

**REMARKS BY PRINCIPAL SECRETARY, STATE DEPARTMENT FOR PUBLIC WORKS, PROF. PAUL MARINGA DURING A Training Session On Skills Improvement For Senior Office Administrative Services Personnel At The Mow Sports Club, Nairobi On 23<sup>rd</sup> ,November 2018**

**Colleagues,**

**Ladies and Gentlemen,**

It gives me great pleasure to join you this afternoon for this important skills improvement training. I wish, at the outset to welcome you all to this half-day training that seeks to improve skills for all senior administrative staff in the State Department for Public Works.

The training will provide a platform for you to interact and share experiences and new ideas. Needless to say, my office appreciates and recognises the important role office administrators play in the day-to-day running of the state department and ultimately in the achievement and realisation of our goals and objectives as a state department and the government in general.

**Ladies and Gentlemen,**

I am aware that office administrators are an essential human resource, integral to driving Kenya's development agenda as anchored in the economic blueprint- Vision 2030. It is also not lost on me that you are part and parcel of the government's big four agenda which aims to provide 500,000 affordable houses in the next four years, affordable healthcare for all, ensure national food security and a vibrant manufacturing sector.

It is my expectation that you will use this forum to point out the challenges and shortcomings you face as office administrators. Let me assure you that we will address them and suggest possible solutions such as adopting best practices to give your career a boost.

I note with appreciation your commitment to duty as well as your observance of timelines. The quality of your services is commendable not to mention your adherence to the code of conduct for public servants while on duty.

**Ladies and Gentlemen,** This meeting affords you the opportunity to take stock of your achievements over the years in your career, which include programmes and projects you may have been involved in as well as courses you undertook. In light of technological advancements in all fields and specifically in Information and

Communication Technology (ICT) which impacts your field in a big way, you have no choice but to embrace these emerging trends. I urge you to take advantage of these changes including the ubiquitous social media to make your work easier. The days when you were known for sitting behind manual typewriters or even computers in the office furiously typing away letters or memos are long gone. You can accomplish a lot now by making use of your phone or tablet in the comfort of your seat at home.

In this regard, it is incumbent upon you to better yourselves professionally by going for quality and relevant further education in your field to boost your career progression chances. This way, you will serve as role models to junior office administrators and even staff in other fields.

**Ladies and Gentlemen,** you are aware that the government is committed to transforming the country into a knowledge-based economy where creativity, adaptation and use of knowledge are envisaged to be critical factors for economic growth and development. As office administrators, it would be in your interest not to be left behind in this transformation.

In conclusion, let me thank you for participating in this training which will no doubt help to chart the direction innovation and knowledge transfer amongst yourselves will take. I am certain you will have fruitful discussions and be able to come up with implementable recommendations.

Finally, **Ladies and Gentlemen,** it is now my humble duty to declare the half-day training on skills improvement for senior office administrative services personnel in the State Department for Public Works officially open.

**Thank You.**