



REPUBLIC OF KENYA

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*Revised Scheme of Service*

*for*

*Economists/Statisticians*

SEPTEMBER, 2006

Issued by the Permanent Secretary  
Ministry of State for Public Service  
Office of the President



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MINISTRY OF STATE FOR PUBLIC SERVICE**

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Date: **21<sup>st</sup> August, 2006**

The Permanent Secretary,  
Ministry of Planning and National Development,  
**NAIROBI.**

**RE: REVISED SCHEME OF SERVICE FOR ECONOMISTS/STATISTICIANS**

I am pleased to inform you that the revised Scheme of Service for Economists/Statisticians which forms an appendix to this letter, has been finalized and is ready for implementation with effect from 1<sup>st</sup> July, 2006.

The Scheme of Service establishes nine (9) grades of Economists/Statisticians 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 Economists/Statisticians.

Please take necessary action and also ensure that the provisions of the scheme are brought to the attention of all Economists/Statisticians.

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

cc. The Secretary  
Public Service Commission,  
**NAIROBI.**

# **REVISED SCHEME OF SERVICE FOR ECONOMISTS/STATISTICIANS**

## **1. AIMS AND OBJECTIVES**

- (i) To provide for a clearly defined career structure, which will attract, motivate and facilitate retention of suitably qualified economic planning personnel.
- (ii) To provide for clearly defined duties and responsibilities at all levels in the career structure, which will ensure proper deployment and utilization of personnel.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of knowledge, competence, merit, experience and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

## **2. ADMINISTRATIONS AND TRAINING SCOPE OF THE SCHEME**

### **(a) Responsibility for Administration**

The Scheme of Service will be administered by the Permanent Secretary, Ministry of Planning and National Development, in conjunction with the Public Service Commission (PSC) 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 officers and that officers are confirmed in their appointment on successful completion of the probation period.

### **(b) Training Scope**

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

## **3. ECONOMIC PLANNING FUNCTION**

The Economic Planning Function involves: - planning and analysis of Government policies provision of advice on planning and economic policy issues to the Permanent Secretaries in the ministries of deployment; undertaking economic analysis, evaluation and monitoring of development projects and programmes; conducting prefeasibility and feasibility studies; setting project priorities; collection and analysis of data relating to productive sectors; review of development policy



strategies and programmes; co-ordination of sectoral/regional development plans; assisting in the formulation of economic and statistical development activities; initiation, implementation, monitoring and evaluation of policy and other budgetary processes to provide the requisite information for decision making and appraisal of national, rural or urban development strategies and projects.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes nine (9) grades of professional Economists/Statisticians who will be designated and graded as follows:

Designation	J/G
Economist II /Statistician II	“K”
Economist I /Statistician I	“L”
Senior Economist II/Senior Statistician II	“M”
Senior Economist I/Senior Statistician I	“N”
Principal Economist / Principal Statistician	“P”
Deputy Chief Economist / Deputy Chief Statistician	“Q”
Chief Economist /Chief Statistician	“R”
Director, Statistics/ Sectoral Planning/Macro Planning/ Monitoring & Evaluation/Rural Planning	“S”
Planning Secretary	“T”

(b) Conversion to the new grading structure

Present Designation	J/G	New Designation	J/G
Economist II/Statistician II	“K”	EconomistII/Statistician II	“K”
Economist I/Statistician I	“L”	Economist I/Statistician I	“L”
Senior Economist II / Senior Statistician II	“M”	Senior Economist II / Senior Statistician II	“M”
Senior Economist I/ Senior Statistician I	“N”	Senior Economist I/ Senior Statistician I	“N”
Principal Economist/ Principal Statistician	“P”	Principal Economist/ Principal Statistician	“P”
Deputy Chief Economist/ Deputy Chief statistician	“Q”	Deputy Chief Economist/ Deputy Chief Statistician	“Q”
Chief Economist/ Chief statistician	“R”	Chief Economist/ Chief Statistician	“R”
.....		Director, Statistics/ Sectoral Planning/Macro	

		Planning/Monitoring & Evaluation/Rural Planning	“S”
Director of Planning	“S”	Planning Secretary	“T”

*Note: The grades of Economist II /Statistician II and Economist I/ Statistician I, Job Group “K/L” will form a common establishment for the purpose of this Scheme of Service.*

### (c) Serving Officers

Serving officers will adopt and convert as appropriate to the new grading structure provided in the Scheme of Service though they may not possess the requisite minimum qualifications and/or experience required for the grades. However, for advancement to higher grades, officers must possess the necessary minimum prescribed qualifications and/or experience required for the grade.

## 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 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 be made in the grades of Economist II/Statistician II, Job Group “K”. In exceptional circumstances, however, direct appointment beyond these grades may be made by the Public Service Commission on recommendation of the Permanent Secretary, Ministry of Planning and National Development and in consultation with the Permanent Secretary, Ministry of State for Public Service, provided that the candidate is in possession of the necessary qualifications and/or experience for appointment to the grade.

### (b) Incremental Credit

Incremental Credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications 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 to a particular grade will be excluded.

## **7. RECOGNIZED QUALIFICATIONS**

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

- (i) A minimum of an Upper Second Class Honours degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution.
- (ii) A minimum of an Upper Second Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution.
- (iii) A minimum of an Upper Second Class Honours degree in Statistics with appropriate specialization, from a recognized university/institution.
- (iv) A postgraduate Bachelor of Philosophy degree in Economics from a recognized Institution or a post graduate diploma or Masters degree in Economics, Economics and Mathematics, Economics and statistics, Mathematics and Statistics, Computer science and Demography.
- (v) Such other qualifications as may be adjudged to be equivalent in terms of exposure, content and level by the Permanent Secretary, Ministry of Planning and National Development and approved by the Permanent Secretary, Ministry of State for Public Service.

## **8. 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 entitling an officer to be considered for appointment or promotion 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, ability and initiative as reflected in work performance and results; and
- (iii) the approval of the Public Service Commission.

## **9. IMPLEMENTATION OF THE SCHEME**

The Scheme of Service will be operational with effect from 1<sup>st</sup> July 2006. On implementation, all serving officers will become members of the Scheme.



## **10. JOB AND APPOINTMENT SPECIFICATIONS**

### **I. ECONOMIST II / STATISTICIAN II, JOB GROUP “K”**

#### **(a) Duties and Responsibilities**

This is the entry grade for Economist/Statistician cadre. An officer at this level will be responsible for a specific sector, location, service or area of activity. Duties and responsibilities at this level will involve providing economic planning data; economic analysis; formulation of development strategies; identification, preparation and evaluation of development projects and programmes and monitoring of their implementation; conducting feasibility studies, determining project viability and setting project priorities; collection, collation and analysis of data relating to production and marketing of agricultural/industrial products. computerization and analysis of data; writing and submitting reports on specific assignments; and control and supervision of technical and other supporting staff.

In the statistical field, duties will involve management of a specific economic sector or an area of statistical activity; drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action; collection, collation, computerization and analysis of data; writing and submitting reports on specific assignments; and direction and supervision of technical and other supporting staff.

#### **(b) Requirements for Appointment**

For appointment to the grade of Economist II / Statistician II, candidates must be in possession of:

- (i) A minimum of an Upper Second Class Honours degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution; or
- (ii) A minimum of an Upper Second Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution; or
- (iii) A minimum of an Upper Second Class Honours degree in Statistics with appropriate specialization from a recognized university/institution; or
- (iv) A postgraduate Bachelor of Philosophy degree in Economics from the University of Nairobi or equivalent institution or a post graduate diploma or Masters degree in subjects enumerated at (i) – (iii) above.



## **II. ECONOMIST I /STATISTICIAN I, JOB GROUP “L”**

### **(a) Duties and Responsibilities**

Work at this level will involve taking charge of a small functional area within the Ministry responsible for National Economic Planning or comparable area in any other Ministry. Specifically, work at this level will entail economic planning; coordination of sector/regional development plans; review of development policy strategies, projects and programmes prepared by Economists II / Statisticians II. In the statistical field, work at this level will be wide in scope and of more complex statistical analysis in nature, and will include supervising officers working under them.

### **(b) Requirements for appointment**

For appointment to the grade of Economist I / Statistician I, an officer must have: -

- (i) served in the grade of Economist II /Statistician II, for at least three years; or other comparable and relevant position in the Public Service;
- (ii) shown merit and ability as reflected in work performance and results; and
- (iii) demonstrated professional ability, initiative and competence in organizing directing and executing work at this level.

## **III. SENIOR ECONOMIST II/SENIOR STATISTICIAN II, JOB GROUP “M”**

### **(a) Duties and Responsibilities**

Work at this level will involve heading a Planning Division in the Ministry responsible for National Economic Planning or a similar unit in any other Ministry; carrying out more specialized and complex economic planning/statistical analyses; supervising and co-coordinating the activities of staff under him/her; and heading a Planning and Project Monitoring Unit in a district (District Planning and Project Monitoring Unit).

### **(b) Requirements for appointment**

For appointment to the grade of Senior Economist II /Senior Statistician II, an officer must have:-

- (i) served in the grade of Economist I / Statistician I, for at least three years;
- (ii) demonstrated professional ability, initiative and competence in organizing directing and executing work at this level; and
- (iii) show merit and ability as reflected in work performance and results.

#### **IV. SENIOR ECONOMIST I/SENIOR STATISTICIAN I, JOB GROUP “N”**

##### **(a) Duties and Responsibilities**

Work at this level will involve responsibility for a broad area of economic/statistical activity which may include supervision of several Economists I/Statisticians I; assisting in the formulation of economic and statistical policies; initiation, implementation and appraisal of national, rural or urban development strategies and projects and performing the role of head of a Planning Division at the headquarters or a Central Planning and Project Monitoring Division in a Ministry, and/or deputizing a Provincial Planning Officer in a Provincial Planning and Project Monitoring Unit.

##### **(b) Requirements for Appointment**

For appointment to the grade of Senior Economist I/senior Statistician I, an officer must have:-

- (i) served in the grade of Senior Economist II /Senior Statistician II for at least three (3) years;
- (ii) demonstrated administrative and professional competence in executing work at this level; and
- (iii) attained qualifications in economics or statistics of at least Masters of Arts (MA), Masters of Science (MSC) or Master of Philosophy (MPHIL) level or their equivalent recognized qualifications.

#### **V. PRINCIPAL ECONOMIST/PRINCIPAL STATISTICIAN, JOB GROUP “P”**

##### **(a) Duties and Responsibilities**

A Principal Economist / Principal Statistician will head a Provincial Planning and Monitoring Unit or be deployed in a Central Planning and Project Monitoring Division in a Ministry. At the national level the work will include economic planning; production and compilation of statistical data; initiation of national economic planning policy; collection and presentation of statistical data in the form of survey reports and bulletins; and performing the role of head of a planning or statistical division in the Ministry responsible for National Economic Planning.

##### **(b) Requirements for Appointment**

For appointment to the grade of Principal Economist/Principal Statistician, an officer must have:-

- (i) served at the level of Senior Economist I / Senior Statistician I for at least three (3) years;



- (ii) demonstrated professional competence and managerial capability coupled with appreciation of the country's economic development needs and strategies and production of statistical data;
- (iii) demonstrated high administrative capability coupled with broad experience in economic planning, policy analysis and research or the production of statistical data; and
- (iv) attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

## **VI. DEPUTY CHIEF ECONOMIST/ DEPUTY CHIEF STATISTICIAN, JOB GROUP "Q"**

### **(a) Duties and Responsibilities**

A Deputy Chief Economist / Deputy Chief Statistician will assist the Chief Economist/Deputy Director of Statistics in the day-to-day administration of the Planning Division or the Central Bureau of Statistics, or a Central Planning and Project Monitoring Division in a Ministry. Specifically, an officer at this level will be responsible for the general direction of the economic planning function and production of statistical data at national level; preparation of National Development Plans, strategies, policies and programmes; Monitoring and evaluation of policies and programmes; collation and presentation of statistical data in the form of survey reports and bulletins in Ministries; and direction, control and coordination of all the various planning or statistical activities of professional and supporting staff within the Planning Departments as well as those serving in similar capacities in other Ministries.

### **(b) Requirements for Appointment**

For appointment to the grade of Deputy Chief Economist/Deputy Chief Statistician, an officer must have:-

- (i) served at the level of Principal Economist/Principal Statistician or other comparable and relevant position in the field of economics, policy research and statistics in the public sector; for at least three (3) years;
- (ii) demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results;
- (iii) managerial experience necessary for the effective management of staff; and
- (iv) attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

## **VII. CHIEF ECONOMIST/CHIEF STATISTICIAN, JOB GROUP “R”**

### **(a) Duties and Responsibilities**

The Chief Economist/ Chief Statistician will be in charge of a Planning Division or deputise the Central Bureau of Statistics Department in the Ministry responsible for National Economic Planning or a Central Planning and Project Monitoring Division in any other Ministry. Chief Economist/ Chief statistician in the Ministry responsible for National Economic Planning will be responsible to the Permanent Secretary through the Planning Secretary and the respective Director Planning/Statistics/Sectoral Planning/Monitoring and Evaluation. Specific duties include:-

- (i) headship of a Central Planning and Project Monitoring Division in a Ministry;
- (ii) direction of economic planning functions or production of statistical data at the national level;
- (iii) co-ordination and formulation of national development strategies, policies and programmes within the Ministry responsible for National Economic Planning and in other Ministries and for collation and presentation of statistical data in the form of survey reports or bulletins;
- (iv) preparation of national development plans and co-ordination of national positions on international economic subjects;
- (v) monitoring and evaluation of policies and programmes;
- (vi) planning and management of human resources, projection of manpower needs and training to meet national development objectives, population surveys and compilation of data for planning and social services, manpower surveys and, in conjunction with the Ministry responsible for employment, undertaking labor force studies and monitoring unemployment in the country;
- (vii) assisting in collection, collation, processing and administration of statistical data in accordance with the Statistics Act;
- (viii) formulating co-ordinated strategies, policies and programmes for the harmonious development of the economic sectors, carrying out Sectoral studies and research, monitoring changes in key indicators of sectoral economic structure, trends and efficiency; and
- (ix) supervising of officers in his/her division or a Central Planning and Project Monitoring Division in a Ministry.



## **(b) Requirements for Appointment**

For appointment to the grade of Chief Economist/ Chief Statistician, an officer must have:-

- (i) served in the grade of Deputy Chief Economist /Deputy Chief Statistician for at least three (3) years or other comparable and relevant position in economic planning; or in the compilation and production of statistical data for national economic planning and development in the Public Sector; for at least twelve (12) years of which three (3) years must be at a Senior Economic policy Research/Planning position;
- (ii) demonstrated outstanding professional competence matched with proper appreciation of the country's economic development needs at the national, sectoral and regional levels and the strategies necessary to meet them;
- (iii) demonstrated a high degree of administrative capability coupled with wide experience in economic planning or in the production and interpretation of statistical data; and
- (iv) attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

## **VIII. DIRECTOR, STATISTICS/SECTORAL PLANNING/MACRO PLANNING/MONITORING AND EVALUATION/RURAL PLANNING, JOB GROUP 'S'**

### **(A) DIRECTOR, STATISTICS, JOB GROUP "S"**

#### **(a) Duties and Responsibilities**

Will head the Central Bureau of Statistics and will be responsible to the Planning Secretary for the formulation and coordination of the Central Bureau of Statistics policies, strategies and programmes. Specific duties will include;

- (i) day-to-day management of the Bureau including managing its funds and property;
- (ii) administration and management of the staff of the Bureau;
- (iii) planning, authorizing, coordinating and supervising all official statistical programmes undertaken within the national statistical system;
- (iv) establishing standards and promoting the use of best practices and methods in the production and dissemination of statistical information across the national statistical system;

- (v) collecting, compiling, analyzing, abstracting and disseminating statistical information on the matters specified in the first schedule of the Statistics Act Cap 112;
- (vi) conducting the Population and Housing Census every ten years, and such other censuses and surveys as may determine; and
- (vii) maintaining comprehensive and reliable national socio-economic database.

## **(B) DIRECTOR, SECTORAL PLANNING, JOB GROUP “S”**

### **(a) Duties and Responsibilities**

The Director Sectoral Planning will be responsible to the Planning Secretary for the formulation and coordination of policies, strategies and programmes. Specific duties will include:

- (i) heading the Department in the Ministry responsible for coordination of development of sector policies and programmes in the productive, infrastructure and social services areas;
- (ii) formulation and coordination of national strategies, policies and programmes within the Ministry and in wider Government;
- (iii) Preparation of national plans, district plans and coordination, including project and public expenditure management activities;
- (iv) planning and management of Human Resources needs and training to meet national objectives;
- (v) formulation of coordinated strategies, policies and programmes to ensure harmonious development of sectoral and economic sectors and to oversee studies and research, as well as monitoring of changes in economic structure, trend and efficiency; and
- (vi) supervision of the officers and the division.

## **(C) DIRECTOR, MACRO PLANNING, JOB GROUP “S”**

### **(a) Duties and Responsibilities**

The Director Macro Planning will be responsible to the Planning Secretary for the formulation and coordination of Macro Planning policies, strategies and programmes, specific duties include:

- (i) heading the Department in the Ministry responsible for Macro Planning and Coordination of regional and international economic policies and programmes;



- (ii) formulation and coordination of natural development strategies, policies, programmes and oversee the use of maro-model within the ministries, departments and in consultation with the relevant ministries, departments and institutions;
- (iii) preparation of National development Plans and coordination of National position or international economic subjects;
- (iv) planning and management of human resources projections of manpower needs and trying to meet national development objectives;
- (v) formulation and implementation of coordinated strategies, policies and programmes for the harmonious development of the economic sectors and oversee studies and research, analysis and monitoring of changes in sectoral areas, trend and efficiency; and
- (vi) supervision of the officers and divisions.

#### **(D) DIRECTOR, MONITORING AND EVALUATION. JOB GROUP ‘S’**

##### **(a) Duties and Responsibilities**

The Director Monitoring and Evaluation will be responsible to the Planning Secretary for the formulation, and coordination, of the monitoring and evaluation policies, strategies and programmes. Specific duties will include:-

- (i) heading the Monitoring and Evaluation Department in the Ministry responsible for the National and Sub-National Monitoring and Evaluation;
- (ii) formulation and coordination of national monitoring and evaluation strategies, policies, programmes and the framework within the ministry and in wider government and at sub-national level;
- (iii) preparing National Monitoring and Evaluation plans, guidelines and development of monitorable indicators and monitoring and evaluating reports for both the ministry and national economic and social council;
- (iv) planning and management of Human Resources needs to meet national monitoring and evaluation objectives; and coordinating surveys and compilation of data for monitoring and evaluation in conjunction with the Central Bureau of Statistics and with line Ministries and other stakeholders;
- (v) liaising with development partners in projects directly running under donor support;
- (vi) supervising of the officers within the division; and

- (vii) undertaking any other emerging tasks in the area of monitoring and evaluation in the country.

## **(E) DIRECTOR, RURAL PLANNING, JOB GROUP “S”**

### **(a) Duties and Responsibilities**

The Director of Rural Planning will be responsible to the Planning Secretary for formulation and coordination of rural planning policies, strategies and programmes. Duties will include:-

- (i) Heading the Department in the Ministry responsible for promoting rural development including coordination of district planning;
- (ii) Formulation and coordination of strategies, policies, programmes and the framework within the ministry and in wider government and at sub-national level, including supervision of staff at the devolved level;
- (iii) Preparation of national plans, district plans and coordination, including project and public expenditure management activities and reports;
- (iv) Planning and management of Human Resources needs and training to meet national objectives;
- (v) Formulation of coordinated strategies, policies and programme for harmonious development of sectoral and economic sectors and to oversee studies and research, and monitoring or changes in economic structure, trend and efficiency; and
- (vi) Supervision of the division and officers.



**(b) Requirements for Appointment Director, Statistics/Macro Planning/Rural Planning/Monitoring and Evaluation/Sectoral Planning /Statistics/Macro Planning/Rural Planning/Monitoring and Evaluation/Sectoral Planning Job Group “S”**

For appointment to the grade of Director, an officer must:

- (i) have served at the level of Chief Economist/Chief Statistician for three (3) years or has served in a comparable position in the Public Sector;
- (ii) have demonstrated outstanding professional competence and wide experience in Sectoral Policy formulation and implementation matched with clear appreciation of the Kenya’s Economic needs at the national, sectoral and sub-National level;
- (iii) have demonstrated a high degree of administrative ability and leadership;
- (iv) be computer literate and able to use packages and relevant software; and
- (v) attained qualification to the level of Masters of Arts (MA), Masters of Science (MSC) or Master of Philosophy (MPHI) in Economics, Statistics, Demography, Computer Science, mathematics & Statistics.

**IX. PLANNING SECRETARY, JOB GROUP “T”**

**(a) Duties and Responsibilities**

The Planning Secretary is responsible to the Permanent Secretary of the Ministry responsible for National Economic Planning for formulation and co-ordination of national development policies, strategies and programmes. Duties will include: -

- (i) preparing national development plans and Sessional papers and guidance on economic policy issues;
- (ii) preparing economic briefs with regard to international positions and negotiations with multilateral and bilateral donors;
- (iii) evaluating economic, econometric and statistical advice;
- (iv) ensuring professional standards and consistency especially with regard to economic advice emanating from Ministries;
- (v) supervising senior professional staff in all Planning Departments including the Central Bureau of Statistics;
- (vi) supervising Central Planning Departments/Divisions in other Ministries with regard to professional functions and standards; and
- (vii) advising the Permanent Secretary on professional matters relevant to the administration of the Scheme of Service for Economists and Statisticians.

## **(b) Requirements for Appointment**

For appointment to the position of the Economic Planning Secretary, an officer must have:-

- (i) served at the level of Director of Rural Planning/Macro Planning/ Sectoral Planning/Monitoring and Evaluation/ Statistics for at least three (3) years or in a comparable and relevant position in the Public Sector;
- (ii) demonstrated professional ability, initiative and competence of a high order in organizing, controlling, directing and executing work;
- (iii) demonstrated a high degree of administrative ability and have wide experience in economic planning and development at the national level; and
- (iv) attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualification.



- (i) it is emphasized, for general information that the job descriptions given at each of the above levels are not exhaustive of the many varied duties and responsibilities that could be exercised by officers; rather, they are a reflection of the main functions expected to be performed at each job level; and
- (ii) It is clarified that due to the special dimension of intellectual inquiry found only in universities and equivalent institutions of academic training, appointments into any of the grades under the Scheme of Service, including the training grade, will require a standard university degree and not any other qualifications.

## PLANNING DIRECTORATE

The Ministry of Planning and National Development has adapted the approved New Organizational Structure in line with its Strategic Plan. This has necessitated the creation of a New Structure within the Ministry. The New Structure will have the following Departments:

- (a) **Monitoring and Evaluation Department:** It's core functions are to develop and oversee the implementation of a national M&E system. This includes analysis of reports, from central and sub-national structures and preparation of national M&E reports, liaison with relevant stakeholders and carrying out capacity building functions. Given the expanded role of the CPM&E units in the line ministries, this department will oversee all the M&E activities in the line ministries.
- (b) **Macro Planning Department:** The Macro Planning Department is responsible for the Coordination of national (aggregate) economic policy formulation as well as review, follow-up and coordination of regional and international economic policies and programmes particularly in the area of economic cooperation, integration and trade. The department will also continue to provide leadership in the Macro Working Group and Trade and Industry Sector Working Group and will have two main divisions: *external* and *domestic*. This department will be the core department linking with Economic Affairs Department (EAD) in the Ministry of finance with respect to economic policy formulation matters.
- (c) **Sectoral Planning Department:** Is responsible for the coordination of development of sector policies and programmes in conjunction with line ministries and stakeholders. Sectoral functions falling under the department will include co-ordination of 3 divisions, the *productive division* (agriculture, land, fisheries, irrigation and cooperatives; environment and natural resources; tourism, trade and industry); *physical infrastructure division* (roads, railways, transport and communication, energy, water, ports and other related services); and *social sector services division* (education, health, gender, children, etc.); Apart from sectoral co-ordination, the department is also be responsible for overseeing project and public expenditure management activities, including project appraisal, public expenditure reviews and public expenditure tracking. The Department is also responsible for co-convening the Physical infrastructure, health, and Education Sector Working Groups in the MTEF Budgeting process.
- (d) **Rural Planning Department:** is responsible for promoting rural development through implementation of appropriate strategies, programmes and projects under the District Focus for Rural Development (DFRD). This entails coordination of district planning and provision of secretariat services to District Development Committees. The department will function through the District Planning Division responsible for implementation of decentralized planning under the DFRD framework, assisting in evaluation of development activities in the district, as well as giving effect to the planning components of decentralized initiatives such as the



Constituency development fund(CDF), LATF, CTDF, KENSAF,etc, including co-ordination of development funded programmes such as IFAD, PEI, etc. The Projects/Programmes division responsible for coordination of identification, implementation, monitoring and evaluation of projects/programmes in the districts in consultation with stakeholders. The department works through a comprehensive system at district level with provincial heads, district development officers and assistant district development officers. At the Headquarter level, the department co-ordinates development aspects related to agriculture and rural development by having linkages with the relevant Ministries. It also co-ordinates rural development budget matters through the Agriculture and Rural Development Sector Working Group.

## **Deployment of Economists and Statisticians in Ministries**

The Permanent Secretary of the Ministry responsible for National Economic Planning will be responsible for ensuring and sustaining high professional standards under the Scheme of Service wherever Economists and Statisticians may be deployed. He/She will deploy Economists and Statisticians in other Ministries as necessary on the basis of the following principles: -

- a) **Deployment** – Economists and Statisticians will be deployed in other Ministries on the basis of economic planning, development needs and statistical requirements.
- b) **Functions** – The primary functions of Economists and Statisticians deployed in Ministries will be to promote and give effect to the planning, statistical and policy analysis of the Government. In consequence thereof:-
  - (i) their functions and terms of reference will be standard in all other Ministries and specific in detail and they will not be ordinary functionaries of the Ministries to which they are posted to serve;
  - (ii) it will be the responsibility of the Ministry responsible for National Economic Planning to prepare or vet, from time to time, their schedules of duties, supervise and appraise their performance and provide guidance on their professional duties; and
  - (iii) the Economists and Statisticians will be required to provide a source of informed advice to the Permanent Secretaries/ Accounting Officers of the Ministries in which they are deployed, on planning and economic policy issues, and to serve as resources persons on economic and statistical programmes and functions of those Ministries as may be required of them from time to time.
- (c) **Organization of Planning Services** – In all cases, the organization of economic and statistical services and staffing structure in other Ministries will be determined by the Ministry responsible for National Economic Planning, paying due regard to operational needs, efficiency, professional supervision and cohesiveness of purpose. In this regard:-
  - (i) all Economists and Statisticians deployed in Ministries other than the Ministry responsible for National Economic Planning will fall under the Central Planning and Monitoring Divisions (CP&MD) established therein;
  - (ii) the Central Planning and Monitoring Divisions will be independent of the existing technical departments and will act as service units answerable directly to the Permanent Secretary and in a position to serve the entire Ministry; and
  - (iii) all authorized posts as well as serving personnel belonging to the Scheme of Service for Statistical Assistants and Statistical Officers will be incorporated



into the Central Planning and Monitoring Divisions to provide back-up for data processing and analytical capabilities.

- (d) *Deployment Outside the Central Planning and Monitoring Divisions* – In order to sustain the integrity of the Central Planning and Monitoring Divisions and in view of the specific nature of the functions and terms of reference upon which they are constituted, the deployment of Economists and Statisticians will be governed and circumscribed as follows:-
- (i) Economists and Statisticians will not be re-deployed away from the ministerial headquarters of the Ministries to which they are posted to serve, either in the rural areas or in State Corporations, as this would detract from the consistency of their operational modalities as determined by their specific functions and terms of reference. Where re-deployment is required, the Permanent Secretary of the Ministry responsible for National Economic Planning must be consulted.
  - (ii) Economists and Statisticians may serve as resource persons on public sector committees, working parties or commissions but only with the consent of the Permanent Secretary of the Ministry responsible for National Economic Planning. In all cases, such officers would continue to be held against the authorized establishment of the Ministries in which they are deployed. They should not also be permanently seconded to such committees, working parties or commissions but must, at all times, work partly in their particular Central Planning and Monitoring Division.
- (e) *Distribution of Authorized Posts at the Higher Levels*- It is reasonable to expect that as the need for Economic Planning expands over the time, there would be enough authorized posts above Job Group “N” including approved positions of Director Rural Planning/Statistics/Macro Planning/Monitoring & Evaluation/Sectoral Planning Job Group “S” in order to provide adequate career prospects at the senior professional levels. However: -
- (i) Posts at the levels of the Director of Economic Planning and Director of Statistics/Rural Planning/Sectroal Monitoring & Evaluation/Macro Planning will be established only in the Ministry responsible for National Economic Planning;
  - (ii) Posts in the grade of Senior Economist I or Senior Economist/Senior Statistician I, Principal Economist, Deputy Chief Economist and Chief Economist specifically intended for utilization in other Ministries will also be established within the Central Planning and Monitoring Divisions of the relevant ministries.

## GUIDELINES FOR ESTABLISHING EQUIVALENCES FOR DIRECT ENTRY INTO THE SCHEME OF SERVICE FOR ECONOMISTS AND STATISTICIANS

The Scheme of Service for Economists and Statisticians uses degrees awarded by Kenyan national universities as the standard by which to evaluate degrees conferred by other accredited universities and equivalent institutions in and outside Kenya. Therefore the following criteria will be employed in determining the eligibility of applicants for direct entry into the Scheme of Service for Economists and Statisticians: -

### 1. Content

Since this Scheme of Service caters for Economists and Statisticians to be deployed throughout the service, it is necessary that every member has the basic qualifications for such deployment:

- (a) The primary subjects which are relevant for the purposes of the Scheme of Service are:
  - (i) Economics;
  - (ii) Statistics; and
  - (iii) Mathematics

In addition, there are certain optional courses which are acceptable if they are taken in order to supplement the primary subject. However, only one paper at full-year equivalent would normally be taken into account. These are: -

- (i) Computer Science;
- (ii) Demography; and
- (iii) Accounting

However, for applicants who already possess the academic requirements enumerated **in 7 and 10 I (b) above in addition to** a post-graduate Diploma or Degree in Computer Science from recognized university or equivalent institution would be acceptable.

- (b) Economists will be required to have taken, as part of their training in Economics:-
  - (i) At least an Intermediate Theory Sequence (Micro-economics and Macro-economics) comprising at least two full-year papers; this presupposes that they have taken an introductory course in economic theory beforehand; and
  - (ii) At least two full-year quantitative courses; these could be drawn from a variety of quantitative courses such as Statistics, Econometrics, Calculus, differential equations, computer Science, Mathematics for Economics. Quantitative Methods and Operations Research.



- (c) Statisticians will be required to have covered statistics plus most or all of the other quantitative courses enumerated in (b) (ii) above. A significant degree of mix in Mathematics, Statistics and Economic Theory would provide a distinct advantage for direct entry into the Scheme of Service.

## **2. Academic Standard**

- (a) Candidates must be in possession of a minimum of an Upper Second Class Honours degree. This would be equivalent to an average mark of 60 per cent and above, using the Kenyan national universities as the standard. However, given that many universities do not grade degrees under the honours rubric, equivalences may be determined as approximating to the upper fifteenth percentile or the B+ under the Grade Points Average Systems. In universities where superlatives, rather than marks or letter grades, are used to express the level of performance in a given paper, only “good” or “excellent”, or their equivalents, would be taken into account in determining eligibility for membership of the Scheme of service.
- (b) Only university-level courses will be considered when evaluating qualifications.

## **3. Exposure**

- (c) The degrees outlined must have, as a requirement, a minimum of eight full-year appropriate professional courses, or “full-year equivalents” in the case of the semester or unit systems. The average would be ten full-year courses.
- (d) Each full-year (or full-year equivalent) course must have a minimum of sixty class lecture hours. Where tutorial and seminars form part of the course programme and the time spent in them is added to regular class lecture hours, the total number of contact hours spent in each course must be at least seventy-five hours. The average would be ninety hours

To summarize, for direct entry into the Scheme of Service for Economists and Statisticians, candidates must meet all the minimum requirements with respect to content, academic standard and exposure as specified in this Appendix.

## TRAINING GRADE – (ASSISTANT ECONOMIST/ASSISTANT STATISTICIAN) JOB GROUP ‘J’

### (a) Duties and Responsibilities:

This is a training grade. Officers in this grade require additional training in Economics and Statistics to accord them opportunity to complete courses they otherwise missed during their basic degree programme or to attain the appropriate advanced level. Essentially, they will perform duties similar to those assigned to Economists II/Statistician II but under training.

### (b) Requirements for Appointment

Following implementation of this scheme, no new candidates will be appointed into this grade. Existing cadres currently in this grade will remain in the same position until they possess the full professional qualifications required for direct appointment to the professional entry grade under the Scheme of Service as enumerated in 7 and 10 I (b) above or they re-designate to other Schemes of Service. Currently the officers serving in this grade have attained:

- (i) A Lower Second Class Honours degree or its equivalent with specialization in economics from a recognized university or equivalent institution; or
- (ii) A Lower Second Class Honours degree or its equivalent with specialization in Statistics from recognized university or equivalent institution; or
- (iii) The qualifications required for appointment as Economist II/Statistician II but are short of certain essential courses for adequate exposure, content and depth as adjudged by the Permanent Secretary responsible for National Economic Planning.

**Note:** *For purpose of advancement to the entry grade Job Group “K” under the Scheme of Service, the shortfall in terms of exposure, content, depth or academic standard cannot be remedied by a short course of study. Candidates will be required to successfully undergo a post-graduate course of study of at least one academic year, or at least nine months of normal study, in a recognized university or equivalent institution.*