



# WEEKLY KSG Bulletin

22nd- 28th June, 2024

## KSG STRATEGIC PLAN 2023-2027 LAUNCH



Hon. Moses Kuria, CS, Ministry of Public Service, Performance and Delivery Management, Justice (Rtd.) Charles Nyachae and KSG Council and Management at the launch of the Strategic Plan 2023-2027.

BY FAITH MUSOGA AND SONIA MBITHE

**A New Dawn of Capacity Development in the Public Service** is the theme of KSG Strategic Plan 2023-2027.

The Kenya School of Government has officially launched its third Strategic Plan since it was formed in 2012. This builds on the milestones and successes of previous strategic plans as it provides direction for the School to move to new

heights and frontiers with regards to competency development of the Public Service.

This momentous occasion that was graced by Hon. Moses Kuria, Cabinet Secretary of the Ministry of Public Service, Performance and Delivery Management, provides a vision of the future of the School in its implementation of the Strategic Plan.

"I am proud to be associated with this School; it is close to my heart and it is my desire and my

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## KSG STRATEGIC PLAN 2023-2027 LAUNCH



CS Moses Kuria, was the Chief Guest at the Launch of the Strategic Plan

plan as your Cabinet Secretary to see to it that the Kenya School of Government transitions to the Africa School of Government. This will be the renowned center of excellence for leadership on the Continent that will be relied upon to bring about positive change in the capacities and attitudes of employees of all cadres, which will in turn translate to action more than just work," pleregarded the CS.

So far, 25 countries in Africa have signed Memoranda of Understanding with KSG. The potential and the goodwill from partners and governments is massive in the capacity building sector. "The implementation of this Strategic Plan should bring focus to the School for visibility and competitiveness to make KSG great for the Public Service and the country" said Hon. Kuria.

For Chairperson of KSG Council, Hon. Justice (Rtd.) Charles Nyachae, this was a celebration of a vision rather than a document; one that is deeply rooted in the government agenda of Bottom-Up Economic Transformation. "We must boost our efforts so that we can respond to the ever emerging needs and challenges of our stakeholders and the society at large," he said.

He said that KSG through its Strategic Plan pledges to be at the forefront in the quest for excellence and change as the School lays the foundation for a more resilient, prosperous public service for the country.

Prof. Nura Mohamed, Ag. Director General of the School confirmed that through the Strategic Plan, the School is heralding a new era of initiatives

and programs that will bring about a re-brand of the School. "These initiatives are designed to elevate the institution's profile and impact within the educational landscape of Kenya and beyond," he said.

According to the Acting DG, one of the highlights of the Strategic Plan is the collaboration with East African partners for sustainable development courses. This regional approach underscores KSG's commitment for cross-border cooperation and addressing shared challenges through capacity development.

"The Plan also shifts focus from generic curriculum development to more targeted ones including the implementation of "fit-for-purpose" programs for unique and specific needs and trends faced by public service sectors

# KSG STRATEGIC PLAN 2023-2027 LAUNCH

across the country and Africa," said Prof. Mohamed.

Speaking after the event, Ms. Angela Mukiri, Head of Strategic Planning and Performance Unit, expressed her delight at the launch of this very significant document that places focus on revitalization of training public servants under the theme: A New Dawn of Capacity Development in the Public Service.

For Ms. Mukiri, the Strategic Plan offers direction on the programs and activities that the School has put in place as it goes about meeting its obligations. "This has to be more practical than theoretical, bringing about a professional approach in our operations," she said.

"The journey of developing this Plan has been participatory and its implementation should be equally engaging," said Ms. Mukiri.



The presence of esteemed guests such as members of the KSG Council, representatives of Ministries, Departments, Agencies and Counties, and course participants added to the significance of this remarkable event. The execution of the Strategic Plan will determine the

realization of the potential of the Kenya School of Government to help achieve efficiency and transparency as the fountain of knowledge for Government. The next 5 years should be years of hard-work that will bring fulfilment to the School and the people that they serve.



The Administration Police was at hand to add pomp and colour to this significant event.

# KSG STRATEGIC PLAN 2023-2027 LAUNCH



**Right:** CS. Hon. Moses Kuria with KSG Chair of Council, Justice (Rtd.) Nyachae with Directors of KSG. **Left:** The Cabinet Secretary with Justice (Rtd.) Nyachae, Prof. Nura Mohamed and the KSG Choir members.



**Right:** The model of the Strategic Plan that was unveiled. **Left:** Ms. Angela Mukiri (r) and Ms. Angela Ndaku of the Housekeeping Department at the launch. Ms. Mukiri is the Head of Strategic Planning and Performance Unit at the School.



CS. Hon Moses Kuria, Justice (Rtd.) Charles Nyachae, Ag. DG. Prof. Nura Mohamed with the members of the Planning Team of the Launch of the Strategic Plan.

# A Spotlight on Our Attaches: Hospitality, ICT, and Maintenance

BY VICTOR WAHOME

In our latest staff spotlight, we have the pleasure of having a chat with three attaches from the hospitality, ICT, and building and technology departments. Their stories offer a glimpse into the rich learning work experience they are gaining from here. From heartfelt interactions with guests to behind-the-scenes tech magic and the smooth running of network systems, join us as we peek into their experiences.

## A day in the life of Hospitality

### Introducing Miriam

Miriam, a vibrant and enthusiastic attaché, brings a warm smile to the Hospitality Department. Her passion for customer service is palpable as she shares, "What motivated me to join this organization was the opportunity to interact with people from all walks of life and make their stay memorable."

I have always loved working with people and making them feel welcome. I studied Hospitality Management in college and I knew this was the field for me. There is something special about creating a great experience for guests.

### Her journey so far

I have learned a lot about customer service and event planning. Every interaction teaches me something new about patience, communication, and attention to detail. I have also improved my ability to anticipate guests' needs and handle difficult situations with grace and professionalism.



From left Miriam (Hospitality), Fatuma (ICT), Simon (Building and Construction), Zephaniah (Building and Construction), Samuel (ICT), and Salim (ICT)

### Behind the Screen

#### Meet Fatuma:

Fatuma, a tech aficionado, thrives in the dynamic world of ICT. She has been working on various projects, including network security and software development. "I have always been fascinated by technology and how it can solve problems. Technology really touches every aspect of our business and personal lives. Taking an ICT course grants students a myriad of career options."

#### Expectations versus reality

"What we have learnt in class versus what we do on the ground is quite different. Here, a lot more things are practical and require critical thinking. I have come to work with a lot of tools which I did not even know existed."

#### Learning and assisting:

"The fact that every day is a learning day still fascinates me. I get to learn new things everyday

both from my supervisor and also from helping out other members of staff. The satisfaction from clients after helping them out is motivating."

## Building Foundations: Building & Technology

### Presenting Simon:

Simon, who has a keen eye for detail, is involved in several construction and repair projects around the Campus. "Creative problem-solving is part of the job. One day, we faced a structural issue that required an immediate solution. We brainstormed until we came up with a plan that not only fixed the problem but also improved the overall design," he explains.

### Learning and growing:

"I have learnt a lot here. More than 70% of what I know now is because of the actual practical skills I have gained. Work is rigorous and very engaging,

## A Spotlight on Our Attaches: Hospitality, ICT, and Maintenance

enabling each one of us to be actively involved and therefore grow.

### Mentorship:

Our supervisor, Mr. George Saitoti, has been a tremendous source of inspiration to both me and the rest of the team. Through his mentorship, we get to understand resource mobilization and utilization. His approach to managing resources is both strategic and innovative, ensuring

that we maximize while maintaining high standards of quality. He emphasizes on continuous learning and development empowering critical thinking and problem solving, creativity, and contributing meaningfully to the success of the Campus.

### Final Thoughts

Our attaches' stories highlight their interest, dedication and passion they bring to their roles.

Whether it is ensuring a memorable stay for guests, keeping our technology up-to-date, or maintaining the beauty of our surroundings, their contributions count and are invaluable. Their advice to future professionals in their fields is simple yet profound: stay curious, stay dedicated, and never stop learning. We are delighted to have them as part of our team.

## SAVE THE DATE



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# Etiquette at table while dinning

BY ADEN OKELLO

**M**ost of us dine with significant others, families, friends, workmates, dignitaries, executives, and sometimes prospective bosses, unaware that first impressions last.

Gone are the days when dining etiquette was brushed aside with claims that it is a foreign concept. It is high time we changed and polished up our table manners. It is embarrassing to appear unsophisticated while eating at dinner parties, restaurants, or formal occasions; this could lead to missed opportunities and even lowered esteem.

Anyway, I am writing this not because my dining manners are perfect, but because I too need to improve mine. Consider this a learning process for both of us—You and I. I took the liberty to attend a session in the Government Protocol Etiquette and Events Management Course, which was held at the Kenya School of Government.

The class was tutored by Ms. Esther Wambua who taught dinning etiquette, using cutlery, crockery and table manners. Talking of formal and informal meetings, she said, in most traditional dining setups, you will find a set of tableware depending on the number of courses on offer. Typically, most foods are eaten with cutlery, except for finger foods such as sandwiches, crisps, corn on the cob, and some fruits.



Ms. Esther Wambua (in pink jacket) gives a practical lesson on dining etiquette to the Government Protocol Etiquette and Events Management Course participants at the Lower Kabete Campus.

She insisted that it was vital to learn that art of dinning because embarrassment has no trophy, and no one would want to be laughed at publicly. She added that it would not be a good image for a public servant to embarrass themselves and the organizations for which they work. "We are learning this because we do not want to embarrass ourselves, people and our country."

In the practical classes, knowledge on how to handle cutlery, how to approach the table for formal setting, and how waiters approach the table to serve as well as the dos and don'ts at table were shared.

Beverage glasses are always on the right-hand side. The white wine glass is closest, and the water glass is farthest back. Sometimes, only one glass is

offered, but if you have all these before you, remember to identify each correctly.

The cutlery is arranged from the outside in. For example, in a 5-course meal, the soup is served first, so its spoon is placed furthest right of the dinner plate, and the salad fork is placed furthest left.

The cup, saucer, and teaspoon may be added later, as appropriate.

## For a Simple Table Setting

The fork is always on the left, and the spoon and knife are on the right.

## How to Use the Fork and Knife

It would surprise you that many people do not know how to hold their forks and knives.

When cutting food, the fork should be held in the left hand and the knife in the right. While holding the fork, most of its handle

# Etiquette at table while dinning

is covered by the hand, with the index finger at the base just before the tines begin. Note that the fork tines (the sharp ends) should face downward. When bringing food to your mouth, the tines should still face downward unless you switch hands to use the fork.

Hold the knife with the blunt side of the blade facing up and the sharp side down, with the index finger where the blade meets the handle. When not in use, place the knife on the top right edge of the plate; this is the only time you should use your right hand to hold the fork with the tines facing up.

During formal meals, it is advisable to choose foods like beef, fish, or chicken fillet, rice, or fries—avoid anything bony or messy like chicken with bones or burgers, which may challenge

etiquette standards.

Sometimes, your host may choose your meal intentionally, especially in an informal interview, or unintentionally. Learning how to use the fork and knife correctly with all types of meals is essential.

## Basic Dining Tips

- Always wait for the host's signal before starting your meal; it's polite to do so—either wait for them to start eating or for them to indicate the meal has begun.
- Keep your cell phone off or on silent and away from the table. If you forget, apologize and turn it off or silence it.
- Avoid taking photos of your food; it's considered impolite.
- Keep elbows off the table; lightly place your hands on the edge with wrists supported.
- Do not talk with food in your mouth; finish chewing before taking another bite or sip. If chewing gum, swallow it.
- At formal settings, various drinks may be served; avoid alcoholic drinks unless everyone else is having them, and it's appropriate.
- Use "please" and "thank you" when requesting or receiving something.
- Foods like chicken and pizza may be eaten with fingers in very informal or barbecue settings; otherwise, use fork and knife.
- Do not reach over someone's plate for something; ask them to pass it instead.
- Never push food onto your fork or spoon with your fingers; use your knife instead.
- Avoid slurping or eating noisily.
- Do not take food from someone else's plate or try to make them taste yours.
- Do not pick food from your teeth with your fingernails; cover your mouth while using a toothpick.

I will continue writing more articles on dining etiquette, but for now, this should bring you up to speed.

Make it a part of your lifestyle because if it's a one-time thing, you may forget and make mistakes.



The Government Protocol Etiquette and Events Management Course at the School has a component of a practical session on different topics.

# A father: Someone you look up to no matter how tall you grow

BY ADEN OKELLO

**I**t is important to normalize celebrating fathers and father figures. The Kenya School of Government celebrated Father's Day this Thursday, June 20, 2024. The Staff Wellness Committee at Lower Kabete organized a meaningful and colourful day to honor fathers and those aspiring to be dads. Themed "Fathermore", the celebration featured tales and teachings revolving around fatherhood and well-being of men.

Chief Guest, Dr. Ezekiel Mutua, expressed appreciation to all members who not only provide and protect but also, value and uphold peace in their families which he said is the foundation of a nation. According to him, a peaceful family contributes to strong and stress-free organizations, stating, 'A

peaceful family is the anchor of everything. When you, as a man and father, are at peace with your family, you are less likely to carry any stress to work, resulting in increased productivity as an employee.'

It delighted Dr. Mutua that the School holds forums such as this one, "We need to tell more stories about men, and more stories of father figures and their impact to the society, stories of ordinary fathers because most men are wounded and do not have a platform to express themselves or speak up freely."

Citing his publications, "Fathered" and "Friends for life", Dr. Mutua advised, "Teach your children to share, learn to celebrate each other and have a plan at all times; men are heads of families who give directions."

KSG Ag. Director General, Prof. Mohamed Nura, keen on

staff engagement encourages all staff to be active in all areas of their professional lives in order be valuable to themselves and their families and in the long run their society. To the fathers, he said "Being a father is a position of responsibility. As a man or father figure, be present in all the stages of your children's lives. We must realize that children are either brought up or just let to grow. It is important to make sure your children are happy, guide them and provide directions."

Director for Institute for Devolution Studies, Dr. Tom Wanyama, also present during the event, gave his story recalling the wise words of his late father to never leave his children with anyone else. This has been his most memorable lesson to date. He urged fathers to always take care of their children by themselves, to be responsible fathers, to be good fathers and above all, to learn to forgive no matter what. "Take care of your children, be a responsible father and as a good father, learn how to forgive- doesn't matter how hurt you get," he said.

Correspondingly, the Director Security Management Institute, Mr. Humphrey Mokaya gave an ode to his father, describing the love and affection that his father has continued to don on his children even in their adult ages. He acknowledged the sacrifices his father has had to make to make certain that their lives are comfortable at all times and they were educated to the highest standards. "Real men do not seek attention but play their roles for the love of the family," he summarized.



Dr. Ezekiel Mutua, Chief Guest at the Father's Day celebration at the Kenya School of Government, Lower Kabete. Dr. Mutua is renowned CEO, author and motivational speaker.

# Father's Day Celebrations -Lower Kabete



# Fire Marshal and First Aid Training



State Department of Public Works together with the Kenya School of Government, conducted at Fire Marshal and First Aid training at the School.

BY EMILY BOSIBORI

The Kenya School of Government, in collaboration with the State Department of Public Works has conducted a Fire Safety and First Aid Training Program for its staff. The Program ran from June 18 to 21, 2024 at the Lower Kabete Campus. This initiative underscores the importance of a safe working environment for employees. The program aimed to cultivate a culture of observing safety within the School by involving staff from all Departments, Directorates and Institutes. The School understands that having knowledgeable staff that understand safety measures is not only cost saving but also reduces risk, accidents and injuries by identifying and mitigating hazards. It also

improves efficiency and productivity due to fewer employees missing work from illness or injury.

It is a compliance issue that all organizations implement safety regulations and laws. Organizations must have a system that contains policy, organizing, planning and implementation, evaluation and action for improvement

with regards to safety regulations. This includes training employees on the various levels of safety. Responding to fire emergencies and First Aid are some of the lessons that employees should be aware of; staff must go through fire drills, know where fire escapes are located and have some basic practical knowledge on how fire extinguishers work.



# Father's Day Celebrations at Matuga Campus



KSG Matuga Campus celebrated Father's Day with a series of heartfelt speeches and activities, creating a day filled with joy, laughter, and appreciation for all the fathers and father figures in the community.

# Birthday Celebration at Baringo Campus



KSG Baringo Campus celebrated quarter-four born colleagues on Friday 21st June, 2024. This is in line with the staff engagement objective to bring staff together, promote work-life balance, and enhance our overall quality of life. Students from Rift Valley Technical Training Institute who were on their academic trip at the Campus also joined in the celebrations. Happy birthday to each of one, and thank you for everything you do to make KSG fulfill its mandate.

# Weekly Activities in Summary



Ag. Director General Kenya School of Government (KSG), Prof. Nura Mohamed, received Dr. Shaaban M. Suleiman, Principal Institute of Administration.

The School is committed to partnering with other Governments and enhancing the Public Service's capacity in Africa. The Institute of Public Administration Zanzibar benchmarks with the Kenya School of Government, Lower Kabete to seek collaboration with the School in building their Public Service.

At the meeting were Dr. Prisca Oluoch, KSG Director Linkages and Collaborations, and Dr. Hamad Said the Deputy Principal for Planning, Administration, and Finance. Mr. Shaib A. Mwazema who represented the Ministry of State, President's Office, Constitution, Legal Affairs, Public Service, and Good Governance.



The 2024 PIEA WLGA Africa LPG Summit at KSG Mombasa Campus. Ag. Campus Director, Dr. Rukia Atikiya, received the delegates to the Campus. The opening session and morning's roundtable discussions brought together key officials in the energy sector, including Chairperson of the Senate Energy Committee, Senator Wamatinga Wahome, PIEA Chairman Peter Murungi, PS Ministry of Energy and Petroleum Mohamed Liban, and PIEA GM Wanjiku Manyara.

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**Amelia Mwongera**

+254 724 899791

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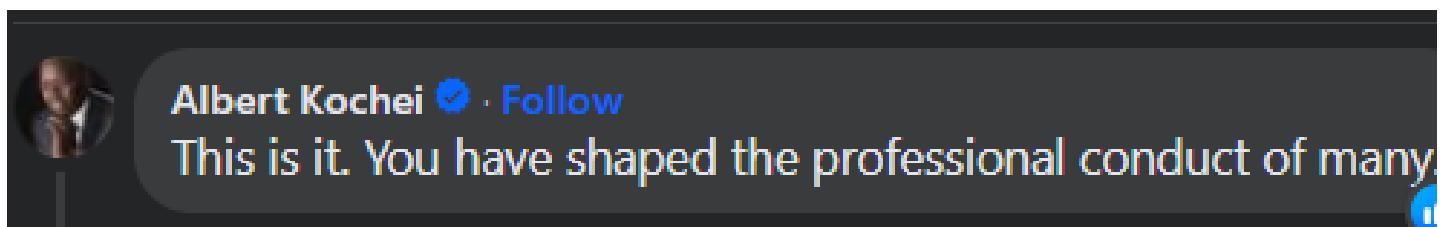
## Leadership Lesson

**The speed of the leader is the speed of the gang**

The leader's qualities and actions are pivotal in shaping the pace, efficiency, and success of their team or organization

~Mary Kay Ash

### *Have your say*



### Humour

#### TEACHERS BE LIKE



### Word of the Week

**1 Corinthians 16:13-14**

Be on your guard;  
stand firm in the faith;  
be courageous; be  
strong.

Do everything in love

**Embu Campus**

Strategic Leadership Development Program No. 428/2024	10th June-9th August, 2024
Public Relations and Customer Care	3rd- 28th June, 2024
Diploma in Social Work No. 44/2023	6th March—7th March, 2025
Strategic Leadership Development Program No.422/2024	27th May - 5th July, 2024
Strategic Leadership Development. Program No.426/2024	3rd June - 12th July, 2024
Senior Management Course No.216/2024	3rd - 28th June, 2024
Senior Management Course No.217/2024	3rd June - 26th July, 2024
Strategic Leadership Development Program No.429/2024	17th June- 26th July, 2024
Supervisory Skills Development Course	17th - 28th July, 2024
Productivity Improvement & Measurement	24th - 28th June, 2024
Retirement Planning Program (State Department for Trade)	24th - 25th June, 2024
Induction Program For Newly recruited Staff- State Department for Medical Services	24th - 28th June, 2024
National Government CDF Board	24th - 28th June, 2024
Huduma Kenya Secretariat	24th - 25th June, 2024

**Lower Kabete**

Strategic Leadership Development Program <b>No.422/2024</b>	20th May -28th June 2024
Diploma in Public Administration (Ministry of Interior)	20th May -5th July 2024
Strategic Leadership Development Programme No. 420/2024	6th May -12th July 2024
Senior Management Course No. 418/2024	22th April - 16th June 2024
Strategic Leadership Development Program No.426/2024	3rd June- 12th July, 2024
Senior Management Course	3rd-28th June, 2024
Management Course for Office Administrators	3rd-28th June, 2024
Supervisory skills development Course	10th-28th June, 2024
Supervisory skills development course No.146/2024	17th-28th June, 2024
Corporate Governance	24th-28th June, 2024
Retirement Planning Program	24th-28th June, 2024
Report Writing Course	24th-28th June, 2024
Financial Accounting, Reporting and Analysis	24th-28th June, 2024
Corporate Governance for Public Sector Board -Thika Water and Sewerage Company	24th-28th June, 2024
IFMIS Training on eProcurement	24th-28th June, 2024
IFMIS Training for Accountants	24th-28th June, 2024
Salaries and Remuneration Commission	24th-26th June, 2024
Creative Arts Skills Development Course	24th-28th June, 2024
Kenya Women Veterinary Association of Kenya	24th-28th June, 2024
Educate!	24 June-5 July, 2024
Executive Office of the President	24 June, 2024
State Department for Public Health and Professional Standards	25th -27th June, 2024
State Department for Foreign Affair	25th-27th June, 2024
NG-CDF	25th-28th June, 2024
Executive Office of the President	26th June, 2024
State Department for Internal Security and National administration	27th-28th June, 2024
Board of Governance Meeting (Mukurweini TTI)	28th June, 2024

**Mombasa Campus**

Middle Management Course for Police Officers	15th April - 5th July,2024
Strategic Leadership Development	3rd - 19th August,2024
Senior Management	3rd- July 26th,2024
Management for Office Administrators (National Treasury)	3rd- 28th June,2024
Senior Management	3rd- 28th June,2024
Records Management Course	10th June - 5th July, 2024
Strategic Leadership Development Program	17th June - 26th July,2024
Management Skills Course	17th June - 12th July,2024
Strategic Leadership Development Program No 424/2024	20th May - 28th June, 2024
Communication Skills for Public Service Officers	17th June-28th June,2024
NG-CDF Igembe South	25th - 27th June, 2024
Retirement Planning	24th - 28th June, 2024
EPRA	24th - 28th June, 2024

**Baringo Campus**

Strategic Leadership Development Program (online)	24th June - 30th August, 2024
Diploma in Public Administration	20th May- 19th November, 2024
Senior Management Course	24th June - July 19th, 2024
Senior Management Course	3rd June-26th July, 2024
National Council for Population and Development Workshop	27th June, 2024

**Matuga Campus**

Diploma in Public Administration No. 1/2024 Ministry of Interior & National Administration	20th May - 23rd August, 2024
Strategic Leadership Development Program No. 417/2024	22nd April - 28th June,2024
Training of Trainers NO.1/2024	3rd - 28th June, 2024
Management of Educational Institutions No. 1/2024	18th -21st June, 2024
Workshop Department for Finance & Economic Planning Kwale County	26th -28th June, 2024

**Editor**

Faith Musoga

**Sub Editor**

Douglas Mochama

**Writers**

Ephline Okoth  
 Beth Muigai  
 Phyllies Muili  
 Glenn Lumiti  
 Tabitha Kemunto

Pauline Ngurukie  
 Sharon Ngina  
 Victor Wahome  
 Christine Rwamba  
 Venus Bartena

**Photographers**

Walter Mikwa  
 Elias Makokha  
 Bosco Marangu

## GET IN TOUCH WITH US

**Kenya School of Government**

P.O Box 23030-00604, Lower Kabete, Nairobi-Kenya

Telephone: +254-20-4015000/0727-496698

Website: [www.ksg.ac.ke](http://www.ksg.ac.ke)Email: [directorgeneral@ksg.ac.ke](mailto:directorgeneral@ksg.ac.ke)Admissions: [info@ksg.ac.ke](mailto:info@ksg.ac.ke)**e-Learning and Development Institute**

P.O Box 30627 - 00100 Nairobi, Kenya

Tel: +254-20-3535873/4/+254-728-606991

Email: [director.eldi@ksg.ac.ke](mailto:director.eldi@ksg.ac.ke)Admissions: [info.eldi@ksg.ac.ke](mailto:info.eldi@ksg.ac.ke)**Baringo Campus**

P.O Box 91, Kabarnet-Kenya

Mobile: 0709252900

Email: [director.baringo@ksg.ac.ke](mailto:director.baringo@ksg.ac.ke)  
 admission.baringo@ksg.ac.ke

**Matuga Campus**

P.O Box 31-80406, Matuga

Cell: 0770 770 021

Email: [director.matuga@ksg.ac.ke](mailto:director.matuga@ksg.ac.ke)  
 admissions.matuga@ksg.ac.ke

**Embu Campus**

P.O Box 402-60100, Embu-Kenya

Tel: +254-(068) 231824/2231866/2231364

Cell: 0792718171

Email: [director.embu@ksg.ac.ke](mailto:director.embu@ksg.ac.ke)  
 admissions.embu@ksg.ac.ke

**Mombasa Campus**

P.O Box 84027-80100, Mombasa

Tel: +254-041-2227113/2228800/2226871

E-mail: [director.mombasa@ksg.ac.ke](mailto:director.mombasa@ksg.ac.ke)  
 admissions.mombasa@ksg.ac.ke

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- 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
- Centre for Customer Service Excellence
- e-Learning Development Institute
- Security Management Institute
- Margaret Kenyatta Institute for Gender and Social Development
- Institute for Devolution Studies

## We welcome your feedback

[communications@ksg.ac.ke](mailto:communications@ksg.ac.ke)

@KSGKenya



Kenya School of Government