission, requesting the House to approve the appointment of the Commission Secretary. In her letter, dated 8th June 2015, the Chairperson conveys that, in exercise of powers conferred to the Commission under Article 250 (12)(a) of the Constitution and in accordance with Section 16(1) of the Salaries and Remuneration Act, 2011, the Commission has nominated **Mrs. Anne Rwamba Gitau** for appointment as the Commission Secretary.

Honourable Members, Section 8(1) of the Public Appointments (Parliamentary Approval) Act, 2011 requires the National Assembly to consider the suitability of the nominee within **fourteen days** from the date on which the notification of nomination was given in accordance with Section 5(1) of the same Act. In this regard, I wish to guide the Committee and the House as follows:

- (i) That the Committee should notify the nominee and the general public of the time and place for holding the approval hearings, in good time. The notification should therefore be made immediately; and
- (ii) That the Committee may thereafter commence the necessary approval hearings and should submit their report to this House within the time contemplated in the law.

Honourable Members, I hereby refer the nomination, including the *curriculum vitae* of the nominee, to the Departmental Committee on Finance, Planning and Trade to undertake the necessary approval hearings.

Thank you!

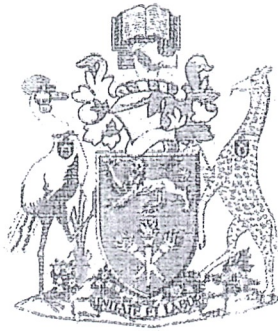


THE HON. JUSTIN B.N. MUTURI, EGH, MP
SPEAKER OF THE NATIONAL ASSEMBLY

Wednesday, June 17, 2015

ACADEMIC CERTIFICATES

UNIVERSITY OF NAIROBI



This is to certify that

Anne Kwamba Njagi

having satisfied the requirements
for the award of the degree of the

MASTER OF BUSINESS
ADMINISTRATION

was admitted to the degree
at a Congregation held at
this University on the

Seventh Day of May in the Year
2004

A handwritten signature in black ink, appearing to be 'C. H. M.', written over a horizontal line.

VICE-CHANCELLOR

A handwritten signature in black ink, appearing to be 'H. A. K.', written over a horizontal line.

DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)



EGERTON UNIVERSITY

The Egerton University Council on the
recommendation of the Senate, hereby confers on

Anne Rwamba Njagi

the **DEGREE** of

Bachelor of Education (Arts)

Second Class Honours (Upper Division)

with all rights, privileges and obligations thereto
appertaining presented at a congregation held at this
University

This *25th* Day of *November* 19*94*

T. K. Karani

Registrar
(Academic Affairs)

[Signature]

Deputy Vice Chancellor

THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that the candidate named below sat for the Examination for the Kenya Advanced Certificate of Education and qualified for the award of a

KENYA ADVANCED CERTIFICATE OF EDUCATION

The candidate passed at the level shown (Principal or Subsidiary) in the subject(s) named and attained the Grade(s) as indicated.

NJAGI ANNE REAIBA

50085/594

MOI HIGH SCHOOL, KABARAK

		<u>Grade</u>
GENERAL PAPER	SUBSIDIARY	
HISTORY	PRINCIPAL	A
GEOGRAPHY	PRINCIPAL	B
LITERATURE IN ENGLISH	PRINCIPAL	E

SUBJECTS RECORDED FOUR

EXAMINATION OF NOVEMBER/DECEMBER 1989

Secretary

Kenya National Examinations Council

Chairman

Kenya National Examinations Council

KENYA ACCOUNTANTS AND SECRETARIES NATIONAL EXAMINATIONS BOARD

S100345

SI95211315

This is to certify that

Anne Rwamba Njagi

Reg. No. *NSC/57727*

passed the

**Certified Public Secretaries
Part One Examination**

held in

December Nineteen Ninety Five

having satisfied the examiners in the following subjects

Section 1

Financial Accounting I
General Principles of Law
Economics

Section 2

Taxation (Principles and Concepts)
Communication and Report Writing
Office Administration and Management



Official Seal

Secretary

THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that the candidate named below sat for the Examination for the Kenya Certificate of Education and qualified for the award of a

KENYA CERTIFICATE OF EDUCATION

DIVISION I

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

ANNA RWABWA NJAGI

50005/003

BOI HIGH SCHOOL, KABARAK

	<u>Grade</u>
ENGLISH LANGUAGE	3
LITERATURE IN ENGLISH	1
HISTORY	3
GEOGRAPHY	3
FRENCH	4
MATHEMATICS	6
CHEMISTRY	9
BIOLOGY	6
FOODS AND NUTRITION	5

SUBJECTS NAMED NINE

SUBJECTS PASSED EIGHT

EXAMINATION OF NOVEMBER/DECEMBER 1987

Secretary

Kenya National Examinations Council

Chairman

Kenya National Examinations Council

0636123

(See overleaf)

Q162

COURSES / WORKSHOPS ATTENDED



United Nations
Educational, Scientific and
Cultural Organization



International Institute
for Educational Planning

*Anne Rowamba Gitau
(Kenya)*

has been awarded the

*International Certificate of Advanced Studies
in Education Sector Planning*

by the

International Institute for Educational Planning

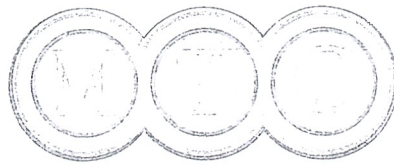
upon completion of the Distance Education Programme on

Education Sector Planning

(1 October 2008 -- 4 September 2009)

Paris, 20 November 2009

Mark Bray
Director



MANAGEMENT TRAINING & CONSULTANCY LIMITED
UK & Dubai

This is to certify that

ANNE R. GITAU

has successfully completed the

**STRATEGIC HUMAN RESOURCES MANAGEMENT
PROGRAMME**

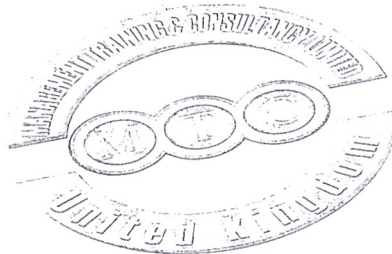
9th – 20th October 2011

Date issued in the United Kingdom

20th October 2011

Candidate Number

M181463JUNE



L. R. K.
INSTRUCTOR

M. Santista
CERTIFIED BY



EGERTON UNIVERSITY
 Department of Computer Science



This is to certify that

Anne Kwamba Nyagi

has satisfactorily completed a course on

MICROCOMPUTER APPLICATION PACKAGES

conducted from 17-1-94 to 11-2-94

During this period, the courses covered and Grades obtained were

Fundamentals of Ms-Dos ----- A

WordPerfect (5.1) ----- A

Introductory Lotus 123 ----- A

Introductory Dbase III + ----- B

[Signature]

Head of Department

[Signature]

Dean, Faculty of Science



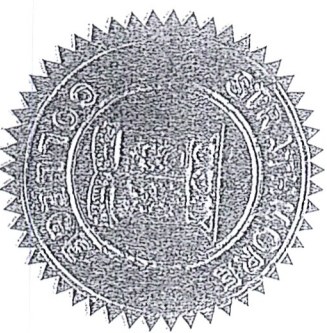
STRATHMORE COLLEGE
INFORMATION TECHNOLOGY CENTRE

Certification

THE DIRECTOR AND LECTURERS OF STRATHMORE COLLEGE
INFORMATION TECHNOLOGY CENTRE ARE PLEASED TO CONGRATULATE

Anne Nyagi

FOR HAVING SUCCESSFULLY COMPLETED A
MS-POWERPOINT 2000 COURSE
HELD FROM 27/04/2002 TO 04/05/2002



Certificate No. 995734

Date of issue 16/05/2002

[Signature]

DIRECTOR

[Signature]

TRAINER

This is to certify that

Ann Njagi

survived the Ultimate

Team Survival course

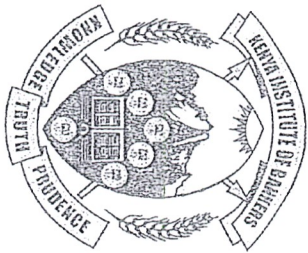
in the Sarova Survivor Challenge

from Nov. 1st to Nov. 3rd, 2002

Trainer

CONVENOR

CHALLENGE



Certificate of Participation

This is to Certify that

Ann R. Bitam

Has Attended

People Management Skills For Fine Managers' Course

Organised by

From: 27th March, 2006

KENYA INSTITUTE

OF

BANKERS

To: 29th March, 2006

29th March, 2006

DIRECTOR / SECRETARY

DATE



CENTRE FOR CORPORATE GOVERNANCE

ONE-DAY CORPORATE GOVERNANCE
TRAINING COURSE

This is to certify that

Anne Gitau

has attended and participated in the

“One-Day Corporate Governance Training Course”
which covered:

Concept and Principles of Corporate Governance
Role and Functions of the Board and Management
Duties and Liabilities of Directors
Making the Board More Effective
The Board and Strategy

Mombasa Continental Resort, Mombasa, Kenya, December 8, 2011

Job K. Kihumba
Chairman
Centre for Corporate Governance

Dr. Joshua A. Okumbe
Chief Executive Officer
Centre for Corporate Governance

Institute of
HUMAN
Resource
Management
The Professional Body of HR Practitioners in Kenya

Certificate of Participation

Presented to

Arene Gitau

12th Annual HRM Conference 2008:

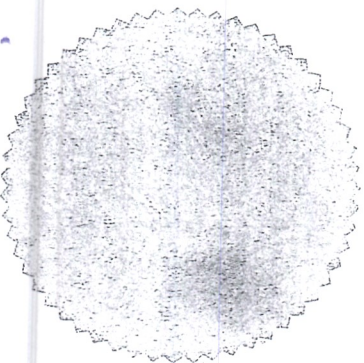
Theme: *Benchmarking to Global HR Practices*

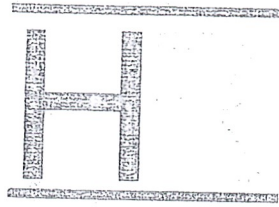
Safari Park Hotel, (Kasarani) Nairobi
23rd & 24th October, 2008

Granted on 24th October, 2008

SC Orons

Executive Director





Institute of
H u m a n
R e s o u r c e
M a n a g e m e n t

Professional Body of HR Practitioners in Kenya

Certificate of Participation

This is to certify that:

Anne Gitau

Has participated in and successfully completed the following Training:

3rd Regional HR Conference

Held between 20th – 21st May 2010

*Theme: EVOLVING THE ROLE OF HR PROFESSIONALS
TO OPTIMISE REGIONAL INTEGRATION*

AREAS COVERED:

- *Mediation Skills for Resolving Conflicts at the Work Place*
- *Demystifying the Human Capital Expatriation*
- *Leading HR Through Technology*
- *Employer Branding Strategies for Pooling Regional Talent*
- *Elevating the HR Professional to Business Partner Status*
- *Sourcing and Developing Talent in the Midst of Labour Migration Tendencies*

Granted 21st May, 2010

Signed on behalf of
Training, Development & Research
Committee



National Campaign Against Drug Abuse Authority

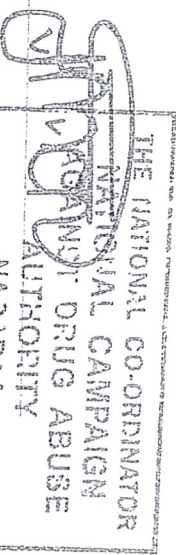


This is to certify that

Anne R. Gitau

attended the workshop on Alcohol and Drug Abuse (ADA) in the workplace held at African Advanced Level Telecommunications Institute (AFLTI) Nairobi

From 7th - 11th December 2009



Jennifer N Kimani, ~~Head~~ National Co-ordinator
P. O. Box 10774 - 00100
Nairobi
TEL: 020 - 2721897

National Campaign Against Drug Abuse Authority



REPUBLIC OF KENYA

OFFICE OF THE PRIME MINISTER
PUBLIC SECTOR REFORMS & PERFORMANCE CONTRACTING

This is to certify that:

Anne R. Gitau

has attended and successfully completed training on:

PERFORMANCE MANAGEMENT

conducted by the Public Sector Reforms & Performance Contracting
covering the following topics:

1. Introduction to Results Based Management
2. Design & Implementation of Performance Contracts
3. Citizens' Service Delivery Charters
4. Performance Monitoring & Evaluation
5. Rapid Result Approach
6. Performance Appraisal System
7. Designing Annual Work Plans
8. Transformative Leadership
9. Project Monitoring & Evaluation

held at the Kenya Utalii College

Serial No. 0760 from 6th to 8th April 2009



Richard E. Ndubai

Richard E. Ndubai, CBS.,
DEPUTY SECRETARY



HIGHER EDUCATION LOANS BOARD
GENDER SENSITIZATION TRAINING
THIS IS TO CERTIFY THAT

.....
Anne D. Pitso
.....

Has successfully completed a course in
GENDER SENSITIZATION
Held on 8th April 2008



HR & ADMINISTRATION MANAGER

[Handwritten signature]

BOARD SECRETARY/CEO

[Handwritten signature]



INSTITUTE FOR CAPACITY DEVELOPMENT

Certificate of Participation

This is to certify that

GITAU ANNE

has successfully participated in a course on

FINANCE FOR NON-FINANCE MANAGERS

conducted at

OLIVE GARDENS HOTEL

from

23RD - 25^H APRIL 2008

In witness whereof the official signatures are hereto affixed

A handwritten signature in dark ink, appearing to be 'A. M. M.', written over a horizontal line.

DIRECTOR

A handwritten signature in dark ink, appearing to be 'J. M. M.', written over a horizontal line.

VICE CHANCELLOR

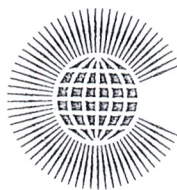
Enhancing Business Performance

This Certificate has been given without any alteration whatsoever

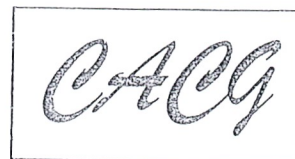




CENTRE FOR
CORPORATE GOVERNANCE



COMMONWEALTH
SECRETARIAT



COMMONWEALTH ASSOCIATION FOR
CORPORATE GOVERNANCE

FIVE-DAY TRAINING COURSE FOR DIRECTORS

This is to Certify that

Anne Gitau

has attended the

“Five-Day Training Course for Directors”

conducted by the Centre for Corporate Governance

on behalf of the Commonwealth Fund for Technical Co-operation,

Lake Naivasha Simba Lodge, Kenya, 16-21 July 2006

Karugor Gatamah
Chief Executive Officer
Centre for Corporate Governance

Dr. Srinivas Sampath
Adviser
Public-Private Sector Development
Governance & Institutional Development Division
Commonwealth Secretariat



Attended



Passed Examination



Certified Trainer

Date: *July 21, 2006*

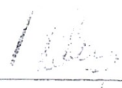


Awarded to

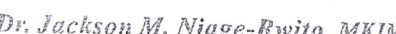
Anne R. Gitau

For fully participating in the
LEADERSHIP FOR SUCCESSFUL
PERFORMANCE WORKSHOP
Held from 25th-27th SEPTEMBER, 2006
At The NORFORK Hotel, Nairobi

Issued on the 27th of September, 2006



Obadiah K. Mbaya, FKIB
Chairman/Director



Dr. Jackson M. Njage-Rwito, MKIM
Director /Managing Consultant

FEDERATION OF PARTICIPATORY

FEDERATION OF KENYA EMPLOYERS

certifies that

Anne Gitau

participated in AN FKE TRAINING PROGRAMME ON NEW LABOUR LAWS (LABOUR BILLS, 2007)

held at NAIROBI SAFARI CLUB, NAIROBI

from 18TH

to 19TH OCTOBER, 2007

The objective of the training was to examine the New Labour Laws to their application in Industrial Relations.

EXECUTIVE DIRECTOR



[Signature]
NATIONAL CHAIRMAN



HIGHER EDUCATION LOANS BOARD
HIV/AIDS SENSITIZATION TRAINING

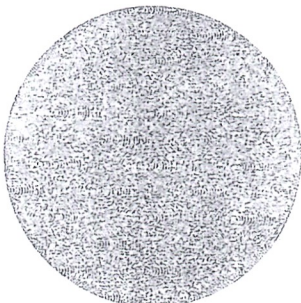
THIS IS TO CERTIFY THAT

.....
Anne B. Gitau
.....

Has successfully completed a course in

HIV/AIDS SENSITIZATION

Held on 17th April 2008



Angela
HR & ADMINISTRATION MANAGER

[Signature]
BOARD SECRETARY/CEO

PRBA

Retirement Benefits Authority

Certificate of Attendance

This is to certify that

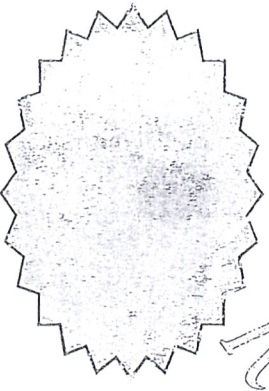
Trustee, Industrial Development Bank Staff Retirement Benefits Seminar

has attended a one day Trustee Training Seminar

*Given under my hand and seal of the Retirement Benefits Authority this
30th day of September, 2005*

Adams

CHIEF EXECUTIVE OFFICER
RETIREMENT BENEFITS AUTHORITY



Serial No.0008



REPUBLIC OF KENYA

MINISTRY OF TRADE AND INDUSTRY

AIDS CONTROL UNIT

CERTIFICATE

This is to certify that

ANN GITAU

Has successfully participated in the

HIV/AIDS COUNSELLING
TRAINING IN THE WORK PLACE

Held at Stem Hotel
From 5th - 10th June 2005

Dr. Nehemiah Ng'eno, HSC
Permanent Secretary
Ministry of Trade & Industry

Muniu K.W
ACU Coordinator
Ministry of Trade & Industry



Amani Counselling Centre &
Training Institute
P.O. Box 41738
NAIROBI
Tel. 602672/602673

CERTIFICATE OF ATTENDANCE

BASIC COUNSELLING SKILLS I

This is to certify that

Ann Gitau

completed the above-named course

comprising 5 sessions

of 3 hours each

between the months of

August and September 2004.


For more information

please call

Amani Counselling Centre &

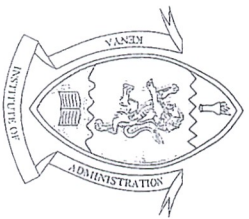
Training Institute.

Victoria Manyasa
Course Facilitator


Dr. L. W. Wahome
Executive Director

Certificate No. *19053*

CP 19053



KENYA INSTITUTE OF ADMINISTRATION

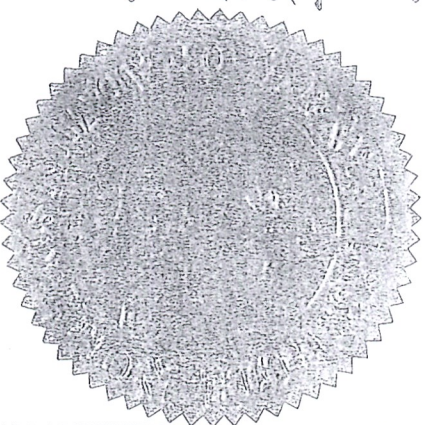
This is to certify that

Anna D. Gitau

attended *Result Based Management & Performance Appraisal Systems*
from *1-5 May, 2006*

and is hereby awarded this

CERTIFICATE



Head of Department

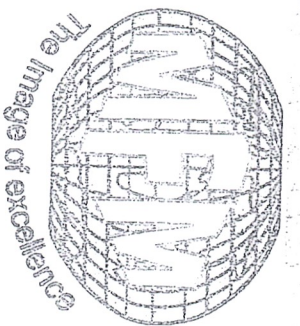
Date

5 May, 2006

Director

[Signature]





INTERNATIONAL

Certificate

This is to certify that AMWE R. GITAU

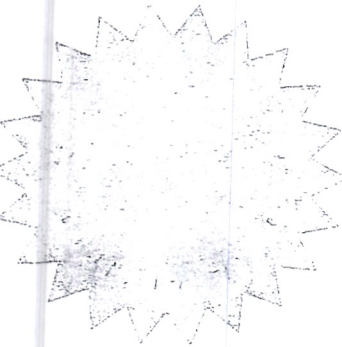
has participated in **Public Procurement Workshop**

- The Procurement Process Public Procurement and Disposal Act 2005 Public Procurement & Disposal Regulations 2006 Role of Procurement Unit, Tender Committee, PPOA, PPRB Procurement Planning & Budgeting Preparation of Procurement Specifications Evaluation of Bids & Contract Award
- Contract Management Disposal of Stores, Equipment & Assets Procurement Threshold Matrix

held at Kenya Institute of Education, Nairobi
from 25th - 26th October, 2007

[Handwritten signature]

Director



[Handwritten signature]

Course Facilitator

CONVERSION



Salaries & Remuneration
Commission
Rewarding productivity

Ref. No. SRC/TS/WB/3/14

16th April, 2014

Mrs. Anne R. Gitau
Ag. Commission Secretary

Dear *Anne,*

APPRECIATION FOR PARTICIPATION DURING THE NATIONAL DIALOGUE ON THE LAUNCH OF PUBLIC WAGE BILL SUSTAINABILITY

This has reference to the Launch of the National Dialogue on the Public Wage Bill Sustainability held on **10th March, 2014** at the Kenyatta International Convention Centre (KICC) and subsequent County Debates held from **24th March to 10th April 2014**.

The Commission wishes to extend its most sincere appreciation to you for ensuring well-planned and coordinated events and activities during the entire period.

As a Commission, we believe that the activities would not have been successful were it not for the passion, commitment, personal responsibility and high demonstration of teamwork that you demonstrated.

As we embark on the planning of the National Conference, we trust that you will continue to demonstrate the same level of commitment.

Congratulations and keep up the good work!

Yours *Sincerely*

Mrs. Sarah J. C. Serem, EBS
CHAIRPERSON

IDB Capital Limited

National Bank Building, 18th Floor, Harambee Avenue P.O. Box 44036 - 00100 Nairobi, Kenya
Telephone: 254 (020) 247142; Fax: 254 (020) 318929; E-mail: bizcare@idbkenya.com



From the Office of the Managing Director

C/MP 300/316 (61)

11 January 2007

Mrs. Anne R. Gitau
C/o IDB Capital Limited
P.O. Box 44036-00100
NAIROBI

Dear Mrs. Gitau,

RE: **COMMENDATION**

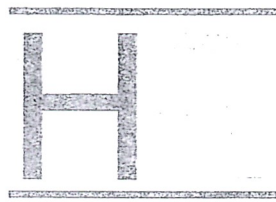
This is in reference to the recent Human Resources Restructuring (Early Retrenchment Programme) executed in August, 2006.

On behalf of the Board of Directors, I would like to commend you for the exemplary manner in which you conducted the exercise to its finality in December, 2006.

Therefore, I encourage you to continue exhibiting good performance attributes for the betterment of the Institution and yourself.

Yours sincerely
IDB CAPITAL LIMITED

JAMES OCHAMI
MANAGING DIRECTOR



Institute of
H u m a n
R e s o u r c e
M a n a g e m e n t

The Professional Body of HR Practitioners in Kenya

2014 Membership

Certificate

We hereby certify that

Anne R. Gitau

is a Member of IHRM,
having complied with the relevant provisions of the Human Resource Management
Professionals Act No. 52 of 2012 and Laws of the Republic of Kenya.

(Note: This is not a practicing certificate)

Chair, IHRM Council

Date *5th June 2014*

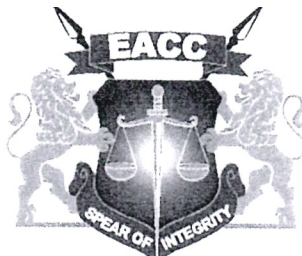
Secretary, IHRM Council

Chair, Registration Committee

This certificate is issued by and is the property of IHRM, to whom it shall be returned on demand.

CLEARANCE

CERTIFICATES



ETHICS AND ANTI-CORRUPTION COMMISSION

INTEGRITY CENTRE (Valley Rd. /Milimani Rd. Junction) P.O. Box 61130 -00200, NAIROBI, Kenya
TEL.: 254 (020) 2717318/ 310722, MOBILE: 0729 888881/2/3
Fax: 254 (020) 2719757 Email: eacc@integrity.go.ke Website: www.eacc.go.ke

When replying please quote:

Our Ref: EACC. 7/10/5 (98)

Date: 24th June, 2015

Michael R. Sialai
Clerk's Chambers
National Assembly
Parliament Buildings
P.O. Box 41842-00100
NAIROBI

① D. Muthira

TAA.

Sister

26/6/15

Dear Sir,

REF: VETTING OF THE NOMINEE FOR COMMISSION SECRETARY TO THE SALARIES AND REMUNERATION COMMISSION

Your letter referenced KNA/DC/FPT/2015 (47) dated 18th June 2015 on the above matter is acknowledged.

We confirm that we have no outstanding issues or ongoing investigations against **Mrs. Anne Rwamba Gitau**, nominee for appointment to serve as the Commission Secretary to the Salaries and Remuneration Commission.

Please note that the absence of records in our database is not a guarantee of absolute integrity of the candidate.

Yours faithfully,


MICHAEL K. MUBEA
DEPUTY SECRETARY/CEO – TECHNICAL SERVICES
FOR: SECRETARY/CHIEF EXECUTIVE OFFICER

② EVANS

pls. deal

FA

29/6



KENYA REVENUE AUTHORITY

DOMESTIC TAXES

24th June, 2015

Ref: CDT/DTD/HQ/54

The Clerk
National Assembly
Parliament Buildings
P.O Box 41842-00100
NAIROBI

① D/Committee

24/6

**RE: VETTING OF NOMINEE TO THE POSITIONS OF THE SECRETARY TO
THE SALARIES AND REMUNERATION COMMISSION**

Reference is made to your letter dated 18th June, 2015, under Ref: NA/DC/FPT/2015(49). This is to confirm that the nominee Mrs. Anne Rwamba Gitau, ID No. 10772809, PIN A002280822D is compliant.

lsmj

**Alice A. Owuor, OGW.
COMMISSIONER OF DOMESTIC TAXES**

*② EVANS
pls deaf*

FA

24/6

Tulipe Ushuru. Tujitegeme!



KENYA



POLICE
A

Nº 249239

CRIMINAL INVESTIGATION DEPARTMENT
P.O. Box 30036

Nairobi Kenya
21/01/2009

CID/SEC/6/7/2/A/VOL.XLV.7757

Ref. No.

Date

CERTIFICATE OF GOOD CONDUCT

I hereby certify that the fingerprints attached to this Certificate are those of

ANNE RWAMBA GITAU

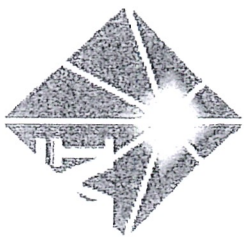
and that they have been searched in the criminal records office and no criminal record has been traced. The validity of the information on this Certificate is as at the date of issue.

This Certificate has been issued without any alteration or erasure.

ew

(J.M. Magambo)

for: Director of Criminal Investigation



Empowers Business Decisions

Metropol Credit Reference
Bureau Limited

Serial No. MCRB/C7789F

Certificate of Clearance

Anne Rwaraha Gitau

National ID Number: 10772809

This is to certify that the above named person has NO negative listing as at the date below

Managing Director's Signature

19/11/2014

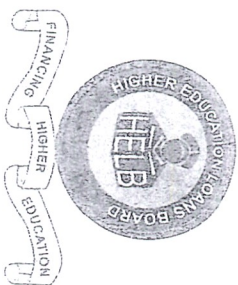
Date

5076



No. 011717

HIGHER EDUCATION LOANS BOARD



Certificate of Discharge

UNIVERSITY STUDENT LOAN

MAGI ANNE R

This Certificate is awarded to _____

10772809

E331/5640/90

ID No. _____

University Registration No. _____

University attended _____

EGERTON UNIVERSITY

For having repaid in full the Principal Loan and interest thereon.

Signature

CEO/BOARD SECRETARY

Date

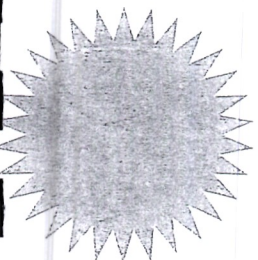
29/1/08

Signature

HEAD OF LENDING, REPAYMENT AND RECOVERY

Date

29/1/08



Public Sector Remuneration and Benefits Policy

by Anne Gitau



Over the last few years, there has been a wide consensus that Kenya faces a serious challenge in its development agenda owing to the rapid growth of the public sector wage bill, a situation that needs to be arrested immediately, if the country is to realise fiscal discipline and its vision of providing services to its citizens. While the annual growth rate of public servants in the public service has been at an average of 3% over the last five years, the public sector wage bill has grown at a rate of 20.9% over a similar period, a trend that is worrying given that the wage bill to GDP which continuously rose with an all-time high of 12.7% in the 2012/2013 year. This scenario is compounded by the fact that the Public Sector wages on average have surpassed the private sector wages, according a study conducted by the Commission, a situation that has given rise to loss of competitiveness of the economy among other things.

Although the Commission has been in existence for slightly over two years, it has found it critical and fundamental to develop a remuneration and benefits policy for the public service. The objective of the policy will be primarily to guide the public service through consistent well thought out decisions that are in line with the principles that govern the Commission which are:

- i. The need to ensure that the total public compensation bill sector compensation bill is fiscally sustainable;
- ii. The need to ensure that the public services are able to attract and retain the skills required to execute their functions;
- iii. The need to recognize productivity and performance; and
- iv. Transparency and fairness.

Given the impact of the policy to various stakeholders, the Commission has embraced an all-inclusive process of engaging various stakeholders at the national and local level, a process that first started with a national dialogue on the challenges of the current high wage bill in Kenya on 10th March, this year.

Once developed, it is envisaged that the Remuneration and Benefits Policy will address disparities in pay rates across the public service. In the process the policy will need to envisage the issue of compensation levels that are geared towards attracting and retaining professional managerial talent in a competitive market economy. In the matter of necessity the policy will also need to emphasize on productivity and performance management systems that will peg employees' wages to productivity. This will be a big step toward improving the performance of public sector institutions, and, when backed by an appropriate incentive system, it will help shift organizational focus from inputs to outputs and outcomes and, consequently, improve efficiency and effectiveness.

Introducing a stronger performance orientated remuneration policy for Kenya's public sector is very important for improving the performance of the country's public sector institutions. If production and performance levels can be improved, this could set the tone for a remuneration structure that is sustainable and make Kenya's wage bill to govern expenditure ratio competitive with those of other emerging economies.

Ann Gitau

Ag. Commission Secretary