



REPUBLIC OF KENYA

Revised Scheme of Service
for
Inspectors (Buildings)

JULY, 2010

APPROVED BY THE PUBLIC SERVICE COMMISSION

AND

ISSUED BY THE MINISTRY OF STATE FOR PUBLIC SERVICE

Revised Scheme of Service

for

Inspectors (Buildings)

July, 2010



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The Permanent Secretary
Ministry of Public Works
NAIROBI

REVISED SCHEME OF SERVICE FOR INSPECTORS (BUILDINGS)

I am pleased to inform you that the Revised Scheme of Service for Inspectors (Buildings) Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 1st July, 2010.

The Scheme establishes seven (7) grades of Inspectors (Buildings) and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of the Inspectors (Buildings) Personnel.

Please take the necessary action and ensure that the provisions of the new Scheme are brought to the attention of all officers concerned.



Titus M. Ndambuki, CBS
PERMANENT SECRETARY

CC: **The Secretary**
Public Service Commission of Kenya
NAIROBI

SCHEME OF SERVICE FOR INSPECTORS (BUILDINGS)

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent cadre of Inspectors (Buildings) in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of knowledge, qualification, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME OF SERVICE

(a) Responsibility for Administration

The Scheme of Service for Inspectors will be administered by the Permanent Secretary responsible for Public Works in conjunction with the Public Service Commission of Kenya. In administering the Scheme they should ensure that the provisions of the Scheme are strictly observed and that serving officers are encouraged and given opportunity to acquire the knowledge, experience and professional competence required for both efficient performance of their duties and advancement within the career structure provided in the Scheme of Service.

(b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that appropriate induction, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the career structure. Officers should be encouraged to undertake training privately for self development. However, in all matters of training, the Permanent Secretary administering the scheme will consult the Secretary, Public Service Commission of Kenya.

3. BUILDINGS INSPECTORATE FUNCTION

The function entails: interpretation of contract drawings and specifications for use and comparing their details with work on site; site supervision of Government and

institutional buildings under construction; supervision of maintenance of existing public buildings; enforcement of site supervision standards; monitoring site progress and preparing weekly/monthly progress reports; and preparation of schedules of materials for building maintenance activities.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes seven (7) grades of Inspectors (Buildings) who will be designated and graded as follows: -

DESIGNATION	Job Group
Inspector (Buildings)	H
Senior Inspector (Buildings)	J
Superintendent (Buildings)	K
Senior Superintendent (Buildings)	L
Chief Superintendent (Buildings)	M
Principal Superintendent (Buildings)	N
Senior Principal Superintendent (Buildings)	P

(b) Conversion to the new grading structure

Serving officers will adopt and convert to the new grading structure and designations as follows:

CURRENT DESIGNATION	Job Group	NEW DESIGNATION	Job Group
Inspector (Buildings)	H	Inspector (Buildings)	H
Senior Inspector (Buildings)	J	Senior Inspector (Buildings)	J
Superintendent (Buildings)	K	Superintendent (Buildings)	K
Senior Superintendent (Buildings)	L	Senior Superintendent (Buildings)	L
Chief Superintendent (Buildings)	M	Chief Superintendent (Buildings)	M
Principal Superintendent (Buildings)	N	Principal Superintendent (Buildings)	N
-----	P	Senior Principal Superintendent (Buildings)	P

Note:

The grades of Inspector/Senior Inspector/Superintendent/Senior Superintendent (Buildings), Job Groups 'H/J/K/L' will form a common establishment.

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of posts. Any additional post(s) required under the new grading structure must be included in the establishment proposal for consideration and approval by the Public Service Commission of Kenya.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be in the grade of Inspector (Buildings) III, Job Group 'H'. In exceptional cases, however, direct appointment beyond these grades may be made by Public Service Commission on the recommended actions of the Permanent Secretary administering the scheme provided that the candidate is in possession of the minimum qualifications and/or experience required for the grade and is suitable in every respect.

(b) Incremental Credit

Incremental Credit for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the scale is not exceeded.

In awarding incremental credits, any period of the service or experience stipulated as a basic requirement for appointment to the particular grade will be excluded.

7. RECOGNISED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme:

- (i) Diploma in Building and Civil Engineering or its relevant and equivalent qualification from a recognized institution.
- (ii) Construction Technician Certificate Part III.
- (iii) The Higher Diploma in Building and Civil Engineering or any other equivalent qualifications.
- (iv) Project Development and Management course lasting not less than four (4)

weeks from a recognized Institution.

- (v) Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution.
- (vi) Management Course lasting not less than four (4) weeks from a recognized Institution.
- (vii) Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution.
- (viii) Any other qualification that may be adjudged by the Public Service Commission of Kenya as equivalent to the above qualifications.

8. ADVANCEMENT TO HIGHER GRADES

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements entitling an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:

- (i) Existence of vacancy in the authorized establishment;
- (ii) Merit and competence as reflected by performance or work results; and
- (iii) The approval of the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME

This Scheme of Service will become operational with effect from 1st July, 2010. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

1. INSPECTORS (BUILDINGS), JOB GROUP 'H'

(a) Duties and Responsibilities

This is the entry grade into the cadre. The officer will be deployed on construction sites for on the job training under guidance of a senior officer. Work entails: interpretation of Architectural and Engineering drawings; and checking minor repairs and alteration of existing buildings.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have a Diploma in any of the following fields: Building and Civil Engineering; Construction Technician Part III; or its equivalent and relevant qualification from a recognized institution.

II. SENIOR INSPECTORS (BUILDINGS), JOB GROUP 'J'

(a) Duties and Responsibilities

An officer at this level will be deployed as Clerk of Works for buildings under construction or as a Supervisor on alterations/repairs of existing buildings. The duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings; comparing their details with work on site and compiling site weekly reports and monitoring work progress.

In addition, duties will involve supervision of artisans carrying out maintenance work at a depot.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Inspector (Buildings) or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) a Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

III. SUPERINTENDENT (BUILDINGS), JOB GROUP 'K'

(a) Duties and Responsibilities

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a Supervisor of maintenance works.

As a Clerk of Works, the duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports; assisting in planning a building programme for a group of buildings, ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.

As a Supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the Public service for a at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution; and.
- (iii) shown merit and ability as reflected in work performance and results.

IV. SENIOR SUPERINTENDENT (BUILDINGS), JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a supervisor of maintenance works at a depot.

As a Clerk of Works, duties and responsibilities entail assisting in the planning of supervision programmes for a number of buildings; compilation of site weekly reports, monitoring and supervision of works in progress; assisting in preparation of monthly physical progress reports of individual projects; ensuring specifications and standards are adhered to during construction; arranging for testing of materials; and preparation of cost estimates and schedule of materials for simple buildings on labour contracts.

As a Supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials; control of usage of materials on site.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Superintendent (Buildings) or comparable and relevant position in the Public service for a at least three (3) years;

- (ii) a Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

V. CHIEF SUPERINTENDENT (BUILDINGS), JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a head of a depot.

As a Clerk of Works, duties and responsibilities entail assisting in the planning of supervision programmes for large complex building projects; monitoring and supervision of works in progress; assisting in preparation of monthly physical progress reports of individual projects; ensuring specifications and standards are adhered to during construction; arranging for testing of materials; and preparation of cost estimates and schedule of materials for simple buildings on labour contracts.

As a head of a depot, duties will involve allocation of duties and supervision of staff carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials; and control of usage of materials on site.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Superintendent (Buildings) or in a comparable and relevant position in the Public service for a at least three (3) years;
- (ii) a Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (iii) attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office; and
- (v) shown administrative ability by being conversant with Government procedures.

VI. PRINCIPAL SUPERINTENDENT (BUILDINGS), JOB GROUP 'N'

(a) Duties and Responsibilities

An officer at this level will be deployed at the headquarters and be responsible to the Senior Principal Superintendent (Buildings) for planning of supervision programmes for buildings in the annual works programme; preparation of monthly progress reports on each project; periodic site inspection visits to ascertain adherence to building specifications/standards and monitoring of work progress. The officer will also coordinate supervision of repairs and alterations in depots.

In addition, the officer will supervise all staff working under him.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Superintendent (Buildings) or in a comparable and relevant position in the Public service for a at least three (3) years;
- (ii) a Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (iii) attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) attended a Management Course lasting not less than four (4) weeks from a recognized Institution;
- (v) administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office; and
- (vi) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL SUPERINTENDENT (BUILDINGS), JOB GROUP 'P'

(a) Duties and Responsibilities

An officer at this level will be deployed at the headquarters and will be responsible to the head of department for coordination of site supervision of construction and maintenance programmes in the department. Duties and responsibilities will entail; enforcement of site supervision standards for building maintenance and construction works; implementation of policies on improvement

of site supervision; checking on monthly/weekly progress reports submitted by Clerks of Works and recommending appropriate action.

In addition, the officer will allocate duties and recommend appropriate training for staff development in this cadre.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Superintendent (Buildings) or in a comparable and relevant position in the Public Service for a at least three (3) years;
- (ii) a Diploma or Technician Certificate Part III in any of the following disciplines: Building/Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution.
- (iii) Higher Diploma in any of the following disciplines; Building/Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized Institution;
- (iv) attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution;
- (v) attended a Management Course lasting not less than four (4) weeks from a recognized Institution;
- (vi) attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution;
- (vii) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution;
- (viii) shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office; and
- (ix) shown merit and ability as reflected in work performance and results.