

## Board Chairperson appointed as CECM



Maryam Mbaruk: during the swearing-in ceremony

The Mombasa County Public Service Board Chairperson, Maryam Mbaruk was appointed by H.E the Governor, Hassan Ali Joho, to be a County Executive Committee Members(CECM). She and nine other CECMs will spearhead the fulfillment of the Governor's manifesto.

During her tenure as the chairperson of the Board, there was

tremendous healthy growth of the County's workforce as well as the injection of a meticulous capacity building mechanism for the Board as well as other county departments.

The Board wishes to congratulate her on the new appointment as well as to wish her success in the fulfillment of her mandate as a CECM.

## Performance Management

During the year 2016/2017, the Directorate of Human Resource Management & Development (DHRMD) facilitated the development and successful completion of a customized version of the public service staff performance appraisal system report to be implemented by the Mombasa County Public Service Board.

The Staff Performance Appraisal System (SPAS) report is a critical component of the overall human resource management function in the public service. It is predicated upon the principle of work planning, setting of agreed performance targets, feedback and reporting. It is linked to other human resource management systems and processes including recruitment, placement, training and development, career progression, rewards and sanctions.

The Performance Appraisal process provides a mechanism for employees to contribute to the achievement of organizational objectives. It facilitates communication between the employee and the immediate supervisor by

providing a structure for feedback on performance.

The successful implementation of the process will lead to development of employee potential and improve communication relating to performance; improved productivity and reinforce the values and principles of public service; and inculcate a culture of high performance in the service.

### Objectives of SPAS

The overall objective of the SPAS is to manage and improve performance of the public service by enabling a higher level of staff participation and involvement in planning, delivery and evaluation of work performance.

The specific objectives are to:

- (i) Link individual performance targets with organizational strategic objectives and workplan;
- (ii) Promote communication between Appraisee and Supervisor with continuous feedback on work

## Wealth declaration exercise completed

The County Public Service Board of Mombasa is the mandated custodian of National values and principles of public service found in Article 10 and 232 of the Constitution. This role helps in coordinating the Declaration of Income, Assets and Liabilities by State and Public Officers.

This is in compliance with Section 26(2) of the Public Officers Ethics Act (POEA), No. 4 of 2003, which requires every state or public officer to make financial declarations of incomes, assets and liabilities, every two (2) years while in service, the year 2017 is a declaration year. This is in addition to declarations within 30 days of joining the service, within 30 days of leaving the service.

In fulfillment to this requirement and enhancing transpar-

ency and accountability in the County, the Board through the Directorate of Ethics and Governance has so far undertaken a sensitization forum of at least two officers drawn from each department.

The authorized officers are the point persons in the administration of the declaration forms in the departments, pursuant to the Guidelines on the Declaration of Income, Assets and Liabilities issued as a legal notice No.76 Of 2009 to assist and simplify the administration of the exercise.

The process has involved all the 4,269 employees of the County of Mombasa. The exercise was a huge success, thanks to initial planning. We hope to sensitize all new employees on the importance of this exercise at the point of entry.

progress;

(iii) Set the basis on which an officer's performance is monitored and evaluated as stipulated in the individual work plan;

(iv) Align operational and financial performance targets with budgetary provisions;

(v) Assess the learning and development needs of staff on a timely basis;

(vi) Provide information for decision making on administrative and human resource issues such as renewal of contracts, promotions, delegation of duties, training, deployment, rewards and sanctions.

### Scope and Application of SPAS

A separate performance appraisal form (PSC 37A) is to be completed by officers in Job Group 'J' and above and equivalent grades in the public service. Officers in Job Groups 'H'

and below and equivalent grades complete a separate appraisal form (PSC 37B).

The primary responsibility for implementing the SPAS rests with the authorized officer.

All newly employed / promoted / redeployed will be required to complete the relevant SPAS Report within three (3) months of employment / promotion / redeployment.

Officers promoted on common establishment will not be required to fill a new SPAS Report.

### Sensitization of Staff Performance Appraisal System

The DHRMD carried out sensitization programme of the customized SPAS to the secretariat of the County Public Service Board and the County staff of the Department of Health.