



REPUBLIC OF KENYA

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# **Scheme of Service For Social Welfare Personnel**

**December, 2006**

ISSUED BY THE PERMANENT SECRETARY  
MINISTRY OF STATE FOR PUBLIC SERVICE  
OFFICE OF THE PRESIDENT



**OFFICE OF THE PRESIDENT**  
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20<sup>th</sup> November, 2006

The Permanent Secretary,  
Office of the Vice-President and  
Ministry of Home Affairs,  
**NAIROBI.**

**RE: SCHEME OF SERVICE FOR SOCIAL WELFARE WORKERS**

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

The Scheme established eight (8) grades of Social Welfare Officers 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 Social Welfare Officers.

Please take necessary action and also ensure that the provisions of the Scheme are brought to the attention of all Social Welfare Officers.

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

c.c. The Secretary,  
Public Service Commission of Kenya,  
**NAIROBI.**



# **SCHEME OF SERVICE FOR SOCIAL WELFARE PERSONNEL**

## **1. AIMS AND OBJECTIVES**

- (i) To provide for a well defined career structure which will attract, motivate and facilitate retention of suitably qualified Social Welfare Personnel in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineations of duties and responsibilities at all levels within the career structure to enable each officer understand the requirements and demands of the job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, 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, Office of the Vice President and Ministry of Home Affairs 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 the provisions of the Scheme 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 officers are inducted in the service and that appropriate 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 also be encouraged to undertake training privately for self-development.



However, in all training matters, the Permanent Secretary administering the Scheme will consult the Permanent Secretary, Ministry of State for Public Service.

**3. THE SOCIAL WELFARE FUNCTION**

The Social Welfare function entails the promotion and management of social welfare programmes in prison that enhance and encourage inmates’ self esteem, respect and reliance. The function further involves preparation of inmates for positive change through rehabilitation, dissemination of knowledge, and training in skills and attitudes that motivate them to participate in nation building as law abiding citizens.

**4. GRADING STRUCTURE AND SCOPE**

**(a) Grading Structure**

The Scheme of Service establishes eight (8) grades of Social Welfare Officers who will be designated and graded as follows:

Designation	Job Group
Social Welfare Officer III	‘H’
Social Welfare Officer II	‘J’
Social Welfare Officer I	‘K’
Senior Social Welfare Officer	‘L’
Chief Social Welfare Officer	‘M’
Deputy Principal Social Welfare Officer	‘N’
Senior Deputy Principal Social Welfare Officer	‘P’
Principal Social Welfare Officer	‘Q’

**Note:**  
*The grades of Social Welfare Officer III/II, Job Groups H/J for Diploma holders and Social Welfare Officer II/I Job Group J/K for graduates will form a common establishment for the purpose of this scheme.*

**(b) Serving Officers**

Serving officers will adopt as appropriate to the grading and designations provided in the Scheme of Service though they may not be in possession of the requisite minimum qualifications and/or

experience prescribed in the Scheme of Service for the grades. However, for advancement to higher grades, all officers must possess the prescribed minimum qualifications and/or experience stipulated in the Scheme of Service.

## **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 provided in the Scheme of Service must be included in the Ministry's establishment proposal for consideration and approval by the Permanent Secretary, Ministry of State for Public Service in the normal manner.

## **6. ENTRY INTO THE SCHEME OF SERVICE**

### **(a) Direct Appointment**

Direct appointment will be made in the grades of Social Welfare Officer III, Job Group 'H' and Social Welfare Officer II, Job Group 'J' provided that the candidate is in possession of the minimum basic qualifications stipulated for the grade. In exceptional circumstances, however, direct appointment beyond these grades may be made by the Public Service Commission on the recommendation of the Permanent Secretary administering the Scheme, and in consultation with the Permanent Secretary, Ministry of State for Public Service provided 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 requisite minimum qualifications for the grade will 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 appointment or 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) the existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) the approval of the Public Service Commission.

## **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 recognized equivalent qualification.
- (ii) Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Counselling, Mental Health or equivalent qualification from a recognized Institution.
- (iii) Bachelor of Arts Degree in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or equivalent qualification from a recognized institution.
- (iv) Masters degree in any of the following disciplines: Sociology, Social work, Psychology, Mental Health, Anthropology, Counselling or equivalent qualification from a recognized insitution.
- (v) Management Course lasting not less than four (4) weeks from a recognized institution.

- (vi) Supervisory course lasting not less than four (4) weeks from a recognized institution.
- (vii) Two (2) weeks Training of Trainers Course.
- (viii) Such other equivalent qualification(s) as may be approved 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 1<sup>st</sup> February, 2006. On implementation, all serving officers will automatically become members of the Scheme.

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

### **I. SOCIAL WELFARE OFFICER III, JOB GROUP 'H'**

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

This will be the entry grade for Diploma Holders. At this level, an officer will be deployed in either a Borstal Institution, a Youth Corrective Training Centre or in a small Prison. Duties and responsibilities will involve taking statistics on matters pertaining to prisoners' welfare services; individual counseling of prisoners and mobilizing prison staff and inmates on awareness of pandemic diseases.

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

##### **Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and
- (ii) Diploma in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or equivalent qualification from a recognized institution.

## **II. SOCIAL WELFARE OFFICER II, JOB GROUP 'J'**

### **(a) Duties and responsibilities**

An officer at this level will assist in taking charge of social welfare duties in a Borstal Institution, a Youth Corrective Training Centre or a Small Prison. Specific duties will entail counseling, attending discharge boards, hobbies and handicraft scheme; acting as a link between the inmates and their relatives or handling social problems in Penal Institutions.

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

#### **Direct appointment**

For direct appointment to this grade, a candidate must have a Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counseling or equivalent qualification from a recognized institution.

#### **Promotion**

For appointment to this grade, an officer must have;

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

## **III. SOCIAL WELFARE OFFICER 1, JOB GROUP 'K'**

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

An officer at this level may be required to take charge of Social Welfare duties in a Borstal Institution, a Youth Corrective Training Centre or a small Prison. Specifically the officer will convene reception boards and make follow up; organize trade test registration, adult literacy classes, recreational and sports activities. In addition, the officer will evaluate monthly reports and supervise staff and trainees working under him/her.



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

For appointment to this grade, an officer must have:

- (i) served in the grade of Social Welfare Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) attended a supervisory course lasting not less than four (4) weeks from a recognized institution; and
- (iii) shown outstanding competence, ability and initiative in work performance and results.

## **IV. SENIOR SOCIAL WELFARE OFFICER, JOB GROUP 'L'**

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

An officer at this level will be expected to take charge of welfare programmes relating to inmates and staff in a medium district prison. Duties will include convening reception boards regularly; arranging for booking Trade Test; participating in the drawing of an appropriate social sciences curriculum and actively lecturing on the same; directing and controlling social welfare staff in their work.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Social Welfare Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) attended two (2) weeks Training of Trainers course; and
- (iii) demonstrated competence, ability and initiative in work performance and results.

## **V. CHIEF SOCIAL WELFARE OFFICER, JOB GROUP 'M'**

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

An officer at this level will be deployed in a major district prison. Duties include; convening reception boards regularly; giving technical advice; planning and coordinating social welfare programmes related to vocational training, hobbies and handicrafts, adult literacy and nursery school programmes; training staff; liaising with Non Governmental Organizations at district level regarding donations and formulation of Social Welfare policy.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Social Welfare Officer 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 not less than four (4) weeks from a recognized institution; and
- (iii) Demonstrated competence, ability and initiative in work performance and results.

## **VI. DEPUTY PRINCIPAL SOCIAL WELFARE OFFICER, JOB GROUP 'N'**

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

A Deputy Principal Social Welfare Officer may be deployed at a Provincial Command Prison or Prison's Headquarters and will be responsible for the efficient management and administration of social welfare programmes. The Officer will be expected to be fully conversant with the Government policy on rehabilitation and treatment of inmates in Penal Institutions; giving technical advice; ensuring implementation of policies on social welfare programmes in prisons and communities; liaising with Non-Governmental Organizations regarding donations and social welfare policy formulation. The officer will also co-ordinate and participate in social services programmes; be involved in formal and informal



teaching of Social Welfare Officers in the latest developments in their area of specialization; and organise courses relevant to the needs of Social Welfare Officers.

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

For appointment to this grade, an officer must:

- (i) have served in the grade of Chief Social Welfare Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) be fully conversant with Government Policy on rehabilitation and treatment of offenders in the penal institutions in accordance with the Prisons Act (Cap. 90) Mental Health Act (Cap. 248) and Borstal Institutions Act (Cap.92);
- (iii) have attended a management course lasting not less than four (4) weeks; and
- (iv) have demonstrated proven competence, ability and initiative in work performance and results.

## **VIII. SENIOR DEPUTY PRINCIPAL SOCIAL WELFARE OFFICER, JOB GROUP 'P'**

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

A Senior Deputy Principal Social Welfare Officer will be stationed at the Prisons headquarters. An officer at this level will assist the Principal Social Welfare Officer in the formulation, implementation, coordination and supervision of Social Welfare Programmes. Specific responsibilities will entail co-ordination of both Government and Non-Governmental Organizations involved in Social Welfare work and delivery of welfare care services; coordinate policy as well as manage any donor funded support; procure and distribute education/medical and recreational materials and equipment. In addition, the officer will assist in coordination of general administrative duties; drawing up budget for the Department; and dealing with human resource matters in the Department.

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

For appointment to this grade, an officer must:

- (i) have served in the grade of Deputy Principal Social Welfare Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) have Masters Degree in any of the following disciplines; Social Work, Sociology, Psychology, Mental Health, Anthropology, Counselling or equivalent qualification from a recognized institution;
- (iii) be fully conversant with the Government policy on Social Welfare and rehabilitation; and
- (iv) have demonstrated professional competence and administrative capability.

## **VIII. PRINCIPAL SOCIAL WELFARE OFFICER – JOB GROUP 'Q'**

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

A Principal Social Welfare Officer will be the head of the division and will be answerable to the Commissioner of Prisons. Duties and responsibilities will include assisting the Commissioner of Prisons in policy implementation on matters related to rehabilitation programmes; co-ordinating the formulation, development and implementation of Social Welfare policies as well as management of any donor funded support for the division; and co-ordinating staff development programmes in the division and prisoners' welfare matters in the whole country.

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

For appointment to this grade an officer must:-

- (i) have served in the grade of Senior Deputy Principal Social Welfare Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;



- (ii) have Masters degree in any of the following disciplines; Sociology, Psychology, Social Work, Mental Health, Anthropology, Counselling or equivalent qualification from a recognized institution;
- (iii) be fully conversant with the Government policy on social welfare and rehabilitation; and
- (iv) have demonstrated professional and administrative capability in the general organization and management of the social welfare function and personnel.