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REPUBLIC OF KENYA

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PRESIDENT'S CIRCULAR No. 1 OF 1968

*Organization of the Government  
of the Republic of Kenya*



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REPUBLIC OF KENYA

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President's Office  
P.O. Box 30510  
Nairobi

6th January 1968

President's Circular No. 1/68

**ORGANIZATION OF THE GOVERNMENT OF THE REPUBLIC OF KENYA**

This Circular brings up to date and replaces President's Circular No. 1/67.

G. K. KARIITHI,  
*Permanent Secretary,  
President's Office.*

To:—

- All Ministers.
- All Assistant Ministers.
- All Permanent Secretaries (with sufficient copies for all Heads of Departments).
- All Heads of Departments not responsible to Ministries.
- All Provincial Commissioners.
- The District Commissioner, Nairobi Area.

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## 1. OFFICE OF THE PRESIDENT

Harambee House, Harambee Avenue  
P.O. Box 30510, Nairobi  
Telephone: 27411  
Telegrams: "RAIS"

The President of the Republic of Kenya, Commander-in-Chief of the Armed Forces.—

**His Excellency the Hon. Mzee Jomo Kenyatta, M.P.**

Minister of State.—HON. MBIYU KOINANGE, M.P.

Minister of State.—HON. C. M. G. ARGWINGS KODHEK, M.P.

*Permanent Secretary and Secretary to the Cabinet.*—MR. G. K. KARIITHI.

*Permanent Secretary and Director of Personnel.*—MR. W. N. WAMALWA.

*Permanent Secretary for Foreign Affairs.*—MR. J. KYALO.

### FUNCTIONS

State House and Lodges.  
Cabinet Office.  
Administration including Provincial Administration.  
Ministers' and Assistant Ministers' Appointments and Leave of Absence.  
Appointment of Ambassadors.  
Organization of Government.  
Kenya Flag and Coat of Arms.  
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East African Common Services Organization.  
National Assembly.  
Civil Service—Establishments, Africanization and Training.  
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Ministers' and Assistant Ministers' Terms of Service and Housing.  
Honours and Awards.  
Foreign Policy.  
International Organizations.  
Pan-African Affairs.  
Kenya Embassies Abroad.  
International Treaties, Conventions and Agreements.  
Diplomatic Privileges and Immunities.  
Protocol and Credentials.  
Consular Matters.

### KENYA MISSIONS ABROAD

#### *United Kingdom*

H.E. DR. J. N. KARANJA, *High Commissioner.*

45 Portland Place, London, W.1.

Telegrams: "KENYAREP LONDON"; Telephone No.: Museum 2371.

#### *United States of America — United Nations Organization*

H.E. BURUDI NABWERA, *Ambassador.*

Kenya Mission to the U.N., 866 U.N. Plaza, Room 486, New York 10017, (U.S.A.);

New York (U.S.A.), Telegrams: "KENYAREP"; Telephone No.: New York 421-470;

Washington (U.S.A.), Telegrams: "KENYAREP, WASHINGTON"; Telephone No.: Washington 234-4350.

#### *Federal Republic of Germany*

H.E. D. OWINO, *Ambassador.*

Kenya Embassy in Bonn,  
532 Bad Godesberg,  
Victoriastrasse 17, Bonn,  
West Germany.

Telegrams: "KENYAREP BAD  
GODESBERG"; Telephone: 68966.

#### *France*

H.E. D. OWINO, *Ambassador.*

Kenya Embassy in Paris,  
11 Avenue Ferdinand, Buisson 11,  
Paris 16e (France).

Telegrams: "KENYAREP PARIS";  
Telephone: 408-18-48.



## KENYA MISSIONS ABROAD—(Contd.)

*United Arab Republic*H.E. HENRY N. MULLI, *Ambassador.*

Kenya Embassy in Cairo, 7 Ahmed El-Melehy Street, Dokki, Cairo (U.A.R.).

Telegrams: "KENYAREP CAIRO"; Telephone No.: Cairo 816941.

*Union of Soviet Socialist Republics*H.E. D. KAYANDA, *Ambassador.*

Kenya Embassy in Moscow, Bolshaya Ordinka 70, Moscow, U.S.S.R.

Telegrams: "KENYAREP MOSCOW"; Telephone No.: 33-86-65, 33-86-17.

*Peoples Republic of China*H.E. T. KOSKE, *Ambassador.*

Kenya Embassy in Peking, No. 9 Sun Li Tun Building, Peking, China.

Telegrams: "KENYAREP PEKING".

**2. THE VICE-PRESIDENT'S OFFICE AND MINISTRY OF HOME AFFAIRS**

Jogoo House,

P.O. Box 30520, Nairobi.

Telephone: 24221

Telegrams: "MAKAMU"

The Vice-President and Minister for Home Affairs.—**H.E. D. T. arap Moi, M.P.**

Assistant Ministers.—HON. R. S. MATANO.

HON. OMOLO AGAR, M.P.

*Permanent Secretary.*—MR. A. J. OMANGA.

## KENYA POLICE HEADQUARTERS

P.O. Box 30083, Nairobi

Telephone: 24275

Telegrams: "VIGILANCE"

*Commissioner of Police.*—MR. B. HINGA.*Commissioner of Prisons.*—MR. A. K. SAIKWA.

## FUNCTIONS

Police.

Internal Security.

Prisons.

Immigration, Passports and Visas.

Alien Refugees.

Approved Schools.

Criminal Lunatics.

Firearms.

Government Chemist.

Lotteries and Betting.

Probation Services.

Registration of Persons

Remand Homes.

Repatriation.

Restriction.

Citizenship.



### 3. MINISTRY OF FINANCE

Treasury Building, Harambee Avenue, P.O. Box 30007, Nairobi

Telephone: 24261

Telegrams: "FINANCE"

Minister for Finance.—**Hon. J. S. Gichuru, M.P.**

Assistant Minister.—Vacant.

*Permanent Secretary.*—MR. J. N. MICHUKI.

#### FUNCTIONS

The supervision, control and direction of all matters related to the financial affairs of the country, including:

Government Expenditure, Revenue and Borrowing.

Taxation.

Exchange Control.

Balance of Payments.

Banks and Banking.

Custodian of Government Property.

General Economic Policy in consultation with other Ministers concerned in economic matters.

Civil Service.—Terms of Service. (Papers dealt with by Director of Personnel.)

### 4. MINISTRY OF ECONOMIC PLANNING AND DEVELOPMENT

Treasury Building, Harambee Avenue, P.O. Box 30007, Nairobi

Telephone: 24261

Telegrams: "FINANCE"

Minister for Economic Planning and Development.—**Hon. T. J. Mboya, M.P.**

Assistant Minister.—HON. J. Z. KASE, M.P.

*Permanent Secretary.*—MR. P. NDEGWA.

#### FUNCTIONS

Development Planning.

Co-ordination of Economic Matters.

Population Census.

Statistics.

Technical Assistance.

### 5. MINISTRY OF DEFENCE

Harambee Avenue, Harambee House, P.O. Box 668, Nairobi

Telephone: 27411

Telegrams: "DEFENCE"

The Minister for Defence.—**Hon. Dr. Njoroge Mungai, M.P.**

Assistant Minister.—HON. J. NJERU, M.P.

*Permanent Secretary.*—MR. J. W. MUREITHI.



## 5. MINISTRY OF DEFENCE—(Continued)

### KENYA ARMY HEADQUARTERS

P.O. Box 30503, Nairobi

Telephone: 21231

Telegrams: "ARMY"

*General Officer Commanding Kenya Army.*—BRIG. J. M. L. NDOLO.

### KENYA AIR FORCE HEADQUARTERS

Eastleigh, Nairobi

Telephone: 55293

Telegrams: "KAF"

*Officer Commanding Kenya Air Force.*—GROUP CAPT. I. S. STOCKWELL, D.F.C., A.F.C.

### KENYA NAVY HEADQUARTERS

Private Bag, Docks Post Office, Mombasa

Telephone: Likoni 212

Telegrams: "NAVY"

*Officer Commanding Kenya Navy.*—COMMANDER E. M. C. WALKER, R.N.

### FUNCTIONS

Defence.

Kenya Army.

Kenya Air Force.

Kenya Navy.

## 6. MINISTRY OF AGRICULTURE AND ANIMAL HUSBANDRY

Rhodes House, Kenyatta Avenue, P.O. Box 30028, Nairobi

Telephone: 21701

Telegrams: "MINAG"

Minister for Agriculture and Animal Husbandry.—**Hon. Bruce McKenzie, D.S.O., D.F.C., M.P.**

Assistant Ministers.—HON. W. C. MURGOR, M.P.  
HON. T. N. MALINDA, M.P.

*Permanent Secretary.*—MR. D. C. MLAMBA.

*Director of Agriculture.*—MR. P. S. T. MIRIE.

*Director of Veterinary Services.*—MR. MURIITHI.

### FUNCTIONS

Agriculture and Agricultural Research.

Animal Health and Control of Livestock Disease.

Irrigation.

Water Development and Supplies.

Land Use and Development.

Livestock and Livestock Products.

Locusts.

Marketing of Agricultural and Livestock Produce.

Soil Conservation.

Tsetse Fly Survey and Control.

Veterinary Services and Research.

Range Management.



30th January 1968

**AMENDMENT SLIP FOR PRESIDENT'S CIRCULAR NO. 1 OF 1968**

Please NOTE the following amendments and additions to President's Circular No. 1 of 1968.

## PAGE 1.

## OFFICE OF THE PRESIDENT

*Functions*

*Delete* "East African Common Services Organization" and *substitute* "East African Community".

## PAGE 4.

## MINISTRY OF DEFENCE

*Officer Commanding Kenya Air Force*

*Delete* "Group Capt. I. S. Stockwell, D.F.C., A.F.C." and *substitute* "Group Capt. F. Rothwell".

*Officer Commanding Kenya Navy*

*Delete* "Commander E. M. C. Walker, R.N." and *substitute* "Commander A. A. Pearse.

## MINISTRY OF AGRICULTURE AND ANIMAL HUSBANDRY

*Add* immediately after Director of Veterinary Services—

*Director of Water Development.*—Mr. O. S. Chege.

## PAGE 7.

## MINISTRY OF HOUSING

*Add* immediately after Permanent Secretary—

*General Manager National Housing Corporation.*—Mr. S. G. Ayany.

*Functions*

*Delete* "Central Housing Board" and *substitute* "National Housing Corporation".

## PAGE 8.

## OFFICE OF THE ATTORNEY-GENERAL

## JUDICIARY

*Registrar High Court.*—

*Delete* "Mr. G. Waddell" and *substitute* "Mr. A. A. Kneller".

## PAGE 9.

## MINISTRY OF CO-OPERATIVES AND SOCIAL SERVICES

*Add* immediately after Permanent Secretary—

*Director of Community Development and of Social Services.*—Mr. J. Njenga.

*Commissioner of Co-operative Development.*—Mr. D. J. Nyanjom.

## MINISTRY OF COMMERCE AND INDUSTRY

*Add* immediately after Permanent Secretary—

*Director of Trade and Supplies.*—Mr. M. Kabetu.

## PAGE 10.

## MINISTRY OF NATURAL RESOURCES

*Delete* Chief Conservator—Mr. J. P. W. Logie and *Substitute*—

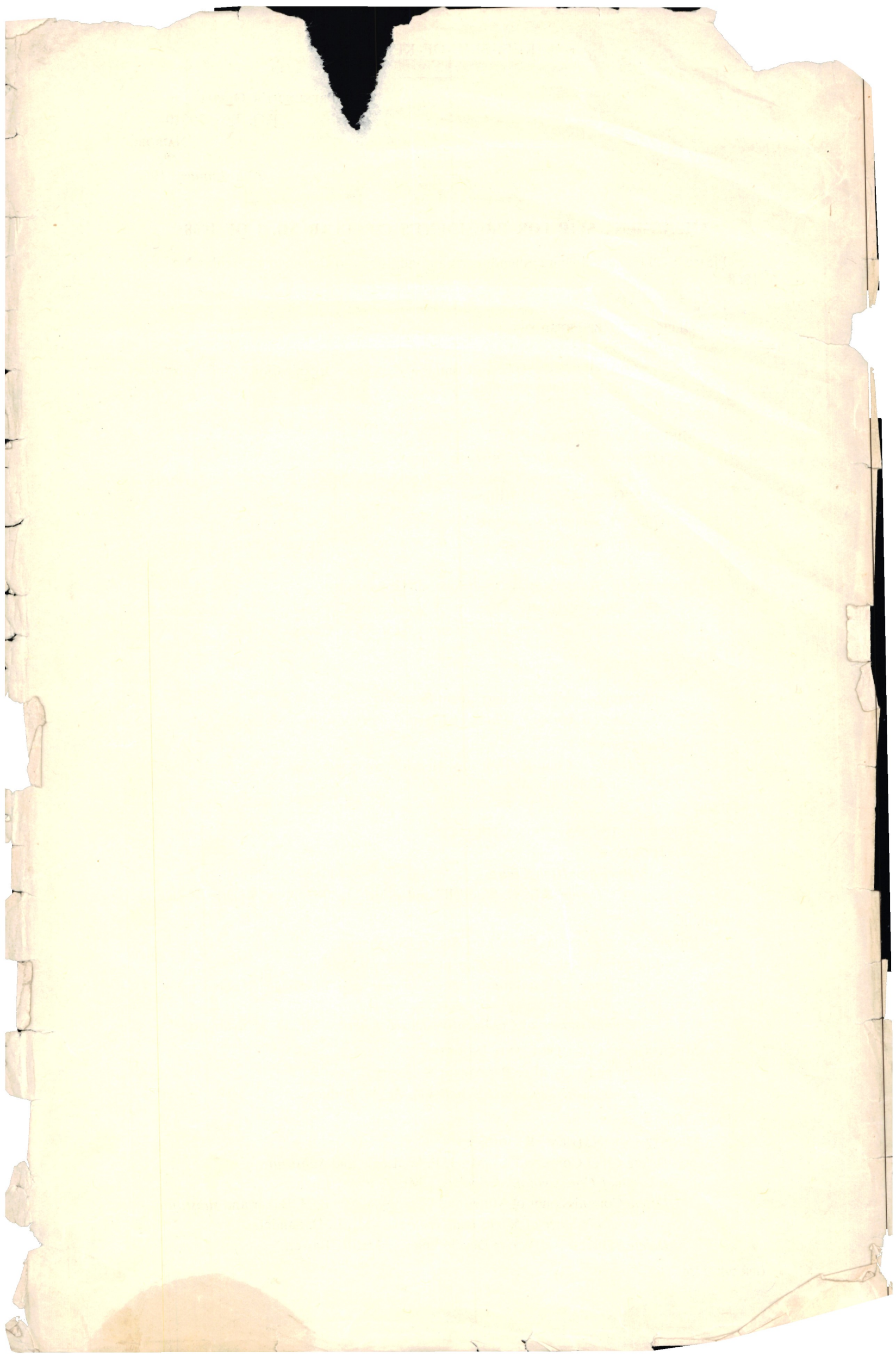
*Chief Conservator of Forests.*—Mr. J. P. W. Logie.

*Delete* Commissioner of Mines and Geology.—Mr. B. H. Baker and *substitute*—

*Commissioner of Mines and Geology.*—Mr. L. D. Sanders.

*Delete* "Director of Water Development.—Mr. R. Barrett."







## 7. MINISTRY OF HEALTH

Medical Headquarters, Harambee Avenue, P.O. Box 30016, Nairobi

Telephone: 27381

Telegrams: "MINHEALTH"

Minister for Health.—**Hon. J. D. Otiende, M.P.**

Assistant Minister.—**HON. J. L. N. OLE KONCHELLAH, M.P.**

*Permanent Secretary and Director of Medical Services.*—**DR. J. C. LIKIMANI.**

### FUNCTIONS

Medical Services.  
Clinics.  
Control of Dangerous Drugs.  
Dispensaries.  
Health Education.  
Hospitals and Hospital Fund Authorities.  
Maternity Services.  
Nurses and Midwives.  
Public Health Services, including cemeteries and disposal of the dead.  
Dangerous and Offensive Trades.  
Epidemic and Endemic Diseases.  
Food and Food Handling.  
Insanitary Nuisances.  
Pharmacies and Drug Stores.  
Quarantine Administration.  
Sanitary Services in Townships.

## 8. MINISTRY OF LOCAL GOVERNMENT

Jogoo House, P.O. Box 30004, Nairobi

Telephone: 24221

Telegrams: "AUTHORITY"

Minister for Local Government.—**Hon. L. G. Sagini, M.P.**

Assistant Ministers.—**HON. KARIUKI NJIIRI, M.P.**

**HON. N. W. MUNOKO, M.P.**

*Permanent Secretary.*—**T. C. J. RAMTU.**

### FUNCTIONS

Local Government.  
Liaison with Local Authorities on Local Government Matters.  
The Local Government Loans Authority.  
The Local Authorities Provident Fund.  
Training of Local Government Staff.  
Bursaries and Courses for Members and Staff of Local Authorities.  
Local Authority Audit Service.

## 9. MINISTRY OF WORKS

Ministry of Works, P.O. Box 30260, Nairobi

Telephone: 27411

Telegrams: "MINWORKS"

Minister for Works.—**Hon. D. Mwanyumba, M.P.**

Assistant Ministers.—**HON. E. K. K. BOMETT, M.P.**

**HON. G. GODANA, M.P.**

*Permanent Secretary.*—**MR. R. J. OUKO.**

### FUNCTIONS

Government Coast Agent.  
Central Tender Board.  
Inventory of Government Property.  
Materials Testing.  
Mechanical Services.  
Public Works, including:  
Buildings.  
Drainage.  
Electrical Services.  
Supplies and Stores.  
Maintenance of Public Buildings.  
Roads.



## 10. MINISTRY OF LABOUR

Jogoo House, P.O. Box 326, Nairobi

Telephone: 24221

Telegrams: "LABCOM"

Minister for Labour.—**Hon. E. N. Mwendwa, M.P.**

Assistant Ministers.—HON. FREDERICK KUBAI, M.P.

HON. OSELU-NYALIK, M.P.

*Permanent Secretary and Labour Commissioner.*—MR. T. K. B. MBATHI.

*Director of National Youth Service.*—MR. G. W. GRIFFIN.

### FUNCTIONS

Labour Policy including—

Enforcement of the country's labour laws.

Inspection of all employing undertakings.

Employment of Women, Young Persons and Children.

Trade Disputes, Conciliation and Settlement Procedures.

Joint Negotiating and Consultative Machinery.

Trade Unions and Employers' Organizations.

Industrial Safety.

Trade Testing.

Registration and supervision of apprentices.

Manpower; Employment Service; Unemployment.

Workmen's Compensation; Provident Funds and Superannuation Schemes.

The International Labour Office; C.C.T.A./I.L.I.

National Youth Service.

## 11. MINISTRY OF EDUCATION

Gill House, P.O. Box 30040, Nairobi

Telephone: 24205

Telegrams: "EDUCATION"

Minister for Education.—**Hon. Dr. J. G. Kiano, M.P.**

Assistant Ministers.—HON. E. E. KHASAKHALA, M.P.

HON. G. MUTISO, M.P.

*Permanent Secretary.*—MR. J. K. NJORGE.

*Chief Education Officer.*—MR. KYALE MWENDWA.

### FUNCTIONS

Education Policy.

Primary, Secondary and Higher Education including Overseas Education.

British Council.

Languages.

Public Examinations.

Student Welfare.

United Nations Educational, Scientific and Cultural Organization.

Schools Broadcasts.



## 12. MINISTRY OF TOURISM AND WILDLIFE

Nature House, Victoria Street, P.O. Box 30027, Nairobi

Telephone: 20484

Telegrams: "NATURE"

Minister for Tourism and Wildlife.—**Hon. S. O. Ayodo, M.P.**

Assistant Ministers.—HON. JAN MOHAMED, M.P.

HON. J. K. OLE TIPIS, M.P.

*Permanent Secretary.*—MR. A. P. ACHIENG.

*Chief Game Warden.*—MR. N. NG'ANG'A.

*Chief Fisheries Officer.*—MR. C. E. P. WATSON.

### FUNCTIONS

Game.

Fisheries.

National Parks.

Liaison with Tourist Associations.

Promotion of Tourism.

## 13. MINISTRY OF LANDS AND SETTLEMENT

Silopark House, Queensway, P.O. Box 30450, Nairobi

Telephone: 27831

Telegrams: "SETTLEMENT"

Minister for Lands and Settlement.—**Hon. J. H. Angaine, M.P.**

Assistant Minister.—HON. J. M. GACHAGO, M.P.

*Permanent Secretary.*—MR. J. K. ARAP KOITIE.

*Director of Settlement.*—MR. J. MBURU.

*Commissioner of Lands.*—MR. J. A. O'LOUGHLIN.

*Director of Surveys.*—MR. P. P. ANYUMBA.

### FUNCTIONS

Land Settlement.

Administration of State Land.

Administration of Trust Land.

Central Authority.

Land Registration.

Valuation of Government land and of land for rating purposes

Valuation for Estate Duty and other purposes.

Surveys for Registration of Titles.

Land Consolidation Surveys.

Surveys for Settlement Schemes.

Boundary Surveys and Descriptions.

Mapping.

Town Planning.

## 14. MINISTRY OF HOUSING

Jogoo House, Harambee Avenue, P.O. Box 5958, Nairobi

Telephone: 24221

Telegrams: "HOUSEMIN"

Minister for Housing and Social Services.—**Hon. P. J. Ngei, M.P.**

Assistant Minister.—HON. P. L. RURUMBAN, M.P.

*Permanent Secretary.*—MR. J. N. OLUOCH.

### FUNCTIONS

Housing.

Central Housing Board.



### 15. OFFICE OF THE ATTORNEY-GENERAL

Harambee Avenue, P.O. Box 112, Nairobi

Telephone: 27461

Telegrams: "SHERIA"

Attorney-General.—**Hon. C. Njonjo, M.P.** (with Ministerial status).

*Solicitor-General.*—MR. M. K. MWENDWA.

*Registrar-General.*—MR. D. J. COWARD, O.B.E.

#### FUNCTIONS

Constitutional matters.

Courts.

Custodian of Enemy Property.

Elections.

Estate Duty.

Judicial and Legal Affairs.

Legal Education.

Official Receiver.

Public Trustee.

Registration of:

Adoptions.

Banks.

Births and Deaths.

Books and Newspapers.

Building Societies.

Business Names.

Chattels Transfers.

Companies.

Deeds of Arrangement.

Insurance Companies.

Legitimated Persons.

Limited Partnerships.

Marriages.

Patents.

Societies.

Trade Marks.

Trade Unions.

Film Censorship (except licence to make films).

#### JUDICIARY

High Court, P.O. Box 30041, Nairobi.

Telephone: 21221

Telegrams: "COURTS"

*Chief Justice.*—SIR JOHN AINLEY, M.C.

*Registrar High Court.*—MR. G. WADDELL.

### 16. MINISTRY OF POWER AND COMMUNICATIONS

Harambee House, Harambee Avenue, P.O. Box 30582, Nairobi.

Telephone: 27411

Telegrams: "MINPOWER"

Minister for Power and Communications.—**Hon. J. Nyamweya, M.P.**

Assistant Ministers.—HON. D. C. N. MOSS, M.P.

HON. J. MASINDE, M.P.

*Permanent Secretary.*—MR. P. SHIYUKAH.

#### FUNCTIONS

Power.

Electricity.

Communications Policy (Except Roads).

Civil Aviation.

Aerodromes.

Meteorology.

Railways and Harbours.

Road Transport Licensing and Road Traffic.

Government Printer.

Telecommunications.

Shipping.



### 17. MINISTRY OF INFORMATION AND BROADCASTING

Jogoo House, P.O. Box 30025, Nairobi

Telephone: 24221

Telegrams: "KNOWLEDGE"

Minister for Information and Broadcasting.—**Hon. J. Osogo, M.P.**

Assistant Ministers.—HON. H. J. ONAMU, M.P.

HON. S. M. AMIN, M.P.

*Permanent Secretary and Director of Information.*—MR. P. J. GACHATHI.

#### FUNCTIONS

Broadcasting and Television Policy.

Broadcasting Advisory Board.

Film Licensing.

Government Film Projects.

Information Services (including Publications and Photographic Services).

Kenya News Agency and Press Office.

Kenya Government Public Relations.

Voice of Kenya Administration and Control.

### 18. MINISTRY OF CO-OPERATIVES AND SOCIAL SERVICES

Marshall's Building, Harambee Avenue, P.O. Box 30547, Nairobi

Telephone: 28751

Telegrams: "JAMAA"

Minister for Co-operatives and Social Services.—**Hon. R. G. Ngala, M.P.**

Assistant Ministers.—HON. B. C. MAISORI-ITUMBO, M.P. and HON. G. N. KALYA, M.P.

*Permanent Secretary.*—MR. G. S. K. BOIT.

#### FUNCTIONS

Co-operative Development.

Social Services:

Community Development.

Self-help Schemes.

Kenya Association of Youth Centres.

Kenya National Council of Social Services.

Social Welfare Organization.

Social Research.

Sports.

Adult Education.

### 19. MINISTRY OF COMMERCE AND INDUSTRY

Jogoo House, P.O. Box 30050, Nairobi

Telephone: 24221

Telegrams: "INDMIN"

Minister for Commerce and Industry.—**Hon. Mwai Kibaki, M.P.**

Assistant Ministers.—HON. S. S. OLEITIPTIP, M.P.

HON. A. K. KERICH, M.P.

*Permanent Secretary.*—MR. K. S. N. MATIBA.

#### FUNCTIONS

Trade and Commerce, including Import and Export Control.

Export Trade and the Export Promotion Council.

Development of Industry.

Essential Supplies.

Weights and Measures.



**20. MINISTRY OF NATURAL RESOURCES**

Kenya House, Koinange Street, P.O. Box 30126, Nairobi

Telephone: 22800

Telegrams: "ASILI"

Minister for Natural Resources.—**Hon. J. J. M. Nyagah, M.P.**

Assistant Minister.—**HON. A. K. WAMUTHENYA, M.P.**

*Permanent Secretary*.—**MR. J. M. OJAL.**

*Chief Conservator*.—**MR. J. P. W. LOGIE.**

*Commissioner of Mines and Geology*.—**MR. B. H. BAKER.**

*Director of Water Development*.—**MR. R. BARRETT.**

**FUNCTIONS**

Forests.

Geological Surveys and Research.

Development of Mineral Resources.

Archaeology.

Museums.

Kenya Cultural Centre.

National Library Service.

Archives.

**21. THE PUBLIC SERVICE COMMISSION OF KENYA**

County Hall, Parliament Road, P.O. Box 30095, Nairobi

Telephone: 23901

Telegrams: "CIVCOM"

*Chairman*.—**B. S. NGAIRA.**

*Secretary*.—**G. MUSEMBI.**

**FUNCTIONS**

Recruitment.

Promotions—including acting appointments.

Confirmations and Discipline of the Civil Service.

**22. EXCHEQUER AND AUDIT DEPARTMENT**

Jogoo House, P.O. Box 30084, Nairobi

Telephone: 24221

Telegrams: "AUDITOR"

*Controller and Auditor-General*.—**D. E. BARNETT, B.A. (CANTAB.).**

*Director of Audit*:—**D. G. NJORGE.**

**FUNCTIONS**

Audit of Government Accounts.

**23. NATIONAL ASSEMBLY**

*Speaker*—**HON. H. SLADE, M.P.**

*Clerk*—**MR. L. NGUGI.**

**FUNCTIONS**

Business in the National Assembly.

Welfare of Members of National Assembly.

Hansards.

Commonwealth Parliamentary Association.







