



REPUBLIC OF KENYA

Scheme of Service

for

Housing Officers

APPROVED BY THE PUBLIC SERVICE COMMISSION

AND

**ISSUED BY THE PERMANENT SECRETARY
MINISTRY OF STATE FOR PUBLIC SERVICE
OFFICE OF THE PRIME MINISTER**

October, 2010

SCHEME OF SERVICE FOR HOUSING OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure which will attract and retain suitably qualified and competent Housing Officers 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, 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 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

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary responsible for Housing in conjunction with the Public Service Commission. 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 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. However, in all matters of training, the Permanent Secretary administering the Scheme will consult the Secretary, Public Service Commission of Kenya.

3. HOUSING FUNCTION

The Housing Function encompasses housing development and management, slum upgrading and prevention, housing infrastructure and management of civil servants housing scheme. Specifically the Function entails the following:

(a) The Housing Development and Management Function

The Housing Development and Management Function entails: formulation, implementation and review of the National Housing policies; facilitation of housing development; promotion and dissemination of appropriate building materials and construction technologies; liaising with National Environment Management Authority (NEMA) on mitigating against adverse environmental impacts of housing projects; evaluation of Environmental Impact Assessment on Housing Projects; conducting surveys on housing demand and supply; liaising with stakeholders to establish and maintain land banks for housing development; planning, implementing, monitoring and evaluating housing initiatives; coordination of review and enactment of legislation relating to housing and human settlements; preparation of house type plans and construction manuals on appropriate building technologies; promotion of participatory approaches and capacity building in the housing development processes; and serving as national secretariat for housing and human settlements.

(b) The Housing Infrastructure Function

The Housing Infrastructure Function involves: formulation, implementation and review of housing infrastructure development policies; coordination of housing infrastructure development; resource mobilization for low-cost housing infrastructure programmes/projects; promoting Public-Private Partnerships (PPPs) as well as identifying/infusing best practices and trends in housing infrastructure development. The function further includes overseeing design and construction of infrastructure projects; establishing benchmarks in design and implementation of housing infrastructure programmes/projects.

(c) The Slum Upgrading and Prevention Function

The Slum Upgrading and Prevention Function entails formulation, implementation and monitoring of slum upgrading policies; coordination of slum upgrading initiatives; resource mobilization for low cost housing and slum upgrading; social economic and physical mapping of slums and informal settlements; community mobilization and organization; identification of land for slum upgrading; facilitation of security of tenure for land and buildings; prevention of slum proliferation; planning, designing, implementing, monitoring and evaluation of slum upgrading projects; promotion of employment and income generating activities in the slum upgrading process; management of upgraded housing; preparation of type plans and construction manuals and promoting use of low cost building technologies for slum upgrading; integration of environmental conservation and HIV & AIDS prevention and management issues in the planning and design of slum upgrading projects/programmes; liaison with international agencies and other stakeholders involved in slums and informal settlements to exchange ideas and best practices for integration of appropriate strategies in upgrading.

(d) The Civil Servants Housing Scheme Function

The Civil Servants Housing Scheme function entails: formulation, implementation and monitoring of civil servants housing policies; maintenance of a database on housing demand by civil servants; identification of land for housing development for civil servants; planning, designing, monitoring and evaluation of the implementation of housing projects for home ownership and rental by civil servants; resource mobilisation and liaison with housing development partners; preparation of guidelines for house sale; facilitation of loans for purchase of houses; maintenance of inventory of estates developed through the civil servants housing scheme fund; facilitation of acquisition of leases and titles for fund property; liaison with housing finance institutions in the administration of housing construction loan facilities.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes nine (9) grades of Housing Officers who will be designated and graded as follows:-

Designation	Job Group
Housing Officer II	‘J’
Housing Officer I	‘K’
Senior Housing Officer	‘L’
Chief Housing Officer	‘M’
Principal Housing Officer	‘N’
Assistant Director of Housing	‘P’
Senior Assistant Director of Housing	‘Q’
Deputy Director of Housing	‘R’
Director of Housing	‘S’

(b) Conversion to the new Grading Structure

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

Housing Officers **Appendix ‘A’**

Present Designation	Job Group	New Designation	Job Group
Housing Planning Officer II	J	Housing Officer II	J
Housing Planning Officer I Building surveyor II	K	Housing Officer I	K
Senior Housing Planning Officer Building Surveyor I	L	Senior Housing Officer	L

Chief Housing Planning Officer Superintending Building Surveyor	M	Chief Housing Officer	M
Principal Housing Planning Officer Senior Superintending Building Surveyor	N	Principal Housing Officer	N
Assistant Director of Housing Chief Superintending Building Surveyor	P	Assistant Director of Housing	P
Senior Assistant Director of Housing Principal Superintending Building Surveyor	Q	Senior Assistant Director of Housing	Q
Deputy Director of Housing Senior Principal Superintending Building Surveyor	R	Deputy Director of Housing	R
Director of Housing	S	Director of Housing	S

NOTE: The grades of Housing Officer II/I/Senior/Chief, Job Groups 'J/K/L/M' for general degree holders, and Housing Officer I/Senior/Chief/Principal, Job Groups 'K/L/M/N' for professional degree holders will form a common establishment for the purpose of this Scheme of Service.

(c) Serving Officers

All serving Housing Planning Officers and Building Surveyors under the Civil Servants Housing Scheme Fund will adopt and convert as appropriate to the new grading structure and designations as provided in the Scheme of Service though they may not be in possession of the requisite qualifications stipulated in the Scheme. However, for further advancement within the career structure, all officers must possess the prescribed minimum qualifications and/or experience required for advancement to the next 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 provided in the Scheme of Service must be included in the Ministry's establishment proposals for consideration and approval by the Public Service Commission of Kenya in the normal manner.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grades of Housing Officer II, Job Group "J" for non professional degree holders and Housing Officer I, Job Group "K" for professional degree holders provided the candidate is in possession of the minimum qualifications stipulated for these grades. In exceptional cases, however,

direct appointment may be made beyond these grades by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Housing provided the candidate is in possession of the necessary qualifications and experience for the grade.

(b) Incremental Credit

Incremental credits will be awarded for any approved experience acquired after obtaining the minimum prescribed qualifications for the grade 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 credits, any period of service or experience stipulated as a basic requirement for appointment 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 minimum requirements, the fulfillment of which entitles an officer for consideration 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.

8. RECOGNIZED QUALIFICATIONS

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

- (i) A Bachelor's degree in any of the following disciplines: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized University;
- (ii) A Master's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction

Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized University;

- (iii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body;
- (iv) Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
- (v) Strategic Leadership Development Programme from a recognized Institution;
- (vi) A post graduate diploma in Housing or related field from a recognized institution (*for non professional degree holders*).
- (vii) Any other equivalent qualification that may be approved by the Permanent Secretary, Ministry of State for Public Service.

9. IMPLEMENTATION OF THE SCHEME

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

10. JOB AND APPOINTMENT SPECIFICATIONS

I. HOUSING OFFICER II, JOB GROUP 'J'

(a) Duties and responsibilities

This will be the entry and training grade for non professional degree holders in this cadre. An officer in this grade will be deployed in the Housing Development and Management and Slum Upgrading Departments and duties will entail collection of data on housing to up-date the housing database and establish the levels of demand and supply; identification of land for housing development; disseminating information on appropriate building technologies to stakeholders under supervision of a senior officer.

(b) Requirements for appointment

For appointment to this grade, a candidate must be in possession of a Bachelor's degree in any of the following:- Sociology, Community Development, Economics,

Statistics, Environmental Studies, Geography or equivalent qualification from a recognized University.

II. HOUSING OFFICER I, JOB GROUP 'K'

(a) Duties and responsibilities

This is the entry and training grade for professional degree holders in this cadre. Officers may be deployed in any of the following Departments: Housing, Housing Infrastructure, Slum Upgrading, Civil Servants Housing Scheme and will work under close supervision of a senior officer. Specifically, duties and responsibilities will entail the following:-

Housing Function

Duties entail collection of data on housing to up-date the housing database and establish the levels of demand and supply; identification of land for Housing development; preparing project briefs; disseminating information on appropriate building technologies to stakeholders; planning and implementing housing and human settlements projects; and preparing low-cost house type plans and construction manuals.

Housing Infrastructure Function

Duties will entail gathering data to establish the levels of demand and supply of housing infrastructure; assisting in the preparation of project briefs, tender documents, project / progress reports; and preparing and maintaining a database of prospective investors in physical housing infrastructure.

Slum Upgrading Function

Duties will involve collection of social, economic and physical data on existing slums, informal land and housing markets; sensitisation of slum communities; maintenance and up-dating of slums data base; identification of land for relocation/housing development; and compilation of reports from site meetings.

Civil Servants Housing Scheme Function

Duties will entail; collection of information and updating database on Civil Servants housing stock; identification of land for Civil Servants housing development; preparation of project briefs; generation of reports during housing project design, construction and conveyancing; updating the tenant register; and facilitating the acquisition of leases and titles for civil servants.

(b) Requirements for appointment

Direct appointment

For appointment to this grade, a candidate must possess a Bachelor's degree in any of the following: Architecture, Interior Design, Landscape Architecture, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Urban/Regional Planning, Economics(upper second), Construction Management, Valuation and Property Management and equivalent qualification from a recognized University .

Promotion

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

- (i) served in the grade of Housing Officer II or in a comparable and relevant position in the housing and human settlements sector for at least three (3) years;
- (ii) a Bachelor's degree in any of the following:- Sociology, Community Development, Economics, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized University; and
- (iii) shown merit and ability as reflected in work performance and results.

III. SENIOR HOUSING OFFICER, JOB GROUP "L"

(a) Duties and Responsibilities

Housing Development and Management Function

Duties and responsibilities at this level entail carrying out surveys on housing and human settlements issues, analyzing data to inform policy and decision making; generating project reports, preparing designs, cost estimates for developing appropriate building technology centres and low-cost house type plans and construction manuals; undertaking assessments of housing needs, demand and supply for the various income groups and sectors in the Country.

Housing Infrastructure Function

Work at this level involves identifying land for housing infrastructure development; preparing project briefs, tender documents and project reports; developing criteria for partnerships with private investors: analyzing and monitoring the database of prospective investors in physical housing infrastructure.

Slum Upgrading Function

Work at this level entails carrying out physical and social mapping of slums and informal settlements; preparation of tender documents; generation of progress reports and valuation of work in progress; collection of Information on land tenure; facilitation of community networks for housing cooperatives formation; sensitization of slum communities on purchase/rent matters in upgraded housing units; promotion of use of low cost building technologies in slums; design and costing of low- cost house type plans; preparation of construction manuals; promotion of community participation in decision-making and support to vulnerable and disadvantaged groups.

Civil Servants Housing Scheme Function

Work at this level entails maintenance of databases on tenant purchasers and repayment records; Analysis of mortgage and rent repayment by-products from ministries; informing ministries on amounts of deductions for each tenant purchaser/tenant; establishing the tenure status and securing titles for land identified for housing development; preparation of project briefs, designs , cost estimates and tender documents; identify feasible development proposals and liaison with statutory institutions for development approvals; contract management and administration; generation of design, construction and conveyancing reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Housing Officer I or in a comparable and relevant position in the housing and human settlements sector for at least three (3) years;
- (ii) a Bachelor's degree in any of the following: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction and/or Project Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized University;
- (iii) a post graduate diploma in Housing or related field from a recognized institution (applicable to non professional degree holders); and
- (iv) shown merit and ability as reflected in work performance and results.

III. CHIEF HOUSING OFFICER, JOB GROUP “M”

(a) Duties and Responsibilities

Housing Development and Management Function

Duties and responsibilities at this level will entail: review, implementation, monitoring and evaluation of housing policies and related legislations; preparing Reports on housing and human settlement to establish the status of the sector; facilitating exchange of ideas at stakeholders forums; promoting research and development of appropriate building technologies; preparing tender documents; construction supervision; monitoring and evaluation of housing projects; carrying out surveys on housing and human settlements issues; evaluating appropriate building technology proposals by local and foreign developers; overseeing preparation of house type plans, cost estimates and construction manuals.

Housing Infrastructure Function

Duties at this level will include design and implementation of housing infrastructure projects/programs; evaluating proposals presented by Local Authorities, local and foreign developers and financiers, housing co-operatives and other organized community groups on housing infrastructure; and preparation of papers and reports on housing infrastructure development. In addition, the officer will be expected to prepare tender documents, conduct research on housing infrastructure issues such as user reaction, standards and utilization of appropriate construction materials.

Slum Upgrading Function

Duties and responsibilities at this level involve evaluating slum upgrading project proposals from local and foreign developers; organizing slum communities into co-operatives for slum upgrading; planning and design of slum upgrading projects; preparation of house type plans and construction manuals and their costing; preparation of papers on slums and informal settlements for national and international seminars, conferences, symposia etc; undertaking needs assessment of slum communities; integration of environmental conservation and HIV & AIDS prevention and management issues in the planning and design of slum upgrading projects/programmes; and conflict prevention and management.

Civil Servants Housing Scheme Function

Duties and responsibilities at this level involve identification of land for housing development; preparation of development budget; interpreting the civil servants requirements into building concepts and designs; ensuring that the specified standards of materials and workmanship have been complied with; evaluating cost of projects and monitoring the cost effectiveness of the designs; preparation of tender

and contract documents; supervision and evaluation of work at various stages of construction; and preparation of final accounts and compilation of reports from site meetings; liaison with statutory institutions and potential partners in housing development; assisting in the sale of houses developed under the scheme; collection of mortgage repayments and rent; recommend the boarding of houses developed under the scheme; valuation of houses developed under the scheme for rental and sale; and maintenance of housing stock developed under the scheme.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Housing Officer or in a comparable and relevant position in the Housing and human settlements sector for at least three (3) years;
- (ii) a Bachelor's degree in any of the following: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction and/or Project Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized institution;
- (iii) attended a supervisory management course lasting not less than two (2) weeks from a recognized institution;
- (iv) a post graduate diploma in Housing or related field from a recognized institution (applicable to non professional degree holders); and
- (v) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL HOUSING OFFICER, JOB GROUP "N"

(a) Duties and Responsibilities

An Officer at this level may be deployed at the Headquarters or in the District. Specifically, duties and responsibilities will entail the following:-

Housing Development and Management Function

Duties and responsibilities at this level involve initiating, coordinating and supervising research; identification and documentation of housing projects; establishment of appropriate building technology centres; preparing proposals for housing projects; liaising with stakeholders for review of building legislation and

housing standards; preparing manuals for use when training organized groups on housing construction using appropriate building technologies; carrying out pre-investment studies and financial analysis of shelter and related community facilities; planning, implementation, monitoring and evaluation of housing programmes; dissemination of research findings for use by stakeholders.

Housing Infrastructure Function

Duties and responsibilities at this level will involve identification, documentation and appraisal of housing infrastructure projects; overseeing design and construction of infrastructure projects; facilitation of approvals of designs by local authorities; monitoring and evaluation of projects; sensitization of beneficiaries for effective participation in housing infrastructure initiatives; carrying out pre-investment studies and financial analysis of physical infrastructure projects; preparation of project briefs; preparation of bids and administration of contracts; supervision of projects during construction and carrying out research on pertinent issues in housing infrastructure development.

Slum Upgrading Function

Duties and responsibilities at this level involve: appraisal and documentation of proposals on slum upgrading projects, sensitization, information dissemination and establishment of resource centres. In addition, the officer will carry out feasibility studies on low cost shelter and related community facilities; identification of project intervention needs and develop strategies for grassroots mobilization; facilitation of community resource mobilization; planning and contract administration of slum upgrading projects and programmes; and valuation of upgraded units and facilities.

Civil Servants Housing Scheme Function

Duties and responsibilities at this level involve ensuring proper cost planning of Civil Servants housing projects; budget control through preparation of designs and cost estimates; establishing cost targets; analysing and advising on alternative forms of construction; preparation of project cost estimates; advising on the cost implications of proposed variations; administration of building contracts; preparation of final accounts; compilation of progress reports from site meetings; mediation of tenants/purchasers disputes; liaising with the legal unit for advise on legal matters; and facilitating the acquisition of leases and titles for civil servants

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Housing Officer or in a comparable and relevant position in the housing and human settlements sector for at least three (3) years;
- (ii) a Bachelor's degree in any of the following: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction and/or Project Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized institution .
- (iii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body. (*applicable to professional degree holders only*);
- (iv) a post graduate diploma in Housing or related field from a recognized institution (applicable to non professional degree holders);
- (v) Senior Management course lasting not less than four (4) weeks from a recognized institution; and
- (vi) demonstrated merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR OF HOUSING, JOB GROUP “P”

(a) Duties and Responsibilities

An officer at this level may be deployed at the Headquarters or in a Regional Office. Specifically, duties and responsibilities will entail the following:-

Housing Development and Management Function

At this level, an officer will be expected to: initiate review of policies and related legislations; co-ordinate and supervise research work; analyze, interpret and disseminate research findings to stakeholders; establish and update housing databases for use by housing and human settlements stakeholders; supervise pre and post contract work in the construction of appropriate technology centres; assess constraints and opportunities in the housing sector; identify locally available resources for meeting the challenges in housing development; ensure proper management and utilization of resources for the improvement of quality human

settlements; and guide, supervise and develop staff. The officer will also be responsible for the management of financial resources.

Housing Infrastructure Function

Duties and responsibilities at this level will include: establishing benchmarks and continuously improving efficiency and effectiveness in project design and implementation; evaluation of public-private partnerships and other proposals presented by stakeholders; overseeing preparation of design briefs; evaluation of consultants' designs, preparation of tender documents and supervision of pre and post contract work in the construction of housing infrastructure; overseeing collection and analysis of data and dissemination of research findings to stakeholders; implementation of appropriate construction technologies suitable for housing infrastructure development; and guide, supervise and develop staff. The officer will also be responsible for the management of financial resources.

Slum Upgrading Function

The duties and responsibilities at this level include co-ordinating and supervising implementation of slum upgrading programmes; collection, analysis and dissemination of slum upgrading best practices; ensure the undertaking of informal settlements surveys for policy decision making; supervision of pre and post contract work in the construction of physical and social infrastructure; identification of locally available resources for slum redevelopment; facilitating liaison between communities and micro finance and credit institutions. The officer will also be responsible for guidance, supervision and development of staff. The officer will also be responsible for the management of financial resources.

Civil Servants Housing Scheme Function

Duties and responsibilities at this level include: supervising implementation of housing projects; ensuring collection of data, analysis and documentation of completed projects; oversee the carrying out of surveys for policy and decision making; supervision of pre and post contract work in the construction of civil servants housing projects; identification of financial resources for civil servants housing programmes; facilitating liaison between civil servants housing tenant purchase and housing finance institutions; ensuring maintenance of valid insurances for housing stock; coordinating boarding of houses, sale of houses and collection of rent and mortgage; facilitating valuation of houses for rental and sale; and maintenance of housing stock. In addition, the officer will also be responsible for guidance, supervision and development of staff. The officer will also be responsible for the management of financial resources.

(b) Requirements for Appointment

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

- (i) served in the grade of Principal Housing Officer or in a comparable and relevant position in the housing and human settlements sector for a minimum period of three (3) years;
- (ii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body (*applicable to professional degree holders only*);
- (iii) a Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized University; and
- (iv) demonstrated administrative and leadership capabilities in work performance and results

VI. SENIOR ASSISTANT DIRECTOR OF HOUSING, JOB GROUP "Q"

(a) Duties and Responsibilities

An officer at this level may be deployed to head a section at the headquarters. Specifically, duties and responsibilities will entail the following:-

Housing Development and Management Function

Duties and responsibilities will involve the formulation of strategies and methodologies for housing development; promotion of appropriate building materials and construction technologies; organizing surveys on housing demand and supply; developing effective measures for improving the quality of housing and human settlements, coordinating review of housing legislations and standards; promoting participatory approaches in housing delivery process; coordinating implementation of national and relevant international housing and human settlements resolutions and recommendations; overseeing the development and management of appropriate technology centres. In addition, the officer will be responsible for

guidance, supervision and development of staff. The officer will also be responsible for the management of financial resources.

Housing Infrastructure Function

Work at this level will involve analysis and continuous review of housing infrastructure development policies; integration of policy objectives into planning and implementation of projects; identification of best practices and trends in housing infrastructure development; analysis of financing models to generate options; initiation of selection of consultants and contractors; overseeing preparation of project briefs, designs, tender documents and contract management; overseeing resource mobilization and formation of partnerships for housing infrastructure development; design, implementation, monitoring and evaluation of projects/programs. In addition, the officer will be responsible for guidance, supervision and development of staff. The officer will also be responsible for the management of financial resources.

Slum Upgrading Function

An officer at this level will be responsible for the development of strategies and methodologies for slum upgrading and improvement; planning, implementation, monitoring and evaluation of physical and social infrastructure development; information management; developing effective measures for upgrading the informal settlements; coordinating the development of slum upgrading regulatory and institutional framework; implementation of relevant international resolutions and recommendations on slums and informal settlements. In addition, the officer will facilitate consultations among stakeholders to inform programme development and resource mobilization strategies and providing guidance, supervision and development of staff. The officer will also be responsible for the management of financial resources.

Civil Servants Housing Scheme Function

An officer at this level will be responsible for the development of strategies for addressing civil servants housing requirements; planning, implementation, monitoring and evaluation of projects; resource mobilization; developing standards and specifications for housing development; liaison with financial institutions and partners in housing development; preparing work plans; preparation of guidelines for house sale, rent and maintenance; facilitating acquisition of titles; implementation of civil servants housing policies; management of housing inventory; the allocation and sale of houses and collection of rent and mortgage; participate in boarding of houses; valuation of houses for rental and sale; and maintenance of housing stock, assessing housing demand by Civil Servants. In addition, the officer will be responsible for guidance, supervision and development of staff. The officer will also be responsible for the management of financial resources.

(b) Requirements for appointment

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

- (i) served in the grade of Assistant Director of Housing or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- (ii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body.*(applicable to professional degree holders only)*;
- (iii) a Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized institution;
- (iv) Strategic Leadership Development Programme from any other recognized institution; and
- (v) demonstrated outstanding capabilities in management within the housing sector

VII. DEPUTY DIRECTOR, JOB GROUP 'R'

(a) Duties and Responsibilities

Housing Development and Management Function

Duties and responsibilities involve co-ordination of the divisional matters, programmes, policy formulation and implementation at the headquarters and field offices; promotion of participatory approaches and capacity building in the housing development process; liaising with stakeholders to establish and maintain land banks for housing development; coordination of the activities of development partners and other stakeholders involved in housing development; facilitating exchange of ideas among stakeholders through seminars, conferences, workshops and symposiums; ensuring proper management of resources for housing and human settlements development; overseeing dissemination of information to stakeholders. In addition, the officer will be responsible for guidance, supervision and development of staff and management of financial resources.

Housing Infrastructure Function

Duties and responsibilities at this level will include planning, coordinating and directing overall operations at the headquarters and field offices; monitoring of workloads and recommending distribution; analysis and continuous review and implementation of housing infrastructure development policies; integration of policy objectives into planning and implementation of projects; formulation of strategies and preparation of budgets; promoting public-private partnerships in low-cost housing infrastructure; co-ordination of stakeholder participation in housing infrastructure development; overseeing resource mobilization and utilization for implementation of projects and programs; overseeing research and preparation of reports on pertinent issues on housing infrastructure development. In addition, the officer will be responsible for guidance, supervision and development of staff and management of financial resources.

Slum Upgrading Function

The officer will be responsible for coordination of the implementation of slum upgrading and prevention programmes; overseeing slum mapping and resource mobilization strategies; coordination of support for capacity building; implementing appropriate communication strategies; ensuring delivery of affordable social and physical infrastructure; liaison with stakeholder institutions and the development of mechanisms for sustainable financing of slum upgrading and shelter related infrastructure. In addition the officer will liaise with local and international agencies involved in slums and informal settlements and facilitate integration of policies in development planning. The officer will also be responsible for guidance, supervision and development of staff and management of financial resources.

Civil Servants Housing Scheme Function

An officer at this level will be responsible for planning, designing, implementation, monitoring and evaluation of housing projects for home ownership and rental by civil servants; formulation, review, interpretation and implementation of civil servants housing policies; research on civil servants housing demand; formulation and implementation of financing strategies; ensuring delivery of affordable housing; facilitation of ownership transfer to purchasers; ensuring safekeeping of leases and titles; translating project briefs into concepts; facilitate procurement of consultancy services and building works; engaging housing development partners; facilitating issuance of loans to civil servants for construction or purchase of houses; and maintenance of assets inventory for civil servants housing. In addition, the officer will be responsible for guidance, supervision and development of staff and management of financial resources.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Assistant Director of Housing or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- (ii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body. (*applicable to professional degree holders only*);
- (iii) a Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized institution;
- (iv) Strategic Leadership Development Programme from any recognized institution; and
- (v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function.

VIII. DIRECTOR, JOB GROUP "S"

(a) Duties and responsibilities

Director of Housing

The Director of Housing will be responsible for formulation of housing policies and planning, implementation, monitoring and evaluation of housing programmes and advising Government on housing matters; coordination of enactment and review of legislations relating to housing and human settlements; overseeing the activities of the national secretariat for human settlements; promotion of appropriate building materials and construction technologies; liaison with stakeholders on housing and human settlement matters; overseeing research and dissemination of findings to stakeholders; coordinating establishment of land banks for housing development; and promotion of participatory approaches and capacity building in the housing

development process. Other duties will entail management of financial, human and other resources in the department of housing.

Director, Housing Infrastructure

The duties of the Director of Housing Infrastructure will involve formulation and implementation of housing infrastructure development policies; establishment of a framework for housing infrastructure development; coordination of resource mobilization for low-cost housing infrastructure programmes; advising the Government on housing infrastructure matters; coordination and facilitation of stakeholders' housing infrastructure development activities; monitoring and evaluation of projects and programmes. Other duties will entail management of financial, human and other resources in the department.

Director, Slum Upgrading

The Director, Slum Upgrading will be responsible for coordination of the formulation of slum upgrading and prevention policies; resource mobilisation; harmonization of Government policies on slum upgrading with those of international declarations, resolutions and conventions; overseeing socio-economic and physical mapping of slums and informal settlements; slum community mobilization and organization; ensuring facilitation of security of tenure for land and housing in upgraded settlements; prevention of slum proliferation; planning, implementing, monitoring and evaluation of slum upgrading projects; promotion of employment and income generating activities in the slum upgrading process; management of upgraded housing; promoting use of low cost building technologies for slum upgrading; Liaison with international agencies and other stakeholders involved in slums and informal settlements to exchange ideas and best practices for integration of appropriate strategies in upgrading. The officer will also be responsible for the Management of financial, human and other resources in the department.

Director, Civil Servants Housing Scheme

The Director, Civil Servants Housing Scheme will be responsible for organization, planning, control and coordination of development, sale and maintenance of the civil servants houses; formulation of civil servants housing policies; establishment of a framework for housing development; maintenance of a database on housing demand by civil servants; securing land for civil servants housing development; resource mobilization and liaison with stakeholders; monitoring and evaluation of projects; directing preparation of guidelines for sale of houses; facilitating approval of house loans and liaising with housing finance Institutions in the administration of housing loans; management of housing estates under the scheme; facilitation of acquisition of leases and titles; compiling management committee meeting reports. The officer will also be responsible for the management of financial, human and other resources.

(b) Requirements for Appointment

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

- (i) served in the grade of Deputy Director or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- (ii) been registered by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body. (*applicable to professional degree holders only*);
- (iii) a Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized institution;
- (v) Strategic Leadership Development Programme from any other recognized institution;
- (vi) demonstrated a high degree of professional, administrative and managerial competence in work performance necessary for the effective management of the functions of the departments; and
- (vii) ability to articulate, interpret and implement national and international policies and development goals.