



# KENYA SCHOOL OF GOVERNMENT

A BROCHURE FOR

## ACCOUNTING OFFICERS PROGRAM

Preparing for an exciting and successful tenure

### Our Mandate

The Kenya School of Government is a State Corporation founded under an Act of Parliament. The mandate of the School is to provide support for the transformation of the public service through development of professional expertise and public service values; problem-solving research that informs public policy; and consultancy services for organizational re-engineering to achieve sophistication, adaptability and responsiveness for competitive advantage.

### Our Vision

“Excellence in public service capacity development”

### Our Mission

“To contribute to the transformation of the public service by inculcating national values and developing core skills and competencies for quality service delivery”



President of the Republic of Kenya H.E. Uhuru Kenyatta addresses County Commissioners attending a program at the Kenya School of Government.

## About the Accounting Officers Course

The Accounting Officers Course (AOC) was launched jointly between the Cabinet Secretary for the National Treasury and Cabinet Secretary for Public Service at a forum of Accounting Officers and Chairs of Board of state corporations at Lower Kabete Campus on May 26, 2017. The course is especially suitable for Accounting Officers in Ministries and other Government Agencies, state corporations, County Governments, independent commissions and Offices, legislative bodies, and the private sector.



Ministry of Public Service, Youth & Gender Affairs Cabinet Secretary, Mrs. Sicily Kariuki, hands over the Accounting Officers Course curriculum to KSG Director General, Dr. Ludeki Chweya. The National Treasury Cabinet Secretary, Mr. Henry Rotich (left) and the KSG Council Chairman, Prof. Francis Kibera looking on.

### Why Invest in the Accounting Officers Course?

Accounting Officers are often appointed on the strength of skills and competences in their respective technical professions obtained principally during university days. Therefore, one usually assumes the duties of an AO without previous training, knowledge or experience in the performance of the duties of this high office, whereas the success or failure of the whole organization rests with this appointee. Furthermore, the duties and obligations of the AO are fraught with extreme risks and hazards and obligation to bear blame for the mistakes of other officers. In short, the tenure of an AO is prestigious, but risky and typically short-lived. The Accounting Officers Course at KSG now offers the ultimate solution.



A previous induction of Principal Secretaries in Session at Lower Kabete Campus

### Design of the Program

Expert practitioners and highly qualified and experienced KSG faculty keenly developed the curriculum and content of the Accounting Officers Program and submitted the material for validation at a workshop of Principal Secretaries, CEOs of state corporations, and officials from County-level Government.

The AOP is comprised of eight learning modules; all rich with content that secures the width and breadth of the duties and responsibilities of Accounting Officers in public service. The Program is organized in cohorts of about 20 participants and runs for six exciting days.



*Principal Secretaries, Chief Executive Officers and Senior County Officials who participated in the validation of the Accounting Officers Course*

### Content

- Module I: Governance Context of Accounting Officers
- Module II: Public Service Ethics and Values
- Module III: Managing Financial Resources
- Module IV: Public Procurement and Management of Projects
- Module V: Managing Human Capital
- Module VI: Diplomacy & International Negotiation
- Module VII: National Interest and National Security
- Module VIII: Compliance, Consultation and Collaboration with other Public Institutions



*Director General of Accounting and Quality Services, Mr. Bernard Ndung'u, contributes during the Accounting Officers Validation Forum. With him is the Principal Secretary, State Department of Agriculture Dr. Richard Laxiyampa.*

### KSG Accounting Officers Program Goes Regional

The AOP is an international program as well. The School has previously run a similar program for Permanent Secretaries in Liberia, Sierra Leon, the Republic of South Sudan and others countries. The School has also developed curriculum for induction of Accounting Officers and other senior officials of the Republic of Tanzania. And we have recently concluded a Memorandum of Understanding with the Republic of Somalia in respect of similar training programs.



*President of the Republic of Somali, Mohamed Abdullahi, accompanied by the First Lady, Saynab Abdi Maalim, KSG Director General Dr. Ludeki Chweya and Foreign Affairs Cabinet Secretary, Amina Mobamed, in a tour of the School's e-Learning and Development Institute video conferencing facility.*



*Kenya's former Head of Civil Service Amb. Francis Mutibaura (seated 3<sup>rd</sup> left), KSG Director General Dr. Ludeki Chweya (seated 3<sup>rd</sup> right) with Republic of South Susan Principal Secretaries during a training session in Juba.*

## Certification

A certificate is issued upon successful completion of the Program.



*A sample of KSG issued certificate*

## Program Dates

The AOP Program dates are scheduled as indicated below:

|   |  |
|---|--|
| <b>Cohort I:</b> December 4 - 9, 2017           | <b>Cohort VI:</b> March 26 – 31, 2018      |
| <b>Cohort II:</b> January 29 - February 2, 2018 | <b>Cohort VII:</b> April 16 – 21, 2018     |
| <b>Cohort III:</b> February 12 - 17, 2018       | <b>Cohort VIII:</b> April 30 – May 4, 2018 |
| <b>Cohort IV:</b> February 26 – March 3, 2018   | <b>Cohort IX:</b> May 21 - 26, 2018        |
| <b>Cohort V:</b> March 12 – 16, 2018            | <b>Cohort X:</b> June 11 - 16, 2018        |

## Registration

Prospective participants in the Program are invited to register by way of:

- Online application at the KSG website: [www.ksg.ac.ke](http://www.ksg.ac.ke). Click on “registration” and follow the link.
- Email applications addressed to [accountingofficersprogram@ksg.ac.ke](mailto:accountingofficersprogram@ksg.ac.ke)
- Telephone – call Caroline on +254 722 831848; Josephine on +254 721 280082; Director General on +254 204015106

## Your investment

The Program will attract an investment (fees) of Kshs.175, 000 inclusive of VAT. The amount is payable to KSG Bank Account shown below:

**Bank:** Kenya Commercial Bank  
**Branch:** Sarit Centre  
**Account No.:** 1106972732  
**Account Name:** Kenya School of Government

## Venue of the Program

The Program will normally run on any of the five KSG campuses at Nairobi (Lower Kabete), Mombasa, Embu, Baringo and Matuga.

For additional information and clarification, please contact:

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