

PARLIAMENT OF KENYA



THE NATIONAL ASSEMBLY

ELEVENTH PARLIAMENT

FIFTH SESSION

THE PARLIAMENTARY SERVICE COMMISSION REPORT

ON

THE APPROVAL FOR APPOINTMENT OF MR. MICHAEL ROTICH SIALAI AS
CLERK OF THE NATIONAL ASSEMBLY

PARLIAMENT BUILDINGS
NAIROBI

JANUARY, 2017

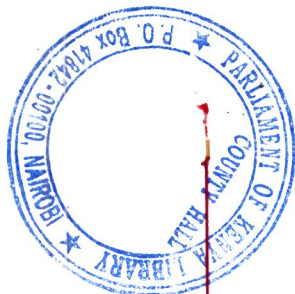


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1.0 MANDATE AND CONSTITUTION OF THE PARLIAMENTARY SERVICE COMMISSION

The Parliamentary Service Commission is established under Article 127(1) of the Constitution of Kenya to among others, provide services and facilities for Members and staff for the efficient and effective running of Parliament.

Article 127 (6) provides the mandate of the Commission as:

- (a) providing services and facilities to ensure the efficient and effective functioning of Parliament;
- (b) constituting offices in the parliamentary service, and appointing and supervising office holders;
- (c) preparing annual estimates of expenditure of the parliamentary service and submitting them to the National Assembly for approval, and exercising budgetary control over the service;
- (d) undertaking, singly or jointly with other relevant organisations, programmes to promote the ideals of parliamentary democracy; and
- (e) performing other functions-
 - (i) necessary for the well-being of the members and staff of Parliament; or
 - (ii) prescribed by national legislation.

Article 127 (2) and (3) provides the composition of the Commission. The current Parliamentary Service Commission comprises of the following:

- | | |
|-------------------------------------|--|
| 1. Hon. Justin Muturi, EGH, M.P | - Speaker, National Assembly/Chairman, PSC |
| 2. Sen. Beth Mugo, EGH, M.P | - Vice Chairperson, PSC |
| 3. Sen. David Musila, MGH, M.P | - Member |
| 4. Hon. Adan Keynan, CBS, M.P | - Member |
| 5. Hon. Jimmy Angwenyi, M.P | - Member |
| 6. Hon. Jimmy Angwenyi, M.P | - Member |
| 7. Sen. Sammy Leshore, CBS, M.P | - Member |
| 8. Hon. Regina C. Nyeris, M.P | - Member |
| 9. Hon. (Dr.) Abdullahi Ibrahim Ali | - Member |
| 10. Dr. Lonah Mumelo, HSC | - Member |
| 11. Mr. Jeremiah Nyegenye, CBS | - Clerk of the Senate/Secretary, PSC |

2.0 RECRUITMENT FOR THE POSITION OF CLERK OF NATIONAL ASSEMBLY

The position of Clerk of a House of Parliament is an office in the Parliamentary Service established by Article 128 of the Constitution of Kenya. Article 128 of the Constitution states as follows:

Clerks and staff of Parliament

128. (1) There shall be a Clerk for each House of Parliament, appointed by the Parliamentary Service Commission with the approval of the relevant House.

(2) The offices of the Clerks and offices of members of the staff of the Clerks shall be offices in the Parliamentary Service.

The retirement age for officers in the Parliamentary Service is sixty (60) years. The current Clerk of the National Assembly Mr. Justin Bundi, CBS was appointed on 11th October, 2012. Mr. Bundi turns sixty (60) years old on 21st March, 2017. He shall therefore be retiring as Clerk of the National Assembly on 21st March, 2017.

Due to the impending retirement of the incumbent Clerk, the Parliamentary Service Commission advertised for the position of Clerk of the National Assembly on 25th October, 2016. The closing date for receipt of applications for the position as advertised was set for 8th November, 2016.

Following the advertisement, a total number of five (5) applications were received and long-listed. A Short-listing Panel was thereafter constituted to short-list the five (5) applicants and the short-listing report presented for consideration by the Commission's Board of Senior Management at its 125th Meeting of 3rd January, 2017 and thereafter the Committee of the Commission on Staff Welfare at its Meeting held on 4th January, 2017. The Parliamentary Service Commission considered the short-listing report at its special meeting held on 11th January, 2017, together with the Curriculum Vitae of all the applicants. The Commission adopted the recommendation in the short-listing report that stated, in summary, that other than Mr. Michael Rotich Sialai, none of the applications met the minimum qualifications for appointment as Clerk of the National Assembly. Consequently, the Commission resolved as follows:

“That Mr. Michael Rotich Sialai, who met all the requirements for the position of Clerk of the National Assembly (PSC 17) be invited for oral interview to be held on Tuesday 17th January, 2017 at 10.30 a.m.”

The oral interview for the short-listed candidate was conducted by the Commission on Tuesday, 17th January, 2017.

3.0 REQUIREMENTS FOR THE POSITION OF CLERK OF THE NATIONAL ASSEMBLY

The duties, responsibilities and requirements for appointment to the position of Clerk of the National Assembly advertised as per the Schemes of Service of the Parliamentary Service were as follows:

(a) Duties and Responsibilities

- (i) The Administrative head of the National Assembly.
- (ii) The Accounting Officer/ Authorized Officer for the National Assembly.
- (iii) Responsible for all policy and organizational matters relating to the National Assembly
- (iv) Responsible in Enhancing public understanding and knowledge of the work of the National Assembly and increasing public accessibility.
- (v) Responsible in dealing with External relations including international relations, inter-parliamentary relations conferences and protocol.
- (vi) The Principal Adviser on all Parliamentary procedures, practices, conventions and traditions to the Speaker of the National Assembly, other Presiding Officers and to all Honorable Members including Cabinet Ministers.
- (vii) The Chairperson, National Assembly Board of Management.
- (viii) The Chief advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through him to the House. He acts under authority and takes decisions on admissibility of notices in the name of the Speaker. Orders passed by the Clerk are the orders in the name of the Speaker and the latter accepts full responsibility for those orders.
- (ix) Responsible in marshalling all legislative measures passed by the National Assembly.
- (x) A Member, Constituency Development Fund Board.
- (xi) The Honorary Secretary - Commonwealth Parliamentary Association- Kenya Branch.
- (xii) The Honorary Treasurer - Inter- Parliamentary Union- Kenya Group.

(b) Requirements for Appointment

Appointment to this grade will be made from Senior Deputy Clerk (s) who will have:

- (i) Meritoriously executed the duties and responsibilities at that grade for at least three (3) years.
- (ii) Shown proven and enduring flair for parliamentary procedure and practice, and have wide experience on the role, functions and operation of Parliament, through exhaustive service in all spheres of Parliament.
- (iii) Attended a Senior Management Course from a recognized institution.
- (iv) Masters Degree in a relevant field from a recognized university.

4.0 METHODOLOGY FOR ASSESSMENT OF THE CANDIDATE

The oral interviews were held on Tuesday, 17th January, 2017 at the 1st Floor Commission Board Room, County Hall Building at 11.00 am.

The Interview Panel comprised of the following -

1. Hon. Justin Muturi, E.G.H, M.P - Speaker, National Assembly/Chairman, PSC
2. Sen. Beth Mugo, E.G.H, M.P - Vice Chairperson, PSC
3. Hon. Adan Keynan, C.B.S, M.P - Member
4. Hon. Jimmy Angwenyi, M.P - Member
5. Sen. Sammy Leshore, C.B.S, M.P - Member
6. Hon. Regina C. Nyeris, M.P - Member
7. Dr. Lonah Mumelo, HSC - Member

Sen. David Musila, M.G.H, M.P, Hon. Gladys Wanga, M.P and Hon. (Dr.) Abdullahi Ali sent apologies and did not participate in the interviews.

Prior to undertaking the interviews, the Commission developed questions relevant to the office of Clerk of the National Assembly in line with thematic areas and adopted a score sheet rating the following key factors out of a total score of 35 marks:-

1. Technical proficiency - 10
2. Leadership and administrative experience - 10
3. General knowledge and current affairs - 5
4. Presentation skills and demeanour - 5
5. Academic qualifications (University Degree) - 5
 - *Masters - 1
 - 1st Class Honours - 4
 - 2nd Class (Upper)/ Medical Degree - 3
 - 2nd Class Lower - 2
 - Pass - 1

TOTAL SCORE

- 35 marks

5.0 RESULTS OF THE ORAL INTERVIEW

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

| S/NO | NAME OF CANDIDATE | GENDER | AGE | ID NO. | COUNTY | % SCORE |
|------|-----------------------|--------|-----|---------|---------|---------|
| 1. | Michael Rotich Sialai | Male | 55 | 6003586 | Kericho | 84.08 |

At its Special Meeting held on 18th January, 2017, the Parliamentary Service Commission considered the oral interview results and resolved as follows:

1. That, pursuant to Article 128 (1) of the Constitution, Mr. Michael Rotich Sialai be recommended to the National Assembly for approval for appointment to the position of Clerk of the National Assembly (PSC Scale 17).
2. That Hon. Adan Keynan, CBS, MP tables the Report in the National Assembly on Wednesday, 25th January, 2017.

6.0 RECOMMENDATION OF THE COMMISSION

The Parliamentary Service Commission recommends as follows:

THAT Pursuant to the provisions of Article 128 (1) of the Constitution of Kenya, the House notes the Report of the Parliamentary Service Commission and approves the appointment of Mr. Michael Rotich Sialai as Clerk of the National Assembly (PSC Scale 17) with effect from 22nd March, 2017.

Signed.....

**HON. JUSTIN B. MUTURI, E.G.H, M.P,
SPEAKER OF THE NATIONAL ASSEMBLY/CHAIRMAN,
PARLIAMENTARY SERVICE COMMISSION**

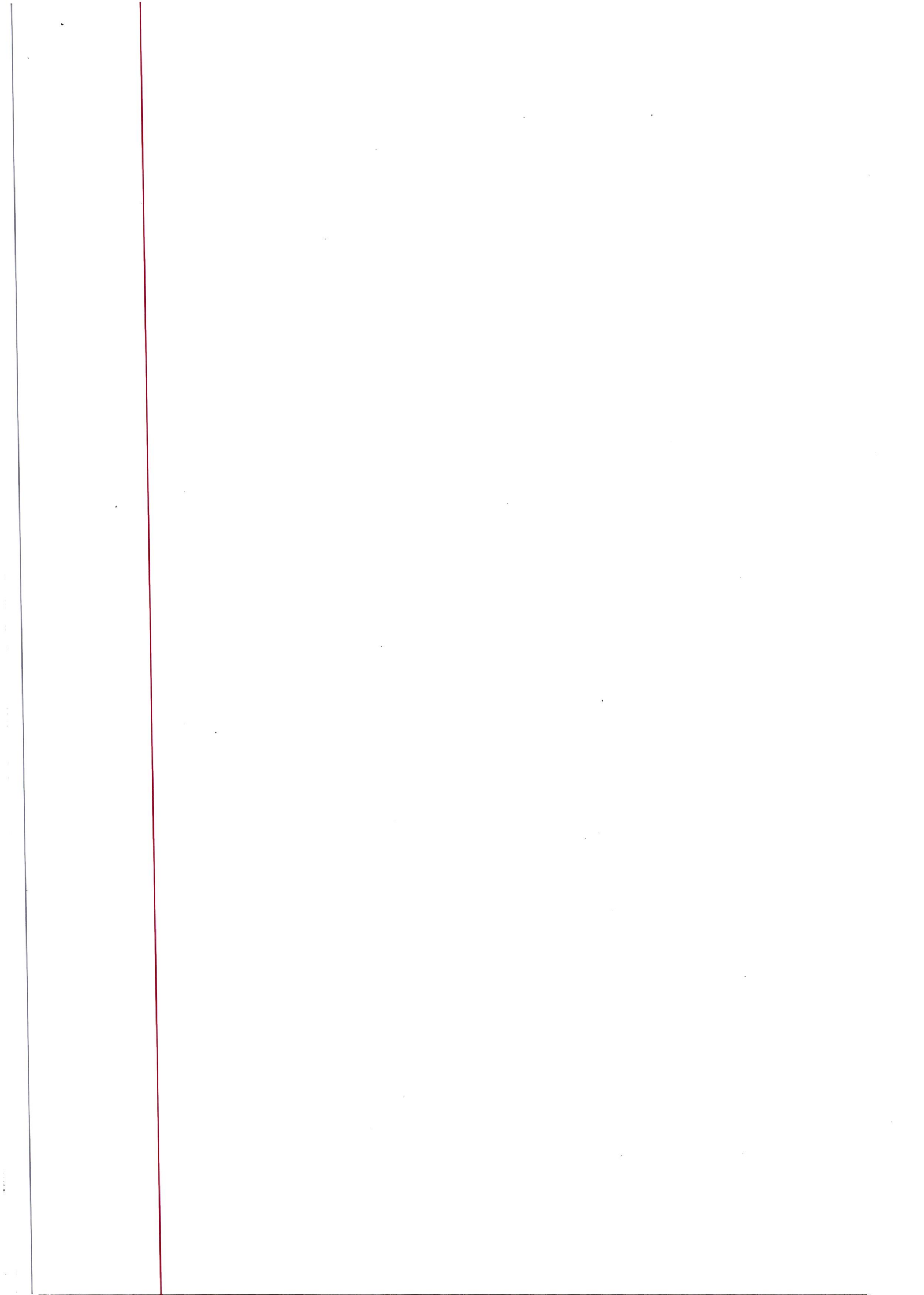
Dated this 24th Day of January,2017

7.0 ANNEXURES

ANNEX I: ADVERTISEMENT FOR THE POSITION OF CLERK OF THE NATIONAL ASSEMBLY

ANNEX II: CURRICULUM VITAE OF MR. MICHAEL R. SIALAI

ANNEX III: SUMMARY OF QUALIFICATIONS OF MR. MICHAEL R. SIALAI



REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

JOB ADVERTISEMENT

The Parliamentary Service Commission seeks to recruit energetic and results-oriented individual to the position of **CLERK OF THE NATIONAL ASSEMBLY (PSC SCALE 17)** in the Parliamentary Service.

The particulars of the vacancies are as indicated below;

(a) Duties and Responsibilities

- (i) The Administrative head of the National Assembly.
- (ii) The Accounting Officer/ Authorized Officer for the National Assembly.
- (iii) Responsible for all policy and organizational matters relating to the National Assembly
- (iv) Responsible in Enhancing public understanding and knowledge of the work of the National Assembly and increasing public accessibility.
- (v) Responsible in dealing with External relations including international relations, inter-parliamentary relations conferences and protocol.
- (vi) The Principal Adviser on all Parliamentary procedures, practices, conventions and traditions to the Speaker of the National Assembly, other Presiding Officers and to all Honorable Members including Cabinet Ministers.
- (vii) The Chairperson, National Assembly Board of Management.
- (viii) The Chief advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through him to the House. He acts under authority and takes decisions on admissibility of notices in the name of the Speaker. Orders passed by the Clerk are the orders in the name of the Speaker and the latter accepts full responsibility for those orders.
- (ix) Responsible in marshalling all legislative measures passed by the National Assembly.
- (x) A Member, Constituency Development Fund Board.
- (xi) The Honorary Secretary - Commonwealth Parliamentary Association – Kenya Branch
- (xii) The Honorary Treasurer - Inter-Parliamentary Union – Kenya Group.

(b) Requirements for Appointment:

Appointment to this grade will be made from Senior Deputy Clerk (s) who will have:

- (i) meritoriously executed the duties and responsibilities at that grade for at least three (3) years;
- (ii) shown proven and enduring flair for parliamentary procedure and practice, and have wide experience on the role, functions and operation of Parliament, through exhaustive service in all spheres of Parliament;
- (iii) attended a Senior Management Course from a recognized institution; and
- (iv) Masters Degree in a relevant field from a recognized university.

Applications must include a cover letter, copies of academic certifications and/or testimonials and a duly completed Parliamentary Service Commission Job Application Form (Form 1 J), which can be downloaded from www.parliament.go.ke or obtained from the Ground Floor, County Hall, Parliament Buildings.

Applications should be addressed to -

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

or hand delivered during office hours to the **Office of the Head of the Commission Secretariat, 1st Floor, County Hall, Parliament Buildings**, or emailed as a PDF file attachment to applications@parliament.go.ke to be received on or before **8th November, 2016**.

Please note:

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

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



001

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

3rd November, 2016

Michael Rotich Sialai, EBS;
Kenya National Assembly,
P.O Box 41842-00100,
NAIROBI.

Dear Sir,

**RE: APPLICATION FOR THE POSITION OF THE CLERK OF THE NATIONAL
ASSEMBLY (PSC 17)**

I hereby submit my application for consideration for appointment to the position of the Clerk of the National Assembly in the Parliamentary Service advertised in the Daily Nation of 25th October, 2016. I am a Kenyan citizen, aged 55years old and a holder of a Master of Arts (History) degree and a Bachelor of Education degree (History and Kiswahili) (B.Eds. Hons) both obtained from Kenyatta University.

Am currently serving as a Senior Deputy Clerk in the National Assembly having been appointed to the position on 12th October, 2012 with the following duties/responsibilities: deputizing the Clerk of the Assembly and acting as a link between the Directorates and office of the Clerk; providing procedural advice to the Speaker, Other Presiding Officers, Members and staff on Parliamentary procedure, practice, conventions and traditions; general supervision of Directorates and Departments, and coordinates all inter-parliamentary relations and Conferences amongst others.

I have twenty one years of experience in Parliamentary procedure and practice, legislative and committee operations and Parliamentary administration having joined the Service in 1995 and subsequently rose through the ranks to the current grade of Senior Deputy Clerk. Before joining Parliament, I had served as a Graduate Teacher and Assistant Lecturer at

Kimulot Secondary school and Kericho Teachers' Training College in 1989 and 1991, and 1994 and 1995 respectively.

I have attended several courses and trainings on administration, research skills development, Training Needs Assessment (TOT) conducted by the then Kenya Institute of Administration (now Kenya School of Government) and courses mounted by the Eastern and Southern African Management Institute (ESAMI) including a senior management course on "Leadership for Results Programme" in Mbabane, Swaziland, 9th May to 20th May, 2016 and an International Seminar on National Security as per the attached copies of Certificates and Testimonials. These training opportunities have enabled me obtain the necessary skills and competencies for performing assigned duties effectively and efficiently.

Through attachment programmes, seminars and study tours, I have been exposed to the workings of several Parliaments such as India, South Africa, Commonwealth of Australia, Canada, New Zealand, Singapore, Germany, Belgium, Finland, United Kingdom and the United States of America. I have in addition, attended several Commonwealth Parliamentary Association (CPA) Conferences, ACP-EU Conferences and Inter-Parliamentary Meetings. This has enriched my knowledge and understanding of the workings and operations of Parliaments and gave an insight on how parliamentary international bodies are managed.

While in the Service, I have been allocated duties in the Finance and Administration; been a Liaison Officer for Parliamentary Mortgage Loans Committee between 2002 and 2008; a Constituency Liaison Officer, Personal Assistant to the Speaker of the National Assembly in 2008 and Chairperson of the Procurement Committee between 2007 and 2012, Chairperson of the Parliamentary Management Tender Committee from 2013 to date and a Member of the Senior Board of Management. These assignments in different spheres have broadened my experience on the role, functions and operation of Parliament and more importantly developed professional proficiency in public finance, management and public administration.

Due to sterling performance and service to Parliament and the Country, His Excellency the President, on recommendation of the Parliamentary Service

Commission, conferred on me an award of Elder of the Burning Spear (EBS) in 2015.

I believe that the training and experience in serving in different capacities, proper grounding in the role, functions and operations of Parliament coupled with a flair in Parliamentary procedure and practice and acquaintance to best practices in other Parliamentary jurisdictions has equipped me with the necessary competencies and skills to assume duties and responsibilities required of a holder of the Office of the Clerk of the National Assembly.

If considered for this position, I promise to use the experience, skills and demonstrated leadership to provide strategic leadership for all policies and organisational matters in the National Assembly and to ensure delivery of quality service in the Assembly and in Parliament in general. Enclosed herewith please find duly completed Parliamentary Service Job Application Form(Form 1J).

I look forward to your favourable consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read "Michael R. Sialai", written over a horizontal line.

Michael R. Sialai

CURRICULUM VITAE

| | |
|-----------------------------|--|
| PERSONAL INFORMATION | <p>MICHAEL ROTICH SIALAI</p> <p>Date of Birth : 25th May, 1961</p> <p>Nationality : Kenyan</p> <p>Religion : Christianity</p> <p>Marital Status : Married</p> <p>Employer : Parliamentary Service Commission</p> <p>Email : msialai@yahoo.com; sialai@parliament.go.ke</p> <p>Tel. No. : 0722741145/ 0202131372(wireless).</p> |
| EDUCATION BACKGROUND | |
| UNIVERSITY | |
| 1998 | <ul style="list-style-type: none"> ▪ Master of Arts (MA) Degree (History), Kenyatta University (1998) |
| 1989 | <ul style="list-style-type: none"> ▪ Bachelor of Education (History and Kiswahili) (Bed) Hons., Kenyatta University(1986-1989) |
| SECONDARY | |
| 1984 | <ul style="list-style-type: none"> ▪ Kenya Advanced Certificate of Education (KACE) (History, Geography and Kiswahili)- Three Principals and Subsidiary. Friends School Kamusinga, (1983-1984) |
| 1982 | <ul style="list-style-type: none"> ▪ Kenya Certificate of Secondary Education (KCSE) – Division 1 (one). Sotik High School, (1979-1982) |

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| <p>WORKING EXPERIENCE</p> <p>PRESENT POSITION</p> <p>DUTIES AND RESPONSIBILITIES</p> | <ul style="list-style-type: none"> ▪ 21 (Twenty one Years) of experience in Parliamentary Procedure and Practice, Committee operations, Parliamentary administration and public finance. ▪ 4 years in teaching Service both in High School and Teacher Training Institution. <ul style="list-style-type: none"> ▪ Senior Deputy Clerk of the National Assembly- 12th October, 2012 to date. <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ▪ Deputize the Clerk of the National Assembly. ▪ General supervision of the Directorates and Departments in the Assembly. ▪ Advise the Speaker, other Presiding Officers, Members of Parliament and Staff on parliamentary procedure, practice, conventions and traditions. ▪ Attending to Chamber duties. ▪ Oversee external relations including inter-parliamentary relations, Conferences and protocol affairs. ▪ Sensitize the Public on the workings of the Assembly and organize the Orientation and Induction of new Members of Parliament. ▪ Manage and coordinate Parliamentary internship and attachment programmes. ▪ Responsible to the Clerk of the National Assembly for the Parliamentary Service Commission's special projects, assignments and meetings. ▪ Execute mortgage instruments in the absence of the Clerk of the National Assembly/ Administrator of the Parliamentary Mortgage Loans Scheme. ▪ Chair of the Parliamentary Management Tender Committee. |
|---|--|

- Member, Senior Board of Management in Parliament.

ACHIEVEMENTS

- Successfully coordinated functions and operations of the assigned Directorates and Departments such as Legislative and Procedural Services, Committees, Legal, Political Offices and Hansard and Sergeant At Arms that ensured full facilitation of the Assembly and with resultant passage of many legislations, robust Committee system and active oversight roles.
- Successfully chaired the Task Force that reviewed the Standing Orders of the National Assembly in the light of the New Constitution and drafted the Standing Orders of the Senate.
- Coordinated the orientation and induction of new Members of Parliament after the 2013 General Elections on procedures, legislative interventions, parliamentary etiquette and facilities available to them.
- Ensured full support to the Directors and Heads of Department when delegated, from time to time, to act in the position of the Clerk of the National Assembly in the absence of the Clerk.
- Advised the Speaker, Presiding Officers, Members and Staff on Parliamentary procedure, practice, conventions and traditions especially in the implementation of the New Constitution as it relates to the Legislature and transitional process from Unicameral to Bicameral Parliament through provision of quality assurance to House Procedural issues, Budget matters and procedural matters in Committees.
- As a Chairperson, Parliamentary Service Tender Board, I provided able leadership to the Tender

| | |
|---|--|
| <p>PREVIOUS OCCUPATION/ POSITIONS</p> | <p>Board which saw award of contract for Office Block, refurbishments of Parliamentary buildings and acquisition of new buildings among other goods and services.</p> <ul style="list-style-type: none"> ▪ Has continued to liaise closely with the Office of the Director-General Joint Parliamentary Services for the provision of services and facilities to Members such as offices, office furniture, transport, telephone, computers and cleaning facilities. ▪ Principal Clerk Assistant; 31st May, 2007 to 10th October, 2012. ▪ Senior Clerk Assistant; 17th October, 2002 to 31st May, 2007. ▪ First Clerk Assistant; 2nd October, 1995 to 17th October, 2002. ▪ Assistant Lecturer; Kericho Teachers College, in Humanities Department, 1994 and 30th September, 1995. ▪ Graduate Teacher; Kimulot Secondary School in Humanities Department, 23rd May, 1989 and September, 1991. |
| <p>PREVIOUS POSITIONS,AND DUTIES</p> | <ul style="list-style-type: none"> ▪ First Clerk Assistant, 2nd October , 1995 and later Senior Clerk Assistant in the Finance and Administration Department on 17th October, 2002 and performed the following duties: Committee Clerk in charge of Public Investments Committee, processing of mileage claims and other financial services, Loans Liaison Officer for Mortgage Loans Scheme and Liaison officer for Constituency Offices and attending to Chamber duties. ▪ Appointed to the Commission Secretariat, between 2001 and 2006, to assist the Secretary (Clerk of the National Assembly) of the Parliamentary Service Commission (PSC) in collating and recording the |

**OTHER
ASSIGNMENTS**

decisions and resolutions of the PSC, and initiating action on those resolutions.

- Acted as a **Personal Assistant to the Speaker** of the National Assembly between January and November, 2008 where I coordinated activities in the Speaker's Office including processing correspondences, appointments and all protocol arrangements for the Speaker.

- a) **Conference Coordinator** of the 56th CPA Conference held on 10th -19th September, 2010 in Nairobi that brought together over 1000 delegates from 54 Countries of the Commonwealth.
- b) **Chairperson**, Task Force that reviewed the Schemes of Service for the Parliamentary Service and whose Report formed the basis for Consultancy work on the Human Resource Strategy for Parliament-2008-2009.
- c) **Member**, Team Preparing Strategic Plan 2008.
- d) **Coordinator**, National Seminar on the role of Parliament in the Reconciliation and Institutional reform process in Kenya, Nairobi-2008.
- e) **Team Leader** for the Transport Committee of the Inter-Parliamentary Union (IPU) Conference held in Nairobi in 2007.

**RECOGNITION AND
AWARDS/HONOURS**

- Conferred honours of the **Elder of the Burning Spear (EBS)** in 2015 by H.E the President for distinguished public service on the recommendation of the Parliamentary Service Commission.
- **Voted the Third Best Overall Employee of the year 2010** in the Parliamentary Service in recognition of contribution to the National Assembly's achievement of its Mission and Vision.

FURTHER TRAINING

PROFESSIONAL TRAINING

1. A Senior Management Course, “**Leadership for Results Programme**”, conducted by Eastern and Southern African Management Institute (ESAMI), in Mbabane, Swaziland, 9th May to 20th May, 2016.
2. **Transforming Leadership Seminar-Part 1**, conducted by International Leadership Foundation (ILF), February, 2011 for Leadership and Senior Management of the National Assembly.
3. **Governance and Management Skills Programme for Board of Management**, conducted by Eastern and Southern African Management Institute (ESAMI) in Dar- es-Salaam, Tanzania, 5th September to 9th September, 2016.
4. **International Seminar on National Security**, conducted at the Centre for Strategic Studies, Galilee International Management Institute, Israel, 3rd to 14th December, 2015.
5. Participated in the **USA Congress Parliamentary Staff Institute training on Strengthening of Committee Operations**, 1st to 10th December, 2008 in Washington D.C., USA.
6. **Management of Committee Work/Meetings Programme**, conducted by the Eastern and Southern African Management Institute (ESAMI) in 25th November to 6th December 2002, in Botswana.
7. **TOT- Training Methodology & Needs Assessment Seminar**, Kenya Institute of Administration (KIA), 2nd to 13th August, 1999.
8. **Research Skills Development Seminar**, Kenya Institute of Administration, 24th November to 5th December, 1997.
9. **Administrative Officers’ Induction Course**, Kenya Institute of Administration, 15th January to 19th February, 1996.

**ATTACHMENT
AND STUDY
TOURS TO
OTHER
PARLIAMENTS**

Attachments to the following Parliaments:-

- a) Australian Senate and the Victoria State Legislature, Australia, on organization and administration of a bicameral Parliament, November/December, 2010.
- b) Participated in a study tour with the members of the Parliamentary Service Commission to the Parliaments of Singapore and New Zealand in August, 2007.
- c) Parliamentary Officers' Study Program, House of Commons, Canada, 15th to 26th April, 2007.
- d) The House of Commons, United Kingdom, 6th to 17th, March 2006.
- e) Participated in a study tour with the members of the Parliamentary Service Commission to the Parliaments of Finland and Belgium, November, 2001.
- f) Parliamentary Study Visit to the Canadian Parliament on Study on Committee System and related matters, 25th May to 4th June, 1999.
- g) New South Wales Parliament and the Australian House of Representatives in Canberra, Australia, May/ June, 1998.
- h) South African National Assembly and National Council of Provinces, South Africa, August, 1997.
- i) Lok Sabha and Rayja Sabha, India, August, 1996.

**CONFERENCES
ATTENDED**

Attended several Conferences of Commonwealth Parliamentary Associations (CPA) Plenary Meetings in Namibia (2002); Malaysia (2008) and Tanzania (2009) and Inter-Parliamentary Union (IPU) Conferences in Geneva (2009), (2014) and Panama (2011).

INTERESTS AND ACTIVITIES

Athletics, Current Affairs, Reading Magazines and Participation in Community self-help projects and

| | | | |
|--------------------|---|-----------|-----------|
| | Church activities. | | |
| LANGUAGES | Speaking | Reading | Writing |
| English | Very Good | Very Good | Very Good |
| Kiswahili | Very Good | Very Good | Very Good |
| SKILLS | Computing skills, valid driving license, Negotiation skills, Leadership skills and analytical skills. | | |
| MEMBERSHIPS | <ul style="list-style-type: none"> ▪ A Member of the Commonwealth Parliamentary Association Society -of -Clerks at the Table. ▪ A Member of the Association of the Secretary Generals of the Inter-Parliamentary Union (IPU). ▪ A member of Public Works Sports Club. ▪ Member, Board of Management- Moi Girls', Nairobi and AIC Litein Girls Secondary School, Kericho County and founder Chairman and Board Member, Chelilis Girls' High School, Kericho County. ▪ Chairman, Chelilis A.I.C Buildings and Grounds Committee. | | |
| REFEREES | <p>Mr. Simeon Rotich, Deputy Secretary, Public Service Commission, NAIROBI. Telephone: 0722 613862 Email: skrotich@publicservice.go.ke</p> | | |
| | <p>Mrs. Beatrice Soi, Muthaiga North, NAIROBI. Telephone: 0722 526692 Email: bsoy2009@gmail.com</p> | | |
| | <p>Rev. Simeon Adera, Pastor, AIC Plainsview South B, P.o. Box 30346-00100,</p> | | |

NAIROBI.

Telephone: 0733 867878

Email: s_nguono@yahoo.com



This is to certify that

Michael Rotich Sialai

*having satisfied all the requirements
was awarded the degree of*

**MASTER OF ARTS
(HISTORY)**

at a congregation held at this University

on the Sixteenth Day of October

in the Year

One Thousand Nine Hundred and Ninety Eight

A. S. Jomani

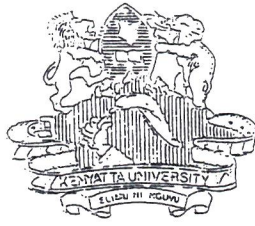
Vice Chancellor

John

Registrar (Academic)

Certificate Number

98501557



KENYATTA UNIVERSITY

This is to certify that

Michael Rotich Sialai

having satisfied all the requirements

was awarded the degree of

BACHELOR OF EDUCATION (ARTS)

Second Class Honours (Upper Division)

at a congregation

held at this University

on the Seventh Day of December

in the Year

One Thousand Nine Hundred and Eighty Nine

Vice-Chancellor

Deputy Vice-Chancellor
& Ag. Registrar

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.

MICHAEL MUTICHU OKALAI

520617531

FRIENDS' SCHOOL KILGUSHE

| | | <u>Grade</u> |
|---------------|------------|--------------|
| GENERAL PAPER | SUBSIDIARY | |
| HISTORY | PRINCIPAL | B |
| GEOGRAPHY | PRINCIPAL | B |
| KISWAHILI | PRINCIPAL | C |

SUBJECTS INCLUDED FROM

EXAMINATION OF NOVEMBER/DECEMBER 1964

Secretary

Kenya National Examinations Council

Chairman

Kenya National Examinations Council

A 067849

(See overleaf)

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 SETTERED THE GRADE SHOWN IN THE SUBJECTS NAMED

MICHAEL GORDON STALLS

1983/1984

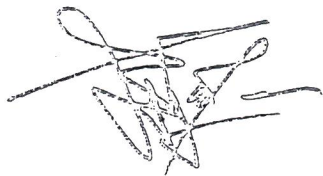
POTIK HIGH SCHOOL

| | <u>Grade</u> |
|--------------------------|--------------|
| ENGLISH LANGUAGE | C |
| CHRISTIAN REL. EDUCATION | B |
| HISTORY | C |
| GEOGRAPHY | A |
| COMMERCE | B |
| LUGHA YA KISWAHILI | B |
| MATHEMATICS | B |
| GENERAL SCIENCE | C |

SUBJECTS NAMED EIGHT

SUBJECTS PASSED EIGHT

EXAMINATION OF NOVEMBER/DECEMBER 1983



Secretary

Kenya National Examinations Council



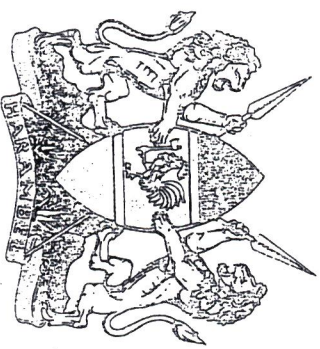
Chairman

Kenya National Examinations Council

O 167580

(See overleaf)

Certificate No. *MOI/A. 906, 3*



REPUBLIC OF KENYA
KENYA INSTITUTE OF ADMINISTRATION



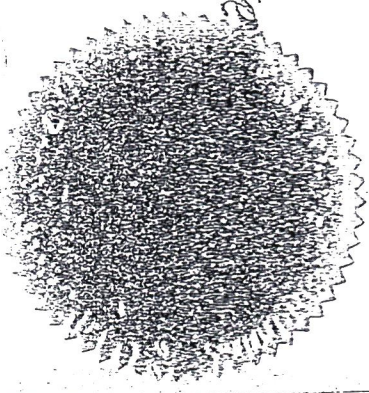
This is to certify that

Sialari, Michael Rotich

successfully completed

Administrative Officers Induction Course

and is hereby granted this
Certificate of Achievement



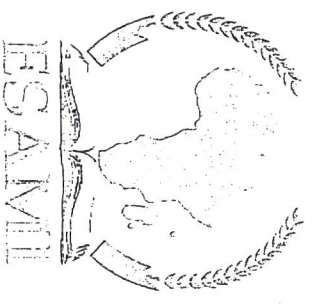
Geophobas J. M. K.
Result: *Satisfaction*

Head of Department

Date: *01/06/1996*

Principal

Eastern and Southern African Management Institute
Harare, Zimbabwe



This is to certify that

.....
Michael R. Sialai
.....

has attended

.....
*conducted by Eastern and Southern African
Management Institute*

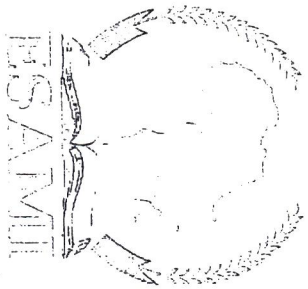
at
Mbabane, Swaziland
.....

From *To*

DIRECTOR GENERAL

[Signature]

Eastern and Southern African Management Institute
Ziruzha, Darussalaam



This is to certify that
Michael Roich Sialai

has attended

*conducted by Eastern and Southern African
Management Institute*

Dar-es-Salaam, Tanzania

at

From

To

DIRECTOR - GENERAL

Certificate of Completion

This is to certify that

MICHAEL ROTICH SJALAU

has successfully completed


Transforming Leadership Seminar – Part I
Character, Calling, Commitment & Community Building


11th - 12th February 2011

Nairobi, Kenya

ORGANIZED BY

International Leadership Foundation
International Leadership University


Dr. Munsimbi Omulicko
Board Chair
International Leadership
Foundation Kenya


Dr. Timothy Ikirughoi
Director Of Training
International Leadership
Foundation

Diploma

This is to certify that

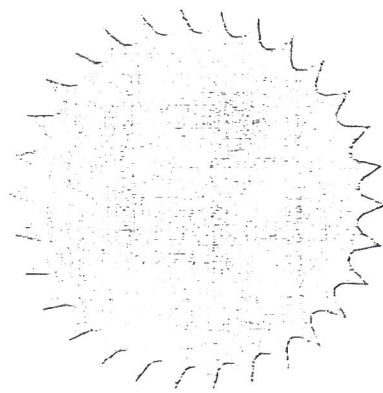
Mr. Michael Rotich Sialai

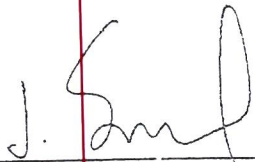
has Successfully Completed the International Seminar on

National Security

*held at the Centre for Strategic Studies, Galilee International
Management Institute, Israel*

3 - 14 December, 2015

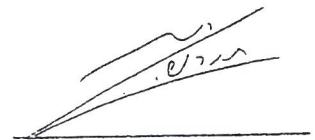




*Dr. J. Shevel
President*



*Maj. Gen. (ret.) B. Levy
Chairman, Board of Trustees*



*Dr. N. Tirosh
Dean*



International
Management Institute

P.O Box 208, Nahalal 10600, ISRAEL
Tel: 972-4-6428888 Fax: 972-4-6514811

STUDY CERTIFICATE

We hereby certify that Mr. Michael Rotich Sialai participated in the International Seminar on National Security and successfully completed a total of 95 hours, as per page attached.

The programme took place at the Centre for Strategic Studies,
Galilee International Management Institute, Israel
between
3-14 December, 2015

A handwritten signature in black ink, appearing to read "J. Shevet", written over a horizontal line.

Dr. J. Shevet
President

A handwritten signature in black ink, appearing to read "B. Levy", written over a horizontal line.

Maj. Gen. (ret.) B. Levy
Chairman, Board of Trustees

A handwritten signature in black ink, appearing to read "N. Tirosh", written over a horizontal line.

Dr. N. Tirosh
Dean

| Topics | Lecturer | Number of Academic Hours |
|--|-------------------------------------|--------------------------|
| What is National Security? | Col. (Res.) Y. Lerner | 4 |
| Kibbutz Mizra: An Overview | Mr. Z. Harel | 2.5 |
| Terrorism: The Current Threat | Mr. S. Bashan | 2.5 |
| Threat of Explosives: The Adversary's Weapon | Mr. S. Bashan | 2.5 |
| The Israeli Concept of Security | Mr. S. Bashan | 2.5 |
| Media, Public Opinion and National Security | Brig. Gen. (Res.) E. Lapid | 2.5 |
| Islam: Theory, Practice, Fundamentalism and Jihad | Dr. E. Pascovich | 5 |
| When the Bomb Exploded: Chronology of Terrorist Attacks, based on Israeli Experience | Brig. Gen. (Ret.) A. Navot | 2.5 |
| Monitoring and Controlling the Intelligence Process | Brig. Gen. (Ret.) A. Navot | 2.5 |
| Historical Aspects of the Middle East Conflict | Dr. J. Shevel | 2.5 |
| The Legal "Front" in Counter-Terrorism Operations | Lt. Col. (Res.) David Benjamin | 4 |
| National Security Strategy Formulation | Col. (Ret.) Dr. E. Kam | 2.5 |
| International Affairs and Diplomacy in National Security | Am. Dr. Y. Gerberg | 2.5 |
| Globalisation and Geo- Strategy Problems (Energy, Demography, Environment) | Prof. A. Soffer | 5 |
| Intelligence and National Security Decision Making | Brig. Gen. (Ret.) Dr. J. Ben-Ari | 2.5 |


Galilee
 International
 Management Institute

P.O Box 208, Nahalal 10600, ISRAEL
 Tel: 972-4-6428888 Fax: 972-4-6514811

| Topics | Lecturer | Number of Academic Hours |
|--|-------------------------------------|--------------------------|
| Low Intensity Conflict (LIC): Asymmetric Warfare | Brig. Gen. (Ret.) Dr. J. Ben-Ari | 2.5 |
| Developing Resiliency Using Serious Gaming | LOTAN HLS and Defence Group | 7 |
| Economic Development Based on the Israeli Model | Dr. J. Shevel | 2.5 |
| Total | | 57.5 |

| National Security and Strategy Workshop | Col. (Res.) Y. Lerner | Number of Academic Hours |
|--|-----------------------|--------------------------|
| National Security and Strategy Workshop Workshop, Part I | | 4 |
| National Security and Strategy Workshop, Part II | | 6 |
| National Security and Strategy Workshop, Part III | | 5 |
| National Security and Strategy Workshop - Total | | 15 |
| Lectures - Total | | 72.5 Hours |



P.O Box 208, Nahalal 10600, ISRAEL
Tel: 972-4-6428888 Fax: 972-4-6514811

| Study Tours | Number of Academic Hours |
|---|--------------------------|
| The Triple Border: Jordan, Syria and Lebanon: In Peace and War Guided by: Mr. A. Melamed | |
| The Borders with the Palestinian Areas: Security along the Gaza Strip and the West Bank Guided by: Brig. Gen. (Res.) E. Lapid | |
| Desert Agriculture, Kibbutz Kalia | |
| Study Tours – Total | 22.5 |
| Total | 95 Hours |

| Excursions in Israel |
|--|
| Tour to Nazareth and the Sea of Galilee Tour to Jerusalem Tour to The Dead Sea |



PARLIAMENT of the COMMONWEALTH of AUSTRALIA

This is to certify that

Mr Michael Sialai

Principal Clerk Assistant (Procedure) of the National Assembly of Kenya

has undertaken an

*8 day Study Tour of Australian parliamentary
processes with particular focus on organisation and
administration of a bicameral system*



Canberra and Melbourne, Australia

22 November- 3 December 2010

A handwritten signature in cursive script, appearing to read 'Rosemary Laing'.

ROSEMARY LAING
CLERK OF THE SENATE

The International Republican Institute
IRI
Advancing Democracy Worldwide



THE HOUSE DEMOCRACY PARTNERSHIP AND ITS PARTNERS ARE
HONORED TO PRESENT THIS CERTIFICATE, IN RECOGNITION OF PARTICIPATION IN

MR. MICHAEL SIALAI
PRINCIPAL CLERK ASSISTANT (PROCEDURAL SERVICES)
KENYA NATIONAL PARLIAMENT

PARLIAMENTARY STAFF INSTITUTE ON LEGISLATIVE RESEARCH AND ANALYSIS
6-18 DECEMBER, 2009
WASHINGTON, D.C.

Representative David E. Price
Chairman
House Democracy Partnership
United States House of Representatives

Representative David Dreier
Ranking Republican Member
House Democracy Partnership
United States House of Representatives

Lorne Craner
President
International Republican Institute

Dorothy Douglas Taff
Director
Office of Democracy and Governance
United States Agency for
International Development

KENYAN
NATIONAL
DEMOCRATIC
HYPERCOMMITTEE
FOR REPRESENTATIVE DEPUTIES



U.S. HOUSE OF REPRESENTATIVES
FROM THE LEGISLATIVE BRANCH

The International Republican Institute
IRI

THE HOUSE DEMOCRACY ASSISTANCE COMMISSION AND ITS PARTNERS ARE HONORED TO PRESENT THIS CERTIFICATE, IN RECOGNITION OF PARTICIPATION IN AND CONTRIBUTION TO THE 2008 PARLIAMENTARY STAFF INSTITUTE, TO

MICHAEL SIALAI
PRINCIPAL CLERK ASSISTANT, LEGISLATIVE SERVICES
KENYA

“STRENGTHENING COMMITTEE OPERATIONS IN THE LEGISLATURE”
1-10 DECEMBER 2008
WASHINGTON, D.C. & ANNAPOLIS, MD

Representative David Price
Chairman
House Democracy Assistance Commission
United States House of Representatives



UNIVERSITY MICROFILMS
SERIALS ACQUISITION
300 N ZEEB RD
ANN ARBOR MI 48106-1500
TEL: 734 763 0700
WWW.UMI.COM



Parliament of Canada
Parlement du Canada

Parliamentary Officers' Study Program

Certificate of Participation

This is to certify that

Michael Rotich Sialai

Senior Clerk Assistant

From

The National Assembly of the Republic of Kenya

*Attended the Parliamentary Officers' Study Program at the Parliament of Canada
from April 15 to 26, 2007, during which time
he familiarised himself with its operations and procedures.*

Debra B. ...

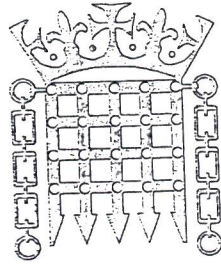
Clerk of the Senate and

Clerk of the Parliaments



Ann ...

Clerk of the House of Commons



This is to certify that

Mr Michael Sialai
Senior Clerk Assistant
National Assembly of Kenya

attended

The House of Commons
Westminster
London SW1A 0AA

on attachment from

Monday 6 to Friday 17 March 2006

Signed..... *Liam Laurence Smyth*

Liam Laurence Smyth
Clerk of the Overseas Office


17 March 2006

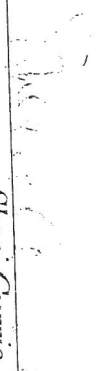


This is to certify that:

Mr. Michael Sialai Rotich

*participated in the Kenyan Parliamentary Study Visit to Ottawa, Canada
from May 25 to June 4, 1999. The study visit was an in-depth
examination of the committee system and related matters
of the Parliament of Canada.*


Robert Miller
Executive Director
Parliamentary Centre


Shari Currie
Co-ordinator, International Programs
Parliamentary Centre



This is to certify that

Michael Sialai

of the

National Assembly of Kenya

has undertaken an attachment program

in the

Parliament of Australia

arranged by the

Department of the House of Representatives

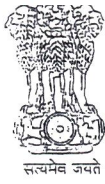
from 25 May

to 5 June 1998

I C Harris

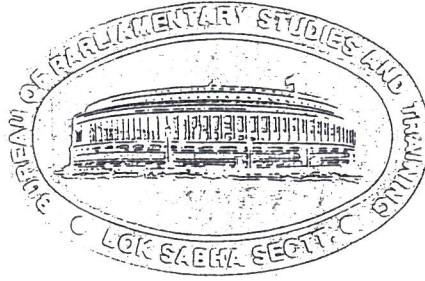
I C Harris

Clerk of the House



Lok Sabha Secretariat

Bureau of Parliamentary Studies and Training




Certificate of Orientation

This is to certify that

Mrs. Michael R. Sialoi

attended the Parliamentary *Attachment* Programme in the course of which ~~he~~*she* acquainted himself/~~herself~~ with the working of the Indian Parliament and studied parliamentary procedures and practices from *12* to *30 August*, 1996 .


S. GOPALAN
Secretary-General
LOK SABHA

REPUBLIC OF KENYA



KENYA NATIONAL ASSEMBLY

Certificate of Achievement

awarded to

Michael Sialai

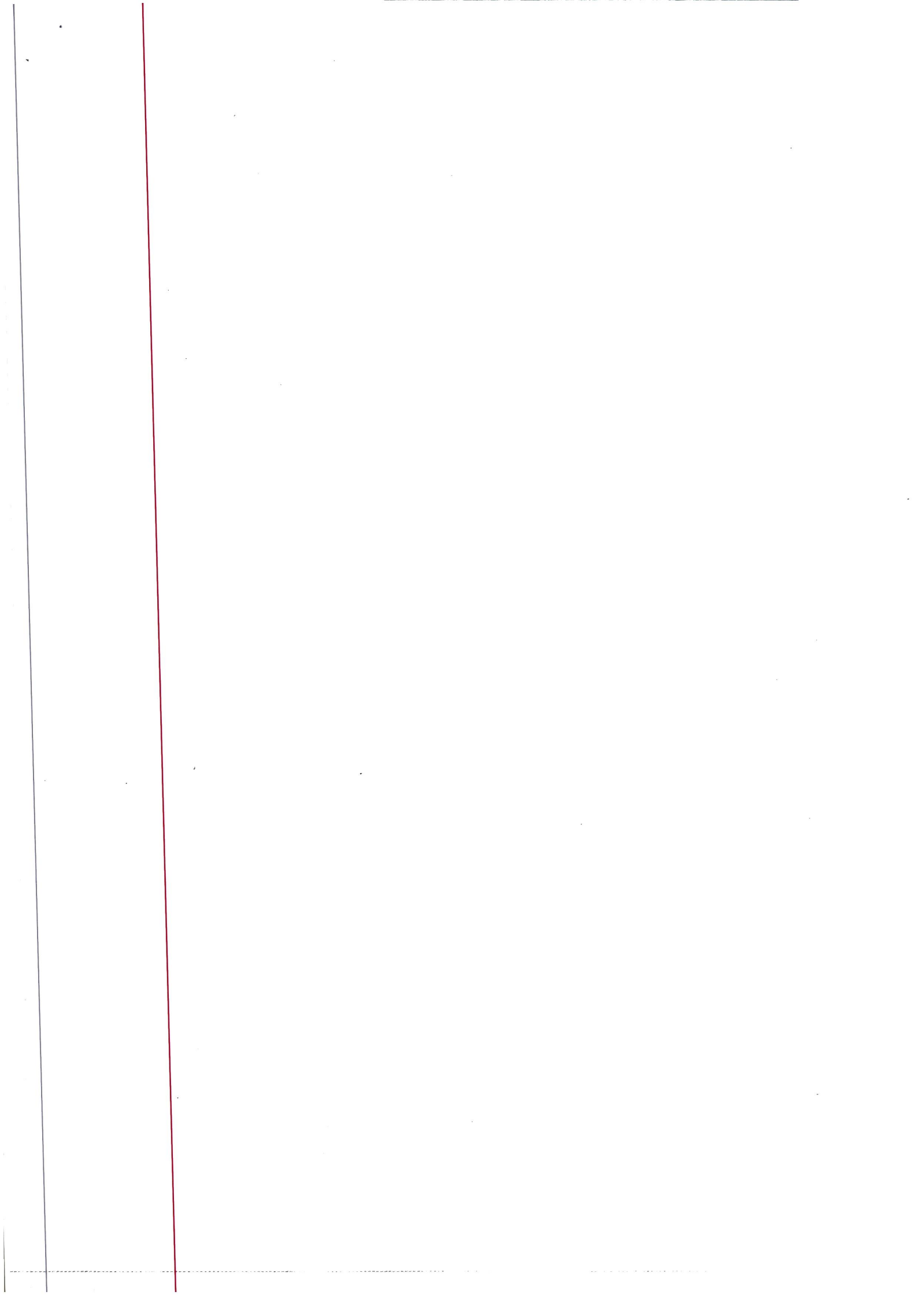
in recognition of his contribution to the National Assembly's achievement of its
Mission and Vision and being voted the 3rd Best Overall Employee of the Year 2010

Patrick G. Gichohi

Patrick G. Gichohi, C.B.S.
Clerk of the National Assembly
Secretary, Parliamentary Service Commission

Hon. Kenneth Marende, E.G.H., MP.
Speaker of the National Assembly
Chairperson, Parliamentary Service Commission

Dated: 22nd December, 2010



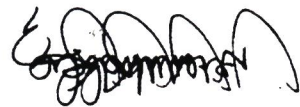
| S/NO | NAME | GENDER | ID. NO. | AGE | COUNTY | CONSTITUENCY | ACADEMIC/PROFESSIONAL QUALIFICATIONS | WORK EXPERIENCE | REMARKS |
|------|------|--------|---------|-----|--------|--------------|--|---|---------|
| | | | | | | | <ul style="list-style-type: none"> • 1999: TOT-Training Methodology & Needs Assessment Seminar, KIA. • 1997: Research Skills Development Seminar, KIA. • 1996: Administrative Officers Induction Course, KIA. <p><u>Attachments/Study tours</u></p> <ul style="list-style-type: none"> • Australian Senate and Victoria State Legislature (2010). • Parliament of Singapore and New Zealand (2007). • House of Commons, Canada (2007). • House of Commons, UK (2006). • Finland and Belgium (2001). • Canadian Parliament (1999). • New South Wales Parliament and House of Representatives, Canberra (1998). • South Africa National Assembly (1998). • Parliament of India (1996). | <ul style="list-style-type: none"> • 1989-1991: Graduate Teacher, Kimutut Sec. School. | |

ANNEXE III: SUMMARY OF QUALIFICATIONS OF MR. MICHAEL ROTICH SIALAI

| S/NO | NAME | GENDER | ID. NO. | AGE | COUNTY | CONSTITUENCY | ACADEMIC/PROFESSIONAL QUALIFICATIONS | WORK EXPERIENCE | REMARKS |
|------|-----------------------|--------|---------|-----|---------|--------------|--|---|-----------|
| 1. | Michael Rotich Sialai | M | 6003586 | 55 | Kericho | Bureti | <ul style="list-style-type: none"> • 1998: Master of Arts (History), KU • 1989: Bachelor of Education (Arts), KU • 2016: Leadership for Results Programme, ESAMI. • 2011: Transforming Leadership Seminar, International Leadership Foundation. • 2016: Governance & Management Skills Programme for BOM, ESAMI. • 2015: International Seminar on National Security, Centre for Strategic Studies. • 2008: USA Congress Parliamentary Staff Institute training on Strengthening of Committee Operations, Washington DC-USA. • 2002: Management of Committee Work/Meetings Programme, ESAMI | <ul style="list-style-type: none"> • 2012 to date: Senior Deputy Clerk, National Assembly. • 2007-2012: Principal Clerk Assistant, National Assembly. • 2002-2007: Senior Clerk Assistant, National Assembly. • 1995-2002: Clerk Assistant I, National Assembly • 1994-1995: Assistant Lecturer, Kericho Training Teacher's College. | Qualified |

I request that you facilitate the National Assembly to consider approving the appointment of Mr. Michael Rotich Sialai as Clerk of the National Assembly.

Yours Truly,
Justin Muri

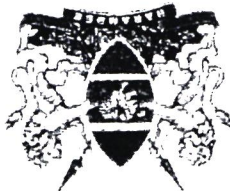


**J. M. NYEGENYE, CBS,
CLERK OF THE SENATE/SECRETARY,
PARLIAMENTARY SERVICE COMMISSION.**

Encls.

cc. **Hon. Justin Muri, EGH, MP,
Speaker of the National Assembly/Chairman,
Parliamentary Service Commission,
Parliament Buildings,
NAIROBI.**

REPUBLIC OF KENYA



Parliamentary Service Commission
Parliament Buildings
P. O. Box 41842 - 00100
NAIROBI, Kenya

PARLIAMENT

CLERK OF THE SENATE/ SECRETARY TO THE PARLIAMENTARY SERVICE COMMISSION

Telegraphic Address
'Bunge', Nairobi
Telephone 2848000
Fax: 2243694
E-mail: cseenate@parliament.go.ke

OUR REF: PSC/CORR/GEN/VOL.IV/286

24th January, 2017

Mr. Justin Bundi, CBS,
Clerk of the National Assembly,
Parliament Buildings,
NAIROBI.
Dear Mr. Clerk,

APPROVAL FOR APPOINTMENT OF MR. MICHAEL ROTICH SIALAI AS CLERK OF THE NATIONAL ASSEMBLY

As you are aware, the Parliamentary Service Commission did in October, 2016 commence the process for appointment of the Clerk of the National Assembly. The genesis of this action is your impending retirement as Clerk of the National Assembly due on 21st March 2017.

Article 128 of the Constitution states as follows:

Clerks and staff of Parliament

128. (1) There shall be a Clerk for each House of Parliament, appointed by the Parliamentary Service Commission with the approval of the relevant House.
(2) The offices of the Clerks and offices of members of the staff of the Clerks shall be offices in the Parliamentary Service.

Following a competitive recruitment process, the Parliamentary Service Commission has now nominated Mr. Michael Rotich Sialai for approval by the National Assembly for appointment as Clerk of the National Assembly.

To this end, I now forward to you the report of the Parliamentary Service Commission for approval for appointment of Mr. Michael Rotich Sialai as Clerk of the National Assembly.