

Library

Presidential Circular No. 1/94

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REPUBLIC OF KENYA



ORGANIZATION
OF
THE GOVERNMENT
OF THE
REPUBLIC OF KENYA

SEPTEMBER, 1994

ISSUED BY THE OFFICE OF THE PRESIDENT, NAIROBI

REPUBLIC OF KENYA

**Office of the President,
P.O. Box 30510,
Nairobi.**

Presidential Circular No. 1/94

15th September, 1994.

ORGANIZATION OF THE GOVERNMENT

This Circular is issued with the authority of His Excellency the President, in accordance with the appointments and changes made since 13th January, 1993. It replaces previous Presidential Circulars on the above subject.

PHILIP M. MBITHI,
*Permanent Secretary,
Secretary to the Cabinet and Head of Public Service.*

To:

- All Ministers.
- All Assistant Ministers.
- All Permanent Secretaries (with sufficient copies for all Heads of Departments).
- All Heads of Departments not responsible to Ministries.
- All Provincial Commissioners.

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1. OFFICE OF THE PRESIDENT

Harambee House, Harambee Avenue, P.O. Box 30510, Nairobi
Telephone: 227411
Telegrams: "RAIS"

**THE PRESIDENT AND COMMANDER-IN-CHIEF OF THE ARMED
FORCES OF THE REPUBLIC OF KENYA.—**

**HIS EXCELLENCY THE HON. D. T. ARAP MOI,
C.G.H., M.P.**

Ministers of State.—

Hon. J. Kalweo, E.G.H., M.P.

Hon. K. Kones, E.G.H., M.P.

Assistant Ministers.—

HON. S. R. MANGA, M.P.

HON. M. AWORI, M.P.

HON. J. SUNKULI, M.P.

*Permanent Secretary, Secretary to the Cabinet and Head of the Public
Service.—*PROF. PHILIP M. MBITHI, E.G.H., E.B.S.

*Permanent Secretary/Director of Personnel Management.—*MR. GAYLORD
AVEDI.

Permanent Secretary—Provincial Administration and Internal Security.—
MR. W. K. K. KIMALAT.

Permanent Secretary—State Corporations/Relief and Rehabilitation.—
MR. P. MULLEI.

*Commissioner of Police.—*MR. S. KIRUKI, M.B.S.

*Private Secretary/Comptroller of State House.—*MR. A. K. KIPTANUI,
E.B.S.

*Principal Administrative Secretary.—*MR. S. Z. AMBUKA.

*Deputy Secretary, Department of Defence.—*MR. A. K. SAWE.

*Inspector of State Corporations.—*MR. R. W. KARANJA.

DEFENCE HEADQUARTERS

Ulinzi House, P.O. Box 40668, Nairobi

Telephone: 721100

Telegrams: "DEFENCE"

*Chief of General Staff.—*GENERAL M. H. MOHAMED, E.G.H., U.M.,
C.B.S., D.C.O.

*Deputy Chief of General Staff.—*LT.-GENERAL D. R. C. TONJE, M.G.H.

*Chief of Staff.—*MAJOR-GENERAL J. KOECH, C.B.S.

KENYA ARMY HEADQUARTERS

P.O. Box 30503, Nairobi

Telephone: 721100

Telegrams: "ARMY"

*Commander, Kenya Army.—*LT.-GENERAL A. ARAP CHERUIYOT, C.B.S.,
U.M., M.B.S.

*Deputy Army Commander.—*MAJOR-GENERAL G. N. MBAO, C.B.S.
—MAJOR-GENERAL A. ADAN, E.B.S.

KENYA AIR FORCE HEADQUARTERS

EASTLEIGH

P.O. BOX 48888, NAIROBI

TELEPHONE: 764401

TELEGRAMS: "KAF"

*Commander, Kenya Air Force.—*MAJOR-GENERAL N. L. LESHAN, E.B.S.,
D.C.O., "A.S.C.S." (USA)

KENYA NAVY HEADQUARTERS
P.O. Box 95350, Mombasa
Telephone: 451351, Mombasa
Telegrams: "NAVY"

Commander, Kenya Navy.—MAJOR-GENERAL J. R. E. KIBWANA, E.B.S.

FUNCTIONS

Organization and Co-ordination of Government Business.
Cabinet Office.
Defence.
Internal Security.
Travel Clearance.
Restriction.
Co-ordination and Policy Analysis on Development Programmes.
Civil Service, Complement Control and Staff Development.
Provincial Administration.
Police—All Branches.
Directorate of Personnel.
National Youth Service.
Appointment and Terms of Service of Ministers and Assistant Ministers.
Appointment of Permanent Secretaries.
Appointment of Judges and Magistrates.
Appointment of Ambassadors.
National Assembly.
Immigration.
Citizenship.
Registration of Persons.
Registration of Births and Deaths.
Inspectorate of State Corporations.
State Corporations Advisory Committee.
Agricultural Development Corporation.
Presidential Commission on Soil Conservation and Afforestation.
Presidential Commission on Music.
Kenya Airports Authority.
Government Chemist.
Presidential Press Unit.
Government Press.
Co-ordination of Volunteer Services.
Firearms.
State Houses and Lodges.
State and Official Visits.
Kenya Seal.
Honours and Awards.
Public Holidays.
Boundaries.
Provincial Pool Housing.
Research Authorization.
Nyayo Bus Service Corporation.
Nyayo Tea Zones Development Corporation.
Famine Relief Co-ordination.
Drought Recovery and Rehabilitation.
NGO Co-ordination.

2. OFFICE OF THE VICE-PRESIDENT AND MINISTRY OF PLANNING AND NATIONAL DEVELOPMENT

Treasury Building, Harambee Avenue, P.O. Box 30005, Nairobi
Telephone: 338111
Telegrams: "MAKAMU"

The Vice-President and Minister for Planning and National Development.—
Hon. Prof. George Saitoti, E.G.H., M.P.

Assistant Ministers.—

HON. R. O. OYONDI, M.P.

HON. O. OPRONG, M.P.

HON. A. NOOR, M.P.

Permanent Secretary.—MR. F. M. KUINDWA

FUNCTIONS

Leader of Government Business in the National Assembly.
National Development Planning.
Evaluation of Economic Issues.
Central Bureau of Statistics.
Preferential Trade Area (P.T.A.).
Resources Surveys and Remote Sensing.
E.C.A. Economic Matters.
National Planning Commission.
A.C.P./E.E.C. Matters.
Regional Co-operation.
East African Development Bank.

National Council for Population and Development.

3. MINISTRY OF AGRICULTURE, LIVESTOCK DEVELOPMENT AND MARKETING

Kilimo House, Cathedral Road, P.O. Box 30028, Nairobi
Telephone: 718870
Telegrams: "MINAG"

Minister.—**Hon. S. Nyachae, E.G.H., E.B.S., M.P.**

Assistant Ministers.—

HON. W. M. ARAP SAINA, M.P.

HON. DR. J. MISOI, M.P.

HON. P. MAUNDU, M.P.

Permanent Secretary.—ENG. PETER W. WAMBURA, C.B.S.

Director of Agriculture.—MR. J. P. MBANDI.

Director of Veterinary Services.—DR. R. KIMANZI.

Director of Animal Production.—MR. A. M. CHEGE.

FUNCTIONS

Crop Production and Marketing.
Agricultural Policy and Services.
Land Use and Development.
Agricultural Credit.
Soil Conservation.
Survey and Control of Locusts.
Development of Animal Industry, Production and Marketing.
Veterinary Services.
Range Development.
Survey and Control of Tsetse-fly.
Food Distribution and Marketing Policy.
National Cereals and Produce Board.
National Milling Corporation of Kenya.

4. MINISTRY OF FINANCE

Treasury Building, Harambee Avenue, P.O. Box 30007, Nairobi.
Telephone: 338111
Telegrams: "FINANCE"

Minister.—**Hon. M. Mudavadi, E.G.H., M.P.**

Assistant Ministers.—

HON. M. KEAH, M.P.

HON. J. KOECH, M.P.

Permanent Secretary.—MR. B. KIPKULEI, S.S., C.B.S.

Financial Secretary.—MR. J. HALAKE.

Commissioner of Income Tax.—MR. E. I. MANASEH.

Commissioner of Customs and Excise.—MR. F. C. CHERUIYOT.

FUNCTIONS

General Economic Policy.
Foreign Aid and Technical Assistance.
Government Expenditure, Revenue and Borrowing.
Banks and Banking.
Insurance Companies.
Financial Institutions.
Exchange Control.
Custodian of Government Property.
Government Coast Agent.
Private Foreign Investment Policy.
Central Tender Board.
Parastatal Reform Programme Committee
Government Investment Division

5. MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL CO-OPERATION

Old Treasury Building, Harambee Avenue, P.O. Box 30551, Nairobi
Telephone: 334433
Telegrams: "FOREIGN", Nairobi

Minister.—**Hon. S. K. Musyoka, E.G.H., M.P.**

Assistant Ministers.—

HON. DR. H. MANDUKU, M.P.

HON. S. W. S. MUCHILWA, M.P.

Permanent Secretary.—DR. S. KOSGEI.

Chief of Protocol.—MR. MUTUMA KATHURIMA.

FUNCTIONS

Foreign Policy.
International Organizations.
Commonwealth Affairs.
Pan-African Affairs.
Kenya Embassies Abroad.
International Treaties, Conventions and Agreements.
Diplomatic Privileges and Immunities.
Protocol and Credentials.
Consular Matters.

KENYA MISSIONS ABROAD

United Kingdom

H.E. MR. JOSEPH RUTO, *Ambassador.*
Kenya High Commission, London
45 Portland Place,
London, W1N 4AS.
United Kingdom.
Telephone: 01-636-2371/06377861
Telex: 262551 KERNLG G.

United Nations Organization (New York)

H.E. MR. FRANCIS MUTHAURA, *Permanent Representative.*
Kenya Mission to the United Nations,
866 U.N. Plaza, Room 486,
New York 10017, N.Y.,
U.S.A.
Telephone: 212-421-470.
Telex: 032-234-527 KENYA UR.

United States of America

H.E. DR. B. E. KIPKORIR, *Ambassador.*
Kenya Embassy, Washington,
2249. R. Street N.W.,
Washington D.C. 20008,
U.S.A.
Telephone: 202-387-6101
Telex: 440215 KEMBU UI

Federal Republic of Germany

H.E. MR. OGUTU-OBARE, *Ambassador.*
Kenya Embassy, Bonn,
Willichgasse 17,
5300 Bonn-Bad Godesberg 2,
Micael Plaza,
Federal Republic of Germany,
Telephone: (0228) 356041-42
Telex: (041) 885570 KENIA D

Arab Republic of Egypt

H.E. MR. M. A. ALI, *Ambassador.*
Kenya Embassy, Cairo,
20 Boulos Hanna Str., Dokki,
P.O. Box 362, Cairo,
Egypt,
Telephone: 704455/704546.
Telex: 92021 KENEB UN

Russia

H.E. MR. I. KATHAMBANA, *Ambassador.*
Kenya Embassy, Moscow.
Bolshaya Ordinka,
Dom. 70,
Moscow, U.S.S.R.
Telephone: 237-4702/237-3462/237-4541
Telex: 413495 KENAMB SU

Somalia

VACANT.

Kenya Embassy, Mogadiscio,
KM 4 via Mecca,
P.O. Box 618,
Mogadiscio, Somalia,
Telephone: 80-8-57/8
Telex: 610 KEREK SM.

Zaire

VACANT.

Kenya Embassy, Kinshasa,
5002 Ave. de l'Ouganda,
Zone de Gombe,
P.O. Box 9667,
Kinshasa, Zaire,
Telephone: 30117, 30135
Telex: 21359 KENAMB ZR.

Ethiopia

VACANT.

Kenya Embassy, Addis Ababa,
Fikre Mariam Road,
Hiher 16 Kebelle 01.
P.O. Box 3301,
Addis Ababa, Ethiopia,
Telephone: 180033/180136/180243/180303/180135
Telex: 21103 KENYAREP ADDIS ABABA.

India

H.E. MR. JOSHUA TERER, *High Commissioner.*
Kenya High Commission, New Delhi,
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New Delhi, 110057, India,
Telephone: 672280, 672053, 672303, 672312
Telex: 3161485 KENR IN.

Zambia

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P.O. Box 50298,
Lusaka, Zambia,
Telephone: 227938/227939/22794
Telex: ZA 42470 KENYAREP.

France

H.E. MR. D. J. N. KAROBIA, *Ambassador.*
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Belgium/E.E.C.

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Entree,
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Telephone: (02) 230-30-65
Telex: 62568 KENYAREP BRUSSELS.

Nigeria

VACANT.
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52, Queen's Drive, Ikoyi,
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Lagos, Nigeria,
Telephone: 682768/68553.
Telex: 21124 KENREP NG.

Saudi Arabia

H.E. MR. SAID HEMED, *Ambassador.*
Kenya Embassy, Riyadh,
Riyadh 11693,
Saudi Arabia,
Telephone: 488-12-38, 488-25-18, 488-24-84
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Canada

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East Ottawa, Ontario,
Canada K1N 6R4,
Telephone: 613-563-1773/4/5/6
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China

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4Xi Liu Jie,
San Li Tun,
Beijing, China,
Telephone: 52-33-81
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Israel

H.E. MR. J. K. SAWE, *Ambassador.*
Kenya Embassy,
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P.O. Box 22115,
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Japan

H.E. MR. S. OLE LEKEN, *Ambassador.*
Kenya Embassy, Tokyo,
Kotsu Anzen, Kyoiku Centre,
No. 24-20, Nishi-Azobu 3-Chome,
Minato-Ku, Tokyo,
Japan,
Telephone: 03-479-4006/7/8
Telex: 072-024-22-378 KENREP J.

Unep

H.E. PROF. S. ONGERI, *Permanent Representative.*
Kenya Mission to UNEP,
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P.O. Box 41395,
Nairobi,
Telephone: 332383

Uganda

VACANT.

Kenya High Commission, Kampala,
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Kampala, Uganda,
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Habitat

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Kenya Mission to Habitat,
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Telephone: 332383.

Zimbabwe

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95 Park Lane,
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Zimbabwe.
Telephone: 790847/8/9, 792901/02
Telex: (0907) 4266 KENYA ZW.

Sudan

H.E. DR. P. MWANZIA, *Ambassador.*
Kenya Embassy, Khartoum,
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P.O. Box 8242,
Khartoum, Sudan,
Telephone: 40386, 43758
Telex: (0984) 24190 KENEB-SD

Vienna

VACANT.
Kenya Embassy,
Neulingasse 29
1030 Vienna, Austria.

United Arab Emirates

H.E. MR. MUDE DAE MUDE, *Ambassador.*
Kenya Embassy, Abu Dhabi,
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Abu Dhabi, U.A.E.,
Telephone: 36-63-00
Telex: 24-2-44 KENYAREP EM.

Rwanda

VACANT
Kenya Embassy, Kigali,
UN Toit A Toi Building,
P.O. Box 1215,
Kigali, Rwanda,
Telephone: 72774/74771
Telex: 22598 KENYA REP RW.

F.A.O.

H.E. MR. G. NYAANGA, *Permanent Representative.*
Kenya Mission to F.A.O.
Via Icilio 14,
00153, Rome, Italy,
Telephone: 5781192/5780995/5741512
Telex: 626537 KENROM I.

Tanzania

H.E. MR. J. HABIB, *High Commissioner.*
Kenya High Commission, Dar-es-Salaam,
14th Floor,
N.I.C. Investment House,
Samora Avenue,
P.O. Box 5231,
Dar-es-Salaam, Tanzania,
Telephone: 31502, 37337, 31526
Telex: 417000 KENREP TZ.

Australia

H.E. MR. NJUGUNA MAHUGU, *High Commissioner.*
Kenya High Commission, Canberra,
6th Floor, Q.B.E. Building,
33-35 Ainslie Ave.
P.O. Box 1990,
Canberra, A.C.T. 2601.
Telephone: 474788/474722
Telex: AA61929 KENYAREP.

Pakistan

H.E. MR. BEN KISILU, *High Commissioner.*
Kenya Embassy, Islamabad.
Sector G-6/3,
House No. 8, Str. 88,
P.O. Box 2097,
Islamabad, Pakistan,
Telephone: 81-12-43/81-12-66.

Namibia

H.E. MR. J. SEFU.
Kenya High Commission, Windhoek
35 Promanadeweg Street,
P.O. Box 2889,
Windhoek Centrale, Namibia,
Telephone: 226836
Telex: 823 WK.

South Africa

H.E. MR. J. MUDAVADI, *High Commissioner.*

Kenya High Commission,
ERF. No. 832, 318 Poloris Avenue,
Waterloof Ridge,
Pretoria, South Africa.

Netherlands

H.E. MR. S. MAGETO, *Ambassador.*

Kenya Embassy, The Hague,
Koninginnegracht 102,
2514 Al The Hague,
Netherlands,
Telephone: 070-504215.
Telex: Netherlands 33354.

United Nations Organization (Geneva)

H.E. DR. D. D. C. DON NANJIRA, *Permanent Representative.*

Kenya Mission to U.N., Geneva,
80 Rue De Lausanna,
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Telephone: (022) 32-72-72/32-70-38/32-76-15/32-70-12
Telex: 28216 KMGV CH.

Iran

H.E. MR. SALIM JUMA, *Ambassador.*

Kenya Embassy, Tehran,
60 Hormoz Satary st. off African Avenue,
Tehran, Iran,
Telephone: 42701, 70795, 42707/95
Telex: 213752 KENBAM TR

6. MINISTRY OF EDUCATION

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

Telephone: 334411

Telegrams: "EDUCATION"

Minister.—**Hon. J. J. Kamotho, E.G.H., M.P.**

Assistant Ministers.—

HON. Y. KOMORA, M.P.

HON. P. LENGES, M.P.

Permanent Secretary.—MR. S. LESRIMA, C.B.S.

Director of Education.—MR. E. N. NJOKA.

FUNCTIONS

All Schools Administration and Programmes.

School Inspectorate.

School Examinations.

School Equipment Scheme.

Teachers Training.

University Education.

Career Guidance and Counselling.

Pre-Primary Education Programmes.

Curriculum Development.

Special Education.

Kenya Institute of Education.

Teachers Service Commission.

Kenya Education Staff Institute.

7. MINISTRY OF LAND RECLAMATION, REGIONAL AND WATER DEVELOPMENT

Maji House, Ngong Road, P.O. Box 49720, Nairobi
Telephone: 716103
Telegrams: "MAJI"

Minister.—Hon. D. M. Mbela, E.G.H., M.P.

Assistant Ministers.—

HON. C. MOKKU, M.P.
HON. A. LIGALE, M.P.
HON. P. R. CHEPKOK, M.P.

Permanent Secretary.—MR. D. B. KIMUTAI.

FUNCTIONS

Assessment of potentials and use of arid and semi-arid lands.
Implementation of suitable integrated programmes for accelerated development.
Regional Development Policy.

Lake Basin Development Authority.
Coast Development Authority.
Uaso-Nyiro North Basin Development Authority.
Uaso-Nyiro South Basin Development Authority.
Turkana Rehabilitation Project.
Irrigation and Dams Construction Scheme.
Bura Irrigation Scheme.
National Irrigation Board.
Water Development and Supplies.
Control of Water Catchments.
Water Quality and Pollution Control.

8. MINISTRY OF ENERGY

Nyayo House, Kenyatta Avenue, P.O. Box 30582, Nairobi
Telephone: 333551
Telegrams: "MINPOWER"

Minister.—Hon. J. Kyalo, E.G.H., M.P.

Assistant Ministers.—

HON. P. NANG'OLE, M.P.
HON. ATEBE MARITA, M.P.

Permanent Secretary.—MR. C. MUTITU.

FUNCTIONS

Energy Policy and Development.
Hydroelectric Power and Development.
Geothermal Power—Exploration and Development.
Thermal Power Development.
Electrical Services.
Oil and other Fossil Fuels—Exploration and Exploitation.
Non-Conventional Energy Sources (Wind, Biogas, Solar, Woodfuel, etc.)—Exploration and Exploitation.
Energy Conservation.

Tana and Athi Rivers Development Authority
Kerio Valley Development Authority
Agro Chemical and Food Company.

Registration and Licensing of Electricians and Electrical Contractors.
Co-ordination of Energy Oriented Organizations.

National Oil Corporation.

Kenya Pipeline Company.

Kenya Petroleum Refinery Ltd.

Kenya Power and Lighting Company.

Kenya Power Company.

Tana River Development Company.

9. MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES

Kencom House, Moi Avenue, P.O. Box 30126, Nairobi

Telephone: 229261

Telegrams: "ASILI"

Minister.—**Hon. J. Sambu, E.G.H., M.P.**

Assistant Minister.—

HON. A. M. SHEIKH, M.P.

Permanent Secretary.—MR. T. SABARI.

FUNCTIONS

Forests and Forests Development.

Mineral Resources Development.

Geological Surveys/Operations.

Environment Protection.

National Environment Secretariat.

National Environment Action Plan (N.E.A.P.)

I.G.A.D.D. Matters.

10. MINISTRY OF TRANSPORT AND COMMUNICATIONS

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

Telephone: 729200

Telegrams: "TRANSCOM"

Minister.—**Hon. D. Otieno, E.G.H., M.P.**

Assistant Ministers.—

HON. W. C. MOROGO, M.P.

HON. A. H. AHMED, M.P.

Permanent Secretary.—MR. S. ARASA.

FUNCTIONS

Railways.

Civil Aviation.

Ocean and Sea Transport.

Harbours.

Posts and both Internal and External Telecommunications.

Meteorological Services.

Road Transport Branch.

Kenya Airways.

National Road Safety Council.

11. MINISTRY OF COMMERCE AND INDUSTRY

Co-operative House, Haile Selassie Avenue, P.O. Box 30430, Nairobi
Telephone: 340010/340224
Telegrams: "MINCOM"

Minister.—Hon. K. M'Mukindia, E.G.H., M.P. ✓

Assistant Ministers.—

HON. J. N. OSOGO, M.P.

HON. J. BARMASAI, M.P.

Permanent Secretary.—Mrs. M. W. GITHINJI, S.S.

FUNCTIONS

Trade Development Policy.
Trade and Commerce, including Import and Export Co-ordination.
Export Promotion Policy.
Weights and Measures.
Business Premises Rent Tribunal.
Industrial Development Policy.
Industrial Standards.
Development of Large and Small-Scale Industries.
Industrial Licensing.
Kenya/Uganda Trade Transport Corridor Liaison Unit.
Export Promotion Council.
Export Processing Zone Authority.

12. MINISTRY OF TOURISM AND WILDLIFE

Utalii House, off Uhuru Highway, P.O. Box 30027, Nairobi
Telephone: 331030
Telegrams: "UTALII"

Minister.—Hon. N. Katana Ngala, E.G.H., M.P.

Assistant Ministers.—

HON. W. KISIERO, M.P.

HON. P. SINGALU, M.P.

Permanent Secretary.—ENG. A. M. H. SHARAWE.

Director of Tourism.—MR. G. N. MACHARIA.

Director of Wildlife.—Dr. D. Western.

FUNCTIONS

Development and Promotion of Tourism.
Hotel Training.
Wildlife Management.
Game Control and Preservation.
Fisheries Development.
Lake Victoria Commission.

13. MINISTRY OF HEALTH

Afya House, Cathedral Road, P.O. Box 30016, Nairobi
Telephone: 717077
Telegrams: "MINHEALTH"

Minister.—Hon. J. M. Angatia, E.G.H., M.P.

Assistant Ministers.—

HON. B. CRITICOS, M.P.

HON. G. MUTISO, M.P.

Permanent Secretary.—AMB. D. AFANDE.

Director of Medical Services.—DR. J. MWANZIA.

FUNCTIONS

Preventive and Curative Medical Services.
Clinics, Registration of Doctors.
Dispensaries.
Health Education.
Hospitals and Hospital Fund Authorities.
Maternity Services.
Nurses and Midwives.
Public Health Services—including Cemeteries and Disposal of Dead.
Dangerous and Offensive Trades.
Food and Food Handling.
Quarantine Administration.
Overall Sanitary Services.
Family Planning.
Insanitary Nuisances.
Control of Dangerous Drugs.

14. MINISTRY OF LOCAL GOVERNMENT

Jogoo House "A", Taifa Road, P.O. Box 30004, Nairobi
Telephone: 217475
Telegrams: "AUTHORITY"

Minister.—**Hon. W. ole Ntimama, E.G.H., M.P.**

Assistant Ministers.—

HON. A. WALJI, M.P.

HON. DR. E. WAMEYO, M.P.

Permanent Secretary.—MR. R. SIELE.

FUNCTIONS

Local Government Policy.
By-laws of all Local Authorities.
Local Government Loans Authority.
Local Government Provident Fund.
Training of Local Government Personnel.
Urban Development.

15. MINISTRY OF HOME AFFAIRS AND NATIONAL HERITAGE

Jogoo House, Harambee Avenue, P.O. Box 30520, Nairobi
Telephone: 228411
Telegrams: "HOME"

Minister.—**Hon. F. Lotodo, E.G.H., M.P.**

Assistant Minister.—

HON. M. M. GALGALO, M.P.

HON. DR. P. K. MUMANYI

Permanent Secretary.—MR. D. M. MBITI.

Commissioner of Prisons.—MR. LOKOPOIYIT.

FUNCTIONS

Prisons.
Children's Department.
Remand Homes.
Probation Services.
Approved Schools.
Criminal Lunatics.

Alien Refugees.
Repatriation.
Archives.
Kenya Herbarium.
Museums and Antiques.
Lotteries, Betting and Gaming Control.
Archaeological Preservation.

16. MINISTRY OF LANDS AND SETTLEMENT

Ardhi House, Ngong Road, P.O. Box 30450, Nairobi
Telephone: 718050
Telegrams: "LANDS"

Minister.—**Hon. Gen. (Rtd.) J. K. Mulinge, E.G.H., C.B.S., D.C.O., M.P.**

Assistant Ministers.—

HON. J. EKIDOR, M.P.
HON. B. K. KAINO, M.P.
HON. N. N. KHANIRI, M.P.

Permanent Secretary.—MR. J. K. SANG.

Commissioner of Lands.—MR. W. GACHANJA.

Director of Land Adjudication and Settlement.—MR. A. K. TOMNO.

Director of Surveys—MR. W. J. ABSALOMS

FUNCTIONS

Lands and Settlement Matters.
Administration of State and Trust Land.
Land Registration and Valuation.
Mapping and Land Surveys.
Land Adjudication, Consolidation and Registration of Groups.
Physical Planning.

17. MINISTRY OF LABOUR AND MANPOWER DEVELOPMENT

Social Security House, Bishops Road, P.O. Box 40326, Nairobi
Telephone: 729800
Telegrams: "LABCOM"

Minister.—**Hon. P. Masinde, E.G.H., M.P.**

Assistant Ministers.—

HON. A. K. ALI, M.P.
HON. W. KOMEN, M.P.

Permanent Secretary.—MR. S. MURAGE.

Commissioner of Labour.—MR. M. MWASHIMBA.

FUNCTIONS

Industrial Relations and Labour Matters.
Social Security.
Factory Inspection.
Industrial Health.
National Manpower Development Committee.
Employment Policy.
Employment Services.
Kenyanization Policy.
Employment Bureau.
Skills Inventory.
Assessment of overall Training Needs.

18. MINISTRY OF INFORMATION AND BROADCASTING

Jogoo House "A", Taifa Road, P.O. Box 30025, Nairobi
Telephone: 334688

Telegrams: "KNOWLEDGE"

Minister.—Hon. J. Makau, ^{E.G.H.} M.P.

Assistant Minister.—

HON. SHARIFF NASIR TAIB, E.B.S., M.P.

Permanent Secretary.—MR. D. K. ANDERE.

FUNCTIONS

Information Services.
Broadcasting.
Television.
Kenya News Agency.
Press Office.
Film Licensing.
Films, Video and Publications.
Licensing and Censorship.

19. MINISTRY OF CULTURE AND SOCIAL SERVICES

Reinsurance Plaza, Taifa Road, P.O. Box 45958, Nairobi
Telephone: 339650

Telegrams: "CULTUREMIN"

Minister.—Hon. Maalim Mohammed, E.G.H., M.P.

Assistant Minister.—

HON. K. ARAP KIRIOR, M.P.

Permanent Secretary.—MR. D. MBOYA.

FUNCTIONS

Adult Education.
Social Welfare and Culture.
Community Development.
Kenya National Council of Social Services.
Sports.
Kenya Cultural Centre.
Kenya National Library Services.
Vocational Rehabilitation.
Women's Bureau.
Kenya Association of Youth Centres.

20. MINISTRY OF CO-OPERATIVE DEVELOPMENT

Kencom House, Moi Avenue, P.O. Box 30547, Nairobi
Telephone: 340081

Telegrams: "JAMAA"

Minister.—Hon. K. Munyi, E.G.H., M.P.

Assistant Minister.—

HON. J. P. TITI, M.P.

Permanent Secretary.—MR. P. E. MWAISAKA.

Commissioner of Co-operatives.—MR. R. W. BOMETT.

FUNCTIONS

Co-operative Policy and Implementation.

Co-operative Legislation and Extension Services.
Accounting and Auditing for Co-operative Societies.
Co-operative Education and Training.
Co-operative Credit and Finance.
Co-operative Bank.

21. MINISTRY OF PUBLIC WORKS AND HOUSING

Ministry of Works Building, Ngong Road, P.O. Box 30260, Nairobi
Telephone: 723101
Telegrams: "MINWORKS"

Minister.—**Hon. Prof. J. Ng'eno, E.G.H., M.P.**

Assistant Ministers.—

HON. K. MWAMZANDI, M.P.

HON. (MRS.) W. N. K. MWENDWA, M.P.

Permanent Secretary.—MR. S. MBOVA.

FUNCTIONS

Public Works.
Buildings.
Maintenance of Public Buildings and Pool Houses.
Inventory of Government Property.
Government Electrical Services.
Supplies Branch.
Roads.
Materials Testing.
Staff Training Department.
Mechanical Services.
Government Housing Development.
National Housing Policy
National Secretariat for Human Settlement.
National Housing Corporation.
Kenya Building Centre.

22. MINISTRY OF RESEARCH, TECHNICAL TRAINING AND TECHNOLOGY

Utalii House, Uhuru Highway, P.O. Box 30623, Nairobi
Telephone: 219420
Telegrams:

Minister.—**Hon. Dr. Z. Onyonka, E.G.H., M.P.**

Assistant Ministers.—

HON. F. KAGWIMA, M.P.

HON. M. KHALIF, M.P.

Permanent Secretary.—PROF. KAREGA MUTAHI.

FUNCTIONS

National Research Development Policy.
National Council of Science and Technology.
Liaison with Research Institutes and other Research Bodies.
Application and Transfer of Appropriate Technology.
Research Inventory and Dissemination.
Control of the use of Research Information.
Patents Policy.

Technical Training Policy.
Technical Education.
Institutes of Technology.
National Polytechnics.
Youth Polytechnics.
National Industrial Training Council.
Technical Vocational Training.
Jua Kali Development Programmes.
Directorate of Industrial Training.
Vocational Training.

23. OFFICE OF THE ATTORNEY-GENERAL

State Law Office, Harambee Avenue, P.O. Box 40112, Nairobi
Telephone: 227461
Telegrams: "SHERIA"

Attorney-General.—**Hon. Amos Wako, E.G.H., E.B.S., M.P.**

Solicitor-General.—**MR. B. P. KUBO.**

Deputy Public Prosecutor.—**MR. B. CHUNGA.**

FUNCTIONS

Constitutional Matters.
Legal Education.
Estate Duty.
Legal Affairs.
Official Receiver.
Public Trustee.
Custodian of Enemy Property.
Wakf Commissioners.
Coat of Arms.
Registration of:
Adoptions.
Books and Newspapers.
Building Societies.
Business Names.
Chattels Transfers.
Companies.
Deeds of Arrangement.
Insurance Companies.
Legitimated Persons.
Legitimated Partnerships.
Patents.
Marriages.
Societies.
Trade Marks.
Trade Unions.

24. JUDICIARY

Law Courts, Taifa Road, P.O. Box 30041, Nairobi
Telephone: 221221
Telegrams: "COURTS"

Chief Justice.—HON. MR. JUSTICE FRED K. APALOO, E.G.H.
Registrar, High Court.—MR. J. OLE KIPURY.

FUNCTIONS

Judicial Affairs, etc.
Court of Appeal.
High Court.
Magistrates' Courts.
Kadhis' Courts.
Judicial Service Commission.

25. PUBLIC SERVICE COMMISSION

Commission House, Harambee Avenue, P.O. Box 30095, Nairobi
Telephone: 223901
Telegrams: "CIVCOM"

Chairman.—MR. E. MWAKIO.
Secretary.—MR. J. S. OLE POLONG.

FUNCTIONS

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

26. EXCHEQUER AND AUDIT DEPARTMENT

Kencom House, Moi Avenue, P.O. Box 30084, Nairobi
Telephone: 335777
Telegrams: "AUDITOR"

Controller and Auditor-General.—MR. D. G. NJOROGI, C.B.S.

FUNCTIONS

Exchequer and Audit Department.
Audit of all Government Accounts.
Audit of Local Government Accounts.

27. AUDITOR-GENERAL (CORPORATIONS) DEPARTMENT

Anniversary Towers, University Way, P.O. Box 49384, Nairobi
Telephone: 227383

Ag. Auditor-General (Corporations).—MR. W. K. KEMEI.

FUNCTIONS

Examine, inquire into and audit the accounts of statutory boards, commissions and bodies.

28. NATIONAL ASSEMBLY

Parliament Buildings, Parliament Road, P.O. Box 41842, Nairobi
Telephone: 221291
Telegrams: "BUNGE"

Speaker.—MR. K. F. X. OLE KAPARO, E.G.H., M.P.

Clerk.—MR. J. K. MASYA.

FUNCTIONS

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

29. ELECTORAL COMMISSION

Anniversary Towers, University Way, P.O. Box 45371, Nairobi.
Telephone: 222072.
Telegrams:

Chairman.—JUSTICE (RTD.) Z. R. CHESONI.

FUNCTIONS

The Registration of voters and maintenance and 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.

