



UNPACKING THE SECRETARIAL PROFESSIONALS BILL, 2017

Presented at KENASA NATIONAL STAKEHOLDERS FORUM - Naivasha
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7th September, 2017

OUTLINE

OBJECTIVES OF REVISED BILL

SALIENT FEATURES OF REVISED
BILL

Q & A





SECRETARIES' BILL

2016


Objectives of the Secretarial Professionals Bill, 2017

▶ To:-

- ❖ Nationally regulate, coordinate and govern the practice of the secretarial profession in Kenya using the **state regulation model**,
- ❖ Provide for the standards and accreditation of secretarial training standards,
- ❖ Provide for the registration and licensing of secretarial professionals,
- ❖ Provide for a professional disciplinary mechanism,
- ❖ Facilitate Capacity building of secretarial profession, and
- ❖ Anchor in law ~ KENASA.



Salient Features of the Bill

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- ▶ Kenya Secretarial Professionals Services Board
 - ▶ Registration of Secretarial Professionals
 - ▶ Licensing of Secretarial Professionals
 - ▶ Accreditation of Secretarial Training Institutions
 - ▶ Professional Disciplinary Mechanism
 - ▶ Financial Provisions for the Board
 - ▶ Kenya Secretaries College
 - ▶ Anchoring KENASA in Law
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- ▶ **Kenya Secretarial Services Board:-**
- ❖ Legal personality as a corporate body- S. 3(2);
 - ❖ Nairobi will be the Headquarters of the Board- S. 4;
 - ❖ Objects & Functions of Board- S. 5;
 - ❖ Board composed of 9 members & an Ex-Officio (CEO)- S. 6;
 - ❖ Powers of the Board- S. 7;
 - ❖ Conduct of Business of the Board- S. 8 & 1st Schedule; and
 - ❖ Employees of the Board- S. 9-13.
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▶ Registration of Secretarial Professionals:-

- ❖ Registration Mandate is of the Board- S. 14;
- ❖ CEO to perform 'Registrar' functions for Secretarial Profession- S. 15;
- ❖ Registration Process- S. 15;
- ❖ National Register for Secretarial Profession-SS. 16 & 17;
- ❖ Accreditation of Secretarial Teaching Institutions- S. 18;
- ❖ Offences relating to Registration- S. 19.



▶ Licensing of Secretarial Professionals:-

- ❖ Regulation of Private Secretarial Practice- S. 20 & including power to make regulations in S.25(1/2);
- ❖ Classes of annual licensing for Public/Private Practice- S. 21;
- ❖ Annual Practice Certificates-
 - ❖ Application – S. 22
 - ❖ Issuance & Expiry – S. 23
 - ❖ Renewal – S. 24
 - ❖ Offences – S. 25 (3).



▶ **Professional Disciplinary Mechanism:-**

- ❖ Disciplinary Committee of 7 Members + CEO - S. 26;
- ❖ Complaint Process- S. 27;
- ❖ Functions of the Disciplinary Committee- S. 28;
- ❖ Disciplinary Process-SS. 29, 30, 31 & 32;

▶ **Financial Provisions of the Board- Part VI**

- ❖ FY; Annual Estimates, Investing Board funds, Keeping accounts and audit of accounts.



▶ **Kenya Secretarial College- S. 40:-**

- ❖ It will have Legal personality headed by a Director- S. 40;
- ❖ Nairobi as HQ, but with Branches across Kenya- S. 40 (3);
- ❖ Roles of the College- S. 40 (5/6);

▶ **Anchoring KENASA in Law:-**

- ❖ All secretarial professionals must be members- S. 41 (1);
 - ❖ Election of National Office Bearers- S. 41 (2/3);
 - ❖ Saving Clause for KENASA- S. 42;
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Way Forward



Q & A

