

KSG Campuses

- Baringo
- Embu
- Matuga
- Mombasa

Institutes

- e-Learning and Development Institute
- Security Management Institute
- Margaret Kenyatta Institute

KSG Centres of Excellence

- Centre for Devolution Studies
- Centre for Public Service Values, Ethics and Integrity
- Centre for Public Finance Management
- Centre for Leadership and Public Policy
- Centre for Advanced Training and Consultancy Services
- Centre for Research and Advisory Services
- Centre for Environmental Governance and Climate Change

*Weekly Bulletin**Published by the KSG Communications Department***Ministry's New Boss: The Hon. Aisha Jumwa**

Hon. Aisha Jumwa, at the swearing in ceremony as Cabinet Secretary for the Ministry of Public Service, Gender and Affirmative Action.

Inside this issue:

Zingatia matokeo ya kazi	4
Clear Desk, Clear Screen	5
Importance of Security Measures	6
Embu Enjoys Fresh Farm	7
Mental Health	8
Weekly activities	9
Humor and Quote	10
Weekly Programs	11

At 11:45 am on October 27, 2022, Hon. Aisha Jumwa took oath of office as Cabinet Secretary for the Ministry of Public Service, Gender and Affirmative Action. This follows her nomination by H.E. President William Ruto and subsequent

vetting and endorsement by the National Assembly.

And today, October 28, 2022, Hon. Jumwa has officially taken over leadership of the Ministry from Prof. Margaret Kobia who was Cabinet Secretary for the then Ministry for Public Service, Gender, Senior Citizens and Special

Programmes for the past four-and-a-half years.

Earlier, on October 12, 2022, Hon. Jumwa had attended a workshop of the then CSs nominees at the Kenya School of Government to prepare for the enormous task that lay ahead for the new leaders of Government Ministries.

Ministry's New Boss: The Hon. Aisha Jumwa

Indeed, it has been a bustle of activity for the new CSs.

Hon Jumwa, fondly referred to as "Shangazi wa Taifa" undoubtedly fits well in the new job. She has a chequered history of success in leadership positions, consistently being a voice for the youth, women, and persons living with disabilities, and ordinary people in the community. Indeed, she founded the Aisha Jumwa Foundation way before she joined active politics in 1997, this being a sign of selfless, servant-leadership. Hon. Jumwa has truly shattered the glass ceiling. She entered the political limelight at the tender age of 22 and at a time politics was predominantly a male affair, rising from the position of elected

Councilor for Takaungu Ward in the year 2002; Chair of Kilifi County Council; and first elected Kilifi County Woman Representative in the National Assembly between 2013 and 2017. In the 2017 general elections, Hon Jumwa successfully vied for the National Assembly seat for Malindi Constituency. In the 2022 elections, Hon Jumwa reached out to a higher level by running for Kilifi County Gubernatorial seat.

And yesterday, at only 47, Aisha entered Cabinet, the highest decision-making forum in Government.

The new Cabinet Secretary will henceforth steer the Ministry of Public Service, Gender and Affirmative Action in providing

policy direction for the management of the Human Resource function in the public service; promotion of gender equality and the empowerment of women; and enhance inclusivity in social development through affirmative action.

The Kenya School of Government (KSG) comes under the ambit of Aisha's portfolio. The School will certainly benefit from Hon Jumwa's strong will, leadership acumen, and influential disposition as it enters the second decade of existence as a Kenya Vision 2030 Flagship Project. Hon Jumwa has already expressed commitment to strengthening the public service and enhancing performance. KSG being the Government's capacity development agency for the Public Service is now bracing for the higher bar now set by the new leadership at the Ministry.

In his congratulatory message, KSG Director General, Prof. Ludeki Chweya wished CS Aisha Jumwa successful tenure at the Ministry, stating on behalf of the Council, Management, staff, and on his own behalf: "Hongera! Hon Aisha Jumwa upon your confirmation and appointment as Cabinet Secretary. I wish you a fulfilling role as you provide stewardship at the Ministry."

Staff Interviewed across the School have expressed excitement and great optimism in the appointment of Aisha Jumwa and look forward to her early visits to the Campuses.



Outgoing Cabinet Secretary Prof. Margaret Kobia (left) handing over the Ministry of Public Service, Gender and Affirmative Action to the new Cabinet Secretary, Hon. Aisha Jumwa.

Story compiled by Faith Musoga

Dkt Letangule: Zingatia matokeo ya kazi kuliko shughuli

NA DOUGLAS MOCHAMA

Motisha ni gundi a m b a y o inashikilia p a m o j a wafanyikazi na mashirika. Ikiwa haitumiki mara kwa mara, mara nyingi, wafanyikazi wanaweza kukosa tija na kujitolea kwao kupungua. Kwa nia ya kuunda miundo ya utoaji huduma kwa haraka, Mahakama ya Kenya imeanza mafunzo ili kuwawezesha wafanyikazi kutoka vituo mbalimbali vya korti kote nchini kuelewa kazi yao vyema ili kusaidia Mahakama katika kutoa haki.

Mnamo Jumatatu, Oktoba 24, 2022, mkurugenzi katika Chuo Cha Mafunzo ya Serikali Cha Kenya, Kampasi ya Baringo, Dkt. Solomon Letangule, alifungua Kozi ya Supervisory Management iliowaleta pamoja washiriki kutoka vituo mbalimbali vya Mahakama nchini. Wakati wa hafla hiyo, alitaja jukumu

muhimu la wasimamizi katika kutoa uongozi na kuwzesha wafanyikazi kutoa huduma. Alidokeza kuwa wafanyikazi waliowezeshwa wana hisia ya umiliki na kuridhika katika kukamilisha mamlaka ya shirika.

"Wengi wenu mara nyingi hufikiria mamlaka katika mashirika kama kitu ulicho nacho (kama kiongozi) au kitu ambacho huna (kama mfuasi). Lakini nyinyi, kama wasimamizi wa kati (supervisors), lazima mbadilike kila wakati katika hali ambazo mna uwezo mdogo au wa juu. Uongozi bora ni vitendo na sio cheo. Ni kuhusu sisi ni nani na matendo yetu, matendo yetu na jinsi tunavyowatendea wengine. Kama Shule, tunajitolea k u h a k i k i s h a w a l e wanaohudumu katika utumishi wa umma wana ujuzi sahihi. Kozi hii ni onyesho letu kwamba tunakusudia kuimarisha utumishi wa umma. Nawapongeza enyi mnaojotolea kuhakikisha maafisa wa mstari

wa mbele wanasaidiwa kuendelea kutoa huduma bora kwa mwananchi.

Kozi hii inalenga maafisa wanaosimamia vitengo vya utoaji huduma. Dk Letangule aliwataka washiriki hao kuondoka na mpango wa utekelezaji katika maeneo yao ya kazi baada ya kumaliza kozi hiyo ya wiki nne.

Kwa hakika, Shule imeendesha programu mfululizo na kwa ufanisi zinazolenga kuboresha utendaji kazi katika utumishi wa umma. "Kupitia mafunzo, KSG hutoa watumishi wa umma waliofunzwa vyema sawa na timu za kufufua uchumi wenye shauku ya kusaidia nchi kufikia malengo yaliyowekwa," alieleza Dkt. Letangule ambaye aliwakilishwa na naibu wake Bw. John Napoo kwenye ufunguzi wa Kozi hiyo.

Alibainisha kuwa kufikia malengo yaliyowekwa mara nyingi huzuiwa na akili zaidi kuliko vikwazo vingine kazini. "Msisitizo mkubwa umewekwa kwenye matokeo ya kazi, sio shughuli! Ni lazima tuepoke vikwazo ambavyo vinatufanya tuwe na akili zilizofungwa," aliwapa changamoto maafisa hao.

Dkt. Letangule aliipongeza serikali kwa kuweka utaratibu mzuri wa kuongeza elimu, mafunzo ya wafanyakazi na kutumia teknolojia ya habari na mawasiliano.

"Tuwe na roho ya, tunaweza kuifanya. Omba kwa Mungu kwa mwongozo. Tunafanya tuwezavyo kwa ajili ya mafanikio kwa msaada wa Mungu."



Naibu mkurugenzi wa Kampasi ya Baringo Bw John Napoo anaongoza washiriki wa kozi kukata keki kusherehekea kukaa kwao katika Chuo hicho.

Clear Desk, Clear Screen Policy and Guidelines

BY TIMOTHY KISINGA

A continuing discussion on the Clear Desk, Clear Screen Policy; this week's article will present the Clear Desk guidelines that go hand in hand with the Clear Screen guidelines. The guideline encourages employees to ensure that where practically possible, paper and computer media are stored in suitable locked safes, filing cabinets, or other forms of security furniture when not in use. This is especially more applicable outside working hours. In cases where lockable furniture is unavailable, the staff are encouraged to exercise the good practice of locking office doors especially if an office is left unattended or when a staff member is expected to be away from their desk for an extended period. Hard copy documents containing any personal data, or confidential, restricted, or sensitive information should only be stored if necessary. As a safeguard, it is advised that where appropriate, documents should be scanned to PDF and stored within KSG's secure servers. Leaving confidential or sensitive information unattended may allow unauthorized persons easy access.

The Clear Desk guidelines continue to emphasize that confidential, restricted, or sensitive information, when printed, should be cleared from printers immediately. Where possible, printers with a 'private



An image of a cluttered desk discouraged in security of documents and data.

print' function should be used. Any visitor, appointment, or message book should be stored in a locked area when not in use. This is especially relevant in reception areas which are particularly vulnerable to visitors. These areas should be kept as clear as possible at all times, creating a presentable and conducive working environment. It is critical to ensure that no personally identifiable information is kept on desks within reach or sight of visitors. A cluttered desk increases the likelihood of something being misplaced or removed, resulting in delays in retrieving or discovering the theft. Picture a signed certification confirmation list missing under a pile of other documents. The risk of delays

and consequences of loss can be avoided by the implementation of securing our information.

It is worth noting that information left on desks is more likely to be damaged or destroyed in a disaster such as a fire, flood, or explosion. Keys used for access to confidential, restricted, or sensitive information must not be left in or on an unattended desk. Keys for desk drawers, cabinets, and other secure areas must be stored in a dedicated key safe where applicable. Finally, the guidelines borrow the process of disposal of documents from the Registry procedure manual. The procedure clearly points out how to correctly dispose of any document containing any personal data or confidential, restricted, or sensitive information.

Importance of Security Measures at the School

BY WILSON CHEGE

Security can be described as a state of being free from danger, threat, harm, or loss of any possessions. Several measures are adopted by organizations to safeguard employees, stakeholders, and the establishment itself.

It is crucial for organizations to maintain high levels of security; the world has changed drastically with would-be criminals employing new tactics to attack their victims and cause harm, loss, or both.

The Kenya School of Government has an elaborate security team that comprises civilian security officers and the Administration Police who man the main entrances and patrol the School premises across the Campuses at all times. Routinely, whenever one drives or walks in and out of the gates, the security team makes necessary inquiries before allowing them to proceed with their journey, a strategy employed to gather intelligence and avert the risk of criminal activity in the School.

Benefits of Security Measures to an Organization

Prevention of loss of property through well-coordinated and implemented security operations by individuals and by the organization itself; security officers are able to flag out perpetrators either in their act of acquiring what does not belong to them or arresting them even after they have committed the offense.

Good security systems will provide some assurance of protection of life from evil-minded individuals who attempt to willfully cause harm. Regular scrutiny of visitors to an organization, for instance, will deter criminals for fear of being discovered.

Increase in business as clients prefer a secure environment where they are certain of their well-being. They observe the levels of security that the organization has invested in. Security

and safety are factors in attracting and retaining customers.

Security systems if well managed instill discipline in employees and stakeholders. Members of staff for instance observe time, avoid pilferage, and are more truthful to their employer.

Some of the security actions employed by the School:

Body check - Security officers are allowed to conduct a professional frisk on an individual with the aim of checking for harmful weapons. This action is well explained to the individual before being searched. Refusing to cooperate might lead to being denied the right of access to the School.

Vehicle search- Officers are trained to identify weapons in a vehicle and are further mandated to deny a suspicious vehicle from accessing the School's premises. A vehicle search could ensure the safety of the owner of the vehicle. Worldwide, there are instances where drivers have been held hostage and forced to drive out of premises without their consent.

Screening of luggage - The screening machine at the School uses electromagnetic rays to identify weapons, drugs, electronic equipment, and any other items in luggage for all who access the School.

Electronic walk-through machines - This is using technology to detect the presence of weapons on an individual. A walk-through machine installed at the main entrance will raise an alarm at the detection of weapons.

CCTV surveillance - KSG has invested in 24-hour surveillance to avert crime, detect criminal activity, or review footage to demystify an occurrence. The CCTV cameras installed in undetectable locations cover a wide range of areas in the School.

Maintaining a record of visitors - This is done with the aim to inform the School of every present soul in the compound at any given time. This information can be very useful in the case of a disaster.

Parking space direction - Parking etiquette is underrated in many places and yet it is important for all persons within the School to observe parking etiquette. Staff and clients are encouraged to respect the various traffic signs in the compound, designated parking, pedestrian walkways, and very importantly, parking spaces for those living with a disability. Once in a while you will meet those who want to defy the signs; security officers expertly handle them by redirecting their cars to the right spot.

Hand-washing - In response to the COVID-19 pandemic, the School constructed several hand-wash points to encourage everyone to enhance cleanliness. Though it is no longer a requirement by the Ministry of Public Health, the School still encourages members of staff to carry on with the hand-washing culture.

Temperature checks - This requirement was also a COVID-19 prevention action. The security staff and operations were very instrumental in the implementation of the Ministerial direction.

Members of staff are encouraged to adhere to these highlighted security actions employed by the KSG team as they are meant to keep the staff, customers, suppliers, and any other stakeholders safe, prevent harm and prevent loss of property. Members of staff are also encouraged to suggest through the Administration Department ways of improving security as well as any information that can avert criminal plans.

Embu Campus looks into Food Security



KSG Embu Campus donates fresh vegetables from their farm to the Embu Women's Prison as part of their Corporate Social Responsibility.

BY YVONNELUCY

Attaining food security and improved productivity remains a great challenge in Kenya and the world at large with climate change being the major cause. Currently, the country is experiencing drought in more than 10 counties while others are in the alert drought phase due to reduced and lack of rainfall in the past seasons. As a result, it has not been easy for many families to afford a healthy meal leading to increased numbers of malnutrition and even deaths. To curb this predicament, different organizations and individuals have opted to re-design the food system to be healthy and sustainable.

Realizing the scarcity of fresh and organic produce in the Kenyan market, the Kenya School of Government, Embu Campus on their 'not so big' land opted to cultivate several food crops that are sufficient for the daily and healthy consumption

of the participants. Apart from being the pacesetter to the Public Service in fulfillment of its mandate, KSG also strives to adopt good farming practices using the minimum amount of water for irrigation. Currently, the campus enjoys meals with a variety of farm-fresh vegetables like kale, spinach, tomatoes and broccoli, and bananas. During her recent visit to the

campus, the KSG council chairperson commissioner Njoki Kahiga commended the fresh farm initiative which in return has notably reduced the cost of the daily food basket, one of the Rapid Results Initiative (RRI) targets of utilizing the available resources for cost-cutting.

Also, as part of the Corporate Social Responsibility program, the Campus shares some of its farm produce with the less fortunate in the community. Recently, some of the members of staff visited the Embu Women's Prison to provide fresh vegetables. Ms. Sophia Njogu, the officer in charge indeed acknowledged this noble act of compassion. She said that times are hard for everyone in the country and it is therefore it is a sacrifice for the Campus to share their produce with the women serving jail terms, who are mostly forgotten by society including their families.

In response to the current dry spell in the country, the Kenya School of Government continues to contribute to the national development agenda and in particular the food security issue. The School continues to plough into the food basket by exploring agriculture in addition to its mandate of capacity building.



Mental Health: Staff Gain Insights



Ms. Lucy Wanjohi, hospital psychologist at the Chiromo Hospital Group facilitates a session on Mental Health and Group Counselling for staff of KSG Mombasa Campus.

BY GLENN LUMITI

As conversations around mental health intensify, organizations continue to join in the awareness campaign initiatives for their staff and the public by established Counseling Units and encouraged platforms for discussions on mental health and its tendencies, encouraging employees to support each other as the concerns for disorders increase.

As the World marked Mental Health Day on October 10, 2022, World Health Organization (WHO) noted that the COVID-19 pandemic created a global crisis for mental health, fueling short and long-term stresses and undermining the mental health of millions. There has been a rise in anxiety and depressive disorders at a time when the disruption and the treatment gap for mental health conditions have widened.

Recognizing and appreciating

the need for continuous awareness creation, the Kenya School of Government, Mombasa Campus partnered with Chiromo Hospital Group to hold mental health education and group counseling sessions for staff at the Campus. The key goal of the campaign was to enlighten employees about mental health both during and outside of work hours. It was also designed to ensure that they understand how to preserve mental soundness as one of the advantages of the mental health literacy.

The session revolved around the causes of mental problems and how to treat them, lowering the stigma associated with mental illness and increasing the efficiency of seeking support.

Speaking during the session, Ms. Lucy Wanjohi a psychologist at Chiromo Hospital Group reiterated that mental health of an individual is a key factor that helps keep the person in shape.

"Some of the people in the

workplace seem ok and will never share anything regarding their mental health until their productivity drops," she highlighted.

According to Ms. Wanjohi, men, unlike women, are prone to keeping life stresses to themselves, something that can necessitate various challenges when they reach a peak stress point.

"Men have been adamant in sharing what stresses them. They usually remain quiet and this would literally affect their overall workflow. The resultant effect of this usually sees them being hesitant in jobs and they may also have poor relationships with their colleagues."

The sensitization came at an ideal time of challenging effects in the economy as well as job demands, bringing about an engaging session upon reflection of employees' personal attributes while on duty and in their private lives staff.

Mental Health: Staff Gain Insights

Studies show that stigmatization associated with mental illness is largely because of media stereotypes and a lack of education. More so, people tend to associate mental health conditions negatively at a much higher rate than they do other illnesses and disabilities such as cancer, diabetes, or heart disease. This is so even when the general perception of mental health has improved over the past few decades.

The moderator connected mental health stigma effect with the rate at which people use drugs by posing the question: "Do you take alcohol as a choice

or as influence from a friend or a colleague?"

The staff were divided by this question and it was later established that most of them followed a trail that had been cemented earlier by influence from friends or family. Hence, the moment the person resorts to taking alcohol, they may end up becoming addicts and this automatically plays a major role in their mental health as they fail to control their urge of alcohol intake.

Ms. Amina highlighted, "stigma has an impact on both the number of people seeking treatment and the number of

resources available for effective care. Someone who is battling a mental health problem may feel like they are up against impassable barriers due to stigma and false information".

To be effective in such situations, members of staff were urged to be kind to others, to respect and to accept people for who they are. Consequently, it eliminates a key obstacle to helping them successfully manage their condition. For someone with mental health issues, it can make a huge difference when people perceive them as an individual rather than as having a disease.



KIKAO

HOST: *EVENTS COMMITTEE*
 DATE: *NOVEMBER 4*
 TIME: *4.30PM*
 TOPIC: *MENTAL HEALTH*

THEME: COWBOY/ COWGIRL



23 ▶ CANVA STORIES

 **KAMOSHE**

 www.ksg.ac.ke

 @KSGKenya

 Kenya School of Government



Weekly Activities in Summary



Productive conversations for collaboration: Dr. Prisca Oluoch, KSG Director Linkages and Collaboration leads the team from KSG while the delegation from Bucharest University of Economic Studies, Romania was led by Prof. Anca Gabriela ILieto. KSG and Bucharest University are seeking to explore participant and staff exchange programs and development of curricula. Also in attendance were Mr. Humphrey Mokaya (Director SMI), Brian Mbugua (Linkages and Collaboration) and Timothy Kisinga (eLDi).



Strategic Leadership Development Program No. 327/2022 paid a visit to the Kabete Children Rehabilitation Center as well as the Kabete Remand Center. The team provided food stuffs to the children in the two centres and track suits to those in remand.



Senior Management Course No. 163/2022 participate in the Greening Kenya initiative at the Baringo Campus.

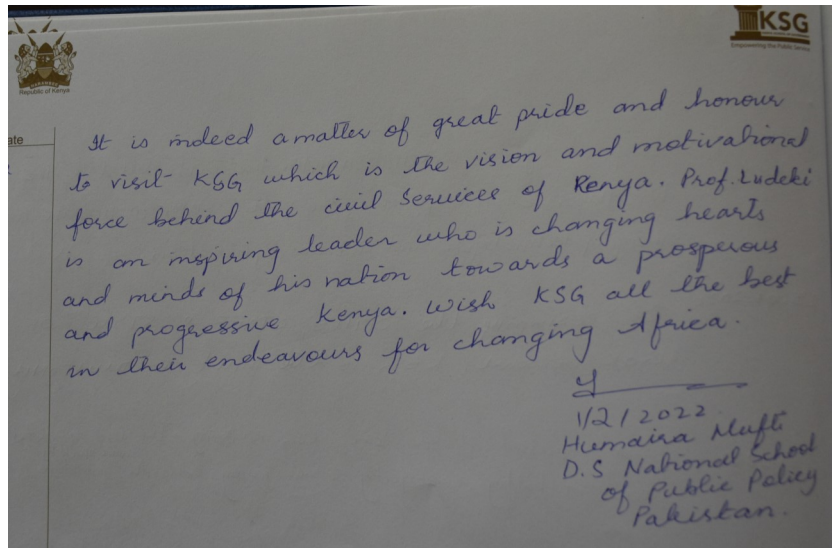
Leadership Lesson

Enable those under you to feel they control their own areas of work.

"Many people believe that decentralization means loss of control. That's simply not true. You can improve control if you look at control as the control of events and not people. Then, the more people you have controlling events -- the more people you have that care about controlling the events, the more people you have proactively working to create favorable events -- the more control you have within the organization, by definition."

-- General Bill Creech

Have Your Say



Humor of the week

TEACHER: there are no stupid questions
ME: do u think twins ever get themselves mixed up and forget which one they are?
TEACHER: ok wow



Quote of the Week

"Feedback is a gift. Ideas are the currency of our next success. Let people see you value both feedback and ideas."

-- Jim Trinko and Les Wallace

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
Induction for KeFS Board	7th -11th November, 2022
Induction Ewaso Nyiro	7th -11th November, 2022
Records Management Course	7th -18th November, 2022

Embu Campus

Senior Management Course (Online) NO.177	3rd October - 25th November, 2022
Senior Management Course No 178	10th October - 4th November, 2022
Senior Management Course (Online) NO 179	24th October- 16th December, 2022
Strategic Leadership Development Program (Online) NO 333	24th October -16th December, 2022
State Department for Public Service	24th October - 20th November, 2022
Management Course for Office Administrators No 15	31st October- 25th November, 2022
The State Department for Correctional Services	31st October - 11th November, 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

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
Senior Management Course No. 159	24th October-18th November, 2022
Management Skills Course	31st October – 25th November, 2022
Grant Proposal Writing Course	31st October – 4th November, 2022
Capital Markets Authority (Workshop)	31st October – 4th November, 2022
Taita Taveta County Public Service Board (Workshop)	31st October – 4th November, 2022
Huduma Kenya Secretariat (Workshop)	31st October- 4th November, 2022
State Department .for Public Works (Workshop)	2nd – 4th November, 2022

Lower Kabete

Strategic Leadership and Development Programme	12th September- 25th November, 2022
Strategic Leadership Development Program No.332	17th October - 25th November, 2022
Report Writing Course No. 54	31st October-4th November, 2022
Collective Bargaining	31st October-4th November, 2022
KEMSA	31st October-4th November, 2022
Induction of CEC's (Isiolo County)	2nd October-5th November, 2022
Les Magnifique Events Company Limited (Workshop)	2nd- 3rd November, 2022
Emergency Kenya Medical Foundation	3rd - 4th November, 2022
University of Nairobi – CELARS	31st October - 11th November, 2022

Kenya School of Government
P. O. Box 23030 - 00604
Lower Kabete, Nairobi
Tel: +254 2 4015000
Mobile: 0727496698

Matuga Campus
P.O. Box 31-80406,
Matuga - Kenya
Tel: +254-0770770021
Email: info.matuga@ksg.ac.ke

Mombasa Campus
P.O. Box 84027 - 80100,
Mombasa - Kenya
Tel: +254 41 3122785, 22227113,
2228800, +254 41 2227105
Email: info.mombasa@ksg.ac.ke

Baringo Campus
P.O. Box 91, Kabarnet – Kenya
Tel: +254-053 22325
Email: director.baringo@ksg.ac.ke

Embu Campus
P.O B0x 402-60100,
Embu - Kenya
Tel: +254- 068-31351, 068-31364
Email: info.embu@ksg.ac.ke



www.ksg.ac.ke

Editors

Faith Musoga

Sub-Editor

Douglas Mochama
Ephline Okoth

Writers

Pauline Ngunukie
Daniel Ngeti
Mary Njenga
Beth Muigai
Sharon Ngina
Phyllies Muili
Yvonne Lucy
Glenn Lumiti
Elias Makokha

For news items, information and comments kindly email:
communications@ksg.ac.ke