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*Revised Scheme of Service
for
Librarians and Library Assistants*



**OFFICE OF THE PRIME MINISTER
MINISTRY OF STATE FOR PUBLIC SERVICE**

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The Permanent Secretary,
Ministry of National Heritage and Culture,
NAIROBI.

**REVISED SCHEME OF SERVICE FOR LIBRARY ASSISTANTS AND
LIBRARIANS**

I am pleased to inform you that the Revised Scheme of Service for Library Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 14th May, 2008.

The Scheme of Service establishes seven grades of Library Assistants and seven grades of Librarians 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 Library Personnel.

Please take the necessary action and also ensure that the provisions of the Scheme of Service are brought to the attention of all Library Personnel

**Titus M. Ndambuki, CBS
PERMANENT SECRETARY**

C.C. The Secretary,
Public Service Commission of Kenya,
NAIROBI.

REVISED SCHEME OF SERVICE FOR LIBRARIANS AND LIBRARY ASSISTANTS

1. AIMS AND OBJECTIVES OF THE SCHEME

- (i) To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent Library Personnel in the Civil Service.
- (ii) To provide for well-defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable serving Library personnel 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 qualifications, knowledge, 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

(a) Responsibility For Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of National Heritage and Culture in conjunction with the Public Service Commission and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the Permanent Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in appointment on successful completion of their probation period.

(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 Scheme of Service. Officers should also be encouraged to undertake training privately for self-development. In all matters of training, however, the Permanent Secretary administering the Scheme will consult the Permanent Secretary, Ministry of State for Public Service.

3. THE LIBRARY SERVICES FUNCTION

The Library Services Function entails:- collection, compilation, processing, preservation, retrieval and dissemination of information; indexing, abstracting, publication of leaflets, bulletins and newsletters; management of automated systems and other information sources; and ensuring compliance with regulations relating to the provision of information in the Civil Service. The function also involves identification and requisitioning of books and periodicals and ensuring that all materials in the library are in good and readable condition.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

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

LIBRARY ASSISTANTS

APPENDIX 'A'

Designation

Job Group

Library Assistant III	'G'
Library Assistant II	'H'
Library Assistant I	'J'
Senior Library Assistant	'K'
Chief Library Assistant	'L'
Principal Library Assistant	'M'
Senior Principal Library Assistant	'N'

LIBRARIANS

APPENDIX 'B'

Designation

Job Group

Librarian	'K'
Senior Librarian	'L'
Chief Librarian	'M'
Principal Librarian	'N'
Asst. Director of Library Services	'P'
Deputy Director of Library Services	'Q'
Director of Library Services	'R'

(b) Conversion to the new Grading Structure

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

LIBRARY ASSISTANTS

Present Designation

Job
Group

APPENDIX 'A'

New Designation

Job
Group

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.....

Library Assistant III

'G'

Library Assistant
II/Documentalist Assistant

'G'

Library Assistant II

'H'

Library Assistant I/Documentalist
Trainee

'H'

Library Assistant I

'J'

Senior Library Assistant

'J'

Senior Library Assistant

'K'

.....

Chief Library Assistant

'L'

.....

Principal Library
Assistant

'M'

.....

Senior Principal Library
Assistant

'N'

LIBRARIANS

Present Designation

Job
Group

APPENDIX 'B'

New Designation

Job
Group

Librarian II/Documentalist II

'J'

Librarian

'K'

*Degree
holder*

Librarian I/Documentalist I

'K'

Senior Librarian

'L'

Senior Librarian/Senior
Documentalist

'L'

Chief Librarian

'M'

Chief Librarian/Chief
Documentalist

'M'

Principal Librarian

'N'

Principal Librarian

'N'

Assistant Director of
Library Services

'P'

Senior Principal Librarian

'P'

Deputy Director of
Library Services

'Q'

.....

...

Director of Library
Services

'R'

Note:

- (i) *The grades of Library Assistant III/II, Job Groups 'G/H' for certificate holders, Library Assistant II/I 'H/J' for diploma holders and Librarian/ Senior Librarian, Job Groups 'K/L', for professional degree holder will form common establishment for the purpose of this Scheme of Service.*
- (ii) *Officers from other cadres currently deployed in Library/Documentation Services and who are in possession of a Diploma or a Certificate in Library or Information Studies or their approved equivalent qualification may be re-designated accordingly.*
- (iii) *Serving officers should sit for suitability interview before they convert to the upgraded posts. Officers on Job Group 'L' and below will be interviewed by the Ministerial Human Resource Management Advisory Committee while those on Job Group 'M' and above will be interviewed by the Public Service Commission.*

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the Ministry's establishment proposals for consideration and approval by the Permanent Secretary, Ministry of State for Public Service.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grades of Library Assistant III, Job Group 'G'; Library Assistant II, Job Group 'H'; and Librarian, Job Group 'K'. In exceptional circumstances, however, direct appointment beyond these grades may be made by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of National Heritage and Culture in conjunction with the Permanent Secretary, Ministry of State for Public Service, provided that the candidate is in possession of the minimum qualifications and experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) 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 the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated, as a basic requirement for appointment or promotion to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

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, which entitle 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 a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission of Kenya.

8. RECOGNIZED QUALIFICATIONS

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification with at least a C- in Mathematics, English and Kiswahili.
- (ii) Kenya Certificate of Secondary Education (KCSE) mean Grade C or its recognized equivalent qualification with at least a C in Mathematics, English and Kiswahili.
- (iii) Certificate in Library or Information Studies or equivalent qualification from a recognized Institution.
- (iv) Certificate in Computer Applications.
- (v) Diploma in Library or Information Studies or equivalent qualifications from a recognized Institution.
- (vi) Bachelors' degree in either Library Studies or Information Science or their recognized equivalent qualification from a recognized Institution.
- (vii) Post graduate diploma in Library Studies or Information Science.
- (viii) Masters degree in Library Studies or Information Science or their equivalent qualification from a recognized Institution.
- (ix) Management course lasting for not less than four (4) weeks.
- (x) Such other qualifications as may be adjudged to be relevant by the Permanent Secretary, Ministry of State for Public Service.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 14th May 2008 on implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

APPENDIX 'A'

LIBRARY ASSISTANTS

I. LIBRARY ASSISTANT III, JOB GROUP 'G'

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will be responsible for receiving, stamping and recording of incoming information/materials, books/documents and publications; shelving, charging and discharging Library materials; pasting date due labels; and ensuring compliance with stipulated due dates; preparing file pockets; spiral labeling; book jackets and press cuttings.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Examination (KCSE) mean grade C- or recognized equivalent qualification with at least a C- in either Mathematics, English or Kiswahili;
- (ii) Certificate in Library or Information Studies or equivalent qualification from a recognized Institution; and
- (iii) Proficiency in computer applications.

II. LIBRARY ASSISTANT II, JOB GROUP 'H'

(a) Duties and Responsibilities

Duties at this level will include preparation of materials for binding; shelf arrangement; provision of reference services to readers; filing of catalogue cards and press cuttings; charging and discharging Library materials.

(b) Requirements for Appointment

Direct Appointment

For direct appointment to this grade, a candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean Grade C or

its equivalent qualification with at least a C in either Mathematics, English or Kiswahili;

- (ii) A Diploma in Library Studies or Information Science or their recognized equivalent qualification from a recognized Institution; and
- (iii) Proficiency in computer applications.

Promotion

For promotion to this grade, an officer must have:-

- (i) served in the grade of Library Assistant III for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

III. LIBRARY ASSISTANT I, JOB GROUP 'J'

(a) Duties and Responsibilities

Work at this level will involve requisition, control, classification, cataloguing, and verification of materials/documents/serials; recalling overdue books; maintaining shelf arrangement; serial control; and conducting searches from electronic databases.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Library Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

IV. SENIOR LIBRARY ASSISTANT, JOB GROUP 'K'

(a) Duties and Responsibilities

An officer at this level will be responsible for the management of Library Information Services, including implementation of Documentation and Library work programmes in a Library/Information Centre within a Department. Specific duties and responsibilities will include indexing and abstracting journal articles; operating Current Awareness Service (CAS); editing of reports, newsletters and other publications; selection and purchasing of information and other research materials in consultation with professionals and researchers.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Library Assistant I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

V. CHIEF LIBRARY ASSISTANT, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level may be deployed in a Departmental Library or in an Information Center in the District. Specific duties and responsibilities will include taking custody of information materials such as books, periodicals, video cassettes, audio-tapes, computer databases, CD-ROMs and diskettes, micro-filming materials and other relevant documents. Other duties will include networking of information services and Libraries and Information centers to ensure effective and efficient delivery of Library and Information Services. Duties will also include being in charge of staff training and development.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Library Assistant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) A Diploma in Library or Information Studies or equivalent qualifications from a recognized Institution; and
- (iii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL LIBRARY ASSISTANT, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will be deployed in a Ministry and will be responsible for the efficient operation of the Library Services. Work at this level will include; coordinating and implementation of work programs; overseeing indexing and abstracting of journal articles; operating current awareness service; editing of reports, newsletters and other publications; selection and purchasing of Library and other research materials in consultation with professionals and researchers; ensuring provision of facilities for efficient utilization of services required by users. Other responsibilities will include training, supervising and guiding of technical staff working under the officer.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Library Assistant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL LIBRARY ASSISTANT, JOB GROUP, 'N'

(a) Duties and Responsibilities

An officer at this level will be deployed in a Ministry/Department and will be responsible for the efficient operation of the Library Services. Work at this level will include financial and administrative management of Library Services and facilities; ensuring implementation of any changes in internationally agreed codes for information retrieval and dissemination; budgeting for Library Services; coordinating establishment of Information Centers in Ministries/Departments; training, supervising and guiding technical staff working under the officer.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Principal Library Assistant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Management course lasting not less than four (4) weeks; and
- (iii) shown merit and ability as reflected in work performance and results.

LIBRARIANS

APPENDIX 'B'

I. LIBRARIAN, JOB GROUP 'K'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be responsible for the management of Library Information Services. These will include implementation of Documentation and Library work programmes in a Departmental Library/Information Center. Specific duties and responsibilities will involve indexing and abstracting journal articles; operating Current Awareness Service (CAS); editing of reports, newsletters and other publications; and selection and purchasing of information and other research materials in consultation with professionals and researchers.

(b) **Requirements for Appointment**

For appointment to this grade, a candidate must:-

- (i) be in possession of a Bachelors degree in Library Studies or Information Science or equivalent qualification from a recognized Institution; and
- (ii) have a Certificate in Computer Applications.

III. SENIOR LIBRARIAN, JOB GROUP 'L'

(a) **Duties and Responsibilities**

An officer at this level will be required to take charge of a medium sized Library/Information Center with a large establishment. Specific duties and responsibilities will include indexing and abstracting journal articles; operating a Current Awareness Service (CAS); conducting information searches from electronic databases; editing of reports, newsletters and other publications; selection and acquisition of information in consultation with other professionals and researchers; and co-ordination of staff work plans.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Librarian for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

IV. CHIEF LIBRARIAN, JOB GROUP 'M'

(a) **Duties and Responsibilities**

An officer at this level will be deployed to head a Departmental Library or Information Center in the District and will be responsible for the management of information materials such as books, periodicals, video cassettes, audio-tapes, computer databases and CD-ROM diskettes, micro-filming materials and other relevant documents. Other duties will include networking of Information Services and Libraries and Information Centers; training, supervising and guiding staff working under the officer.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Librarian or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) demonstrated administrative and managerial capability in organizing an Information Center/Library.

V. PRINCIPAL LIBRARIAN, JOB GROUP 'N'

(a) **Duties and Responsibilities**

An officer at this level will be deployed in a Ministry and will be responsible for the efficient operation of Library Services. Work at this level will include financial and administrative management of the Library Services and facilities; ensuring implementation of any changes in internationally agreed codes for information retrieval and dissemination; budgeting; training, supervising and guiding technical staff working under the officer.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Librarian or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) attended a management course lasting for not less than four (4) weeks; and
- (iii) demonstrated administrative and managerial capability in organizing an Information Center/Library.

VI. ASSISTANT DIRECTOR OF LIBRARY SERVICES, JOB GROUP 'P'

(a) **Duties and Responsibilities**

An officer at this level will be deployed to head a division at the Ministry Headquarters. Duties and responsibilities will include; coordination of a unified list of periodicals in Government Information Centers and Libraries; standardization of cataloguing, classification, indexing, and dissemination of information. The officer will also assist in the determination of optimal staffing levels; deployment and re-deployment of staff in Ministries/Departments training and development, supervising, guiding and counseling of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Principal Librarian or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Masters degree in Library Studies or Information Science or equivalent qualification from a recognized institution; and
- (iii) demonstrated professional and administrative ability required for efficient performance of duties at this level.

VII. DEPUTY DIRECTOR OF LIBRARY SERVICES, JOB GROUP 'Q'

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director of Library Services for overall management of the Department. Specific duties and responsibilities will include; initiation, formulation, implementation and coordination of Library policies, strategies and programs in the Public Service; provision and co-ordination of rational use of central technical facilities such as automation and networking of Libraries and Information Centers; coordinating establishment of Information Centers in Ministries/Departments; and public awareness activities to promote the culture of reading among Kenyans. The officer will also be responsible for staff development in the Department.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Director of Library Services or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Master's Degree in Library Studies or Information Science or equivalent qualification from a recognized institution; and
- (iii) demonstrated professional and administrative ability required for efficient performance of duties at this level.

VIII. DIRECTOR OF LIBRARY SERVICES, JOB GROUP 'R'

(a) Duties and Responsibilities

An officer at this level will be the head of Library and Information Services and will be responsible to the Permanent Secretary, Ministry of National

Heritage and Culture for the overall management of the activities of the Department. Duties and responsibilities at this level will include formulation, interpretation and implementation of Library and Information policies and procedures; advising the Permanent Secretary and head of departments on all matters pertaining to the management of Library and Information Services; ensuring of Library Information Services are in conformity with international standards. The officer will also be responsible for training and development, supervising, guidance and counseling of staff in the Library and Information Services department.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Deputy Director of Library and Information Services or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Master's Degree in Library or Information Studies or equivalent qualification from a recognized institution;
- (iii) demonstrated a high degree of professional competence in the formulation of Information policies and outstanding administrative and managerial capability necessary for co-ordination of Library and Information Services; and
- (iv) demonstrated a thorough understanding of National goals, policies, objectives and shown ability to translate them into Library and Information Services, Policies and Programmes.