



REPUBLIC OF KENYA

ORGANIZATION OF THE GOVERNMENT OF THE REPUBLIC OF KENYA

JANUARY, 2003

REPUBLIC OF KENYA

Office of the President, P. O. Box 30510, NAIROBI.

14th January, 2003

Presidential Circular No.1/2003

ORGANIZATION OF THE GOVERNMENT

This Circular is issued with the authority of His Excellency the President and it contains appointments and changes made in the Government since the previous circular was issued in June, 2002. The Ministerial portfolio responsibilities remain an internal matter for each Ministry to determine within the broad scope of the listed functions and these responsibilities will be varied as circumstances and needs arise. This circular supersedes all previous Presidential Circulars on the above subject.

S. J. KOSGEI, E.G.H., C.B.S. PERMANENT SECRETARY, SECRETARY TO THE CABINET AND HEAD OF THE PUBLIC SERVICE

To:

All Ministers.

All Assistant Ministers.

All Permanent Secretaries (with sufficient copies for all Heads of Departments).

All Provincial Commissioners.

The Attorney-General.

The Controller and Auditor-General

Auditor-General (Corporations).

The Secretary, Public Service Commission of Kenya.

The Clerk, National Assembly.

The Registrar, High Court of Kenya.

The Chairman, Electoral Commission of Kenya.

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- 24. Exchequer and Audit Department.
- 25. Audit(Corporations) Department.
- 26. National Assembly.

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Assistant Minister for Public Service: HON. MORRIS M. DZORO, M.P.

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Private Secretary/Comptroller of State House: MR. JOHN MATERE KERIRI

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Permanent Secretary: MR. WELLINGTON P. GODO, O.G.W.

FUNCTIONS

Leader of Government Business.
National Reconstruction Policy
Resettlement of Displaced Persons
Co-ordination of Implementation of Recommendations by Commissions of Inquiry
Task Forces and Various Committees
Evaluation and Action on Nyayo Projects
Evaluation of District Focus Strategy for Rural Development.
Restructuring and Restrategizing Regional Development Authorities
Tana and Athi Rivers Development Authority
Kerio Valley Development Authority
Lake Basin Development Authority.
Uaso-Nyiro North Development Authority
Uaso Nyiro South Development Authority
Coast Development Authority

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Financial Policy.
National Budget Co-ordination and Control.
External Aid and Technical Assistance.
Government Expenditure and Borrowing.
Kenya Revenue Authority.
Banks and Banking.

Insurance.
Financial Institutions.
Custodian of Government Assets and Property:
Parastatals Reform.
Divestiture of Public Enterprises.
Public Procurement Complaints, Review and Appeals Board.
Government Cost Agent.

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Foreign Policy.
International and Regional Organizations.
Kenya Embassies Abroad.
Foreign Missions in Kenya.
Treaties, Conventions and Agreements.
Diplomatic Privileges and Immunities.
Protocol Matters.
Consular Matters.
Peace Initiatives.
East African Community.
State and Official Visits.

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Fax: 000-60-3-4572046 Email: kenya@po.jaring.my

Other countries of Accreditation: Thailand, Indonesia, Phillipines

GABORONE

H.E. MR. JAMES BINSAI CHEPSONGOL, HIGH COMMISSIONER HIGH COMMISSION OF THE REPUBLIC OF KENYA, GABORONE PLOT 5373, PRESIDENT'S DRIVE PRIVATE BAG BO 297 GABORONE, BOTSWANA

Telephone:000-267351408/430 Fax: 000-267351409

Telex: 2576 BD

Email: Kenya@info.BW

5. MINISTRY OF ROADS, PUBLIC WORKS AND HOUSING

Ministry of Works Building, Ngong Road, P. O. Box 30260, Nairobi

Telephone: 723101/723188/723155/713135

Telegrams: "MINWORKS"

Minister: HON. RAILA AMOLO ODINGA, E.G.H., M.P.

Assistant Minister: HON. JOSHUA NGUGI TORO, M.P.

Permanent Secretary: ENG. PETER MAINA WAKORI

Engineer-in-Chief:

FUNCTIONS

Development and Maintenance of Roads. Materials Testing and advice on Usage Public Works Planning and Policy Development. Co-ordination of Procurement, Standardization and Maintenance of Public Service. Vehicles, Plant and Equiptment. Development and Maintenance of Public Buildings. Maintenance of Inventory of Government Property. Provision of Mechanical and Electrical Services. Supplies Branch. Shelter and Slum Improvement. National Secretariat for Human Settlement. Kenya Building Research Centre. Rent Restriction Tribunal. Registration of Engineers, Architects and Surveyors. Registration of Contractors and Materials Suppliers. Registration of Civil, Building and Electromechanical Contractors

Housing Finance Company of Kenya. Kenya Institute of Highways and Building Technology.

National Housing Corporation.

6. MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

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Jogoo House "B", Harambee Avenue, P. O. Box 30040, Nairobi

Telephone: 334411

Telegrams: "EDUCATION"

Minister: HON. PROF. GEORGE SAITOTI, E.G.H, M.P.

Assistant Minister for Primary Education: HON. FRED GUMO, M.P. Assistant Minister for Higher Education: HON. KILEMI MWIRIA, M.P.

Permanent Secretary: PROF. JAPHETH C. KIPTOON, E.B.S., Ph.D

Director of Education: MRS. NAOMY W. WANGAI

FUNCTIONS

Inspection and Supervision of Education Institutions. Teacher Education and Management. Schools Administration and Programmes. Registration of Education and Training Institutions. Curriculum Development Examinations and Certification. School Equipment. Early Childhood Education Care and Development (ECED). Special Education. University Education. Continuing Education. Teachers Service Commission (TSC). Kenya Institute of Education (KIE) Kenya National Examinations Council (KNEC). Science Equipment Production Unit (SEPU). Commission for Higher Education (CHE). The Higher Education Loans Board (HELB). Kenya Education Staff Institute (KESI). Kenya National Commission for UNESCO. Jomo Kenyatta Foundation (JKF). Kenya Literature Bureau (KLB). Permanent Presidential Commission on Music. Technical Education. Promotion of Research, Science and Technology. Research Authorization, Co-ordination, Inventory and Dissemination. Liaison with Research Institutes and Other Research Bodies. Technical Training Institutes. National Polytechnics. National Council for Science and Technology (NCST). Centre for Research and Technology, KAREN.

7. MINISTRY OF HOME AFFAIRS

Jogoo House, "A" Taifa Road, P. O. Box 30520, Nairobi

Telephone: 228411 Telegrams: "HOME"

Minister: HON. MOODY AWORI, E.G.H., M.P.

Assistant Minister: HON. WILFRED G. MACHAGE, MP

Permanent Secretary: MR. ALI BUNO KORANE

Principal Immigration Officer: MR. HENRY OLE NDIEMA

Commissioner of Prisons: MR. ABRAHAM M. KAMAKIL, EBS

FUNCTIONS

Prisons
Remand Homes
Children's Homes
Probation and Vocation Services
Approved Schools
Criminal Rehabilitation
Refugees
National Archives/Public Records
National Museums and Monuments
NGO Co-ordination
Lotteries/Betting Control
Immigration.
National Youth Service
Registration of Births and Deaths.
National Agency for the Campaign Against Drug Abuse (NACADA)

8. MINISTRY OF PLANNING AND NATIONAL DEVELOPMENT

Treasury Building, Harambee Avenue, P. O. Box 30007, Nairobi

Telephone: 338111 Telegrams: "FINANCE"

Minister: HON. PETER ANYANG' NYONGO, M.P.

Assister Minister: HON. MUSIKARI NAZI KOMBO, M.P.

Permanent Secretary: MR. JOSEPH KINYUA, MBS

Director of Planning:

FUNCTIONS

National Development Planning. Evaluation and Monitoring of Economic Issues. E.C.A. Economic Matters. Central Bureau of Statistics. National Census and Housing Surveys. National Council for Population and Development. Kenya Institute of Policy Research and Analysis. Efficiency Monitoring Unit. New Partnership for African Development (NEPAD) EU Matters.

MINISTRY OF AGRICULTURE AND LIVESTOCK 9. DEVELOPMENT

Kilimo House, Cathedral Road, P. O. Box 30028, Nairobi

Telephone: 718870 Telegrams: "MINAG"

Minister: HON. KIPRUTO RONO ARAP KIRWA; M.P.

Assistant Minister for Crop Production: HON.JOSEPH K. MUNYAO, M.P.

Assistant Minister for Livestock Production: HON. WYCLIFFE OSUNDWA, M.P.

Permanent Secretary: MR. GODFREY M. MATE, SS

Director of Agriculture and Livestock Production:

FUNCTIONS

Agricultural Policy and Services. National Food Policy. Crop Production and Marketing. Range Development and Management. Pests and Diseases Control. National Irrigation Policy. Veterinary Services. Development of Animal Industry. Agricultural and Veterinary Research. Development of Fisheries Industry. Kenya Marine and Fisheries Research Institute. Kenya Agricultural Research Institute (KARI). Kenya Tripanosomiasis Research Institute (KETRI). Phytosanitary Services. Information Management for the Agricultural Sector. Kenya Plant Health Inspectorate Service (KEPHIS). Agricultural Development Corporation. Agricultural Finance Corporation. Nyayo Tea Zones Development Corporation. Kenya Veterinary Vaccines Production Institute (KEVEVAPI). Tea Research Foundation.
Coffee Research Foundation.
Kenya Dairy Board.
Kenya Sugar Board.
Coffee Board of Kenya.
Kenya Tea Development Agency.

10. MINISTRY OF HEALTH

Afya House, Cathedral Road, P. O. Box 30016, Nairobi

Telephone: 2717077

Telegrams: "MINHEALTH"

Minister: HON. CHARITY KALUKI NGILU, M.P.

Assistant Minister: HON. GIDEON SITELO KONCHELLA

Permanent Secretary: PROF. JULIUS S. MEME, E.B.S., FAAP

Director of Medical Services: DR. RICHARD OTIENO MUGA, M.B.S., O.G.W.

FUNCTIONS

Preventive and Promotive Health Services. HIV AIDS Programme and other Sexually Transmitted Infections (STI). Health Education. Family Planning. Food and Food Handling. Public Health Services. Quarantine Administration. Overall Sanitary Services. Insanitary Nuisances. Curative Services. Clinics, Dispensaries, Health Centres and Hospitals. Registration of Doctors and Para Medicals. Maternity Services. Nurses and Midwives. National Hospital Insurance Fund. Kenya Medical Research Institute. Kenya Medical Training College. Government Chemist. Regulatory Bodies for Pharmacy and Medicine.

MINISTRY OF TOURISM AND INFORMATION 11.

Utalii House, off Uhuru Highway, P.O. Box 30027

Telephone:333555-313010

Minister: HON. RAPHAEL TUJU, M.P.

Assistant Minister: HON. BETH WAMBUI MUGO, M.P.

Permanent Secretary:

Director of Tourism: MR. CLEMENT MWATSAMA

FUNCTIONS

Development and Promotion of Tourism. Kenya Tourist Development Corporation Kenya Tourist Board. Kenya Utalii College. Catering Levy Trustees. Directorate of Information. Kenya Broadcasting Corporation. Kenya News Agency. Kenya Institute of Mass Communication. Film Development, Licencing and Censorship.

MINISTRY OF TRANSPORT AND COMMUNICATIONS 12.

Transcom House, Ngong Road, P. O. Box 52692, Nairobi

Telephone: 729200

Telegrams: "TRANSCOM"

Minister: HON. JOHN NJOROGE MICHUKI, M.P.

Assistant Minister: HON. ANDREW NDOOLI LIGALE, M.F.

Permanent Secretary: MR. S. P. M. KYUNGU, SS

FUNCTIONS

Kenya Railways Kenya Railways Training Schools. Kenya Ports Authority Kenya Airports Authority Ports and Airports Security. Kenva Ferry Services Kenya National Shipping Line National Road Safety Council Transport Licencing Board Registration and Insurance of Motor Vehicles Kenya Meteorogical Training Institute

Kenya Civil Aviation Authority
East African School of Aviation
Communication Commission of Kenya.
Telkom Kenya
Postal Corporation of Kenya
National Communication Secretariat
Communication Appeals Tribunal

13. MINISTRY OF LOCAL GOVERNMENT

Jogoo House, "A" Taifa Road, P. O. Box 30004, Nairobi

Telephone: 217475

Telegrams: "AUTHORITY"

Minister: HON. EMMANUEL KARISA MAITHA, M.P.

Assistant Minister: HON. BETTY NJERI TETT, M.P.

Permanent Secretary: MARK K. BOR, M.B.S.

FUNCTIONS

Local Authorities Policy.
By-laws for Urban, Municipal and City Authorities.
Training of Local Authorities Personnel.
Local Authorities Loans Authority.
Local Authorities Provident Fund.
Local Authorities Superannuation Fund.
Local Authorities Transfer Fund.

14. MINISTRY OF WATER RESOURCES MANAGEMENT AND DEVELOPMENT

Maji House, Ngong Road, P.O. Box 49720, Nairobi

Telephone: 2716103/03, 229261

Telegrams: 'MAJI'

Minister: HON. MARTHA WANGARI KARUA, M.P.

Assistant Minister: HON. JOHN MUNYES, M.P.

Permanent Secretary: PROF. GEORGE OKEYO KRHODA

FUNCTIONS

Water Catchment Area Conservation, Control and Protection. Water Resources Management Policy. Water Apportionment Policy. Water Quality and Pollution Control.
Rural Water Development and Supply.
Urban Water Development and Supply.
Irrigation and Dam Construction Schemes.
Waste Water Treatment and Disposal.
Flood Control and Land Reclamation.
National Water Conservation and Pipeline Corporation.

15. MINISTRY OF ENERGY

Nyayo House, Kenyatta Avenue, P. O. Box 30582, Nairobi

Telephone: 333551/330048/330502 Telegrams: "MINPOWER"

Minister: HON. OCHILO MBOGO AYACKO, M.P.

Assistant Minister: HON. MWANGI KIUNJURI, M.P.

Permanent Secretary: PROF. WILFRED M. MWANGI, E.B.S.

FUNCTIONS

Energy Policy and Development.
Hydro-Power.
Geothermal Exploration and Development.
Thermal Power Development.
Petroleum Products, Import/Export/Marketing Policy.
Renewable Energy Development.
Energy Regulation, Security and Conservation.
Fossil Fuels Exploration and Development.
Kenya Power & Lighting Company Ltd.
Kenya Petroleum Refineries Ltd.
Kenya Electricity Generating Company Ltd. (KENGEN).
National Oil Corporation.
Kenya Pipeline Company.
Electricity Regulatory Board.

16. MINISTRY OF TRADE AND INDUSTRY

Teleposta Towers, Kenyatta Avenue, P. O. Box 30430, Nairobi

Telephone: 331030, 315001-7 Telegrams: "TRADE"

Minister: HON. DR. MUKHISA KITUYI, M.P.

Assistant Minister: HON. PETKAY S. M. MIRITI, M.P.

Permanent Secretary: MS. MARGARET K. CHEMENGICH, E.B.S.

FUNCTIONS

Trade Development Policy.
Industries Policy Development.
Import/Export Co-ordination.
Export Processing.
Quality Control including Industrial Standards.
Kenya Bureau of Standards.
Kenya Industrial Research and Development Institute.
Patents Policy.
Trade Marks.
Kenya Industrial Estates.
Kenya Industrial Training Institute.
Kenya Industrial Training Corporation.
Export Processing Zones Authority
Kenya Institute of Business Training.
District Joint Loans Board.

17. MINISTRY OF LANDS AND SETTLEMENT

Ardhi House, Ngong Road, P. O. Box 30450, Nairobi Telephone:2718050 Telegrams: "LANDS"

Minister: HON. AMOS M. KIMUNYA, M.P.

Assistant Minister: HON. JOSHUA ORWA OJODE, M.P.

Permanent Secretary: MR. FRANCIS S. KAZUNGU BAYAH, E.B.S.

Commissioner of Lands: MR. SAMMY K. MWAITA

Director of Lands Adjudication and Settlement: MR. ABDULKADIR SHARIFF

Director of Surveys: MR. HAGGAI NYAPOLA

Director of Physical Planning: MR. RENSON MBWAGA

FUNCTIONS

Land Policy and Physical Planning.
Land Transactions.
Survey and Mapping.
Land Adjudication.
Settlement Matters.
Land Registration.
Valuations.
Administration of State and Trust Land.

18. MINISTRY OF ENVIRONMENT, NATURAL RESOURCES AND WILDLIFE

Maji House, Ngong Road, P. O. Box 30521, Nairobi

Telephone: 2716103/229261 Telegrams: "MAJI"

Minister: DR. NEWTON W. KULUNDU, M.P.

Assistant Minister: HON. WANGARI M. MAATHAI, M.P.,

Permanent Secretary: PETER GAKUNU

FUNCTIONS

Environmental Policy.
Environmental Impact Assessments and Coordination.
Development of Forests, Reafforestation and Agroforestry.
Catchment Area Conservation.
Mineral Exploration and Mining.
National Environment Management Authority.
Kenya Forestry Research Institute.
Resource Surveys and Remote Sensing.
Kenya Wildlife Service.

19. MINISTRY OF LABOUR AND HUMAN RESOURCE

DEVELOPMENT

Social Security House, Bishop Road, P. O. Box 40326, Nairobi Telephone:2729800 Telegrams: "LABCOM"

Minister: HON. AHMAD MOHAMED KHALIF, M.P.

Assistant Minister: HON. PETER OCHIENG ODOYO, M.P.

Permanent Secretary: AMB. JOSHUA K. TERER

FUNCTIONS

National Manpower Policy and Development.
Adult Education.

Factory Inspection and Workers Health.

Safety at Work.

Employment Policy.

Industrial Relations.

Technical Training.

Social Security.

Youth Polytechnics.

Institutes of Technology.

Informal, Micro and Small Scale Enterprise Development.

Directorate of Industrial Training.

Directorate of Applied Technology.

20. MINISTRY OF CO-OPERATIVE DEVELOPMENT

Reinsurance Plaza, Taifa Road, P.O. BOX 30547 - 00100, Nairobi

Telerams: 'CO-OPS' Telephone 339650/9

Minister: HON. PETER NJERU NDWIGA, M.P.

Assistant Minister: HON. PETER KENNETH, M. P.

Permanent Secretary: DR. (MRS) RACHAEL GESAMI

FUNCTIONS

Co-operative Policy and Implementation.
Co-operative Legislation and Extension Services.
Co-operative Education and Training.
Co-operative Financing Policy.
Co-operative College.
Co-operative Bank.

21. MINISTRY OF GENDER, SPORTS, CULTURE AND SOCIAL SERVICES

Jogoo House, "A" Taifa Road, P. O. Box 30520, Nairobi

Telephone: 228411 Telegrams: "HOME"

Minister: HON. NAJIB M. BALALA, M.P.

Assistant Minister:

Permanent Secretary: MS. DEBORAH ONGEWE

FUNCTIONS

National Library Services
Development and Co-ordination of Sport
Co-ordination of Volunteer Services
Social Welfare and Culture
Kenya National Council for Social Services
Kenya Association of Youth Centres
Gender Issues

22. MINISTRY OF JUSTICE AND CONSTITUTION AFFAIRS

State Law Office, Harambee Avenue, P. O. Box 40112, Nairobi

Telephone: 227461 Telegrams: "SHERIA

Minister: HON. KIRAITU MURUNGI, M.P.

Assistant Minister: HON. ROBINSON NJIRU GITHAE, M.P.

Permanent Secretary:

FUNCTIONS

Integrity and Ethics.
Constitutional Matters.
Legal Policy.
State Law Office.
The Judiciary.
Law Reform.
Legal Education.
Electoral Commission of Kenya.
Political Parties.
Kenya Anti-Corruption Commission.
Human Rights Commission.

22.1. STATE LAW OFFICE

State Law Office, Harambee Avenue, P. O. Box 40112, Nairobi

Telephone: 227461 Telegrams: "SHERIA"

Attorney-General: HON. S. AMOS WAKO, E.G.H., E.B.S., M.P.

Solicitor-General: MR. JULIUS KIPLAGAT KANDIE, M.B.S.

Director of Public Prosecution: MRS. PAMELA UNITER KIDULLAH O.G.W.

FUNCTIONS

Principal Legal Adviser to the Government.

Prosecutions.

Estate Duty.

Civil Litigation.

Official Receiver.

Public Trustee.

Custodian of Enemy Property.

Wakf Commissioners.

College of Arms.

Copyright.

Registration of Adoptions.

Registration of Books and Newspapers.

Registration of Societies.

22.2. JUDICIARY

Law Courts, Taifa Road, P. O. Box 30041, Nairobi

Telephone: 221221 Telegrams: "COURTS"

Chief Justice: THE HON. MR. JUSTICE BERNARD CHUNGA, E.G.H., E.B.S.

Registrar High Court: MR. WILLIAM OUKO

FUNCTIONS

Judicial Matters.
Court of Appeal.
High Court.
Magistrates' Courts.
Kadhis' Courts.
Judicial Service Commission.

22.3. ELECTORAL COMMISSION

Anniversary Towers, University Way, P. O. Box 45371, Nairobi

Telephone: 222072

Telegrams:

Chairman: MR. SAMUEL M. KIVUITU, E.B.S.

FUNCTIONS

Determination and Review of the Number, Boundaries and Names of Constituencies. The Registration of Voters and Maintenance and the Revision of the Register of Voters. Directing and Supervising the Presidential, National Assembly and Local Government Elections. Such other functions as may be prescribed by Law.

23. PUBLIC SERVICE COMMISSION

Commission House, Harambee Avenue. P. O. Box 30095, Nairobi

Telephone: 223901 Telegrams: "CIVCOM"

Chairman: ENG. ABDULLAHI SHARAWE, C.B.S.,

Secretary: MR. SOLOMON S. BOIT, E.B.S.

FUNCTIONS

Recruitment for the Civil Service and the Local Authorities. Promotions and Acting Appointments. Disciplinary Matters of the Civil Service and Local Authorities. Civil Service Examinations and Occupational Tests.

24. EXCHEQUER AND AUDIT DEPARTMENT

Kencom House, Moi Avenue, P. O. Box 30084, Nairobi

Telephone: 335777 Telegrams: "AUDITOR"

Controller and Auditor-General: MR. D. G. NJOROGE, C.B.S.

FUNCTIONS

Exchequer and Audit Department.

Audit of all Government Accounts.

Audit of Local Authorities Accounts.

Audit of State Corporations, Statutory Boards, Commissions and Bodies.

25. AUDIT (CORPORATIONS) DEPARTMENT

University Towers, University Way, P.O. Box 49384, Nairobi

Telephone: 227383

Telegrams:

Auditor General (Corporations):

Functions:

Examine, Enquire into and Audit the Accounts of Statutory Commissions and Bodies.

26. NATIONAL ASSEMBLY

Parliament Buildings, Parliament Road, P. O. Box 41842, Nairobi

Telephone: 221291 Telegrams: "BUNGE"

Speaker: HON. F.X. OLE KAPARO, E.G.H., M.P.

Clerk: MR. SAMUEL W. NDINDIRI

FUNCTIONS

Business in the National Assembly.
Welfare of Members of National Assembly.
Hansard.
Commonwealth Parliamentary Association.