

**KSG Campuses**

- Baringo
- Embu
- Matuga
- Mombasa

**Institutes**

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- Security Management Institute
- Margaret Kenyatta Institute

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- Centre for Public Service Values, Ethics and Integrity
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- Centre for Environmental Governance and Climate Change

*Weekly Bulletin**Published by the KSG Communications Department*

## Mombasa's Focus on Blue Economy



KSG Director General, Prof. Ludeki Chweya and Mombasa Campus Director Dr. Tom Wanyama display the Performance Contract and Work Plan for FY 2022/2023. The signing was witnessed by the Director Finance and Administration Prof. Nura Mohamed and was attended by management and staff of the Campus.

**BY EPHLINE OKOTH**

The Kenya School of Government Mombasa Campus has set a series of activities to strengthen its contribution to a sustainable blue economy in Kenya.

The Coast-based Campus seeks to, among other things, undertake a

number of research projects in the area of the blue economy to harness its influence in the economic development of the country. The findings will inform the development and publishing of case studies for dissemination, and to complement the practical delivery of

training in the area of the blue economy.

The targets are penned in the recently signed Performance Contract for the period 2022/2023 between Director General, Prof. Ludeki Chweya and Campus Director, Dr. Tom Wanyama, at a ceremony that was witnessed by Director of Finance and Administration, Prof.

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# Mombasa's Focus on Blue Economy

Nura Mohamed. The contract was signed in the presence of the members of staff who have a big role to play in its implementation.

Besides the research and publishing of case studies, the Campus intends to develop and roll out outreach programs that promote the uptake of government programs in the blue economy.

Speaking during the performance contract signing ceremony, Prof. Ludeki Chweya urged staff to continue entrenching a results-based management system in their operations as they embark on the implementation of the signed contract.

"The Performance Contract commits us all to the pursuits of the goals of the School and the country. The purpose of this Performance Contract is to express our commitment to the results-based management

system where performance is based on the achievements realized at the end of a specified period and project," he highlighted.

Prof. Chweya recognized staff support and commitment as significant to the realization of the goals and aspirations of the School. He advised all to continue setting targets and focusing on the successful and complete implementation of the plan.

"What matters is whether the goals that we set today shall have been achieved at the end of the implementation period. We are required to set and entrench departmental and individual targets from the PC and work plan that we sign today. It would also be important if we can extend this knowledge of performance-based management systems to other areas of our lives like family, community, and

society," said the Director General.

Prof. Nura Mohamed reiterated that the School is cascading the PC to all staff who are key contributors to its implementation and success.

"Successful implementation of the goals of the Performance Contract will enable us to witness the growth of the School to the next level where we will be celebrating the achievements together," Prof. Mohamed told the staff.

Emphasizing that the Campus is increasingly becoming an attractive destination because of the improved infrastructure, Campus Director Dr. Wanyama assured of the maximum use of the available facilities and resources for the realization of the aspirations of the School.

"The Campus management and staff are alive to the mandate and ambitions of the School. We are committed and we look forward to the milestones that we will gather at the end of the Financial Year," he assured.

Besides the focus on the blue economy, the Campus has scheduled targets relating to the delivery of its role in training that promotes professional expertise, consultancy to support organizational reengineering, and policy advisory. It also places emphasis on the improvement of infrastructure, environmental management, staff capacity development, and service delivery through Business Process Re-engineering, besides the implementation of presidential directives.



Mombasa Campus Director Dr. Tom Wanyama signs the Performance Contract.

# Mental Health Curriculum Development Workshop

BY MUGOTITSA BYLHAH

For the human race to survive and thrive, there must be recognition of the importance of equality to address vulnerabilities in the spheres of healthcare, education, protection of children and orphans, and empowerment of women, youth, and persons living with a disability.

Currently, there is growing global and national prominence of gender and social development in both policy and research, manifested through enhanced and multiple normative frameworks targeting these challenges. One of the major social challenges is mental health and well-being, which is essential for the achievement of the global and national focus on improving the livelihoods of citizens of all nations.

Thus, the Margaret Kenyatta Institute for Gender and Social Development (MKI) has conducted a three-day workshop at Kenya School of Government (KSG) Lower Kabete to develop a curriculum on mental health and self-care.

At the workshop were: Ms. Grace Wanjiku from the Ministry of Health, Ms. Lynette Otworu (Director, MKI), Ms. Bylhah Mugotitsa, Ms. Vivianne Ngugi all from MKI, Ms. Jane Mwangi (KSG), Ms. Angella Lang'at, Ms. Jane Kiragu, and Ms. Sarah Hepworth all from Beyond Zero.

"The well-being of employees affects the success of any organization. Good health is central to human happiness and well-being and therefore makes an important contribution to economic progress and a healthy population. Maintaining an



A session at the consultative workshop during the curriculum development at the Margaret Kenyatta Institute for Gender and Social Development, Lower Kabete.

optimal level of wellness is absolutely crucial to living a quality life. Wellness matters" stressed Ms. Grace Wanjiku, a Wellness Consultant from the Ministry of Health.

Given the uncertain attendant to various socioeconomic challenges in the country and the futility of resources across Government

agencies, MKI envisages that the curriculum will provide a glimmer of strategies to be adopted to ensure that public servants are hardened enough to adapt to life challenges and develop new modalities of addressing the increased mental health issues amongst public servants.

The Margaret Kenyatta Institute (MKI) for Gender and Social Development was established with a focus on the social and economic transformation of society. MKI, therefore, develops programs that respond to salient social problems in healthcare and education: gender equality, social justice, women and youth empowerment, non-discriminatory development, and inclusion of vulnerable groups and the wellbeing of individuals and communities.

The Institute plans to roll out the program in December 2022.

*"The well-being of employees affects the success of any organization."*

*-Grace Wanjiku*

# Clear Desk, Clear Screen Policy



Mr. Timothy Kisinga, Principal ICT Officer at the eLearning and Development Institute (eLDi)

Many times, we want to assume the best of our colleagues, clients, and visitors to our workstations; that we can trust that the information on our devices is safe at all times. In this series, **Timothy Kisinga**, advises that it is better to be safe than sorry. Any organization that desires to work efficiently should look into the protection of its information.

Information security, or InfoSec as it is commonly abbreviated, is the process of securing data by reducing information risks. Information risk management usually entails stopping or lessening the likelihood of unauthorized/inappropriate access to data, or the misuse, disclosure, interruption, deletion, corruption, alteration, inspection, recording, or devaluation of information. Information risks can stem from a variety of sources, including cyberattacks, system failures, human error, and natural

disasters. In order to effectively mitigate these risks, organizations must implement comprehensive information security measures that cover all aspects of their operations.

The Kenya School of Government is in the process of implementing the ISO 9001:2015 standard. This standard offers a variety of available options that organizations can adapt to secure and protect information. As such, this article will discuss the clear screen guidelines, which form a section of the clear desk, clear screen policy that seeks to ensure sensitive/confidential information is removed from workspaces and locked away when not in use or when an employee leaves their workstation.

Imagine a visitor walking into your office or workstation, and after serving them, you discover that they had access to sensitive information that you had not disclosed to them. This scenario occurs simply by unauthorized persons being in a position to see what is on your computer screen. This unintentional breach of information can be avoided by following clear screen guidelines.

The guidelines encourage users to ensure that their computer terminals are not left logged on when unattended and should always be password protected. As with the above scenario, computer screens

should be angled away from the view of unauthorized persons at all times if possible. It is also emphasized that all computer workstations need to be logged off at the end of the working day, to allow security updates to be installed during the evening or switched off if already fully up-to-date.

In addition, the guideline directs that users should log off or lock their machines (by pressing the Windows key and L) when they leave the room. The Windows Screen Lock function should be set to activate when there is no activity for a short pre-determined period of time. This guarantees that the computer screen locks when the computer is idle. The Windows Screen Lock should be password protected for reactivation.

As a rule, passwords must not be left on sticky notes posted on or under a computer, nor may they be left written down and left in an accessible location. Equally important, whiteboards containing restricted or sensitive information should be erased. This is applicable to both staff and participants within the School. All portable computing devices such as unused laptops, digital cameras, and tablets must be locked away in a drawer or the server room. The guideline also mentions that mass storage devices such as CDROM, DVD, or USB drives should be treated as having sensitive data and must be locked away in a drawer or the server room.

# VIP Protection Program on Course at the School

BY BULLETIN WRITER

**T**he VIP Protection Course is aimed at heightening security and empowering officials working with dignitaries in society who face unique security challenges and risks.

In essence, VIP security encompasses protection as a whole, not only of the individuals themselves. It also involves different tasks of applying technology, deep knowledge of disaster and evacuation protocols, and detection and deterrence of terrorist attacks.

The risks faced range widely from probable attacks instigated by policies and decisions that VIPs have to implement, to personal vendettas or indignation at ideologies, opinions, persuasions, or positions on national matters. And in many cases, the responsibilities of VIP security guards are to keep families and assets safe too.

While the magnitude of insecurity may not be explicit, the consequences for un-preparedness can be catastrophic. For this reason, close protection officers and drivers are assigned to them to ensure their safety



NCTC participants take part in a practical session, a module of the VIP Protection Course conducted by the Security Management Institute.

and therefore require high-level technical skills and competencies to secure the protection of VIPs.

The Kenya School of Government (KSG) has been instrumental in the training of VIP security and has to date trained close to 90 participants drawn from various public sector agencies.

KSG Director of the Security Management Institute, Mr. Humphrey Mokaya, at the closing ceremony of the program carried out for the National Counter Terrorism Centre, encouraged the dissemination of knowledge and provision of solutions to danger points. He said, "Hatari ni jirani wa usalama! Be vigilant! When you see something, say something. Knowing is not enough, you must transfer the knowledge into practice."

During their practical examinations, the participants learned how to watch out for any strange situation that may cause harm. Aside from being visible, they remain alert and attentive all the time. As such, they can detect any unusual sounds in their surroundings. It is their responsibility to act quickly to protect their clients.

The Coordinator of the program, Dr. Emmanuel Kisiangani summarized quite accurately, "The true meaning of what JF Kennedy said one time, ask not what your country can do for you, but what you can do for your country."



# Umuhimu wa kadi za utambulisho kazini



Bi. Jerono Songol anayehudumu katika bewa la Baringo akiripoti kazini akiwa amealia kitambulisho chake cha kazi akiwa tayari kutoa huduma.

**J**e, umewahi kufikiria ni vipi ungehisi ikiwa utakutana na jambo hili. Hospitalini, "daktari" anayepaswa kukuhudumia anashindwa kujitambuliwa au hata akose kitambulisho cha kazi. Naam hujalifikiria hilo.

Mara si moja tumeingia hospitalini na hata sehemu zingine tofauti kwa ajili ya kutafuta huduma muhimu bila kujiuliza iwapo atakayekupa huduma ni mfanyikazi halali.

Wengi wa wafanyikazi na hata wageni au wateja hawajaelewa na kudhamini kikamilifu umuhimu wa kadi za utambulisho kazini na ni kwa nini wasimamizi wao mara kwa mara wanasisitiza kwamba waonyeshe kadi zao za utambulisho kila wakati.

Hii ni muhimu kwa makampuni ambayo hufungua milango yao kwa idadi kubwa ya wafanyakazi na hata wateja kila siku. Hatua kama hizi zina wajibu wa kuwaweka wafanyakazi wao salama wanapoendelea na majukumu yao kazini, jambo ambalo

limewafanya wengi wao kukumbatia mifumo ya vitambulisho. Kitambulisho cha mfanyakazi kina jina lake, msimbo yani QR code, nafasi aliyoshikilia, idara, nembo ya kampuni na hata maelezo ya mawasiliano.

## Umuhimu wa kadi

Matumizi ya kadi ya kitambulisho kazini ni muhimu kwani inaongeza utaaluma na hata kuchangia usalama kwa wafanyikazi na wageni au wateja wengine na yeyote anayeingia anaweza kufuatiliwa kwa kutumia hati zao za utambulisho.

Vile vile huimarisha uaminifu baina ya mfanyikazi na mteja na hata kujenga uhusiano mwema na kuongeza uwajibikaji wa mtu binafsi. Pia, katika makampuni yenye wafanyakazi wengi, vitambulisho husaidia wafanyakazi kutambuana na kuwasiliana vizuri zaidi bila usumbufu na mapambano ya kukumbuka majina ya kila mtu.

Vitambulisho hivi pia husaidia mteja kutofautisha wahudumu mbali, mfano wa hospitalini ambapo wengi wa wauguzi watavalia sare sawia itakuwa vigumu kwa mgonjwa kubaini au kutofautisha kati ya nesi na mhudumu wa mahabara, kwa matumizi ya kadi imerahishwa kwani kadi hizo zina maelezo kuwahusu. Kadi hizi zinaweza kuwa njia nzuri kwa mteja kuanzisha mazungumzo na mfanyakazi yeyote wa shirika. Hili pia hutoa uwajibikaji kwa wafanyikazi kwa sababu wateja wanajua haswa anayewashughulikia.

Utafiti unaonyesha kuwa wateja, kwa urahisi sana, wanaweza kuhusiana na wafanyikazi ikiwa watatambuliwa ipasavyo kwa kuwa hili huwapa wateja faraja ya ziada katika kujua angalau baadhi ya taarifa muhimu kuhusu mfanyakazi kabla ya mazungumzo zaidi.

Kadi za utambulisho kazini zenye anwani ya shirika zinaweza kusaidia zaidi katika hali ya dharura kwa sababu hutoa nafasi ya kutosha kuorodhesha nambari za mawasiliano za dharura kwa waajiri. Taasisi pia inaweza kufakinisha viingilio vya usalama ambapo wafanyakazi wanahitaji tu kutelezesha kadi zao kupita kisoma kadi ya sehemu ya ukaguzi wa usalama wanapoingia kazini asubuhi.

Hatimaye, lebo za majina huchangia katika uwekaji chapa ya kampuni, kwa kuongeza nembo ya biashara kwa kila mfanyakazi katika kampuni. Ingawa lebo za majina kwa kawaida hutumika ofisini, bila shaka zitawaliwa kwa milo ya mchana ya biashara au hata kituo cha mafuta njiani kuelekea nyumbani kutoka kazini.

## Ipo haja ya hamasisho

Kwa kuwa swala hili la matumizi ya kadi za utambulisho kwa Wafanyakazi ni muhimu sio tu kwa wafanyikazi bali hata wateja na wageni mbali mbali ipo haja ya hamasisho la umuhimu wa stakabadhi hizi muhimu.

*Makala haya yametayarishwa na Douglas Mochama na Elias Makokha.*

## 18th Inter-governmental Budget and Economic Council (IBEC )



# Weekly Activities in Summary



eLDi Deputy Director, Ms. Vera Obonyo (3rd Right) was one of the panelists at the Awareness and Capacity Building session during the Annual Cyber Security Conference 2022 that was held in Naivasha, October 17-19, 2022.



KeNHA's Integrity Assurance Officers convene for a Bribery and Corruption Risk Assessment and Mitigation Plans Development workshop at KSG Mombasa Campus.



Staff of KSG Mombasa Campus attending a Mental Health Talk and Group Counselling Session which was facilitated by Chiromo Hospital Group.

## Leadership Lesson

The real hero is always a hero by mistake; he dreams of being an honest coward like everybody else.

“Nothing is given to man on earth – the struggle is built into the nature of life, and conflict is possible – the hero is the man who lets no obstacle prevent him from pursuing the values he has chosen.”

– Andrew Bernstein

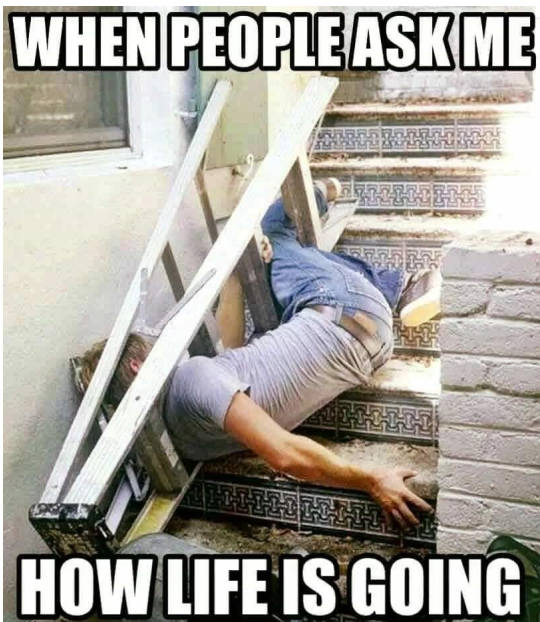
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*Have Your Say*

**Gitonga Morris**

The SMC course is a great deal for progression in government **Floridah Mbogori** can attest.

### Humor of the week



### Quote of the Week

“A hero is an ordinary individual who finds the strength to persevere and endure in spite of overwhelming obstacles.”

– Christopher Reeve

**Baringo Campus**

Strategic Leadership Development Program	7th November - 16th December, 2022
Senior Management Course 162	12th September – 4th November, 2022
Management Skills Course	24th October – 18th November, 2022
Senior Management Course 161	5th September – 28th October, 2022
Senior Management Course 163	3rd – 28th October, 2022

**Embu Campus**

Senior Management Course No.175	5th September - 25th October, 2022
Senior Management Course (Online) NO.177	3rd October - 25th November, 2022
Senior Management Course No 178	10th October - 4th November, 2022
Management Skills Course	3rd October - 28th October, 2022
Management Course for Office Admins	3rd October- 28th October, 2022
Senior Management Course (Online) NO 179	24th October- 16th December, 2022
Strategic Leadership Development Program (Online) NO 333	24th October -16th December, 2022
Essential Counseling Skills in Public Service	24th - 28th October, 2022
State Department for Public Service	24th October - 20th November, 2022
Framework for developing career guidelines in the public service	24th - 28th October, 2022

**Matuga Campus**

Senior Management Course No.109	10th October - 4th November, 2022
Senior Management Course No. 110	10th October - 2nd December, 2022
Performance Improvement Course (NYS) No.1	24th October- 4th November, 2022
Senior Management Course NO. 111	7th November – 2nd December, 2022
Insurance Regulatory Authority (Workshop)	2nd - 4th November, 2022
KCEP -CRAL (Workshop)	25th -26th October, 2022

**Mombasa Campus**

Strategic Leadership & Development Program No. 328	26th September- 4th November, 2022
SINAPIS (Workshop)	24th September – 24th December, 2022
Strategic Leadership Development Program No. 330	11th October -18th November, 2022
Proficiency Course for Clerical Officers	17th – 28th October, 2022
Senior Management Course No. 159	24th October-18th November, 2022
Retirement Planning Program	24th – 28th October, 2022
Corporate Governance for Public Sector Boards	24th – 28th October, 2022
Board Induction	24th – 28th October, 2022

**Lower Kabete**

Strategic Leadership and Development Programme	12th September- 25th November, 2022
Strategic Leadership Development Program No.332	17th October - 25th November, 2022
Strategic Leadership and Development Program No.327	19th September -28th October, 2022
Supervisory Skills Development Course	10th – 28th October, 2022
Senior Management Course No. 390	3rd- 28th October, 2022
Corporate Governance	24th – 28th October, 2022
Finance for Non Finance Managers	24th – 28th October, 2022
Balanced Score Card Kenya Maritime Academy	24th – 26th October, 2022
Data Protection Program	24th – 28th October, 2022
Plan-International Workshop	24th – 28th October, 2022
Unclaimed Financial Assets Authority	25th 28th October 2022
Kenya Roads Board	24th October, 2022

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