

COUNTY GOVERNMENT OF KIRINYAGA



OFFICE OF THE COUNTY SECRETARY

Telephone: 0202582237

Email: [countysecretary.kirinyaga@gmail.com](mailto:countysecretary.kirinyaga@gmail.com)

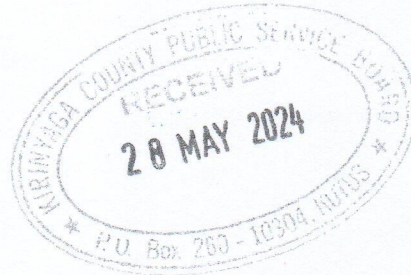
County Headquarters,  
P.O. Box 260 - 10304

*When replying please quote;*

Ref: CGK/CS/ADM/KDSP/053/Vol.2/24

22<sup>nd</sup> May, 2024

Newton Njenga  
Secretary County Public Service Board



**RE: APPOINTMENT OF MR. NEWTON NJENGA TO KIRINYAGA COUNTY  
KDSP II TECHNICAL COMMITTEE**

Reference is made to the Second Kenya Devolution Support Program (KDSP II), Program Operations Manual March 2024.

Pursuant to section 36(a-l) of the Operations manual, you are hereby appointed as a Member of the Kirinyaga County KDSP II Technical Committee effective from the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual section 37 (a-g) which shall be:

- a. Handle technical-specific issues related to the program
- b. Deliberate and prepare items for decision-making by the CPSC
- c. Review Program implementation progress and financial accountability reports
- d. Review county APA results and develop action plans for improvement and inclusion in work plans
- e. Identify and address emerging technical issues and challenges in the implementation of the Program
- f. Advise the CPSC on strategic matters as requested
- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your time as the committee will be required to accomplish its mandate with strict disbursement-linked indicators.

Yours *Sincerely,*

H.A. Kimathi

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**





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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/23

22<sup>nd</sup> May, 2024

Mr. Kamau Aidi

Clerk, Kirinyaga County Assembly

**RE: APPOINTMENT OF MR. KAMAU AIDI TO KIRINYAGA COUNTY KDSP II TECHNICAL COMMITTEE**

Reference is made to the Second Kenya Devolution Support Program (KDSP II), Program Operations Manual March 2024.

Pursuant to section 36(a-l) of the Operations Manual, you are hereby appointed as a Member of the Kirinyaga County KDSP II Technical Committee effective from the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual section 37 (a-g) which shall be:

- a. Handle technical-specific issues related to the program
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- f. Advise the CPSC on strategic matters as requested
- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your time as the committee will be required to accomplish its mandate with strict disbursement-linked indicators.

Yours *Sincerely,*

H.A. Kimathi

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**Ref No:** CGK/CS/ADM/KDSP/053/Vol.2/22

22<sup>nd</sup> May, 2024

Sheila Nyawira Mwangi

CO - Administration, Liason & Special Programmes

**RE: APPOINTMENT OF MS. SHEILA NYAWIRA MWANGI TO KIRINYAGA  
COUNTY KDSP II TECHNICAL COMMITTEE**

Reference is made to the Second Kenya Devolution Support Program (KDSP II), Program Operations Manual March 2024.

Pursuant to section 36(a-l) of the Operations manual, you are hereby appointed as a Member of the Kirinyaga County KDSP II Technical Committee effective from the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual section 37 (a-g) which shall be:

- a. Handle technical-specific issues related to the program
- b. Deliberate and prepare items for decision-making by the CPSC
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- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your time as the committee will be required to accomplish its mandate with strict disbursement-linked indicators.

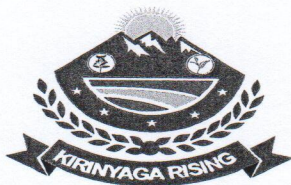
**Yours Sincerely,**

H.A. Kimathi

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**



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*When replying please quote:*

Ref No: CGK/CS/ADM/KDSP/053/Vol.2/21

22<sup>nd</sup> May, 2024

Ms. Eunice Wanjiru Kiriamburi  
CO - County Cooperative Development, Trade Marketing Tourism,  
Industrialization & Enterprises Development

**RE: APPOINTMENT OF MS. EUNICE WANJIRU KIRIAMBURI TO KIRINYAGA  
COUNTY KDSP II TECHNICAL COMMITTEE**

Reference is made to the Second Kenya Devolution Support Program (KDSP II),  
Program Operations Manual March 2024.

Pursuant to section 36(a-l) of the Operations manual, you are hereby appointed  
as a Member of the Kirinyaga County KDSP II Technical Committee effective from  
the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual  
section 37 (a-g) which shall be:

- a. Handle technical-specific issues related to the program
- b. Deliberate and prepare items for decision-making by the CPSC
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- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your  
time as the committee will be required to accomplish its mandate with strict  
disbursement-linked indicators.

Yours *Sincerely,*  
H.A. Kimathi *[Signature]*

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**



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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/20

22<sup>nd</sup> May, 2024

Mr. Kepha Mugambi Kariuki  
CO - Sports, Culture & Social Services

**RE: APPOINTMENT OF MR. KEPHA MUGAMBI KARIUKI TO KIRINYAGA  
COUNTY KDSP II TECHNICAL COMMITTEE**


Reference is made to the Second Kenya Devolution Support Program (KDSP II), Program Operations Manual March 2024.

Pursuant to section 36(a-l) of the Operations manual, you are hereby appointed as a Member of the Kirinyaga County KDSP II Technical Committee effective from the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual section 37 (a-g) which shall be:

- a. Handle technical-specific issues related to the program
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- f. Advise the CPSC on strategic matters as requested
- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your time as the committee will be required to accomplish its mandate with strict disbursement-linked indicators.

Yours *Sincerely,*  


H.A. Kimathi

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**



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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/19

22<sup>nd</sup> May, 2024

Ms. Maureen Muthoni Mwangi  
Co-Environment, Energy, Climate Change &  
Natural Resources

**RE: APPOINTMENT OF MS. MAUREEN MUTHONI MWANGI TO KIRINYAGA  
COUNTY KDSP II TECHNICAL COMMITTEE**

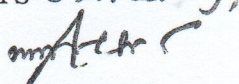
Reference is made to the Second Kenya Devolution Support program (KDSP II),  
Program operations manual March 2024.

Pursuant to section 36(a-l) of the Operations manual, you are hereby appointed  
as a Member of the Kirinyaga County KDSP II Technical committee effective from  
the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual  
section 37 (a-g) which shall be:

- a. Handle technical specific issues related to the program
- b. Deliberate and prepare items for decision-making by the CPSC
- c. Review Program implementation progress and financial accountability reports
- d. Review county APA results and develop action plans for improvement and inclusion in work plans
- e. Identify and address emerging technical issues and challenges in the implementation of the Program
- f. Advise the CPSC on strategic matters as requested
- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your  
time as the committee will be required to accomplish its mandate with strict  
disbursement linked indicators.

Yours Sincerely,  


H.A. Kimathi

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**



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Kutus

*When replying please quote:*

Ref No: CGK/CS/ADM/KDSP/053/Vol.2/18

22<sup>nd</sup> May, 2024

Mr. Patrick Mugo Ndathi  
CO - County Public Service Board

**RE: APPOINTMENT OF MR. PATRICK MUGO NDATHI TO KIRINYAGA  
COUNTY KDSP II TECHNICAL COMMITTEE**

Reference is made to the Second Kenya Devolution Support Program (KDSP II), Program Operations Manual March 2024.

Pursuant to section 36(a-l) of the Operations manual, you are hereby appointed as a Member of the Kirinyaga County KDSP II Technical Committee effective from the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual section 37 (a-g) which shall be:

- a. Handle technical specific issues related to the program
- b. Deliberate and prepare items for decision-making by the CPSC
- c. Review Program implementation progress and financial accountability reports
- d. Review county APA results and develop action plans for improvement and inclusion in work plans
- e. Identify and address emerging technical issues and challenges in the implementation of the Program
- f. Advise the CPSC on strategic matters as requested
- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your time as the committee will be required to accomplish its mandate with strict disbursement-linked indicators.

Yours *sincerely,*  
*H.A Kimathi*

H.A Kimathi

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**



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Kutus

*When replying please quote:*

Ref No: CGK/CS/ADM/KDSP/053/Vol.2/17

Mr. Edward Nyaga Njagi  
CO- Accounts, Revenue & Audit

**RE: APPOINTMENT OF MR. EDWARD NYAGA NJAGI TO KIRINYAGA  
COUNTY KDSP II TECHNICAL COMMITTEE**

Reference is made to the Second Kenya Devolution Support program (KDSP II), Program operations manual March 2024.

Pursuant to 36(a-l) of the Operations manual, you are hereby appointed as a member of the Kirinyaga County KDSP II Technical committee effective from the date of this letter.

Your duties and responsibilities as the Chief Officer in charge of Finance are enshrined in the program operations manual section 41 (a-e) which shall be:

- a. Designating county accountants;
- b. Ensuring that funds disbursed from the NT to the CRF are transferred to the SPA and from the SPA to operational accounts without delays;
- c. Maintaining proper books of accounts and financial reporting, including quarterly financial reports to the NPCU;
- d. Submitting financial and nonfinancial reports related to the Program; and
- e. Ensuring compliance with the Public Finance Management Act (2012) and PFM Regulations (2015) in the conduct of their work.

During the implementation of the program, you will be required to dedicate your time as the committee will be required to accomplish its mandate with strict disbursement-linked indicators.

Yours *Sincerely,*

H.A. Kimathi

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**



**COUNTY GOVERNMENT OF KIRINYAGA**



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Kutus

*When replying please quote:*

**Ref No:** CGK/CS/ADM/KDSP/053/Vol.2/16

22<sup>nd</sup> May, 2024

Mr. Joseph Carilus Otieno

CO - Economic Planning, Budgeting & Procurement

**RE: APPOINTMENT OF MR. JOSEPH CARILUS OTIENO TO KIRINYAGA  
COUNTY KDSP II TECHNICAL COMMITTEE**

Reference is made to the Second Kenya Devolution Support Program (KDSP II), Program Operations Manual March 2024.

Pursuant to section 36(a-l) of the Operations Manual, you are hereby appointed as the Chair of the Kirinyaga County KDSP II Technical Committee effective from the date of this letter. You will be the county KDSP II Accounting Officer, Program lead and a mandatory signatory to the KDSP II Special Purpose Account (SPA).

Your duties and responsibilities are enshrined in the program operations manual section 37 (a-g) which shall be:

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- e. Identify and address emerging technical issues and challenges in the implementation of the Program
- f. Advise the CPSC on strategic matters as requested
- g. Perform any other responsibilities as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your time as the committee will be required to accomplish its mandate with strict disbursement-linked indicators.

Yours Sincerely,

H.A. Kimathi

**COUNTY SECRETARY & HEAD OF COUNTY PUBLIC SERVICE**