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Publishing and Printing for YOU

ONLINE EDITION

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Vision

“A knowledgeable and inspired society.”

Mission

“To provide innovative and competitive publishing and printing solutions.”

Values

1. Customer Focus

We are committed to delivering superior customer service.

2. Integrity

We will strive to not only uphold but also demonstrate highest standards of honesty, accountability and impartiality in our engagements with all.

3. Creativity and Innovation

We are committed to creating new ideas and harnessing emerging technologies in the development and delivery of publishing and printing solutions.

4. Quality Publishing and Printing Solutions

We will strive to not only uphold but also demonstrate highest standards of honesty, accountability and impartiality in our engagements with all.

Our Quality Policy

Kenya Literature Bureau is committed to and shall always endeavour to reach the highest level of quality in publishing and printing educational and knowledge materials as stipulated by the ISO 9001 : 2015.

We will:

- Comply with regulatory and statutory requirements.
- Continually improve the effectiveness of our Management Systems.
- Achieve and ensure that our customers receive the highest quality service.
- As a team, be guided by strict adherence to laid down procedures and strive to be competitive and independent; and will protect and uphold our customers interest without compromising the quality standards set.

Our quality objectives shall be established and reviewed at the regular management review meetings.

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The Bureau Ag. Managing Director, Mr Paul Kibet (c) receives the handing over report from outgoing Ag. Managing Director, Mr Julius Aritho (r) as KLB's Chairperson, Dr Rispah Wepukhulu (l) looks on.

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Esteemed Readers,

I wish to invite you to this well-researched and interesting compilation of the Quarter Three issue of your favourite read, *The Publisher*. We feature key activities that took place within the quarters under review.

The Bureau witnessed a change of guard after CPA Julius Aritho's term came to an end on 20th March 2025. The Ministry of Education (MoE) has appointed Mr Paul Kibet to take over the leadership of the Bureau.

We feature the outgoing Ag. Managing Director Julius Aritho in a very informative interview as he narrates his career journey at the Bureau.

This issue also covers KLB's participation in the 21st edition of the Kenya Primary Heads Association (KEPSHA), where the Bureau sponsored and showcased various products.

We have prepared for you these and many more informative, entertaining and interesting articles. Please take time to read the newsletter.

Karibuni!

Ronald Kibaron



We are continuously striving to enhance the quality of our Newsletter by providing information in a simplified manner for all our readers to enjoy. We welcome you to send your articles that can be considered for publication in the next edition. We also request that you send us your feedback on klbpro@klb.co.ke.



Towards Building a Prosperous Bureau

Greetings,

I am truly delighted to make my inaugural remarks in this newsletter. For decades, I have been a loyal user of KLB books, particularly the Secondary category. I had no idea that one day, I would lead the same institution I admired so much. Now that I'm here, I look forward to creating lasting successes that will shore up the KLB brand.

Dear colleagues, there is power in teamwork, just like how the human body works as a complex system; we need to collaborate and use our skills to get things done. Different parts of the body perform distinct functions that work together to keep the body running smoothly. Similarly, let us combine our efforts to solve our problems and build this great institution together to remain a leading Publisher

and Printer in Kenya and beyond.

Last year, KLB was contracted to distribute Kiswahili textbooks to all Grade Nine learners in public schools under the MoE/KICD/Education policy. I am pleased with the efforts made to ensure the project was executed within the agreed timelines.

The Bureau has submitted 57 titles of Grade 10 Learning and Teaching Materials (LTMs) to KICD on Tuesday, 8th April, 2024. We are hopeful that we will compete well above other publishers and get high approval rates.

While we may face challenges, opportunities arise in equal measure. Let us focus on the bigger picture, which is growing KLB for posterity, to outlive each one of us.

I take over from CPA Julius Aritho, who served this institution as Acting Managing Director with zeal and dedication. I thank him for steering the institution this far.

I thank our parent Ministry, the Board of Management, and staff for their continued support and dedication.

My prayer continues to be drawn from *Romans 12:4*: "For as in one body we have many members, and the members do not all have the same function, so we, though many, are one body in Christ, and individually members one of another".

Mr Paul Kibet
Ag. Managing Director



Change of Guard at the Kenya Literature Bureau

By Diana Olenja

The Bureau Ag. Managing Director, Mr Paul Kibet (standing) addressing members of staff during his inaugural meeting on Tuesday, 25th March, 2025.

Kenya Literature Bureau's Board of Management unveiled Mr Paul Kibet as the incoming Managing Director to take over from Mr Julius Aritho who is proceeding on retirement. The Board Chairperson, Dr Risper Wepukhulu, while addressing senior management, informed them that the appointment of Mr Kibet was in line with the KLB Act, Cap 209 of 2012, which vested the powers with the Cabinet Secretary-Ministry of Education. Dr Wepukhulu thanked Mr Aritho, who was appointed in acting capacity on 29th August 2024, for a job well done in steering KLB for the duration of his assignment. She, further, wished him well as he completed his tenure of service and proceeds on retirement.

The chairperson Dr Wepukhulu asked that all staff support the incoming

Managing Director to ensure that KLB's performance is at its peak. Further, members were asked to have an open mind to learn and unlearn for the betterment of the Bureau. She asked that members of staff are sensitised on the roles and functions of the Board of Management to ease understanding and operations.

The outgoing MD, Mr Aritho, in his remarks thanked the team for having supported him during his term. He appreciated the time he had spent with the entire KLB workforce since his appointment 17 years ago. He added that there is continued need to focus on the bigger picture, which is to safeguard the Bureau's interests and reputation.

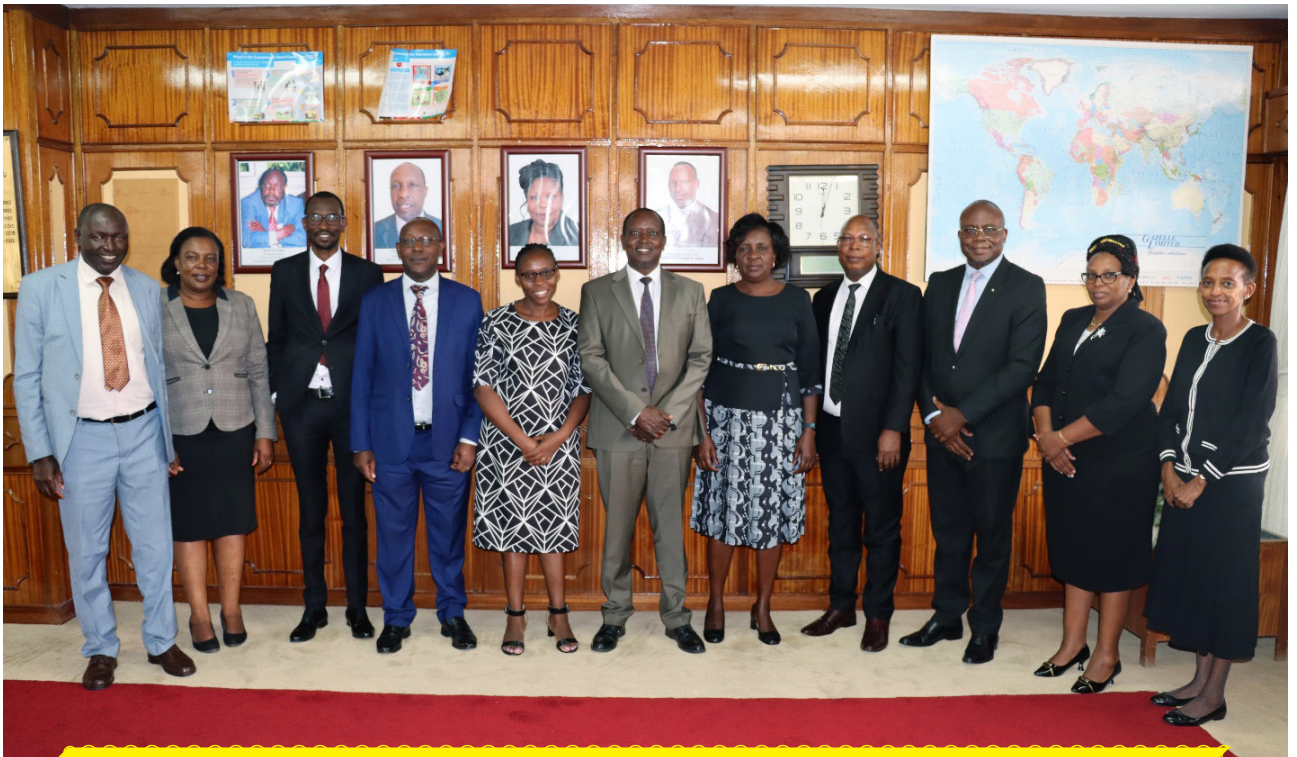
Mr Kibet, the incoming Managing Director, promised to work with everyone



The Bureau new Managing Director, Mr Paul Kibet (r) with the Bureau's Chairperson, Dr Rispah Wepukhulu (c) and outgoing Ag. Managing Director, Mr Julius Aritho (l).

to build synergy and ensure the success of KLB. Mr Paul Kibet, a career administrator and former Director of Secondary Schools at the Ministry of Education, brings with him vast experience and networks that will bolster the Bureau's performance. Mr Kibet has served as a Principal of Chebisas High, Nakuru High and Nairobi Schools. At the time of his appointment, Mr Kibet was Advisor to the Cabinet Secretary.

In his remarks to staff, Mr Kibet assured all of an open door policy and that the growth of KLB is pegged on shared dialogue, mutual respect and collective purpose. He further stated that the Ministry of Education (MoE) cannot actualise its mandate of helping GOK attain social transformation without KLB. In conclusion he asked members of staff to strive and do then best each day.



KLB's Board of Management poses for a photo with the new Managing Director, Mr Paul Kibet (c).



My Legacy: A Journey of Success

Visionary, inspirational, confident, decisive, supportive, integrity-driven—these are the words that describe CPA Julius Aritho, the outgoing Acting Managing Director. He joined the Kenya Literature Bureau (KLB) on 16 May 2006 as an Internal Audit Manager and rose through the ranks to become the Acting Managing Director. He spoke to **Assistant Corporate Communications Officer, Ronald Kibaron** about his career journey.

Question: Who is Julius Aritho?

I would say Julius Aritho is a blend of someone passionate about both his work and his personal life. Outside of the organisation, I'm passionate about travelling, farming, and entrepreneurship. Farming, in particular, is more than just a hobby for me. It is a way of connecting with nature and getting back to my ancestral roots. My forefathers valued coffee and tea farming eons ago. Entrepreneurship fuels my desire to keep learning and creating, and travelling opens my mind to new cultures and appreciating diversity.

But if I'm being honest, the real heart of who I am lies in my family. They are the centre of everything I do. There is something profoundly fulfilling about sharing moments with my wife, children, and grandchildren—the simple joys of laughter, conversations, and quiet moments together. They remind me of life's most important things: love, connection, and legacy. It is in these relationships that I find my true sense of belonging and happiness.

Question: Please walk us through your career journey at Kenya Literature Bureau, up until becoming Managing Director?

My career journey at Kenya Literature

Bureau has been quite fulfilling because there has been a learning opportunity and experience at every stage and more so for doing what I love most.

I joined the Bureau on 16th May 2006 as an Internal Audit Manager. At that time, internal Audit was an independent Section/Unit reporting operationally to the Managing Director and functionally to the Board of Management. The Head of Internal Audit was ranked one level below the other heads of department.

In 2011, I was promoted to head the Finance Department. I later headed the Internal Audit Department until August 2024. On 1st September 2024, I was appointed in an acting capacity to the position of Managing Director, which I held until 20th March, 2025.

Question: Tell us more about your role as Internal Audit Manager?

As an Internal Audit Manager, my main responsibility was to provide consultancy services to the Management and independent assurance to the Board of Management on operations and effectiveness of risk management, internal controls and governance processes in the Bureau. My other responsibilities were capacity building for Internal Audit staff, thereby attracting, developing and retaining a dynamic workforce; Creating partnerships and linkages with our clients comprising Heads of Departments/ Sections and external auditors, among other stakeholders who consume our audit services.

Question: What about your time as the head of Finance Department?

In the Finance Department, my responsibility included providing advice to the Management on matters of finance and overall coordination, control and implementation of the approved

Kenya Literature Bureau's financial policies and procedures and ensuring compliance with International Financial Reporting Standards and Government financial procedures and regulations, management of investment portfolio, appraisal of capital expenditure proposals, formulation and monitoring of financial management plans, budget estimates and cash flow proposals; Coordinating and liaising with banks, office of the auditor general, the National Treasury and the Ministry of Education, Science and Technology on policy matters relating to finance.

Question: What other roles did you hold?

I was a Management Representative in charge of coordinating quality management system activities on ISO 9001:2015 (Formerly ISO 9001:2008) within the Bureau. This included facilitating the documentation of Standard Operating Procedures (SOP), organising internal and external surveillance audits, and conducting management review meetings.

During my service, I was appointed the Integrity Officer/Secretary to the Corruption Prevention Committee, tasked with promoting ethics and integrity values in the Bureau by assessing and making appropriate recommendations for improving the governance process, coordinating corruption prevention activities, including training and sensitising staff, and evaluating corruption prevention strategies.

Question: You took up the leadership role when KLB was facing challenges like court cases, dissatisfaction among staff and unstable business environment. How

did you overcome the challenges and what was your motivation?

First and foremost, I recognised that the key to overcoming these challenges was clear communication and rebuilding trust. I spent a lot of time listening to the concerns of our team members, addressing their fears, and opening honest lines of dialogue, which helped ease the divisions. I also consulted widely with the relevant stakeholders, including my predecessor Mr Victor Lomaria, the Ministry of Education and other relevant State Agencies, the Board of Management, internal and external lawyers, Managers and staff, both of whom were very supportive and offered valuable advice.

Another critical aspect was maintaining focus on KLB's core values and mission, reminding everyone of the importance of making a positive impact and serving the needs of our clients/customers. We set out to develop strategies that not only addressed the immediate issues but also positioned the company for long-term stability and success.

My motivation throughout all of this came from my belief in the people within KLB and my deep sense of responsibility towards the organisation. I've always believed that with the right leadership, any challenge can be overcome.

Question: How would you describe your leadership style, and how did it evolve when you took over as CEO?

My leadership style is transformational. I firmly believe in inspiring and motivating my team, not just managing them. It is about creating a vision that everyone can rally behind and fostering a culture where individuals feel empowered to take ownership of their work and contribute their best ideas.

A quote from John Quincy Adams resonates deeply with my approach: "If your actions inspire others to dream more, learn more, do more, and become more, you are a leader." Leadership is about lifting others up and guiding them toward a shared vision of success.

When I took over as CEO, I had to adapt and embrace a more decisive and strategic role, especially in areas where we needed to make quick, clear decisions.

At the same time, I recognised the importance of staying adaptable. Leadership isn't a one-size-fits-all, and I had to shift between being hands-on in times of crisis and giving my team the autonomy to lead when things stabilised. This evolution was driven by the realisation that leadership isn't just about making decisions. It's about bringing out the best in those around you, especially when times are tough.

Question: Given the complexities of the economic environment and changing readership styles of the younger generation, what would you say is the future of KLB?

The future of KLB is both exciting and challenging. One of the biggest changes we are seeing is a shift toward digital platforms and mobile-first content. Younger readers are more engaged with interactive online content than with traditional print media. At the Bureau, we must adapt to these shifts by enhancing our digital presence and embracing new technologies to deliver content in formats that resonate with younger audiences. Ultimately, I believe the future of KLB lies in its ability to adapt and innovate while

staying true to the mission of delivering valuable, insightful, and impactful content to our readers no matter where or how they choose to consume it.

Question: Do you have advice for those aspiring to head government institutions, especially considering the complexities of the role?

Leading a government institution comes with its own set of unique challenges. One needs to truly understand the mission and the people you're serving. Government work often operates in a complex and sometimes slow-moving environment, but that doesn't mean you can't make meaningful progress. Stay focused on the long-term goals while being flexible enough to navigate the ever-changing political and regulatory landscape.

Building strong relationships is essential. Trust and communication are the foundation of any successful leadership, especially when you are dealing with diverse stakeholders. Be ready to listen actively, be transparent, and know when to act decisively. It is tempting to rush decisions, but the best leaders take the time to gather insights and make informed choices.

Keep the public's needs at the forefront of your mind. Balancing short-term challenges with long-term objectives is a continuous process, but it is what drives real progress and effective leadership.

Lastly, embrace continuous learning. You will never fully anticipate all the complexities until you are in the role, but learning from past experiences, both your own and others, is crucial for navigating the challenges of leadership in government."



The then former Acting Managing Director, Julius Aritho, plants a tree at the Bureau's Head Office to commemorate Mazingira Day on 10th October, 2024 as members of senior management look on.

Question: On several occasions, you have referred to yourself as the "John the Baptist" who prepared the way for Jesus. How ready are we as an institution for the coming of "Jesus"?

Referring to myself as 'John the Baptist' is a way of acknowledging the role I have played in preparing KLB for a new chapter, just as John prepared the way for a greater purpose. It is not about me; it is about setting the foundation for the institution to thrive in the future, long after my time. My role has been to lay the groundwork, address the immediate challenges, and ensure that the organisation is positioned for growth and success.

The systems, strategies, and culture we have been building over the years have positioned us for sustained growth. We have made significant strides in modernising our processes, embracing new technologies, and aligning our team around a shared vision.

That said, readiness is not just about having the right tools; it's about mindset

and preparation. The institution is in a good place, but it will always be a work in progress. The true measure of our readiness will be how well we continue to evolve, adapt, and empower the next generation of leaders to build on what we have started.

Question: What is your parting shot?

I will quote Mahatma Gandhi: "The best way to find yourself is to lose yourself in the service of others." It has been an honour to lead this institution, but the true work lies in what we do together to build a legacy that will last far beyond any single individual.

True leadership does not come from a position of power but from a place of purpose. We are not here to simply manage or survive; we are here to thrive, to create, and to inspire. The future of KLB will depend on how well each of us continues to serve with integrity, passion, and a sense of higher purpose.

Looking ahead, I see the Bureau as a company that remains at the forefront of both print and digital publishing, blending the best of traditional and modern media. We will continue to innovate by incorporating new forms of content, such as multimedia and interactive experiences, to engage with readers in meaningful ways.

Apostle Paul says "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up." Keep pushing, keep believing, and keep serving with all your heart.

The Bureau at 2024 KEPSHA Conference

By Mukui Mbaluka



The KLB team led by Ag. Managing Director CPA, Julius Aritho pose for a photo on the sidelines of the KEPSHA Conference in Mombasa County.

The Kenya Primary Heads Association (KEPSHA) annual conference brought together over 15,000 Primary School heads at the Sheikh Zayed Hall Mombasa from 4th to 7th November 2024. This year's theme focused on digital transition for inclusive and sustainable quality basic education in Kenya. This year was the 21st edition marking dedication to education excellence in Primary schools across the country.

The conference was graced by the Chief of Staff and Head of Public service, Mr Felix Koskei, EGH, Cabinet Secretary, Ministry of Education, Hon Migos Ogamba, EGH, Mombasa County Governor, H E Abdulswamad Shariff Nasir, Principal

Secretary-State Department for Basic Education, Dr Belio Kipsang, CBS, Chairman, Teachers Service Commission, Dr Jamleck Muturi John amongst other guests.

While speaking during the official opening of the conference, Chief of Staff and Head of Public Service, Mr Felix Koskei implored the head teachers present to prudently use the resources allocated to schools wisely through the capitation disbursed to schools. He urged them to ensure there is no wastage in schools to enhance learning outcomes.

Mombasa Governor, Abdulswamad Nasir, lauded the noble profession of teaching and he assured the KEPSHA leadership of continued support.



guidelines documents on Procurement and Finance that enhance transparency of the use of public funds. The Head of Public Service also challenged the heads present to improve the capacity of school Boards as an element of good governance.

While speaking at the closing ceremony, the Cabinet Secretary, Ministry of Education, Hon Migos Ogamba acknowledged the key role teachers play in the foundations of the country. He emphasised on the role of technology as a primary tool for curriculum delivery, equitable and quality teaching.

The Bureau was represented at the conference by former Ag. Managing Director, Julius Aritho, Finance Manager, Francis Mutunga, Assistant Manager, Marketing and Customer Service, Joseph Nyiri, Assistant Sales and Marketing Manager, Justine Koech, Area Sales Manager Coast, Doris Kabira, Senior Assistant Sales and Marketing Officer, Mukui Mbaluka, Sales and Marketing Assistant, Cleophas Belio and Sales Representatives Susan Nzeng'u, Jacob Kilonzo and Vincent Omuya.

Cabinet Secretary, Ministry of Education, Hon Migos Ogamba (r) browses through KLB TopScholar Home Science Grade 8. With him is Asst. Sales and Marketing Manager, Justine Koech (l).

The governor launched the feeding programme for KCSE candidates across the 114 public secondary schools in Mombasa County that will run throughout the examination period.

The delegates were also challenged to reacquaint themselves with Public Service



Sales Representatives Susan Nzeng'u, and Vincent Omuya attending to a delegate.



The Bureau's former Ag. Managing Director, Julius Aritho (Front-3rd L), Francis Mutunga, Finance Manager (Front-2nd L) and Benard Obura Customer Service Manager (Front 4th L) with members of staff at the Sales and Customer Service Branch, Kijabe.

Bureau Marks Customer Service Week



By Ronald Kibaron and Bernard Kibui

The Kenya Literature Bureau (KLB) joined the global community in commemorating International Customer Service Week under the theme "Above and Beyond". Customer Service Week is an annual event held in the first week of October, during which businesses worldwide come together to recognise the critical role customer service plays in their success.

The Bureau's Acting Managing Director, Julius Aritho, led the staff in observing the day during a luncheon at the Sales and Customer Service Branch, Kijabe. He said the week was dedicated to celebrating those who work tirelessly behind the scenes to ensure every customer interaction is exceptional. He added that the Bureau will continue to recognise employee devotion and

emphasise the importance of providing excellent service in developing strong, long-term customer connections.

Francis Mutunga, Finance Manager expressed gratitude to all employees for their contributions to the Bureau's progress. Mr Mutunga also reaffirmed the Bureau's commitment to creating a positive work environment and encouraged employees to continue embracing teamwork.

"Each and every person has a role to play in ensuring that the Bureau achieves its mandate. Those of you who are in Warehouse, Cashiers, Order Entry, Drivers and Cleaners contribute to the generation of revenue," said Mr Mutunga.

A similar function took place at the Bureau's Headquarters where Publishing Manager, Mr Kenneth Jumba and Mrs Roselyn Mugavana, Human Resources Manager were the Chief Guests during a luncheon held to celebrate the Warehouse Team. Also in attendance were Mr Michael Ouma and Mr Gideon Mjambili who represented the Assistant Manager Supply Chain, Mrs Edna Sawe.

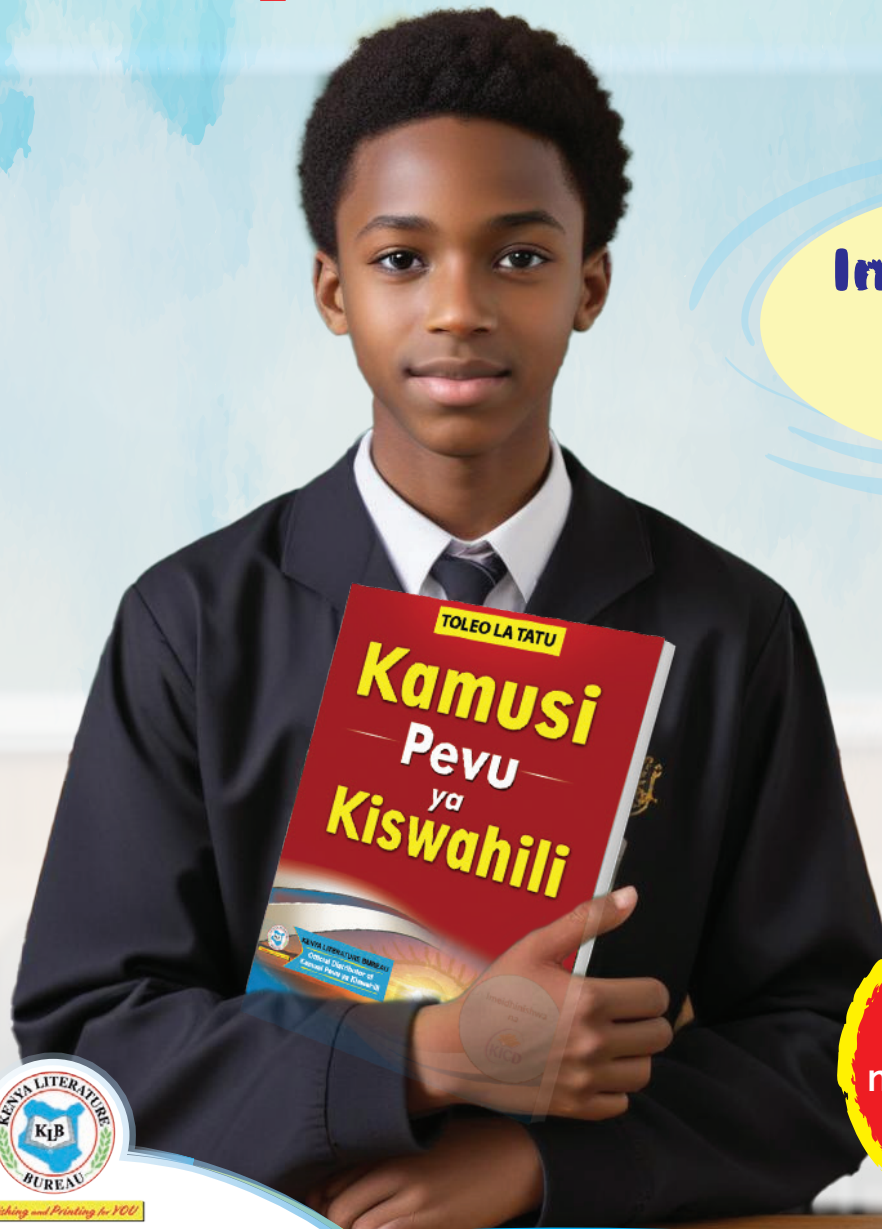
Speaking during the luncheon, the two Managers relayed appreciative remarks and encouraged the members to keep up their efforts in ensuring that orders are dispatched on time. The Warehouse Team extended their appreciation while promising to work hard to ensure that they meet all targets set, especially those expected during the bulk order season soon to commence.



Gacheri Muthaura gifts a customer during Customer Service Week.

Kuna Kamusi na kuna Kamusi Pevu ya Kiswahili

Imeidhinishwa



Kamusi Pevu
inapatikana katika
maduka ya kuuza vitabu
karibu nawe!



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KENYA LITERATURE BUREAU

BUILDING MY SKILLS AT KENYA LITERATURE BUREAU

By Cecilia Juma

Starting my attachment at the Kenya Literature Bureau (KLB) was an exciting yet tense experience. As a Journalism and Digital Media student, this was the perfect opportunity to develop my skills in Corporate Communications. I was assigned to the Corporate Communications Department, where I had the privilege of working with a team that was both professional and warmly collegial, making it easy to adapt.

On my first day, I was reserved, but as the days progressed, I grew more comfortable with my role. The supportive environment in the department played a significant role in this. I engaged in social media monitoring, where I analysed the social media handles of KLB's competitors and tracked what they posted. This task helped me understand the competitive landscape and how organisations position themselves online. Additionally, I read newspapers daily to extract insights that might align with the Bureau's mission and goals. This practice made me more informed.

Additionally, I had the opportunity to work at the reception. This role introduced me to a completely different set of activities. I learnt how to handle incoming calls from external contacts and calls within the organisation. It is a role that

demands attentiveness and a professional demeanour, both of which I've worked hard to master. Furthermore, I assisted in delivering parcels to designated offices, recording parcel details in logbooks and guiding visitors and clients who came into the office. This role improved my interpersonal skills, teaching me how to communicate effectively with different people.



One of the most valuable aspects of this experience has been the exposure to the practical side of Corporate Communications.

It is inspiring to see how departments within an organisation like the Kenya Literature Bureau collaborate to achieve shared goals. This ensures that the organisation maintains a strong public image to streamline internal communication processes.

Reflecting on my experience at the Bureau, I realise how much I have grown professionally. The blend of practical tasks and insights into Corporate Communications gave me a clearer understanding of what it takes to succeed in this field. I have also developed a greater appreciation for the publishing and printing industries as they play an important role in shaping education. As I look ahead, I thank the Management and staff of KLB for the opportunity to learn.

The Bureau Mourns Former Director Abdalla Bii

By Diana Olenja



The late Abdalla Bii during a past book distribution exercise

Mr Abdalla Bii, was a jolly fellow, with a hearty laugh who was appointed to Kenya Literature Bureau's Board of Management in 2016 and served diligently until 2022 as representative of the National Commission for Science and Technology (NACOSTI).

Mourning Mr Bii, friends, colleagues and relatives said he was a man with a deep commitment to community development. His academic journey led him to study in both Kenya and abroad, eventually earning a degree in Law and Social Legislation from the Dr Babasaheb Ambedkar Marathwada University in India. He formed formidable relations and networks with all those whom he studied and worked with.

Mr Bii was known for his charismatic leadership, sharp intellect, and unyielding focus on empowering the youth, advancing education, and improving the livelihood of many. He was a strong advocate for social equity. He served as member of the Finance, Human Resources

and General Purpose committee. He would mingle freely with members of staff, often choosing to sit among them as opposed to the high table reserved for fellow directors. He worked his charm, developing close working relations with members of staff embodying the true spirit of servant leadership. Abdallah would often call the Bureau staff to check on them, even long after he had exited KLB's service.

Abdalla Bii's untimely death has left a profound void in the hearts of many across Kenya, evidenced by the crowd that turned up to eulogise him. His former Board colleagues mourned him as a member who sought to make family out of everyone he met, calling and inviting them to functions in his community. Bii was eulogised as a warm, humble and having unwavering commitment to the people. He will be remembered as a man of the people, always accessible and willing to listen, no matter how small the issue.

Abdalla Cheruiyot Bii is survived by his wife, Janet and two children, who have expressed gratitude for the outpouring of support from the public during this difficult time. In a statement, the family shared that they were "deeply moved" by the tributes and remembered Bii not only as a dedicated public servant but as a loving father and husband.

Mr Bii was laid to rest on 29th March 2025 at his family home in Kaplemeiywet Village, Kericho County.

The Role Kenya Literature Bureau plays in Embracing Long-Term Environmental Sustainability

By Moses Netibo



Climate change, driven by the accumulation of greenhouse gases, presents significant challenges to global ecosystems. Its ripple effects on terrestrial and aquatic life calls for urgent and sustainable interventions. As a leading publishing house, Kenya Literature Bureau (KLB) has aligned its Corporate Social Responsibility (CSR) programs to support tree planting in Kenya.

This is in line with the national campaign to plant 15 billion trees by 2032, aiming to increase the country's tree cover to 30%.



Tree planting exercise at Mallia children's home at Mua hills in Machakos County.

This article outlines actionable strategies the Bureau has adopted, drawing insights from the 2023 United Nations Framework Convention on Climate Change (UNFCCC) COP28 held in the United Arab Emirates and COP29 in Baku, Azerbaijan.

1. Tree Conservation as a Mitigation Strategy

The Bureau contributes to climate mitigation by initiating large-scale tree-planting campaigns across Kenya's 47 counties. This initiative has been integrated into the national campaign through the following actions:

- ◆ **Establish Tree Nurseries:** Collaborate with other government agencies and institutions to set up tree nurseries, focusing on a variety of seedlings that do well in all parts of the country.
- ◆ **Adopting Degraded Lands:** Partner with National Environment Management Authority (NEMA) and County Governments to rehabilitate deforested areas by planting trees in riparian zones, schools and public parks.

2. Sustainable Paper Sourcing

Recognising its reliance on paper, KLB has adopted environmentally sustainable practices, such as increased investment in digital publishing platforms to reduce paper consumption.

3. Climate Literacy and Advocacy

- ◆ **Curriculum Development:** Collaborate with the Ministry of Education to integrate climate and environment education into the national curriculum – as captured by the Competence Based Curriculum (CBC) as a content issue as well provided for as a Pertinent Contemporary Issue in Community Service Learning.
- ◆ **Training Programs:** In all KLB organised educational workshops for teachers and other educational stakeholders, the Bureau facilitators have continuously in their presentation highlighted on climate change and sustainable development as a role bestowed to mankind by God Himself.

Key takeaways from COP28 and COP29 emphasise nature-based solutions, sustainable land management and corporate accountability. COP28 highlighted the critical role of private sector investment in climate resilience, while COP29 focused on climate-smart agricultural practices, which the Bureau is contributing through the publishing of educational materials.

By implementing these strategies, KLB has and continues to play a pivotal role in fostering environmental sustainability while fulfilling its CSR mandate. The Bureau is certain that her contributions will support global climate goals and inspire future generations towards environmental stewardship.

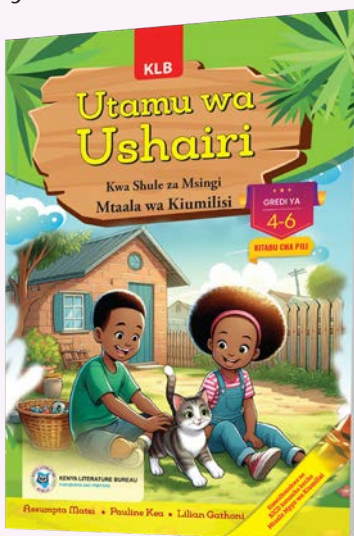


KLB Sales Representative, Moses Netibo (4th l) briefs the participants during tree planting at Mallia children's home.

KLB: Nguzo Kuu Katika Mabadiliko Ya Mtaala

By Jemimah Nyambura

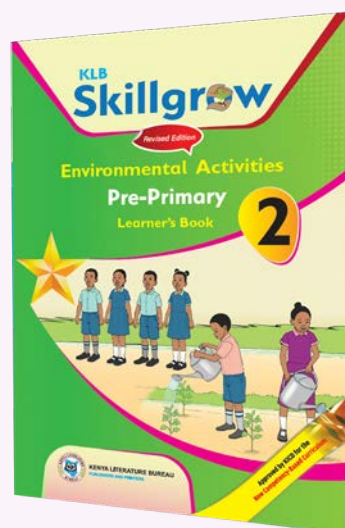
Sekta ya elimu nchini Kenya imepitia mabadiliko tumbi nzima kadri ya mpito wa wakati. Tangu Kenya ilipojinyakulia uhuru, kumekuwepo na mitaala mitatu ambayo imetumika katika elimu. Mitaala hii ni; mtaala wa 7-4-2-3 uliokuwepo mwaka wa 1964 hadi 1985, mtaala wa 8-4-4 ambao ulitumika kati ya mwaka wa 1985 hadi 2017 na mtaala



wa Competency Based Curriculum (CBC) ambao ulianza kutumika mwaka wa 2017. Mabadiliko katika mitaala hii yameipelekea sekta ya uchapishaji nchini Kenya kujifunga kibwebwe katika kutekeleza jukumu lake la kuchapisha nyenzo za kujifunzia zinazofanikisha utekelezaji wa mtaala.

Mfumo wa 8-4-4 ulitumika kwa kipindi cha miaka 32. Mfumo huu ulifutiliwa mbali na mtaala wa CBC ukaanza rasmi mnamo mwaka wa 2017. Mtaala huu ulinua kukuza umilisi maalum kwa mwanafunzi kulingana na uwezo wake binafsi. Katika mwaka wa 2022, Rais William Ruto aliunda tume maalumu ya kushughulikia mabadiliko katika sekta ya elimu almaarufu *Presidential Working Party on Educational Reforms (PWPER)*. Tume hii ilifanya utafiti na kupendekeza mabadiliko

faafu katika mtaala wa CBC. Mabadiliko haya yalilenga kuleta ufanisi katika utoaji wa elimu kupitia mtaala huu na kupunguza changamoto zilizojitokeza katika mtaala wenyewe hapo mwanzoni. Kabla ya mabadiliko ya tume ya PWPER, mfumo wa CBC ulikuwa na masomo mengi hususan kwa wanafunzi wa viwango vya chini. Kwa mfano, katika Gredi ya 1 hadi ya 3 kulikuwa na masomo kama vile *Hygiene and Nutrition Activities, Movement Activities, Art and Craft Activities na Music Activities*. Baada ya mabadiliko yaliyopendekezwa na tume teule ya rais, masomo haya yaliunganishwa na mengine ili kuunda somo moja. Somo la *Hygiene and Nutrition Activities* liliunganishwa na *Environmental Activities* na kuwa somo moja la *Environmental Activities*. Somo la *Movement Activities, Art and Craft Activities* pamoja na *Music Activities* yaliunganishwa na kuunda somo moja la *Creative Activities*.



Katika kutekeleza mabadiliko haya, shirika la Kenya Literature Bureau, ambalo ni shirika kubwa zaidi la uchapishaji nchini Kenya, lipo katika mstari

wa mbele. Wahariri na waandishi wa Kenya Literature Bureau wametia bidii za mchwa ili kuandika upya vitabu vyote vya kiada (Chekechea hadi Gredi ya Tisa) kwa kuzingatia mtaala wa CBC uliofanyiwa marekebisho mwaka wa 2024. Miongoni mwa mbinu zingine anuwai zinazofanya vitabu hivi kuwa bora zaidi, ni mbinu ya tathmini binafsi. Hapa, mwanafunzi amepewa fursa ya kujitathmini kwa sababu kila mada kuu inatamatiwa kwa zoezi la kujitathmini. Walimu pia hawajawachwa nyuma kwani vitabu hivi vya kiada vina miongozo ambayo inamwelekeza mwalimu namna ya kuchochea ujifunzaji na kuwatathmini wanafunzi kulingana na uwezo wao. Wahariri wa Kenya Literature Bureau pia wamewaelekeza waandishi kuandika vitabu vya kufanya marudio kwa ajili ya kujiandaa kwa mwanafunzi kwa tathmini endelevu na tamati ya KJSEA kwa wanafunzi wa Shule za Junia.

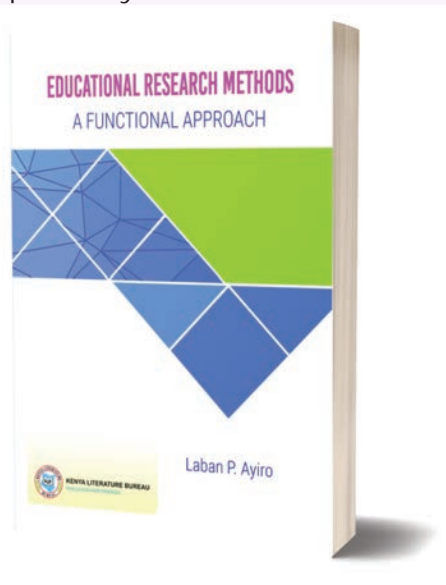
Aidha, vitabu hivi vya kufanya marudio vimerahisishwa ili kumwezesha mwanafunzi kudurusu upesi huku akijenga umilisi unaonuiwa na mtaala. Hii imewezeshwa kupitia kwa hoja zilizoelzwa kwa kifupi kwa kuzingatia matokeo maalum yote katika mitaala ya Gredi zote tatu (Gredi ya 7, 8 na 9) kutoka somo moja hadi lingine. Pia, vitabu hivi vinatoa tathmini vielelezo zinazomwezesha mwanafunzi kupima uwezo wake mwenyewe. Tathmini hizi za vielelezo (zinazoakisi mfumo wa tathmini zinazotolewa na KNEC) zinalenga kuwawezesha wanafunzi kutangamana na karatasi za tathmini endelevu (*school based assessment*) na tathmini tamati



(*summative assessment*). Kando na vitabu vya mtaala wa CBC, Kenya Literature Bureau imejhusisha pakubwa katika machapisho mengine kama vile vitabu vya hadithi vilivyooidhinishwa na KICD kama vile; *Naomi and Cindy*, *Taabu Taabani*, *Mbwa wa Jemo*, *From Worst to the Best*, *Usafi na No Water in the Land*. Vingine ni kama vile Utamu wa Ushairi (*Gredi ya 4 hadi 6 na Gredi ya 7 hadi 9*), *Tujifunze Insha (Gredi ya 4 hadi 6 na Gredi ya 7 hadi 9)* na *Educational Research Methods (A Functional Approach)* cha Prof. Laban Ayiro.

Hivi sasa, wahariri na waandishi hapa shirikani wametia bidii kwa kuzamia utayarishaji wa vitabu vya Gredi ya 10 ambayo ina zaidi ya maeneo 30 ya ujifunzaji.

Kama wasemavyo Waswahili, akaaye karibu na moto, huandaliwa mwanzo. Hivyo basi kaa karibu nasi ili uweze kufurahia machapisho mengi ya kusisimua kutoka hapa Kenya Literature Bureau.



Bureau Scores Impressively in Handling Complaints

By Ronald Kibaron

Kenya Literature Bureau (KLB) has been awarded a Compliance Certificate by the Commission on Administrative Justice, Office of the Ombudsman, having attained a very good composite score of 94% for the Financial Year 2023/2024.

The outstanding performance is a testament to the Bureau's commitment to resolving public complaints and

implementing service charters.

While receiving the certificate, the Bureau's Ag Managing Director, Julius Aritho, thanked the staff for their continued dedication to serving customers and stakeholders with efficiency and integrity and urged them to continue upholding the highest standards of service delivery.



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ADMINISTRATIVE JUSTICE**
(Office of the Ombudsman)
Hata Mnyonge ana Haki

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Resolution of Public Complaints and Implementation of Service Charters

This is to Certify that

Kenya Literature Bureau

has attained a Composite Score of

94%

for the Financial Year 2023/2024

Performance Grade:

Very Good



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COMPLAINTS HANDLING PROCEDURE

PROCEDURE TO RAISE A COMPLAINT

Where our services do not meet the standards, as stipulated in our Service Delivery Charter, you may forward your complaints through the following channels:

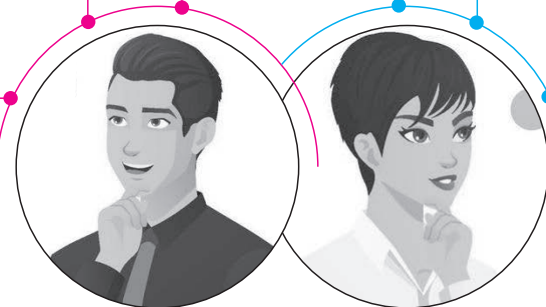
- 1** Verbally – Request to speak to the line manager.
- 2** Email – publiccomplaints@klb.co.ke or info@klb.co.ke.
- 3** Letter – Write to the Managing Director.

COMPLAINTS HANDLING PROCESS

1 We will acknowledge complaints and enquiries within seven (7) days of receipt.

2 We will acknowledge receipt of other disputes and complaints received through email, letters and related communication within seven (7) days.

3 We will make our decision known on any matter brought before the Complaints Handling Committee within 30 working days following the conclusion of investigations.



STEPS TAKEN

1 Reporting
Complaint is reported via e-mail, letter, social media or verbally, is acknowledged (within 7 days) and documented.

2 Assessment
Complaint is reviewed, analysed and categorised; relevant officer/department to handle the complaint is determined

3 Action
The complaint is allocated to the relevant officer/department to handle

4 Inquiry
Review – Review and authentication of the evidence from all the concerned parties

5 Review
Review and authentication of the evidence from all the concerned parties

6 Responding
Resolving the complaint, giving the best remedy (within 30 days)

7 Follow Up
Case is closed and parties notified; follow-up in case of recurrence

COMPLAINTS CHANNELS

All complaints shall be handled with confidentiality and should be forwarded to us through the following channels:

Letters:

The Managing Director,
Kenya Literature Bureau,
P.O. Box 30022-00100 GPO, Nairobi.

Telephone :

+254 (20) 3541196/7
+254 711 318 188
+254 732 344 599

Email :

info@klb.co.ke
publiccomplaints@klb.co.ke

Social Media:

Facebook: Kenya Literature Bureau
Twitter: [klb_kenya](https://twitter.com/klb_kenya)

Why You Should Consider Joining a SACCO in 2025

By Emily Obonyo

As we step into 2025, financial security has never been more important. With the rising cost of living and economic uncertainty, finding a smart way to save, invest, and access affordable credit is a game-changer. That's where Savings and Credit Cooperative Organisations (SACCOs) come in. If you are not a member yet, here is why you should seriously consider joining one this year.

Affordable Loans

One of the biggest perks of SACCOs is affordable loans. Unlike banks that often have sky-high interest rates and endless paperwork, SACCOs make borrowing easy and affordable. Whether you need capital for a business, a home loan, or emergency funds, SACCOs provide a lifeline with lower interest rates and flexible repayment plans.

Saving culture

Beyond loans, SACCOs encourage a saving culture by requiring members to make regular contributions. This helps you

build financial discipline and ensures you always have a safety net for the future. And here is the best part—SACCOs don't just keep your money; they make it work for you! Through profit sharing, members earn dividends from SACCO's profits, making it a rewarding financial investment.

Economic empowerment

Unlike banks that demand collateral, SACCOs offer easier loan access, allowing members to borrow based on their savings and guarantors. Plus, being part of a SACCO means joining a strong community support network where members uplift each other financially.

Financial Security

Looking ahead, SACCOs are key to financial security and growth, offering investment opportunities, financial literacy, and economic empowerment. So, if financial freedom is your goal in 2025, joining a SACCO might be the best decision you will make!



Ensuring a Healthy Future: The Post- Retirement Medical Plan for Bureau Staff

By Ronald Kibaron

The Kenya Literature Bureau (KLB) Board of Trustees has proposed a Post-Retirement Medical Fund (PRMF) to cover healthcare expenses for members after they retire. This initiative aims to address the growing healthcare demands of retirees, ensuring they have access to affordable medical care when it is most needed. As the population ages, the significance of such a fund becomes increasingly apparent, especially in light of rising medical costs and the challenges retirees encounter in managing their healthcare expenses.

Retirement is often viewed as a well-deserved break after years of hard work, but it also brings significant challenges, especially concerning healthcare. Research indicates that older individuals are more vulnerable to age-related illnesses, and the financial burden of medical care can be overwhelming. With medical costs rising faster than consumer price inflation, retirees often find themselves in unsafe situations

without a steady income to support their healthcare needs. The PRMF is designed to mitigate these challenges by providing a dedicated fund for healthcare expenses, allowing retirees to focus on their well-being without the constant worry of how to pay for medical treatments, hospital stays and necessary medications.

The Kenya Literature Bureau Staff Retirement Benefits Scheme (KLBSRBS) was launched on April 1, 2011, to provide retirement benefits for eligible members and their dependents. The scheme allows employees to contribute to their accounts, with the Bureau also making contributions on their behalf. These contributions are invested to earn interest, which is credited to each member's account. Upon leaving the scheme due to retirement, voluntary resignation, redundancy, or even early death, members are entitled to the accumulated benefits as outlined in the Trust Deed and Rules.

In 2016, the Kenyan government introduced provisions in retirement benefits regulations to facilitate savings for medical benefits in retirement. The proposal for the PRMF aligns with the government's initiative to enable retirement medical savings, as outlined in the Retirement Benefits, (Post-Retirement Medical Funds) Guidelines, 2018. These guidelines, developed by the Retirement Benefits Authority (RBA), enable retirement benefits schemes to create medical funds for members to purchase medical coverage or directly offset medical bills in retirement. The Post Retirement Medical Funds Guideline regulations were gazetted in October 2018.

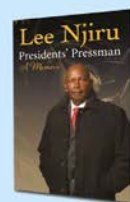
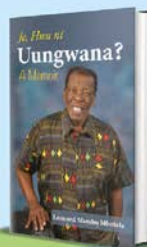
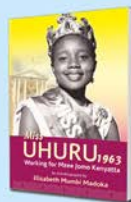
The Kenya Literature Bureau's proposal for the Post-Retirement

Medical Fund is a proactive measure to ensure that retirees are not burdened by healthcare costs after leaving the workforce. By establishing a structured approach to saving for medical needs, the PRMF empowers members to take control of their healthcare expenses, allowing them to focus on their health and well-being during retirement.

As the saying goes, "A journey of a thousand miles begins with a single step." By joining the PRMF, employees are taking an essential step toward securing their health and well-being in retirement. The Kenya Literature Bureau encourages all scheme members, regardless of age, to consider enrolling in the PRMF and start planning for a healthier future today.

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Romantic Relationships at the Workplace is Legal

By Ronald Kibaron



“Romantic relationships in the workplace must be left to run their natural course. It is a hare brained law or policy that would seek to outlaw the affairs of the heart. Employers must leave the Bill and Melinda Gates within their undertakings to grow, and to find themselves in each other, while they continue to be productive to the business.”

These were the words of Employment and Labour Relations Judge Justice James Rika during a ruling involving two former employees of G4S Kenya (*EMPLOYMENT CAUSE NUMBER 232 OF 2021: MNM -VS- G4S KENYA LIMITED*). The judgement quickly became the focal point of discussions on social media, with workplace romance taking centre stage.

Long ago, cases of staff in relationships were usually discussed in low tones. It was treated as a criminal offence, like a serious drug syndicate, which was only known to the few interested consumers. The judgement was thus long overdue, sparking a fresh debate on the complexities of relationships in the workplace.

In many organisations, many employers discouraged workplace sexual relationships for a number of reasons: the risk of conflicts of interest, particularly in supervisor-subordinate relationships, the rise in sexual harassment claims, workplace friction, and the possibility of strained relationships leading to a toxic environment. These issues could

ultimately push disgruntled lovers to abandon their jobs, which can have a negative impact on productivity.

The judgement recognises that romantic relationships are a natural part of human interaction. Employers are encouraged to respect the rights of their workers, especially where a consensual relationship is involved. Those “in love” should be careful not to allow their relationship to affect their work performance or other colleagues. Where it crosses into unwanted or coercive behaviour, relevant laws, including the Employment Act and workplace policies, are invoked.

However, as it is said, where there is love, there is often also hate; the judgment cautions against the degeneration of love, which might negatively affect work performance. Unlawful sexual harassment comes into play after fallout and may attract serious repercussions such as dismissal if found guilty.

Employers are encouraged to let love flourish at the place of work as per



the desires of the involved employees. However, it is important to ensure relevant policies are put in place by employers to address instances of coercive or forced romantic relationships where seniors take advantage of their juniors or cases of solicitation of sexual favours by officers in positions of power to the disadvantage of vulnerable members of staff.

In the famous words of renowned

constitutional drafters, "Your rights end where mine starts," workplace relationships should not make other members of staff uncomfortable or infringe on their fundamental rights and freedoms as envisaged in our laws. Love and relationships must be consensual, voluntary and naturally ignited. They must be devoid of indecent acts and behaviours in public places of work.

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The late David Kimita (r) after a meeting engagement with KLB partners.

The Bureau Bids Farewell To a Gallant Colleague, Mr David G. Kimita

By Benard Kibui

The Kenya Literature Bureau family lost one of their Senior Management members on 14th November 2024. Mr David Kimita passed on at the age of 53 years after a long illness bravely borne. Staff members joined his family, friends, business associates and neighbours in bidding farewell at his home in Gatugi, Thuti Sub Location, Othaya Sub County, Nyeri County.

Kimita joined the KLB family on 22nd March 2004 as Regional Sales Manager-Coast. He was later promoted to Senior Regional Manager in charge of the Central and Eastern region before being promoted to Assistant Sales Manager, a position he held until his demise. Speaking during the burial, former Ag. Managing Director Mr Julius Aritho described Mr Kimita as a self-driven man who knew

that to excel in their field, one needed the requisite knowledge. He pledged his support and that of the organisation to the family during this trying period.

Finance Manager Mr Francis Mutunga and Mrs Roselyn Mugavana, Human

Resources Manager, were also present to personally deliver their messages of condolence. Mr Kimita leaves behind his wife Mrs Rachel Muthoni Muriuki and three sons namely Lee Kimita Gicheru, Malcolm Muriuki Gicheru and Mark Mugo Gicheru.



Former Ag. Managing Director, Mr Julius Aritho eulogises Mr Kimita.

The Bureau colleagues of Mr Kimita lay a wreath at Mr Kimita's grave site.





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Jamii Yenye Maono Na Msukumo

MALENGO YETU

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- Kuzingatia Wateja
- Uadilifu
- Ubunifu na Uvumbuzi
- Uchapishaji wa Viwango Vya Juu na Suluhisho Katika Uchapishaji

| NAMBA | HUDUMA ZINAZOTOLEWA | MAHITAJI | MALIPO | MUDA |
|-------|---|--|---------------------------------|---|
| 1. | Uchapishaji wa makala ya ufundishaji | Mswada | Kulingana na mkataba wa mrahaba | (i) Kuthibitisha kupokea kwa mswada ndani ya siku kumi na nne (14) za kuupokea. (ii) Kukagua mswada na kutumia mwandishi ripoti ya ukaguzi ndani ya miezi sita (6). (iii) Kuandaa mswada hadi kiwango cha kamera ndani ya miezi kumi na mbili (12) ikitegemea uchangamano wake. (iv) Kulipa mirahaba kwa waandishi mara mbili kwa mwaka kwa kiwango cha asilimia 20 ya mauzo ya kitabu. |
| 2. | Uchapishaji wa makala ya ufundishaji, majarida, magazeti na kazi za kila aina | <ul style="list-style-type: none"> • Ombi la kutoa nakala • Saini ya kuidhinisha ombi hilo | Bila malipo | (i) Kutoa pendekezo la bei ndani ya saa 48 baada ya kupokea ombi la uchapishaji. (ii) Kuchapisha kazi ndani ya siku kumi na nne (14) baada ya kutiwa saini kwa ombi hilo. |
| 3. | Uuzaji wa makala ya mafundisho | Kutoa ombi | Kulingana na bei ya shirika. | (i) Kuandaa maombi na kusambaza vitabu kama ifuatavyo: <ul style="list-style-type: none"> • Wateja wa kutembelea matbaa – saa moja (1). • Maombi ya wateja wa Nairobi – saa kumi na mbili (12). • Maombi ya nje ya Nairobi – saa ishirini na nne (24). (ii) Kutuma taarifa ya mauzo kwa wateja mwishoni mwa kila mwezi. (iii) Kuandaa hati ya malipo ndani ya siku ishirini na moja baada ya kutokea kwa kosa katika ombi au kupokea malalamishi. |
| 4. | Malipo kwa wasambazaji | Bili zilizothibitishwa kwa saini na stakabadhi zote kulingana na masharti ya mkataba | Bila malipo | Kulingana na masharti ya mkataba. |
| 5. | Kutoa majibu kwa nyaraka zilizoandikwa | Nyaraka zilizoandikwa | Bila malipo | Ndani ya siku kumi na nne (14) baada ya kuzipokea. |
| 6. | Kuhudumia wageni | | Bila malipo | Ndani ya dakika kumi (10) baada ya kuwasili. |
| 7. | Kupokea simu | | Bila malipo | Mpokezi wa KLB/opereta kupokea simu za nje baada ya kukiriza mara tatu. |

Ikiwa huduma yoyote haitaafiki viwango hivi hapa au ikiwa ofisa yeyote atakosa kudumisha heshima, uaminifu, usawa na ubora katika utoaji huduma aripotiwe kwa:

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TUME YA MALALAMISHI NA HAKI,

"OFISI YA AFISA WA KUSHUGHULIKIA MALALAMISHI"
S.L.P. 20414-00200, Nairobi
Simu: +254 (20) 2270000/2303000/263765
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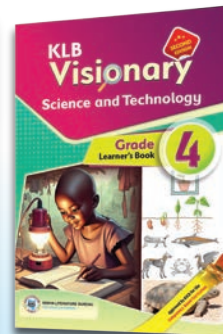
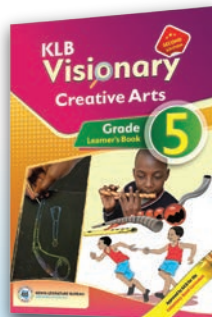
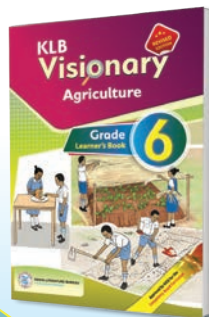
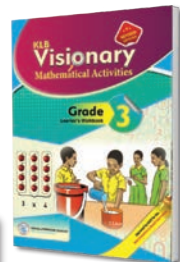
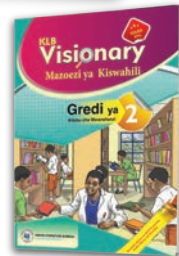
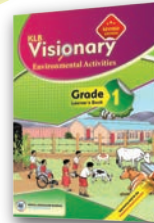
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