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Ref: NITA/HR&ADMIN/STF/CON./02/Vol.I

Date 19th November, 2015

To: The Under listed

SUBJECT: RESTRUCTURING OF LEVY DEPARTMENT (PLACEMENT AND DEPLOYMENT OF STAFF)

The Levy Administration Department is undergoing restructuring. The NITA Board has directed management to realign and place staff in the affected areas on the interim.

Following this directive, the below listed placement/deployments take place with immediate effect.

SN	NAME	JOB GRD	CURRENT STATION	NEW STATION / REPORTING TO	DEPARTMENT	TASK AREAS	SPECIFIC ROLE
1.	Fidelis O. Odumo	10	Head Quarters	MITC - Mombasa CM - MITC	Enterprise Development & Marketing	Senior Enterprise Development & Marketing Officer	Spearhead Market Activities for NITA the Coastal Region
2.	Buda B. Kabale	10	Head Quarters	TDC - Athi River CM - TDC	Enterprise Development & Marketing	Senior Enterprise Development & Marketing Officer	Spearhead Market Activities for NITA in the in Eastern Regic
3.	Felix O. Ogutu	10	Head Quarters	KITC - Kisumu CM - KITC	Planning & Monitoring	Senior Planning Officer	Assist Planning & Monitoring Department activities in Kisumu Region
4.	Edith M. Ng'ayo	9	Head Quarters	TDC - Athi River CM - TDC	Industrial Training	Librarian I	Setup NITA Library and Resource Centre in the New Conference Centre
5.	Stephen K. Kamau	9	Head Quarters	MITC - Mombasa CM - MITC	Planning & Monitoring	Planning Officer I	Assist Planning & Monitoring Department activities in Mombasa Region

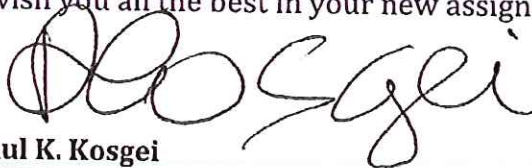
X	6.	David K. Sirma	9	Nyeri Region	NIVTC CM - NIVTC	Human Resource and Administration Department	Administrative Officer I	Assist in Administrative duties at NIVTC
X	7.	Benjamin L. Lorunyei	9	Embu Region	KITC - Kisumu CM - KITC	Enterprise Development & Marketing	Enterprise Development & Marketing Officer I	Spearhead Marketing Activities for NITA in the in Kisumu Region
X	8.	Alfred O. Jamal	9	Kisumu Region	Head Quarters Ag. F & LA	Finance and Levy Administration	Accountant I	Provide accounting services at NITA HQ
	9.	Bartuos Kipkemboi	8	Head Quarters	KITC - Kisumu CM - KITC	Human Resource and Administration Department	Administrative Officer II	Assist in Centre Administration Activities
	10.	Hellen Wangu Kabubei	7	Head Quarters	TDC - Athi River CM - TDC	Planning & Monitoring	Planning Officer I	Assist Planning & Monitoring Department activities in Eastern Region
	11.	Mary Wanjiru Kimani	7	Head Quarters	TDC - Athi River CM - TDC	Human Resource and Administration Department	Human Resource Assistant I	Assist in Human Resource Administration Duties
	12.	Simon Peter Kariuki	5	Head Quarters	KITC - Kisumu CM - KITC	Administration - Registry Section	Records Management Officer	Setup and Manage Registry & Records Mgt section at KITC
	13.	Wilfred Onyango Ogongo	5	Head Quarters	MITC - Mombasa CM - MITC	Supply Chain Management	Supply Chain Management Assistant	Assist in Supply Chain management duties Mombasa
	14.	Pamela Akeyo Orwa	5	Head Quarters	NITA HQ Manager, HR & A	Human Resource and Administration Department	Human Resource Assistant I	Assist in Human Resource Administration Duties
	15.	George Ochlang Anangwe	5	Eldoret Region	NITA HQ Manager, HR & A	Human Resource and Administration Department	Human Resource Assistant I	Assist in Payroll Administration at NITA HQ
	16.	John K. Maina	5	Nyeri Region	Nyeri Region Ag. F & LA	Finance and Levy Administration	Assistant Training Levy Inspector II	Assist in Industrial Training Levy Department Functions
	17.	Alex Sena Seki	4	Head Quarters	MITC - Mombasa CM - MITC	Human Resource and Administration Department	Human Resource Assistant I	Assist in Human Resource & Staff Welfare functions in Coastal Region
	18.	Kessia Mary Njeri Mwangi	4	Head Quarters	KITC - Kisumu CM - KITC	Supply Chain Management	Supply Chain Management Assistant	Assist in clerical work
	19.	Rachael Kasichana Iha	3	MITC - Mombasa	Head Quarters Manager, SCM	Supply Chain Management	Supply Chain Management Assistant	Assist in clerical work
	20.	Davidson Kiko Kisengese	8	KTTI	Head Quarters Ag. F & LA	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Industrial Training Levy Department Functions
	21.	Simon Julius Lenanyokie	3	Head Quarters	Nyeri Region Ag. F & LA	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Industrial Training Levy Department Functions
	22.	Paul Masele Litaba	8	Head Quarters	Head Quarters Ag. F & LA	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Industrial Training Levy Department Functions

23.	Rehema Kupalia	2	MITC - Mombasa	MITC - Mombasa CM - MITC	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Indust Training Levy Department Fu
24.	Joseph Jura	7	KTTI	Head Quarters Ag. F & LA	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Indust Training Levy Department Fu
25.	Henry Kibet Keter	9	NIVTC	Embu Region Ag. F & LA	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Indust Training Levy Department Fu
26.	Gideon Bebora Mwamjemi	4	Head Quarters	Eldoret Region Ag. F & LA	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Indust Training Levy Department Fu
27.	Rose Atieno Nyambedha	6	Head Quarters	TDC - Athiriver CM - TDC	Human Resource and Administration	Assistant Human Resource Officer	Reporting to Ce Manager & doin administrative c
28.	James Omwoyo Nyang'au	9	Head Quarters	Nakuru Region Ag. F & LA	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Indust Training Levy Department Fur
29.	Festus Njer Gengah	4	KITC - Kisumu	Kisumu Region CM - KITC	Finance and Levy Administration	Assistant Industrial Training Levy Inspector	Assist in Indust Training Levy Department Fun

The concerned officers should make arrangements to hand over under the supervision of the respective Centre Managers. Officers from Nakuru, Nyeri, Embu and Eldoret Levy Offices should hand over to Ag. Manager Finance and Levy Administration who in turn shall brief the staff on her/his role.

All officers should report to the respective Centre Managers and Heads of Department not later than one week from the date of this memo. By a copy of this memo, the Centre Managers are advised that they will be responsible for routine and daily supervision of staff deployed herein.

I wish you all the best in your new assignment.



Paul K. Kosgei
DIRECTOR GENERAL

Cc.

Director Industrial Training
All Managers
Chief Enterprise Development and Marketing Officer
Chief Planning Officer
ALL Regional Levy Offices