

VERY URGENT

Management
Note request for documents
and provide if not
already provided.
Attend meeting on Thursday.
Roger
LH



**MINISTRY OF LABOUR AND SOCIAL PROTECTION
STATE DEPARTMENT FOR LABOUR
OFFICE OF THE PRINCIPAL SECRETARY**

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When replying, please quote:

Ref: ML& SP/1/11/1 VOL 1 (54)

10th December, 2018

The Director General
National Industrial Training Authority
Commercial Street, Industrial Area
NAIROBI

RELEASE OF ACCOUNTABLE DOCUMENTS TO THE NITA WORKING COMMITTEE

Reference is made to a meeting held at NITA Boardroom on 19th November, 2018 between the NITA senior management and the Working Committee appointed to investigate on various anonymous allegations against NITA Senior Management and Staff.

The committee is in the process of preparing its draft report but has been hampered by unavailability of various key documents and lead persons from NITA.

We request your office to avail various necessary documents to Mr. Moses Kimani, Senior Assistant Internal Auditor General (1) as per the enclosed list by **10:00a.m on Thursday 13th December 2018**. Mr. Kimani can be reached through mobile no. 0721 524435.

Further, the Working Committee request audience with various staff as per the list attached on **Tuesday, 18th December 2018 from 8:00a.m in NSSF Building block A, 6th floor boardroom**. Audience with staff in field stations and an exit meeting with the Senior Management will be slotted at a date to be communicated later.

Dr. Ibrahim Mohamed, CBS
PRINCIPAL SECRETARY

Copy - Cabinet Secretary

MINISTRY OF LABOUR AND SOCIAL PROTECTION

A. List of documents required

Required documents from NITA management

1. Current Staff establishment – indicating at least the following information
 - a. Name
 - b. Personal Number
 - c. Date of first appointment , designation and grade
 - d. Date of current appointment , designation and grade
 - e. Ethnicity
 - f. Duty station including department (where applicable)
 - g. Contact
 - h. Home County
 - i. Terms of engagement
 - j. Appraisal – for at least three years
 - k. Highest academic and professional qualification during recruitment and current
2. Separated Staff (including disciplinary cases) since beginning of 2014/15 financial year
 - a. Name
 - b. Personal Number
 - c. Date of first appointment , designation and grade
 - d. Date of separation , designation and grade
 - e. Ethnicity
 - f. Last duty station
 - g. Contact
 - h. Home County
 - i. Terms of engagement
 - j. Previous year appraisal
 - k. Reason for exit; in case of termination due to disciplinary issues, provide the following
 - l. All correspondences (between NITA and the officer) leading to termination
3. Staff recruitment
 - a. Authorized staff establishment
 - b. Authority / approval to recruit
 - c. Advertisement
 - d. Interview method used, score for each candidate and minutes/deliberation of the day
 - e. List of appointed staff, indicating designation as per the advert, appointed and current designation and grade.

- f. Personal Number
- g. Contacts
4. Management and Board minutes on staff with discipline cases including those dismissed
5. Payrolls
6. Human Resource minutes
7. Human resource policy and related documents like change communication to staff and stakeholders.
8. Files of suspended and dismissed staff
9. Copies of communication with other government agencies on staff under disciplinary process or dismissed.
10. Procurement procedure documents for the following;
 - a. NITA /17/2016-2017 – Supply and delivery of Training Equipment at NITA Kisumu
 - b. NITA/18/2016-2017 – Supply, installation and commissioning of 2 No. Boilers at NITA Kisumu.
 - c. NITA 28/2016-2017 – Supply, delivery, installation and commissioning of Training Equipment at NITA
 - d. Documentation on construction of gates at NITA Athi River and NITA Mombasa.
 - e. Completion certificate of NITA Athi River playing field
 - f. Documentation on procuring of security services
 - g. Documentation on CIC and AAR Insurance companies engagement and payments during their service contract.
11. Number of candidates for grade test indication trade and grade for every sitting from 2014
12. Examination fees for each trade and test since 2014/15 financial year.
13. Payment vouchers
14. Bank statements from 2014/15 financial year
15. Internal Audit reports
16. Cash books
17. Cheque books
18. List of all un-surrendered imprest from 2014/15 financial years to date showing at least issued person, date issued, purpose, amount, surrender due date and amount.
19. List of all imprests taken by all Board members and Staff since
20. Budgets from 2014/15 financial year to date
21. Financial Management Policy and related documents.
22. Current NITB constitution
23. List of all Female Engineers Programme beneficiaries including enrolment dates, programme, home Counties current status.

24. List of institutions registering grade test candidates including their contact and contact person (include mobile numbers and emails)
2014/15 financial year to date.

Other documents will be requested for by the committee as need arises.

A. List of officers

List of officers to who will meet with the Committee on Thursday 13 December 2018

- | | | | |
|---------------|---|---|--------------------------------------|
| 1. | Dr. Julius Olayo | - | Head HR and Administration |
| 2. | Stephen Ogenga | - | Director Industrial Training |
| 3. | William Mwanza | - | Manager Industrial Training |
| 4. | Irene Ogamba | - | Manager, Legal Affairs |
| 5. | Triza Langat | - | Internal Auditor |
| 6. | Galm Guyo | - | Manager , Levy Administration |
| 7. | Karoli Otieno | - | Senior ICT Officer |
| 8. | Elvina Osodo | - | Procurement manager |
| 9. | Rosemary Nabwire | | |
| 10. | Collins Omollo | | |
| 11. | Millicent Otom | | Marketing and Enterprise Development |
| 12. | Ruth Dero | - | Corporate Communications |
| 13. | Caleb Ojuok | - | Industrial attachment |
| 14. | All staff who attended Human Resource meeting held on 12th October 2017 | | |
| 15. | Officer in charge of transport | | |

The Committee will request audience from any other staff on case by case basis or if need arise.