



PUBLIC SERVICE COMMISSION

Attn. Editors,

PRESS STATEMENT

PUBLIC PARTICIPATION ON THE PROPOSED ESTABLISHMENT OF THE POSITION OF CHIEF ADMINISTRATIVE SECRETARY

The Public Service Commission (PSC) has invited members of the public to submit their views on the proposed establishment of the position of Chief Administrative Secretary.

The views in writing should be addressed to the Secretary, Public Service Commission, P.O. Box 30095, 00100, Nairobi or hand delivered to the Commission's offices at Commission House, Harambee Avenue or by email cas@publicservice.go.ke not later than 6th October 2022.

The invitation for public participation follows a proposal by His Excellency the President to the Commission to establish the offices of Chief Administrative Secretary in accordance with the provisions of Article 132(4)(a) of the Constitution.

“The President has proposed to establish the offices of Chief Administrative Secretary which will be offices in the public service and will be under the direction of Cabinet Secretaries,” said Amb Anthony Muchiri, PSC Chairperson, in a press release on Wednesday.

The Commission will recommend persons to hold the position of Chief Administrative Secretary for appointment through a competitive recruitment process that shall culminate in a nomination by the President and vetting by the National Assembly.

The functions of Chief Administrative Secretaries will entail responding to issues touching on the portfolio assigned to the office; Providing liaison with the National Assembly and Senate; Providing liaison with County Governments on matters of concurrent mandate and common interest; Providing inter-ministerial /sectoral co-ordination; Representing the Cabinet Secretary at any meeting as instructed by the Cabinet Secretary; and Executing any other duties and responsibilities specifically assigned to the office by the Cabinet Secretary in furtherance of the interests of the Ministry.

Interested applicants will be required to possess a Bachelor's degree from a recognized university and excellent interpersonal and communication skills. They will also be expected to demonstrate

ability to manage the administrative-political interface, articulate public policies and programmes, and undertake complex and high-pressure tasks that require engagements with multi-institutions and other public officers/offices among others.

Browne Kutswa
Corporate Communications
Public Service Commission

21st September 2022