REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAROK

CAREER PROGRESSION GUIDELINES FOR COUNTY GOVERNMENT OF NAROK

VOLUME ONE (1)

NAROK - CPSB

By

Narok County Public Service Board

September, 2024

Table of Content

DEFINITION OF TERMS III

SECTION ONE: INTRODUCTION 1

1. Aims and Objectives 1
2. Administration and Training Scope 1
3. Functions 1
4. Grading Structure 1
5. Grades Categorized as Common Establishment 2
6. Provision of Posts 2
7. Serving Officers 2
8. Incremental Credit 2
9. Advancement within the Career Progression Guidelines 2
10. Direct Appointment 2
11. Correct Placement 3
12. Recognized Qualifications 3
13. Recognized Qualifications and Training Institutions 3
14. Implementation of the Career Progression Guidelines 3
15. Job and Appointment Specifications 4
16. Monitoring, Evaluation and Review 4

SECTION TWO: JOB AND APPOINTMENT SPECIFICATIONS 5

1.0 CAREER PROGRESSION GUIDELINES FOR HEALTH PROMOTION PERSONNEL 5
2.0 CAREER PROGRESSION GUIDELINES FOR COMMUNITY HEALTH PERSONNEL 22
3.0 CAREER PROGRESSION GUIDELINES FOR PUBLIC HEALTH PERSONNEL 41
4.0 CAREER PROGRESSION GUIDELINES FOR NUTRITIONISTS 63
5.0 CAREER PROGRESSION GUIDELINES FOR HEALTH ADMINISTRATIVE OFFICERS 83
6.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL ENGINEERING PERSONNEL 91
7.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL IMAGING TECHNOLOGISTS 111
8.0 CAREER PROGRESSION GUIDELINES FOR RADIOGRAPHERS AND RADIOLOGISTS 117
9.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL LABORATORY PERSONNEL 131
10.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL SOCIAL WORKERS 153
11.0 CAREER PROGRESSION GUIDELINES FOR ORTHOPAEDIC TECHNOLOGISTS 169
12.0 CAREER PROGRESSION GUIDELINES FOR PHYSIOTHERAPISTS 175
13.0 CAREER PROGRESSION GUIDELINES FOR OCCUPATIONAL THERAPY PERSONNEL 193
14.0 CAREER PROGRESSION GUIDELINES FOR CLINICAL OFFICERS 206
15.0 CAREER PROGRESSION GUIDELINES FOR NURSING PERSONNEL 230
16.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL OFFICERS 255
17.0 CAREER PROGRESSION GUIDELINES FOR DENTAL OFFICERS 264
18.0 CAREER PROGRESSION GUIDELINES FOR DENTAL TECHNOLOGISTS 272
19.0 CAREER PROGRESSION GUIDELINES FOR OPTOMETRY PERSONNEL 279
20.0 CAREER PROGRESSION GUIDELINES FOR PHARMACIST 295
21.0 CAREER PROGRESSION GUIDELINES FOR PHARMACEUTICAL TECHNOLOGISTS 304
22.0 CAREER PROGRESSION GUIDELINES FOR COUNSELLING OFFICERS 311
23.0 CAREER PROGRESSION GUIDELINES FOR CLINICAL PSYCHOLOGISTS 319
24.0 CAREER PROGRESSION GUIDELINES FOR MORTICIANS (MORTUARY ATTENDANTS) 327

COPY - CPSB

25.0 CAREER GUIDELINES FOR AGRICULTURAL OFFICERS 331
26.0 CAREER PROGRESSION GUIDELINES FOR VETERINARY PERSONNEL 343
27.0 CAREER PROGRESSION GUIDELINES FOR FISHERIES PERSONNEL 375
28.0 CAREER PROGRESSION GUIDELINES FOR LAND SURVEY ASSISTANTS AND LAND SURVEYORS 394
29.0 CAREER PROGRESSION GUIDELINES FOR PHYSICAL PLANNING PERSONNEL 406
30.0 CAREER PROGRESSION GUIDELINE FOR CARTOGRAPHY/GEOGRAPHIC INFORMATION SYSTEM (GIS) OFFICERS 420
31.0 CAREER PROGRESSION GUIDELINES FOR VALUATION PERSONNEL 435
32.0 CAREER PROGRESSION GUIDELINES FOR ARCHITECTS AND ARCHITECTURAL ASSISTANTS 447
33.0 CAREER PROGRESSION GUIDELINES FOR QUANTITY SURVEYORS 460
34.0 CAREER PROGRESSION GUIDELINES FOR COUNTY GOVERNMENT ESTATES MANAGEMENT OFFICERS 475
35.0 CAREER PROGRESSION GUIDELINES FOR FOREST PERSONNEL 482
36.0 CAREER PROGRESSION GUIDELINES FOR HYDROLOGIST PERSONNEL 497
37.0 CAREER PROGRESSION GUIDELINES FOR WATER MANAGEMENT OFFICERS 505
38.0 CAREER PROGRESSION GUIDELINES FOR ENVIRONMENT MANAGEMENT OFFICERS 515
39.0 CAREER PROGRESSION GUIDELINES FOR GEMOLOGIST OFFICERS 524
40.0 CAREER PROGRESSION GUIDELINES FOR GEOPHYSICISTS 531
41.0 CAREER PROGRESSION GUIDELINE FOR GEOPHISICAL PERSONNEL 573
42.0 CAREER GUIDELINE FOR ENGINEERS (ROADS) 585
43.0 CAREER GUIDELINES FOR ENGINEERS (STRUCTURAL) 595
44.0 CAREER GUIDELINE FOR ENGINEERS (MATERIALS) 606
45.0 CAREER GUIDELINE FOR ENGINEERS (WATER AND SANITATION) 617
46.0 CAREER GUIDELINES FOR ENGINEERS (IRRIGATION AND DRAINAGE) 629
47.0 CAREER GUIDELINE FOR MECHANICAL ENGINEERS [MECHANICAL AND TRANSPORT] 641
48.0 CAREER GUIDELINE FOR MECHANICAL (BUILDING AND WATER) 653
49.0 CAREER GUIDELINE FOR MECHANICAL ENGINEERS (POWER DEVELOPMENT AND GENERATION) 664
50.0 CAREER GUIDELINE FOR AGRICULTURAL ENGINEERS 675
51.0 CAREER GUIDELINE FOR ELECTRICAL ENGINEERS (ELECTRICAL SERVICES) 690
52.0 CAREER GUIDELINE FOR ELECTRICAL ENGINEERS, ELECTRICAL POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION) 701
53.0 CAREER GUIDELINE FOR PETROLEUM ENGINEERS 714
54.0 CAREER PROGRESSSION GUIDELINES FOR DISASTER MANAGEMENT OFFICERS 725
55.0 CAREER PROGRESSION FOR TECHNICAL INSTRUCTORS 739
56.0 CAREER PROGRESSION GUIDELINES FOR YOUTH POLYTECHNIC PERSONELL 751
57.0 CAREER PROGRESSION GUIDELINES FOR ECDE TEACHERS 759

NSC CRSB

Definition of Terms

Administrator is the person responsible for the administration and management of a career progression guideline.

Authorized officer is a public officer to whom the Public County Service Board has delegated the human resource management function in a department.

Cadre is a group of employees who possess similar and related skills trained for a particular purpose or profession.

Career management is the provision of opportunities for employees to develop their abilities and careers in order to ensure that the organization has the flow of talent it needs and to satisfy its own aspirations.

Career Management Tool is an instrument designed to monitor performance, employee retention, career progression, succession management and organizational development needs.

Career Planning is an on-going process that identifies career paths or opportunities that exist within an organization.

Career Development is the planned effort to link individual's career requirements with the organization's workforce requirements.

Career Path is a sequence of job positions and experiences that lead to a specific career level.

Career Progression Guide is a basic career management tool that has been developed to accommodate all the cadres in a job family to ensure consistency in the way careers are managed.

Common Cadre are cadres that support the core/technical functions.

Common Establishment refers to grades within a band/structure in which the duties and responsibilities are similar. Officers in grades forming common establishment advance to the next higher grade with their posts and without requirements for additional posts. Common establishment will only be considered for the first two grades at entry-level.

Competence is the ability of an individual to perform an assigned task effectively and successfully.

NAROK CPSB

Grading Structure is a logically designed framework within which an organization can determine where a group of jobs that are broadly comparable should be placed in a sequence, bands, defined pay levels or scope for career and pay progression.

Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, scope and the level of authority.

Job description is a broad written statement of what a specific job entails. It includes purpose, duties, responsibilities, scope, and reporting relationship of the job.

Job Families are grouping of jobs with related functions that may require similar qualifications, skills, knowledge and competencies.

Job Specification is a statement of qualifications, skills, knowledge and competencies required to perform a specific job.

Knowledge refers to theoretical or practical understanding of a subject acquired through education or experience required to competently perform a specific job.

Personal attributes are personal characteristics or traits that are important for performance of a given job such as honesty, integrity, team player, diligence etc.

Performance appraisal is the systematic evaluation of the performance of an employee for a set period. It also helps to identify and address any gaps and training needs of an employee for improved performance, growth and development.

Skills are practical and technical abilities required to do a job.

Training and Development refers to the continuous process of improving skills, gaining knowledge, clarifying concepts and changing attitude through structured and planned education by which the productivity and performance of the employees can be enhanced.

Scheme of Service is a policy document that provides clearly defined career structures, well-defined job descriptions and specifications, standards for recruitment, training, advancement, career planning, and succession management.

Re-designation is the movement from one career path or cadre to another at a grade equal to one held before the movement, to facilitate officer's horizontal mobility.

NRCU-CPSB

SECTION ONE: INTRODUCTION

1. Aims and Objectives

(i) To provide for a well-defined career structure which will attract, motivate and facilitate retention of suitably qualified and competent County Government Personnel;

(ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the County Government Personnel understand the requirements and demands of their jobs;

(iii) To establish standards for recruitment, training and advancement within the career structure on the basis of professional qualifications, knowledge of the job, experience, competence, merit and ability as reflected in work performance and results; and

(iv) To ensure appropriate career planning and succession management.

2. Administration and Training Scope

(a) Responsibility for Administration

These Career Progression Guidelines will be administered by the respective Chief Officers in each Department in consultation with the County Public Service Board. In administering the guidelines, the Chief Officers will ensure that the provisions of these Career Progression Guidelines are strictly observed for fair and equitable treatment of officers and that, officers are confirmed in their appointment after completion of their probation period.

(b) Training Scope

In administering the career progression guidelines, the Chief Officers will ensure that appropriate induction, mentoring, training opportunities, equipment and facilities are provided. This will 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. The officers should also be encouraged to undertake training privately for self- development. In all matters of training, however, the Chief Officers will adhere to relevant government policies and procedure

3. Functions

The Career Progression Guideline outlines the overall functions of the cadre.

MARK - CPG

4. Grading Structure

The grading structure in each Career Progression Guidelines stipulates the number of grades, designations and grading levels for each cadre.

5. Grades Categorized as Common Establishment

This refers to two or more grades which are combined in a grading structure, normally at the entry level of a given cadre for the purpose of facilitating advancement of officers without the need to increase the number of approved posts at those levels. However, even in common establishment posts, serving officers will be required to fulfil all the requirements for advancement to the next grade as stipulated in the specific Career Progression Guideline.

6. Provision of Posts

Career Progression Guidelines do not constitute authority for creation of post(s). Any additional posts required under the new grading structure should be submitted to the County Public Service Board for consideration and approval.

7. Serving Officers

Serving Officers will adopt and convert as appropriate to the new grading structure provided in this Career Progression Guidelines though they may not be in possession of the requisite minimum qualifications and/or experience specified as shall be guided by the County Public Service Board. However, for advancement to higher grades, the officers must be in possession of the minimum requisite qualifications and/or experience prescribed for the grades.

8. Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the grade is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as the basic appointment specifications or promotion to a particular grade will be excluded.

9. Advancement within the Career Progression Guidelines

It is emphasized that the qualifications and/or any other conditions set out in this Career Progression Guidelines are the minimum requirements entitling an officer for consideration for appointment and/or promotion to higher grades.

NAIROBI - CPSB

In addition, advancement from one grade to another will depend on:-

(i) Merit and ability as reflected in work performance and results;

(ii) Existence of a vacancy within the Authorized Establishment; and

(iii) Approval by the County Public Service Board.

10. Direct Appointment

Direct appointment will be made in the grades shown in each Career Progression Guideline. In exceptional cases however, direct appointment(s) may be made beyond these grades by the County Public Service Board on the recommendation of the respective Chief Officer provided the candidates possess the minimum qualifications and/or experience required for appointment to the grade.

11. Correct Placement

Officers who pursue and successfully attain relevant academic/professional qualification which are considered as basic qualifications for a higher direct entry grade within a particular grading structure will be considered for advancement to those direct entry levels subject to availability of a vacancy.

12. Recognized Qualifications

Each career progression guidelines stipulates the recognized academic and professional qualifications for entry and advancement within the cadre.

13. Recognized Qualifications and Training Institutions

Each career progression guidelines stipulates the recognized academic and professional qualifications for entry and advancement within the cadre. These qualifications shall be attained from recognized training institutions, colleges and government approved examination bodies which include:-

a. Kenya National Examinations Council (KNEC).

b. Polytechnics, Technical and Vocational Training Institutions.

c. Recognized Universities, Colleges and Institutions.

d. Kenya Accountants and Secretaries National Examination Board (KASNEB).

NAROK CPSB

e. Kenya School of Law.

f. National government security agencies training institutions.

g. National Youth Service training institutions.

h. Recognized security training institutions/agencies.

i. Kenya Schools of Government.

j. Any other qualifications from institutions accredited by the Commission for University Education (CUE), Kenya Qualification Authority (KQA) or other relevant Government Departments/institutions as examining bodies.

14. Implementation of the Career Progression Guidelines

The Career Progression Guidelines will be operational on the date of approval by the Narok County Public Service Board and will supersede existing Schemes of Service/Career Progression Guidelines. On implementation, all serving officers will automatically become members of respective Career Progression Guidelines.

15. Job and Appointment Specifications

These Career Progression Guidelines cater for various cadres whose job descriptions and specifications are stipulated in the respective career guideline.

16. Monitoring, Evaluation and Review

The Department for Public Service Management (PSM) in consultation with County Public Service Board will undertake monitoring, evaluation and review after **every ten (10) years** or when need arise based on changes in legislation to ensure efficient and effective implementation of the career progression guidelines.

NAROK CPSB

SECTION TWO: JOB AND APPOINTMENT SPECIFICATIONS

1.0 CAREER PROGRESSION GUIDELINES FOR HEALTH PROMOTION PERSONNEL

1. HEALTH PROMOTION FUNCTION

The Health Promotion function entails: formulation and review of national health promotion policies, standards and guidelines; development and advocacy of policies and strategies that promote and protect health; provision of professional advice and guidance on health promotion matters; development of standards and guidelines for health promotion training and practice; promotion of health literacy and healthy behaviours through information, education and communication; advocation and fostering of partnerships and collaboration to advance health promotion agenda; assessment of the impact of health promotion on behaviour change; undertake research on determinants of health; generation and documentation of quantitative and qualitative evidence for application in health promotion programs and policies; strengthen initiatives that promote and enhance community empowerment and participation in health promotion and development; reorientation of health services towards preventive and promotive health; advocacy for increased recognition and support for preventive and promotive health services; support organizations and institutions to build healthy social and physical environments that facilitate health promotion; coordination of health promotion interventions at all levels; and monitor and evaluate health promotion programs and activities.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Assistant Health Promotion Officers and seven (7) grades of Health Promotion Officers who will be designated and graded as follows:

MARKED

ASSISTANT HEALTH PROMOTION OFFICERS **APPENDIX 'A'**

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Health Promotion Officers	Assistant Health Promotion Officer III	11	H
	Assistant Health Promotion Officer II	10	J
	Assistant Health Promotion Officer I	9	K
	Senior Assistant Health Promotion Officer	8	L
	Chief Assistant Health Promotion Officer	7	M
	Principal Assistant Health Promotion Officer	6	N
	Senior Principal Assistant Health Promotion Officer	5	P

HEALTH PROMOTION OFFICERS **APPENDIX 'B'**

Cadre	Designation	Job Grade CPSB	Job Group
Health Promotion Officers	Health Promotion Officer	9	K
	Senior Health Promotion Officer	8	L
	Chief Health Promotion Officer	7	M
	Principal, Health Promotion Officer	6	N
	Assistant Director, Health Promotion	5	P
	Deputy Director, Health Promotion	4	Q
	Director, Health Promotion	3	R

Note: *The grades of Assistant Health Promotion Officer III/II, Job Grade CPSB 11/10 for Diploma holders, Health Promotion Officer and Senior Health Promotion Officer, JOB GRADE CPSB 9/8 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

MACHAKOS CPSB

(i) Diploma in Health Promotion and Education from a recognized training institution.

(ii) Bachelor's degree in Health Promotion and Education from a recognized institution.

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution.

(iii) Master's degree in any of the following disciplines:- Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution.

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vii) Certificate in Computer Application Skills.

(viii) No active disciplinary case

(ix) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. HEALTH PROMOTION ASSISTANT III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- working with community in identifying and prioritizing health needs;

MARCH CPSB

conducting school health promotion programs; conducting patient and community health education; creating awareness on prevention and control of diseases; providing support to community health workers; carrying out training for community health workers on health promotion; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information and materials; and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

(i) Diploma in Health Promotion and Education from a recognized training institution; and

(ii) Certificate in computer application skills.

II. HEALTH PROMOTION ASSISTANT II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: working with the community in identifying and prioritizing health needs; conducting school health promotion programs; conducting patient and community health education; steering health promotion activities at the health facilities; sensitizing the community on health promotion interventions; creating awareness on prevention and control of diseases; carrying out training for community health workers on health promotion; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information/education and materials; and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

(i) served in the grade of Health Promotion Assistant III for a minimum period of three (3) years;

(ii) Diploma in Health Promotion and Education from a recognized training institution;

(iii) Certificate in computer application skills;

NARC - CPSB

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. HEALTH PROMOTION ASSISTANT I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- working with the community in identifying and prioritizing health needs; assessing school health promotion programmes; assessing patient and community health education activities; steering health promotion activities at the health facilities; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; organizing shows and exhibitions; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information/education and materials; and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

(i) served in the grade of Health Promotion Assistant II for a minimum period of three (3) years;

(ii) Diploma in Health Promotion and Education from a recognized training institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. SENIOR HEALTH PROMOTION ASSISTANT, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: identifying and prioritizing health needs; assessing school health promotion programmes; assessing patient and community health education activities; steering health promotion activities at the health facilities; facilitating sensitization of the community on health

MARCH - CPSC

promotion interventions; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; organizing shows and exhibitions; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information/education and materials; preparing Health Operational Plans (HOP); and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

(i) served in the grade of Health Promotion Assistant I for a minimum period of three (3) years;

(ii) Diploma in Health Promotion and Education from a recognized training institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF HEALTH PROMOTION ASSISTANT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- identifying and prioritizing health needs; conducting health needs assessments and other health surveys; compiling and consolidating Health Operational Plans (HOP); coordinating health promotion activities in their area of jurisdiction; facilitating sensitization of the community on health promotion interventions; developing and disseminating health information/education and materials; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing and educating community groups on priority health promotion issues; preparing Health Operational Plans (HOP); mobilizing local resources for implementation of health promotion programs; and organizing

MAPOK - CPSB

shows and exhibitions.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Health Promotion Assistant for a minimum period of three (3) years;

(ii) Diploma in Health Promotion and Education from a recognized training institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL HEALTH PROMOTION ASSISTANT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- conducting health needs assessments and other health surveys; participating in policy and strategy development; compiling and consolidating Health Operational Plans (HOP); coordinating public health awareness through shows, exhibitions, media and other relevant fora; facilitating sensitization of the community on health promotion interventions; developing and disseminating health information/education and materials; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing resources for implementation of health promotion programs; and coaching and mentoring of staff under him/her.

(b) Requirements for Appointment

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

MBOK - CPSB

(i) served in the grade of Chief Health Promotion Assistant for a minimum period of three (3) years;

(ii) Diploma in Health Promotion and Education from a recognized training institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL HEALTH PROMOTION ASSISTANT, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- conducting health needs assessments and other health surveys; participating in policy and strategy development; compiling and consolidating Health Operational Plans (HOP); coordinating public health awareness through shows, exhibitions, media and other relevant fora; facilitating sensitization of the community on health promotion interventions; developing and disseminating health information/education and materials; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing resources for implementation of health promotion programs; and coaching and mentoring of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Health Promotion Assistant for a minimum period of three (3) years;

(ii) Diploma in Health Promotion and Education from a recognized training

MWK-CPSB

institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NAROK - CPSB

HEALTH PROMOTION OFFICERS **APPENDIX 'B'**

I. HEALTH PROMOTION OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- collecting data for research on health promotion; developing and implementing Health Operational Plans (HOP); developing and disseminating health information/education and materials; steering health promotion activities in health facilities; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing and educating community groups on priority health promotion issues; mobilizing local resources for implementation of health promotion programs; organizing shows and exhibitions; compiling and disseminating health promotion reports; liaising with stakeholders and other government agencies to promote health; and advocating for good health.

(b) Requirements for Appointment

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

(i) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution; and

(ii) Certificate in computer application skills.

II. SENIOR HEALTH PROMOTION OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- implementing health promotion programmes, projects and activities; analysing data for research on health promotion; engaging stakeholders and other government agencies in the area of jurisdiction to promote health; monitoring quality of health messages for

NAROK - CPSB

dissemination by media to the public; compiling and disseminating health promotion reports; coordinating training for community extension workers on health promotion; organizing shows and exhibitions on health promotion; creating awareness on prevention and control of diseases; compiling and consolidating Health Operational Plans (HOP); working with health teams to coordinate training activities in health promotion; developing and disseminating health education/promotion materials; mobilizing and educating community groups on priority health promotion issues; mobilizing local resources for implementation of health promotion programs; and coaching and mentoring of staff under him/her.

Duties and responsibilities at this level will include:- implementing health promotion programmes, projects and activities; liaising with stakeholders and other government agencies in promoting health; compiling and disseminating health promotion reports; coordinating training for community extension workers on health promotion; carrying out research to inform health promotion interventions; compiling and consolidating Health Operational Plans (HOP); working with health teams to facilitate training activities in health promotion; engaging the media on health awareness; monitoring development and dissemination of health messages and education materials; mobilizing local resources for implementation of health promotion programs; and coaching and mentoring of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Health Promotion for a minimum period of one (1) year;

(ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;

(iii) Certificate in computer application skills;

NARC/PSCB

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. CHIEF HEALTH PROMOTION OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- implementing health promotion programmes, projects and activities; liaising with stakeholders and other government agencies in promoting health; compiling and disseminating health promotion reports; coordinating training for community extension workers on health promotion; carrying out research to inform health promotion interventions; compiling and consolidating Health Operational Plans (HOP); working with health teams to facilitate training activities in health promotion; engaging the media on health awareness; monitoring development and dissemination of health messages and education materials; mobilizing local resources for implementation of health promotion programs; and coaching and mentoring of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Health Promotion Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

NAROK - COUNTY

IV. PRINCIPAL HEALTH PROMOTION OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- developing of county health promotion policies and strategies in liaison with other stakeholders; monitoring and evaluating health promotion programmes, projects and activities; monitoring and evaluating training programmes for health promotion; coordinating the vetting of health education/promotion information and materials; compiling and consolidating Health Operational Plans (HOP); undertaking research and writing reports on community issues that affect health promotion; coordinating implementation of health promotion programmes and projects; developing and reviewing training curricular on health promotion; mobilizing resources for implementation of health promotion programs and projects; and coaching and mentoring of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Health Promotion Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated professional competence and managerial capability as

NARC-CPSB

reflected in work performance and results.

V. ASSISTANT DIRECTOR, HEALTH PROMOTION, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- developing and implementing health promotion policies and procedures; planning and designing health promotion programs and projects; identifying underlying determinants of health; mobilizing resources in support of health promotion activities; developing and reviewing training curricular for health promotion; undertaking research in health promotion; identifying partners and fostering collaboration in support of health promotion agenda; ensuring proper development and dissemination of health promotion materials and information; coordinating the development of Health Operational Plans (HOP); preparing strategic/work plans for the health promotion department; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Health Promotion Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

NARCK CRSB

(vi) No active disciplinary case; and

(vii) shown outstanding professional competence and administrative capability in the general organization and management of the Health Promotion function.

VI. DEPUTY DIRECTOR, HEALTH PROMOTION, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- developing and implementing health promotion policies and procedures; interpreting health promotion policies and procedures; developing health promotion standards and guidelines; planning and budgeting for health promotion programs and projects; facilitating partnerships and fostering collaboration in support of health promotion agenda; undertaking research and preparing reports on health promotion; spearheading the development of Health Operational Plans (HOP); identifying partners and fostering collaboration in support of health promotion agenda; overseeing proper development and review of health promotion materials, information and curricular; coordinating preparation of strategic/work plans for the health promotion department; and capacity building.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Health Promotion for a minimum period of three (3) years;

(ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Health Education and Promotion, Public Health, Health Communication, Community Health and

NAROK CSB

Development from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Health Promotion function.

VII. DIRECTOR, HEALTH PROMOTION, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- overall implementation, interpretation and review of health promotion policies, procedures, standards and guidelines; mobilizing resources and fostering collaboration and partnerships with bilateral and multilateral agencies in support of health promotion programmes; providing leadership and strategic direction in the management of health promotion function; championing health promotion agenda; offering technical advice on health promotion matters; spearheading research in health promotion, trends and other emerging issues; inculcating innovation and modern technology in the provision of public health services; planning, monitoring and evaluation of health promotion programmes; budgeting for the health promotion department; and managing performance and capacity building for the department.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Health Promotion for a minimum period of three (3) years;

(ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in Supervisory skills Course lasting not less than two (2) weeks from a recognized institution;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case;

(viii) demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function; and

(ix) a thorough understanding of national goals, policies and objectives and ability to relate them to the Health Promotion Function and aspirations of Vision 2030

NAPCK - CPSB

2.0 CAREER PROGRESSION GUIDELINES FOR COMMUNITY HEALTH PERSONNEL

1. COMMUNITY HEALTH FUNCTION

The Community Health Services function entails: sensitization of communities for uptake of quality health services; management of common ailments and minor injuries at community level; promotion of oral health services in schools and communities; trace defaulters to ensure compliance with health interventions such as immunization, tuberculosis treatment, malaria control, antiretrovirals, malnutrition, antenatal care; conduct community health diagnosis and recommend suitable interventions; conduct referrals of health cases to appropriate health facilities; coordination of community health activities, workers and committees; undertake monitoring, evaluation and preparation of community health reports; facilitation of planning activities at community level; mobilization of the community and other stakeholders; mobilization of resources for community health activities; and facilitation, training and development of community health volunteers/workers and members of community health committees.

2. GRADING STRUCTURE

The Career Progression Guideline establishes four (4) grades of Community Health Assistants, seven (7) grades of Assistant Community Health Officers and seven (7) grades of Community Health Officers who will be designated and graded as follows: -

COMMUNITY HEALTH ASSISTANTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Community Health Assistants	Community Health Assistant III	12	G
	Community Health Assistant II	11	H
	Community Health Assistant I	10	J
	Senior Community Health Assistant	9	K

WORK CPSB

ASSISTANT COMMUNITY HEALTH OFFICER

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Community Health Officer	Assistant Community Health Officer III	11	H
	Assistant Community Health Officer II	10	J
	Assistant Community Health Officer I	9	K
	Senior Assistant Community Health Officer	8	L
	Chief Assistant Community Health Officer	7	M
	Principal Assistant Community Health Officer	6	N
	Senior Principal Assistant Community Health Officer	5	P

COMMUNITY HEALTH OFFICERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Community Health Officers	Community Health Officer	9	K
	Senior Community Health Officer	8	L
	Chief Community Health Officer	7	M
	Principal Community Health Officer	6	N
	Assistant Director, Community Health Services	5	P
	Deputy Director, Community Health Services	4	Q
	Director, Community Health Services	3	R

***Note**: The grades of Community Health Assistant III/II, Job Grade CPSB, 12/11 for Certificate holders, Assistant Community Health Officer III/II, Job Grade CPSB, 11/10 for Diploma holders and the grades of Community Health Officers II/I, Job Grade CPSB 9/8 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

MAROK - CPSB

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this career progression guideline.

(i) Certificate in any of the following disciplines: Community Health, Psychology, Counselling, Social Work, Community Development or its equivalent qualification from a recognized institution.

(ii) Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development, Health Promotion and Education or its equivalent qualification from a recognized institution.

(iii) Bachelor's degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion, Population and Health or its equivalent qualification from a recognized institution.

(iv) Master's degree in any of the following disciplines: Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health, Epidemiology or its equivalent qualification from a recognized institution.

(v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(viii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(ix) Certificate in computer application skills.

(x) No active disciplinary case;

NAPOKCDSB

(xi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

COMMUNITY HEALTH ASSISTANTS

APPENDIX 'A'

I. COMMUNITY HEALTH ASSISTANT III, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- visiting homes to determine health situations and dialogue with household members; identifying and sensitizing communities on health interventions; identifying common ailments and minor injuries at community level; collecting health data at household level for analysis; distribution of Information Education Communication materials, mosquito nets and other commodities to households; identifying defaulters of health interventions and other health cases and referring them to health facilities; and maintaining and updating health data using health registers.

(b) Requirements for Appointment

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

(i) Certificate in any of the following disciplines:- Community Health, Psychology, Counselling, Social Work or Community Development from a recognized institution; and

(ii) Certificate in computer application skills.

II. COMMUNITY HEALTH ASSISTANT II, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: collecting health related data at household level for analysis; maintaining and updating community health unit registers and keeping records; identifying common ailments and minor injuries at community level for appropriate action; identifying and referring health cases to appropriate health facilities; visiting homes to determine health situations and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years; identifying defaulters of health

NAROK-CPSB

interventions and referring them to appropriate health facilities; and convening and coordinating monthly community meetings and action days.

(b) Requirements for Appointment

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

(i) served in the grade of Community Health Assistant III for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines:- Community Health, Psychology, Counselling, Social Work or Community Development from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and result.

III. COMMUNITY HEALTH ASSISTANT I, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: identifying common ailments and minor injuries at community level; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from households for analysis; visiting homes to determine health situations and dialogue with household; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to health facilities; convening meetings and action days in collaboration with Community Health Committees and other stakeholders; managing community health resource centre's; and requisitioning refills for the community health workers kits.

(b) Requirements for Appointment

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

(i) served in the grade of Community Health Assistant II for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines:- Community Health, Psychology, Counselling, Social Work or Community Development from a recognized institution;

NRSK-CPSB

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and result.

IV. SENIOR COMMUNITY HEALTH ASSISTANT, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: coordinating community health activities; collating health data from households for analysis; transmitting data to the Health Management Information Systems; sensitizing community members on health issues; recommending appropriate action for identified defaulters of health interventions; planning and coordinating community health meetings in collaboration with other stakeholders in the health sector; identifying and taking appropriate action for common ailments and minor injuries; collecting data during community diagnosis; managing community health resource centre's; and training Community Health Committees on community health issues.

(b) Requirements for Appointment

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

(i) served in the grade of Community Health Assistant I for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines:- Community Health, Psychology, Counselling, Social Work or Community Development from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and result.

NAROK - CPSB

ASSISTANT COMMUNITY HEALTH OFFICERS APPENDIX 'B'

I. ASSISTANT COMMUNITY HEALTH OFFICER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- collecting health related data at household level for analysis; maintaining and updating community health unit registers and keeping records; identifying common ailments and minor injuries at community level; promotion of oral health services in schools and communities; identifying and referring health cases to appropriate health facilities; visiting homes to determine the health situation and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years; identifying defaulters of health interventions and referring them to the appropriate health facilities; managing community health resource centre's; and convening and coordinating monthly community meetings and action days.

(b) Requirements for Appointment

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

(i) Diploma in any of the following disciplines:- Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development **or** Health Promotion and Education from a recognized institution; and

(ii) Certificate in computer application skills.

II. ASSISTANT COMMUNITY HEALTH OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: identifying common ailments and minor injuries at community level for appropriate action; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from household level for analysis; visiting homes to determine health situations and holding dialogue with household; promotion of oral health services in schools and communities; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them

MAKO - CPSB

to appropriate health facilities; convening meetings and action days in collaboration with Community Health Committees and other stakeholders; managing community health resource centre's; and requisitioning refills for the Community Health Workers kits.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Community Health Officer III for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development **or** Health Promotion and Education from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. ASSISTANT COMMUNITY HEALTH OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: coordinating community health activities; collating health data from households for analysis; sensitizing community members on health issues; recommending appropriate action for identified defaulters of health interventions; planning and coordinating community heath meetings in liaison with other stakeholders in the health sector; identifying and taking action for common ailments and minor injuries; promotion of oral health services in schools and communities; collecting data during community diagnosis; conducting community psychosocial counselling; and training Community Health Workers and Community Health Committees on community health issues.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Community Health Officer II for a minimum period of three (3) years;

NKOK CPSB

(ii) Diploma in any of the following disciplines:- Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development **or** Health Promotion and Education from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT COMMUNITY HEALTH OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: sensitizing communities on available health services and emerging issues; analysing and interpreting health data from community units; issuing and maintaining inventory of Community Health Workers' kits; promotion of oral health services in schools and communities; recommending appropriate action for identified defaulters of health interventions and providing support; maintaining health intervention defaulter register for follow-up; monitoring and documenting completion of health referral cases; compiling community health reports; and monitoring and evaluating community health activities.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Community Health Officer for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development **or** Health Promotion and Education from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

NARC CPSB

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT COMMUNITY HEALTH OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- analysing and interpreting health data from community units; submitting community health reports; validating community health services data in Sub-County (District) Health Information Systems; conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; sensitizing communities on available health services and emerging issues; promotion of oral health services in schools and communities; monitoring and evaluating community health activities; designing and developing Information Education Communication materials for community health services; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Assistant Community Health Officer for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development **or** Health Promotion and Education from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT COMMUNITY HEALTH OFFICER, JOB GRADE CPSB

NAROK - CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: analysing and interpreting health data from community units and generating community health reports; validating community health services data in Sub County (District) Health Information Systems; conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; promotion of oral health services in schools and communities; monitoring and evaluating community health activities; sensitizing communities on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing Information Education Communication materials for community health services; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Assistant Community Health Officer for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development **or** Health Promotion and Education from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL ASSISTANT COMMUNITY HEALTH OFFICER, JOB GRADE CPSB 5

NAROK-CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- verifying and interpreting health data from community units and generating community health reports; supervising validation of community health services data in Sub County Health Information Systems; undertaking community health diagnosis and research; undertaking functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; promotion of oral health services in schools and communities; monitoring and evaluating community health activities; facilitating sensitizing communities on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing Information Education Communication materials for community health services; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Assistant Community Health Officer for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development **or** Health Promotion and Education from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

MOH-CPSB

COMMUNITY HEALTH OFFICERS **APPENDIX 'C'**

I. COMMUNITY HEALTH OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- identifying common ailments and minor injuries at the community level for appropriate action; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from household level for analysis; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to appropriate health facilities; convening meetings for dialogue and action days in collaboration with other stakeholders; and requisitioning refills for the community health workers kits.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines:- Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion **or** Population and Health from a recognized institution; and

(ii) Certificate in computer application skills.

II. SENIOR COMMUNITY HEALTH OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities will include:- sensitizing committees on available health services and emerging issues; analysing and interpreting health data from community units; issuing and maintaining inventory of Community Health Workers kits; recommending appropriate action for identified defaulters of health interventions and providing necessary support; maintaining a health intervention defaulter register for follow-up; monitoring and documenting completion of health referral cases; compiling community health reports; and monitoring and evaluating community health activities.

(b) Requirements for Appointment

NAPSC PR

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

(i) served in the grade of Community Health Officer for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines:- Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) Shown merit and ability as reflected in work performance and results.

III. CHIEF COMMUNITY HEALTH OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: analysing and interpreting health data from community units; submitting community health reports; validating community health services data in Sub County (District) Health Information Systems; conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; sensitizing committees on available health services and emerging issues; monitoring and evaluating community health activities; designing and developing Information Education Communication materials for community health services; and coaching and mentoring staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Community Health Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health

WORK - CPSB

Education/Promotion or Population and Health from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL COMMUNITY HEALTH OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: analysing and interpreting health data from community units and generating community health reports; validating community health services data in Sub County (District) Health Information Systems; conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; monitoring and evaluating community health activities; sensitizing committees on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing Information Education Communication materials for community health services; and coaching and mentoring staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Community Health Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion **or** Population and Health from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

NAROCSB

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, COMMUNITY HEALTH SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will include:- overseeing implementation of community health activities; initiating formulation of community health policies, strategies, guidelines and linkages; preparing proposals for resource mobilization; mapping potential partners, stakeholders and forging linkages; coordinating target setting and work planning for community health activities; interpreting community health reports and recommending suitable interventions; coordinating development of community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; coordinating designing and developing of Information Education Communication materials for community health services; promoting integration and use of modern information technology in community health; and coordinating capacity building.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Community Health Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion **or** Population and Health from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health, Epidemiology or its equivalent qualification from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

NAROK CPSB

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated professional competence and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, COMMUNITY HEALTH SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will include: facilitating implementation of community health activities; initiating the formulation and review of community health policies, strategies, guidelines; monitoring and evaluating implementation of community health policies and programmes; developing strategies for resource mobilization for community health services; mapping potential partners, stakeholders and forging linkages to support community health; overseeing target setting and performance contracting for community health activities; promoting integration and use of modern information technology in community health; developing quality assurance strategies and standards; overseeing capacity building; developing and reviewing communication strategy; and developing and reviewing the community health monitoring and evaluation framework.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Community Health Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion **or** Population and Health from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health, Epidemiology or its equivalent qualification from a recognized institution;

NARC/CPSB

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution in its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case;

(viii) demonstrated professional competence and ability as reflected in work performance and results; and

(ix) thorough understanding of national goals, policies and objectives and ability to relate them to the Community Health Extension Services.

VII. DIRECTOR, COMMUNITY HEALTH SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: overall implementation, interpretation and review community health policies, strategies, programmes and guidelines in the county; promoting collaboration and linkages with partners and stakeholders; formulating and reviewing national research agenda for community health; mobilizing resources for implementation of community health services; planning, budgeting and ensuring compliance with set budgetary guidelines; instituting operational accountability, discipline, capacity building and performance management in the function.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Community Health Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counselling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion **or** Population and Health from a recognized institution;

MAY-CPSB

(iii) Master's degree in any of the following disciplines:- Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health, Epidemiology or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case;

(vii) demonstrated professional competence and ability as reflected in work performance and results; and

(viii) Thorough understanding of national goals, policies and objectives and ability to relate them to the Community Health Extension Services.

NAROK - CPSB

3.0 CAREER PROGRESSION GUIDELINES FOR PUBLIC HEALTH PERSONNEL

1. PUBLIC HEALTH FUNCTION

The Public Health function entails: enforcement of the Public Health Act (Cap. 242), Food, Drugs and Chemical Substances Act (Cap. 254), Tobacco Control Act 2007, Alcoholic Drinks Control Act, 2010, Bio-Safety Act 2009, Malaria Prevention and Control Act (Cap. 246), Meat Control Act (Cap 356) and Public Health Officers (Training, Registration and Licensing) ACT NO. 12 OF 2013; ensure compliance to International Health Regulations 2005 and rules at ports of entry and any other relevant legislations on public health in liaison with other relevant government agencies; formulation, implementation, interpretation and review of public health policies, procedures, strategies, standards and guidelines; planning and implementation of promotive and preventive primary health programs; provision of licenses and controlling undertakings that sell food to the public; management of solid waste; control air pollution, noise pollution and other public nuisances; oversee the development and management of public and private mortuaries, cemeteries and crematoria; coordination of other stakeholders in the implementation of public health projects and programmes; undertake monitoring and evaluation of public health projects and programs; provision of technical advice on promotive and preventive health; mobilization of resources and fostering collaboration and partnership with relevant agencies in support of public health programmes; conduction of operational research on public health trends and other emerging issues; and promotion of innovation and modern technology in the provision of public health services.

2. GRADING STRUCTURE

This Career Progression Guideline establishes four (4) grades of Public Health Technicians, seven (7) grades of Assistant Public Health Officers and seven (7) grades of Public Health Officers who will be graded and designated as follows:-

PUBLIC HEALTH TECHNICIANS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Public Health Technicians	Public Health Technician III	12	G
	Public Health Technician II	11	H
	Public Health Technician I	10	J
	Senior Public Health Technician	9	K

NURSES

ASSISTANT PUBLIC HEALTH OFFICERS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Public Health Officers	Assistant Public Health Officer III	11	H
	Assistant Public Health Officer II	10	J
	Assistant Public Health Officer I	9	K
	Senior Assistant Public Health Officer	8	L
	Chief Assistant Public Health Officer	7	M
	Principal Assistant Public Health Officer	6	N
	Senior Principal Assistant Public Health Officer	5	P

PUBLIC HEALTH OFFICERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Public Health Officers	Public Health Officer	9	K
	Senior Public Health Officer	8	L
	Chief Public Health Officer	7	M
	Principal Public Health Officer	6	N
	Assistant Director, Public Health Services	5	P
	Deputy Director, Public Health Services	4	Q
	Director, Public Health Services	3	R

Note: *The grade of Public Health Technician III/II, Job Grade CPSB 12/11 Assistant Public Health Officer III/II, Job Grade CPSB 11/10 for Diploma holders and Public Health Officer and Senior Public Health Officer, Job Grade CPSB 9/8 for Degree holders will form a common establishment for purposes of this Career Progression Guideline.*

NARC - CPSB

3. RECOGNIZED QUALIFICATION

The following are the recognized minimum qualifications for the purpose of this Career Progression Guideline: -

(i) Certificate in either Environmental Health Science, Public Health Technology or equivalent qualification from a recognized institution.

(ii) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution.

(iii) Higher Diploma in any of the following disciplines:- Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

(iv) Bachelor's degree in either Environmental Health, Public Health or equivalent qualification from a recognized institution.

(v) Master's degree in any of the following disciplines:- Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management, Disaster Management or equivalent qualification from a recognized institution.

(vi) One (1) year Internship from a recognized institution.

(vii) Registration Certificate from the Association of Public Health Officers – Kenya.

(viii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya.

(ix) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(x) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(xi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(xii) Certificate in computer application skills.

(xiii) No active disciplinary case.

(xiv) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

NAROK CPSB

4. JOB AND APPOINTMENT SPECIFICATIONS

PUBLIC HEALTH TECHNICIANS

APPENDIX 'A'

I. PUBLIC HEALTH TECHNICIAN III, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; and collecting and maintaining up to date records of services rendered.

(b) Requirements for Appointment

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

(i) Certificate in either Environmental Health Science, Public Health Technology or equivalent qualification from a recognized institution;

(ii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya; and

(iv) Certificate in computer application skills.

II. PUBLIC HEALTH TECHNICIAN II, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; and assessing health needs of the community.

(b) Requirements for Appointment

NAROK CPSB

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

(i) served in the grade of Public Health Technician III for a minimum period of three (3) years;

(ii) Certificate in either Environmental Health Science, Public Health Technology or equivalent qualification from a recognized institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. PUBLIC HEALTH TECHNICIAN I, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; and sensitizing communities on food and water safety measures.

(b) Requirements for Appointment

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

(i) served in the grade of Public Health Technician II for a minimum period of three (3) years;

(ii) Certificate in either Environmental Health Science, Public Health Technology or equivalent qualification from a recognized institution;

NRBOK - CPSB

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR PUBLIC HEALTH TECHNICIAN II, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental Health; carrying out immunizations; defaulter tracing and reporting of Tuberculosis and other immunizable diseases; referring health cases to relevant health facilities; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; maintaining and updating records of public health data; assessing health needs of the community; sensitizing communities on food and water safety measures; inspecting homesteads, markets, commercial premises, trading centres to ensure that general cleanliness and sanitary requirements are maintained; and issuing of intimation and statutory notices.

(b) Requirements for Appointment

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

(i) served in the grade of Public Health Technician I for a minimum period of three (3) years;

(ii) Certificate in either Environmental Health Science, Public Health Technology or equivalent qualification from a recognized institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

NAIROBI CPSB

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NAROK - CPSB

I. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.

(b) Requirements for Appointment

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

(i) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution;

(ii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya; and

(iv) Certificate in computer application skills.

II. ASSISTANT PUBLIC HEALTH OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring of health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; sitting of homesteads,

NAROK-CPSB

pit latrines, grain stores, trading centres, and emergency camps; implementing sanitation and hygiene standards in the community; and undertaking inspection for preventive maintenance at the health facility, hospital sanitation including health care waste management.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Public Health Officer III for a minimum period of three (3) years;

(ii) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. ASSISTANT PUBLIC HEALTH OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: mobilizing, sensitizing and advising communities on matters related to environmental health; carrying out immunization; defaulter tracing and reporting of Tuberculosis and other immunizable diseases; identifying environmental health issues at community level; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; sitting of homesteads, pit latrines, grain stores, trading centres, emergency camps and giving advice on vermin and rodent control; implementing sanitation and hygiene standards in the community; undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management; issuing of intimation and statutory notices; and inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water.

NAROK - CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Public Health Officer II for a minimum period of three (3) years;

(ii) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT PUBLIC HEALTH OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: identifying environmental health issues at community level; maintaining up to date records of services rendered; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; issuing of intimation and statutory notices; inspecting springs and wells and ensuring that they are properly maintained and ensure safe sources of drinking water; undertaking inspection for preventive maintenance of health care facilities; inspecting construction of sanitary facilities in schools, trading centres and commercial premises; collecting water and food samples for bacteriological and chemical analysis; carrying out immunizations; initiating and implementing Community Based Health Care Programmes; implementing integrated mosquito control and other public health strategies; and following up on proper collection and disposal of solid waste.

(b) Requirements for Appointment

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

NYROK - CPSB

(i) served in the grade of Assistant Public Health Officer I for a minimum period of three (3) years;

(ii) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: implementing promotive and preventive primary health programmes; ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances; promoting hygiene education including school health programmes; implementing international health regulations and rules and ground crossings; undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; educating the public on health and safety at work place; and implementing community based health care programmes.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;

NAKURU - CPSB

(ii) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Registration Certificate from the Association of Public Health Officers - Kenya;

(v) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: monitoring and evaluating management of solid/liquid and other hazardous waste; ensuring safety and quality of food and water for both domestic and industrial use; ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports of entry and ground crossings; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Assistant Public Health Officer for a minimum of three (3) years;

(ii) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution;

MBUK-CPSB

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Registration Certificate from the Association of Public Health Officers - Kenya;

(v) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: enforcing and monitoring implementation of statutory provisions and other relevant legislations on public health; developing and implementing public health projects and programmes in consultation with relevant departments and other stakeholders; implementing international health regulations and rules at ports of entry and ground crossings in liaison with other relevant government border agencies; overseeing exhumation process and authorizing disposal of unclaimed bodies; monitoring and evaluating management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters; preparing work plans; and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Assistant Public Health Officer for a

NBOK - CPSB

minimum period of three (3) years;

(ii) Higher Diploma in any of the following disciplines:- Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Registration Certificate from the Association of Public Health Officers - Kenya;

(vi) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown merit and ability as reflected in work performance and results.

NAROK-CDSB

PUBLIC HEALTH OFFICERS

APPENDIX 'C'

I. PUBLIC HEALTH OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- identifying environmental health issues at community level; assessing health needs of the community; coordinating sanitation and hygiene programmes in the community; sensitizing communities on food and water safety measures; conducting Training for Public Health Trainees, Community Own Resource Persons (CORPS), Community-based Health Workers (CHWS) and Community Health Committees (CHCs) on Public Health issues; implementing environmental health programmes and projects; collecting water and food samples for bacteriological and chemical analysis; initiating and implementing Community Based Health Care programmes; implementing integrated mosquito control and other public health strategies; following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns; carrying out disease surveillance, prevention and control; and coordinating immunization programmes.

(b) Requirements for Appointment

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

(i) Bachelor's degree in either Environmental Health, Public Health or equivalent qualification from a recognized Institution;

(ii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(iv) Certificate in computer application skills; and

(v) shown merit and ability as reflected in work performance and results.

II. SENIOR PUBLIC HEALTH OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: implementing promotive

NAROK COUNTY

and preventive health programmes; monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; carrying out surveillance and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analysing of public health data and reports; and promoting modern information and communication technology in the provision of public health services.

(b) Requirements for Appointment

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

(i) served in the grade of Public Health Officer for a minimum period of one (1) year;

(ii) Bachelor's degree in either Environmental Health, Public Health or equivalent qualification from a recognized Institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. CHIEF PUBLIC HEALTH OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: monitoring and evaluating environmental health risks; implementing promotive and preventive primary health programmes; monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;

MAPOK-CPSB

monitoring and evaluating the management of solid/liquid and other hazardous wastes; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; educating the public on health and safety at work place; coordinating community based health care programmes; carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analysing public health data and reports; and promoting modern information and communication technology in the provision of public health services.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Public Health Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in either Environmental Health, Public Health or equivalent qualification from a recognized Institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL PUBLIC HEALTH OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: enforcing and monitoring implementation of statutory provisions and other relevant legislations on public health; developing and implementing public health projects and programmes in consultation with relevant departments and other stakeholders; ensure compliance to international health regulations and rules at ports of entry and ground crossings in liaison with other relevant

MAROK-CPSB

government border agencies; carrying out research on public health issues; monitoring development and management of public and private mortuaries, cemeteries and crematoria; preparing proposals for resource mobilization; organizing forums with relevant partners and agencies in support of public health programmes and projects; promoting innovation and use of modern information communication technology in service provision; preparing work plans; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Public Health Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in either Environmental Health, Public Health or equivalent qualification from a recognized Institution;

(iii) Registration Certificate from the Association of Public Health Officers - Kenya;

(iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated professional competence and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, PUBLIC HEALTH SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: enforcing, implementing and monitoring statutory provisions and other relevant legislations on public health; implementing public health policies, procedures, strategies, standards and guidelines; monitoring implementation of public health projects and programmes; overseeing enforcement of international health regulations and rules at ports of entry and ground crossings in liaison with other relevant

NAROK - CPSB

government border agencies; identifying areas of research and preparing research proposals on public health issues; developing and implementing promotive and preventive primary health programmes and projects in consultation with relevant departments and other stakeholders; monitoring development and management of public and private mortuaries, cemeteries and crematoria; identifying relevant partners and agencies in support of public health programmes and projects; preparing proposals for resource mobilization; integrating use of information technology in service provision; preparing strategic and work plans and setting performance targets; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Public Health Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in either Environmental Health, Public Health or equivalent qualification from a recognized Institution;

(iii) Master's degree in any of the following disciplines:- Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;

(iv) Registration Certificate from the Association of Public Health Officers - Kenya;

(v) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional competence and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, PUBLIC HEALTH SERVICES, JOB GRADE CPSB 4

NARC-CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: enforcing and monitoring implementation of statutory provisions and other relevant legislations on public health; coordinating development, implementation and review of public health policies, procedures, strategies, standards and guidelines; ensuring compliance to international health regulations and rules at ports of entry and ground crossings in liaison with other relevant government border agencies; identifying areas of research and preparing research proposals on public health issues; ensuring development and implementation of promotive and preventive primary health programmes and projects in consultation with relevant departments and other stakeholders; monitoring development and management of public and private mortuaries, cemeteries and crematoria; integrating use of information technology in service provision; identifying relevant partners and agencies in support of public health programmes and projects; preparing proposals for resource mobilization; coordinating preparation of strategic/work plans and setting of performance targets; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Public Health Services for a minimum period of three (3) years;

(ii) Bachelor's degree in either Environmental Health, Public Health or equivalent qualification from a recognized Institution;

(iii) Master's degree in any of the following disciplines:- Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;

(iv) Registration Certificate from the Association of Public Health Officers - Kenya;

(v) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

NAROK-CPSB

(vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(viii) Certificate in computer application skills;

(ix) No active disciplinary case; and

(x) Demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function.

VII. DIRECTOR, PUBLIC HEALTH SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: coordinating implementation of relevant legislations and statutory provisions on public health; initiating development and review of public health policies, procedures, strategies, standards and guidelines; overseeing enforcement of international health regulations and rules at ports of entry and ground crossings in liaison with other relevant government border agencies; ensuring licensing and control of undertakings that sell food to the public; overseeing management of solid waste; overseeing control of air pollution, noise pollution and other public nuisances; coordinating development, implementation and review of promotive and preventive primary health programmes and projects in consultation with relevant departments and other stakeholders; and coordinating research on public health issues.

In addition, duties and responsibilities will include: monitoring and evaluating development and management of public and private mortuaries, cemeteries and crematoria; overseeing preparation of proposals for resource mobilization; identifying relevant partners and agencies in support of public health programmes and projects; initiating development of modern information communication technology including integration of Port Health e-portal in health management systems in provision of public health services; overseeing setting of targets; coordinating development of work plans, performance targets and contracts; facilitating preparations of budgets and procurement plans; and ensuring coaching, mentoring and development of staff.

(b) Requirements for Appointment

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

MOPHCDSB

(i) served in the grade of Deputy Director, Public Health Services for a minimum period of three (3) years;

(ii) Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;

(iii) Master's degree in any of the following disciplines:- Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;

(iv) Registration Certificate from the Association of Public Health Officers - Kenya;

(v) Registration Certificate from the Public Health Officers and Technicians Council – Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case;

(ix) demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function; and

(x) A thorough understanding of national goals, policies and objectives and ability to relate them to the Public Health Function and aspirations of Vision 2030.

NAROK-CPSB

4.0 CAREER PROGRESSION GUIDELINES FOR NUTRITIONISTS

1. THE NUTRITION AND DIETETICS FUNCTION

The Nutrition and Dietetics Function entails: administration and enforcement of the Public Health Legislation (Cap 242) and (Cap 254) and the Nutritionists and Dietitians Act 2007; implementation of nutrition and dietetics policies and guidelines; developing county specific nutrition and dietetic policies; development and implementation of nutrition programmes and activities; provision of public health nutrition, clinical nutrition care and rehabilitative services; supporting inpatient feeding services; mitigation and control of nutrition related to non-communicable diseases and nutrition deficiency diseases; prevention, treatment and management of HIV/AIDS; provision of emergency nutrition, nutrition epidemiology and surveillance; monitoring and regulation of medical nutrition therapy; conducting research in nutrition and dietetics; development of community nutrition interventions, county food composition tables and dietary guide; screening and improving dietary therapy in disease management; and development of strategies for dietary assessment, reduction and control of disease complications.

2. GRADING STRUCTURE

The Career Progression Guideline establishes four (4) grades of Nutrition and Dietetics Technicians, six (6) grades of Nutrition and Dietetics Technologists and eight (8) grades of Nutrition and Dietetics Officers which will be designated as follows:-

NUTRITION AND DIETETICS TECHNICIAN

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Nutrition and Dietetics Technician	Nutrition and Dietetics Technician III	12	G
	Nutrition and Dietetics Technician II	11	H
	Nutrition and Dietetics Technician, I	10	J
	Senior Nutrition and Dietetics Technician	9	K

NARUK - COG

NUTRITION AND DIETETICS TECHNOLOGIST

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Nutrition and Dietetics Technologist Nutrition and Dietetics Technologist	Nutrition and Dietetics Technologist III	11	H
	Nutrition and Dietetics Technologist II	10	J
	Nutrition and Dietetics Technologist I	9	K
	Senior Nutrition and Dietetics Technologist	8	L
	Chief Nutrition and Dietetics Technologist	7	M
	Principal Nutrition and Dietetics Technologist	6	N

NUTRITION AND DIETETICS OFFICERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Nutrition And Dietetics Officers	Nutrition and Dietetics Officer II	10	J
	Nutrition and Dietetics Officer, I	9	K
	Senior Nutrition and Dietetics Officer	8	L
	Chief Nutrition and Dietetics Officer	7	M
	Principal Nutritionist and Dietetics Officer	6	N
	Assistant Director, Nutrition and Dietetics Services	5	P
	Deputy Director, Nutrition and Dietetics Services	4	Q
	Director, Nutrition and Dietetics Services	3	R

Note: *The grades of Nutrition and Dietetics Technician III/II, Job Grade 12/11 for Certificate holders, Nutrition and Dietetics Technologist III/II Job Grade 11/10 for Diploma holders and Nutrition and Dietetics Officer/Senior, Job Grade 10/9 for Degree holders will form common establishment for the purpose of this Career Progression Guideline.*

NARP - CPSB

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guidelines:-

(i) Certificate in Community Nutrition from a recognized training institution.

(ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized training institution.

(iii) Bachelor's degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution.

(iv) Master of Science in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics, Public Health and Epidemiology or its recognized equivalent from a recognized institution.

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(viii) Certificate in computer application skills.

(ix) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

(x) No active disciplinary case.

(xi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

NAROK-CPSB

4. JOB DESCRIPTION AND SPECIFICATIONS

NUTRITION AND DIETETIC TECHNICIANS APPENDIX 'A'

I. NUTRITION AND DIETETICS TECHNICIAN III, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. Work at this level will be carried out under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include: assessing community nutrition needs; following-up on discharge cases from hospitals; screening for deficiency diseases and chronic illnesses related to nutrition in a community setting and referring them to various existing programs; collecting data on nutrition and dietetics; promoting baby friendly community initiatives; conducting community growth, monitoring and promotion activities; assisting in community interventions on diet and lifestyle disease prevention and control; promoting optimal infant and young child feeding programmes; assisting in running out patient supplementary feeding programs and outpatient therapeutic feeding programs; following up and counselling of patients in home-based disease management; and carrying out nutrition health education.

(b) Requirements for Appointment

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

(i) Certificate in Community Nutrition from a recognized institution;

(ii) Certificate in computer application skills; and

(iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND.

II. NUTRITION AND DIETETICS TECHNICIAN II, JOB GRADE, CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at his level will include: conducting nutrition assessment, nutrition screening and referring cases to various existing programs; collecting dietetic nutrition data; carrying out child growth monitoring and promotion activities; conducting routine weight monitoring for expectant women; assisting in lifestyle disease prevention and management programs; running Out Patient Supplementary Feeding Programs and out

NAROK CBD

Patient Therapeutic Feeding Programs (SFP and OTP); carrying out micronutrient supplementation; preparing monthly reports for use in planning and monitoring nutrition programs; following up on home based nutrition care; promoting baby friendly hospital and community initiatives; carrying out nutrition education and counselling of patients in health care facilities; and promoting consumption of fortified foods and dietary diversification at the community and facility level.

(b) Requirements for Appointment

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

(i) served in the grade of Nutrition and Dietetics Technician III for a minimum period of three (3) years;

(ii) Certificate in Community Nutrition from a recognized institution;

(iii) Certificate in computer application skills;

(iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. NUTRITION AND DIETETICS TECHNICIAN I, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: implementing, monitoring and evaluating nutrition programmes; providing clinical nutrition and dietetic services; assessing nutrition status and making nutritional diagnosis; advocating for the improvement of maternal and infant nutrition; educating and creating public awareness on prevention management and control of diet related non communicable diseases; supporting and managing people living with HIV/AIDS; providing nutrition supplements and therapeutic feeds; monitoring nutrition commodities at facility and community level; calculating patient dietary requirements; monitoring nutrition trends in infants and young children in maternal child health; providing in-patient nutrition services in hospitals; assessing nutrition status and preparing reports for review; training community health extension workers and community health providers on nutrition deficiency prevention and control strategies; and following up on nutrition related disease conditions.

MAROK-CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Nutrition and Dietetics Technician II, for a minimum period of three (3) years;

(ii) Certificate in Community Nutrition from a recognized institution;

(iii) Certificate in computer application skills;

(iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR NUTRITION AND DIETETICS TECHNICIAN, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at his level will include: implementing and monitoring nutrition programmes in outpatient, MCH, inpatient and special clinics; providing clinical nutrition and dietetic services hospitals; interpreting nutrition assessment data and undertaking nutritional diagnosis; advocating for actions that improve nutrition of patients; managing nutrition of malnourished patients; providing therapeutic and supplementary feeds; monitoring nutrition trends among infants and young children in MCH; collating and compiling nutrition data for research; auditing nutrition/nutrition standard of performance in their stations and preparing reports; providing nutrition and dietetics education; supervising development and/or modification of recipe/formulas; and implementing infant and young child feeding programmes.

(b) Requirements for Appointment

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

(i) served in the grade of Nutrition and Dietetics Technician II for a minimum period of three (3) years;

(ii) Certificate in Community Nutrition from a recognized institution;

ARCHIVE - CPSB

(iii) Certificate in computer application skills;

(iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

NAROK - CPSB

I. NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include: implementing nutrition programmes; providing nutrition services in health care facilities; conducting nutrition assessments; collecting and compiling nutrition data; providing nutrition health education and demonstrations; counselling of patients with specific nutritional needs; monitoring preparation of therapeutic feeds; implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and providing micronutrient supplementation.

(b) Requirements for Appointment

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

(i) Diploma in either Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized training institution;

(ii) Certificate in computer application skills; and

(iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND.

II. NUTRITION AND DIETETICS TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing nutrition services in health care facilities; conducting nutrition assessments; collating and compiling nutrition data; providing nutrition health education and demonstrations; counselling patients with specific nutritional needs; monitoring preparation of therapeutic feeds; implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; providing micronutrient supplementation; monitoring and evaluating diet related non communicable diseases; implementing hospital menus; preparing monthly nutrition reports in health care facilities; promoting baby friendly hospital and

MAROK-CPSB

community initiatives; and supporting nutrition emergency response.

(b) Requirements for Appointment

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

(i) served in the grade of Nutrition and Dietetics Technologist III for a minimum period of three (3) years;

(ii) Diploma in either Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized training institution;

(iii) Certificate in computer application skills;

(iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. NUTRITION AND DIETETICS TECHNOLOGIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing nutrition services in health care facilities; conducting nutrition assessments; undertaking ward rounds and supervising administration of inpatient feeding; collating and analysing nutrition data; counselling patients with specific nutritional needs; implementing and monitoring outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; conducting nutrition health education and demonstrations; disseminating nutrition and dietetic information, education and communication materials; facilitating district health and nutrition steering groups; supervising and implementing baby friendly hospital initiatives; assessing and reviewing nutrition of referral cases; overseeing the nutrition management of patients in health care facilities; and preparing monthly nutrition reports in health care facilities.

(b) Requirements for Appointment

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

MAROK - CPSB

(i) served in the grade of Nutrition and Dietetics Technologist II for a minimum period of three (3) years;

(ii) Diploma in either Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized training institution;

(iii) Certificate in computer application skills;

(iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR NUTRITION AND DIETETICS TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing outpatient and inpatient nutrition care; providing therapeutic nutrition support in disease management in health care facilities; providing nutrition care for pre-term babies; supervising implementation of baby friendly hospital initiatives; supervising provision of therapeutic feeds; conducting nutrition assessments; undertaking ward rounds and supervising administration of inpatient feeding; counselling patients with specific nutritional needs; conducting nutrition health education and demonstrations; assessing and reviewing nutrition of referral cases; preparing hospital menus and patient feeding protocol; implementing nutrition projects; analysing nutrition data; preparing monthly reports for the station or facility; formulating therapeutic diets for outpatients and in-patients; and facilitating nutrition in health and inter-sectoral teams.

(b) Requirements for Appointment

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

(i) served in the grade of Nutrition and Dietetics Technologist I, for a minimum period of three (3) years;

(ii) Diploma in either Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized training institution;

WORK - CPSB

(iii) Certificate in computer application skills;

(iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF HUMAN NURITION AND DIETETICS TECHNOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing nutrition services in health care facilities; providing therapeutic nutrition support in disease management in hospital wards and kitchens; managing inpatient feeding programmes; initiating nutrition projects; providing nutrition services in Tuberculosis, diabetic and renal clinics; providing specialized nutrition support for inpatient; conducting nutrition data audits in the facility; carrying out nutrition research and preparing reports for the station or facility; planning and formulating therapeutic diets for outpatient and in-patients; providing specifications for the procurement of nutrition equipment; facilitating nutrition health and inter-sectoral teams; and assessing, implementing and reviewing nutrition health programmes in health care facilities.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Nutrition and Dietetics Technologist for a minimum period of three (3) years;

(ii) Diploma in either Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized training institution;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

NARC CPSB

(vii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL NUTRITION AND DIETETICS TECHNOLOGIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: reviewing nutrition intervention programmes; supervising administration of therapeutic diets; providing education and creating nutrition awareness in training institutions; conducting nutrition and dietetic situational analysis in schools and feeding programmes; implementing appropriate nutritional interventions in schools and other training institutions; providing nutrition consultancy support in patient management in health care facilities; supervising provision of parenteral and enteral and nutrition; preparing monthly reports for the station or health facility; and coaching and mentoring of staff in lower levels.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Nutrition and Dietetics Technologist for a minimum period of three (3) years;

(ii) Diploma in either Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized training institution;

(iii) Certificate in a Senior management course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

(v) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NARC/CPSB

NUTRITION AND DIETETICS OFFICERS

APPENDIX 'C'

I. NUTRITION AND DIETETICS OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include: planning and implementing therapeutic diets for outpatients and inpatients; providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions; treating and counselling patients using specialized dietetic nutritionally modified products; implementing the nutrition and dietetic process including screening; assessing, formulating and implementing nutrition interventions and evaluating outcomes; providing nutrition support in patient management in health care facilities; developing and disseminating nutrition behaviour change communication, information, education, and communication materials; implementing nutrition health programmes; and collecting and compiling nutrition and dietetic data.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines:- Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. NUTRITION AND DIETETICS OFFICER, I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities will include: providing therapeutic nutrition support in disease management in health care facilities; developing and providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions; developing and disseminating nutrition behaviour change communication, information, education, and communication materials; developing and implementing strategies to promote safe and healthy food choices; providing nutrition support in patient management in health care facilities; facilitating training on nutrition in various

NAROK - CRD

training institutions; collecting and compiling nutrition data; guiding on nutrition management of patients in specialized clinics including tuberculosis, HIV/AIDS, diabetes and renal clinics; calculating dietary requirements for patients; developing programmes for emergency response; and assessing and reviewing nutrition health programmes in health care facilities and communities.

(b) Requirements for Appointment

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

(i) served in the grade of Nutrition and Dietetics Officer II for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines:- Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. SENIOR NUTRITION AND DIETETICS OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities will include: conducting nutrition advocacy; conducting nutrition assessments and reviews in health care facilities; developing, implementing and reviewing nutrition health care plans; providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions; developing and disseminating nutrition information, education, promotion and communication materials; providing nutrition support in patient management in health care facilities; facilitating training on nutrition in various training institutions; conducting nutritional research and preparing reports; and guiding in the nutrition management of patients in specialized clinics including Tuberculosis, HIV/AIDS, diabetes and renal clinics.

MAROK-CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Nutrition and Dietetics Officer I for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Nutrition and Dietetics, Food and Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science or Home Economics from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. CHIEF NUTRITION AND DIETETICS OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: initiating and reviewing nutrition programmes; providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions; developing nutrition information, education, promotion and communication materials; providing nutrition consultancy support; developing specialized diets for special needs; providing nutrition services in specialized clinics; supporting inpatient and outpatient management; planning and preparing hospital menus; facilitating training in various training institutions; conducting, monitoring and evaluating infant and young child feeding programmes; conducting research on nutrition and dietetics and preparing reports; developing nutrition guidelines; conducting data audits in the community and hospitals; guiding on procurement and distribution of nutrition equipment and commodities.

(b) Requirements for Appointment

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

NAROK-CPSB

(i) served in the grade of Senior Nutrition and Dietetics Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

(v) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. PRINCIPAL NUTRITION AND DIATETICS, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- developing and implementing nutrition policies and programmes; coordinating provision of nutrition activities; providing nutrition consultancy support; providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions; coordinating the development of nutrition information, education, promotion and communication materials; coordinating the development and provision of specialized diets for special needs; overseeing management of inpatients and outpatients in health care facilities; coordinating preparation of hospital menus and diets; monitoring and reviewing nutrition programmes and projects; developing and reviewing nutrition guidelines; identifying areas of research, validating new findings for adoption and disseminating the findings to key stakeholders; supporting relevant research institutions to conduct nutrition research; advising on procurement and distribution of nutrition equipment and commodities; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

MOCK - CPSB

(i) served in the grade of Chief Nutrition and Dietetics Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

(v) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(vi) No active disciplinary case; and

(vii) demonstrated a high degree of professional competence and administrative capability.

VI. ASSISTANT DIRECTOR, NUTRITION AND DIATETICS SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: formulating, implementing and reviewing of Nutrition and Dietetics policies, guidelines and strategies; monitoring and reviewing nutrition programmes and projects; coordinating and planning for all nutrition activities, projects and programmes; providing nutrition consultancy support to government hospitals; coordinating nutrition research and validating new research findings for adoption in County programmes; overseeing development of nutrition information, education, promotion and communication materials; ensuring proper development and provision of specialized diets for special needs; developing and reviewing nutrition guidelines; supporting relevant research institutions to conduct nutrition research; advising on procurement and distribution of nutrition equipment and commodities; and capacity building.

(b) Requirements for Appointment

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

NAROK-CPSB

(i) served in the grade of Principal Nutrition and Dietetics Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution;

(iii) Master of Science in any of the following disciplines:- Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, home Economics, Public Health and Epidemiology or its recognized equivalent from a recognized institution;

(iv) Certificate in computer application skills;

(v) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(vi) No active disciplinary case; and

(vii) demonstrated a high degree of professional competence and administrative capability.

VII. DEPUTY DIRECTOR, NUTRITION AND DIETETICS SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An Officer at this level will be responsible for coordinating all nutrition activities, projects and programmes. Duties and responsibilities at this level will include: formulating, implementing and reviewing of Nutrition and Dietetics policies, guidelines, and strategies; overseeing nutrition planning and budgeting; developing and reviewing the nutrition curricula, norms and standards; networking and forming partnerships in support of nutrition and dietetic services; mobilizing resources in support of various nutrition programs, projects and other interventions; defining and integrating core nutrition indicators in Health Information Systems; reviewing and disseminating nutrition monitoring tools at all levels; leading research; providing guidance on procurement of nutrition equipment's and commodity for various inpatient, outpatient and public health nutrition services; capacity building and performance management of staff in the Division.

MAROK-CPSD

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Nutrition and Dietetics Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution;

(iii) Master of Science in any of the following disciplines:- Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Nutrition, Applied Human Nutrition, Food Science and Nutrition, home Economics, Public Health and Epidemiology or its recognized equivalent from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(vii) No active disciplinary case; and

(viii) demonstrated a high degree of professional competence and administrative capability.

VIII. DIRECTOR, NUTRITION AND DIETETICS SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Director, Nutrition and Dietetics Services will head the Nutrition and Dietetics Division. Duties and responsibilities will include: enforcing the Nutrition Dietician Act and other relevant legislation on nutrition and dietetics; formulating, implementing interpreting and reviewing of Nutrition and Dietetics policies, guidelines, standards and strategies; planning and ensuring implementation of nutrition programs and projects; providing technical advice on Nutrition Services; providing leadership in research on nutrition trends and

NAROK CPSB

other emerging issues; liaising with relevant Divisions and other stakeholders in the implementation of nutrition projects and programmes; monitoring and evaluating nutrition projects and programmes; mobilizing resources and fostering collaborations and partnerships in support of nutrition activities, projects and programmes; developing and implementing strategic and work plans; planning and budgeting for the Division; and capacity building and performance for the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Nutrition and Dietetics Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition, Home Economics or its equivalent qualification from a recognized institution;

(iii) Master of Science in any of the following disciplines:- Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, home Economics, Public Health and Epidemiology or its recognized equivalent from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);

(vii) No active disciplinary case; and

(viii) demonstrated a high degree of professional competence and administrative capability.

NAPSB CDSB

5.0 CAREER PROGRESSION GUIDELINES FOR HEALTH ADMINISTRATIVE OFFICERS

1. HEALTH ADMINISTRATIVE FUNCTION

The Health Administrative function entails: Maintenance of health administrative service standards in health institutions; oversee the day to day supervision and coordination of general (non-medical) administrative services to support curative/hospital based, primary and preventive health programmes and activities; development and maintenance of health facilities; oversee requisition, utilization and management of equipment and stores; preparation and implementation of budgets ;coordination of revenue collection; oversee staff and patients' welfare and ensure their security; and provision of secretarial and administrative services to various management committees.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Health Administrative Officers who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Health Administrative Officers	Health Administrative Officer II	10	J
	Health Administrative Officer I	9	K
	Senior Health Administrative Officer	8	L
	Chief Health Administrative Officer	7	M
	Principal Health Administrative Officer	6	N
	Assistant Director, Health Administrative Services	5	P
	Deputy Director, Health Administrative Services	4	Q

***Note**: The grades of Health Administrative Officer II/I, Job Grades CPSB 10/9 will form a common establishment for the purposes of this Career Progression Guideline.*

3. RECOGNIZED QUALIFCATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline:

(i) Bachelor's degree in any of the following Social Sciences: Government,

MARCH CPSB

Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics, Health Systems Management, Health Care Administration or Law from a recognized institution

(ii) Master's degree in any of the following fields: Health Management, Hospital Administration, Health Planning, Public Health, and Business Administration or its equivalent qualifications from a recognized institution.

(iii) A six (6) months certificate course in Health Management from a recognized institution.

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vii) Certificate in computer application skills.

(viii) No active disciplinary case.

(ix) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB APPOINTMENT AND SPECIFICATIONS

I. HEALTH ADMINISTRATIVE OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level may be deployed at a Sub-county Hospital, or a unit within a large hospital, or to a specific health program where he/she will be exposed to various administrative duties which will include procuring, providing and maintaining facilities and general upkeep of the hospital. The officer will work under the supervision of a more senior officer.

(b) Requirements for Appointment

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

MAROK-CPSB

(i) Bachelor's degree in any of the following disciplines:- Government, Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics or Law from a recognized institution; **PLUS** a six (6) months certificate course in Health Management.

OR

Bachelor's degree in Health Systems Management or Health Care Administration; and

(ii) Certificate in computer application skills.

II. HEALTH ADMINISTRATIVE OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

An officer at this level will be deployed in a Sub-county Hospital, or a Unit within a large Hospital or to a specific Health Program where duties will include undertaking various administrative duties, namely: procurement, provision and maintenance of facilities, preparation of budgets, overseeing welfare of staff and patients and ensuring their security, and general upkeep of the hospital.

(b) Requirements for Appointment

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

(i) served in the grade of Health Administrative Officer II for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines:- Government, Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics or Law from a recognized institution; **PLUS** a six (6) months certificate course in Health Management.

OR

Bachelor's degree in Health Systems Management or Health Care Administration

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

NAROK CPSB

III. SENIOR HEALTH ADMINISTRATIVE OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be deployed in a Sub-county Hospital or in a busy section of a Level four (4) Hospital. Specific duties will include overseeing procurement, provision and maintenance of facilities; revenue collection; overseeing welfare of staff and patients and ensuring their security; and general upkeep of the hospital.

(b) Requirements for Appointment

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

(i) served in the grade of Health Administrative Officer I for a minimum period of three (3) years

(ii) Bachelor's degree in any of the following disciplines:- Government, Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics or Law from a recognized institution; **PLUS** a six (6) months certificate course in Health Management.

OR

Bachelor's degree in Health Systems Management or Health Care Administration

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will be deployed in a busy Sub-county Hospital or a Level four (4) Hospital and will be responsible for managing all administrative services. Specific duties and responsibilities will entail coordinating all support services; ensuring timely completion of the hospital reports, budgets and estimates; coordinating all hospital administrative functions in a Sub-county

NAROK CPSB

or a Level four (4) Hospital; and supervising and doing staff development.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Health Administrative Officer for a minimum period of three (3) years;

(iii) Bachelor's degree in any of the following disciplines:- Government, Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics or Law from a recognized institution; **PLUS** a six (6) months certificate course in Health Management.

OR

Bachelor's degree in Health Systems Management or Health Care Administration

(ii) Certificate in computer application skills;

(iii) No active disciplinary case; and

(iv) shown merit and ability as reflected in work performance and results

V. PRINCIPAL HEALTH ADMINISTRATIVE OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level will be in charge of health administrative services in a Sub-county Hospital or a Level four (4) hospital. Specific duties will include ensuring efficient and effective management of health support services; promoting the welfare of patients and staff and ensuring their security; liaising with other professional and technical department heads in order to improve overall management and delivery of health care services; and promoting discipline and professionalism among the health administrative personnel.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Health Administrative Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Government, Anthropology, Sociology, Public Administration, Business

MOROK-CPSB

Administration, Commerce, Economics or Law from a recognized institution; **PLUS** a six (6) months certificate course in Health Management.

OR

Bachelor's degree in Health Systems Management or Health Care Administration

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated professional competence in the management of health services in a health institution.

VI. ASSISTANT DIRECTOR, HEALTH ADMINISTRATIVE SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level will be in charge of health administrative services in a Referral Medical Office or a busy Level four (4) Hospital, which may have a referral status or teaching subsidiary. Specific duties and responsibilities will include ensuring efficient and effective management of health support services; promoting the welfare of patients and staff and ensuring their security; liaising with other professional and technical department heads in order to improve the overall management and delivery of health care services; and promoting discipline and professionalism among the health administrative personnel.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Health Administrative Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Government, Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics or Law from a recognized institution; **PLUS** a six (6) months certificate course in Health Management.

OR

MARCH - CPSB

Bachelor's degree in Health Systems Management or Health Care Administration

(iii) Master's degree in any of the following disciplines:- Health Management, Hospital Administration, Health Planning, Public Health, Business Administration or its equivalent qualifications from a recognized institution;

(iv) Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated professional competence and administrative ability in the management of health services in a Provincial General Hospital.

VII. DEPUTY DIRECTOR, HEALTH ADMINISTRATIVE SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

The Chief Health Administrative Officer will be based at the County Headquarters and will be responsible to the Chief Officer responsible for Health Services for effective and efficient management of health administrative services. Specific duties will include: providing varmint support services to health-related projects, coordination of Government Health Programmes and Non-Governmental Organizations (NGOs) involved in the delivery of health care services or in health-related services. In addition, the officer will be responsible for review formulation and implementation of health and administrative policies, Prof duties and programmes; and effective supervision, deployment, discipline, training and deployment development staff in the health administrative services.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Health Administrative Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Government, Anthropology, Sociology, Public Administration, Business Administration, Commerce, Economics or Law from a recognized

NOT - CPSB

institution; **PLUS** a six (6) months certificate course in Health Management.

OR

Bachelor's degree in Health Systems Management or Health Care Administration

(iii) Master's degree in any of the following disciplines:- Health Management, Hospital Administration, Health Planning, Public Health, and Business Administration or its equivalent qualifications from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated outstanding professional competence and administrative ability in the management of health services in a large health institution

NAROK-CPSB

6.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL ENGINEERING PERSONNEL

1. MEDICAL ENGINEERING FUNCTION

The Medical Engineering function entails: provision of medical engineering/ health technology services in accordance with the World Health Organization, (World Health Assembly 60.29 resolutions) and other related statutes; implementation of Medical engineering policies, strategies, standards and guidelines; management of medical equipment, plants, and instruments; provision of inputs in designing health facilities and utilities; researching on medical engineering, trends and technologies; management of information on medical engineering services; development and management of medical engineering programmes and projects; promotion and provision of advice on use of appropriate medical engineering technologies; fostering collaboration with partners and other stakeholders in support of medical engineering services; development and review of training curriculum in medical engineering in collaboration with medical training institutions; and supporting and harmonizing regulations pertaining to medical engineering services within the Region.

2. GRADING STRUCTURE

The Career Progression Guideline establishes five (5) grades of Medical Engineering Technicians, seven (7) grades of Medical Engineering Technologists, and seven (7) grades of Medical Engineers who will be designated and graded as follows:

MEDICAL ENGINEERING TECHNICIANS **APPENDIX 'A'**

Cadre	Designation	Job Grade CPSB	Job Group
Medical Engineering Technicians	Medical Engineering Technician III	12	G
	Medical Engineering Technician II	11	H
	Medical Engineering Technician I	10	J
	Senior Medical Engineering Technician II	9	K
	Senior Medical Engineering Technician I	8	L

NAROK - CPSB

MEDICAL ENGINEERING TECHNOLOGISTS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Medical Engineering Technologists	Medical Engineering Technologist III	11	H
	Medical Engineering Technologist II	10	J
	Medical Engineering Technologist I	9	K
	Senior Medical Engineering Technologist	8	L
	Chief Medical Engineering Technologist	7	M
	Principal Medical Engineering Technologist II	6	N
	Principal Medical Engineering Technologist I	5	P

MEDICAL ENGINEERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Medical Engineers	Medical Engineer	9	K
	Senior Medical Engineer	8	L
	Chief Medical Engineer	7	M
	Principal Medical Engineer	6	N
	Assistant Director, Medical Engineering Services	5	P
	Deputy Director, Medical Engineering Services	4	Q
	Director, Medical Engineering Services	3	R

Note: *The grades of Medical Engineering Technician III/II, Job Grades CPSB 12/11, for Certificate holders; Medical Engineering Technologists III/II, Job Grades CPSB 11/10 for Diploma holders; and Medical Engineer/Senior Medical Engineer, Job Grades CPSB 9/8 for Degree holders will form common establishment for the purpose of this Career Progression Guideline.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this Career Progression Guidelines:-

NARCK CPSB

(i) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution.

(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution.

(iii) Higher National Diploma in any of the following fields:- Medical Engineering, Electrical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution.

(iv) Bachelor's degree in any of the following fields:- Medical Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution.

(v) Master's degree in any of the following fields:- Medical Engineering, Electrical Engineering, Electronic Engineering, Health Care Management, Project Management or any other equivalent qualification from a recognized institution.

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognised institution or its equivalent.

(viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(ix) Certificate in computer application skills.

(x) No active disciplinary case.

(xi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

NAROK-CPSB

4. JOB AND APPOINTMENT SPECIFICATIONS

MEDICAL ENGINEERING TECHNICIANS **APPENDIX 'A'**

I. MEDICAL ENGINEERING TECHNICIAN III, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This is the entry and on-the-job training grade for Certificate holders. An officer at this level will work under the guidance of an experienced medical engineering officer. Specific duties and responsibilities will entail: undertaking routine maintenance and repairs of basic medical equipment, plants, instruments and utilities in a health facility; collecting information for research; collecting information on medical engineering services for input into the Integrated Health Information Management System; and implementing medical engineering programmes and projects.

(b) Requirements for Appointment

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

(i) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. MEDICAL ENGINEERING TECHNICIAN II, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking preventive maintenance and repairs of basic medical equipment, general plants, instruments; ordering for spare parts and consumables; taking/maintaining inventory of medical/hospital equipment, furniture and plants; collecting and collating information for research; collecting and collating information on medical engineering services for input into the Integrated Health Information Management System; carrying out minor repairs of health facilities and utilities; and implementing medical engineering programmes and projects.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Engineering Technician III for a minimum period of three (3) years;

(ii) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

NARC-CPSB

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. MEDICAL ENGINEERING TECHNICIAN I, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; carrying out minor repairs of health facilities and utilities; ordering for spare parts and consumables; taking/maintaining inventory of medical/hospital equipment, furniture and plants; collating and compiling information for research; collating and compiling information on medical engineering services for input into the Health information management system; and implementing medical engineering programmes and projects.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Engineering Technician II for a minimum period of three (3) years;

(ii) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. SENIOR MEDICAL ENGINEERING TECHNICIAN II, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking preventive maintenance and repairs of Medical equipment, plants, instruments and limited health facilities and utilities; implementing medical engineering programmes and projects; providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; compiling information for research; compiling information on

MARCH 2022

medical engineering services for input into the Health information management system; carrying out minor repairs of health facilities and utilities; ordering for spare parts and consumables; and taking/maintaining inventory of medical/hospital equipment, furniture and plants.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Engineering Technician I for a minimum period of three (3) years;

(ii) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

V. SENIOR MEDICAL ENGINEERING TECHNICIAN I, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing medical engineering programmes and projects; providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; installing basic medical equipment and furniture; compiling information for research; compiling information on medical engineering services for input into the Integrated Health Information Management System; carrying out minor repairs of health facilities and utilities; requisitioning for spare parts and consumables; and maintaining inventory of medical/hospital equipment, furniture and plants.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Engineering Technician II for a minimum period of three (3) years;

(ii) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;

NBOK-CPSB

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

NAROK - CPSB

I. MEDICAL ENGINEERING TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a senior officer. Duties and responsibilities at this level will entail: undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture; requisitioning for spare parts and consumables; taking inventory of medical/hospital equipment, furniture and plants; collecting information for research; collecting information on medical engineering services for input into the Integrated Health Information Management System; carrying out minor repairs of health facilities and utilities; and implementing medical engineering programmes and projects.

(b) Requirements for Appointment

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

(i) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. MEDICAL ENGINEERING TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; carrying out minor repairs of health facilities and utilities; ordering for spare parts and consumables; taking/maintaining inventory of medical/hospital equipment, furniture and plants; collating and compiling information for research; collating and compiling information on medical engineering services for input into the Health information management system; implementing medical engineering programmes and projects; providing user support; and sensitizing users on use and maintenance of medical equipment.

(b) Requirements for Appointment

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

NAROK-CPSB

(i) served in the grade of Medical Engineering Technologist III for a minimum period of three (3) years;

(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. MEDICAL ENGINEERING TECHNOLOGIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing medical engineering programmes and projects; providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; installing medical equipment and furniture of medium technology; providing specifications for spare parts and consumables; maintaining inventory of medical/hospital equipment, furniture and plants; processing information for research; updating and maintaining information on medical engineering services for input into the Integrated Health information management system; and sensitizing users on use and maintenance of medical equipment.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Engineering Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

NARC CPSB

IV. SENIOR MEDICAL ENGINEERING TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing medical engineering programmes and projects; providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; installing medical equipment and furniture of medium technology; analysing information for research; preparing Planned Preventive Maintenance schedule (PPM); providing specifications for spare parts and consumables; maintaining inventory of medical/hospital equipment, furniture and plants; supervising Medical Engineering works in a health facility; updating and maintaining information on medical engineering services for input into the Health information management system; training users on use and maintenance of medical equipment; and supervising of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Engineering Technologist I for a minimum period of three (3) years;

(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF MEDICAL ENGINEERING TECHOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing technical advice/specifications on procurement of appropriate medical equipment; installing, maintenance and repair of medium technology medical equipment/plant and furniture; decommissioning of basic medical equipment and plants; supervising Medical Engineering works in a health facility; analysing information for research; verifying medical equipment to ascertain

MAROK - CPSB

quality and safety; preparing Planned Preventive Maintenance schedule (PPMs); maintaining information on medical engineering services for input into the Health information management system; monitoring medical engineering programmes and projects; training users on use and maintenance of medical equipment; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Engineering Technologist for a minimum period of three (3) years;

(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL MEDICAL ENGINEERING TECHOLOGIST II, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing technical advice/specifications on procurement of appropriate medical equipment; installing, maintaining and repairing medium technology medical equipment/plant and furniture; supervising installations and commissioning of medium technology medical equipment; decommissioning medium technology medical equipment and plants; supervising Medical Engineering works in a health facility; analysing information for research; preparing Planned Preventive Maintenance schedule (PPM); ensuring quality of medical equipment in terms of performance and safety; maintaining information on medical engineering services for input into the Health information management system; training users on use and maintenance of medical equipment; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Medical Engineering Technologist for a

NBOK-CPSB

minimum period of three (3) years;

(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VII. PRINCIPAL MEDICAL ENGINEERING TECHOLOGIST I, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing technical advice/specifications on procurement of appropriate medical equipment; overseeing installation, commissioning, maintenance and repair of medium technology medical equipment/plant and furniture; decommissioning medium technology medical equipment and plants; overseeing Medical Engineering works in a health facility; undertaking research; coordinating preparation and implementation of Planned Preventive Maintenance schedule (PPM); ensuring quality of medical equipment for performance and safety measure; managing information on medical engineering services; inculcating use of ICT in the maintenance and management of medical equipment; supporting e-health and tele-medicine technology; forming networks in support of medical engineering projects and programmes; monitoring and evaluation of medical engineering programmes and projects; training users on use and maintenance of medical equipment; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Medical Engineering Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;

(iii) Higher National Diploma in any of the following disciplines:- Medical Engineering, Electrical Engineering, Electronic Engineering or any other

NACICPSB

equivalent qualification from a recognized institution;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results

NAROK - CPSB

MEDICAL ENGINEERS

APPENDIX 'C'

I. MEDICAL ENGINEER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for Medical Engineers cadre. The officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail: implementing medical engineering programmes and projects; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; providing specifications for spare parts and consumables; maintaining inventory of medical/hospital equipment, furniture and plants; processing information for research; and updating and maintaining information on medical engineering services for input into the Integrated Health information management system.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following fields:- Medical Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. SENIOR MEDICAL ENGINEER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing medical engineering programmes and projects; providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; installing medical equipment and furniture of medium technology; analysing information for research; preparing Planned Preventive Maintenance schedule (PPMs); providing specifications for spare parts and consumables; maintaining inventory of medical/hospital equipment, furniture and plants; supervising Medical Engineering works in a health facility; updating and maintaining information on medical engineering services for input into the Health information management system; testing and calibrating medical equipment; training users on use and maintenance of medical equipment; and supervising staff.

MARCH CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Medical Engineer for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines:- Medical Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;

(iii) Registered with a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF MEDICAL ENGINEER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: installing, maintenance and repair of high technology medical equipment/plant and furniture; decommissioning of medical equipment and plants; supervising Medical Engineering works in a health facility; analysing information for research; verifying medical equipment to ascertain quality and safety; testing and calibrating medical equipment; preparing Planned Preventive Maintenance schedule (PPMs); maintaining information on medical engineering services for input into the Health information management system; training users on use and maintenance of medical equipment; and guiding and counselling of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Engineer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical

NBOK-CPSB

Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;

(iii) Registered with a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL MEDICAL ENGINEER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking health technology assessment; installing, maintaining and repairing high technology medical equipment/plant and furniture; supervising installations and commissioning of high technology medical equipment; decommissioning high technology medical equipment and plants; supervising Medical Engineering works in a health facility; analysing information for research; preparing Planned Preventive Maintenance schedule (PPMs); ensuring quality of medical equipment in terms of performance and safety; maintaining and disseminating information on medical engineering services; training users on use and maintenance of medical equipment; and training and development of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Medical Engineer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;

(iii) Registered with a relevant professional body;

NARC-CPSB

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognised institution or its equivalent;

(v) Certificate in computer application skills; and

(vi) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, MEDICAL ENGINEERING SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking health technology assessment and preparing and disseminating reports; providing specifications on procurement of appropriate medical equipment; coordinating medical engineering programmes and projects; overseeing installation, commissioning, maintenance and repair of high technology medical equipment/plant and furniture; decommissioning high technology medical equipment and plants; overseeing Medical Engineering works in a health facility; undertaking research; coordinating preparation and implementation of Planned Preventive Maintenance schedule (PPMs); providing input in designing health facilities and appropriate medical engineering technologies; identifying areas of research in medical engineering technologies; and maintaining a data base of information on medical engineering services.

In addition, an officer at this level will also be responsible for: developing standards and guidelines for provision of medical engineering services; developing training curriculum for medical engineering in consultation with training institutions; ensuring quality of medical equipment for performance and safety measure; inculcating use of ICT in the maintenance and management of medical equipment; supporting e-health and tele-medicine technology; forming networks in support of medical engineering projects and programmes; training users on use and maintenance of medical equipment; and preparing quarterly/annual reports; preparing strategic/work planning; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Medical Engineer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical

MOSCSB

Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Medical Engineering, Electrical Engineering, Electronic Engineering, Health Care Management, Project Management or any other equivalent qualification from a recognized institution;

(iv) Registered with a relevant professional body;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated merit and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, MEDICAL ENGINEERING SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating development of Medical engineering policies, strategies, standards and guidelines for management medical engineering services; advising on designing health facilities and appropriate medical engineering technologies; coordinating research in medical engineering technologies; coordinating establishment of a data base of information on medical engineering services; designing medical engineering programmes and projects; putting in place systems, processes and procedures for continuous improvement in the day to day provision of medical engineering services; forming networks and partnerships in support of medical engineering services; coordinating development of training curriculum for medical engineering in consultation with training institutions; monitoring and evaluating of medical engineering programmes and projects; planning and prioritizing on medical engineering programmes and projects; preparing and analysing reports and plans; preparing performance contract reports and strategic/work planning; planning and budgeting; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

NARC - CPSB

(i) served in the grade of Assistant Director, Medical Engineering Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Medical Engineering, Electrical Engineering, Electronic Engineering, Health Care Management, Project Management or any other equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Registered with a relevant professional body; Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrate a high degree of professional competence and administrative, capability required for coordination of medical engineering services.

VII. DIRECTOR, MEDICAL ENGINEERING SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

An officer at this level will head Medical Engineering Services and will be responsible for the management and coordination of medical engineering services at the County.

Specific duties and responsibilities will include: overseeing implementation of medical engineering policies, strategies, standards and guidelines; providing professional advice in designing health facilities and appropriate medical engineering technologies; facilitating research in medical engineering emerging trends and technologies; establishing a data base of information on medical engineering services; managing medical engineering programmes and projects; ensuring compliance and adherence to standards and guidelines in the provision of quality medical engineering services; fostering collaboration with partners and other stakeholders in support of medical engineering

NAROK-CPSB

services; facilitating development of training curriculum for medical engineering in consultation with training institutions; facilitating research on medical engineering technologies and dissemination of the same; coordinating monitoring and evaluation of medical engineering programmes and projects; planning, budgeting and prioritizing on medical engineering programmes and projects; ensuring prudent utilization and management of assets and resources; and capacity building and performance management.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Medical Engineering Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Engineering, Control and Instrumentation, Industrial Technology (Medical Engineering option), Clinical Engineering, Electrical Engineering and Telecommunication, Mechanical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Medical Engineering, Electrical Engineering, Electronic Engineering, Health Care Management, Project Management or any other equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Registration with a relevant professional body; Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrate a high degree of professional competence and administrative, capability required for management and coordination of medical engineering function.

NARC-CDSB

7.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL IMAGING TECHNOLOGISTS

1. IMAGING TECHNOLOGISTS FUNCTION

The Medical Imaging Technologist function entails: provision of radiographic services to patients in the clinic; process, verification and maintenance of information relating to patients; maintenance and ordering of records of radiographic and photographic equipment and other supplies; take charge of radiation machine, equipment and accessories in the X-ray unit; maintenance and evaluation of radiation safety measures in the clinic or X-ray unit; and conduction of training, guiding and counselling of staff.

2. GRADING STRUCTURE

This Career Progression Guideline establishes seven (7) grades of Medical Imaging Technologists who will be designated and graded as follows: -

Cadre	Designation	Job Grade CPSB	Job Group
Medical Imaging Technologists	Medical Imaging Technologist III	11	H
	Medical Imaging Technologist II	10	J
	Medical Imaging Technologist I	9	K
	Senior Medical Imaging Technologist	8	L
	Chief Medical Imaging Technologist	7	M
	Principal Medical Imaging Technologist	6	N
	Senior Principal Medical Imaging Technologist	5	P

Note: *The grades of Medical Imaging Technologist III/II, Job Grades CPSB 11/10 will form a common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized minimum qualifications for the purpose of this Career Progression Guideline: -

(i) Diploma in Medical Imaging Science from Kenya Medical Training College or its equivalent qualification from a recognized institution.

(ii) Certificate in Supervisory Skills Course lasting not less than two (2)

weeks from a recognized institution.

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(iv) Certificate in computer application skills.

(v) No active disciplinary case.

(vi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. MEDICAL IMAGING TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- providing radiographic services to patients in the clinic; processing, verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies.

(b) Requirements for Appointment

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

(i) Diploma in Medical Imaging Science from Kenya Medical Training College or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. MEDICAL IMAGING TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing radiographic services to patients in the clinic; processing, verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies; taking charge of radiation machine, equipment and accessories in the X-ray unit; and giving guidance to newly recruited Medical Imaging Technologists.

NAROK CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Medical Imaging Technologist III for a minimum period of three (3) years;

(ii) Diploma in Medical Imaging Sciences from Kenya Medical Training College or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. MEDICAL IMAGING TECHNOLOGIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing radiographic services to patients in the clinic; processing, verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies; take charge of radiation machine, equipment and accessories in the X-ray unit; maintaining and evaluating radiation safety measures in the clinic or X-ray unit; participating in induction of new staff and maintaining patients' records.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Imaging Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Imaging Sciences from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

NAIROBI - CPSB

IV. SENIOR MEDICAL IMAGING TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: providing radiographic services to patients in the clinic; processing, verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies; taking charge of radiation machine, equipment and accessories in the X-ray unit; maintaining and evaluating radiation safety measures in the clinic or X-ray unit; and participating in induction of new staff and maintaining patients' records.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Imaging Technologist I for a minimum period of three (3) years;

(ii) Diploma in Medical Imaging Sciences from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF MEDICAL IMAGING TECHNOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: coordinating provision of radiographic services to patients in the clinic; , verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies; taking charge of radiation machine, equipment and accessories in the X-ray unit; monitoring and evaluating radiation safety measures in the clinic or X-ray unit; and participating in induction of new staff and maintaining patients' records.

NAROK CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Imaging Technologist for a minimum period of three (3) years;

(ii) Diploma in Medical Imaging Sciences from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL MEDICAL IMAGING TECHNOLOGIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: facilitating the provision of radiographic services to patients in the clinic; coordinating, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic equipment and other supplies; taking charge of radiation machine, equipment and accessories in the X-ray unit; maintaining and evaluating radiation safety measures in the clinic or X-ray unit; and training, guiding and counselling of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Medical Imaging Technologist for a minimum period of three (3) years;

(ii) Diploma in Medical Imaging Sciences from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

NAIROBI - CPSB

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL MEDICAL IMAGING TECHNOLOGIST, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: Coordinating the provision of radiographic services to patients in the clinic; Ensuring processing, verification and maintenance of information relating to patients; coordinating maintenance and ordering of records of radiographic and photographic equipment and other supplies; supervising the handling of radiation machine, equipment and accessories in the X-ray unit; Ensuring maintenance and evaluation of radiation safety measures in the clinic or X-ray unit; and facilitate the training, guidance and counselling of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Medical Imaging Technologist for a minimum period of three (3) years;

(ii) Diploma in Medical Imaging Sciences from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NAROK CPSB

8.0 CAREER PROGRESSION GUIDELINES FOR RADIOGRAPHERS AND RADIOLOGISTS

1. RADIOGRAPHY SERVICES FUNCTION

The Radiography function entails: implementation of radiology policies, procedures, standards and guidelines; using ionizing radiation and other forms of energy for diagnostic imaging, therapeutic, forensic and research purposes; safeguarding and maintaining equipment and accessories; ensuring radiation safety; advising on techniques and procedures for the management of patients; conducting operational research; and evaluating quality control/assurance programs for medical imaging.

RADIOLOGIST FUNCTION

The Radiology function entails: implementation of radiography policies, procedures and guidelines at the County; maintaining radiography standards, ethics and quality assurance in the provision of medical imaging services; provision of medical imaging services in health institutions; procurement and maintenance of medical imaging equipment and accessories; and conducting research in emerging trends and technologies.

2. GRADING STRUCTURE

The Career Progression Guideline establishes six (6) grades of Radiographers and seven (7) grades of Radiologists for who will be designated and graded as follows:-

RADIOGRAPHERS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Radiographers	Radiographer III	11	H
	Radiographer II	10	J
	Radiographer I	9	K
	Senior Radiographer	8	L
	Chief Radiographer	7	M
	Principal Radiographer II	6	N
	Principal Radiographer I	5	P

MFROK CPSB

RADIOLOGIST

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Radiologist	Radiologist	9	K
	Senior Radiologist	8	L
	Chief Radiologist	7	M
	Principal Radiologist	6	N
	Assistant Director, Radiology Services	5	P
	Deputy Director, Radiology Services	4	Q
	Director, Radiology Services	3	R

Note: *The grade of Radiographer III/II, Grade 11/10 for Diploma holders; Radiologist grade 9/8 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this Career Progression Guidelines:-

(i) Diploma in any of the following disciplines: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

(ii) Bachelor of Science degree in any of the following disciplines: Radiography Sciences, Radiography Technology or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines: Radiation Technology Management or its equivalent from a recognized institution.

(iv) Registration with a relevant professional body;

(v) Certificate in computer application skills.

(vi) No active disciplinary case.

(vii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

NAROK-CPSB

4. **JOB AND APPOINTMENT SPECIFICATIONS**

RADIOGRAPHERS

APPENDIX 'A'

I. RADIOGRAPHER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Duties will include: providing radiographic services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

(b) Requirements for Appointment

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

(i) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution; and

(ii) Certificate in computer application skills.

II. RADIOGRAPHER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: providing medical imaging services in a health institution; carrying out medical imaging examinations; processing, verifying and maintaining information related to patients; counselling patients and their relatives before, during and after examinations; ensuring safety and maintenance of medical imaging/therapeutic equipment and other accessories; establishing and maintaining quality assurance programs in the Division; requisitioning and maintaining records of radiographic and other imaging materials; and ensuring radiation safety within the health facility.

(b) Requirements for Appointment

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

NAROK-CPSB

(i) served in the grade of Radiographer III for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution;

(iii) Registration with a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. RADIOGRAPHER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing medical imaging services in a health institution; processing, verifying and maintaining information related to patients; providing care and counselling patients and their relatives before, during and after examination; safeguarding and providing basic maintenance and safety of medical imaging equipment; establishing and maintaining quality assurance programs; providing specifications for procurement of medical imaging equipment; and keeping safe storage of supplies and radiographic materials; and preparing reports on radiography activities.

(b) Requirements for Appointment

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

(i) served in the grade of Radiographer II for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution;

NARC - CPSB

(iii) Registration with a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR RADIOGRAPHER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: providing medical imaging services in a health institution; processing, verifying and maintaining information related to patients; providing care and counselling to patients and their relatives in the course of treatment; safeguarding and providing basic maintenance and safety of medical imaging equipment; establishing and maintaining quality assurance programs; providing specifications for procurement of medical imaging equipment; and keeping safe custody of radiography and radiographic materials; preparing reports; and supervising staff and/or students on clinical attachment.

(b) Requirements for Appointment

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

(i) served in the grade of Radiographer I for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized institution;

(iii) Registration with a relevant professional body;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NARCK-CSB

V. CHIEF RADIOGRAPHER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: implementing policies and regulations on medical imaging services in a health institution; ensuring safety of radiography equipment; establishing and coordinating procurement of radiographic equipment; ensuring safe custody of radiographic and photographic supplies; and supervising staff and/or students on attachment.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Radiographer for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized institution;

(iii) Registration with a relevant professional body;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL RADIOGRAPHER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will for supervising provision of medical imaging services in a health institution; ensuring safety and maintenance of medical imaging equipment; developing quality assurance programmes; establishing and maintaining radiation safety standards; consolidating specifications for procurement of medical imaging equipment; keeping inventory of radiography equipment; and keeping safe storage and custody of

NAPOK CPSB

medical imaging supplies; organizing training programs for staff and/or students on attachment.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Radiologist for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized institution;

(iii) Registration with a relevant professional body;

(iv) Certificate in computer application skills;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VII. PRINCIPAL RADIOGRAPHER I, JOB GRADE CPSB 5

(a) Duties and Responsibilities

This will be the highest level in the Diploma cadre. An officer at this level will be responsible for coordinating and supervising implementation of policies and regulations pertaining to medical imaging services; ensuring safety, security and maintenance of all medical imaging equipment in a health institution; implementing quality assurance programmes; ensuring maintenance of radiation safety standards in the provision of medical imaging services in a health institution; initiating procurement and safe storage of medical imaging supplies; organizing training programs medical imaging; and guiding and counselling staff and/or students on attachment.

(b) Requirements for Appointment

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

NAROK - CPSB

(i) served in the grade of Principal Radiographer II for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized institution;

(iii) Registration with a relevant professional body;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated high degree of professional competence and administrative capability in work performance and results.

NAROK CPSB

APPENDIX 'B'

I. RADIOLOGIST, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for Radiologist cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include: providing radiological services to the patients; processing, verifying and maintaining information relating to patients; compiling and maintaining records of radiographic and photographic supplies.

(b) Requirements for Appointment

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

(i) Bachelor of Science degree in any of the following disciplines:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution;

(ii) Registration with a relevant professional body; and

(iii) Certificate in computer application skills.

II. SENIOR RADIOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing radiological services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

(b) Requirements for Appointment

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

(i) served in the grade of Radiologist for a minimum period of one (1) year;

(ii) Bachelor of Science degree in any of the following disciplines:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution;

(iii) Registration with a relevant professional body;

NAROK CPSB

(iv) Certificate in computer application skills; and

(v) No active disciplinary case.

III. CHIEF RADIOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing radiological services to the patients; processing, verifying and maintaining information relating to patients; and compiling and maintaining records of radiographic and photographic supplies.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Radiologist for a minimum period of three (3) years;

(ii) Bachelor of Science degree in any of the following disciplines:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution;

(iii) Registration with a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL RADIOLOGIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing radiological services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

(b) Requirements for Appointment

NAROK-CPSB

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

(i) served in the grade of Chief Radiologist for a minimum period of three (3) years;

(ii) Bachelor of Science degree in any of the following disciplines:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management course lasting not less than four (4) weeks form a recognized institution;

(iv) Certificate in computer application skills;

(v) Registration a relevant professional body;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, RADIOLOGY SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: implementing policies, guidelines and regulations on medical imaging and radiotherapy services at the County; providing radiography services in a health institution; managing specialized areas in radiology in a health institution; monitoring and evaluating quality control/quality assurance programs; maintaining radiation safety standards; ensuring safe storage of x-ray supplies depots in the province; guiding and counselling medical imaging staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Radiologist for minimum period of three (3) years;

(ii) Bachelor of Science degree in any of the following disciplines:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution;

NAROK-CPSB

(iii) Master's degree in any of the following disciplines:- Radiation Technology, Management or its equivalent qualification from a recognized institution

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated high degree of professional competence and administrative capability in work performance and results.

VI. DEPUTY DIRECTOR, RADIOLOGY SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director, Radiology Services. For coordinating implementation and co-ordination of radiography policies, regulation and procedures and programmes; ensuring maintenance of radiography standards and professional ethics in the provision of medical imaging services; coordinating medical imaging activities; coordinating monitoring and evaluation of quality control/quality assurance programs; maintaining medical imaging equipment and accessories; ensuring radiation safety to patients/clients; setting performance targets; coordinating preparation of strategic/work plans; supervising, guiding and counselling medical imaging staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Radiology Services for a minimum period of three (3) years;

(ii) Bachelor of Science degree in any of the following disciplines:- Radiography Sciences, Radiography Technology or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Radiation Technology, Management or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

NARC-CPSB

(v) Registration a relevant professional body;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated high degree of professional competence and administrative capability in work performance and results.

VII. DIRECTOR, RADIOLOGY SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Director, Radiology Services will be responsible for coordination and management of radiography and radiology services at the County. Specific duties and responsibilities will include: overseeing implementation of radiography policies, regulations and procedures; ensuring maintenance of radiography standards, ethics and professionalism; managing and ensuring quality assurance in medical imaging services programs; ensuring timely procurement and maintenance of medical imaging inventory; planning and budgeting for medical imaging services and equipment; building capacity and managing performance of the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Radiology Services for a minimum period of three (3) years;

(ii) Bachelor of Science degree in any of the following disciplines:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Radiation Technology, Management or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Registration a relevant professional body;

(vi) Certificate in computer application skills;

NAROK CPSB

(vii) No active disciplinary case; and

(viii) demonstrated high degree of professional competence and administrative capability in the management of Radiography services.

NAROK - CPSB

9.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL LABORATORY PERSONNEL

1. MEDICAL LABORATORY FUNCTION

The Medical Laboratory Function will entail: - implementation of the Kenya Medical Laboratory Technicians and Technologists Board Act, CAP 253 of 1999 at the County; implementation of medical laboratory policies, standards, guidelines and programmes at the County; provision of diagnostic medical laboratory services in health institutions; provision of safe blood transfusion services; management of blood and blood products; conducting research in the field of medical laboratory services in liaison with other Divisions and research institutions; provision of evidence in support of medical legal and forensic services; provision of specifications, evaluation and validation of medical laboratory equipment, reagents and chemicals; maintenance of medical laboratory records and information; and provision of quality assurance services in medical laboratory.

2. GRADING STRUCTURE

The Career Progression Guideline establishes five (5) grades of Medical Laboratory Technicians, seven (7) grades Medical Laboratory Technologists and seven (7) grades of Medical Laboratory Officers who will be graded and designated as follows: -

MEDICAL LABORATORY TECHNICIANS **APPENDIX 'A'**

Cadre	Designation	Job Grade CPSB	Job Group
Medical Laboratory Technicians	Medical Laboratory Technician III	12	G
	Medical Laboratory Technician II	11	H
	Medical Laboratory Technician I	10	J
	Senior Medical Laboratory Technician II	9	K
	Senior Medical Laboratory Technician I	8	L

NAROK CPSB

MEDICAL LABORATORY TECHNOLOGISTS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Medical Laboratory Technologists	Medical Laboratory Technologist III	11	H
	Medical Laboratory Technologist II	10	J
	Medical Laboratory Technologist I	9	K
	Senior Medical Laboratory Technologist	8	L
	Chief Medical Laboratory Technologist	7	M
	Principal Medical Laboratory Technologist II	6	N
	Principal Medical Laboratory Technologist I	5	P

MEDICAL LABORATORY OFFICERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Medical Laboratory Officers	Medical Laboratory Officer	9	K
	Senior Medical Laboratory Officer	8	L
	Chief Medical Laboratory Officer	7	M
	Principal Medical Laboratory Officer	6	N
	Assistant Director, Medical Laboratory Services	5	P
	Deputy Director, Medical Laboratory Services	4	Q
	Director, Medical Laboratory Services	3	R

Note: *The grade of Medical Laboratory Technician III/II, Job Grades CPSB 12/11 for Certificate holders; Medical Laboratory Technologist III/II, Job Grades CPSB 11/10 for Diploma holders; and Medical Laboratory Officer, Job Grades CPSB 9/8 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

MARUKU CPSB

(i) Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya, Medical Laboratory Technicians and Technologists Board.

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya, Medical Laboratory Technicians and Technologists Board.

(iii) Higher Diploma in Medical Laboratory Sciences in any of the following disciplines: Parasitology and Entomology, Clinical Chemistry, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(iv) Bachelor's Degree in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(v) Masters of Science degree in any of the following disciplines: - Medical Parasitology, Medical Parasitology and Entomology, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology, Public Health (Epidemiology), infectious Diseases Diagnosis, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(ix) Certificate in computer application skills.

(x) No active disciplinary case.

(xi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

NAROK CPSB

4. JOB AND APPOINTMENT SPECIFICATIONS

MEDICAL LABORATORY TECHNICIANS APPENDIX 'A'

I. MEDICAL LABORATORY TECHNICIAN III, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will involve: Decontaminating working benches, carrying out cleanliness and maintaining equipment and other laboratory facilities; receiving and scrutinizing laboratory requisition forms and specimens for accuracy; preparing clients for collections of specimens; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; and performing elementary diagnostic tests.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

(i) have a Kenya Certificate of Secondary Education Mean Grade C- (minus) or its equivalent qualification;

(ii) have Certificate in Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);

(iv) have valid practicing license from Kenya Medical Laboratory Technician and Technologists Board; and

(v) Certificate in computer application skills.

II. MEDICAL LABORATORY TECHNICIAN II, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties at this level will involve: - preparing reagents; examining specimens; writing and recording results; decontaminating working benches; receiving and scrutinizing laboratory requisition forms/specimens for accuracy; preparing client for collection of specimens; disaggregating specimens for processing and analysis; and performing routine diagnostic tests; and dispatching the results for clinical management.

NAPOK CPSB

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Medical Laboratory Technician III for a minimum period of three (3) years;

(ii) have Certificate in Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);

(iv) have valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated merit and ability as reflected in work performance and results.

III. MEDICAL LABORATORY TECHNICIAN I, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: Examining specimens; writing and recording of results; dispatching results for clinical management; mentoring and coaching trainees on practical attachment; receiving and scrutinizing laboratory requisition forms/ specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; and performing routine diagnostic tests and analysis; preparing reagents; applying quality control on working reagents to ensure conformity with the set standards and preparing analytical reports.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Laboratory Technician II for a minimum period of three (3) years;

(ii) Certificate in Laboratory Sciences or any other equivalent qualification

MOH-CPSB

from an institution recognized by the Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated merit and ability as reflected in work performance and result

IV. SENIOR MEDICAL LABORATORY TECHNICIAN II, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: writing and recording of laboratory findings and results; verifying results; sensitizing community on importance of blood donation in liaison with other health care providers; recruiting , preparing and bleeding of blood donors for transfusion services; mentoring and coaching trainees on practical attachment; receiving and scrutinizing laboratory requisition forms/specimens for correctness; preparing clients for collection of specimens; receiving/collecting, labelling and registering specimens; transferring specimens to specific sections for processing and analyses; preparing reagents; applying quality control on working reagents to ensure conformity with the set standards; and examining specimens; and preparing sectional reports.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Laboratory Technician I for a minimum period of three (3) years;

(ii) Certificate in Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);

NAKURU CPSB

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated merit and ability as reflected in work performance and result

V. SENIOR MEDICAL LABORATORY TECHNICIAN I, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: processing and analysing specimens for special techniques such as viral load and CD4 count; undertaking quality control measures on working reagents to ensure conformity with the set standards ; writing and recording results; verification of results; sensitizing the community on importance of blood donation with other health providers; recruiting, preparing and bleeding of blood donors; rearing and maintaining of laboratory animals for research; mentoring and coaching trainees on practical attachment.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Laboratory Technician II for a minimum period of three (3) years;

(ii) Certificate in Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated merit and ability as reflected in work performance and results.

NAPOK-CPSB

I. MEDICAL LABORATORY TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for Diploma holders. An officer at this level will work under supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail:- decontaminating working benches; receiving and scrutinizing laboratory requisition forms and specimens; receiving and collecting, labelling and registering specimens; disaggregating specimens for processing and analyses; preparing reagents; examining specimens; writing and recording of results; dispatching the results for use in clinical management; preparing stains; performing blood grouping; issuing blood and blood products to peripheral health facilities; and storing blood products according to their requirements.

(b) Requirements for Appointment

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

(i) have a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iii) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board; and

(iv) Certificate in computer application skills.

II. MEDICAL LABORATORY TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: - carrying out blood grouping; storing blood products according to their requirements; screening for blood transfusion infections; issuing blood and blood products to health facilities as per request; preparing blood products for safe custody or use; decontaminating working benches; receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens. receiving, collecting, labelling and registering specimens; disaggregating

NAROK-CPSB

specimens for processing and analyses; preparing reagents; examining specimens; writing and recording of results; dispatching laboratory results for use in clinical management; preparing stains; and recruiting, preparing and bleeding of blood donors for transfusion services.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Laboratory Technologist III for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. MEDICAL LABORATORY TECHNOLOGIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: recruiting, preparing and bleeding of blood donors for transfusion services; performing blood grouping; storing blood products according to their requirements; screening for blood transfusion infections; issuing blood and blood products to peripheral facilities; preparing blood products; collecting and analysing laboratory findings and resultant data; processing the specimen according to specific standard operating procedures (SOP); supervising the disinfection, washing and sterilization of apparatus; mentoring and coaching trainees on practical attachment; receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens for correctness; receiving and , collecting, labelling and registering specimens; disaggregating specimens for quality; wring, recording of laboratory findings and results; dispatching laboratory results for use in clinical management; and preparing

MOH-CBSB

stains.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR MEDICAL LABORATORY TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities will include: receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; preparing reagents; supervising the disinfection , washing and sterilization of apparatus; maintaining equipment and reagents for vector insecticides application, monitoring and evaluation; preparing media for culture and sensitivity testing; examining specimen quality; writing, recording of laboratory findings and results; dispatching laboratory results for use in clinical management; preparing stains; blood products; collecting and analysing data; processing the specimen according to the specific standard operating procedures (SOP); mentoring and coaching trainees on practical attachment; and preparing periodical reports.

(b) Requirements for Appointment

MOR-CPSB

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

(i) served in the grade of Medical Laboratory Technologist I for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. CHIEF MEDICAL LABORATORY TECHNOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this at this level will entail: - implementing laboratory policies, guidelines, strategies and programs; preparing media for culture and sensitivity testing; requisitioning laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; mentoring and coaching trainees on practical attachment; coordinating preparation of reagents, stains and specimens, verifying and approving results; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising and disinfection, washing and sterilization of apparatus; maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation; preparing laboratory periodical reports; and validating and calibrating equipment.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Laboratory Technologist for a

NYROK CPSB

minimum period (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; recruiting, preparing and bleeding of blood donors for transfusion services; performing blood grouping; screening for blood transfusion transmissible infections; issuing blood and blood product to health facilities as per request; coordinating the preparation of reagents, stains and examining specimens; carrying out operational laboratory research; preparing procurement plan for laboratory requirements; providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment; maintaining equipment and reagents for vector and insecticide application, monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; processing the specimen according to specific Standard Operating Procedures (SOP); validating and calibrating laboratory equipment; and preparing periodical laboratory reports.

(b) Requirements for Appointment

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

MBOK-CPSB

(i) served in the grade of Chief Medical Laboratory Technologist for a minimum period of (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated capability and efficiency in organizing work and discharging medical laboratory functions.

VII. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST I, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; supervising the preparation of reagents, stains and examining specimens; verifying and approving results; planning and budgeting and carrying out operational research on vector borne diseases, communicable and non-communicable diseases; developing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment; overseeing maintenance of equipment and reagents for vector and insecticide application, monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; supervising archiving specimens of medical importance for reference; mapping and surveying vector borne disease distribution; liaising with stakeholders in mapping and surveying of vector borne diseases, communicable and non-communicable diseases; developing Standard Operating Procedures (SOP); validating and calibrating laboratory equipment; developing annual operation plans and laboratory strategic plans; and preparing periodical laboratory reports.

NDOK-CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Principal Medical Laboratory Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iii) Higher Diploma in Medical Laboratory Sciences in any of the following disciplines: - Parasitology and Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology or any other related equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated capability and efficiency in organizing work and discharging Medical laboratory functions.

NAROK-CPSB

I. MEDICAL LABORATORY OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail: - receiving and scrutinizing laboratory requisition forms and specimens. Preparing clients for collection of specimens; receiving, collecting, labelling and registering patient's specimens; preparing laboratory reagents; examining specimens; writing and recording results; preparing stains and reagents; recruiting, and preparing and bleeding of blood donors for transfusion services.
In addition, duties and responsibilities will include:- performing blood grouping; storing blood products according to their requirements; screening for blood transfusion transmissible infections; issuing blood and blood products to peripheral health facilities; preparing blood products; collecting and analysing data; processing the specimen according to the specified Standard Operating Procedures (SOP); supervising the disinfection, washing and sterilization of apparatus; and mentoring and coaching trainees on practical attachment.

(b) Requirements for Appointment

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

(i) Bachelor's degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(ii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iii) valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and

(iv) Certificate in computer application skills.

II. SENIOR MEDICAL LABORATORY OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - implementing laboratory policies, guidelines, strategies and programs; preparing stains and reagents for specimens examination; examining specimens and interpreting the

MOCK-SCRD

findings; reviewing and recording laboratory findings; dispatching the results for use in clinical management; sensitizing the community on the need and benefits of blood donation; performing blood grouping; screening for blood transfusion transmissible infections; issuing blood and blood products to health facilities on request; preparing blood products; collecting and analysing laboratory data; supervising the disinfection, washing and sterilization of apparatus; maintaining equipment and reagents for vector and insecticides application monitoring and evaluation; preparing media for culture and sensitivity testing; mentoring and coaching trainees on practical attachment; and preparing periodical reports.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Laboratory Officer for a minimum period of one (1) year;

(ii) Bachelor's degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated the ability and competence in organizing and discharging of medical laboratory duties.

III. CHIEF MEDICAL LABORATORY OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - implementing laboratory policies, guidelines, strategies and programs; preparing stains and reagents for specimens examination; verifying' approving and recording laboratory findings; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising

MARCH CPSB

disinfection, washing, sterilization of apparatus; and maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation.

Further, duties and responsibilities will entail: - preparing media for culture and sensitivity testing; requisitioning of laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; maintaining laboratory registers and recording analysed samples; preparing requisitions for procuring laboratory equipment, chemicals, stains, reagents; preparing periodical reports and mentoring and coaching trainees on practical attachment.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Laboratory Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated the ability and competence in organizing and discharging of medical laboratory duties.

IV. PRINCIPAL MEDICAL LABORATORY OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - implementing laboratory policies, guidelines, strategies and programs; coordinating the preparation of reagents, stains examining specimens; Carrying out operational research; preparing procurement plans for laboratory requirements; providing specifications for the procurement of medical laboratory reagents, stains, apparatus and equipment; maintaining equipment for clinical testing, vector

NAROK CPSB

and insecticides application monitoring and evaluation; ; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; mapping and surveying of communicable, non-communicable and vector borne diseases distribution; identifying training gaps of the laboratory technicians and Technologists and recommending appropriate interventions; and preparing periodical reports.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Medical Laboratory Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(iv) valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;

(v) Certificate in Senior Management Course, lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown initiative and competence in planning, organizing and discharging of medical laboratory functions at this level.

V. ASSISTANT DIRECTOR, MEDICAL LABORATORY SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - implementing laboratory policies, guidelines, strategies and programs; supervising the preparation of reagents, stains examining specimens; Verifying and approving laboratory findings and results; providing specifications for the procurement of medical laboratory reagents, stains, apparatus and equipment; overseeing the maintenance and of equipment for clinical testing, vector and insecticides

NARC-CRSB

application monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; supervising and archiving specimens of medical importance for reference; liaising with stakeholders in mapping and surveying of vector borne diseases, communicable, and non-communicable diseases; undertaking medical laboratory collaborative research; and preparing periodical reports.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Medical Laboratory Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Masters of Science degree in any of the following disciplines: - Medical Parasitology, Medical Parasitology and Entomology, Clinical Chemistry, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology, Public Health (Epidemiology), infectious Diseases Diagnosis, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;

(vi) Certificate in Senior Management Course, lasting not less than four (4) weeks from a recognized institution;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated a high degree of professional competence and administrative capability.

VI. DEPUTY DIRECTOR, MEDICAL LABORATORY SERVICES, JOB GRADE CPSB

NAPUK-CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - formulating, interpreting and Implementing laboratory policies, guidelines, strategies and programs; undertaking monitoring and evaluation of laboratory services programmes; planning, supervising, directing, and coordinating the preparation of work plans and technical reports; initiating collaborative research; and providing advice on cost benefit analysis for new technologies to be adopted.
In addition, duties and responsibilities will involve: - planning and budgeting and carrying out operational laboratory research on vector borne diseases, communicable, and non-communicable disease outbreaks in liaison with other health care providers; monitoring and evaluation of vector resistance to applied insecticides and mollusc ides; and evaluating insecticides and rodenticides before registration for the public use.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Medical Laboratory Services for a minimum period of three (3) years;

(ii) Bachelor's Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iii) Masters of Science degree in any of the following disciplines: - Medical Parasitology, Medical Parasitology and Entomology, Clinical Chemistry, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology, Public Health (Epidemiology), infectious Diseases Diagnosis, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;

(vi) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;

NBOK CPSB

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated capability and efficiency in organizing work and discharging Medical Laboratory functions.

VII. DIRECTOR, MEDICAL LABORATORY SERVICES, CPSB GRADE 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - initiating the review of medical laboratory policies, guidelines, strategies and programs; providing guidance on formulation, interpretation and implementation of medical laboratory policies, guidelines, strategies and programs; planning and directing, coordinating and implementing multidisciplinary activities; coordinating the preparation and harmonization of Standards Operating Procedures; supervising laboratory research undertaking; and advocating and lobbying for usage of research findings to influence policy.

Further, duties and responsibilities will entail: - providing advice on cost benefit analysis for new technologies to be adopted; mobilizing resources to support medical laboratory services; coordinating the evaluation of laboratory logistics being procured and distributing of procured supplies to respective laboratories; coordinating capacity building, development and deployment of laboratory personnel; reviewing and updating techniques, methodologies and tools used in investigation of vectors and vector borne diseases; coordinating the preparation and implementation of medical laboratory services strategic plan; monitoring and evaluating on-going laboratory based programmes; and coordinating staff performance management and development in Laboratory Services.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Medical Laboratory Services for a minimum period of three (3) years;

(ii) Bachelor's degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

NOT FOR CPSB

(iii) Masters of Science degree in any of the following disciplines: - Medical Parasitology, Medical Parasitology and Entomology, Clinical Chemistry, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Virology, Bacteriology, Histopathology, Clinical Cytology, Immunology, Mycology and Epidemiology, Public Health (Epidemiology), infectious Diseases Diagnosis, Molecular Science, or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

(iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

(v) valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;

(vi) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated competence, administrative capabilities and initiative in organizing work as well as broad working experience in formulation of Medical Laboratory policies and programmes in the general development of laboratory services.

NARC - CPSB

10.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL SOCIAL WORKERS

1. THE MEDICAL SOCIAL WORKERS' FUNCTION

The Medical Social Work Function entails: implementation of medical Social work policies, regulations, standards, guidelines and procedures; provision of psycho-social support services to patients/clients in health facilities; assessment of socio-medical conditions of patients/clients and determination of relevant interventions; identification and appraisal of patients/clients on factors that cause socio-medical conditions; provision of counselling services to patients, caregivers, families, significant others and the community at large; rehabilitation, placement and home based care of socio-medical patients/clients; repatriation, integration and reintegration of patients/clients to the society; identification of treatment interrupters and advice victims on the need for compliance to treatment; referral of patients for appropriate psycho-social support; conducting research on trends and emerging issues in the socio-medical field; and promotion of innovation and modern technology use in the provision of socio-medical services.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of Assistant Medical Social Workers and seven (7) grades of Medical Social Workers who will be designated and graded as follows:

ASSISTANT MEDICAL SOCIAL WORKERS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Medical Social Workers	Assistant Medical Social Worker III	11	H
	Assistant Medical Social Worker II	10	J
	Assistant Medical Social Worker I	9	K
	Senior Assistant Medical Social Worker	8	L
	Chief Assistant Medical Social Worker	7	M
	Principal Assistant Medical Social Worker II	6	N
	Principal Assistant Medical Social Worker I	5	P

NRCK - CRCK

MEDICAL SOCIAL WORKERS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Medical Social Workers	Medical Social Worker	9	K
	Senior Medical Social Worker	8	L
	Chief Medical Social Workers	7	M
	Principal Medical Social Worker	6	N
	Assistant Director, Medical Social Work	5	P
	Deputy Director, Medical Social Services	4	Q
	Director, Medical Social Services	3	R

Note: *The grades of Assistant Social Medical Worker III/II, Job Grades CPSB 11/10 for Diploma holders and Medical Social Worker/Senior Medical Social Worker, Job Grades CPSB 9/8 for Degree holders will form common establishment for the purpose of this Career Progression Guideline.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this Career Progression Guidelines:

(i) Diploma in any of the following fields: Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;

(ii) Higher Diploma in Psychiatric Social Work or equivalent qualification from a recognized institution;

(iii) Bachelor's degree in any of the following disciplines: Medical Social Work, Sociology, Social Work or equivalent qualification from a recognized institution.

(iv) Master's degree in any of the following disciplines: Medical Sociology, Social Work, Sociology, Psychiatric Social Work, Psychology or equivalent qualification from a recognized institution.

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

NAROK - CPSB

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(viii) Certificate in computer application skills.

(ix) No active disciplinary case.

(x) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB DESCRIPTION AND SPECIFICATIONS

ASSISTANT MEDICAL SOCIAL WORKER APPENDIX 'A'

I. ASSISTANT MEDICAL SOCIAL WORKER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry grade for Diploma holders. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities at this level will include: assessing psycho-social history of patients/clients; recording psycho-social history of patients/clients; identifying needy clients for psycho- social support; verifying supportive documents provided by patients/clients; collecting patient/clients' biodata including relevant interventions; and sensitizing and enabling enrolment of clients to NHIF or choice health insurance covers.

(b) Requirements for Appointment

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

(i) Diploma in any of the following disciplines: -Medical Social Work, Social Work, Sociology, Mental Health, Psychology or equivalent qualification from a recognized institution;

(ii) Membership to a professional body; and

(iii) Certificate in computer application skills.

II. ASSISTANT MEDICAL SOCIAL WORKER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

NAROK CPSB

Duties and responsibilities at this level will include: identifying needy patients/clients for psycho-social support; assessing and evaluating patients/clients and determining relevant interventions; assessing, recording and documenting psycho-social history of patients/clients; verifying supportive documents provided by patients/clients; documenting psycho-social interventions including counselling therapy, resettlement, placement and rehabilitation; collecting and collating patient/clients' biodata including placements; conducting home visits and follow-ups to discharged patients; counselling patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; and participating in counselling and psycho-therapy sessions for patients/clients, care givers and significant others.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Medical Social Worker III for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: -Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) Membership to a relevant professional body;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. ASSISTANT MEDICAL SOCIAL WORKER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: assessing and evaluating patients/clients and determining relevant interventions; identifying needy patients/clients for psycho-social support and providing relevant support; analysing and documenting psycho-social history of patients/clients; verifying supportive documents provided by patients/clients; providing and documenting psycho-social interventions including counselling therapy, resettlement, placement and rehabilitation;

NARC-CPSB

compiling patient/clients' biodata including placements; conducting home visits and follow-ups to discharged patients; investigating and extracting the socio-economic status of patients/clients' and family backgrounds; forming part of health teams in addressing psychosocial needs of patients/clients; counselling patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; and organizing counselling and psycho-therapy activities for patients/clients, care givers and significant others.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Medical Social Worker II for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) Membership to a professional body where applicable;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT MEDICAL SOCIAL WORKER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: assessing, evaluating patients/clients and determining relevant interventions; providing psychosocial support and outreach services to patients/clients under home and community based care; participating in ward rounds and providing psycho-therapy and other relevant social interventions; identifying causal factors that might be useful to the treatment of patients and implementation of the treatment plan; investigating and extracting the socio-economic status of patients/clients' and family backgrounds; counselling patients/clients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; updating patients/clients data; disengaging clients/patients; organizing counselling and psycho-therapy sessions for patients/clients, care givers and significant others; creating

MAROK-CPSB

awareness on medical social issues; and training and counselling of patients in health facilities.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Medical Social Worker I for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;

(iii) Membership to a relevant professional body;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT MEDICAL SOCIAL WORKER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: assessing, evaluating patients/clients and determining relevant interventions; formulating treatment plans for patients/clients; providing psychosocial support and outreach services to patients/clients under home and community based care; taking part in Ward rounds and providing psycho-therapy and other relevant social interventions; referring patient/clients for further management; counselling patients/clients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; identifying causal factors that might be useful to the treatment of patients and implementation of the treatment plan; investigating and extracting the socio-economic status of patients/clients' and family backgrounds; maintaining up-to-date patients/clients records; disengaging clients/patients; organizing counselling and psycho-therapy programmes for patients/clients, care givers and significant others; developing materials for creation of awareness on medical social issues; analysing research data and preparing reports on socio-medical issues; training and counselling of patients in health facilities; preparing

MOH-CPSB

progress reports on medical Social work activities; and mentoring of staff and peers.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Assistant Medical Social Worker for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Membership to a relevant professional body;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT MEDICAL SOCIAL WORKER II, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include; assessing patients/clients and designing relevant psychosocial support interventions; formulating treatment plans for patients/clients; assisting in rehabilitation and resettlement of mental patients back to society; forming part of the health team in undertaking Ward rounds and providing psycho-therapy and other relevant social interventions; referring patient/clients for further management; organizing counselling of patients/clients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; identifying causal factors that might be useful to the treatment of patients and implementation of the treatment plan; investigating and extracting the socio-economic status of patients/clients' and family backgrounds; and maintaining up-to-date patients/clients records.

In addition, the officer will also be responsible for: organizing counselling and psycho-therapy programmes for patients/clients, care givers and significant

MOH-CPSB

others; monitoring and reviewing psychosocial interventions programmes and activities; organizing and supervising psychosocial support programmes and activities; providing input in the development of psychosocial rehabilitation programmes in health facilities and communities within their environs; disengaging clients/patients; assisting patients in waiver/credit processing; identifying neglected and abandoned clients/patients for repatriation and general administration; designing materials for creation of awareness on medical social issues in liaison with other stakeholders; analysing research data and preparing reports on socio-medical issues; training and counselling patients in health facilities; preparing progress reports on medical Social work activities; and mentoring of staff and peers.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Assistant Medical Social Worker for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) Membership to a relevant professional body;

(vi) No active disciplinary case; and

(vii) demonstrated high degree of professional competence and administrative capability in work performance and results.

VII. PRINCIPAL ASSISTANT MEDICAL SOCIAL WORKER I, JOB GRADE CPSB 5

(a) Duties and Responsibilities

This will be the highest level in the Diploma cadre. Duties and responsibilities at this level will include: coordinating assessment of patients/clients and designing relevant psycho-social support interventions; formulating treatment plans for patients/clients; taking part in rehabilitating and resettling mental patients back to society; forming part of the health team in undertaking Ward

MARCH-CPSB

rounds and providing psycho-therapy and other relevant social interventions; referring patient/clients for further management; organizing counselling of patients/clients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; identifying causal factors that might be useful to the treatment of patients and implementation of the treatment plan; investigating and extracting socio-economic status of patients/clients' and family backgrounds; and maintaining up-to-date patients/clients records.

In addition, the officer will also be responsible for: organizing counselling and psycho-therapy programmes for patients/clients, care givers and significant others; monitoring and reviewing psychosocial interventions programmes and activities; organizing and supervising psychosocial support programmes and activities; providing input in the development of psychosocial rehabilitation programmes in health facilities and communities within their environs; disengaging clients/patients; assisting patients in waiver/credit processing; identifying neglected and abandoned clients/patients for repatriation and general administration; designing materials for creation of awareness on medical social issues in liaison with other stakeholders; analysing research data and preparing reports on socio-medical issues; training and counselling patients in health facilities; preparing progress reports on medical Social work activities; and mentoring staff and peers.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Assistant Medical Social Worker II for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) Membership to a relevant professional body;

(vi) No active disciplinary case; and

(vii) demonstrated high degree of professional competence and administrative capability in work performance and results.

NAROK

I. MEDICAL SOCIAL WORKER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry grade for degree holders. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities at this level will include: identifying needy clients for social medical support; evaluating and assessing clients; sensitizing and enrolling clients to NHIF; counselling patients; conducting home visits to discharged patients; disseminating treatment literacy information, education and communication forming part of a health team in addressing psychosocial effects related to patients' diagnosis, prognosis and future resettlement; counselling of patients particularly in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, Tuberculosis among others; and facilitating Psychosocial support groups at facility and community levels.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: Medical Social Work, Sociology, Social Work, Mental Health, Psychology or equivalent qualification from a recognized institution;

(ii) Membership to a relevant professional body;

(iii) Certificate in Computer application skills; and

(iv) shown merit and ability as reflected in work performance and results.

II. SENIOR MEDICAL SOCIAL WORKER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: handling psycho-social issues related to patients' diagnosis, prognosis and interventions including gender-based violence survivors; undertaking ward rounds and supervising psychosocial interventions of inpatients; providing psychosocial home based care and outreach services; assisting in rehabilitation and follow up of patients; identifying needy patients/clients in health facilities; evaluating and assessing patients/clients social economic needs impacting their health; sensitizing and enabling patients enrolment NHIF or choice covers; socio- economically

MARCH CPSB

assessing needy cases; disengaging clients/patients; assessing and reviewing of treatment adherence of referral cases; creating awareness on medical social issues; training and counselling of patients caregivers and relatives in health facilities; handling psychosocial problems of patients in health facilities or psychiatric unit: guiding pre-treatment social eligibility assessments of patients in health care facilities especially in cases for long term treatment; extracting psychosocial information from the patient; observing causal factors that might be useful to the treatment of patients and implementation of the treatment plan; following up of patients upon discharge; analysing research data on psychosocial issues; and mentoring of staff and supervising interns and students in this field.

(b) Requirements for Appointment

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

(i) served in the grade of Medical Social Worker 1 for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines: Medical Social Work, Sociology, Social Work or equivalent qualification from a recognized institution;

(iii) Membership to a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF MEDICAL SOCIAL WORKER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: evaluating and assessing patients/clients; providing psychosocial services in specialized clinics such as Tuberculosis, HIV AIDS and Psychiatric clinics; SGBV case work and management; coordinating Social work activities including counselling and placement of patients; sensitizing and enabling patients enrolment NHIF or choice covers; facilitating patient and family conferencing for treatment and care continuum; patient education on drug and substance misuse; socio-economically assessing needy cases; disengaging clients/patients; broad behaviour change communication across the hospital catchment population;

NAROK CPSB

creating awareness on medical social issues; training and counselling of patients and relatives in health facilities; handling psychosocial problems of patients in health facilities or psychiatric unit: extracting psychosocial information from the patient; observing causal factors that might be useful to the treatment of patients and implementation of the treatment plan; following up of patients upon discharge; and analysing research data and preparing reports on psychosocial issues.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Medical Social Worker for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Social Work, Sociology, Social Work, Mental health, Psychology or equivalent qualification from a recognized institution;

(iii) Membership to a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL MEDICAL SOCIAL WORKER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: identifying needy patients/clients in health facilities; evaluating and assessing patients/clients; sensitizing and enabling patients/clients enrolment to NHIF/choice health insurance covers; training and counselling of patients and relatives in health facilities; handling psychosocial problems of patients in health facilities or psychiatric unit; offering medical social input in patient forensic case work; providing medical social consultancy support; developing medical social information, education, promotion and communication materials; providing psychosocial support to adolescents, children and geriatrics faced with domestic violence; organising family psycho-therapy activities; extracting psychosocial information from patients; following up of patients upon discharge; providing input in the development of psychosocial rehabilitation programmes in health facilities and communities within their environs;

NAROK-CPSB

assisting patients in waiver/credit processing; rehabilitating and resettling of mental health patients back to society in liaison with other relevant stakeholders; identifying neglected and abandoned clients/patients for repatriation and general administration; creating awareness on medical social issues in liaison with other stakeholders; analysing research data and compiling reports on psychosocial issues; and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Medical Social Worker for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Social Work, Sociology, Social Work, Mental health, Psychology or equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, MEDICAL SOCIAL WORK, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: developing and implementing Medical Social and rehabilitation strategies; developing medical Social work programmes; developing psychosocial rehabilitation programmes; assisting patients in waiver/credit processing; assisting in rehabilitation and resettlement of mental patients back to society; identifying neglected and abandoned clients/patients for repatriation and general administration; developing psychosocial programmes in health facilities and communities within its environs; coordinating creation of awareness on medical social issues in liaison with other stakeholders; implementing recommendations on improvement of medical social services in health care facilities; guiding and counselling of patients and relatives; carrying out research and preparing reports on medical social issues and emerging trends; preparing strategic/work plans; and coaching and mentoring of staff.

NAROK-CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Principal Medical Social Worker for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Social Work, Sociology, Social Work, Mental health, Psychology or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Medical Sociology, Social Work, Sociology, Psychiatric Social Work, or equivalent qualification from a recognized institution;

(iv) Membership to a relevant professional body;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated professional competence and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, MEDICAL SOCIAL WORK SERVICES, CPSB GRADE 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: coordinating implementation of medical social work and rehabilitation policies, strategies, guidelines, standards and procedures; coordinating medical social work activities in health facilities; developing medical social work programmes; defining and integrating core medical social work indicators in health information systems; initiating development of psychosocial programmes in health facilities and communities within its environs; identifying areas of improvement in health care facilities and other matters pertaining to training and counselling of patients and relatives; designing solutions and programmes for implementation on major medical social problems in health facilities, home and community based settings; coordinating research on medical social issues and emerging trends; monitoring and evaluating medical social work programmes; coordinating development and implementation of the strategic plans and preparation of reports; overseeing medical social work planning and budgeting; and training and development of staff/capacity building and

MOPOK - CPSB

performance management of staff in the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Medical Social Work for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Social Work, Sociology, Social Work or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Medical Sociology, Social Work, Sociology, Psychiatric Social Work or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated professional competence and ability as reflected in work performance and results.

VII. DIRECTOR, MEDICAL SOCIAL WORK SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Director will head the Medical social work function and will be responsible for the overall coordination and administration of all medical social work programmes and activities at the County.
Specific duties and responsibilities will involve: implementing medical Social and rehabilitation policies, procedures, standards, strategies, guidelines; providing technical advice on medical Social work issues at the County; liaising with other stakeholders in the formulation and implementation of medical Social work programmes; liaising with other Divisions and stakeholders in creation of awareness on medical social issues; overseeing provision of socio-medical training and counselling to patients and relatives in health facilities; formulating interventions for major medical social problems in health facilities; facilitating research on medical social issues and emerging trends; monitoring and evaluating medical Social work programmes; preparing annual reports;

MAROK-CPSB

planning and budgeting; and building capacity and managing performance of the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Medical Social Work for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Medical Social Work, Sociology, Social Work, Psychiatric Social Work or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Medical Sociology, Social Work, Sociology, or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated general administrative ability required for direction, control and implementation of Medical Social Work services at the County.

NAROK-CPSB

11.0 CAREER PROGRESSION GUIDELINES FOR ORTHOPAEDIC TECHNOLOGISTS

1. ORTHOPAEDIC TECHNOLOGISTS FUNCTION

Orthopedic function entails: provision of supportive services in orthopedics that entail preparation and fitting of appliances required in orthopedics; assessment of patients' needs; maintenance of records of supplies and equipment; verification and maintenance of information relating to patients' orders; planning, supervision and coordination of orthopedic supportive services; ensure availability of supplies and equipment; maintenance, repair and replacement of appliances; and supervision, training, guidance and mentorship of other staff.

2. GRADING STRUCTURE

This Career Progression Guideline establishes seven (7) grades of Orthopaedic Technologists who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Orthopaedic Technologists	Orthopaedic Technologist III	11	H
	Orthopaedic Technologist II	10	J
	Orthopaedic Technologist I	9	K
	Senior Orthopaedic Technologist	8	L
	Chief Orthopaedic Technologist	7	M
	Principal Orthopaedic Technologist	6	N
	Senior Principal Orthopaedic Technologist	5	P

Note: *The grades of Orthopaedic Technologist III/II, Job Grade CPSB 11/10 will form a common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized minimum qualifications for the purpose of this Career Progression Guideline: -

WORK CPSB

(i) Diploma in Orthopedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution.

(ii) Certificate in Supervisory skills course lasting not less than two (2) weeks from a recognized institution.

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(iv) Certificate in computer application skills.

(v) No active disciplinary case.

(vi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. ORTHOPAEDIC TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- providing supportive services in orthopaedics which entail preparing and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; and maintaining records of supplies.

(b) Requirements for Appointment

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

(i) Diploma in Orthopedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. ORTHOPAEDIC TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing supportive services in orthopaedics which entail preparation and fitting of appliances that are

NAROK - CPSB

required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; and guiding, supervising and counselling of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Orthopedic Technologist III for a minimum period of three (3) years;

(ii) Diploma in Orthopedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. ORTHOPAEDIC TECHNOLOGIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: providing supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; and guiding, supervising and counselling of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Orthopedic Technologist II for a minimum period of three (3) years;

(ii) Diploma in Orthopedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

MARK CPSB

IV. SENIOR ORTHOPAEDIC TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: facilitating the provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; participating in planning, supervising and coordinating orthopaedic supportive services; ensuring availability of supplies and equipment; and guiding, supervising and counselling staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Orthopedic Technologist I for a minimum period of three (3) years;

(ii) Diploma in Orthopedic Technology from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF ORTHOPAEDIC TECHNOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: coordinating provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; participating in planning, supervising and coordinating orthopaedic supportive services; ensuring availability of supplies and equipment; and guiding, supervising and counselling staff under him/her.

(b) Requirements for Appointment

NAROK CPSB

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

(i) served in the grade of Senior Orthopedic Technologist for a minimum period of three (3) years;

(ii) Diploma in Orthopedic Technology from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ORTHOPAEDIC TECHNOLOGIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: providing supportive services in orthopedics that entail preparation and fitting of appliances required in orthopedics; assessing patients' needs; providing custody records of supplies and equipment; verifying and maintaining information relating to patients' orders; planning, supervising and coordinating orthopedic supportive services; ensuring availability of supplies and equipment; ensuring maintenance, repair and replacement of appliances; and supervising, training, guiding and mentoring other staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Chief Orthopedic Technologist for a minimum period of three (3) years;

(ii) Diploma in Orthopedic Technology from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4)

NAKU - CPSB

weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL ORTHOPAEDIC TECHNOLOGIST, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: overseeing the provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; supervising the assessment of patients' needs; verifying and maintaining information relating to patients' orders; ensuring maintenance, repair and replacement of orthopaedic appliances; facilitate maintenance of records of supplies; facilitate the planning, supervision and coordination of orthopaedic supportive services; ensuring availability of supplies and equipment; and guiding, supervising and counselling staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Orthopedic Technologist for a minimum period of three (3) years;

(ii) Diploma in Orthopedic Technology from Kenya Medical Training College or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NAROK - CRB

12.0 CAREER PROGRESSION GUIDELINES FOR PHYSIOTHERAPISTS

1. THE PHYSIOTHERAPY FUNCTION

The Physiotherapy Function entails:- implementation of Physiotherapy Act; formulation, implementation and review of Physiotherapy policies, standard procedures and clinical practice guidelines; provision of health promotion and education to patients/clients on neuro - musculoskeletal, cardio pulmonary disorders, sports injuries and healthy living for prevention of non-communicable diseases; assessment of patients/clients; design and implementation of treatment plans and evaluation of treatment outcomes; management of patients/clients; provision of rehabilitative services through devising appropriate physiotherapy programmes; provision of Physiotherapy services to institutions of learning and Community; coordination of disability mainstreaming within the County; promotion and provision of knowledge on use of assistive/supportive devices and technologies; categorization of persons with physical disabilities and impairments for purposes of registration for services accessibility; maintenance of up-to-date data base for Physiotherapy services for in-putting into the integrated health information system; and collaboration with other stakeholders in support of physiotherapy programmes including training, research and standards of practice.

2. GRADING STRUCTURE

The Career progression guideline establishes seven (7) grades of Assistant Physiotherapists and seven (7) grades of Physiotherapists who will be designated and graded as follows:

ASSISTANT PHYSIOTHERAPISTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Physiotherapists	Assistant Physiotherapist III	11	H
	Assistant Physiotherapist II	10	J
	Assistant Physiotherapist I	9	K
	Senior Assistant Physiotherapist	8	L
	Chief Assistant Physiotherapist	7	M
	Principal Assistant Physiotherapist	6	N
	Senior Principal Assistant Physiotherapist	5	P

WORKING DRAFT

PHYSIOTHERAPISTS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Physiotherapists	Physiotherapist	9	K
	Senior Physiotherapist	8	L
	Chief Physiotherapist	7	M
	Principal Physiotherapist	6	N
	Assistant Director, Physiotherapy Services	5	P
	Deputy Director, Physiotherapy Services	4	Q
	Director, Physiotherapy Services	3	R

Notes: *The grades of Assistant Physiotherapist III/II, Job Grade CPSB 11/10 for Diploma holders and Physiotherapist and Senior Physiotherapist, Job Grade CPSB 9/8 for Degree holders will form common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNISED QULIFICATIONS

The following are the recognized minimum qualifications for the purpose of this Career progression guideline: -

(i) Diploma in Physiotherapy or its equivalent qualification from a recognized institution.

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following fields: Musculoskeletal and Orthopaedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution.

(iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK).

(v) Current Certificate of practice from Physiotherapy Council of Kenya (PCK).

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

NAPOK - CPSB

(vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(ix) Certificate in computer application skills.

(x) No active disciplinary case.

(xi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

ASSISTANT PHYSIOTHERAPISTS

APPENDIX 'A'

I. ASSISTANT PHYSIOTHERAPIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre: An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- providing physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution; assessing patient needs including rehabilitation; verifying and maintaining information and records relating to patients; screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan; collecting data for operational research; sensitizing the community on Physiotherapy issues; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) Diploma in Physiotherapy from a recognized institution;

(ii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iii) Current Certificate of practice from Physiotherapy Council of Kenya (PCK); and

MARCK - CPSB

(iv) Certificate in computer application skills.

II. ASSISTANT PHYSIOTHERAPIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan; planning and providing Physiotherapy services to outpatients at an inpatient and outpatient unit/ward/health institution; verifying and maintaining information and records relating to patients; ensuring availability of supplies and equipment as well as giving support and health education to patients and relatives in hospital; carrying out home visits and following up on patients progress; sensitizing the community on physiotherapy issues; maintaining patients/clients progress notes; collecting data for operational research; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Physiotherapist III for a minimum period of three (3) years;

(ii) Diploma in Physiotherapy from a recognized institution;

(iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. ASSISTANT PHYSIOTHERAPIST I, JOB GRADE CPBS 9

(a) Duties and Responsibilities

NAROK-CSB

Duties and responsibilities at this level will entail:- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; carrying out physical disability assessments for categorization, registration and other support; verifying and maintaining information and records relating to patients; ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; carrying out home visits and following up on patients progress; sensitizing the community on Physiotherapy issues; maintaining patients/clients progress reports; collecting data for operational research; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Physiotherapist II for a minimum period of three (3) years;

(ii) Diploma in Physiotherapy from a recognized institution;

(iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT PHYSIOTHERAPIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on

MAROK - CPSB

neuro musculoskeletal disorders and health living to prevent non-communicable diseases; verifying and maintaining information and records relating to patients; ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; carrying out home visits and following up on patients progress; sensitizing the community on Physiotherapy issues; maintaining patients/clients progress reports; collating and compiling data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Physiotherapist I for a minimum period of three (3) years;

(ii) Diploma in Physiotherapy from a recognized institution;

(iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT PHYSIOTHERAPIST, JOB CPSB GRADE7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community; organizing group Physiotherapy treatments/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge; carrying out physical disability assessments for categorization, registration and other interventions; providing

NAROK-CPSB

health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases; verifying and maintaining information and records relating to patients; ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; maintaining patients/clients progress reports; analysing data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Assistant Physiotherapist for a minimum period of three (3) years;

(ii) Diploma in Physiotherapy from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(v) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community; planning and organizing group Physiotherapy treatments/sessions for patients and clients; evaluating treatment outcomes

NAROK CPSB

for review, placement, referral or discharge; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases; maintaining information and records relating to patients; inducting students on practical training on Physiotherapy therapy services; requisitioning and ensuring availability and proper utilization of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; maintaining equipment and inventory; analysing data and preparing reports; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Assistant Physiotherapist for a minimum period of three (3) years;

(ii) Diploma in Physiotherapy from a recognized institution;

(iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical

NAROK CPSB

areas and the community; planning and organizing group Physiotherapy treatments/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge; initiating community disability assessment outreach programs; liaising with other stakeholders in providing appropriate advice to patients/clients on exercises, posture and movement; providing health promotion and education to patients/clients on neuro-musculoskeletal disorders and health; maintaining an up-to-date data base for Physiotherapy services for input into the integrated health information system; inducting students on practical training on Physiotherapy services; requisitioning and ensuring availability and proper utilization of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; analysing data and preparing reports; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Assistant Physiotherapy for a minimum period of three (3) years;

(ii) Higher Diploma in Orthopaedic Manual Therapy or its equivalent qualification from a recognized institution;

(iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown merit and ability as reflected in work performance and results.

NAROK-CPSB

APPENDIX 'B'

I. PHYSIOTHERAPIST, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living; verifying and maintaining information, records and progress reports relating to patients; ensuring availability of Physiotherapy supplies and equipment, and keeping and maintaining inventory; monitoring patients outcomes on Physiotherapy treatment; sensitizing the community on physiotherapy issues; collating and compiling data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution;

(ii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iii) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(iv) Certificate in any computer application skills; and

(v) shown merit and ability as reflected in work performance and results.

II. SENIOR PHYSIOTHERAPIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing and evaluating

NAROK COPY

patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; monitoring patients outcomes on Physiotherapy treatment; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living; training, counselling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review; verifying and maintaining information, records and progress reports relating to patients; ensuring availability of Physiotherapy supplies and equipment's, and keeping and maintaining inventory; analysing data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Physiotherapist for a minimum period of one (1) year;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution;

(iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. CHIEF PHYSIOTHERAPIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy

NAROK-CPSB

and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; monitoring patients outcomes on Physiotherapy treatment; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living; training, counselling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review; analysing research results from various neuro-musculoskeletal and cardio respiratory articles for use in treatment of Physiotherapy patients/clients; performing specialized Physiotherapy techniques like chest physiotherapy, for clients in critical care units; using specialized physiotherapy techniques following cardiac, neuro and plastic surgery to restore patients health and wellbeing; establishing and operationalizing community based rehabilitation for persons with physical disabilities under disability mainstreaming indicator; coordinating assessment and categorization of persons with disabilities; carrying out research on emerging trends and issues in physiotherapy; planning and providing specifications for procurement and utilization of physiotherapy equipment and materials; and training and development of staff under him or her.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Physiotherapist for a minimum period of three (3) years;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution;

(iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(v) Certificate in any computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL PHYSIOTHERAPIST, JOB GRADE CPSB 6

NAROK-CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- devising appropriate physiotherapy programmes with the aim of preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; analysing research results from various neuro-musculoskeletal and cardio respiratory articles for use in treatment of physiotherapy patients/clients; performing specialized physiotherapy techniques like chest physiotherapy, for clients in critical care units; using specialized physiotherapy techniques following cardiac, neuro and plastic surgery to restore patients health and wellbeing; establishing and operationalizing community based rehabilitation for persons with physical disabilities under disability mainstreaming indicator; coordinating assessment and categorization of persons with disabilities; developing and availing knowledge on use of assistive/supportive devices and technologies (including resettlement of spinal of spinal cord injury cases and other clients); developing health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; carrying out research on emerging trends and issues in physiotherapy; maintaining an up-to-date data base for physiotherapy services for in-putting into the integrated health information system; assessing and evaluating students on clinical attachment; and training and development of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Physiotherapist for a minimum period of three (3) years;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(v) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated professional competence and ability as reflected in work

NAROK COUNTY

performance and results.

V. ASSISTANT DIRECTOR, PHYSIOTHERAPY SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- developing and implementing policies, standards, guidelines and procedures in the provision of Physiotherapy services; coordinating stakeholders in disability mainstreaming and rehabilitation; devising appropriate Physiotherapy programmes with the aim of preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; promoting and availing knowledge on use of assistive/supportive devices and technologies (including resettlement of spinal of spinal cord injury cases and other clients); coordinating development of health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; ensuring provision of holistic Physiotherapy services to institutions of learning, community, industrial and sports setting; conducting research on emerging trends and issues in Physiotherapy; managing an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system; assessing and evaluating students on clinical attachment; monitoring and evaluating physical disability and Physiotherapy programmes and projects; preparation of strategic/work plans; and coaching and mentoring of staff under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Physiotherapist for a minimum period of three (3) years;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines:- Musculoskeletal and Orthopedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Certificate of Registration from the Physiotherapy Council of Kenya

NAIROBI

(PCK);

(vi) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(vii) Certificate in computer application skills;

(viii) met the requirements of Chapter Six of the Constitution on Leadership and Integrity and Article 232 on Values and Principles of Public Service;

(ix) No active disciplinary case; and

(x) demonstrated high degree of professional competence and administrative capability required for effective coordination of the Physiotherapy Function.

VI. DEPUTY DIRECTOR, PHYSIOTHERAPY SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- formulating, implementing, interpreting and reviewing Physiotherapy policies, guidelines, standards and procedures; planning and devising appropriate Physiotherapy programmes with the aim of preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; promoting and availing knowledge and use of assistive/supportive devices and technologies (including resettlement of spinal of spinal cord injury cases and other clients); mainstreaming disability by categorizing persons with physical disability for the purpose of registration, classification and other support; initiating development of health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; and ensuring provision of holistic Physiotherapy services to institutions of learning, community, industrial and sports setting.

In addition, other duties and responsibilities will include: identifying areas of research on emerging trends and issues in physiotherapy; establishing an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system; monitoring and evaluating physical disability and Physiotherapy programmes and projects; planning and budgeting for Physiotherapy activities and programmes; coordinating setting of performance targets and preparation of work plans; and capacity building and mentoring of staff under him/her.

(b) Requirements for Appointment

ADVERT CPSB

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

(i) served in the grade of Assistant Director, Physiotherapy Services for a minimum period of three (3) years;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines:- Musculoskeletal and Orthopaedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(vii) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(viii) Certificate in computer application skills;

(ix) No active disciplinary case;

(x) met the requirements of Chapter Six of the Constitution on Leadership and Integrity and Article 232 on Values and Principles of Public Service;

(xi) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination at this level; and

(xii) thorough understanding of national values, goals, policies and objectives and ability to relate them to the Physiotherapy Function and aspirations of Vision 2030.

VII. DIRECTOR, PHYSIOTHERAPY SERVICES, JOB CPSB GRADE 3

(a) Duties and Responsibilities

An officer at this level will head the Physiotherapy function at the county.

Specific duties and responsibilities at this level will include:- formulating and

NAROK CPSB

reviewing physiotherapy policies, clinical guidelines and standard operating procedures on Physiotherapy protocols; formulating appropriate Physiotherapy programmes aimed at preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; facilitating development of health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; ensuring provision of holistic Physiotherapy services to institutions of learning and community; providing technical advice on Physiotherapy and rehabilitative services including disability mainstreaming and fast tracking disability categorization; facilitating establishment of an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system; supporting and facilitating research on emerging trends and issues in Physiotherapy; forming collaborations with stakeholders in support of Physiotherapy programmes and projects including training, research and developing standards of practice; monitoring and evaluating Physiotherapy projects and programmes; planning and budgeting for the Department; capacity building and performance management.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Physiotherapy Services for a minimum period of three (3) years;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines:- Musculoskeletal and Orthopedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);

(vi) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);

(vii) Certificate in computer application skills;

(viii) No active disciplinary case;

NRO-CRD

(ix) met the requirements of Chapter Six of the Constitution on Leadership and Integrity and Article 232 on Values and Principles of Public Service;

(x) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination at this level; and

(xi) thorough understanding of national values, goals, policies and objectives and ability to relate them to the Physiotherapy Function and aspirations of Vision 2030.

NAROK - CPSB

13.0 CAREER PROGRESSION GUIDELINES FOR OCCUPATIONAL THERAPY PERSONNEL

1. OCCUPATIONAL THERAPY FUNCTION

The occupational therapy function entails:- formulation, review and interpretation of occupational therapy policies, procedures, standards and guidelines; provision of technical advice on issues pertaining to occupational therapy; undertake clients educational, functional and vocational assessments and formulation of necessary interventions; promotion of health education in the area of disability; undertake research on trends and emerging issues in occupational therapy; maintenance of up-to-date data base for occupational therapy services for inputting into the integrated health information system; assessment of occupational therapy students on clinical attachment; establishment of collaborations and partnerships in support of occupational therapy activities; and undertake monitoring and evaluation of occupational therapy programmes and projects.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Assistant Occupational Therapists and seven (7) grades of Occupational Therapists who will be designated and graded as follows:

ASSISTANT OCCUPATIONAL THERAPISTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Occupational Therapists	Assistant Occupational Therapist III	11	H
	Assistant Occupational Therapist II	10	J
	Assistant Occupational Therapist I	9	K
	Senior Assistant Occupational Therapist	8	L
	Chief Assistant Occupational Therapist	7	M
	Principal Assistant Occupational Therapist	6	N
	Senior Principal Assistant Occupational Therapist	5	P

WORK CRO

OCCUPATIONAL THERAPISTS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Occupational Therapists	Occupational Therapist	9	K
	Senior Occupational Therapist	8	L
	Chief Occupational Therapist	7	M
	Principal Occupational Therapy	6	N
	Assistant Director, Occupational Therapy	5	P
	Deputy Director, Occupational Therapy	4	Q
	Director, Occupational Therapy	3	R

Note: *The grades of Assistant Occupational Therapist III/II Job Grade CPSB 11/10 for Diploma holders and Occupational Therapists and Senior Occupational Therapist Job Grade CPSB 9/8 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

3. **RECOGNISED QUALIFICATIONS**

The following are the recognized minimum qualifications for the purpose of this Career progression guideline: -

(i) Diploma in Occupational Therapy from a recognized institution.

(ii) Bachelor's degree in Occupational Therapy or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines:- Occupational Therapy, Gerontology, Hand Therapy, Rehabilitation, Community Health and Development, Clinical Psychology, Occupational Health and Safety, Mental Health or its equivalent qualification from a recognized institution.

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

NAKURU CPSB

(vii) Certificate in computer application skills.

(viii) No active disciplinary case.

(ix) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board

4. JOB AND APPOINTMENT SPECIFICATIONS

ASSISTANT OCCUPATIONAL THERAPISTS APPENDIX 'A'

I. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- assessing patient's treatment plan; maintaining records and data relating to patients; collecting data for operational research; sensitizing the community on occupational therapy issues; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) Diploma in Occupational Therapy from a recognized institution; and

(ii) Certificate in computer application skills.

II. ASSISTANT OCCUPATIONAL THERAPIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients' treatment plan; maintaining records and data relating to patients; sensitizing the community on occupational therapy issues; carrying out home visits and following up on patients' progress; collecting data for operational research; and preparing periodic reports.

(b) Requirements for Appointment

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

NAROK-CPSB

(i) served in the grade of Assistant Occupational Therapist III for a minimum period of three (3) years;

(ii) Diploma in Occupational Therapy from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. ASSISTANT OCCUPATIONAL THERAPIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients' treatment plan; carrying out clients functional assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; carrying out home visits and following up on patients progress; collecting and compiling data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Occupational Therapist II for a minimum period of three (3) years;

(ii) Diploma in Occupational Therapy from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT OCCUPATIONAL THERAPIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing formulating and implementing patients' treatment plan; carrying out clients functional and

NAROK CPSB

special needs education assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; requisitioning and ensuring proper utilization of Occupational therapy supplies and equipment; carrying out home visits and following up on patients' progress; collecting and compiling data for research; inducting students on practical training on occupational therapy services; and compiling periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Occupational Therapist I for a minimum period of three (3) years;

(ii) Diploma in Occupational Therapy from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT OCCUPATIONAL THERAPIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing formulating and implementing patients treatment plan; carrying out functional and vocational assessments and formulate necessary interventions; maintaining records and data relating to patients; preparing Occupational therapy health education materials; promoting health education in the area of disability; carrying out home visits and following up on patients progress; compiling and analysing data for research; inducting students on practical training on occupational therapy services; and compiling periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Assistant Occupational Therapist for a

MAROK CPSB

minimum period of three (3) years;

(ii) Diploma in Occupational Therapy from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; carrying out home visits and following up on patients progress; analysing data for research; inducting students on practical training on occupational therapy services; preparing and compiling periodic reports; and evaluating Occupational therapy activities in the area of deployment.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Chief Assistant Occupational Therapist for a minimum period of three (3) years;

(ii) Diploma in Occupational Therapy from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

NARC/CPSB

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; carrying out home visits and following up on patients progress; analysing data for research; inducting students on practical training on occupational therapy services; preparing and compiling periodic reports; and evaluating Occupational therapy activities in the area of deployment.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Assistant Occupational Therapist for a minimum period of three (3) years;

(ii) Diploma in Occupational Therapy from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NARC-CRD

APPENDIX 'B'

I. OCCUPATIONAL THERAPIST, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- carrying out community based rehabilitation activities; designing and fabricating of assistive devices; carrying out home, work and environmental modifications; assessing formulating and implementing patients treatment plan; carrying out clients functional and special needs education assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; carrying out home visits and following up on patients progress; collecting and compiling data for research; inducting students on practical training on occupational therapy services; and compiling periodic reports.

(b) Requirements for Appointment

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

(i) Bachelor's degree in Occupational Therapy from a recognized institution; and

(ii) Certificate in computer application skills.

II. SENIOR OCCUPATIONAL THERAPIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing formulating and implementing patients treatment plan; carrying out functional and vocational assessments and formulate necessary interventions; maintaining records and data relating to patients; preparing occupational therapy health education materials; promoting health education in the area of disability; carrying out home visits and following up on patients progress; analysing data and preparing reports; inducting students on practical training on occupational therapy services; advocating for disability mainstreaming; setting up of model occupational therapy clinics; and maintaining an up-to-date data base for occupational therapy services for input into the integrated health information system.

NAROK CRB

(b) Requirements for Appointment

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

(i) served in the grade of Occupational Therapist for a minimum period of one (1) year;

(ii) Bachelor's degree in Occupational Therapy from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. CHIEF OCCUPATIONAL THERAPIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients' treatment plan; carrying out vocational assessments and recommending appropriate placement; maintaining up-to-date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; carrying out home visits and following up on patients' progress; analysing data and preparing reports; advocating for disability mainstreaming; inducting students on practical training on occupational therapy services; maintain an up-to-date data base for occupational therapy services for input into the integrated health information system; supervision of students on practical training; evaluating occupational therapy programmes and projects; and coaching and mentoring staff under him/her.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Occupational Therapist for a minimum period of three (3) years;

(ii) Bachelor's degree in Occupational Therapy from a recognized institution;

(iii) Certificate in computer application skills;

NARSC CPSB

(iv) No active disciplinary case; and

(v) shown merit and ability in work performance and results.

IV. PRINCIPAL OCCUPATIONAL THERAPIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan; developing functional, educational and vocational assessments tools; establishing a data base of information on occupational therapy; initiating preparation of occupational therapy health education materials; assessing students on practical training; reviewing functional, educational and vocational assessments tools; conducting research; designing occupational therapy programs and projects; coordinating occupational therapy services in area of deployment; coaching and mentoring staff in the Department; providing specifications for procurement of occupational therapy facilities and equipment; and preparing reports on occupational therapy activities.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Occupational Therapist for a minimum period of three (3) years;

(ii) Bachelor's degree in Occupational Therapy from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated professional competence and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, OCCUPATIONAL THERAPY, JOB GRADE CPSB 5

(a) Duties and Responsibilities

NAROK - CPSB

Duties and responsibilities at this level will entail: designing and reviewing occupational therapy programmes and projects; assessing students on practical training; coordinating preparation of occupational therapy health education materials; maintaining standards and guidelines for the provision of occupational therapy services; reviewing functional, educational and vocational assessments tools; coordinating the establishment of a data base of information on occupational therapy; identifying areas of and conducting research; providing specifications for procurement of occupational therapy facilities and equipment; preparing reports on occupational therapy activities; advising stakeholders in the development of curriculum; preparing performance targets, strategic/annual work plans for the department; and ensuring training and development of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Occupational Therapist for a minimum period of three (3) years;

(ii) Bachelor's degree in Occupational Therapy from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Occupational Therapy, Gerontology, Hand Therapy, Community Health and Development, Clinical Psychology, Occupational Health and Safety, Mental Health from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated high degree of professional competence and administrative capability required for effective coordination of the Occupational Therapy Function.

VI. DEPUTY DIRECTOR, OCCUPATIONAL THERAPY, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: developing and reviewing occupational therapy policies,

MAPOK CPSB

guidelines, standards and procedures; initiating preparation of Occupational therapy health education materials; coordinating establishment of a data base of information on occupational therapy; monitoring and evaluation of occupational therapy projects and programmes; coordinating research; facilitating functional, educational and vocational assessments tools; providing specifications for procurement of Occupational therapy facilities and equipment; preparing reports on Occupational therapy activities; preparing performance targets, strategic /work plans for the department; planning and budgeting for the Department; and supervising, training and development for the officers under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Occupational Therapy for a minimum period of three (3) years;

(ii) Bachelor's degree in Occupational Therapy or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Occupational Therapy, Gerontology, Hand Therapy, Rehabilitation, Community Health and Development, Clinical Psychology, Occupational Health and Safety, Mental Health from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case;

(viii) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination of the occupational Therapy Function; and

(ix) a thorough understanding of national goals, policies and objectives and ability to relate them to the Occupational Therapy Function and aspirations of Vision 2030.

VII. DIRECTOR, OCCUPATIONAL THERAPY, JOB GRADE CPSB 3

MAPOK CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: formulating, implementing, interpreting and reviewing of occupational therapy policies, guidelines, standards and procedures; liaising with relevant stakeholders in the implementation of occupational therapy projects and programmes; providing technical advice on promotive and preventive health; facilitating the preparation of occupational therapy health education materials; facilitating establishment of a data base of information on occupational therapy; supporting research; monitoring and evaluation of occupational therapy projects and programmes; planning and budgeting for the Department; managing the facilities and assets of the Department; and managing performance and capacity building.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Occupational Therapy for a minimum period of three (3) years;

(ii) Bachelor's degree in Occupational Therapy or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following fields: Occupational Therapy, Gerontology, Hand Therapy, Rehabilitation, Community Health and Development, Clinical Psychology, Occupational Health and Safety, Mental Health from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case;

(viii) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination of the Occupational Therapy Function; and

(ix) a thorough understanding of national goals, policies and objectives and ability to relate them to the Occupational therapy Function and aspirations of Vision 2030.

NAROK CPSB

14.0 CAREER PROGRESSION GUIDELINES FOR CLINICAL OFFICERS

1. THE CLINICAL OFFICERS FUNCTION

The Clinical Services Function entails: implementation of the Clinical Officers Act No 20 of 2017; implementation of clinical services' policies, procedures, guidelines, standards and quality assurance systems in the provision of clinical services at the County; provision of clinical and family health care services in a health institution or community through history taking, examination, investigation, diagnosis, treatment and management of diseases and conditions; monitoring patients and providing necessary guidance and counselling; implementation of medico-legal standards and guidelines; and undertaking disease surveillance, control and management in liaison with other stakeholders.

In addition, the functions include: conducting research in critical health issues and emerging trends; provision of clinical outreach and school health services; development and review of referral strategies and guidelines in liaison with other stake holders at the County; provision of specialized services including Ear, Nose and Throat /Audiology, Ophthalmology, Cataract Surgery and low vision, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Medical Education, Dermatology and Venereology, Forensic Medicine, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and building capacity for disaster preparedness and emergency health services.

2. GRADING STRUCTURE

This Career Progression Guideline establishes six (6) grades of Registered Clinical Officers and seven (7) grades for Clinical Officers who will be graded and designated as follows:-

REGISTERED CLINICAL OFFICER

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Registered Clinical Officer	Registered Clinical Officer II	10	J
	Registered Clinical Officer I	9	K
	Senior Registered Clinical Officer	8	L
	Chief Registered Clinical Officer	7	M
	Principal Registered Clinical Officer II	6	N
	Principal Registered Clinical Officer I/Clinical Specialist	5	P

MARKS CPSB

CLINICAL OFFICER

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Clinical Officer	Clinical Officer	9	K
	Senior Clinical Officer	8	L
	Chief Clinical Officer	7	M
	Principal Clinical Officer	6	N
	Assistant Director, Clinical Services/Clinical Specialist	5	P
	Deputy Director, Clinical Services/Senior Clinical Specialist	4	Q
	Director, Clinical Services/Chief Clinical Specialist	3	R

Note: *The grades of Registered Clinical Officer II/I, Job Grades CPSB 10/9 for Diploma holders and the grades of Clinical Officer/Senior Clinical Officer, Job Grades CPSB 9/8 for Degree holders will form a common establishment for the purpose of this career progression guideline.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the minimum recognized qualifications for the purpose of this career guideline:

(i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or equivalent qualification from a recognized institution.

(ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Bachelor's degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.

NAROK - CPSB

(iv) Bachelor's degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or its equivalent qualification from a recognized institution.

(v) Master's degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy; Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution.

(vi) Certificate of Registration from the Clinical Officers' Council.

(vii) Valid practising license

(viii) Certificate in Supervisory skills Course lasting not less than two (2) weeks from a recognized institution.

(ix) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(x) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(xi) Certificate in computer application skills.

(xii) No active disciplinary case.

(xiii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. **JOB AND APPOINTMENT SPECIFICATIONS**

REGISTERED CLINICAL OFFICERS **APPENDIX 'A'**

NAROK-CPSB

I. REGISTERED CLINICAL OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will involve: taking history, examining, diagnosing; interpreting laboratory and imaging results; treating patients' common ailments at an outpatient or inpatient health facility; implementing community health care activities in liaison with other health workers; guiding and counselling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; referring patients and clients to appropriate health facilities; providing clinical outreach and school health services; carrying out minor surgical procedures as per training and skill; collecting and compiling clinical data; and assessing, preparing and presenting medico-legal reports.

(b) Requirements for Appointment

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

(i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or equivalent qualification from a recognized institution;

(ii) Certificate of Registration from the Clinical Officers' Council;

(iii) Valid practising licence from the Clinical Officers' Council.

(iv) Certificate in Computer application skills; and

(v) shown merit and ability as reflected in work performance and results.

II. REGISTERED CLINICAL OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; interpreting laboratory and imaging results; guiding and counselling patients, clients and staff on health issues; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; implementing community health

NAROK-CPSB

care activities in liaison with other health workers; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; carrying out minor surgical procedures as per training and skill; and collecting data and compiling clinical data.

(b) Requirements for Appointment

Direct appointment for Higher National Diploma Holders.

For appointment to this grade, an officer must have:

(i) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anaesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(ii) Certificate of Registration from the Clinical Officers' Council;

(iii) Valid practising licence; and

(iv) Certificate in computer application skills.

Promotion for Diploma Holders.

For appointment to this grade, an officer must have:

(i) served in the grade of Clinical Officer II for a minimum period of three (3) years;

(ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or equivalent qualification from a recognized institution;

(iii) Certificate of Registration from the Clinical Officers' Council;

(iv) Valid practising licence

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

NAROK-CPSB

(vii) shown merit and ability as reflected in work performance and results.

III. SENIOR REGISTERED CLINICAL OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities will involve: implementing Community Health Care activities in liaison with other health workers; history taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; guiding and counselling patients, clients and staff on health issues; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; and collecting and compiling clinical data.

(b) Requirements for Appointment

Promotion for Higher National Diploma Holders.

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

(i) served in the grade of Registered Clinical Officer I or in a comparable position in the public or private sector for a minimum period of three (3) years;

(ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Certificate of Registration from the Clinical Officers' Council;

NAROK CPSB

(iv) Valid practising licence;

(v) Certificate in computer application skills; and

(vi) No active disciplinary case.

Promotion for Diploma Holders

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

(i) served in the grade of Registered Clinical Officer I for a minimum period of three (3) years;

(ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or equivalent qualification from a recognized institution.

(iii) Certificate of Registration from the Clinical Officers' Council;

(iv) Valid practising licence

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

IV. CHIEF REGISTERED CLINICAL OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing clinical services in a health facility; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; compiling and analyzing clinical data; implementing community health care activities in liaison with other health workers; guiding and counselling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services;

MAROK CPSB

assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment; organizing health management teams and convening health management committee meetings; and carrying out disease surveillance, and recommending appropriate control measures;financial management.

(b) Requirements for Appointment

Promotion for Higher National Diploma Holders.

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

(i) served in the grade of Senior Registered Clinical Officer or in a comparable position in the public or private sector for a minimum period of three (3) years;

(ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Certificate of Registration from the Clinical Officers' Council;

(iv) Valid practising licence

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

Promotion for Diploma Holders.

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

(i) served in the grade of Senior Registered Clinical Officer or in a comparable position in the public or private sector for a minimum period of three (3) years;

(ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and

NARC-CDSB

Community Health or equivalent qualification from a recognized institution;

(iii) Certificate of Registration from the Clinical Officers' Council;

(iv) Valid practising licence

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

V. PRINCIPAL REGISTERED CLINICAL OFFICER II, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level will be responsible for providing clinical services in a health facility as per training scope and skill.

Specific duties and responsibilities at this level will entail: maintaining standards, ethics and quality assurance systems in the provision of clinical services; providing clinical and family health care services in a health institution or community; implementing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat (ENT/Audiology), Ophthalmology and Cataract Surgery, Child Health and Paediatrics, Anaesthesia, Orthopaedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

(b) Requirements for Appointment

Promotion for Higher National Diploma Holders.

MOCK CPSB

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

(i) cumulative service period of six (6) years, three (3) of which should have been in the grade of Chief Registered Clinical officer or in a comparable position in the public or private sector

(ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Certificate of Registration from the Clinical Officers' Council;

(iv) Valid practising licence

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

Promotion for Diploma Holders.

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

(i) cumulative service period of nine (9) years, three (3) of which should have been in the grade of Senior Registered Clinical officer or in a comparable position in the public or private sector

(ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks.

(iv) Certificate of Registration from the Clinical Officers' Council;

(v) Valid practising licence

NAROK-CG

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

VI. PRINCIPAL REGISTERED CLINICAL OFFICER I/CLINICAL SPECIALIST JOB GRADE CPSB 5

(a) Duties and Responsibilities

This will be the highest grade in the Diploma cadre. An officer at this level may be deployed to head either Disease Surveillance or Quality Assurance, HIV, TB, Malaria, Integrated Management of Childhood Illnesses (IMCI) Programmes/Units at the County.

Specific duties and responsibilities at this level will entail: maintaining standards, ethics and quality assurance systems in the provision of clinical services at the County; providing clinical and family health care services in a health institution or community; leading and organizing health management teams and convening health management committee meetings at Level 4 and 5 health facilities; implementing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat (ENT/Audiology), Ophthalmology and Cataract Surgery, Child Health and Paediatrics, Anaesthesia, Orthopaedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

(b) Requirements for Appointment

Promotion for Higher National Diploma Holders.

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

(i) cumulative service period of nine (9) years, three (3) of which should have been in the grade of Principal Registered Clinical Officer II or in a comparable position in the public or private sector

(ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child

ARCHIVED

Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent.

(iv) Certificate of Registration from the Clinical Officers' Council;

(v) Valid practising licence

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Promotion for Diploma Holders.

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

(i) cumulative service period of twelve (12) years, three (3) of which should have been in the grade of Principal Registered Clinical Officer II or in a comparable position in the public or private sector.

(ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks.

(iv) Certificate of Registration from the Clinical Officers' Council;

(v) Valid practising licence

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

NAROK-CPSB

APPENDIX 'B'

I. CLINICAL OFFICER (INTERN), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An Intern at this level will work under guidance of a senior officer in providing clinical services in a health facility which will entail: taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; guiding and counselling patients, clients and staff on health issues; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; carrying out surgical procedures as per training and skill; organizing health management teams and convening health management committee meetings; and collecting and compiling data for research on clinical services issues.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or from a recognized institution **Plus** a Diploma in any of the following disciplines:- Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical

NAROK-CPSB

Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(ii) Certificate of Registration from the Clinical Officers' Council;

(iii) Valid practising licence; and

(iv) Certificate in computer application skills.

II. SENIOR CLINICAL OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be responsible for providing clinical services in a health facility as per training scope and skill. This will entail: history taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility; carrying out surgical procedures as per training and skill; guiding and counselling patients, clients and staff on health issues; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; conducting ward rounds, reviewing and making appropriate referrals; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; collecting data and compiling clinical reports; collecting and compiling data for research on clinical services; and coaching and mentoring students and interns on attachment.

(b) Requirements for Appointment

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

(i) served in the grade of Clinical Officer (Intern) for a minimum period of one (1) year;

(ii) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Community Health and Development, Counselling Psychology, Psychology,

MARKET CPSB

Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines:- Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Certificate of Registration from the Clinical Officers' Council;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF CLINICAL OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will be responsible for providing clinical services in a health facility as per training scope and skill. This will entail: conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; collecting data and compiling clinical reports; implementing community health care activities in liaison with other health workers; guiding and counselling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings;

MAROKO

carrying out disease surveillance and recommending appropriate control measures; and coaching and mentoring staff and students on attachment; financial management.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Clinical Officer or in a comparable position in the public or private sector for a minimum period of three (3) years;

(ii) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines:- Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Certificate of Registration from the Clinical Officers' Council;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

NARC-CPSB

(vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL CLINICAL OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing clinical and family health care in a health institution or community through history taking, examining, investigating, diagnosing, treating and managing diseases/conditions; implementing medico-legal standards and guidelines; undertaking disease surveillance, control and management; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; monitoring patients, making appropriate referrals and providing necessary guidance and counselling; providing specialized services including Ear, Nose and Throat /Audiology, Ophthalmology/Cataract Surgery, Child Health and Paediatrics, Anaesthesia, Orthopaedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and providing emergency clinical care during disasters.

(b) Requirement for Appointment

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

(i) served in the grade of Chief Clinical Officer or in a comparable position in the public or private sector for a minimum period of three (3) years ;

(ii) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines:- Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

NACOSTI

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate of Registration from the Clinical Officers' Council;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, CLINICAL SERVICES/CLINICAL SPECIALIST JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level may be deployed to head any of the following Programmes/Units: Disease Surveillance Quality Assurance, HIV, TB or Malaria, Integrated Management of Childhood Illnesses (IMCI) at the County.

Duties and responsibilities at this level will entail: implementing clinical service programmes, procedures, guidelines, standards, ethics and quality assurance systems; providing clinical and family health care services in a health institution or community; reviewing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic

NAROK CPSB

Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Clinical Officer or in a comparable position in the public or private sector for a minimum period of three (3) years;

(ii) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines:- Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines:- Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Family

NRB-CPSB

Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy; Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate of Registration from the Clinical Officers' Council;

(vi) Valid practicing licence.

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional competence and managerial capability as reflected in work performance and results.

VI. DEPUTY DIRECTOR CLINICAL SERVICES/SENIOR CLINICAL SPECIALIST JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level may be deployed to head any of the following Programmes/Units at the County: Disease Surveillance or Quality Assurance, HIV, TB, Malaria, Integrated Management of Childhood Illnesses (IMCI). Duties and responsibilities at this level will include: ensuring implementation and enforcement of the Clinical Officers Act No.20 of 2017; reviewing and developing clinical services policies, procedures and guidelines; setting standards, ethics and quality assurance systems in the provision of clinical services; ensuring proper provision of clinical and family health care services in a health institution or community; developing and reviewing medico-legal standards and guidelines; identifying areas of research on critical clinical health issues and emerging trends; developing and reviewing referral strategies and guidelines in liaison with other stakeholders; ensuring proper skills mix and training needs for provision of quality service in the relevant specialized areas; coordinating capacity building for disaster preparedness and emergency response; budgeting, capacity building and performance management for the Division.

NYROK-CPSB

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Assistant Director, Clinical Services or in comparable position in the public or private sector for a minimum period of three (3) years;

(ii) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy; Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other

NACOSTI

equivalent qualification from a recognized institution;

(iv) Certificate of Registration from the Clinical Officers' Council;

(v) Valid practicing licence.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(viii) Certificate in computer application skills;

(ix) No active disciplinary case; and

(x) Demonstrated high degree of professional competence and administrative capability in work performance and results.

VII. DIRECTOR, CLINICAL SERVICES / CHIEF CLINICAL SPECIALIST CPSB GRADE 3

(a) Duties and Responsibilities

The Director, Clinical Services will be responsible for coordination and management of the Clinical Services Function as per training and scope at the County.

Specific duties and responsibilities will include: overseeing implementation of policies, procedures and guidelines for clinical services; ensuring maintenance of standards, ethics and quality assurance in the provision of clinical services; ensuring proper provision of clinical and family health care services in health institutions or communities; overseeing implementation of medico-legal standards and guidelines; facilitating research and innovation in critical health issues and emerging trends; overseeing development and review of referral strategies and guidelines in liaison with other stakeholders; providing technical advice; planning and budgeting; managing resources and assets; and building capacity and managing performance of the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Clinical Services for a minimum period of three (3) years;

MOH - CPSB

(ii) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion or equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management and Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy; Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;

(iv) Certificate of Registration from the Clinical Officers' Council;

(v) Valid practicing licence.

NAPOCPSB

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(viii) Certificate in computer application skills;

(ix) No active disciplinary case; and

(x) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Clinical Services Function.

(xi) Thorough understanding of National Goals, Policies and objectives and ability to relate them to the Clinical Services Function and aspirations of Vision 2030.

NAROK - CPSB

15.0 CAREER PROGRESSION GUIDELINES FOR NURSING PERSONNEL

1. NURSING FUNCTION

The Nursing functions entail: ensuring conformity to the Nursing Act, Cap 257 of 2005 and amended 2011; formulation, implementation, review and interpretation of health and nursing policies, standards, guidelines and programmes; management and coordination of nursing services at all levels; provision of holistic preventive, promotive, curative, rehabilitative and palliative health care services using the nursing process to meet health needs of clients/patients; providing technical advice and nursing care in the approved areas of specialization including: Nephrology, Critical Care, Anaesthesiology, Peri-operative, Emergency Care, Trauma and Emergency; Paediatric and Neonatology Care, Community Health, Home-Based Care, Family Health, Occupational Health and Safety, Community Midwifery, Mental Health, Midwifery and/or Reproductive Health and Women's Health, HIV/AIDS & TB, Infection Prevention, Oncology and Control/Epidemiology, Psychosocial, ENT and Ophthalmology; working with other members of the healthcare team in conducting complex health interventions; carrying out research in the field of nursing and healthcare; maintaining nursing records and confidentiality of information relating to patients/clients; advocate for safe and competent patient care in a conducive environment; developing nurses' training syllabi and curriculum for continuing professional development in liaison with training providers; educating, training and mentoring of students both in clinical areas and community.

2. GRADING STRUCTURE

The Career Progression Guideline establishes five (5) grades of Enrolled Nurse, six (6) grades of Registered Nurses and seven (7) grades for Nursing Officers who will be graded and designated as follows:

ENROLLED NURSES

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Enrolled Nurses	Enrolled Nurse III	12	G
	Enrolled Nurse II	11	H
	Enrolled Nurse I	10	J
	Senior Enrolled Nurse II	9	K
	Senior Enrolled Health Nurse I	8	L

WORKING COPY

REGISTERED NURSES

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Registered Nurses	Registered Nurse III	11	H
	Registered Nurse II	10	J
	Registered Nurse I	9	K
	Senior Registered Nurse	8	L
	Chief Registered Nurse	7	M
	Principal Registered Nurse II	6	N
	Principal Registered Nurse I	5	P

NURSING OFFICERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Nursing Officers	Nursing Officer/Intern	9	K
	Senior Nursing Officer	8	L
	Chief Nursing Officer	7	M
	Principal Nursing Officer	6	N
	Assistant Director Nursing Services	5	P
	Deputy Director Nursing Services	4	Q
	Director Nursing Services	3	R

Note: *The grades of Enrolled Community Health Nurse III/II, Grade 12/11 for Certificate holders; the grades of Registered Nurse III/II, Grade 11/10 for Diploma holders; and the grades of Nursing Officer/Senior Nursing Officer, Grade 9/8 for Degree holders will form common establishment for the purpose of this Career Progression Guideline.*

3. **RECOGNIZED QUALIFICATION**

(i) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse, Enrolled Nurse/Midwife or any other equivalent qualification from a recognized training institution.

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, Kenya Registered Nursing/Mental Health and Psychiatry or any other equivalent qualification from a recognized institution.

MOPOK CPSB

(iii) Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing, Clinical Care or any other equivalent qualification from a recognized institution;

(iv) Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing, Kenya Registered Palliative Nursing, or any other equivalent qualification from a recognized institution.

(v) Bachelor's Degree in any of the following disciplines: Nursing, Midwifery or any other relevant qualification from a recognized institution.

(vi) Master's Degree in any of the following disciplines: Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management, Geriatric Nursing, or any other relevant qualification from a recognized institution.

(vii) Enrolment Certificate issued by the Nursing Council of Kenya.

(viii) Registration Certificate issued by the Nursing Council of Kenya.

(ix) Valid practicing license from Nursing Council of Kenya.

(x) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(xi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(xii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(xiii) Certificate in computer application skills.

(xiv) No active disciplinary case.

(xv) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

NAROK-CPSB

4. JOB AND APPOINTMENT SPECIFICATIONS

ENROLLED NURSES

APPENDIX 'A'

I. ENROLLED NURSE III, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. The officer at this level will work under the guidance of a more senior officer. Duties and responsibilities will include: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, ante-natal care, delivery, administration of medication, dispensing drugs; referring patients and clients appropriately; evaluating healthcare outcomes on patients/clients preparing individualised report; making appropriate discharge plan for patients; conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; maintaining records on patients/clients personal and health condition/care; ensuring a tidy and safe clinical environment; ensuring safe custody for in-patients belongings; conducting home visits, following up discharged patients/clients and providing continuity of care; and treating minor ailments.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Certificate in any of the following disciplines:- Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(ii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iii) valid practicing license from Nursing Council of Kenya; and

(iv) Certificate in computer application skills.

II. ENROLLED NURSE II, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities will involve: assessing patients and clients and establishing health care needs; planning and implementing care interventions based on patients'/clients' health needs; providing appropriate healthcare

WORKING DRAFT

services, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care, delivery, administration of medication, dispensing drugs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; implementing school health interventions and preparing periodic reports; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; conducting home visits, following up on discharged patients/clients and providing continuity of care; diagnosing, prescribing and administering treatment for common health conditions; and maintaining records on patients/clients personal and health condition/care.

(b) Requirements for Appointment

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

(i) served in the grade of Enrolled Nurse III, for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines:- Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iv) valid practicing license from Nursing Council of Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. ENROLLED NURSE I, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities will involve: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care, delivery, administration of medication, dispensing drugs; providing health education and counselling on

NAROK-CPSB

identified health and socio-economic needs to patients'/clients'; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; conducting home visits, following up discharged patients/clients and providing continuity of care; diagnosing, prescribing and administering treatment for common health conditions; maintaining records on patients/clients personal and health condition/care; evaluating healthcare outcomes on patients/clients and preparing individualised reports; conducting assessment of school health needs, plan, implement interventions and prepare periodic reports; and guiding and orienting students.

(b) Requirements for Appointment

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

(i) served in the grade of Enrolled Nurse II, for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines:- Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iv) Valid practicing license from Nursing Council of Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR ENROLLED NURSE II, JOB GRADE CPSB 9

(a) Job Description

Duties and responsibilities will involve: planning, supervising, evaluating and coordinating nursing care for patients. In addition, the officer will assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients

MARCH-CPSB

appropriately; facilitating patients' admission and discharge in a health facility; making appropriate discharge plan for patients; ensuring a tidy and safe clinical environment; ensuring safe custody of in- patients belongings; conducting home visits, following up discharged patients/clients and providing continuity of care; diagnosing, prescribing and administering treatment for common health conditions; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; providing appropriate healthcare services including immunization, reproductive health, administering medication and dispensing drugs; guiding and orienting staff and students; and carrying out health outreach activities.

(b) Requirements for Appointment

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

(i) served in the grade of Enrolled Nurse I for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines:- Kenya Enrolled Nurse, Kenya; Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iv) Valid practising license from Nursing Council of Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. SENIOR ENROLLED NURSE I, JOB GRADE CPSB 8

(a) Duties and Responsibilities

This is the highest level for this cadre.
Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health

NARC-CPSB

education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; conducting home visits, following up discharged patients/clients and providing continuity of care; diagnosing, prescribing and administering treatment for common health conditions; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; providing appropriate healthcare services including immunization, reproductive health, administer medication and dispensing drugs; guiding and orienting staff, students and health personnel; and carrying out health outreach activities.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines:- Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iv) Valid practicing license from Nursing Council of Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NARC-CPSB

APPENDIX 'B'

I. REGISTERED NURSE III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions, prescribing and administering treatment; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care, delivery, administering treatment and dispensing drugs; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

(b) Requirements for Appointment

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

(i) Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(ii) Registration Certificate issued by the Nursing Council of Kenya;

(iii) valid practising license from Nursing Council of Kenya; and

(iv) Certificate in computer application skills.

II. REGISTERED NURSE II, CPSB GRADE 10

(a) Duties and Responsibilities

Duties and responsibilities at his level will entail:- assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions, prescribe and administer treatment; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and

NAROK-CRB

Adulthood illnesses (IMAI), immunization, reproductive health, administration of treatment, dispensing drugs; providing health education and counselling to patients/clients and community on identified health needs; implementing recommendations from research findings for improvement of care; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; conducting home visits, providing home-based care services and following up discharged patients/clients to provide continuity of care; identifying occupational health needs and making recommendations; and conducting clinical teaching and assessing nursing students.

(b) Requirements for Appointment

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

(i) served in the grade of Registered Nurse III for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from Nursing Council of Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. REGISTERED NURSE I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions, prescribing and administering treatment; providing appropriate healthcare service including Integrated

NAROK CPSB

Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; conducting home visits, providing home-based care services and following up discharged patients/clients to provide continuity of care; conducting clinical teaching and assessment of students; collecting and collating data for research; evaluating healthcare outcomes on patients/clients and preparing individualised reports; conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; and identifying occupational health needs and making appropriate recommendations.

(b) Requirements for Appointment

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

(i) served in the grade of Registered Nurse II for a minimum period of three (3) years:

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from the Nursing Council of Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR REGISTERED NURSE, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- assessing, planning, implementing nursing interventions and evaluate patient's outcomes;

NARC-CPSB

diagnosing common health conditions, prescribe and administer treatment; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring tidy and safe clinical environment; conducting home visits, providing home-based care services and following up on discharged patients/clients to provide continuity of care; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualised report; conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; managing a service delivery unit; ensuring effective utilisation and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care.

(b) Requirements for Appointment

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

(i) served in the grade of Registered Nurse I for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from the Nursing Council of Kenya;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

NARC-CBR

V. CHIEF REGISTERED NURSE, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions, prescribing and administering treatment; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; facilitating patients/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualised reports; conducting occupational health needs assessment and making appropriate recommendations; managing a service delivery section/units; ensuring effective utilisation and safety of assigned medical supplies and equipment; conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analysing data for research and compiling reports.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Registered Nurse for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid Practising License from the Nursing Council of Kenya;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

NAROK CPSB

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL REGISTERED NURSE II, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing application of the nursing process at the service delivery point; diagnosing common health conditions and prescribing appropriate care; coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; designing health education and counselling interventions for patients/clients and community on identified health needs; managing a service delivery Unit; monitoring and evaluating health care at the service delivery Unit; preparing training plans/programmes for nurses at the service delivery Unit; facilitating the referral of patients and clients appropriately; facilitating patients' admission and initiate discharge plans; keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilisation and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; analysing data for research and compiling reports; and guiding and counselling of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Registered Nurse for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from the Nursing Council of Kenya;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.

VII. PRINCIPAL REGISTERED NURSE I, JOB GRADE CPSB 5

(a) Duties and Responsibilities

This will be the highest level in the Diploma cadre. Duties and responsibilities at will entail: coordinating implementation of the application of the nursing process at the service delivery point; diagnosing common health conditions and prescribing appropriate care; coordinating provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; designing health education and counselling interventions for patients/clients and community on identified health needs; managing a service delivery Unit; monitoring and evaluating health care at the service delivery Unit; preparing training plans/programmes for nurses at the service delivery Unit; facilitating the referral of patients and clients appropriately; facilitating patients' admission and initiate discharge plans; keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilisation and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; analysing data for research and compiling reports; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Registered Nurse II for a minimum

MOD CPSB

period of three (3) years;

(ii) Higher Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing, Kenya Registered Palliative Nursing, or any other equivalent qualification from a recognized institution;

(iii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks form a recognized institution;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes

NAROK-CPSB

APPENDIX 'C'

I. NURSING OFFICER/INTERN, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail:- providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patient/client; conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes; participating in quality improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

(ii) Registration Certificate issued by the Nursing Council of Kenya;

(iii) valid practising license from the Nursing Council of Kenya; and

(iv) Certificate in computer application skills.

II. SENIOR NURSING OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based

NAROK CGD

nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; documenting interventions and nursing outcomes; conducting a community health risk assessment and providing outcome based interventions; and participating in quality improvement and quality assurance procedures.

In addition duties and responsibilities will also include:- diagnosing common health conditions and recommending necessary interventions; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients personal and health condition/care; following up convalescing patients referred from higher facilities for continuity of care; conducting assessment of school health needs, plan, implement interventions and preparing periodic reports; conducting home visits and following up discharged patients/clients to provide continuity of care; providing home-based care services including home delivery; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; conducting community diagnosis and providing feedback; and conducting desk review, collecting data and implementing recommendations of the findings for improvement of nursing care.

(b) Requirements for Appointment

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

(i) served in the grade of Nursing Officer for a minimum period of one (1) year;

(ii) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practicing license from Nursing Council of Kenya; and

(v) No active disciplinary case.

III. CHIEF NURSING OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing holistic care by

carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting a community health risk assessment and providing outcome based interventions; conducting clinical teaching and assessment of nursing staff and students; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining nursing records on patients/clients personal and health condition/care; conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; organizing home visits and following up on discharged patients/clients to provide continuity of care; conducting community diagnosis and providing feedback; conducting desk reviews, collecting and collating data; implementing recommendations of findings for improvement of nursing care; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

(b) Requirement for Appointment:

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

(i) served in the grade of Senior Nursing Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid Practicing License from the Nursing Council of Kenya; and

(v) No active disciplinary case.

IV. PRINCIPAL NURSING OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for

NAROK - CPSB

client/patient; conducting clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting clinical teaching and assessment of nursing staff and students; and coordinate quality assurance activities for improvement of nursing care outcomes.

In addition, duties and responsibilities will include:- evaluating community interventions and providing feedback; managing nursing commodities and other resources; conducting studies and surveys in various health care areas and disseminating findings to improve care; coordinating occupational health and safety activities and preparing periodic reports; ensuring effective utilization and safety of assigned medical supplies and equipment; developing standard operating procedures for the unit in collaboration with other stakeholders; conducting training needs assessment and developing training/induction programmes; evaluating in-house training programmes and producing periodical reports; implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Nursing Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from the Nursing Council of Kenya;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

NAROK - CSB

V. ASSISTANT DIRECTOR, NURSING SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- coordinating development of policies, standards and guidelines in the provision of nursing services; ensuring application of the nursing process at the service delivery unit of specialization; carrying out comprehensive health needs assessment in the area of specialization; formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility; coordinating implementation of nursing related projects and programmes; coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health; coordinating preparation of training plans/programmes for nurses at the service delivery Unit; providing quantification and specifications for procurement of medical supplies and equipment; conducting research and preparing reports; advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services; implementing continuing professional development programmes for nurses; preparing strategic/annual work plans in a health facility; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Nursing Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

NAROK-CPSB

Diploma in Advanced Nursing in any of the following disciplines: - Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills; and

(viii) demonstrated a high degree of professional competence and administrative capability.

VI. DEPUTY DIRECTOR, NURSING SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible for coordinating provision of nursing services at the County; coordinating implementation of policies, standards, procedures and guidelines pertaining to nursing services at the County; maintaining standards, professional ethics and quality assurance in the provision of nursing services at the County; providing input in the development of standards and guidelines for nursing commodities; coordinating monitoring and evaluation of nursing services, programmes and activities at the County; coordinating preparation of reports on nursing services; ensuring recommendations from nursing research are utilized to inform policy development; developing Divisional strategic/work plans; training and development of nursing staff; and annual planning and budgeting for nursing services.

(b) Requirements for Appointment

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

NRBOK-CPSB

(i) served in the grade of Assistant Director, Nursing Services for a minimum period of three (3) years;

(ii) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: - Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) valid practicing license from the Nursing Council of Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated a high degree of professional competence and administrative capability in work performance and results.

MARKED COPY

VII. DIRECTOR, NURSING SERVICES, CPSB GRADE 3

(a) Duties and Responsibilities

The Director, Nursing Services will coordinate and manage Nursing Services at the County.

Specific duties and responsibilities will entail: ensuring compliance to the provisions of the Nurses Act. Cap 257; implementing policies, relating to nursing services; domesticating and ensuring compliance with nursing standards, guidelines and ethics; providing technical advice on matters pertaining to nursing services; developing and maintaining standards and guidelines for nursing commodities; monitoring and evaluating nursing services; facilitating research and promoting innovation in the provision of nursing services; managing nursing services' facilities, assets and resources; planning and budgeting for nursing services; and building capacity and managing performance of the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Nursing for a minimum period of three (3) years;

(ii) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: - Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

NAROK CPSB

(iii) Master's degree in any of the following disciplines: - Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated a high degree of professional competence and administrative capability in the management and coordination of nursing services.

NAROK - CPSB

16.0 CAREER PROGRESSION GUIDELINES FOR MEDICAL OFFICERS

1. MEDICAL OFFICERS' FUNCTION

The medical officers' function entails:- implementation of medical health policies, regulations, standards, guidelines and protocols; undertaking general/community diagnosis and providing clinical care, treatment and rehabilitation of patients; conducting disease prevention, surveillance and control; provision of emergency response and clinical care services during disaster; carrying out medical examinations and writing reports; facilitation of Medical Boards' proceedings; provision of medical health education and promotion; management of health facilities; facilitation of training of interns and other health personnel; establishment and management of health information systems; conducting health research; provision of forensic and medico-legal services; and provision of psycho-social interventions.

2. GRADING STRUCTURE

The Scheme establishes six (6) grades of Medical Officers, who will be designated and graded as follows:

Cadre	Designation	Job Grade CPSB	Job Group
Medical Officers	Medical Officer	7	M
	Senior Medical Officer	6	N
	Assistant Director, Medical Services/Medical Specialist II	5	P
	Senior Assistant Director, Medical Services/Medical Specialist I	4	Q
	Deputy Director, Medical Services/Senior Medical Specialist	3	R
	Senior Deputy Director, Medical Services II/Chief Medical Specialist	2	S

Note: *The grades of Medical Officer/Senior Medical Officer, Job Grades 7/6 will form common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline:

(i) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B) degree from an institution recognized by The Kenya Medical Practitioners and

NAIROBI CPSB

Dentists Council.

(ii) Master's degree in any of the following disciplines: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council.

(iii) Certificate of Registration by the Kenya Medical Practitioners and Dentists Council.

(iv) Valid practicing license from the Kenya Medical Practitioners and Dentists Council.

(v) Certificate in Health Systems lasting not less than four (4) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(viii) Certificate in computer application skills.

(ix) No active disciplinary case; and

(x) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. **JOB AND APPOINTMENT SPECIFICATIONS**

MEDICAL OFFICERS **APPENDIX 'A'**

I. MEDICAL OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

NAROK-CPSB

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail: diagnosing, caring and treating diseases; performing medical and surgical procedures; preparing and responding to emergencies and disasters; participating in management of medicines, medical instruments and equipment; providing health education; maintaining medical records, health Information and data; counselling patients and their relatives on diagnoses and bereavement; teaching and coaching medical students, nursing students and clinical officer interns; and preparing requisite documents for registration.

(b) Requirements for Appointment

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

(i) Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(ii) successfully completed one (1) year Internship from a recognized institution;

(iii) Registration license from the Kenya Medical Practitioners and Dentists Council; and

(iv) Certificate in computer application skills.

II. SENIOR MEDICAL OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:- undertaking "First-on-Call" duties including: clerking, investigating, and managing patients; conducting weekly clinic and theatre days; performing emergency surgeries; working with Medical Specialists in wards, theatres, and clinics; undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems; undertaking medical examinations; responding to intern calls; training and supervising Medical Officers (Intern) and other students; carrying out outreach services; ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and preparing medical reports.

(b) Requirements for Appointment

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

MOH - CPSB

(i) served in the grade of Medical Officer for a minimum period of one (1) year;

(ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(iii) Registration Certificate issued by the Kenya Medical Practitioners and Dentists Council;

(iv) valid practicing license from the Kenya Medical Practitioners and Dentists Council;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

III. ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- reviewing patients and instructing in writing all the recommendations; undertaking "First-on-Call" duties including clerking, investigating, and managing patients; conducting weekly clinic and theatre days; managing health facilities at various tiers in communities; responding to intern calls; training, supervising and mentoring Medical Officers (Intern) and other students; performing emergency surgeries; undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems; undertaking medical examinations and preparing Medical Board Proceedings; carrying out community diagnosis, care and treatment; ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and conducting disease surveillance, prevention, and control; carrying out health education and promotion; and preparing medical reports.

(b) Requirements for Appointment

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

NYOK-CPSB

(i) served in the grade of Senior Medical Officer for a minimum period of three (3) years;

(ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(iii) Registration Certificate issued by the Kenya Medical Practitioners and Dentists Council;

(iv) valid practicing license from the Kenya Medical Practitioners and Dentists Council;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST I, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking general diagnosis, care, treatment and rehabilitation of patients; carrying out specialized clinical care; providing psycho-social interventions; providing clinical services to patients; training, consulting and performing surgeries in various health facilities; carrying out forensic and medico-legal services; coordinating disease surveillance, prevention, and control; coordinating health education and promotion; implementing health projects and programmes; maintaining up-to-date health information systems; monitoring provision of health treatment and care; undertaking health research; and analyzing medical reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Medical Services/Medical Specialist II for a minimum period of three (3) years;

(ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

NRBK - CPSB

(iii) Master's degree in any of the following disciplines:- Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(iv) Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;

(v) valid practicing license from the Kenya Medical Practitioners and Dentists Council;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional competence and managerial capability as reflected in work performance and results.

V. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- performing complex and advanced clinical patient management in area of specialization including:- Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Board; coordinating training, coaching and mentoring of health personnel; managing health stores including essential medicines and/or plant and equipment; managing larger facilities/hospitals; developing intervention activities or programs for the management of diseases and conditions; developing medical Standard Operating Procedures (SOPs) and protocols; developing training curricular and

MAROK-CPSB

syllabi in collaboration with training institutions; coordinating emergency response and clinical care; coordinating health projects and programmes; managing health information systems; carrying out health surveys and research; and monitoring the provision of forensic and medico-legal services.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Medical Services/Medical Specialist I for a minimum period of three (3) years;

(ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(iii) Master's degree in any of the following disciplines: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(iv) Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;

(v) valid practicing license from the Kenya Medical Practitioners and Dentists Council;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional competence and managerial capability as reflected in work performance and results.

NAIROBI SDB

VI. SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES II/CHIEF MEDICAL SPECIALIST, CPSB GRADE 2

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care, treatment and rehabilitation of patients; assessing employees' fitness for continuation of work, age assessment and medical practice among others; planning and managing County healthcare programs at the implementation level directed towards the improvement of health services in the country; developing intervention activities or programs for training of health staff in field of community health and health management; promoting International/inter-county Health Relations; monitoring and evaluating health projects and programmes; providing guidance, training and development of professional staff in clinical practice specialty; coordinating outreach activities and services; designing and undertaking research; coordinating health research; analyzing, utilizing and disseminating research findings in planning activities to improve service delivery; initiating development of an appropriate health information management system; coordinating provision of quality health care and adherence to health standards; providing specifications for procurement of health supplies and commodities; and coordinating training and development and performance management.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Medical Services/Senior Medical Specialist for a minimum period of three (3) years;

(ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch. B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(iii) Master's degree in any of the following disciplines: - Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification

NAROK COUNTY

from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(iv) Registration Certificate issued by the Kenya Medical Practitioners and Dentists Council;

(v) valid practicing license from the Kenya Medical Practitioners and Dentists Council;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown outstanding professional competence and administrative capability administration and management of the Medical Health Function.

NAROK - CPSB

17.0 CAREER PROGRESSION GUIDELINES FOR DENTAL OFFICERS

1. THE DENTAL OFFICERS FUNCTION

The Dental Officers' Function entails:- formulation, review, and implementation of dental policies, standards, guidelines and protocols; provision of appropriate information to patients on diagnosis, treatment or management of orofacial conditions and diseases and their consequences; performance of procedures on the orofacial complex, teeth, and the hard and soft tissues surrounding or supporting the teeth and rehabilitation of dentition; management of impacted teeth by surgical extraction and disimpassion; investigation and administration of local analgesia and/or sedative drugs and prescription of medicines in connection with procedures on teeth, jaws and the soft tissues surrounding or supporting teeth; provision of specialized clinical dental care in different fields of dentistry as per specialty; provision of community dentistry, dental health education and promotion of preventive oral health care services geared towards prevention of oral-facial diseases, surveillance and control, and diagnosis and treatment; provision of dental emergency response and clinical care; provision of leadership in the management of health facilities; facilitation of training of interns and other health personnel; establishment and management of dental information systems; and construction of fixed and removable orthodontic appliances.

2. GRADING STRUCTURE

This Career Progression Guideline establishes five (5) grades of Dental Officers who will be designated and graded as follows: -

Cadre	Designation	Job Grade CPSB	Job Group
Dental Officers	Dental Officer	7	M
	Senior Dental Officer	6	M
	Assistant Director, Dental Services/Dental Specialist II	5	P
	Deputy Director, Dental Services/Senior Dental Specialist	4	Q
	Director, Dental Services/Chief Dental Specialist	3	R

Note: *The grades of Dental Officer and Senior Dental Officer, Job Grade CPSB 7/6 will form a common establishment for the purpose of this Career Progression Guideline.*

NOT FOR SALE

3. RECOGNIZED QUALIIFCATIONS

The following are the recognized qualifications for the purpose of these Career Progression Guideline: -

(i) Bachelor's degree in Dental Surgery (BDS) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

(ii) Master's degree in Dental Surgery (MDS) in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anaesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial /Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

(iii) One (1) year Internship from a recognized institution.

(iv) Registration Certificate either by the Medical Practitioners and Dentists Board.

(v) Valid practising license from either Medical Practitioners and Dentists Board or Pharmacy and Poisons Board.

(vi) Certificate of registration from the Kenya Dental Technologists Association.

(vii) Certificate in Health Systems lasting not less than four (4) weeks from a recognized institution.

(viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(ix) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(x) Certificate in computer application skills.

(xi) No active disciplinary case.

(xii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

NARC-CSB

4. JOB APPOINTMENTS AND SPECIFICATIONS

I. DENTAL OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- providing dental care including: diagnosing common oral conditions, treating, prescribing and referring; carrying out minor oral and maxillofacial surgery; prosthetics, and conservative dentistry; facilitating admission, disease investigations of patients, report writing and assisting in theatre activities; collecting information on dental health information system; organizing discharge summaries and follow-up of patients; and acting as the first on call on duty.

(b) Requirements for Appointment

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

(i) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;

(ii) successfully completed one (1) year Internship from a recognized institution;

(iii) Certificate of Registration by the Medical Practitioners and Dentists Board; and

(iv) Certificate in computer application skills

II. SENIOR DENTAL OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- admitting patients, undertaking minor oral and maxillofacial surgery; prosthetics, orthodontics, pedodontics, perinatology and conservative dentistry; carrying out dental examinations, age assessment, and writing dental reports; participating in community sensitization and outreach programs on dental health care; collecting information and updating dental health information system; providing informal training, and supervising other health workers; writing discharge summaries and follow-up of patients; diagnosing, investigating, treating patients and assisting in the theatre activities; and acting as the first on call on duty.

MACK CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Dental Officer for a minimum period of one (1) years;

(ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

(iii) Certificate of Registration by the Medical Practitioners and Dentists Board;

(iv) Valid practicing license from Medical Practitioners and Dentists Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown ability and demonstrated merit as reflected in work performance and results.

III. ASSISTANT DIRECTOR, DENTAL SERVICES/ DENTAL SPECIALIST II, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- performing specific dental procedures including restorative, prosthodontics, pea odonatists, orthodontics, minor oral-facial surgeries, and periodontology; being on call to review and manage dental health patients; undertaking medico-legal duties which include filling of P.3 forms; undertaking dental examinations, age assessment, and writing dental reports; conducting outreach community oral health services; referring complex cases; educating and creating awareness on prevention of dental diseases and dental health; maintaining up-to-date dental health patients' records and bio data; supervising, training and coaching dental interns and students; ensuring that dental health reports are prepared and submitted promptly; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of dental personnel.

(b) Requirements for Appointment

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

NYROK-CPSB

(i) served in the grade of Senior Dental Officer for a minimum period of three (3) years;

(ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;

(iii) Masters of Dental Surgery degree in any of the following disciplines:- Pediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial /Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

(iv) Certificate of Registration by the Medical Practitioners and Dentists Board;

(v) Valid practicing license from Medical Practitioners and Dentists Board;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills from a recognized institution;

(viii) No active disciplinary case; and

(ix) demonstrated ability and competence in organizing, performing and discharging the dental function.

IV. DEPUTY DIRECTOR, DENTAL SERVICES/ SENIOR DENTAL SPECIALIST, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - providing clinical services in any of the following areas of specialty; Pediatric Dentistry, Periodontology Maxillofacial Surgery, Prosthodontics, Oral Medicine/Oral Pathology, Orthodontics, Oreland Maxillofacial Radiology, Community & Preventive Dentistry ,Biomaterials; interpreting dental health guidelines, strategies; implementing programs; providing consultancy services in dental health in health facilities; identifying areas of research and carrying out research in dental health; providing guidance, training and coaching of dental staff and

HAROK-CPSB

other health workers, initiating development of a dental health information system; coordinating submission of dental reports, ensuring hospital units are functioning; and managing staff performance reports in dental health services.

(b) Requirements for Appointment

(i) served in the grade of Assistant Director, Dental Services for a minimum period of three (3) years;

(ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;

(iii) Masters of Dental Surgery degree in any of the following disciplines:- Pediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

(iv) Certificate of Registration by the Medical Practitioners and Dentists Board;

(v) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional competence and managerial capability as reflected in work performance and results.

V. DIRECTOR, DENTAL SERVICES/ CHIEF DENTAL SPECIALIST, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating the formulation, implementation, interpretation, and review of dental health

MOPOK-CPSB

policies, guidelines, strategies and programs; planning, directing, coordinating, organizing and managing dental health programs and services; coordinating development of intervention programs, guiding, training, mentoring and coaching of staff in dental health services and other health staff in community health management; ensuring the implementation of quality management systems in dental health services; managing health facility inventories of buildings, stores, plant and equipment; primary health care management; facilitating dental research and ensuring implementation of findings; coordinating resource mobilization and partnership development amongst governmental and nongovernmental in the health sector; participating in development of national plans and programs; overseeing the implementation of the Medical Practitioners and Dentists Board's decision; providing consultancy services in dental health in health facilities; establishing and ensuring implementation of dental health information system; custodian of patients and institutional records; coordinating outreach activities and services; ensuring staff performance management and development in dental Services; and budgeting and ensuring prudent utilization of resources.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Dental Services for a minimum period of three (3) years;

(ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;

(iii) Masters of Dental Surgery degree in any of the following disciplines: - Pediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial, Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

(iv) Registration Certificate by the Medical Practitioners and Dentists Board;

(v) Valid practicing license from Medical Practitioners and Dentists Board;

(vii) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution or its equivalent;

NAIROBI CRO

(viii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(ix) Certificate in computer application skills;

(x) No active disciplinary case;

(xi) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Dental Function; and

(xii) thorough understanding of national goals, policies and objectives and ability to relate them to the Dental Function and aspirations of Vision 2030.

NAROK - CPSB

18.0 CAREER PROGRESSION GUIDELINES FOR DENTAL TECHNOLOGISTS

1. THE DENTAL TECHNOLOGISTS FUNCTION

The Dental Technology function entails: provision of dental health care to meet the patient/client's health needs that will enable the client to regain lost oral health functions, good heath, aesthetics and self-esteem which includes: formulation of relevant policies, guidelines, standards and procedures; provision of promotive and rehabilitative dental health care services; selection of appropriate dental materials and taking impressions; plan, design and fabricate removable acrylic dentures; construction of fixed and removable orthodontic appliances; design and fabrication of maxillofacial prostheses, metallic dentures, implants, crowns and bridges; assessment and review of patients and evaluation of the dental laboratory procedures; ensure quality and safety of appliances and prostheses; conduction of monitoring and evaluation of dental laboratory programmes; provision of community dental health education; and conduction of research in dental technology, trends and other emerging issues.

2. GRADING STRUCTURE

This Career Progression Guideline establishes seven (7) grades of Dental Technologists who will be designated and graded as follows:

Cadre	Designation	Job Grade CPSB	Job Grade
Dental Technologists	Dental Technologist III	11	H
	Dental Technologist II	10	J
	Dental Technologist I	9	K
	Senior Dental Technologist	8	L
	Chief Dental Technologist	7	M
	Principal Dental Technologist	6	N
	Senior Principal Dental Technologist	5	P

Note: *The grades of Dental Technologist III/II Grades 11/10 will form a common establishment for the purposes of this Career Progression Guideline.*

3. RECOGNIZED QUALIIFCATIONS

The following are the minimum recognized qualifications for the purpose of these Career progression guideline: -

(i) Diploma in Dental Technology or its equivalent qualification from a recognized institution.

NARC-CPSB

(ii) Post-Graduate Diploma in any of the following disciplines: - Dental Technology; Maxillofacial Technology, General Prosthetics, Crown & Bridge, Orthodontics, Dental Bio-Materials, Implantology, Clinical Dental Technology, Medical Health Education.

(iii) Certificate of registration from the Kenya Dental Technologists Association.

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate of registration from the Kenya Dental Technologists Association.

(vii) Certificate in computer application skills.

(viii) No active disciplinary case.

(ix) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. DENTAL TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- receiving and recording all patient work and interpreting patient prescription; disinfecting impressions; casting impressions; making acrylic complete/partial dentures and repairs; and participating in oral/dental health promotion.

(b) Requirements for Appointment

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

(i) Diploma in Dental Technology or its equivalent qualification from a recognized institution;

(ii) Certificate of registration from the Kenya Dental Technologists Association; and

NAROK-CPSB

(iii) Certificate in computer application skills.

II. DENTAL TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - interpreting patient prescriptions; planning and processing complete and partial dentures; constructing removable Hawley appliances and habit breakers; making acrylic crowns and bridges; preparing lists of dental materials and equipment required for dental laboratory use for onward transmission to his/her supervisor; and participating in oral/dental health promotion.

(b) Requirements for Appointment

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

(i) served in the grade of Dental Technologist III for a minimum period of three (3) years;

(ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;

(iii) Certificate of registration from the Kenya Dental Technologists Association;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. DENTAL TECHNOLOGIST I, JOB CPSB GRADE 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - constructing active removable orthodontics appliances with finger springs, z-springs and buccal canine retractors; making immediate dentures; relining and rebasing removable dentures; casting metallic jacket crowns and bridges; and maintaining dental laboratory commodities.

(b) Requirements for Appointment

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

MROK-CPSB

(i) served in the grade of Dental Technologist II for a minimum period of three (3) years;

(ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;

(iii) Certificate of registration from the Kenya Dental Technologists Association; Certificate of registration from the Kenya Dental Technologists Association;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR DENTAL TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- duplicating dentures; making surgical plates; constructing bleaching trays and mouth guards; casting and processing metallic complete and partial dentures; fabricating metallo-ceramic crowns and bridges; updating and maintaining dental laboratory inventories and stores; carrying out oral/dental health promotions; and guiding staff.

(b) Requirements for Appointment

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

(i) served in the grade of Dental Technologist I for a minimum period of three (3) years;

(ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;

(iii) Certificate of registration from the Kenya Dental Technologists Association;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

MARCH - CPSB

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. CHIEF DENTAL TECHNOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: designing and fabricating over dentures; fabricating all-ceramic systems; constructing functional appliances such as oral screens and activators; constructing maxillofacial prostheses such as obturators; managing dental laboratory inventory and stores; casting and processing metallic complete and partial dentures; and guiding and counselling of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Dental Technologist for a minimum period of three (3) years;

(ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate of registration from the Kenya Dental Technologists Association;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL DENTAL TECHNOLOGIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: designing and fabricating sectional dentures; constructing myo-functional appliances such as Frankel's, biomatters and twin blocks; fabricating all-ceramic systems; designing and

NAPOK-CPSB

fabricating combined fixed and removable partial dentures; fixing precision attachments on natural teeth and implants; managing a dental laboratory; analyzing research data; and guiding and counselling staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Dental Technologist for a minimum period of three (3) years;

(ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate of registration from the Kenya Dental Technologists Association;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results

VII. SENIOR PRINCIPAL DENTAL TECHNOLOGIST, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: managing dental laboratory services; developing and implementing policies and guidelines; designing and fabricating frame or frame-free composite veneers, crowns and bridges; carrying out research; taking part in dental technology curriculum development; constructing myo-functional appliances such as frankels, bionators and twin blocks; fabricating all-ceramic systems; designing and fabricating combined fixed and removable partial dentures; fixing precision attachments on natural teeth and implants; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Dental Technologist for a minimum

MAROK-CBSB

period of three (3) years;

(ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;

(iii) Post-Graduate Diploma in any of the following disciplines:- Dental Technology; Maxillofacial Technology, General Prosthetics, Crown & Bridge, Orthodontics, Dental Bio-Materials, Implantology, Clinical Dental Technology, Medical Health Education;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate of registration from the Kenya Dental Technologists Association;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated technical and professional competence as reflected in work performance and results.

NAROK-CPSB

19.0 CAREER PROGRESSION GUIDELINES FOR OPTOMETRY PERSONNEL

1. THE OPTOMETRY FUNCTION

The Optometry Function entails provision of comprehensive vision care and management in the County. Specifically the Function entails: implementation and interpretation of optometry policies, standards, procedures and guidelines at the County; provision of visual and ocular diagnostic services; provision of ocular therapeutic services within optometry scope of practice; refraction and dispensing of optical appliances; rehabilitation of the visual system including low vision and orthoptics; implementation of National Eye Health Strategic Plan For the Prevention of Blindness at the County; supervision of optometry interns and students on clinical practice; promotion of innovation and modern technology use in the provision of optometry services; and conducting research on emerging issues and trends in optometry.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes seven (7) grades of Optometry Technologists, seven (7) grades of Optometrists, who will be designated and graded as follows:

OPTOMETRY TECHNOLOGISTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Optometry Technologists	Optometry Technologist III	11	H
	Optometry Technologist II	10	J
	Optometry Technologist I	9	K
	Senior Optometry Technologist	8	L
	Chief Optometry Technologist	7	M
	Principal Optometry Technologist II	6	N
	Principal Optometry Technologist I	5	P

NAROK - CPSB

OPTOMETRISTS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Optometrists	Optometrist	9	K
	Senior Optometrist	8	L
	Chief Optometrist	7	M
	Principal Optometrist	6	N
	Assistant Director, Optometrist Services	5	P
	Deputy Director, Optometrist Services	4	Q
	Director, Optometrist Services	3	R

Note: *The grades of Optometry Technologist III/II, Job Group CPSB 11/10 for Diploma holders and Optometrist/Senior Optometrist, Job Grade CPSB 9/8 for Degree holders will form common establishment for the purpose of this Career Progression Guidelines.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this Career Progression Guidelines:

(i) Diploma in any of the following disciplines: Optometry, Optometry Technology or equivalent qualification from a recognized institution.

(ii) Higher Diploma in any of the following disciplines: Optometry, Low Vision and Contact Lenses or equivalent qualification from a recognized institution.

(iii) Bachelor's Degree in any of the following disciplines: Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution.

(iv) Master of Science in any of the following disciplines: Optometry, Optometry and Vision Science or equivalent from a recognized institution.

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

NAOK-CPSB

(viii) Certificate in computer application skills.

(ix) No active disciplinary case.

(x) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB APPOINTMENT SPECIFICATIONS

OPTOMETRY TECHNOLOGISTS

APPENDIX 'A'

I. OPTOMETRY TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under guidance and supervision of a senior officer.

Duties and responsibilities will entail: capturing patient's bio data; taking history of patients; making general patient observations for diagnostic purposes and treatment; obtaining patient informed consent before offering any treatment; following up on patient's treatment and progress; implementing patient treatment plan; assessing the refractive status of the eye; glazing and fitting of spectacles; collecting optometry clinical data; collecting information on ophthalmic/optical equipment and appliances; taking stock of inventory in the optical shop; and preparing briefs/reports.

(b) Requirements for Appointment

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

(i) Diploma in any of the following disciplines: - Optometry, Optometry Technology or equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. OPTOMETRY TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: capturing patient's bio data; taking history of patients; making

NAKURU CPSB

general patient observations for diagnostic purposes and treatment; obtaining patient informed consent before offering any treatment; following up on patient's treatment and progress; undertaking investigations to make patient diagnosis; assessing the refractive status of the eye; implementing patient treatment plan; prescribing spectacles; glazing and fitting spectacles; compiling optometry clinical data; compiling information on ophthalmic/optical equipment and appliances; taking stock and keeping inventory in
shop; providing eye health education and promotion; and briefs/reports.

(b) Requirements for Appointment

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

(i) served in the grade of Optometry Technologist III for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: - Optometry, Optometry Technology or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. OPTOMETRY TECHNOLOGIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities:-capturing patient's bio data; taking history of patients; examining the refractive status of the eye; diagnosing and treating eye patients; detecting patients with low vision; obtaining patient informed consent before offering any treatment; reviewing and following up on patient's treatment and progress; undertaking investigations to make further patient diagnosis; developing and implementing patient treatment plan; referring and receiving patients appropriately; creating awareness on eye health and care; developing and implementing eye examination plan; prescribing soft contact lenses; dispensing soft contact lenses; compiling research data; updating information on ophthalmic/optical equipment and appliances; updating inventory in the optical shop; and preparing reports.

(b) Requirements for Appointment

MAROK-CPSB

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

(i) served in the grade of Optometry Technologist II for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: - Optometry, Optometry Technology or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. SENIOR OPTOMETRY TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: capturing patient's bio data; taking history of patients; obtaining patient informed consent before offering any treatment; examining the refractive status of the eye; diagnosing and treating eye patients; assessing the refractive status of the eye; detecting patients with low vision; prescribing soft contact lenses; dispensing of soft contact lenses; reviewing and following up on patients treatment and progress; undertaking investigations to make further patient diagnosis of eye patients; referring and receiving patients appropriately; creating awareness on eye health and care; developing and implementing eye examination plan; developing and implementing patient treatment plan; updating research repository; updating information on ophthalmic/optical equipment and appliances; updating inventory in the optical shop; documenting optometry clinical data; orienting interns and students in a health institution; and preparing reports.

(b) Requirements for Appointment

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

(i) served in the grade of Optometry Technologist I for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: Optometry, Optometry Technology or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

NAKUSHCPSB

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

V. CHIEF OPTOMETRY TECHNOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: carrying out inspections for eye health occupation and safety; analyzing patient's bio data; taking history of patients; examining the eye; carrying out ocular investigations; analyzing clinical data; documenting patients records; reviewing patients and making diagnosis; designing treatment plan for the patients; referring patients appropriately for further treatment and care; evaluating the refractive status of the eye; prescribing spectacles; dispensing contact lenses; providing health education and promotion to eye patients/clients; monitoring patients' progress in a health institution; providing specifications for procurement of optical devices; ensuring availability of optical consumables; maintaining ophthalmic/ optical equipment; inducting students and interns in a health institution; developing assessment tools and instruments for interns and students on attachment; undertaking research; analyzing research data; preparing reports; and mentoring staff, students and interns.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Optometry Technologist for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: - Optometry, Optometry Technology or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL OPTOMETRY TECHNOLOGISTS II, JOB GRADE CPSB 6

NARC-CRD

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: carrying out inspections for eye health occupation and safety; documenting patients history and records; carrying out ocular investigations; reviewing patients and making diagnosis; designing treatment plans for the patients; referring patients appropriately for further treatment and care; assessing the refractive status of the eye; prescribing spectacles; dispensing optical appliances, including low vision devices; rehabilitating the visual system including orthoptics; organizing health education and promotion forums; designing tools and instruments, instruments and IEC materials for provision of health education and promotion to eye patients/clients; monitoring patients' progress in a health institution; monitoring and evaluating optical services; compiling specifications for procurement of optical devices; keeping up-to-date ophthalmic/optical equipment and appliances; inducting students and interns in a health institution; developing assessment tools and instruments, instruments and materials for interns and students on attachment; designing optometry programs; carrying out research and analyzing research data; preparing reports; and guiding staff, students and interns.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Optometry Technologist for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: - Optometry, Optometry Technology or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VII. PRINCIPAL OPTOMETRY TECHNOLOGIST I, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: carrying out inspections in a health facility for eye health occupation and safety; coordinating documentation of patients records;

NAROK - CPSB

conducting ocular investigations; assessing the refractive status of the eye; reviewing patients and making diagnosis; designing treatment plan for patients; designing eye examination tools and instruments; referring patients appropriately for further treatment and care; evaluating the refractive status of the eye; dispensing optical appliances including low vision devices; prescribing and fitting spectacles and contact lenses; dispensing of soft and hard contact lenses; assessing and determining low vision needs in detail; advising low vision patients on environmental modification; and orienting low vision patients on mobility and life skills.

The officer will also be responsible for: guiding and counselling patients/family on low vision care; rehabilitating the visual system including orthoptics; detecting and diagnosing the abnormalities of the visual system; providing health education and promotion to eye patients/clients; monitoring patients' progress in a health institution; monitoring and evaluating optical services; maintaining ophthalmic/optical equipment and appliances; developing assessment tools and instruments for interns and students on attachment; supervising and assessing students and interns in a health facility; monitoring and evaluating optometry programs and projects; identifying areas of research; undertaking research; maintaining research repository; providing specifications for procurement of optical devices and equipment; preparing reports; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Optometry Technologist II, for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: - Optometry, Optometry Technology or equivalent qualification from a recognized institution;

(iii) Higher Diploma in any of the following fields: Optometry, Low Vision and Contact Lenses or equivalent qualification from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated professional competence and administrative capability as reflected in work performance and results.

NAROK CRD

OPTOMETRY OFFICERS

APPENDIX 'B'

I. OPTOMETRY OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: capturing patient's bio data; taking history of patients; obtaining patient informed consent before offering any treatment; undertaking glazing and fitting of spectacles; diagnosing and treating eye patients; detecting patients with low vision and binocular vision anomaly; prescribing pharmacological therapy to treat ocular diseases and injury; reviewing and following up on patients treatment and progress; undertaking investigations to make further patient diagnosis; developing and implementing patient treatment plan; referring and receiving patients appropriately; creating awareness on eye health and care; prescribing soft contact lenses; dispensing soft contact lenses; compiling research data; updating information on ophthalmic/optical equipment and appliances; updating inventory in the optical shop; and preparing reports.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. SENIOR OPTOMETRY OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: capturing patient's bio data; taking history of patients; obtaining patient informed consent before offering any treatment; undertaking glazing and fitting of spectacles; diagnosing and treating eye patients; assessing the refractive status of the eye; detecting patients with low vision and binocular vision anomaly; prescribing soft contact lenses; prescribing pharmacological therapy to treat ocular diseases and injury; dispensing soft contact lenses; reviewing and following up on patients treatment and progress; undertaking investigations to make further patient diagnosis of eye patients; referring and receiving patients appropriately;

WORK-DRAFT

creating awareness on eye health and care; developing and implementing patient treatment plan; updating research repository; updating information on ophthalmic/optical equipment and appliances; updating inventory in the optical shop; documenting optometry clinical data; orienting interns and students in a health institution; and preparing reports.

(b) Requirements for Appointment

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

(i) served in the grade of Optometry Officer for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. CHIEF OPTOMETRY OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities:- taking history of patients; analyzing patient's bio data; examining the eye; reviewing patients and making diagnosis; carrying out ocular investigations; designing treatment plans for patients; referring patients appropriately for further treatment and care; evaluating the refractive status of the eye; assessing the central and peripheral visual function and the integrity of the visual pathway; assessing ocular-motility and binocular function; assessing binocular vision anomaly and recommending appropriate care; prescribing pharmacological and other therapy to treat ocular diseases and injury as per specialty; providing pre/post-operative support to the eye care team; carrying out inspections for eye health occupation and safety; organizing health education and promotion forums; prescribing and fitting contact lenses; and dispensing of soft and hard contact lenses.

The officer at this level will also be responsible for: providing specifications for procurement of optical devices and equipment; assessing and managing low vision patients; advising low vision patients on environmental modification;

NBOK-CPSB

orienting low vision patients on mobility and life skills; guiding and counselling patients/family on low vision care; providing specifications for procurement of optical devices; ensuring availability of optical consumables; maintaining ophthalmic/optical equipment; developing assessment tools and instruments for interns and students on attachment; undertaking research; maintaining research repository; supervising and assessing students and interns in a health facility; preparing reports; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Optometry Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL OPTOMETRY OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: carrying out inspections for eye health occupation and safety; documenting patients history and records; carrying out ocular investigations; reviewing patients and making diagnosis; designing treatment plans for the patients; referring patients appropriately for further treatment and care; assessing the refractive status of the eye; prescribing spectacles; dispensing optical appliances, including low vision devices; rehabilitating the visual system including orthoptics; assessing the central and peripheral visual function and the integrity of the visual pathway; assessing ocular-motility and binocular function; assessing binocular vision anomaly and recommending appropriate care; prescribing pharmacological and other therapy to treat ocular diseases and injury as per specialty; carrying out inspections for eye health occupation and safety; and providing pre/post-operative support to the eye care team.

In addition, the officer will be responsible for: designing tools and instruments,

MROK CPSB

instruments and IEC materials for provision of eye health education and promotion to patients/clients; organizing health education and promotion forums; prescribing and fitting contact lenses; dispensing of soft and hard contact lenses; providing specifications for procurement of optical devices and equipment; assessing and managing low vision patients; advising low vision patients on environmental modification; orienting low vision patients on mobility and life skills; guiding and counselling patients/family on low vision care; maintaining research repository; monitoring patients' progress in a health institution; monitoring and evaluating optical services; keeping up-to-date ophthalmic/optical equipment and appliances; inducting students and interns in a health institution; developing assessment tools and instruments, instruments and materials for interns and students on attachment; designing optometry programs; carrying out research and analyzing research data; preparing reports; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Optometry Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, OPTOMETRY SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: carrying out inspections in a health facility for eye health occupation and safety; coordinating documentation of patients records; conducting ocular investigations; evaluating the refractive status of the eye; reviewing patients and making diagnosis; designing treatment plan for patients; designing eye examination tools and instruments; referring patients

MAROK-CPSB

appropriately for further treatment and care; evaluating the refractive status of the eye; dispensing optical appliances including low vision devices; prescribing and fitting spectacles and contact lenses; dispensing of soft and hard contact lenses; assessing and managing low vision patients; advising low vision patients on environmental modification; orienting low vision patients on mobility and life skills; guiding and counselling patients/family on low vision care; and rehabilitating the visual system including orthoptics.

In addition, the officer will responsible for: - assessing and diagnosing the abnormalities of the visual system; assessing the central and peripheral visual function and the integrity of the visual pathway; assessing ocular-motility and binocular function; assessing binocular vision anomaly and recommending appropriate care; prescribing pharmacological and other therapy to treat ocular diseases and injury as per specialty; providing pre/post-operative support to the eye care team; providing eye health education and promotion to patients/clients; monitoring patients' progress in a health institution; monitoring and evaluating optical services; maintaining ophthalmic/optical equipment and appliances; developing assessment tools and instruments for interns and students on attachment; supervising and assessing students and interns in a health facility; monitoring and evaluating optometry programs and projects; identifying areas of research, preparing research proposals and carrying out research; updating maintaining research repository; providing specifications for procurement of optical devices and equipment; preparing reports; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Optometry Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution;

(iii) Master of Science in any of the following disciplines:- Optometry, Optometry and Vision Science or equivalent from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

NAROKSCG

(vi) demonstrated high degree of professional competence and administrative capability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, OPTOMETRY SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: developing and implementing optometry policies, strategies, guidelines, standards and procedures; coordinating development, implementation and review of optometry activities, projects and programmes; conducting comprehensive eye examination; coordinating ocular investigations; developing and reviewing standard guidelines and protocols for optometry practice; validating eye examination tools and instruments; monitoring and evaluating eye health care and management; referring patients for further optometry care and management; providing pre/post-operative support to the eye care team; designing programs for refractive errors of the eye; recommending occupational placement for low vision patients; and coordinating rehabilitation of low vision patients.
In addition, the officer will be responsible for: evaluating student and internship programs, curriculum and assessment tools and instruments in a health facility; identifying areas of research, preparing research proposals and carrying out research; maintaining research repository; monitoring and evaluation of optometry programmes and projects; supervising and assessing interns and students on attachment in a health facility; providing specifications for procurement of optical devices and equipment; carrying out research and preparing reports on emerging issues and trends in optometry; setting performance targets; preparing progress report; preparing strategic/work plans; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Optometry Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution;

(iii) Master of Science in any of the following disciplines:- Optometry, Optometry and Vision Science or equivalent from a recognized institution;

MARKED

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated high degree of professional competence and administrative capability as reflected in work performance and results.

VII. DIRECTOR, OPTOMETRY SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Director, Optometry will be responsible for management and coordination of the Optometry Function at the County.

Specific duties and responsibilities will include: overseeing implementation of optometry policies, standards, procedures and guidelines; overseeing development, implementation and review of referral strategies and guidelines in liaison with other stake holders; ensuring implementation of National Eye Health Strategic Plan For the Prevention of Blindness at the County; providing technical advice on matters optometry; overseeing provision of visual and ocular diagnostic services; spearheading provision of ocular therapeutic services within optometry scope of practice; overseeing refraction and dispensing of optical appliances; facilitating rehabilitation of the visual system including low vision and orthoptics; promoting innovation and modern technology use in the provision of optometry services; promoting activities that enhance occupational eye health; initiating, lobbying and advocating for programmes that promote eye health; and facilitating setting up and managing of optical shops within hospitals;

In addition, the Director will be responsible for: - initiating and facilitating research on emerging issues and trends in optometry; overseeing establishment and maintenance a database of research information on optometry at the County; disseminating research findings; facilitating promotion of education and training programs in collaboration with other stakeholders to create awareness on eye health care and management; collaborating and forming partnerships to mobilize resources in support of optometry programs, projects and other interventions; advising on procurement of optometry equipment, appliances and commodities in a health facility; preparing and submitting annual reports and briefs on matters optometry; overseeing preparation of strategic plans and budgets; ensuring

NRBK-CPSB

prudent utilization of resources; and building capacity and managing performance of the Division at the County.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Optometry Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent qualification from a recognized institution;

(iii) Master of Science in any of the following disciplines: - Optometry, Optometry and Vision Science or equivalent from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated high degree of integrity, professional competence and administrative capability required for the effective management and coordination of the Optometry function at the County.

NAROK CPSB

20.0 CAREER PROGRESSION GUIDELINES FOR PHARMACIST

1. PHARMACIST FUNCTION

The Pharmacists' function entails:- formulation, implementation and review of Pharmaceutical and other related health policies, regulations, standards, guidelines and programs; development of guidelines and standards in the provision of medical and non-medical therapy; ensure availability of medicines in health facilities; managing and monitoring essential medicines during disasters and emergencies; establishment and management of pharmaceutical information systems; provision of health education and health promotion on rational drug use; setting up and managing poison information centers; conduct research on medicine (pharmaceutical) utilization; management of licit psychotropic and narcotic substances; management of the pharmaceutical supply chain; carry out Pharmaco-vigilance activities; undertake post-marketing surveillance to ensure medicines safety; inspection and licensing of pharmaceutical manufacturing facilities and medicines distribution channels; inspection of medicines and related products at the ports of entry; licensing importation and exportation of medicines and pharmaceutical raw materials; evaluation of medicines for market authorization/registration; assessment of herbal and complementary medicines for market authorization; development of syllabus and curricula for pharmacy training; accrediting pharmaceutical training institutions and sites for internship programs; facilitation training of pharmacy interns and students on clinical experience; assessment and registration of interns; and issuance of annual pharmaceutical practice licenses.

2. GRADING STRUCTURE

The Scheme establishes six (6) grades of Pharmacists who will be designated and graded as follows:

Cadre	Designation	Job Grade CPSB	Job Group
Pharmacists	Pharmacist	7	M
	Senior Pharmacist	6	N
	Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II	5	P
	Senior Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist I	4	Q
	Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	3	R
	Senior Deputy Director of Pharmaceutical Services II/Chief Pharmaceutical Specialist	2	S

NKRO-PCSB

Note: *The grades of Pharmacist/Senior Pharmacist Job Grades 7/6 will form common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this career progression guidelines:

(i) Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board.

(ii) Master's degree in any of the following disciplines: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.

(iii) Certificate of Registration by the Pharmacy and Poisons Board.

(iv) Valid practicing license from the Pharmacy and Poisons Board.

(v) Certificate in Health Systems lasting not less than four (4) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(viii) Certificate in in computer application skills.

(ix) No active disciplinary case.

(x) Such other relevant qualification as may be approved by the County Public Service Board

NAROK COUNTY

4. JOB AND APPOINTMENT SPECIFICATIONS

I. PHARMACIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will work under supervision of a senior Pharmacist. Duties and responsibilities will include: screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patience convenience; preparing and dispensing medicines according to Good Dispensing Practices and counselling patients on use of medicines; making extemporaneous preparations; participating in ward rounds; identifying medicinal gaps and challenges; maintaining a daily activity log book for recording all activities undertaken; recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals; and making entries into the relevant inventory management records and registers.

An officer at this level may also be deployed in a manufacturing industry to: provide quality assurance and control services; register products; register and license premises; and providing warehousing and logistics.

(b) Requirements for Appointment

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

(i) Bachelor of Pharmacy degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;

(ii) successfully completed one (1) year Internship from a recognized institution;

(iii) Registration Certificate issued by the Pharmacy and Poisons Board; and

(iv) Certificate in computer application skills.

II. SENIOR PHARMACIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patience convenience; preparation and dispensing of medicines according to Good Dispensing Practices and counselling patients on use of medicines; making of extemporaneous preparations; ordering, receiving, storage and issuing of

NARC-CRS

pharmaceuticals; making entries into the relevant inventory management records and registers; participating in ward rounds to identifying medicinal gaps and challenges; filing and safe custody of patients prescription records; responding to requests on medicine information from the general public and health workers; monitoring and reporting of medication errors; and preparing and disseminating drug availability lists to various specialist clinics.

(b) Requirements for Appointment

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

(i) served in the grade of Pharmacist for a minimum period of one (1) year;

(ii) Bachelor of Pharmacy degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;

(iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;

(iv) valid practicing license from Pharmacy and Poisons Board;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. ASSISTANT DIRECTOR, PHARMACEAUTICAL SERVICES/ PHARMACEAUTICAL SPECIALIST II, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: selecting, quantifying, procuring and warehousing of medical supplies; monitoring effective storage of specialized medical supplies requiring cold storage; making entries into the relevant inventory management records and registers; participating in ward rounds to monitor medicine use, interactions and adverse drug reactions; carrying out continuing medical education for health workers in general; conducting health education on appropriate use of medicines to patients; participating in multidisciplinary clinical team activities of patient care; reporting adverse drug reactions and poor quality medicines; timely preparation of relevant monthly reports and submission to relevant offices; training and mentoring of interns and students attached to the facility; keeping safe custody and maintenance of up to date narcotic and psychotropic substances records; running of poison information centers; disseminating and

NAROK-CPSB

providing new drug information to health workers and the general public; and supervising pharmaceutical services at lower level health facilities.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Pharmacist for a minimum period of three (3) years;

(ii) Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;

(iii) Certificate of Registration by the Pharmacy and Poisons Board;

(iv) valid practicing license from Pharmacy and Poisons Board;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT DIRECTOR, PHARMACEUTICAL SERVICES/ PHARMACEAUTICAL SPECIALIST I, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating pharmaceutical services in a health facility; coordinating Medicine and Therapeutics Committee activities in a health facility; developing and reviewing standard operating procedures for all pharmaceutical services in the facility; conducting research on medicine utilization; providing continuous professional development education to pharmacists; evaluating appropriateness of donated medical supplies; maintaining pharmaceutical inventories; participating in facility management committees; providing medicinal information in preparation of patient drug management therapies; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of dental personnel.

(b) Requirements for Appointment

MARCH-CPSB

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

(i) served in the grade of Assistant Director, Pharmaceutical Services/Pharmaceutical Specialist II for a minimum period of three (3) years;

(ii) Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;

(iii) Master's degree in any of the following disciplines:- Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology; or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.

(iv) Certificate of Registration by the Pharmacy and Poisons Board;

(v) valid practicing license from Pharmacy and Poisons Board;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional competence and managerial capability as reflected in work performance and results.

V. DEPUTY DIRECTOR, PHARMACEUTICAL SERVICES/SENIOR PHARMACEAUTICAL SPECIALIST, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating pharmaceutical services in public health programs; receiving and analyzing reports of adverse drug reactions and poor-quality medicines; analyzing medicines for quality

NAPOKE BOD

assurance; providing expertise and pharmaceutical care in approved areas of specialization; coordinating Medicines and Therapeutic Committee activities; carrying out laboratory tests of medicines and medical devices to ensure quality assurance; keeping custody and safe use of licit psychotropic and narcotic substances; carrying out Pharmaco-vigilance activities (monitoring, reporting of adverse drug reactions and poor quality medicines); setting up and running poison information centers; monitoring and evaluating effectiveness of medication therapy; assessing and evaluating research proposals involving medicine use; identifying areas of research and disseminating research findings on medicine utilization; training, coaching and mentoring of pharmacy interns and students; coordinating setting of targets and preparation of work/strategic plans; and supervising and training staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist I for a minimum period of three (3) years;

(ii) Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;

(iii) Master's degree in any of the following disciplines:- Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;

(iv) Registration Certificate issued by the Pharmacy and Poisons Board;

(v) valid practicing license from Pharmacy and Poisons Board;

(vi) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution or its equivalent;

NAIROBI - CPSB

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional competence and managerial capability as reflected in work performance and results.

VI. SENIOR DEPUTY DIRECTOR, PHARMACEUTICAL SERVICES II/ CHIEF PHARMACEAUTICAL SPECIALIST, JOB GRADE CPSB 2

(a) Duties and Responsibilities

The officer at this level Pharmacist will be the head of the Pharmacy Division and will be responsible for coordination and management of all pharmaceutical services at the County.

Specific duties and responsibilities will entail: overseeing implementation of policies, laws, regulations, standards, guidelines, projects and programmes at the County; providing strategic leadership and technical advice on pharmaceutical issues; facilitating laboratory testing of medicines and medical devices to ensure quality assurance; facilitating research and initiating implementation of research findings on medicine utilization; advising on other forms of alternative medicine and their integration with conventional medicine for the future development of medical practice in the country; providing specifications on procurement of drugs/medicines and commodities; monitoring and evaluating Pharmaceutical projects and programmes at the County; serving in statutory bodies as outlined in various legislations; planning and budgeting for the Division; and capacity building and performance management.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Pharmaceutical Services/Senior Pharmaceutical Specialist for a minimum period of three (3) years;

(ii) Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;

(iii) Master's degree in any of the following disciplines:- Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and

NAKURU CPSB

Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;

(iv) Certificate of Registration by the Pharmacy and Poisons Board;

(v) valid practicing license from Pharmacy and Poisons Board;

(vi) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown outstanding professional competence and administrative capability in administration and management of the Pharmacy Function.

NAROK-CDSB

21.0 CAREER PROGRESSION GUIDELINES FOR PHARMACEUTICAL TECHNOLOGISTS

1. PHARMACEUTICAL SERVICES FUNCTION

The Pharmaceutical Services function entails: implementation of pharmaceutical policies and programmes in the provision of curative, promotive, palliative and preventive health care services at the County; co-ordination and management of pharmaceutical services in health care institutions; development of hospital formulary; registration and maintenance of information related to drugs, pharmaceutical industries and drug distribution outlets; enforcement of pharmaceutical standards and quality assurance; provision of training to pharmaceutical interns and students; provision of continuous professional development; development of pharmaceutical curriculum in conjunction with relevant training institutions; compounding of extemporaneous preparations and manufacturing of drugs; dispensing of drugs and medicines to patients; management of pharmaceuticals; verification and maintenance of information relating to usage of drugs and medicine; interpretation of toxicological and clinical data from pharmaceutical analysis and research; liaising with other drug control agencies to ensure compliance with pharmaceutical laws and regulations; and guidance and counselling of patients, members of their families and education of the general public.

2. GRADING STRUCTURE

This Career Progression Guideline establishes six (6) grades of Pharmaceutical Technologists who will be graded and designated as follows: -

Cadre	Designation	Job Grade CPSB	Job Group
Pharmaceutical Technologists	Pharmaceutical Technologist III	11	H
	Pharmaceutical Technologist II	10	J
	Pharmaceutical Technologist I	9	K
	Senior Pharmaceutical Technologist	8	L
	Chief Pharmaceutical Technologist	7	M
	Principal Pharmaceutical Technologist II	6	N
	Principal Pharmaceutical Technologist I	5	P

***Note**: The grades of Pharmaceutical Technologists III/II, Job Grade CPSB 11/10 will form common establishment for the purpose of this Career Progression Guideline.*

MOCK COPY

3. **RECOGNIZED QUALIFICATIONS**

(i) Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent from Pharmacy and Poisons Board approved institution.

(ii) Higher Diploma in Pharmacy or any other health related Science, Clinical Pharmacy; Analytical Chemistry; Formulation; Herbal Medicine; Microbiology; Biochemistry; Toxicology from a recognized institution.

(iii) Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB).

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(v) Certificate in computer application skills.

(vi) No active disciplinary case.

(vii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. **JOB AND APPOINTMENT SPECIFICATIONS**

I. PHARMACEUTICAL TECHNOLOGIST III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will involve: receiving, interpreting, and processing of prescriptions; recording prescriptions in a unit pharmacy; pre-packing, repacking and writing instructions on the labels; counselling patients on usage of drugs in a pharmacy unit; maintaining drug registers/books; and stock-taking of drugs and medicinal devices on monthly basis.

(b) Requirements for Appointment

For appointment to this grade, a candidate must: -

(i) have Diploma in either Pharmacy or Pharmaceutical Technology or its equivalent from Pharmacy and Poisons Board (PPB) approved institution;

(ii) be registered under the Pharmacy and Poisons Board as a Pharmaceutical Technologist; and

MOCK CPSB

(iii) have Certificate in computer application skills.

II. PHARMACEUTICAL TECHNOLOGIST II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

An officer at this level will be in charge of a college clinic pharmacy. Duties and responsibilities will involve: receiving, interpreting, and processing of prescriptions; pre-packing, repacking and writing instructions on the labels; quantifying, ordering, receiving and maintaining drugs/medicines; accounting for consumption of drugs/medicines; maintaining drug/medicines distribution records; providing drug information to medical personnel to promote rational drug usage; determining the actual drugs/medicines required to treat most common ailments; maintaining accurate and up to date drugs/medicines movement records/registers; supervising interns and students on attachment; and recording all receipts and issues of drugs/medicines daily.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Pharmaceutical Technologist III for a minimum period of three (3) years;

(ii) have Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;

(iii) be registered under the Pharmacy and Poisons Board as a Pharmaceutical Technologist;

(iv) have Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) have demonstrated merit and ability as reflected in work performance and results.

III. PHARMACEUTICAL TECHNOLOGIST I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

An officer at this level will provide pharmaceutical services in a clinic. Duties and responsibilities will involve: receiving, interpreting, and processing of prescriptions; promoting rational drug/medicines use; acquiring of drugs/

NAROK-CPSB

medicines for the health facility; preparing and submitting reports; providing health education on rational use of drugs/medicines; receiving complaints and reporting adverse drug reaction; and receiving and reporting poor quality medicine.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Pharmaceutical Technologist II for a minimum period of three (3) years;

(ii) Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;

(iii) be registered under the Pharmacy and Poisons Board as a Pharmaceutical Technologist;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) have demonstrated merit and ability as reflected in work performance and results.

IV. SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: receiving, interpreting, and processing of prescriptions; assessing and supervising interns and students on attachment; evaluating training programmes and preparing reports; providing health education to patients on drug use; sampling and reporting findings for submitted specimens for quality control purposes; receiving complaints and reporting adverse drug reaction; and receiving and reporting poor quality medicine; and guiding and counselling staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Pharmaceutical Technologist I for a minimum period of three (3) years;

MROK CPSB

(ii) Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) be registered under the Pharmacy and Poison Act as a Pharmaceutical Technologist;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. CHIEF PHARMACEUTICAL TECHNOLOGIST, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: preparing and executing plans to ensure efficient running of a health facility; preparing and submitting and submitting reports on drug/medicine; providing health education to patients and other health personnel; promoting rational drug/medicines use; developing and evaluating training programmes and preparing reports; supervising and assessing students/interns; maintaining books/register of drugs/medicines in a health facility; stock taking of drugs/medicines and non-pharmaceuticals; providing health education to patients on drug/medicine use; participating in ward rounds and advising on drugs/medicine issues.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Senior Pharmaceutical Technologist for a minimum period of three (3) years;

(ii) Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;

(iii) be registered under the Pharmacy and Poison Act as a Pharmaceutical Technologist;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

NAKURU CPSB

(v) have Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL PHARMACEUTICAL TECHNOLOGIST II, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: quantifying drugs/medicines as per requirements; advising on procurement specification for drugs/medicines; assessing drug requirements based on disease patterns and emergency out-breaks; ensuring manufactured products conform to the Pharmacopeia specifications for quality assurance; conveying decisions of drug/medicine and therapeutic committees and ensuring their implementation; developing and coordinating implementation of training programmes for Continuous Professional Development (CPD) for staff and other stakeholders; supervising and assessing students/interns; maintaining relevant records pertaining to drug/medicine transactions; preparing and submitting drug consumption reports; coordinating setting of targets, preparing work plans and budgets; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Chief Pharmaceutical Technologist for a minimum period of three (3) years;

(ii) have Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;

(vii) be registered under the Pharmacy and Poison Act as a Pharmaceutical Technologist;

(viii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iii) have Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) have demonstrated merit and ability as reflected in work performance and results.

NAROC RECORD

VII. ASSISTANT DIRECTOR, PHARMACEUTICAL TECHNOLOGIST SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

This will be the highest grade for this cadre. Duties and responsibilities at this level will include: quantifying drugs/medicines as per requirements; advising on procurement specifications for drugs/medicines; assessing drug requirements based on disease patterns and emergency out-breaks; ensuring manufactured products conform to the Pharmacopeia specifications for quality assurance; conveying decisions of drug/medicine and therapeutic committees and ensuring their implementation; developing and coordinating implementation of training programmes for Continuous Professional Development (CPD) for staff and other stakeholders; supervising and assessing students/interns; maintaining relevant records pertaining to drug/medicine transactions; preparing and submitting drug consumption reports; coordinating setting of targets, preparing work plans and budgets; and Couching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Principal Pharmaceutical Technologist II for a minimum period of three (3) years;

(ii) have Higher Diploma in Pharmacy or any other health related Science: - Clinical Pharmacy; Analytical Chemistry; Formulation; Herbal Medicine; Microbiology; Biochemistry; Toxicology from a recognized institution.

(iii) have Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;

(iv) be registered under the Pharmacy and Poison Act as a Pharmaceutical Technologist;

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(vi) have Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) have demonstrated merit and ability as reflected in work performance and results.

NARC-CRS

22.0 CAREER PROGRESSION GUIDELINES FOR COUNSELLING OFFICERS

1. COUNSELLING OFFICERS FUNCTION

Developing and reviewing students counselling policies, strategies and programmes; overseeing coordination of counselling services; developing programs to mitigate mental health problems and illnesses; coordinating chaplaincy services for spiritual welfare being of staff; conducting research on counselling activities; coordinating de-briefing of counsellors to prevent them from compassion fatigue and burn out; facilitating counselling of staff with mental health problems and illnesses; ensuring supervision of medical students attached on job training; liaising with management in promoting the well-being of staff; developing and reviewing curriculum on counselling programmes; overseeing monitoring and evaluation of counselling and chaplaincy services; and developing and reviewing programmes on peer counselling.

2. GRADING STRUCTURE

This Career Progression Guidelines establishes eight (8) grades of Counselling Officers who will be graded and designated as follows:

Cadre	Designation	Job Grade CPSB	Job Grade
Counselling Officers	Counselling Officer II	10	J
	Counselling Officer I	9	K
	Senior Counselling Officer	8	L
	Chief Counselling Officer	7	M
	Principal Counselling Officer	6	N
	Assistant Director, Counselling Services	5	P
	Deputy Director, Counselling Services	4	Q
	Director, Counselling Services	3	R

***Note**: The grades of Counselling Officer II/I, Job Grade 10/9 will form a common establishment for the purpose of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

(i) Bachelor's degree in any of the following disciplines: Psychology, Counselling, Sociology or equivalent qualification from a recognized institution.

(ii) Master's degree in Counselling or its equivalent qualification from a recognized Institution.

MARK CPSB

(iii) Registration with a relevant professional body.

(iv) Published at least two (2) Publications in a peer research/review journal within the last three (3) years.

(v) Attended a Strategic Leadership Development Programme from a recognized institution or its equivalent.

(vi) Certificate in computer application skills.

(vii) Certificate in teaching methodology course from a recognized institution.

(viii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. COUNSELLING OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail:- providing guidance and counselling services to employees in County; promoting personal and social development appropriate to career development; organizing sensitization workshops on guidance and counselling; providing appropriate interventions to assist workers with work related problems; assisting in identifying employees with social, psychological or health related problems and providing appropriate interventions/advice; assisting in orientation of new employees; and providing specialized assistance in liaison with other stakeholders on guidance and counselling issues.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;

(ii) Registration to a professional body; and

(iii) Certificate in computer applications skills.

MBOOK - CPSB

II. COUNSELLING OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- carrying out counselling services; drawing programs to mitigate mental health problems and illnesses; participating in the coordination of chaplaincy services for spiritual welfare being of staff; collecting and analyzing data for use in research on counselling activities; participating in de-briefing counsellors to prevent them from compassion fatigue and burn out; and assisting in identifying and counselling staff with mental health problems and illnesses.

(b) Requirements for Appointment

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

(i) served in the grade of Counselling Officer II for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;

(iii) Registration to a professional body where applicable;

(iv) Certificate in computer applications skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. SENIOR COUNSELLING OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: implementing counselling policies, strategies and programmes; conducting counselling services; drawing programs to mitigate mental health problems and illnesses; coordinating chaplaincy services for spiritual welfare being of staff; collecting and analyzing data for use in research on counselling activities; de-briefing counsellors to prevent them from compassion fatigue and burn out; identifying and counselling staff with mental health problems and illnesses; supervising medical students attached on job training; conducting research on counselling activities; participating in developing curriculum on counselling programmes; participating in monitoring and evaluating counselling and chaplaincy services

MROK-CPSB

in the colleges; implementing programmes on peer counselling for students; and liaising with management to promote the well- being of staff.

(b) Requirements for Appointments

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

(i) served in the grade of Counselling Officer I for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;

(iii) Registration with a relevant professional body;

(iv) Published at least two (2) Publications in a peer research/review journal within the last three (3) years;

(v) At-least a Certificate in teaching methodology course from a recognized institution;

(vi) Certificate in computer applications skills;

(vii) No active disciplinary case; and

(viii) demonstrated outstanding professional competence and administrative ability in the overall management of a medical training institution.

IV. CHIEF COUNSELLING OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: developing and reviewing counselling policies, strategies and programmes; overseeing coordination of counselling services; developing programs to mitigate mental health problems and illnesses; coordinating chaplaincy services for spiritual welfare being of staff; conducting research on counselling activities; coordinating de-briefing of counsellors to prevent them from compassion fatigue and burn out; facilitating counselling of staff with mental health problems and illnesses; ensuring supervision of medical students attached on job training; liaising with management in promoting the well-being of staff; developing and reviewing curriculum on counselling programmes; overseeing monitoring and evaluation of counselling and chaplaincy services; and developing and reviewing programmes on peer counselling.

MAROK CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Senior Counselling Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;

(iii) Published at least two (2) Publications in a peer research/review journal.

(iv) Registration with a relevant professional body;

(v) Certificate in computer applications skills;

(vi) No active disciplinary case; and

(vii) demonstrated merit and ability as reflected in work performance and results.

V. PRINCIPAL COUNSELLOR, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level will be responsible for, organizing counselling activities/ programmes; presenting counselling papers for scheduled and ad hoc assignments; facilitating counselling at the County; management of advisory committees at the County; management of staff establishment and records in consultation with supervisor visiting various Counties with a view to offering counselling services; liaison with other Counties to facilitate provision of counselling services; conducting research in counselling; and supervising staff working under the officer.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Counsellor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;

(iii) Published at least two (2) Publications in a peer research/review journal.

MASTER COPY CPSB

(iv) Registration with a relevant professional body;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer applications skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VI. ASSISTANT DIRECTOR, COUNSELLING SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level will be responsible for initiating and organizing counselling meetings; following-up on counselling development projects in the field; monitoring implementation and evaluation of accounting and management systems as well as guidelines for counselling; providing counselling services; keeping appropriate records; conducting research in counselling; and supervising staff working under the officer.

(b) Requirements for Appointment

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

(i) served at the grade of Principal Counsellor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution

(iii) Master's degree in Counselling or its equivalent qualification from a recognized Institution;

OR

Master's degree in any Social Science **Plus** a Post-Graduate Diploma in Counselling from a recognized institution;

(iv) Published at least two (2) Publications in a peer research/review journal.

(v) Registration with a relevant professional body;

(vi) Certificate in computer application skills;

NARC CPSB

(vii) No active disciplinary case; and

(viii) demonstrated professional competence in handling counselling matters.

VII. DEPUTY DIRECTOR, COUNSELLING SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director, Counselling for coordinating counselling services at the County; coordinating implementation of counselling policies, standards, guidelines and programmes; coordinating provision of counselling services to health institutions, communities and staff; coordinating conducting research in counselling; planning, budgeting and reviewing counselling services; and training and development of staff in the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Counselling Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;

(iii) Master's degree in either Counselling, Counselling Psychology or its equivalent qualification from a recognized institution;

OR

Master's degree in any Social Science **plus** a Post-Graduate Diploma in Counselling from a recognized institution;

(iv) Published at least two (2) Publications in a peer research/review journal.

(v) Registration with a relevant professional body;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

NAROK-CPSB

(ix) demonstrated high degree professional competence and administrative capability as reflected in work performance and results.

VIII. DIRECTOR, COUNSELLING SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Director, Counselling Services, will be responsible for overseeing and managing counselling services at the County; overseeing implementation of counselling policies, standards, guidelines and procedures; overseeing provision of counselling services to health institutions, communities and staff; facilitating counselling programmes and activities; coordinating research and dissemination of research findings; planning and budgeting for counselling services; and providing technical advice on matters counselling; building capacity and managing performance of the Division.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Counselling Services for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Psychology, Counselling, Sociology or equivalent qualification from a recognized institution;

(iii) Master's degree in either Counselling, Counselling Psychology or its equivalent qualification from a recognized institution;

OR

Master's degree in any Social Science **with** a Post-Graduate Diploma in Counselling from a recognized institution;

(iv) Published at least two (2) Publications in a peer research/review journal

(v) Registration with a relevant professional body;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills; and

(viii) demonstrated high degree professional competence and administrative capability in the general organization and management of counselling function at the County.

NAROK-CPSB

23.0 CAREER PROGRESSION GUIDELINES FOR CLINICAL PSYCHOLOGISTS

1. CLINICAL PSYCHOLOGISTS FUNCTION

The Clinical Psychologist Function entails: provision of Psychotherapy in health facility; development, implementation and review of treatment plans; development of strategies for improvement of psychological health care system in consultation with other multi-disciplinary team; assessment and identification of psychological, emotional and behavioral factors pertaining to patients condition for diagnosis and treatment; collaboration with other health multi-disciplinary team to plan and develop accredited psychological service programmes in health facilities; follow up on patients to monitor progress for review and referral; provision of Psycho-education to patients and their families for prevention and promotion of the well-being of the patient ;conduction of research on mental Health; carryout psychological examination and testing for diagnosis and treatment; rehabilitation of patients with psychological needs and other health-risk behaviors; undertake case management of the patients in consultation with multi-disciplinary team; conduction of testing the efficacy of both psychological and biological interventions to promote the wellbeing of the patient.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Clinical Psychologists who will be designated and graded as follows:

CLINICAL PSYCHOLOGISTS

APPENDIX A

Cadre	Designation	Job Grade CPSB	Job Group
Clinical Psychologists	Clinical Psychologist	9	K
	Senior Clinical Psychologist	8	L
	Chief Clinical Psychologist	7	M
	Principal Clinical Psychology	6	N
	Assistant Director, Clinical Psychology	5	P
	Deputy Director, Clinical Psychology	4	Q
	Director, Clinical Psychology	3	R

Note: *The grade of Clinical Psychologists and Senior Psychologist Job Grade CPSB 9/8 will form a common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the minimum recognized qualification for the purpose of these career guideline:

(i) Bachelor's degree in any of the following disciplines: Medical//Health Psychology, Nursing or equivalent qualification from a recognized institution.

(ii) Master's degree in Clinical Psychology or equivalent qualification from a recognized institution.

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(v) Trainer of Facilitation Course in Psychology/Clinical psychology lasting not less than two (2) weeks.

(vi) Certified as a Mental Health Specialist.

(vii) Registration with the relevant professional body.

(viii) One-year internship practice in a health facility after qualifying.

(ix) Certificate in computer application skills.

(x) No active disciplinary case.

(xi) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. CLINICAL PSYCHOLOGIST, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- conducting client intake; analyzing data; developing and reviewing treatment plans; conducting psychological assessment; carrying out diagnosis; providing occupational, educational, and other information to individuals; offering appropriate psychological interventions to individuals and groups; and keeping appropriate records.

(b) Requirements for Appointment

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

MAROK-CPSB

(i) Bachelor's degree in either Medical Psychology, Health Psychology or any other equivalent qualification in a health-related field from a recognized institution;

(ii) Registration with the relevant professional body;

(iii) Certificate in computer application skills; and

(iv) shown merit and ability as reflected in work performance and results.

II. SENIOR CLINICAL PSYCHOLOGIST, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail: providing supervision to the officers below him/her; conducting psychological assessment and tests and diagnosis; offering relevant intervention and possible referrals; ensure keeping appropriate records and planning continuous medical education; providing psycho education to patients and caregivers; providing psychosocial support in health care setting; conducting clinical supervision; and providing psychotherapy in healthcare provision and conducting research.

(b) Requirements for Appointment

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

(i) served in the grade of Clinical Psychologist for a minimum period of one (1) year;

(ii) Bachelor's degree in either Medical Psychology, Health Psychology or any other equivalent qualification in a health-related field from a recognized institution;

(iii) Registration with the relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF CLINICAL PSYCHOLOGISTS, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will include: planning and coordinating clinical

MROK CPSB

psychology programs; conducting both individual and group psychological tests and assessment and providing appropriate therapy; keeping appropriate records; identifying patients with social psychological problems, providing psycho education client, families and caregivers; providing psychosocial support in health care setting; conducting clinical supervision; testing the efficacy of both psychological and biological interventions to promote the wellbeing of the patient; clinical supervision and training; and planning organizing and facilitating seminars and workshops and conducting research.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Clinical Psychologist for a minimum period of three (3) years;

(ii) Bachelor's degree in either Medical Psychology, Health Psychology or any other equivalent qualification in a health-related field from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certification as a Mental Health Specialist;

(v) Registration by a relevant professional body;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL CLINICAL PSYCHOLOGIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsible at this level will entail: developing and implementing clinical psychology policies, standards and guidelines; developing and implementing treatment plans and therapeutic processes for patients; coordinating provision of psychological assessment and tests services; providing psychosocial support in health care setting; conducting clinical supervision; testing efficacy of both psychological and biological interventions to promote the wellbeing of the patient; clinical supervision and training; keeping up to date records; liaising with other relevant stakeholders in

NAROK CDSB

undertaking psychological assessments and tests; and guiding and counselling staff working under the officer.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Clinical Psychologist for a minimum period of three (3) years;

(ii) Bachelor's degree in either Medical Psychology, Health Psychology or any other equivalent qualification in a health-related field from a recognized institution;

(iii) Registration with relevant professional body;

(iv) Certification as a Mental Health Specialist;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, CLINICAL PSYCHOLOGY, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsible will include: initiating development, implementation and review clinical psychology policies, strategies, standards, guidelines and procedures; initiating development, implementation and review of treatment plans and therapeutic processes for patients; coordinating psychological assessment and tests activities; monitoring and evaluating clinical psychology assessments, tests, programmes and activities; providing psycho-education and clinical psychology counselling to patients and their families for prevention and promotion of the wellbeing of the patient; conducting research in clinical psychology; writing research proposals; coming up with interventions for psycho-social related problems; and maintaining appropriate records; coaching and mentoring of staff.

(b) Requirements for Appointment

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

MAROK-CPSB

(i) served in the grade of Principal Clinical Psychology for a minimum period of three (3) years;

(ii) Bachelor's degree in either Medical Psychology, Health Psychology or any other equivalent qualification in a health-related field from a recognized institution;

(iii) Master's degree in Clinical Psychology or equivalent qualification from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certified as a Mental Health Specialist;

(vi) Registration with the relevant professional body;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown merit and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, CLINICAL PSYCHOLOGY, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will include: coordinating development, implementation and review of clinical psychology policies, strategies, standards, guidelines and procedures; coordinating the provision of psychotherapy in health facilities; coordinating development, implementation and review of treatment plans and therapeutic processes for patients; liaising with other multi-disciplinary health team in providing psychosocial support in a health facility; coordinating provision of psycho-education and clinical psychology counselling to patients and their families for prevention and promotion of the wellbeing of the patient; monitoring and evaluating clinical psychology programmes and activities; and coordinating rehabilitation and referral of patients with psychological needs and other mental health-risk behaviors.

In addition, the officer will be responsible for developing strategies for follow up on patients to monitor progress for review and referral; coordinating research on clinical psychology issues and emerging trends; disseminating research findings for implementation; ensuring efficacy of both psychological

NBROK-CPSB

and biological interventions to promote the wellbeing of the patient; and coordinating preparation of work and strategic plans; preparing budgets and procurement plans; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Clinical Psychology for a minimum period of three (3) years;

(ii) Bachelor's degree in either Medical Psychology, Health Psychology or any other equivalent qualification in a health-related field from a recognized institution;

(iii) Master's degree in Clinical Psychology or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Course lasting not less than six (6) Weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certified as a Mental Health Specialist;

(vii) Trainer of Facilitation Course in Psychology/ Clinical psychology lasting not less than two (2) weeks from a recognized institution;

(viii) Registration with relevant professional body;

(ix) Certificate in computer application skills;

(x) No active disciplinary case; and

(xi) demonstrated professional competence and capability in handling Clinical Psychology issues.

VII. DIRECTOR, CLINICAL PSYCHOLOGY, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: overseeing formulation, implementation, interpretation and review of clinical psychology policies, strategies, standards, guidelines and procedures; providing technical advice on clinical psychology issues; coordinating provision of psychotherapy in

NAROK CPSB

health facilities; overseeing formulation, implementation and review of treatment plans and therapeutic processes for patients; coordinating development of strategies for improvement of psychological health care system in consultation with other multi-disciplinary team; promoting collaboration with other health multi-disciplinary team in developing accredited psychological service programmes for health facilities; and overseeing provision of psycho-education to patients and their families for prevention and promotion of the wellbeing of the patient.

The Director will also be responsible for monitoring and evaluating clinical psychology programmes; coordinating rehabilitation of patients with psychological needs and other mental health-risk behavior; developing strategies for follow up on patients to monitor progress for review and referral; testing the efficacy of both psychological and biological interventions to promote the wellbeing of the patient; facilitating research on clinical psychology issues and emerging trends; overseeing preparation of strategic and work plans, budgets and procurement plans; ensuring prudent utilization of resources; and building capacity and managing performance.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Clinical Psychology for a minimum period of three (3) years;

(ii) Bachelor's degree in either Medical Psychology, Health Psychology or any other equivalent qualification from a recognized institution;

(iii) Master's degree in Clinical Psychology or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Trainer of Facilitation Course in Psychology/Clinical psychology lasting not less than two (2) weeks from a recognized institution;

(vii) Registration with the relevant professional body;

(viii) Certified as a Mental Health Specialist;

NAROK CSB

24.0 CAREER PROGRESSION GUIDELINES FOR MORTICIANS (MORTUARY ATTENDANTS)

1. MORTICIANS FUNCTION

The Morticians Function entails: picking bodies from wards; admission of bodies to mortuary; documentation of data and recording; identification of medico-legal cases; preparation of bodies for burial including embalming; reconstruction of bodies; body cleaning and dressing; beautification-shaving, cosmetic/make-ups and plaiting; assisting pathologist in autopsy/post-mortems; cleaning of mortuary and equipment and instruments used in the mortuary; guidance of students on attachments/visits; harvesting of body organs, fingerprints, fluids and specimens for forensic study; remove foreign implants in the body; and help relatives in the identification of unknown bodies.

2. GRADING STRUCTURE

The Career Progression Guideline establishes five (5) grades for Morticians, who will be designated and graded as follows: -

Cadre	Designation	Job Grade CPSB	Job Group
Morticians	Mortician III	14	E
	Mortician II	13	F
	Mortician I	12	G
	Senior Mortician	11	H

Note: *The grades of Mortician III/II, Job CPSB Grade 14/13 will form a common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these Career progression guideline:

(i) Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution.

(ii) Certificate in Mortician Course from a recognized institution;

(iii) Certificate in computer application skills.

(iv) No active disciplinary case.

(v) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board

NAROK CPSB

4. JOB DESCRIPTIONS AND SPECIFICATIONS

I. MORTICIAN III, JOB GRADE CPSB 14

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:- Picking bodies from wards; admission of bodies to mortuary; recording and documenting data; identifying medico-legal cases; preparing bodies for burial including embalming; cleaning and dressing body; beautification-shaving, cosmetic/make-ups and plaiting; assisting pathologist in Autopsy/post-mortems; cleaning of mortuary and equipment and instruments used in the mortuary; harvesting of body organs, fingerprints, fluids and specimens for forensic study; and helping relatives in the identification of unknown bodies.

(b) Requirements for Appointment

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

(i) Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution;

(ii) Certificate in Mortician Course from a recognized institution; and

(iii) Certificate in computer application skills.

II. MORTICIAN II, JOB GRADE CPSB 13

(a) Duties and Responsibilities

Duties and responsibilities at this level entails; picking bodies from wards; admission of bodies to mortuary; recording and documenting data; identifying medico-legal cases; preparing bodies for burial including embalming; body reconstruction; body cleaning and dressing; beautification-shaving, cosmetic/make-ups and plaiting; assisting pathologist in Autopsy/postmortems; cleaning of mortuary and equipment and instruments used in the mortuary; and assisting relatives in the identification of unknown bodies.

(b) Requirements for Appointment

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

(i) served in the grade of Mortician III for a minimum period of three (3)

MAROK CPSB

years;

(ii) Certificate in Mortician Course lasting not less than six (6) months from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results

III. MORTICIAN I, JOB GRADE CPSB 12

(a) Duties and Responsibilities

Duties and responsibilities at this level will entails: admission of bodies to mortuary; documenting and recording data; identifying medico-legal cases; preparing bodies for burial including embalming; reconstructing bodies; body cleaning and dressing; beautification-shaving, cosmetic/make-ups and plaiting; assisting pathologist in Autopsy/post-mortems; guiding students on attachments/visits; harvesting of body organs, fingerprints, fluids and specimens for forensic study; and removing foreign implants in the body.

(b) Requirements for Appointments

For appointment to this grade, an officer must have:

(i) served in the grade of Mortician II for a minimum period of three (3) years;

(ii) Certificate in Mortician Course from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results

IV. SENIOR MORTICIAN, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level entails; admitting bodies to mortuary; documenting and recording data; identifying medico-legal cases; preparing bodies for burial including embalming; reconstructing bodies; beautification-shaving, cosmetic/make-ups and plaiting; assisting pathologist in Autopsy/post-mortems; guiding students on attachments/visits; harvesting of

NAROK-CPSB

body organs, fingerprints, fluids and specimens for forensic study; removing foreign implants in the body; and helping relatives in the identification of unknown bodies.

(b) Requirements for Appointment

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

(i) served in the grade of Mortician I for a minimum period of three (3) years;

(ii) Certificate in Mortician Course from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results

V. CHIEF MORTICIAN, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level entails; admitting bodies to mortuary; documenting and recording data; identifying medico-legal cases; preparing bodies for burial including embalming; reconstructing bodies; beautification-shaving, cosmetic/make-ups and plaiting; assisting pathologist in Autopsy/post-mortems; guiding students on attachments/visits; harvesting of body organs, fingerprints, fluids and specimens for forensic study; removing foreign implants in the body; and helping relatives in the identification of unknown bodies.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Mortician for a minimum period of three (3) years;

(ii) Certificate in Mortician Course from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results

MARK - CPSB

25.0 CAREER GUIDELINES FOR AGRICULTURAL OFFICERS

1. THE AGRICULTURAL FUNCTION

The Agricultural Function involves effective and efficient provision of agricultural services in accordance with the provisions of the Agricultural Act (Cap.318) and other related statutes. This entails:-formulation, monitoring and review of County agricultural policies, strategies and standards on agricultural crops, agribusiness, market development, climate change adaptation and mitigation in agriculture and agricultural advisory services; implementation of national food security; facilitation of access to affordable agricultural inputs; identification of crop research priorities; packaging and dissemination of technologies to enhance sustainable crop production and development; building capacity and provision of technical assistance to the farmers; development and management of agricultural land resources inventory; monitoring and control of trans-boundary crop pests, diseases and invasive species; development, monitoring, evaluation and review of national agricultural projects and programmes; promotion of sustainable management of natural resource base for crop development; and management of the County Strategic Food Reserve.

Further, the function entails: - identification and flagging-out of opportunities on value addition for agricultural commodities; development and management of agricultural crops database; mitigation on food insecurity through early warning systems in collaboration with stakeholders; monitoring compliance with food safety and phytosanitary standards; domestication of international agricultural agreements and protocols; and promotion of public private partnerships in agriculture.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Agricultural Officers who will be designated and graded as follows: -

Cadre	Designation	Job Grade CPSB	Job Grade
Agricultural Officers	Agricultural Officer	9	K
	Senior Agricultural Officer	8	L
	Chief Agricultural Officer	7	M
	Principal Agricultural Officer	6	N
	Assistant Director, Agriculture	5	P
	Deputy Director, Agriculture	4	Q
	Director, Agriculture	3	R

Note: *The grades of Agricultural Officer/Senior Agricultural Officer, Job Grades CPSB 8/7 will form a common establishment for the purpose of this Career Progression Guideline.*

MROK GSD

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

(i) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or any other relevant and equivalent qualification from a recognized institution.

(ii) Master's degree in any of the following disciplines:- Agribusiness Management; Agribusiness; Agricultural and Natural Resource Management; Agricultural Education; Agricultural Extension and Education; Agricultural Information and Communication Management; Agricultural Marketing; Agriculture and Applied Economics; Agriculture and Rural Development; Agriculture Economics; Agriculture Extension; Agricultural Studies; Agro-Bio Resource Science and Technology; Agronomy; Agro-processing; Biotechnology; Crop Production; Crop Protection; Dry-land Integrated Land Management Systems; Dry-land Resource Management; Dry-land Agriculture; Dry-and Agro Pastoral Systems; Dry-land Farming; Entomology; Entrepreneurship; Environmental Planning and Management; Farm Management; Floriculture; Food Science and Post-harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; Home Management; Horticulture; Hydroponics; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Plant Biotechnology; Plant Breeding and Biotechnology; Plant Breeding; Plant Health Science and Management; Plant Pathology; Project Planning and Management; Rural Management; Seed Science and Technology; Seed Science; Soil Environment and Land Use Management; Soil Science or any other equivalent qualification from a recognized institution.

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

NACOSTI

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(v) Certificate of membership to a professional body from a recognized institution.

(vi) Certificate in computer application skills.

(vii) No active disciplinary case.

(viii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. AGRICULTURAL OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: - collecting, collating agriculture information and inputting into the database; collecting and packaging of new and existing agricultural technologies for dissemination; and preparing draft crop production and national food security reports.

(b) Requirements for Appointment

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

(i) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

(ii) Certificate of membership to a professional body from a recognized institution; and

NAROK-CPSB

(iii) Certificate in computer application skills.

II. SENIOR AGRICULTURAL OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing technical input for the implementing various agricultural policies and strategies; collecting and compiling agriculture crop data; maintaining and updating agriculture crops database; collecting, collating and packaging of new and existing agricultural technologies; undertaking surveillance of trans-boundary and emerging crop pests, diseases and invasive species; undertaking raining of agricultural stakeholders; monitoring crops, food and nutritional security situation; undertaking training of agricultural stakeholders; and drafting reports.

(b) Requirements for Appointment

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

(i) served in the grade of Agricultural Officer for a minimum period of one (1) year;

(ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF AGRICULTURAL OFFICER, JOB GRADE CPSB 7

NARK-CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing technical input for the implementing various agricultural policies and strategies; collecting and compiling agriculture crop data; maintaining and updating agriculture crops database; collecting, collating and packaging of new and existing agricultural technologies; undertaking surveillance of trans-boundary and emerging crop pests, diseases and invasive species; undertaking raining of agricultural stakeholders; monitoring crops, food and nutritional security situation; undertaking training of agricultural stakeholders; and drafting reports.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Agricultural Officer for a minimum period of three (3) years;

(ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL AGRICULTURAL OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -collecting and analyzing agriculture crop data for the development and review of county agricultural

NACOSTI CPSB

policies, strategies and standards; packaging and dissemination of new and existing agricultural technologies; undertaking surveillance and control of trans-boundary and emerging crop pests, diseases and invasive species; monitoring crop, food and nutritional security situation; training agricultural stakeholders; and preparing reports.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Agricultural Officer for a minimum period of three (3) years;

(ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, AGRICULTURE, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- supervising collection, analysis and management of agriculture crops data; coordinating collection, and packaging of new and existing agricultural technologies; promoting agribusiness incubation and market development; managing and controlling

NAPOK-CPSB

trans-boundary pests, diseases and invasive species; undertaking assessment on crop, food and nutritional security situation; promoting climate change adaptation and mitigation and environmental management in agriculture; developing proposals for national agricultural programmes and projects; collaborating with stakeholders to identify areas of agricultural research; promoting access to affordable credit, crop insurance and inputs for agricultural production in collaboration with stakeholders; training agricultural stakeholders; and preparing reports.

In addition, duties and responsibilities will include:-providing technical support for compliance with international standards on phytosanitary and food safety; packaging of new and existing agricultural technologies; mainstreaming of international agreements and protocols in agriculture; supervising management and control of trans-boundary pests, diseases and invasive species; developing proposals for national agricultural programmes and projects; supervising assessment of crop, food and nutritional security situation; promoting agribusiness incubation and market development; identifying public private partnerships in agricultural investments and initiatives; collaborating with stakeholders in the promotion of access to affordable credit, crop insurance and inputs for agricultural crop production; updating and maintaining agricultural information database; collaborating with stakeholders to identify areas of agricultural research; mainstreaming environmental management and climate change adaptation and mitigation actions in agriculture; training agricultural stakeholders; and preparing reports.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Agricultural Officer for a minimum period of three (3) years;

(ii) Bachelors of Science degree in any of the following disciplines: - Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Agribusiness

NAROSCO

Management; Agribusiness; Agricultural and Natural Resource Management; Agricultural Education; Agricultural Extension and Education; Agricultural Information and Communication Management; Agricultural Marketing; Agriculture and Applied Economics; Agriculture and Rural Development; Agriculture Economics; Agriculture Extension; Agricultural Studies; Agro-Bio Resource Science and Technology; Agronomy; Agro-processing; Biotechnology; Crop Production; Crop Protection; Dry-land Integrated Land Management Systems; Dry-land Resource Management; Dry-land Agriculture; Dry-land Agro Pastoral Systems; Dry-land Farming; Entomology; Entrepreneurship; Environmental Planning and Management; Farm Management; Floriculture; Food Science and Post-harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; Home Management; Horticulture; Hydroponics; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Plant Biotechnology; Plant Breeding and Biotechnology; Plant Breeding; Plant Health Science and Management; Plant Pathology; Project Planning and Management; Rural Management; Seed Science and Technology; Seed Science; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution;

(iv) Certificate in strategic leadership development program (SLDP) lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(v) Certificate of membership to a professional body from a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, AGRICULTURE, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-implementing and monitoring implementation of national agricultural policies, strategies and standards; providing technical support for compliance with national and international standards on bio-safety, phytosanitary and food safety; supervising packaging of new and existing agricultural technologies; mainstreaming of international agreements and protocols in agriculture;

MAKUENI

coordinating management and control of trans-boundary pests, diseases and invasive species; supervising development of proposals for national agricultural programmes and projects; coordinating interventions on crop and food nutritional security situations; identifying and promote public private partnerships in agricultural investments and initiatives; coordinating access to affordable credit, crop insurance and inputs for agricultural production; identifying and promoting local and foreign market opportunities; promoting research-extension-farmer linkages; collaborating with stakeholders in prioritizing areas of agricultural research; supervising mainstreaming of environmental management and climate change adaptation and mitigation actions in agriculture; and training agricultural stakeholders; and preparing reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Agriculture for a minimum period of three (3) years;

(ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Agribusiness Management; Agribusiness; Agricultural and Natural Resource Management; Agricultural Education; Agricultural Extension and Education; Agricultural Information and Communication Management; Agricultural Marketing; Agriculture and Applied Economics; Agriculture and Rural Development; Agriculture Economics; Agriculture Extension; Agricultural Studies; Agro-Bio Resource Science and Technology; Agronomy; Agro-processing; Biotechnology; Crop Production; Crop Protection; Dry-land Integrated Land Management Systems; Dry-land Resource Management; Dry-land Agriculture; Dry-land Agro Pastoral Systems; Dry-land Farming; Entomology; Entrepreneurship; Environmental Planning and Management; Farm Management;

NACOSB

Floriculture; Food Science and Post-harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; Home Management; Horticulture; Hydroponics; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Plant Biotechnology; Plant Breeding and Biotechnology; Plant Breeding; Plant Health Science and Management; Plant Pathology; Project Planning and Management; Rural Management; Seed Science and Technology; Seed Science; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in Senior management course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate of membership to a professional body from a recognized institution;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated merit and ability as reflected in work performance and results.

VII. DIRECTOR, AGRICULTURE, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Director will be responsible to the County Assembly for the following: - coordinating monitoring and implementation of national agricultural policies, strategies and standards; collaborating with stakeholders in monitoring compliance with standards on agricultural produce, products and services; domesticating international agreements and protocols in agricultural crops; facilitating control of trans-boundary pests, diseases and invasive species; formulating national agricultural programmes and projects; coordinating national food security interventions; identifying and promoting public private partnerships in agricultural investments and initiatives; collaborating with stakeholders in prioritizing areas of agricultural research; mobilizing resources; coordinating performance management; and managing and developing staff.

(b) Requirements for Appointment

NAROK-CPSB

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

(i) served in the grade of Deputy Director, Agriculture for a minimum period of three (3) years;

(ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Agribusiness Management; Agribusiness; Agricultural and Natural Resource Management; Agricultural Education; Agricultural Extension and Education; Agricultural Information and Communication Management; Agricultural Marketing; Agriculture and Applied Economics; Agriculture and Rural Development; Agriculture Economics; Agriculture Extension; Agricultural Studies; Agro-Bio Resource Science and Technology; Agronomy; Agro-processing; Biotechnology; Crop Production; Crop Protection; Dry-land Integrated Land Management Systems; Dry-land Resource Management; Dry-land Agriculture; Dry-land Agro Pastoral Systems; Dry-land Farming; Entomology; Entrepreneurship; Environmental Planning and Management; Farm Management; Floriculture; Food Science and Post-harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; Home Management; Horticulture; Hydroponics; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Plant Biotechnology; Plant Breeding and Biotechnology; Plant Breeding; Plant Health Science and Management; Plant Pathology; Project Planning and Management; Rural Management; Seed Science and Technology; Seed Science; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate of membership to a professional body from a recognized

NAIROBI CPSB

institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case;

(viii) demonstrated professional competence and administrative capability required for planning, direction, control and coordination required for Agricultural Function; and

(ix) demonstrated a thorough understanding of national goals, policies and programmes and the ability to translate them into Agricultural Function.

NAROK - CPSB

26.0 CAREER PROGRESSION GUIDELINES FOR VETERINARY PERSONNEL

1. THE VETERINARY SERVICES FUNCTION

The Veterinary Services Function involves: - implementation of Animal Diseases Act (Cap. 364), Meat Control Act (Cap. 356), Veterinary Surgeons and Veterinary Para Professionals Act, No.29 of 2011, Hides, Skins and Leather Trade Act (Cap. 359), Fertilizer and Animal Feedstuff Act (Cap 345) among other National laws. Internationally coordinated functions include implementation of World Organization for Animal Health (WOAH/OIE) and Codex Alimentarius standards and other related standards and guidelines.

(a) Veterinary Function

Specifically, Veterinary Function entails:- developing, reviewing, implementing and monitoring Veterinary Services policies, strategies and laws; planning, coordinating, monitoring and evaluating Veterinary programmes such as management and control of animal diseases and pests; control of Zoonotic diseases; animal disease outbreak investigation, surveillance and mapping; economic surveys and risk assessment; establishing and maintaining Disease Free Zones and Quarantine stations; research on control of ticks, tick borne diseases and acaricide resistance; safety assurance of foods of animal origin; regulating, inspecting, grading and licensing of slaughterhouses, plants processing foods of animal origin, and other outlets of foods derived from animals; and guiding in the development of slaughterhouse designs, approving designs and supervising constructions.

In addition, the Veterinary Function entail:- advising on prevention of environmental pollution from animal inputs and management of animal waste; regulating export/import in respect to live animals, veterinary medicines, vaccines, animal products and by-products; inspection and certification of animals, animal products and inputs for trade purposes; laboratory diagnostic services; quality assurance of veterinary inputs and products; field efficacy trials for drugs, vaccines and acaricides; regulating production, importation, distribution and export of animal genetic materials; mainstreaming animal welfare requirements in the animal industry; developing and disseminating information on animal health, breeding and welfare; establishing and maintaining database on animal health, inputs, production and trade; training of service providers in collaboration with relevant stakeholders; participating in curriculum training and development; undertaking research in animal health and production; undertaking forensic investigations and compiling appropriate reports; and developing animal health interventions for emerging livestock.

(b) **Animal Health Function**

The Animal Health Function entails:- formulating, implementation, monitoring and reviewing animal health policies and strategies; providing herd health services; monitoring and evaluating animal health programs; participating in control of animal diseases and zoonoses; undertaking disease search and reporting; managing and maintaining database on animal health; disseminating animal health information to stake holders; implementing and managing vector control programmes; undertaking animal health extension services; mobilizing and sensitizing communities on adoption of animal health technologies; carrying out Artificial Insemination(A.I) services, meat inspection and grading; advising on prevention of environmental pollution from animal inputs and management of animal waste; undertaking economic impact assessment of animal diseases, programs and projects; guiding on site identification and construction of local slaughterhouses, dips, spray races and other farm structures; carrying out livestock identification, traceability and vaccination programmes; and managing veterinary farms and quarantine stations.

2. **GRADING STRUCTURE**

The Career Progression Guideline establishes four (4) grades of Animal Health Assistants, seven (7) grades of Assistant Animal Health Officers, seven (7) grades of Animal Health Officers and six (6) grades of Veterinary Officers who will be designated and graded as follows: -

ANIMAL HEALTH ASSISTANTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Animal Health Assistants	Animal Health Assistant II	12	G
	Animal Health Assistant I	11	H
	Senior Animal Health Assistant	10	J
	Chief Animal Health Assistant	9	K

NAROK CPSB

ASSISTANT ANIMAL HEALTH OFFICERS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Animal Health Officers	Assistant Animal Health Officer III	11	H
	Assistant Animal Health Officer II	10	J
	Assistant Animal Health Officer I	9	K
	Senior Assistant Animal Health Officer	8	L
	Chief Assistant Animal Health Officer	7	M
	Principal Assistant Animal Health Officer	6	N
	Senior Principal Assistant Animal Health Officer	5	P

ANIMAL HEALTH OFFICERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Animal Health Officers	Animal Health Officer	9	K
	Senior Animal Health Officer	8	L
	Chief Animal Health Officer	7	M
	Principal Animal Health Officer	6	N
	Assistant Director, Animal Health	5	P
	Deputy Director, Animal Health	4	Q
	Director, Animal Health	3	R

VETERINARY OFFICERS

APPENDIX 'D'

Cadre	Designation	Job Grade CPSB	Job Group
Veterinary Officers	Veterinary Officer	8	L
	Senior Veterinary Officer	7	M
	Chief Veterinary Officer	6	N
	Assistant Director, Veterinary Services	5	P
	Deputy Director, Veterinary Services	4	Q
	Director, Veterinary Services	3	R

Note: *The grades of Animal Health Assistant II/I, Job Grades CPSB 12/11 for Certificate Holders; Assistant Animal Health Officer III/II/, Job Grade CPSB 11/10 for Diploma Holders; Animal Health Officer/Senior, Job Grades 9/8 for Professional Degree Holders and Veterinary Officer/Senior, Job Grade CPSB 8/7for Veterinary Doctors will form a common establishment for the purpose of this Career Progression Guideline.*

NHRMP - CPSB

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guidelines: -

(i) **Two (2) year** Certificate in any of the following disciplines: - Animal Health, Environmental Health, Animal Health and Production or its equivalent qualification from a recognized institution.

(ii) Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology, Animal Husbandry or its equivalent qualification from a recognized institution.

(iii) Higher Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology, Animal Husbandry or its equivalent qualification from a recognized institution.

(iv) Bachelor of Veterinary Medicine (BVM) Degree or its equivalent qualification from a recognized institution.

(v) Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health management, Environmental Health Sciences, Livestock Economics, Health Extension or its equivalent qualification from a recognized institution.

(vi) Master's degree in the following disciplines: Animal Production, Animal Breeding, Animal Nutrition and Feed Sciences, Environmental Science, Veterinary Public Health, Veterinary Epidemiology and Economics, Poultry Science, Apiary Science, Aquatic Science, Wildlife Health and Management or its equivalent qualification from a recognized institution.

(vii) Master of Science Degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative

NARC BOARD

Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production, Aquatic Sciences or its equivalent qualification from a recognized institution.

(viii) Registration by the Kenya Veterinary Board.

(ix) Management Course lasting not less than four (4) weeks from a recognized institution.

(x) Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(xi) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(xii) Supervisory Course lasting not less than two (2) weeks from a recognized institution.

(xiii) Certificate in computer application skills.

(xiv) No active disciplinary case.

(xv) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

ANIMAL HEALTH ASSISTANTS

APPENDIX 'A'

I. ANIMAL HEALTH ASSISTANT II, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will entail: - carrying out simple treatment of animals; participating in disease search and reporting; demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination; and undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

(b) Requirements for Appointment

MARCK - CPSB

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

(i) Certificate lasting not less than two (2) years in any of the following disciplines: -Animal Health, Environmental Health, Animal Health and Production from a recognized institution;

(ii) be registered by the Kenya Veterinary Board; and

(iii) Certificate in computer application skills.

II. ANIMAL HEALTH ASSISTANT I, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - Assisting in demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; undertaking Artificial Insemination and meat inspection; and enforcing slaughterhouse hygiene and meat transport regulations.

(b) Requirements for Appointment

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

(i) served in the grade of Animal Health Assistant II for a minimum period of three (3) years;

(ii) Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution;

(iii) be registered by the Kenya Veterinary Board;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability in work performance and results.

III. SENIOR ANIMAL HEALTH ASSISTANT, JOB GRADE CPSB 10

(a) Duties and Responsibilities

NAROK CPSB

Duties and responsibilities at this level will entail:- enforcing slaughterhouse hygiene and meat transport regulations; training farmers on livestock records keeping; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; maintaining dairy units; rearing experimental animals; and participating in animal health field demonstrations and agricultural shows; demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; and undertaking artificial insemination, meat inspection and grading.

(b) Requirements for Appointment

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

(i) served in the grade of Animal Health Assistant I for a minimum period of three (3) years;

(ii) Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution;

(iii) been registered by the Kenya Veterinary Board;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown ability and demonstrated merit in work performance and results.

IV. CHIEF ANIMAL HEALTH ASSISTANT, JOB GRADECPSB 9

(a) Duties and Responsibilities

This is the highest grade for this cadre. Duties and responsibilities at this level will entail: Maintaining dairy units; rearing experimental animals; participating in animal health field demonstrations and agricultural shows; collecting and collating animal health data; and supervising Animal Health Assistants; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; undertaking artificial insemination, meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations;

NAROK CPSB

training farmers on livestock records keeping; and keeping records on animal breeding, animal health status, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Animal Health Assistant for a minimum period of three (3) years;

(ii) Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution;

(iii) been registered by the Kenya Veterinary Board;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability in work performance and results.

NAROK - CPSB

I. ASSISTANT ANIMAL HEALTH OFFICER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will entail:- participating in animal health field demonstrations and agricultural shows; participating in sample collection and dispatch; inspecting livestock stock routes; and collecting data and writing technical reports; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; keeping records on animal breeding, animal health, milk production, dipping data; and maintaining dairy units.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Husbandry from a recognized institution;

(ii) be registered by the Kenya Veterinary Board; and

(iii) Certificate in computer application skills.

II. ASSISTANT ANIMAL HEALTH OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- participating in sample collection and dispatch; inspecting livestock stock routes; undertaking equipment sterilization; rearing experimental animals; issuing of livestock movement permits; undertaking artificial insemination and meat inspection; enforcing slaughterhouse hygiene and meat transport regulations; and participating in construction and maintenance of farm structures; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking

MARCH 2018

and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data; maintaining dairy units; and participating in animal health field demonstrations and agricultural shows.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Assistant Animal Health Officer III for a minimum period of three (3) years;

(ii) have Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Husbandry from a recognized institution;

(iii) be registered by the Kenya Veterinary Board;

(iv) have Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) have shown ability and demonstrated merit in work performance and results.

III. ASSISTANT ANIMAL HEALTH OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- overseeing construction and maintenance of farm structures; giving advice on dip designing, siting and appraising construction; and inspection and verification of imports and export of consignments; training and advising on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting and collating data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; maintaining dairy units; participating in animal health field demonstrations and agricultural shows; undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting

MAROK CSB

livestock stock routes; rearing experimental animals; issuing of livestock movement permits; undertaking artificial insemination, meat inspection and grading; enforcing slaughterhouse hygiene, meat transport regulations; and inspecting retail outlets of foods of animal origin.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served at the level of Assistant Animal Health Officer II for a minimum period of three (3) years;

(ii) have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Husbandry from a recognized institution;

(iii) be registered by the Kenya Veterinary Board;

(iv) have Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) have shown ability and demonstrated merit in work performance and results.

IV. SENIOR ASSISTANT ANIMAL HEALTH OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- giving advice on dip designing, sitting and appraising construction; and inspection and verification of imports and export of consignments; participating in management of veterinary farms; ensuring maintenance of cold chain facilities; and maintaining quarantine status in quarantine stations and holding grounds; organizing farmers' training on milking techniques and external parasite control techniques; leading small teams in carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting, collating, analyzing data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; participating in animal health field demonstrations and agricultural shows; maintaining dairy units; participating in animal health field demonstrations and agricultural shows; undertaking equipment sterilization, sample collection,

MROK-CPSB

packaging and dispatch; inspecting livestock stock routes; rearing experimental animals; issuing of livestock movement permits; undertaking artificial insemination, meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations; inspecting retail outlets of foods of animal origin; and participating in construction and maintenance of farm structures.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Assistant Animal Health Officer I for a minimum period of three (3) years;

(ii) have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Husbandry from a recognized institution;

(iii) have a Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;

(iv) be registered by the Kenya Veterinary Board;

(v) have Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated merit and shown ability in work performance and results.

V. CHIEF ASSISTANT ANIMAL HEALTH OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- giving advice on dip designing, sitting and appraising construction; and inspection and verification of imports and export of consignments; participating in management of veterinary farms; ensuring maintenance of cold chain facilities; and maintaining quarantine status in quarantine stations and holding grounds; organizing farmers' training on milking techniques and external parasite control techniques; leading small teams in carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting, collating, analyzing data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data,

MAROK CPSB

slaughter house daily kill, meat condemnation and movement permits; participating in animal health field demonstrations and agricultural shows; maintaining dairy units; participating in animal health field demonstrations and agricultural shows; undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting livestock stock routes; rearing experimental animals; issuing of livestock movement permits; undertaking artificial insemination, meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations; inspecting retail outlets of foods of animal origin; and participating in construction and maintenance of farm structures.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Senior Assistant Animal Health Officer for a minimum period of three (3) years;

(ii) have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Husbandry from a recognized institution;

(iii) have a Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;

(iv) be registered by the Kenya Veterinary Board;

(v) have Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated merit and shown ability in work performance and results.

VI. PRINCIPAL ASSISTANT ANIMAL HEALTH OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- advising and managing dip designing, siting and construction; and inspection and verification of imports and export of consignments; managing of veterinary farms; ensuring maintenance of cold chain facilities; maintaining quarantine status in quarantine stations and holding grounds; coordinating farmers' training on milking techniques and external parasite control techniques; leading large vaccination teams, carrying out simple treatment of animals; participating in disease search,

NAROK-CPSB

collecting, collating, analyzing data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; and organizing animal health field demonstrations and agricultural shows.

Other duties will include:- supervising equipment sterilization, sample collection, packaging and dispatch; inspecting livestock stock routes; issuing of livestock movement permits; coordinating artificial insemination, meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin and advising in construction and maintenance of farm structures and implementing uptake of new technologies in animal health to stakeholders.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Senior Assistant Animal Health Officer for a minimum period of three (3) years;

(ii) have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Husbandry from a recognized institution;

(iii) have a Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;

(iv) be registered by the Kenya Veterinary Board;

(v) have Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated merit and shown ability in work performance and results.

VII. SENIOR PRINCIPAL ASSISTANT ANIMAL HEALTH OFFICER, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- advising and managing dip designing, sitting and appraising construction; inspection and verification of imports and export of consignments; managing veterinary farms, cold chain

NARC CPSB

facilities and quarantine status in quarantine stations and holding grounds; planning training farmers' on milking techniques and external parasite control techniques; leading big vaccination teams, carrying out simple treatment of animals; participating in disease search, collecting, collating, analyzing data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; organizing animal health field demonstrations and agricultural shows.

Other duties will include: - managing sample collection, packaging and dispatch; inspecting livestock stock routes; issuing of livestock movement permits; managing artificial insemination services, meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin and participating in construction and maintenance of farm structures and coordinating uptake of new technologies in animal health to stakeholders.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Principal Assistant Animal Health Officer for a minimum period of three (3) years;

(ii) have a Higher Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Husbandry from a recognized institution;

(iii) be registered by the Kenya Veterinary Board;

(iv) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) have Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing animal health services.

MARCH - CPSB

APPENDIX 'C'

I. ANIMAL HEALTH OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:- gathering data and compiling technical reports on animal health and welfare; overseeing construction and maintenance of farm structures; giving advice on dip designing, siting and appraising construction; and inspection and verification of imports and export of consignments; training and advising on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting and collating data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; maintaining dairy units; participating in animal health field demonstrations and agricultural shows; undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting livestock stock routes; rearing experimental animals; issuing of livestock movement permits; undertaking artificial insemination, meat inspection and grading; and enforcing slaughterhouse hygiene, meat transport regulations and inspection of retail outlets of foods of animal origin.

(b) Requirements for Appointment

For appointment to this grade, a candidate must: -

(i) have Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution;

(ii) be registered by the Kenya Veterinary Board; and

(iii) have Certificate in computer application skills.

II. SENIOR ANIMAL HEALTH OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- giving advice on dip designing, siting and appraising construction; and inspection and verification of imports and

NAPOKEA

export of consignments; participating in management of veterinary farms; ensuring maintenance of cold chain facilities; and maintaining quarantine status in quarantine stations and holding grounds; organizing farmers' training on milking techniques and external parasite control techniques; carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting, collating, analyzing data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; maintaining dairy units; participating in animal health field demonstrations and agricultural shows; undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting livestock stock routes; rearing experimental animals; issuing of livestock movement permits; undertaking artificial insemination, meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations; inspection of retail outlets of foods of animal origin; and participating in construction and maintenance of farm structures.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Animal Health Officer for a minimum period of one (1) year;

(ii) have Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution;

(iii) be registered by the Kenya Veterinary Board;

(iv) have Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) have shown ability and demonstrated merit in work performance and results.

III. CHIEF ANIMAL HEALTH OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- inspecting and verifying of

NACOSTI

imports and export consignments of animals and animal products; managing of veterinary farms; ensuring maintenance of cold chain facilities; maintaining quarantine status in quarantine stations and holding grounds; and giving advice on dip designing, siting and appraising construction; organizing farmers' training on farm disease control measures; coordinating vaccination and animal identification activities; carrying out simple treatment of animals; participating in disease search, collecting, collating, analyzing data on animal health and breeding, slaughter house records and compiling technical reports; organizing animal health field demonstrations and agricultural shows; undertaking equipment sterilization, sample collection, packaging and dispatch; coordinating inspection of livestock stock routes and artificial insemination services; managing experimental animal rearing units; issuing of livestock movement permits; undertaking meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin; and advising on construction and maintenance of farm structures.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Senior Animal Health Officer for a minimum period of three (3) years;

(ii) have Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution;

(iii) be registered by the Kenya Veterinary Board;

(iv) have Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) have shown merit and ability in work performance, including leadership and supervision of staff in his field of work.

IV. PRINCIPAL ANIMAL HEALTH OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- supervising veterinary farms; ensuring maintenance of cold chain facilities; sustaining quarantine status in quarantine stations and holding grounds; and giving advice on dip designing, siting, appraising construction; supervising of tick control activities, managing of

NAROK - CPSB

animal health information systems, organizing vaccination teams; preparing of animal health staff training needs; coordinating of animal health programs and projects; mobilization of Community for disease control intervention, monitoring and evaluation of Animal Health programs and carrying out participatory appraisal on disease control; organizing farmers' training on disease control measures; coordinating vaccination and animal identification activities; carrying out simple treatment of animals; participating in disease search, collecting, and collating data on animal health and breeding; compiling slaughter house records and technical reports.

In addition duties and responsibilities will include:-organizing animal health field demonstrations and agricultural shows; undertaking equipment sterilization, sample collection, packaging and dispatch; coordinating inspection of livestock stock routes and artificial insemination services; managing experimental animal rearing units; issuing of livestock movement permits; enforcing slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin; advising on construction and maintenance of farm structures; and inspecting and verifying of imports and export consignments of animals and animal products.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Chief Animal Health Officer for a minimum period of three (3) years;

(ii) have Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution;

(iii) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) be registered by the Kenya Veterinary Board;

(v) have Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have shown merit and ability in work performance, including leadership and supervision of staff in his field of work.

V. ASSISTANT DIRECTOR, ANIMAL HEALTH, JOB GRADE CPSB 5

NAROK-CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- Planning disease control activities; organizing animal identification activities; managing Veterinary farms, quarantine stations and sentinels herds; organizing teams for animal disease surveillance and reporting; issuing of livestock movement permits; planning farmer's field trainings; analyzing and disseminating animal health information; carrying out monitoring and evaluation of Animal Health programs; preparing preliminary assessment report for constructions of dips, slaughter houses and farm structures; and gathering data and compiling technical reports on animal health and welfare. Further duties and responsibilities will include:- coordinating the implementation of projects and programmes in Animal Health and Welfare; participating in formulation of animal health policies; and providing Veterinary Services at ports of entry; mapping strategies for disease control activities; organizing animal identification activities; managing Veterinary farms, quarantine stations and sentinels herds; organizing teams for animal disease surveillance and reporting; issuing of livestock movement permits; managing animal health information and dissemination; and preparing preliminary assessment report for constructions of dips, slaughter houses and farm structures.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Principal Animal Health Officer for a minimum period of three (3) years;

(ii) have Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution;

(iii) have Master's degree in any of the following disciplines: - Animal Production, Animal Breeding, Animal Nutrition and Feed Sciences, Environmental Science, Veterinary Public Health, Veterinary Epidemiology and Economics, Poultry Science, Apiary Science, Aquatic Science or Wildlife Health and Management from a recognized institution;

(iv) have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

NARC-GOD

(v) have Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(vi) be registered by the Kenya Veterinary Board;

(vii) have Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) have demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing animal health services.

VI. DEPUTY DIRECTOR, ANIMAL HEALTH, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- preparing project proposal for resource mobilization in animal health; preparing and implementing work plans and budgets; preparing technical reports and managing animal health information and dissemination to stakeholders; planning and coordinating implementation of projects and programmes in Animal Health and Welfare; participating in formulation and review of animal health policies, strategies and laws; coordinating management of Veterinary Farms, quarantine stations and sentinel herds; and planning monitoring and evaluation of Animal Health programs.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Assistant Director, Animal Health for a minimum period of three (3) years;

(ii) have Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution;

(iii) have Master's degree in any of the following disciplines: - Animal Production, Animal Breeding, Animal Nutrition and Feed Sciences, Environmental Science, Veterinary Public Health, Veterinary Epidemiology and Economics, Poultry Science, Apiary Science, Aquatic Science or Wildlife Health and Management from a recognized

NARC/CPSB

institution;

(iv) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) have certificate in Strategic Leadership Development Programme lasting not less than (6) six weeks from a recognized institution or its equivalent;

(vi) be registered by the Kenya Veterinary Board;

(vii) have Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) have shown merit and outstanding administrative capability and professional competence required in managing animal health services.

VII. DIRECTOR, ANIMAL HEALTH, JOB GRADE CPSB 3

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director of Veterinary Services for the management of Veterinary technical support services.
Duties and responsibilities at this level will entail:- coordinating the overall management of Veterinary Farms and quarantine stations; liaising with division heads in the implementation of projects and programmes in Animal health and welfare; monitoring and evaluating Animal Health programs; ensuring the implementation of work plans and budgets; participating in formulation review and implementation of animal health policies, strategies and laws; coordinating preparation of project proposal for resource mobilization in animal health; coordinating staff capacity development and performance management; interpreting technical reports; and managing animal health information and dissemination to stakeholders.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Deputy Director, Animal Health for a minimum period of three (3) years;

(ii) have Bachelor's degree in any of the following disciplines: - Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or

MOH - CPSB

Health Extension from a recognized institution;

(iii) have Master's degree in any of the following disciplines: - Animal Production, Animal Breeding, Animal Nutrition and Feed Sciences, Environmental Science, Veterinary Public Health, Veterinary ,Epidemiology and Economics, Poultry Science, Apiary Science, Aquatic Science or Wildlife Health and Management from a recognized institution;

(iv) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) have certificate in Strategic Leadership Development Programme lasting not less than (6) six weeks from a recognized institution or its equivalent;

(vi) be registered by the Kenya Veterinary Board;

(vii) have Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) have demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of National goals, policies, objectives and ability to relate them to proper management of Veterinary Services.

NAROK - CPSB

VETERINARY OFFICERS

APPENDIX 'D'

I. VETERINARY OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: - undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; participating in the training of stakeholders in vector control programmes; treating sick animals; advising on good veterinary practices; collecting data and preparing reports on animal health, products and markets; providing advice on animal breeding and welfare; and undertaking post-mortem examination and other diagnostic tests.

(b) Requirements for Appointment

For appointment to this grade, a candidate must: -

(i) have Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;

(ii) Be registered by the Kenya Veterinary Board; and

(iii) have a Certificate in computer application skills.

II. SENIOR VETERINARY OFFICER, JOB GRADECPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:- inspecting and licensing plants processing animal products and transport carriers/containers; examining and issuing animal health certificates; participating in field efficacy trials for drugs, vaccines and acaricides; undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; participating in the training of stakeholders in vector control programmes; treating sick animals; advising on good veterinary practices; collecting, collating data and preparing reports on animal health, products and markets; providing advice on animal breeding and welfare; and undertaking post-mortem examination and other diagnostic tests.

In addition, duties and responsibilities will include: - undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices; treating sick animals; collating data and preparing reports on animal health,

MRCK-CPSB

products and markets; inspecting, grading and licensing plants processing animal products and transport carriers/containers; and examining and issuing animal health certificates.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of a Veterinary Officer for a minimum period of one (1) year;

(ii) have Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;

(iii) be registered by the Kenya Veterinary Board;

(iv) have Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) have shown ability and demonstrated merit as reflected in work performance and results.

III. CHIEF VETERINARY OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:- inspecting and licensing plants processing animal products and transport carriers/containers; examining and issuing animal health certificates; participating in field efficacy trials for drugs, vaccines and acaricides; undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; participating in the training of stakeholders in vector control programmes; treating sick animals; advising on good veterinary practices; collecting, collating data and preparing reports on animal health, products and markets; providing advice on animal breeding and welfare; and undertaking post-mortem examination and other diagnostic tests.

In addition, duties and responsibilities will include: - undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices; treating sick animals; collating data and preparing reports on animal health, products and markets; inspecting, grading and licensing plants processing animal products and transport carriers/containers; and examining and issuing

MOK-CPSB

animal health certificates.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Senior Veterinary Officer for a minimum period of three (3) years;

(ii) have Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;

(iii) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) be registered by the Kenya Veterinary Board;

(v) have Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) have shown ability and demonstrated merit as reflected in work performance and results.

IV. ASSISTANT DIRECTOR, VETERINARY SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- carrying out economic impact assessment on animal diseases; undertaking forensic investigations and compiling appropriate reports; and offering veterinary services at ports of entry; disseminating data/information on animal health, products and markets; collaborating with stakeholders in providing veterinary services; undertaking disease control activities such as disease search, mapping, vaccination and enforcement of livestock movement regulations; training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices; treating sick animals; analyzing data and preparing reports on animal health, products and markets; undertaking post- mortem examination and other diagnostic tests; interpreting laboratory results and making appropriate recommendations; inspecting, grading and licensing plants processing animal products and transport carriers/containers; examining and issuing animal health certificates; participating in field efficacy trials for drugs, vaccines and acaricides; disseminating data/information on animal health, products and markets; and collaborating with stakeholders in providing veterinary services.

MROK-CPSB

Additional duties will entail:-organizing disease search, investigations, monitoring and mapping; evaluating export/imports request documents and making appropriate recommendations; carrying out investigations on antimicrobial and acaricidal resistance; coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests; undertaking post-mortem examination and other diagnostic tests; interpreting laboratory results and making appropriate recommendations; organizing stakeholders' training, seminars, workshops, field days, shows, exhibitions, conferences on vector control programmes, animal health, breeding, welfare and good veterinary practices; compiling technical reports; leading team(s) in inspecting, grading and licensing plants processing animal products and transport carriers/containers; enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal products processing plants; issuing animal health certificates; planning field efficacy trials for drugs, vaccines and acaricides; disseminating information on animal health, products and markets; collaborating with stakeholders in providing veterinary services; undertaking forensic investigations and compiling appropriate reports; and offering veterinary services at major ports of entry.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Senior Veterinary Officer for a minimum period of three (3) years;

(ii) have Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;

(iii) have Master of Science degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution;

(iv) have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

NARC-CPR

(v) have a Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vi) be registered by Kenya Veterinary Board;

(vii) have Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) have demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing veterinary services policies.

V. DEPUTY DIRECTOR, VETERINARY SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director of Veterinary Services for efficient management of a division. Overall duties and responsibilities will involve initiating formulation, development, implementation, monitoring and review of policies, laws and strategies in the delivery of veterinary services; planning and coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests; and compiling and interpreting technical reports.

In addition, duties will include:- evaluating slaughterhouse designs and making recommendations for approval; enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal products processing plants; evaluating export/import requests documents in respect to live animals, animal products, by-products and inputs and making appropriate recommendations; planning field efficacy trials for drugs, vaccines and acaricides; disseminating information on animal health, products and markets; collaborating with stakeholders in providing veterinary services; coordinating veterinary services at ports of entry; organizing disease search, investigations, monitoring, mapping and outbreak responses; carrying out investigations on antimicrobial and acaricidal resistance; liaising with training institutions on training and development of staff, students and interns; planning collaborative activities with relevant stakeholders in the animal health sector; and coordinating inspection of private veterinary practices and input outlets in collaboration with Kenya Veterinary Board.

An officer at this level will also perform the following duties: - preparing project proposals for resource mobilization; planning and coordinating staff

NOT FOR CPSB

management and development; and preparing and implementing work plans and budgets.

An officer may be called upon to perform any of the following duties: -

i. Animal Diseases and Pest Control Services

Specific duties and responsibilities will entail:- controlling of Zoonoses through development of disease contingency plans; establishing and maintaining Disease Free Zones and Quarantine stations; analyzing; preparing and submitting OIE reports on animal coordinating the provision of clinical services in Arid and Semi-Arid Areas (ASAL); regulating provision of clinical veterinary services; evaluating field efficacy trials results for acaricides and making appropriate recommendations; coordinating the development and maintenance of animal identification and traceability system; collaborating with other stakeholders on research agenda setting on animal diseases and pest management strategies; coordinating veterinary information management and dissemination to stakeholders; and evaluating export/import requests documents in respect to live animals, drugs, vaccines and by-products and making appropriate recommendations.

ii. Food Safety and Animal By-Products Services

Duties and responsibilities will entail:- planning and coordinating safety assurance of foods of animal origin and residue testing programs; analyzing and interpreting reports on food safety assurance and making appropriate recommendations; liaising with national and international standard setting bodies in the development and implementation of food safety standards; participating in national committees on matters related to Genetically Modified Organisms in foods, Bio-security, feeds and animal products and by-products; evaluating import and export applications in respect to foods of animal origin, animal feed premixes and by- products and making appropriate recommendations; and participating in curriculum development, training, public awareness and education on food safety.

iii. Diagnostic Services, Quality Assurance and Bio-Safety Services

Duties and responsibilities will entail:- initiating the formulation and review of standard operating procedures relating to quality assurance of biologics, biological assays, diagnostic technologies and bio safety; collaborating with other institutions working on animal research on diagnostics and quality assurance of veterinary inputs and products; facilitating implementation and maintenance of ISO 17025 standards and; promoting and regulating establishment of private veterinary laboratories.

iv. Breeding, Extension and Animal Welfare Services

Duties and responsibilities will entail:- initiating the formulation and review of policies relating to animal reproductive, extension and welfare services; coordinating research-extension-farmer linkages; breeding technologies and animal welfare; coordinating animal breeding and biotechnology; collaborating with breeding organizations and livestock centers; developing and disseminating information on animal health, breeding and welfare; assessing applications for production, importation, distribution and export of animal genetic materials; breeding technologies and animal welfare; and participating in curriculum development, training, public awareness and education.

In addition, an officer at this level may be called upon to perform the following duties and responsibilities: - coordinating the implementation of the Department's policies, legal framework, strategies, capacities development and physical resource management, work plans and budget; administering the performance appraisal instrument within the department; and coordinating and ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Deputy Director, Veterinary Services for a minimum period of three (3) years;

(ii) have Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;

(iii) have Master of Science degree in any of the following disciplines: - Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution;

(iv) be Registered by Kenya Veterinary Board;

(v) have Certificate in Senior Management Course lasting not less than four

NACOSTI

(4) weeks from a recognized institution or its equivalent;

(vi) have Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) have Certificate in computer applications skills;

(viii) No active disciplinary case; and

(ix) have demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Veterinary Services.

VI. DIRECTOR, VETERINARY SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Director of Veterinary Services will be responsible for overall strategic policy direction, development, formulation, review and implementation of veterinary service functions. Specific duties will entail:- providing technical advice on veterinary services function to the government; directing animal disease and pest control, veterinary diagnostic services, bio-safety and quality assurance of inputs and products, zoological services, hides and skins and leather development, veterinary public health, animal reproductive, extension and animal welfare programs; guiding the setting of animal research agenda and development; approving slaughterhouse designs and export/import request documents in respect to live animals, animal products, by-products and inputs; participating and collaborating with approved local, regional and international bodies in the field of animal health and trade; ratifying trade protocols in food and feed stuffs; recommending for registration of veterinary drugs, vaccines and acaricides; regulating the production, importation, distribution and export of animal genetic materials; and overseeing the management of Animal Health and industry, veterinary public health and Meat Technology training institutions; and reporting to OIE on animal disease outbreaks and response.

In addition, the officer will be responsible for: - coordinating the implementation of the Department's strategic plans and realization of its objectives; overseeing the preparation and implementation of the performance appraisal systems and contracts of the department; and ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

ACSC CPSB

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Deputy Director, Veterinary Services for a minimum period of three (3) years;

(ii) Be in possession of a Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;

(iii) have Master of Science degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution;

(iv) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Registered by Kenya Veterinary Board;

(vi) have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer applications skills;

(viii) No active disciplinary case; and

(ix) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Veterinary Services.

NAROK-CASB

27.0 CAREER PROGRESSION GUIDELINES FOR FISHERIES PERSONNEL

1. THE FISHERIES FUNCTION

The Fisheries Function entails: - enforcing the Fisheries Act (Cap 378) and other related statues; formulating and implementing fisheries policies; managing fisheries including licensing; promoting sustainable utilization of capture fisheries; and promoting aquaculture development, recreational fisheries, ecotourism and related activities in both marine and fresh water.
In addition, the function entails: - providing extension and training services on fisheries management; facilitating fishing gear development; managing of fisheries data bank; fostering fisheries cooperation among fishers and other stakeholders; promoting utilization of fresh water an marine fisheries; facilitating fish marketing; ensuring fish quality assurance and product development; providing fisheries infrastructural facilities; monitoring, control and surveillance of the fisheries resources; conducting fisheries research and surveys; managing the fisheries resources; monitoring fish habitats for pollutants developing and managing national fisheries aquaculture farms for demonstration, research, training, stocking programs, seed and production.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes four (4) grades of Fisheries Assistants, six (6) grades of Assistant Fisheries Officers and nine (9) grades of Fisheries Officers who will be designated and graded as follows: -

FISHERIES ASSISTANTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Fisheries Assistants	Fisheries Assistant II	12	G
	Fisheries Assistant I	11	H
	Senior Fisheries Assistant	10	J
	Chief Fisheries Assistant	9	K

MRUK - CSD

ASSISTANT FISHERIES OFFICERS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Fisheries Officers	Assistant Fisheries Officer III	11	H
	Assistant Fisheries Officer II	10	J
	Assistant Fisheries Officer I	9	K
	Senior Assistant Fisheries Officer	8	L
	Chief Assistant Fisheries Officer	7	M
	Principal Assistant Fisheries Officer	6	N

FISHERIES OFFICERS

APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Fisheries Officers	Fisheries Officer	9	K
	Senior Fisheries Officer	8	L
	Chief Fisheries Officer	7	M
	Principal Fisheries Officer	6	N
	Assistant Director of Fisheries	5	P
	Deputy Director, Fisheries	4	Q
	Director, Fisheries	3	R

***Note**: The grade of Fisheries Assistant II/I/, Job Grade CPSB 12/11, Assistant Fisheries Officer III/II, Job Grade CPSB 11/10 and Fisheries Officer/Senior Grade CPSB 9/8 will form a common establishment for purposes of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

(i) Certificate in either Fisheries Management, Natural Resource Management or an equivalent and relevant qualifications form a recognized institution.

(ii) Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualifications from a recognized institution.

(iii) Bachelor's degree in any of the following fields; - Fisheries, Zoology, Aquatic Sciences; Natural Resource Management; Biochemistry; Food Science and Technology; Environment Science; Biological Sciences, Physical Science, Chemistry or any other equivalent and relevant

NACOSTI CPSB

qualification from a recognized institution.

(iv) Master's degree in any of the following fields: - Biological Science; Fisheries; Natural Resource Management; Aquatic Science; Biochemistry; Food Science and Technology; Environmental Science; Physical Sciences or any other equivalent and relevant qualification from a recognized institution.

(v) Certificate in Supervisory Management Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vii) Certificates in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(viii) Knowledge of the Fisheries management policies, Fisheries Act and other related statutes.

(ix) Certificate of membership to a professional body from a recognized institution.

(x) Certificate in computer application skills.

(xi) No active disciplinary case.

(xii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATION

FISHERIES ASSISTANTS

APPENDIX 'A'

I. FISHERIES ASSISTANT II, JOB GRADE CPSB 12

(a) Duties and Responsibilities

This will be entry and training grade for Certificate holders. An officer at this level will work under the guidance of an experienced officer. Duties and responsibilities entail:- participating in the provision of fisheries extension services; collecting fisheries statistical data; maintain fish farms and hatcheries; and assisting in ensuring hygienic fish handling at fish landing sites, markets and farms.

NAROK CPSB

(b) Requirements for Appointment

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

(i) Certificate in either Fisheries management, Natural Resource Management or an equivalent qualification from a recognized Institution;

(ii) Certificate of membership to a professional body from a recognized institution; and

(iii) Certificate in computer application skills.

II. FISHERIES ASSISTANT I, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing fisheries extension services, collecting and compiling fisheries statistical data; maintain fish farms and hatchers; participating in ensuring hygienic fish landing at fish landing sites, markets and farms; participating in monitoring, control and surveillance of fisheries resources and elementary water examination for examination for signs of pollution; assisting in the production and selection of fish ponds.

(b) Requirements for Appointment

For appointment to this grade, an officer has: -

(i) served in the grade of Fisheries Assistant II for a minimum period of three (3) years;

(ii) Certificate in either Fisheries management, Natural Resource Management or an equivalent qualification from a recognized Institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shows merit and ability as reflected in work performance and results.

III. SENIOR FISHERIES ASSISTANT, JOB GRADE CPSB 10

(a) Duties and Responsibilities

NAROK CPSB

Duties and responsibilities at this level will entail:- providing fisheries extension services; collecting fisheries data; maintaining of fish farms and hatcheries; compiling and analyzing data; participating in monitoring, control and surveillance of fisheries resources; ensuring hygienic fish handling at landing sites, markets and farms; undertaking elementary examination for fish infection and signs of water pollution; compiling monthly reports; and promoting fish marketing and value addition.

(b) Requirements for Appointment

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

(i) served in the grade of Fisheries Assistant I for a minimum period of three (3) years;

(ii) Certificate in either Fisheries management, Natural Resource Management or an equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. CHIEF FISHERIES ASSISTANT, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - providing fisheries extension services including conducting field days and training fishers; collecting and collating fisheries statistical data; participating in monitoring, control and surveillance of fisheries resources; ensuring fish quality assurance; and promoting fish marketing and value addition. The officer will also be responsible for inducting, training and supervising Fisheries Assistant at the lower levels.

(b) Requirements for Appointment

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

(i) served in the grade of senior Fisheries Assistant for a minimum period of three (3) years;

NAROK-CPSB

(ii) Certificate in either Fisheries Management, Natural resource Management or an equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution; Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

ASSISTANT FISHERIES OFFICERS

APPENDIX 'B'

I. ASSISTANT FISHERIES OFFICER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for diploma holders. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will involve: - assisting in delivering fisheries extension services including conducting field days and training fishers; collecting and compiling fisheries statistical data; participating in fish quality assurance activities and marketing; and value addition.

(b) Requirements for Appointment

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

(i) Diploma in either Fisheries, Natural Resource Management or an equivalent qualification from a recognized institution; and

(ii) Certificate of membership to a professional body from a recognized institution; and

(iii) Certificate in computer application skills.

II. ASSISTANT FISHERIES OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- monitoring, control and surveillance of fisheries resources; conducting group training for fishers; organizing field days for fishers; providing technical advice to fishers; monitoring water bodies for signs of water pollution, invasive weeds and alien fish species; monitoring siltation of rivers, lakes and government fish farms; enforcing fisheries regulations; inspecting fish handling facilities at fish landing

NARC-CPSB

sites, markets and farms; ensuring compliance with existing fish/fishery products handling regulations; and promoting fish marketing and value addition.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Fisheries Officer III for a minimum period of three (3) years;

(ii) Diploma in either Fisheries Management, Natural Resource Management or an equivalent and relevant qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. ASSISTANT FISHERIES OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- undertaking fisheries, extension services in aquaculture and capture fisheries; undertaking environmental management including monitoring water bodies for signs of water pollution, invasive weeds and alien fish species; monitoring siltation of rivers, lakes and government fish farms; receiving, collating, analyzing and disseminating fisheries statistical data; compiling monthly fisheries reports; and promoting fish marketing and value addition.
Further, the officer will also be involved in monitoring, control and surveillance of the fisheries resources; and inspecting fish and fish handling facilities at fish landing sites, markets and farms for quality assurance.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Fisheries Officer II for a minimum of three (3) years;

(ii) Diploma in either Fisheries Management, Natural Resource

NAROK-CPSB

Management or an equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT FISHERIES OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- undertaking statistical data analysis and compilation; disseminating fisheries research information; monitoring, control and surveillance of the fisheries resources; promoting fish market and value addition; arranging on-farm trials, field days and exchange visits; training staff and fishers in spawning, rearing and harvesting methods and use of related equipment; training staff on feed formulation and production; observing fish ponds and fish to detect diseases and promoting fish marketing and value addition.

In addition, the officer will also be responsible for: - monitoring water quality for signs of pollution; carrying out frame surveys; undertaking catch assessment; carrying out fisheries related licensing activities; and enforcing fisheries regulations; inspecting fish handling facilities at fish landing sites, markets and farms; and undertaking frame survey.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Fisheries Officer I for a minimum of three (3) years;

(ii) Diploma in either Fisheries Management, Natural Resource Management or an equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Management Course lasting not less than two (2) weeks from a recognized Institution;

(iv) Certificate of membership to a professional body from a recognized institution;

NARUK CPSB

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT FISHERIES OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - implementing and coordinating projects and programs in the officer's area of specialization; monitoring, control and surveillance of the fisheries resources; and promoting fish marketing and value addition.

In addition, duties and responsibilities will entail: - arranging on-farm trials, field days and exchange visits; training staff in spawning, rearing, and harvesting methods and use of equipment; training staff on feed formulation and production; observing fish ponds and fish to detect diseases; monitoring water quality for signs of pollution; carrying out frame surveys; undertaking catch assessment; carrying out fisheries related licensing activities; and enforcing fisheries regulations; and inspecting fish handling facilities at fish landing sites, markets and farms; and undertaking frame survey.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Assistant Fisheries Officer for at least three (3) years;

(ii) Diploma in either Fisheries Management, Natural Resource Management or an equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Skills Management Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT FISHERIES OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

NAROK CPSB

Duties and responsibilities at this level will entail: - carrying out frame survey; undertaking catch assessment; inspecting fish handling facilities at landing sites, markets and farms; coordinating and supervising specialized fisheries activities in high potential areas; enforcing fisheries management measures; and supervising, monitoring and evaluating fisheries activities.

In addition, duties and responsibilities will entail: - planning, designing and budgeting for fisheries projects and implementing the same; tracking the progress of projects implementation; supervising and coordinating fisheries survey activities; and coordinating enforcement of fisheries regulations. The officer will also provide technical guidance to staff working under him/her.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Assistant Fisheries Officer for a minimum of three (3) years;

(ii) Diploma in either Fisheries Management, Natural Resource Management or an equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated merit and ability as reflected in work performance and results.

NAROK - CPSB

APPENDIX 'C'

I. FISHERIES OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail: - receiving and compiling fisheries related statistical data from field officers, analyzing fisheries data and preparing reports; assisting in monitoring, control and surveillance of the fisheries resources; undertaking fisheries extension activities; maintaining of ponds at fish farms and hatcheries; inspecting fish and fish handling facilities at fish landing sites, markets and farms; and assisting in the promotion of fish marketing and value addition.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;

(ii) Certificate of membership to a professional body from a recognized institution; and

(iii) Certificate in computer application skills.

II. SENIOR FISHERIES OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail: - compiling fisheries statistics and preparing technical reports; participating in monitoring, control and surveillance of fisheries resources; providing fisheries extension services including mobilizing and training fishers, maintaining ponds at fish farms and hatcheries; and conducting fish inspection and quality assurance.

In addition, duties and responsibilities will entail: - organizing on-farm trials on fish species and feed; assessing fish post-harvest losses; undertaking applied fisheries research and dissemination of research findings; undertaking market surveys; and promoting fish marketing and value addition.

NACOSTI

(b) Requirements for Appointment

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

(i) served in the grade of Fisheries Officer for a minimum of one (1) year;

(ii) Bachelor's degree in any of the following disciplines: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF FISHERIES OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: monitoring, control and surveillance of fisheries resources including conducting frame, stock and catch assessment surveys; identifying critical habitats and seasons and designing appropriate protection strategies; monitoring fish habitats for pollutants; carrying out diagnosis, prevention and control of fish diseases; and disseminating fisheries related information.
In addition, duties and responsibilities will entail: - undertaking fish inspection and quality assurance activities; providing fisheries extension services and updating fisheries data base; and promoting fish marketing and value addition.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Fisheries Officer for a minimum of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management,

MBOK-CPSB

Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution; and

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL FISHERIES OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail; compiling reports in the area of specialization; developing and organizing training programs in liaison with the relevant institutions and agencies; and disseminating fisheries related information.

In addition, duties and responsibilities will entail:- managing fish breeding programs, fish feed formulation and pond management programs; inspecting fish handling facilities on the farms; ensuring compliance with existing fish/ fishery products handling regulations; monitoring, control and surveillance of fisheries resources including conducting frame, stock and catch assessment surveys; identifying critical habitats and seasons for designing appropriate protection strategies; monitoring fish habitats for pollutants; carrying out diagnosis, prevention and control of fish diseases; enforcing compliance of regulatory measures including licensing, closed seasons and slot sizes and prompting fish marketing and value addition.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Fisheries Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;

(iii) Certificate in Senior Management Course lasting not less than four (4)

MAJOR CSB

weeks from a recognized institution or its equivalent;

(iv) Certificate of membership to a professional body from a recognized institution;

(v) Knowledge of the Fisheries management policies, Fisheries Act and other related statutes;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, FISHERIES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - initiating and implementing Fisheries policies, projects, programs and strategies; evaluating, monitoring, control and surveillance systems; monitoring the implementation of regional and international fisheries agreements; coordinating the strengthening of fisheries extension services; promoting co-operation between the fisheries sector and local/international stakeholders; and implementation of multilateral projects and programmes; coordinating fisheries extension services and co-management programs; analyzing, storing and disseminating fisheries related reports; liaising with relevant stakeholders to design fisheries management programs; coordinating fisheries research in fish stock assessment; promoting fish marketing and value addition; and evaluating monitoring, control and surveillance systems.

Further, duties and responsibilities will entail: - participating in the implementation of bi-lateral projects and programs; and participating in negotiations of multi and bi-lateral agreements; organizing extension approaches and methodologies; implementing fisheries management measures; formulating, implementing and monitoring resource conservation intervention strategies; monitoring fish seed and feed production programmes; designing fish marketing strategies; promoting fish and fishery product value addition; monitoring and evaluation of fish projects/programmes; undertaking applied research; liaising with research institutions for research programs and dissemination of research findings; managing fisheries data bank; and coordinating resource utilization at the area of deployment.
In addition, the officer will be the subject matter specialist in Fish Quality Assurance and Marketing, Aquaculture development, Inland and Riverine Fisheries, or Marine and Coastal Fisheries.

MADE CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Principal Fisheries Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;

(iii) Master's degree in any of the following disciplines: - Biological Sciences, Natural Resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate of membership to a professional body from a recognized institution;

(vii) Certificate in computer application skills;

(viii) Knowledge of the Fisheries development and management policies, Fisheries Act and other related Acts and international conventions;

(ix) No active disciplinary case; and

(x) shown merit and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, FISHERIES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will head a thematic fisheries area and will be responsible to the Director of fisheries for technical functions of the respective division in line with the Fisheries Act (Cap. 378) and other related statutes. In addition, the officer will be responsible for the general administration of human and

MROK-CPSB

financial resources; development and transfer of appropriate technology and innovations in liaison with the relevant research institutions; developing strategies to sustain gains from fisheries development activities; managing staff performance systems and coordinating the preparation of budgetary estimates.

Further, duties and responsibilities will entail; undertaking cost effective research to advance national and sectoral priorities; promoting fish marketing and value addition; harmonizing fisheries technical training in liaison with relevant institutions; undertaking and monitoring and evaluation activities in a division.

Specific duties and responsibilities will entail the following: -

i. Aquaculture development

The Director of Aquaculture Development will be responsible for efficient and effective management of the Aquaculture Directorate. Duties and responsibilities will entail: - overseeing the provision of aquaculture extension services; promoting uptake of research findings by relevant stakeholders; spearheading the development of an aquaculture policy and strategic plan; managing the fisheries data bank; promoting public and private sector investments in the production of quality fish seeds and feeds including stocking programs; and promoting marketing and value addition of aquaculture products; overseeing the development and management of national fisheries institutions.

ii. Fish Quality Assurance and Marketing

The Director of Fish Quality Assurance and Marketing will be responsible for efficient and effective management of the Directorate. Duties and responsibilities will entail: - advising on fish handling and processing; overseeing the development and inspection of fish handling facilities; coordinating the monitoring of pollutants in fish habitats; ensuring compliance with local and international standards; promoting value addition of fish/fishery products; marketing of fish/fishery products; developing strategies for reduction of post-harvest loses; and managing the fisheries data bank.

iii. Inland and Riverine Fisheries

The Director of Inland and Riverine Fisheries will be responsible for efficient and effective management of the Directorate. Duties and responsibilities will entail: - promoting sustainable development, management, utilization and conservation of the fresh water fisheries resources; coordinating the identification, gazettement and demarcation of breeding grounds to enhance seed stocks; promoting regional and international co-operation for effective

AWPCSB

and efficient management of shared fish stocks; and spearheading the development of species-specific management plans.

Further, duties and responsibilities will entail: - facilitating fishing gear development; managing the fisheries data bank; fostering fisheries co-operation among fishers and other stakeholders; promoting utilization of freshwater fisheries resources; ensuring the provision of fisheries related infrastructural facilities; overseeing the monitoring, control and surveillance of the fisheries resources; coordinating fisheries research and surveys; coordinating the monitoring of fish habitats for pollutants; and promoting recreational fisheries, ecotourism and related activities in fresh water bodies.

iv. Marine and Coastal Fisheries

The Director of Marine and Coastal Fisheries will be responsible for efficient and effective management of the Directorate. Duties and responsibilities will entail: - promoting sustainable development, management, utilization and conservation of the marine and coastal fisheries resources; co-coordinating fish stock assessments; and developing of species-specific fisheries management plans.

Further, duties and responsibilities will entail:- facilitating fishing gear development; managing the fisheries data bank; fostering fisheries co-operation among fishers and other stakeholders; promoting utilization of marine water fisheries resources; ensuring the provision of fisheries related infrastructural facilities; overseeing the monitoring, control and surveillance of the fisheries resources; coordinating fisheries research and surveys; coordinating the monitoring of fish habitats for pollutants; and promoting recreational fisheries, ecotourism and related activities in marine water bodies. The officer will also be responsible for the development of the Exclusive Economic Zone (EEZ).

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) have served in the grade of Assistant Director, Fisheries for a minimum period of three (3) years;

(ii) have Bachelor's degree in any of the following disciplines: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;

(iii) have Master's degree in any of the following disciplines: - Biological Sciences, Natural resource Management, Aquatic Sciences,

NATIONAL CSB

Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any equivalent qualification from a recognized institution;

(iv) have Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) have Certificate of membership to a professional body from a recognized institution;

(vii) have Certificate in computer application skills;

(viii) have knowledge of the Fisheries development and management policies, Fisheries Act and other related statutes and international conventions;

(ix) be conversant with national and international fisheries agreements, conventions, protocols and laws of the sea;

(x) No active disciplinary case;

(xi) have shown competence in planning and implementation of development, management and research of fisheries projects and programs; and

(xii) have shown merit and ability in work performance and results.

VII. DIRECTOR, FISHERIES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Director of fisheries will be responsible for efficient and effective management of the Fisheries Function. Specific duties and responsibilities will entail: - directing the formulation and implementation of Fisheries policies and programmes; coordinating the activities of the Fisheries technical services; overseeing the Directorate's performance management systems; and developing links with fisheries stakeholders for the realization of Government development goals and strategies.

In addition, the officer will set long-term goals for the development of fisheries sector; spearheading the negotiation of international fishing agreements and linkages and ensuring prudent management and utilization of resources.

MAROK-CPSB

Further, the Secretary will be responsible for capacity building and staff development of Fisheries Personnel.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Fisheries for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;

(iii) Master's degree in any of the following disciplines: - Biological Sciences, Natural resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case;

(vii) acquired wide experience in all aspects of fisheries management, development policies and is fully conversant with the Fisheries Act;

(viii) clear understanding of National Development goals, policies and strategies and the ability to link them to the Kenya Vision 2030.

NAROK-CDSR

28.0 CAREER PROGRESSION GUIDELINES FOR LAND SURVEY ASSISTANTS AND LAND SURVEYORS

1. THE LAND SURVEYING FUNCTION

The Land Survey Function at the County involves:- implementation of land survey policies, standards and guidelines; implementation of the provisions of the Survey Act Cap 299, Land Act 2012, Land Registration Act 2012, Sectional Property Act 1987, and other relevant statutes pertaining to land survey at the County; carrying out land surveys for security of land tenure and sustainable land development as envisaged in the Kenya Vision 2030; surveillance, inspection and maintenance of County boundaries for territorial integrity; implementation of survey projects and programmes in liaison with other relevant stakeholders; contacting quality control checks for title surveys to support land registration; application of modern land survey techniques in surveying; and research in new technologies and emerging trends in land survey.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of Land Survey Assistants; and seven (7) grades of Land Surveyors who will designated and graded as follows: -

LAND SURVEY ASSISTANT

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Land Survey Assistant	Land Survey Assistant III	11	H
	Land Survey Assistant II	10	J
	Land Survey Assistant I	9	K
	Senior Land Survey Assistant	8	L
	Chief Land Survey Assistant	7	M
	Principal Land Survey Assistant	6	N

NAROK CPSB

LAND SURVEYORS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Land Surveyors	Land Surveyor	9	K
	Senior Land Surveyor	8	L
	Chief Land Surveyor	7	M
	Principal Land Surveyor	6	N
	Assistant Director, Land Surveys	5	P
	Deputy Director, Land Surveys	4	Q
	Director, Land Surveys	3	R

Note: *The grades of Land Survey Assistant III/II, Job Grades CPSB 11/10 for Diploma holders; and Land Surveyor/Senior Land Surveyor, Job Grade CPSB 9/8 for degree holders will form common establishment for the purpose of this Career progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guidelines: -

(i) Diploma in Land Surveying or its equivalent qualification from a recognized institution.

(ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines:- Land Surveying, Land Management, Geodesy, Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Geographical Information Systems (GIS), Urban or Regional Planning, Sustainable Urban Development, Hydrography, Environmental Science or equivalent qualification from a recognized institution.

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

NARCK - CPSB

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(vii) Membership to the Institution of Surveyors of Kenya (ISK).

(viii) Certificate in computer applications skills

(ix) No active disciplinary case.

(x) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

LAND SURVEY ASSISTANTS

APPENDIX 'A'

I. LAND SURVEY ASSISTANT III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level entail: - carrying out angular and distance measurements and computation for low density topographical surveys and general boundary surveys.

(b) Requirements for Appointment

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

(i) Diploma in Land Surveying or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer applications skills.

II. LAND SURVEY ASSISTANT II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - carrying out angular and distance measurements and computation for low density topographical surveys, site engineering surveys, general boundary surveys and photo control surveys.

(b) Requirements for Appointment

NAROK-CPSB

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

(i) served in the grade of Land Survey Assistant III for a minimum period of three (3) years;

(ii) Diploma in Land Surveying or its equivalent qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. LAND SURVEY ASSISTANT I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - carrying out angular and distance measurements and computation for medium and high density topographical and general engineering surveys, sub-divisional schemes, medium area cadastral surveys and photo control surveys.

(b) Requirements for Appointment

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

(i) served in the grade of Land Survey Assistant II for a minimum period of three (3) years;

(ii) Diploma in Land Surveying or its equivalent qualification from a recognized institution;

(iii) Membership of Institution of Surveyors of Kenya (ISK);

(iv) Certificate in computer applications skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR LAND SURVEY ASSISTANT, JOB GRADE CPSB 8

(a) Duties and Responsibilities

NAPOK CPSB

Duties and responsibilities at this level will entail:- carrying out large area cadastral surveys, geodetic and mapping control surveys, gravity and magnetic control observations; undertaking cadastral and adjudication surveys, low, medium and high density topographical surveys, sub-divisional schemes, photo control, site and general engineering surveys; and carrying out preliminary quality control of topographical surveys, engineering surveys, cadastral surveys, adjudication and general boundary surveys.

(b) Requirements for Appointment

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

(i) served in the grade of Land Survey Assistant I for a minimum period of three (3) years;

(ii) Diploma in Land Surveying or its equivalent qualification from a recognized institution;

(iii) Membership of the Institution of Surveyors of Kenya (ISK);

(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. CHIEF LAND SURVEY ASSISTANT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- carrying out large area Cadastral surveys, geodetic and mapping control surveys, gravity and magnetic control observations and computations; undertaking small, medium and large area cadastral and adjudication surveys; carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; maintaining, supervising small, medium and high density topographical surveys, sub-divisional schemes, photo control, site and general engineering surveys.

(b) Requirements for Appointment

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

NAROK-CPSB

(i) served in the grade of Senior Land Survey Assistant for a minimum period of three (3) years;

(ii) Diploma in Land Surveying or its equivalent qualification from a recognized institution;

(iii) Membership of Institution of Surveyors of Kenya (ISK);

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL LAND SURVEY ASSISTANT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: - carrying out national and international boundary surveys, gravity and magnetic survey analysis and astronomical observations; maintaining, supervising gravity and magnetic control observations and computations, cadastral, adjudication, topographical surveys, sub-divisional schemes, photo control and engineering surveys; carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; and supervising staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Land Survey Assistant for a minimum period of three (3) years;

(i) Diploma in Land Surveying or its equivalent qualification from a recognized institution;

(ii) Membership of Institution of Surveyors of Kenya (ISK);

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) demonstrated a high degree of professional competence and administrative capability.

NAPOK-CPSB

APPENDIX 'B'

I. LAND SURVEYOR, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail: - carrying out angular and distance measurements and computation for medium and high-density topographical surveys, general engineering surveys, sub-divisional schemes, medium area cadastral and photo control surveys.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution; and

(ii) Certificate in computer applications skills.

II. SENIOR LAND SURVEYOR, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:- carrying out large area cadastral surveys, geodetic and mapping control surveys, gravity and magnetic control observations; supervising small and medium area cadastral and adjudication surveys, small, medium and high density topographical surveys, sub-divisional Schemes, photo control, site and general engineering surveys; and carrying out preliminary quality control of topographical, engineering, cadastral, adjudication and general boundary surveys.

(b) Requirements for Appointment

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

(i) served in the grade of Land Surveyor for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering

NARCK-CPSB

and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution;

(iii) Membership of Institution of Surveyors of Kenya (ISK);

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF LAND SURVEYOR, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:- carrying out large area cadastral surveys, geodetic and mapping control surveys, gravity and magnetic control observations and computations; undertaking high density topographical surveys, sub-divisional schemes, photo control, site and general engineering surveys; carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; and supervising small, medium and large area cadastral surveys, adjudication surveys.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Land Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution;

(iii) Membership of the Institution of Surveyors of Kenya (ISK);

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL LAND SURVEYOR, JOB GRADE CPSB 6

NAROK CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: - carrying out national and international boundary surveys, gravity and magnetic analysis, and astronomical observations; carrying out quality control of topographical surveys, engineering surveys, cadastral, adjudication and general boundary surveys; supervising gravity and magnetic control observations and computations, cadastral, adjudication and topographical surveys, sub-divisional Schemes, photo control, engineering surveys; and counselling staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Land Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Membership of the Institution of Surveyors of Kenya (ISK);

(v) Certificate in computer application skills; and

(vi) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, LAND SURVEYS, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:- carrying out national and international boundary surveys; undertaking gravity and magnetic analysis; supervising cadastral surveys, adjudication surveys, topographical surveys, sub-divisional schemes, photo control and engineering surveys; carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; providing standardization data for maintaining, testing, calibrating and certifying survey equipment; estimating and costing of survey projects; and mentoring staff.

NAROK-CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Principal Land Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Land Surveying, Land Management, Geodesy, Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Geographical Information Systems (GIS), Urban or Regional Planning, Sustainable Urban Development, Hydrography, Environmental Science or equivalent qualification from a recognized institution;

(iv) Membership of the Institution of Surveyors of Kenya (ISK);

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated a high degree of professional competence and administrative capability.

VI. DEPUTY DIRECTOR, LAND SURVEYS, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible for: implementing policies, strategies, guidelines and procedures on surveying and mapping; coordinating county/general boundaries surveys, cadastral, adjudication, sub-divisional schemes, photo control and engineering surveys; coordinating astronomical, gravity and magnetic surveys, and preparation and publication of plans, maps and charts; coordinating standardization and certification of survey equipment; monitoring and evaluating of survey and mapping activities; preparing and submitting technical and administrative reports; coordinating development and implementation of strategic and work plans; setting performance targets; and training and development of staff.

(b) Requirements for Appointment

MAROK-CPSB

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

(i) served in the grade of Assistant Director, Land Surveys for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Land Surveying, Land Management, Geodesy, Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Geographical Information Systems (GIS), Urban or Regional Planning, Sustainable Urban Development, Hydrography, Environmental Science or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development program lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Membership of the Institution of Surveyors of Kenya (MISK);

(vi) Certificate in computer application skills; and

(vii) demonstrated managerial, administrative and professional competence in work performance and results.

VII. DIRECTOR, SURVEYS, JOB GROUP GRADE 3

(a) Duties and Responsibilities

The Director, Surveys will be responsible for management and coordination of the Surveys Function.

Duties and responsibilities at this level will entail: - implementing policies and laws on land surveying and mapping including the Constitution, Sessional Paper No. 3 on National Land Policy of 2009, Survey Act Cap 299, Land Act 2012 and other related statutes; and providing modern County geo-information involving land surveying, cartography, photogrammetry, photolithography and hydrography.

Specific duties and responsibilities will include: - authenticating County astronomical gravity magnetic, VLBI, cadastral, adjudication, sub-divisional surveys, photo control, engineering and hydrographic surveys; overseeing

MARCH 2023

preparation and publication of County survey plans, maps and charts; coordinating monitoring and evaluation of survey and mapping activities; ensuring County territorial integrity by defining and maintaining physical location of the County, inter-county and national, boundaries; liaising with development partners in securing technical and financial support for development plans; promoting emerging technology in surveying and mapping fields; facilitating research in new and emerging technologies; coordinating development, implementation and review of the Department's strategic plans, budgets, procurement plans and performance targets; ensuring prudent management and utilization of resources; and building capacity.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Land Surveys for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Land Surveying, Land Management, Geodesy, Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Geographical Information Systems (GIS), Urban or Regional Planning, Sustainable Urban Development, Hydrography, Environmental Science or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development program lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Membership of the Institution of Surveyors of Kenya (MISK);

(vi) Certificate in computer application skills;

(vii) No active disciplinary case;

(viii) demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Land Surveys Function; and

(ix) thorough understanding of national goals, policies and objectives and ability to relate them to the Land Surveys and aspirations of Vision 2030.

NADCO-CPSB

29.0 CAREER PROGRESSION GUIDELINES FOR PHYSICAL PLANNING PERSONNEL

1. THE PHYSICAL PLANNING FUNCTION

The Physical Planning Function entails: implementation of the Physical and Land Use Planning Act, Urban Areas and Cities Act, 2011, any other law(s) that may be enacted to guide the Physical Planning function plus policies on land use, urban development, development control and preservation orders.

Further, the Function entails:- provision of advice to the County on physical planning matters; implementation of physical development policies, guidelines, strategies and spatial plans; provision of a framework for development of County infrastructure; conducting site analysis; collection of geographical data for preparation, design and review of physical development plans; vetting and verifying physical development plans and building plans; regulation of use of land; execution of development control and preservation orders; provision of advice on matters concerning alienation and appropriate use of land such as change of user, extension of user, extension of lease, subdivision of land and amalgamation of land; execution of development control; conversion of analogue plans to digital form; management and maintenance of physical planning records and data bank; resolution of conflicts arising from physical planning processes; undertaking research on urbanization strategies and policies and any other matter related to Physical Planning and collaborating with stakeholders and the National Lands Commission and National Government on matters related to physical and land use planning.

2. GRADING STRUCTURE

The Career Progression Guideline establishes six (6) grades of Physical Planning Assistants and seven (7) grades of Physical Planners who will be designated and graded as follows: -

PHYSICAL PLANNING ASSISTANTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Physical Planning Assistants	Physical Planning Assistant III	11	H
	Physical Planning Assistant II	10	J
	Physical Planning Assistant I	9	K
	Senior Physical Planning Assistant	8	L
	Chief Physical Planning Assistant	7	M
	Principal Physical Planning Assistant	6	N

MARCH 2023

PHYSICAL PLANNERS **APPENDIX 'B'**

Cadre	Designation	Job Grade CPSB	Job Group
Physical Planners	Physical Planner	9	K
	Senior Physical Planner	8	L
	Chief Physical Planner	7	M
	Principal Physical Planner	6	N
	Assistant Director, Physical Planning	5	P
	Deputy Director, Physical Planning	4	Q
	Director, Physical Planning	3	R

Note: *The grades of Physical Planning Assistant III/II, Job Grades CPSB 11/10 for Diploma holders and Physical Planner/Senior Physical Planner, Job Grades CPSB 9/8 for Degree holders will form a common establishment for the purpose of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

(i) Diploma in any of the following disciplines: Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) or relevant and equivalent qualification from a recognized institution.

(ii) Higher Diploma in any of the following disciplines: Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) or relevant and equivalent qualification from a recognized institution.

(iii) Bachelor's degree in any of the following disciplines: Urban and Regional Planning, Regional Planning, Urban Planning or relevant and equivalent qualification from a recognized institution.

(iv) Master's Degree in any of the following disciplines: Urban and Regional Planning, Regional Planning, Urban Planning or relevant and equivalent qualification from a recognized institution.

(v) Membership of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter).

NAROK-CPSB

(vi) Registration by the Physical Planners Registration Board.

(vii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(viii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(ix) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(x) Certificate in computer applications skills.

(xi) No active disciplinary case.

(xii) Such other qualification as may be approved by the County Public Service Board.

4. **JOB AND APPOINTMENT SPECIFICATIONS**

PHYSICAL PLANNING ASSISTANTS APPENDIX 'A'

I. PHYSICAL PLANNING ASSISTANT III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for **Diploma** holders in this cadre.

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: - carrying out drawing tasks; collecting and analyzing geographical data for preparing plans; digitizing Physical Development Plans; drawing physical development plans of small centres from sketches; updating plans; and conducting site inspection.

(b) Requirements for Appointment

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

(i) Diploma in any of the following disciplines; - Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;

(ii) Certificate in computer applications skills.

II. PHYSICAL PLANNING ASSISTANT II, JOB GRADE 10

NYOK CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - collecting and analyzing geographical data for preparing physical development plans; drawing/digitizing Local Physical Development Plans; converting analogue data to digital formats using Geographic Information Systems (GIS) and other technology; designing, symbolizing, layout preparation, printing/plotting and plan finishing; conducting site inspection; and updating of plans.

(b) Requirements for Appointment

Direct appointment for Higher Diploma Holders.

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

(i) Higher Diploma in any of the following disciplines: - Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;

(ii) Certificate in computer application skills; and

(iii) No active disciplinary case.

Promotion for diploma holders

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

(i) served in the grade of Physical Planning Assistant III for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: - Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. PHYSICAL PLANNING ASSISTANT I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- drawing/digitizing Local, County Physical Development Plans; collecting and analyzing geographical

NAROK - CPSB

data for plan preparation; vetting and verifying Physical Development Plans; inspecting sites, identifying site characteristics and establishing site suitability for proposed development; cataloguing and maintaining plan records; converting analogue data to digital format using Geographical Information System (GIS); analyzing and verifying site inspection information and preparing reports; and mentoring officers working under the officer.

(b) Requirements for Appointment

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

(i) served in the grade of Physical Planning Assistant II for a minimum period of three (3) years;

(ii) Diploma/Higher Diploma in any of the following disciplines: - Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;

(iii) Associate Membership of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR PHYSICAL PLANNING ASSISTANT, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - drawing/digitizing Local, County and Regional Physical Development Plans; collecting and analyzing geographical data for plan preparation; vetting and verifying Physical Development Plans; inspecting sites, identifying site characteristics and establishing site suitability for proposed development; cataloguing and maintaining plan records; and converting analogue data to digital format using Geographical Information System (GIS).

(b) Requirements for Appointment

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

(i) served in the grade of Physical Planning Assistant I for a minimum period of three (3) years;

NAROK-CPSB

(ii) Diploma/Higher Diploma in any of the following disciplines: - Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;

(iii) Associate membership of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

(iv) Certificate in Supervisory Management Course lasting not less than two (2) weeks;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated competence and ability required to handle technical and administrative matters at this level.

V. CHIEF PHYSICAL PLANNING ASSISTANT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- overseeing drawing/digitization of County, Urban and Rural Physical Development Plans including preparation of base maps; authenticating Physical Development Plans; issuing and ensuring efficient and effective use of drawing/digitization equipment; preparing requisition for acquisition of technical equipment and materials; compiling work plans and work schedules; identifying sources of physical planning data; maintaining plan records; and training and supervising of staff working under the officer.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Physical Planning Assistant for a minimum period of three (3) years;

(ii) Diploma/Higher Diploma in any of the following disciplines: - Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;

(iii) Associate membership of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

MACHAKOS CPSB

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated competence and ability required to handle technical and administrative matters at this level.

VI. PRINCIPAL PHYSICAL PLANNING ASSISTANT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities at this level will entail:- ensuring plan drawings adhere to set standards and regulations; coordinating drawing of County strategic projects/programmes and local physical development plans; initiating research in new and emerging technologies related to physical plan designs; identifying sources of physical planning data; assigning center reference and approved plan numbers; distributing approved plans to relevant authorities; authenticating physical development plans; preparing annual state of physical development plan reports; undertaking monitoring and evaluation of drawing activities at County level; and mentoring staff working under the officer.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Physical Planning Assistant for a minimum period of three (3) years;

(ii) Diploma/Higher Diploma in any of the following disciplines: - Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;

(iii) Associate member of the Kenya Institute of Planners (KIP) or Architectural Association of Kenya (Town Planning Chapter);

(iv) Certificate in computer applications skills;

(v) No active disciplinary case; and

(vi) demonstrated managerial, administrative and technical competence in the execution of Physical Planning Assistants function.

NAROK - COUNTY

PHYSICAL PLANNERS

APPENDIX 'B'

I. PHYSICAL PLANNER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: - preparing physical development plans; undertaking feasibility studies on physical, social, economic and environmental characteristics; implementing physical plans for national, regional, urban areas and cities; processing development applications; and maintaining physical planning records.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;

(ii) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and

(iii) Certificate in computer applications skills.

II. SENIOR PHYSICAL PLANNER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be responsible for: - preparing physical development plans for small and medium sized urban areas; collecting, collating and analyzing urban and regional physical planning data; preparing action plans for specific projects such as residential housing schemes and shopping centers; providing advice on development applications; providing logistical support to physical planning liaison committees; and updating and maintaining physical planning records.

(b) Requirements for Appointment

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

(i) served in the grade of Physical Planner for a minimum period of one (1) year;

NAROK-CPSB

(ii) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;

(iii) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability as reflected in work performance and results.

III. CHIEF PHYSICAL PLANNER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- initiating, preparing and monitoring the implementation of sub county and local physical development plans; providing advice on development applications and development control matters; implementing and providing feedback on physical planning guidelines and standards; collecting, collating and analyzing urban and regional planning data; preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities; undertaking studies on matters relating to physical planning at the regional and local levels; setting agenda and convening physical planning liaison committee meetings; keeping record of deliberations and communicating decisions of the physical planning liaison committees; and managing of physical planning data.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Physical Planner for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;

(iii) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

MARKET CPSB

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability as reflected in work performance and results.

IV. PRINCIPAL PHYSICAL PLANNER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- initiating, preparing and monitoring the implementation of county and local physical development plans; preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities; providing advice to County government and agencies on development proposals and plans; implementing and providing feedback on physical planning guidelines and standards; undertaking thematic regional studies on matters relating to physical planning; keeping up-to-date physical planning data; setting agenda and convening physical planning liaison committee meetings; keeping record of deliberations and communicating decisions of the physical planning liaison committees; providing advice on development control; carrying out public education on physical planning matters; and preparing annual state of physical planning reports on county and local physical development plans.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Physical Planner for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;

(iii) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

(iv) Registration by the Physical Planners Registration Board;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

NAROK CPSB

(vii) No active disciplinary case; and

(viii) demonstrated merit and shown ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, PHYSICAL PLANNING, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- preparing county, urban, rural physical development plans; providing guidance on data requirements for the various categories of physical development plans; implementing physical planning policies, strategies, standards and programmes; inducting the physical planning liaison committee members; conducting public education on physical planning and development control matters; setting agenda and convening physical planning liaison committee meetings; keeping record of deliberations and communicating decisions of the physical planning liaison committees; advising liaison committees and overseeing the enforcement of resolutions; and preparing annual state of physical planning reports on county, town and rural physical development plans.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Physical Planner for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a recognized institution;

(iv) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

(v) Registration by the Physical Planners Registration Board;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated technical and professional competence as reflected in work performance and results.

NAROK - CPSB

VI. DEPUTY DIRECTOR, PHYSICAL PLANNING, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities:- coordinating key result areas such new towns planning and implementation, urban areas planning and implementation, cities and metropolitan planning and implementation, county planning development control; manuals, standards and guidelines; coordinating research on matters relating to strategic County projects and programmes, human settlement patterns, urbanization patterns, urban sprawl and emerging methodologies, issues and trends; coordinating preparation of county, town and rural physical development plans; formulating strategies for public education, participation and engagement; overseeing the preparation of annual state of physical planning reports; monitoring and evaluation of physical planning projects/programmes at the County level.

In addition, duties and responsibilities will entail:- preparing and implementing strategic plans and annual work plans; and facilitating continuous professional development of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Physical Planning for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a recognized institution;

(iv) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

(v) Registration by the Physical Planners Registration Board;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer applications skills;

(viii) No active disciplinary case;

NARC-CPSB

(ix) shown administrative ability and professional competence necessary for the effective performance of work at this level; and

(x) demonstrated managerial and professional competence in work performance and results.

VII. DIRECTOR, PHYSICAL PLANNING, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Director, Physical Planning will responsible for interpretation and implementation of the Physical and Land Use Planning Act 2019, Urban Areas and Cities Act, 2011; any other law(s) that may be enacted to guide the Physical Planning function; and policies on land use, urban development, development control and preservation orders.

Specifically, the Director will be responsible for: providing technical advice to the County on physical planning matters; overseeing implementation of physical development policies, guidelines, strategies and spatial plans; overseeing development of a framework for development of County infrastructure; coordinating site analysis; overseeing collection of geographic data for preparation, design and review of physical development plans; spearheading vetting and verification of physical development and building plans; regulate use of County land; and overseeing implementation of development control and preservation orders.

In addition, the Director will be responsible for: providing technical advice on matters concerning alienation and appropriate use of land such as change of user, extension of user, extension of lease, subdivision of land and amalgamation of County land; ensuring conversion of analogue plans to digital form; managing and maintaining physical planning records and data bank; resolving conflicts arising from physical planning processes; initiating and facilitating research on urbanization strategies and policies and any other matter related to Physical Planning and collaborating with stakeholders and the National Lands Commission and National Government on matters related to physical planning.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Physical Planning for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Urban and

Regional Planning, Urban Planning or Town Planning from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a recognized institution;

(iv) Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

(v) Registration by the Physical Planners Registration Board;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer applications skills;

(viii) No active disciplinary case;

(ix) shown administrative ability and professional competence necessary for the effective performance of work at this level; and

(x) demonstrated managerial and professional competence in work performance and results.

NAROK CPSB

30.0 CAREER PROGRESSION GUIDELINE FOR CARTOGRAPHY/GEOGRAPHIC INFORMATION SYSTEM (GIS) OFFICERS

1. THE CARTOGRAPHY/GIS FUNCTION

The Cartography Function entails:- Map production and design through preparation, editing, and updating of maps, charts, and other spatial products and designing and managing thematic, topographic, and digital cartographic outputs; Spatial data management by collecting, processing, analyzing, and managing spatial/geographic data and establishing and maintaining geospatial databases and data standards; GIS applications and analysis by applying GIS technology to support planning, resource management, land administration, and development programs and generating spatial models and visualizations for decision-making; remote sensing and survey integration by integrating aerial photography, satellite imagery, and survey data into mapping projects and supporting field survey teams with cartographic/GIS expertise; advisory and technical support through advising county departments on the use of GIS and cartographic products and supporting planning, infrastructure development, natural resource management, and disaster risk management initiatives; capacity building and training through training staff on GIS and cartographic tools and techniques and providing technical support to other county departments on spatial data use; research, innovation and policy support by conducting applied research in cartography and GIS and supporting policy formulation, monitoring, and evaluation through spatial analysis.

2. GRADING STRUCTURE

The Career Progression Guideline establishes six (6) grades of Cartography Assistants and six (6) grades of Cartographers who will be designated and graded as follows: -

CARTOGRAPHY/GIS ASSISTANTS/TECHNICIANS **APPENDIX' A'**

Cadre	Designation	Job Grade CPSB	Job Group
Cartography/ GIS Assistants	Cartography/GIS Assistant III	11	H
	Cartography/GIS Assistant II	10	J
	Cartography Assistant I	9	K
	Senior Cartography Assistant	8	L
	Chief Cartography Assistant	7	M
	Principal Cartography Assistant	6	N

WORK ORDER

CARTOGRAPHER/GIS OFFICER **APPENDIX 'B'**

Cadre	Designation	Job Grade CPSB	Job Group
Cartographer /GIS Officer	Cartographer/GIS Officer	9	K
	Senior Cartographer/ GIS Officer	8	L
	Chief Cartographer/ GIS Officer	7	M
	Principal Cartographer/ GIS Analyst	6	N
	Assistant Director, Cartography/ GIS	5	P
	Deputy Director, Cartography/ GIS	4	Q
	Director, Cartography/ GIS	3	R

Note: *The grades of Cartography Assistant III/II, Job Grades CPSB 11/10, for Diploma holders and the grades of Cartographer/Senior Cartographer, Job Grades CPSB 9/8 for Degree holders will form common establishment for the purpose of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

(i) Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution.

(ii) Higher Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution.

(iii) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution.

(iv) Master's degree in any of the following disciplines: - Land Surveying, Land Management, Cartography, Photogrammetry, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Geographical Information Systems (GIS) and Remote Sensing, Urban or Regional Planning, Environmental Science, Information Science or equivalent qualification from a recognized

NARCO-CPGB

institution.

(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vii) Certificate in Strategic Leadership Development course lasting not less than six (6) weeks from recognized institution or its equivalent.

(viii) Membership to the Institution of Surveyors of Kenya (ISK)-GIS and Remote Sensing Chapter.

(ix) Land Surveyors Board (LSB) for licensed surveyors.

(x) Engineers Board of Kenya (EBK) for geospatial engineers.

(xi) Kenya Institute of Planners (KIP) (for those leaning into urban/regional planning with cartographic skills.)

(xii) Technical and Vocational Education and Training Authority (TVETA) for accredited Cartographers and GIS Diploma programmes.

(xiii) Active participation in continuous professional development (CPD).

(xiv) Proficiency in GIS and cartographic software (e.g ArcGIS, QGIS, AutoCAD Map, ERDAS Imagine, Global Mapper).

(xv) Proficiency in Cartographic design, data visualization, and spatial data analysis.

(xvi) Practical training in Survey, Mapping and Remote Sensing Applications.

(xvii) Certificate in short professional courses in GIS/Cartographic from recognized institutions

(xviii) Certificate in computer applications skills.

(xix) No active disciplinary case.

(xx) Such other qualifications as may be adjudged to be equivalent by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

CARTOGRAPHY ASSISTANTS **APPENDIX 'A'**

NAROK CPSB

I. CARTOGRAPHY/GIS ASSISTANT III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade to this cadre.

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail: - Collect and process spatial/geographic data; produce and update basic maps, plans, and charts; maintain GIS databases and cartographic records; support field data collection and mapping operations; drawing survey and deed plans, and small area boundary schedules and small area preliminary index diagrams; produce and update basic maps, plans, and charts; digitizing maps and charts; scanning maps; and capturing data on geographical names in both soft copy and manual cards.

(b) Requirements for Appointment

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

(i) Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution;

(ii) Proficiency in GIS and cartographic software; and

(iii) Certificate in computer applications skills.

II. CARTOGRAPHY/GIS ASSISTANT II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - drawing survey and deed plans, small area registry index maps, small and medium area boundary schedules and preliminary index diagrams; digitizing maps and charts; scanning maps; and capturing data on geographical names in both soft copy and manual cards.

(b) Requirements for Appointment

Direct appointment for Higher Diploma holders

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

(i) Higher Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution;

NAROK CPSB

(ii) Proficiency in GIS and cartographic software;

(iii) No active disciplinary case; and

(iv) Certificate in computer application skills.

Promotion for Diploma Holders

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

(i) served in the grade of Cartography Assistant III for a minimum period of three (3) years;

(ii) Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution;

(iii) Proficiency in GIS and cartographic software;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CARTOGRAPHY ASSISTANT I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - drawing survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams; preparing topographical base maps for special purpose maps; revising base maps from aerial imageries; and digitizing maps and charts.

(b) Requirements for Appointment

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

(i) served in the grade of Cartography Assistant II for a minimum period of three (3) years;

(ii) Higher Diploma/Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution;

(iii) Proficiency in Proficiency in GIS and cartographic software;

NARCK-CPSB

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR CARTOGRAPHY ASSISTANT, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - drawing survey and deed plans, large area registry index maps, large area boundary schedules and preliminary index diagrams; repairing topographical base maps for special purpose maps; revising base maps from aerial imageries; acquiring raster, vector and geographical names data sets; repairing mapping records; digitizing maps and charts; and checking the accuracy of captured data.

(b) Requirements for Appointment

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

(i) served in the grade of Cartography Assistant I for a minimum period of three (3) years.

(ii) Higher Diploma/Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution.

(iii) Membership of the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(v) Proficiency in GIS and cartographic software;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

V. CHIEF CARTOGRAPHY ASSISTANT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

NAROK-CPSB

Duties and responsibilities at this level entail: - supervising drawing of survey and cadastral plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams; checking topographical base maps; carrying out map design; revising base maps from aerial imageries; collecting data from geospatial data sources; and repairing, maintaining and updating mapping records.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Cartography Assistant for a minimum period of three (3) years.

(ii) Higher Diploma/Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution.

(iii) Membership of the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(iv) Proficiency in GIS and cartographic software;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) show merit and ability as reflected in work performance and results.

VI. PRINCIPAL CARTOGRAPHY ASSISTANT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - coordinating drawing of survey and cadastral plans, registry index maps, area boundary schedules and preliminary index diagrams; checking topographical base maps and compile map and gazetteer manuscripts; preparing the national gazetteer; planning and carrying out map design; revising base maps from aerial imageries; supervising data collection from geospatial data sources; repairing, maintaining and updating mapping records; servicing and maintaining cartographic equipment; controlling map dissemination; and guiding and counselling staff.

(b) Requirements for Appointment

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

MAROK-CPSB

(i) served in the grade of Chief Cartography for a minimum period of three (3) years.

(ii) Higher Diploma/Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution.

(iii) Membership of the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(iv) Proficiency in GIS and cartographic software;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) Demonstrated high degree of professional competence and administrative capability.

NAROK - CPSB

CARTOGRAPHERS

APPENDIX 'B'

I. CARTOGRAPHER/GIS OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade of this cadre.

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail: - Produce, design, and update maps, charts, and thematic layers, manage GIS systems and databases, integrate survey, aerial, and satellite imagery into maps, and provide GIS/cartographic services to county departments.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution;

(ii) Proficiency in GIS and cartographic software;

(iii) Certificate in computer applications skills.

II. SENIOR CARTOGRAPHER/GIS OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - Produce, design, and update maps, charts, and thematic layers, manage GIS systems and databases, integrate survey, aerial, and satellite imagery into maps, and provide GIS/cartographic services to county departments; drawing survey and deed plans, large area registry index maps, large area boundary schedules and preliminary index diagrams; preparing topographical base maps for special

NAIROBI - CPSB

purpose maps; revising base maps from aerial imageries; collecting data from geospatial sources; and acquiring raster, vector and geographical names data sets; repairing mapping records.

(b) Requirements for Appointment

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

(i) served in the grade of Cartographer/GIS for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution;

(iii) Membership or eligibility for the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(iv) Proficiency in GIS and cartographic software;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

III. CHIEF CARTOGRAPHER/GIS OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - Produce, design, and update maps, charts, and thematic layers, manage GIS systems and databases, integrate survey, aerial, and satellite imagery into maps, and provide GIS/cartographic services to county departments; drawing survey and cadastral plans, registry index maps, boundary schedules and preliminary index diagrams; preparing digital topographical maps and compiling digital map and gazetteer manuscripts; developing map designs; revising base maps from aerial imageries; and creating topographical geo-database; and analyzing, manipulating, managing and storing data sets.

(b) Requirements for Appointment

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

NAROK CPSB

(i) served in the grade of Senior Cartographer/GIS for a minimum period of three
(3) years;

(ii) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution;

(iii) Postgraduate training in GIS/Remote Sensing/Cartography as an added advantage

(iv) Membership or eligibility for the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(v) Proficiency in GIS and cartographic software;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL CARTOGRAPHER/GIS ANALYST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - Supervise cartographic/GIS staff and projects; undertake advanced spatial analysis and visualization; develop and implement standards for cartographic and GIS work; provide technical advice to county planners and managers; developing the National Gazetteer; planning and controlling map designs; revising base maps from aerial imageries; servicing and maintaining cartographic equipment; ensuring quality control of digital topographical base maps, compiled map and gazette manuscripts; controlling map dissemination; and guiding and counselling staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Cartographer/GIS for a minimum period of three (3) years;

AIROK-CPSB

(ii) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution;

(iii) Postgraduate training in GIS/Remote Sensing/Cartography as an added advantage

(iv) Membership or eligibility for the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(v) Proficiency in GIS and cartographic software;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated a high degree of professional competence and administrative capability.

V. ASSISTANT DIRECTOR, CARTOGRAPHY/GIS, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: - Oversee county GIS/cartographic projects; provide expert advice in spatial planning and geospatial policy; train and mentor junior staff; coordinate cross-departmental GIS initiatives; verifying drawing of survey and cadastral plans, registry index maps, boundary schedules and preliminary index diagrams; verifying topographical base maps; checking the national gazetteer of geographical names; analyzing and processing geospatial data; maintaining and updating map records; controlling map dissemination; overseeing servicing and maintenance of cartographic equipment; controlling quality of cartographic data sets produced; and initiating research on new cartographic techniques.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Cartographer/GIS Analyst for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in

NBOK-CPSB

Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution;

(iii) Master's Degree in GIS, Geospatial Sciences or Remote Sensing

(iv) Postgraduate training in GIS/Remote Sensing/Cartography as an added advantage

(v) Membership or eligibility for the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(vi) Proficiency in GIS and cartographic software;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated a high degree of professional competence and administrative capability.

VI. DEPUTY DIRECTOR, CARTOGRAPHY/GIS, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities:- Oversee county GIS/cartographic projects; provide expert advice in spatial planning and geospatial policy; train and mentor junior staff; coordinate cross-departmental GIS initiatives; coordinating development, implementation and review of new cartographic techniques, policies, strategies, standards, guidelines and procedures; validating topographical base maps, map designs and revised base-maps from aerial imageries; coordinating analysis and processing of geospatial data; overseeing maintenance and updating of mapping records; controlling map dissemination; providing data standards and validating cartographic data sets produced; verifying estimates and costs for cartographic projects; ensuring upgrading of cartographic equipment; and initiating ground-trothing, verification and completion of field data; and verifying research of new and emerging technologies.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Cartography for a minimum period of three (3) years;

MOCK CPSB

(ii) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution;

(iii) Master's Degree in GIS, Geospatial Sciences or Remote Sensing

(iv) Postgraduate training in GIS/Remote Sensing/Cartography as an added advantage

(v) Membership or eligibility for the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(vi) Certificate in Strategic Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Proficiency in GIS and cartographic software;

(viii) Certificate in computer application skills;

(ix) No active disciplinary case; and

(x) demonstrated professional competence and capability in handling cartography work.

VII. DIRECTOR, CARTOGRAPHY/GIS, JOB GRADE CPSB 4

(c) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities:- Provide strategic leadership in GIS and cartography; develop and implement county GIS policies, standards, and strategies; advise the County Executive on geospatial issues; lead innovation, research, and partnerships in geospatial technologies; coordinating development, implementation and review of new cartographic techniques, policies, strategies, standards, guidelines and procedures; validating topographical base maps, map designs and revised base-maps from aerial imageries; coordinating analysis and processing of geospatial data; overseeing maintenance and updating of mapping records; controlling map dissemination; providing data standards and validating cartographic data sets produced; verifying estimates and costs for cartographic projects; ensuring upgrading of cartographic equipment; and initiating ground-trothing, verification and completion of field data; and verifying research of new and emerging technologies.

MAROK-CPSB

(d) Requirements for Appointment

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

(i) At least 10 years of relevant experience, 5 of which must be at senior management;

(ii) Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Geomatics, Geomatics and GIS, Philosophy in Technology (Geo-informatics), Geospatial Engineering, Geospatial Information Science, Geography with specialization in Cartography/GIS/Remote Sensing or equivalent qualification from a recognized institution;

(iii) Master's Degree or PHD in GIS, Geospatial Sciences or Remote Sensing

(iv) Postgraduate training in GIS/Remote Sensing/Cartography as an added advantage

(v) Membership or eligibility for the Institution of Surveyors of Kenya (ISK) and registration with EBK/LSB where applicable;

(vi) Certificate in Strategic Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Proficiency in GIS and cartographic software;

(viii) Certificate in computer application skills;

(ix) No active disciplinary case; and

(x) demonstrated professional competence and capability in handling cartography work.

NAROK CPSB

31.0 CAREER PROGRESSION GUIDELINES FOR VALUATION PERSONNEL

1. THE VALUATION FUNCTION

The Valuation Function at the County entail:- Carrying out valuation of land, buildings and other assets for purposes of sale, purchase, rent, mortgage, insurance, and compulsory acquisition; Assisting in the preparation and updating of the County Valuation Roll for rating and revenue collection; Collecting and analyzing market data on property sales, rentals, and land use trends for valuation purposes; Preparing valuation reports and feasibility studies to guide County in decision making; Undertaking valuation of County assets for insurance, audit, leasing and disposal; Supporting compensation assessments in cases of compulsory acquisition or resettlement; Advising on the best use of land and property for inclusion in County Integrated Development Plans (CIDP); Providing professional input in valuation disputes, where required; Ensuring compliance with the Valuers Act (Cap 532), professional standards and County policies in all valuation assignments; Performing any other lawful duties as may be assigned by the supervisor; implementation of valuation policies, standards, strategies, programmes and guidelines; enforcement of the relevant provisions of the various Statutes governing valuation including:- the Land Act 2012, the Rating Act Cap. 266, the Valuation for Rating Act Cap. 267, the Community Land Act 2016 and the Sectional Properties Act of 1987; generation of revenue from valuation services; valuation of assets in the County for various purposes; valuation for Stamp Duty and Rating and Probate purposes; and implementation of the National Land Value Index (NLVI) researching on emerging valuation trends.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of Valuation Assistants; and seven (7) grades of Valuers who will be designated and graded as follows: -

VALUATION ASSISTANTS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Valuation Assistants	Valuation Assistant III	11	H
	Valuation Assistant II	10	J
	Valuation Assistant I	9	K
	Senior Valuation Assistant	8	L
	Chief Valuation Assistant	7	M
	Principal Valuation Assistant	6	N

MARKED COPY

VALUERS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Valuers	Valuer	9	K
	Senior Valuer	8	L
	Chief Valuer	7	M
	Principal Valuer	6	N
	Assistant Director, Valuation Services	5	P
	Deputy Director, Valuation Services	4	Q
	Director, Valuation Services	3	R

Note: *The grades of Valuation Assistant III/II, Job Grades CPSB, 11/10 and Valuer/Senior Valuer, Job Grades CPSB, 9/8 will form common establishment for the purpose of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guidelines: -

(i) Diploma in Real Estate Agency and Property Management or its equivalent qualification from a recognized institution.

(ii) Bachelor's degree in any of the following disciplines: Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines: Property Valuation, Estate Management, Property Studies, Real Estate or its equivalent qualification from a recognized institution.

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

(vii) Technician Membership of the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter.

(viii) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter.

(ix) Registration with the Valuers Registration Board.

NACOSTI-CPSB

(x) No active disciplinary case.

(xi) Certificate in computer applications skills.

4. JOB AND APPOINTMENT SPECIFICATIONS

VALUATION ASSISTANTS'

APPENDIX 'A'

I. VALUATION ASSISTANT III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: - collecting data for valuation purposes; filing and retrieving valuation reports, valuation rolls, maps and other valuation records and data; maintaining sales maps and cards; compiling maps and records for rating (Valuation Rolls); and making searches on titles in land registries for various valuation purposes.

(b) Requirements for Appointment

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

(i) Diploma in Real Estate Agency and Property Management or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer applications skills.

II. VALUATION ASSISTANT II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - collecting data for valuation purposes; calculating plinth areas; updating sales maps and cards; compiling plans and records for rating (Valuation Rolls); making searches on titles in land registries for various valuation purposes; calculating areas from building plans and maps; and measuring buildings in the field for valuation exercises.

(b) Requirements for Appointment

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

MAROK - CSB

(i) served in the grade of Valuation Assistant III, for a minimum period of three (3) years.

(ii) Diploma in Real Estate Agency and Property Management or its equivalent qualification from a recognized institution.

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) show merit and ability as reflected in work performance and results.

III. VALUATION ASSISTANT I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - collecting data for valuation purposes; checking planning status of land for various valuation purposes; maintaining sales maps and cards; compiling plans and records for rating (Valuation Rolls); making searches on titles in land registries for various valuation purposes; calculating areas from building plans and maps; and measuring buildings in the field for valuation exercises.

(b) Requirements for Appointment

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

(i) served in the grade of Valuation Assistant II, for a minimum period of three (3) years.

(ii) Diploma in Real Estate Agency and Property Management or its equivalent qualification from a recognized institution.

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. SENIOR VALUATION ASSISTANT, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- compiling data for valuation

NADCO CPSB

purposes; establishing ownership status of land for valuation purposes; checking plans and compiling lists of plot owners and areas for purposes of valuation rolls; measuring and calculating areas from building plans and maps for valuation; interpreting survey and building plans; making searches on land titles from land registries; checking the planning status of land for various valuation purposes; compiling plans and records for rating (Valuation Rolls); calculating areas from building plans and maps; and measuring buildings in the field for valuation exercises.

(b) Requirements for Appointment

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

(i) served in the grade of Valuation Assistant I, for a minimum period of three (3) years.

(ii) Diploma in Real Estate Agency and Property Management or its equivalent qualification from a recognized institution.

(iii) Technician Membership of the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter.

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) show merit and ability as reflected in work performance and results.

V. CHIEF VALUATION ASSISTANT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - implementing relevant provisions of various Statutes governing valuation; compiling and analyzing data for valuation purposes; establishing ownership status of land for valuation purposes; compiling plans and records for rating (Valuation Rolls); calculating areas from building plans and maps for valuation; and interpreting survey and building plans.

(b) Requirements for Appointment

NAROK-CDCB

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

(i) served in the grade of Senior Valuation Assistant, for a minimum period of three (3) years.

(ii) Diploma in Real Estate Agency and Property Management or its equivalent qualification from a recognized institution.

(iii) Technician Membership of the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter.

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) show merit and ability as reflected in work performance and results.

VI. PRINCIPAL VALUATION ASSISTANT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing relevant provisions of various Statutes governing valuation; coordinating data collection for valuation purposes; establishing ownership status of land for valuation purposes; verifying plans for rating; calculating areas from building plans and maps; measuring buildings for valuation exercise; verifying County Government Land Rent revision schedules and preparing County Government contributions in lieu of rates; checking correctness of valuation rolls; and guiding and counselling staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Valuation Assistant, for a minimum period of three (3) years.

(ii) Diploma in Real Estate Agency and Property Management or its equivalent qualification from recognized institution.

(iii) Technician Membership of the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter.

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

NARC-CPSB

(vi) shown merit and ability as reflected in work performance and results.

VALUERS

APPENDIX 'B'

I. VALUER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will entail:- collecting data for in building in the National Land Value Index; collecting and analyzing market data for valuation purposes; taking part in apportioning rents following sub-divisions, change of users and lease extensions; taking part in Stamp Duty valuation; taking part in making searches on titles in land registries for various valuation purposes; calculating areas from building plans and maps; and measuring buildings in the field for valuation.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer applications skills.

II. SENIOR VALUER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- compiling data for input in the National Land Value Index; collecting and analyzing market data for

NAKU - CPSB

valuation purposes; apportioning rents following sub-divisions, change of users and lease extensions; undertaking Stamp Duty valuation; inspecting land and properties for rating, purchase, sale and leasing purposes; making searches on titles in land registries for various valuation purposes; calculating areas from building plans and maps; and measuring buildings in the field for valuation.

(b) Requirements for Appointment

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

(i) served in the grade of Valuer, for a minimum period of one (1) year.

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution.

(iii) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter.

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF VALUER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- undertaking valuation for stamp duty and rating purposes; undertaking valuation of assets for County government purchase, sale, book keeping or leasing; undertaking valuation for rating; undertaking valuation for probate purposes; collecting market data for valuation purposes; analyzing data for in-put into the National Land Value Index; implementing provisions of various Valuation Statutes; supervising Valuation Trainees; and compiling research data; and overseeing filing and retrieval of valuation records.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Valuer, for a minimum period of three (3) years.

(ii) Bachelor's degree in any of the following disciplines: - Land Economics,

NAROK-CPSB

Real Estate and Property Studies or its equivalent qualification from a recognized institution.

(iii) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;

(iv) Certificate in computer applications skills; and

(v) No active disciplinary case.

IV. PRINCIPAL VALUER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - enforcing provisions of various statutes on valuation; undertaking valuation for Stamp Duty; undertaking valuation of assets for the County; analyzing data for in-put into the National Land Value Index; preparing main and supplementary valuation rolls; attending court on valuation matters; analyzing market data for valuation purposes; analyzing research data; developing valuation database; and guiding and counselling staff.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Valuer, for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

NAROK - CPSB

V. ASSISTANT DIRECTOR, VALUATION SERVICES, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- enforcing relevant provisions of various statutes relating to valuation; developing and reviewing the National Land Value Index; undertaking Stamp Duty valuations; preparing valuation rolls; undertaking valuation of assets for the County; undertaking investigations on valuation disputes and appeals; attending courts and land tribunals on valuation matters; undertaking research on emerging valuation trends and issues; and guiding and counselling staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Valuer for a minimum period of three (3) years.

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines: Property Valuation, Estate Management, Property Studies, Real Estate or its equivalent qualification from a recognized institution;

(iv) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter.

(v) Registered with the Valuers Registration Board.

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, VALUATION SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating implementation of valuation policies, strategies, plans and programs; enforcing relevant provisions of various County statutes relating to valuation; monitoring and evaluating valuation programs; ensuring compliance with set

NARC-CPSB

quality assurance and standards in valuation; coordinating research on emerging issues and trends on valuation including property market surveys; representing the County in the Valuers and Estate Agents Registration Boards; preparing reports on the impact of infrastructural projects on land values; coordinating preparation and implementation of strategic plans and annual work plans; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Valuation Services for a minimum period of three (3) years.

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from recognized institution.

(iii) Master's degree in any of the following disciplines: - Property Valuation, Estate Management, Property Studies, Real Estate or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;

(vi) Registered by the Valuers Registration Board;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated managerial and professional competencies in work performance and results.

VII. DIRECTOR, VALUATION SERVICES, JOB GRADE CPSB 3

(a) Duties and Responsibilities

An officer at this level will be responsible for the coordination and management of the Valuation Function at the County.

Specifically, duties and responsibilities will entail:- overseeing implementation of valuation policies, strategies, plans and programmes; overseeing implementation of various statutes governing valuation including: the Land

NAROK CPSB

Act 2012, the Stamp Duty Act Cap. 480, the Rating Act Cap. 266, the Valuation for Rating Act Cap. 267, the Community Land Act 2016 and the Sectional Properties Act 1987; authenticating County information for in-put into the National Land Value Index; overseeing preparation of valuation rolls and supplementary valuation rolls; providing technical advice on matters pertaining to valuation to the County; coordinating investigations and resolution of valuation disputes and appeals at the County; providing expert opinion in courts and tribunals on valuation matters; promoting Alternative Dispute Resolution (ADR) mechanisms through valuation for arbitration; coordinating research on emerging trends and issues on valuation; collaborating and partnering with relevant stakeholders on valuation matters; representing the public sector Valuers in the Valuers and Estate Agents Registration Boards; overseeing development, implementation and review of Divisional plans and budgets; building capacity and managing performance of the Division; and preparing annual reports on valuation.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Valuation Services for a minimum period of three (3) years.

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from recognized institution.

(iii) Master's degree in any of the following disciplines: - Property Valuation, Estate Management, Property Studies, Real Estate or its equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;

(vi) Registered by the Valuers Registration Board;

(vii) Certificate in computer applications skills;

(viii) No active disciplinary case; and

(ix) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Valuation Function.

NAIROBI CPSB

32.0 CAREER PROGRESSION GUIDELINES FOR ARCHITECTS AND ARCHITECTURAL ASSISTANTS

1. THE ARCHITECTURAL FUNCTION

The Architectural Function entails: preparation of preliminary schemes and detailed designs; storage and retrieval of plan records and construction information; supervision of construction of new national and county government buildings and maintenance of existing ones; preparation of production drawings for public buildings and institutions; undertake research on new building technologies and materials; carry out field surveys and user reaction investigations; analyse and establishment of new space standards; architectural detailing; and design and supervision of installation of natural or artificial decorative elements in a built environment to enhance aesthetics as per CAP 525 of the Laws of Kenya.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of Architectural Assistants and six (6) grades of Architects who will be designated and graded as follows:-

ARCHITECTURAL ASSISTANTS **APPENDIX 'A'**

Cadre	Designation	Job Grade CPSB	Job Group
Architectural Assistants	Architectural Assistant III	11	H
	Architectural Assistant II	10	J
	Architectural Assistant I	9	K
	Senior Architectural Assistant	8	L
	Chief Architectural Assistant	7	M
	Principal Architectural Assistant	6	N

ARCHITECTS **APPENDIX 'B'**

Cadre	Designation	Job Grade CPSB	Job Group
Architects	Architect	8	L
	Superintending Architect	7	M
	Senior Superintending Architect	6	N
	Chief Superintending Architect	5	P
	Principal Superintending Architect	4	Q
	Chief Architect	3	R

NAIROBI - CPSB

Note: *The grades of Architectural Assistant III/II, Job Grade CPSB 11/10 and Architect/Superintending Architect, Job Grade CPSB 8/7 will form a common establishment for the purpose of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guidelines:-

(i) Technician Certificate Part III in any of the following disciplines:- Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution.

(ii) Diploma in any of the following disciplines:- Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution.

(iii) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution.

(iv) Master's degree in any of the following disciplines:- Architecture, Construction Project Management, Building Construction or its equivalent qualification from a recognized institution.

(v) Registration with the Board of Registration of Architects and Quantity Surveyors.

(vi) Membership with the Architectural Association of Kenya.

(vii) Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(viii) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(ix) Certificate in computer application skills; and

(x) Such other qualifications as may be adjudged to be equivalent by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. ARCHITECTURAL ASSISTANT III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

NAROK CPSB

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:- preparing preliminary drawings; and reading and interpreting engineering drawings in relation to the Architect's sketches and incorporating these details in the preliminary drawings.

(b) Requirements for Appointment

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

(i) Diploma or Technician Certificate Part III in any of the following disciplines:- Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution;

(ii) Membership with the Architectural Association of Kenya; and

(iii) Certificate in computer application skills.

II. ARCHITECTURAL ASSISTANT II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: interpreting Architect's sketches into finished drawings; preparing scheme design drawings, working drawings, detail drawings, specification notes and schedules for all types of buildings to ensure that Engineers' and other specialists' drawings conform to the Architects' drawings and model making; and going to the site to take measurements and prepare their reports.

(b) Requirements for Appointment

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

(i) served in the grade of Architectural Assistant III for a minimum period of three (3) years;

(ii) Diploma or Technician Certificate Part III in any of the following disciplines:- Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution;

(iii) Membership with the Architectural Association of Kenya;

MAOK-CPSB

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability as reflected in work performance and results.

III. ARCHITECTURAL ASSISTANT I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: interpreting Architect's sketches into finished drawings; preparing scheme design drawings, working drawings, detail drawings, specification notes and schedules for all types of buildings to ensure that engineers' and other specialists' drawings conform to the architects' drawings and model making; examining and checking dimensions; preparing production drawings for various public buildings and institutions at the county; making models, presentation and perspective drawings; ensuring safety of drawing office equipment; distributing drawing office materials; and undertaking site inspections and preparation of site inspection reports.

(b) Requirements for Appointment

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

(i) served in the grade of Architectural Assistant II for a minimum period of three (3) years;

(ii) Diploma or Technician Certificate Part III in any of the following disciplines:- Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution;

(iii) Membership with the Architectural Association of Kenya;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability as reflected in work performance and results.

IV. SENIOR ARCHITECTURAL ASSISTANT, JOB GRADE CPSB 8

NAROK-CPSB

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: inspecting works on site and preparing site reports; preparing and checking finished working drawings; analyzing technical information required by project teams at each design stage; interpreting Architect's sketches into finished drawings; ensuring that engineers' and other specialists' drawings conform to the Architects' drawings and model making; preparing production drawings for various public buildings and institutions at the county; making models, presentation and perspective drawings; ensuring safety of drawing office equipment; distributing drawing office materials; and scheduling and allocating work and planning.

(b) Requirements for Appointment

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

(i) served in the grade of Architectural Assistant I for a minimum period of three (3) years;

(ii) Diploma or Technician Certificate Part III in any of the following disciplines: - Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution;

(iii) Membership with the Architectural Association of Kenya;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability as reflected in work performance and results.

V. CHIEF ARCHITECTURAL ASSISTANT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: analyzing technical information required by project teams at each design stage; inspecting works on site and preparing site reports; preparing and checking finished working drawings; interpreting Architect's sketches into finished drawings; ensuring that engineers' and other specialists' drawings conform to the Architect's drawings and model making; preparing production drawings for various public buildings and institutions at the county; making models, presentation and perspective drawings; ensuring safety of drawing office equipment;

NAPOK-CPSB

distributing drawing office materials; scheduling and allocating work and planning; preparing
annotations and construction details on all drawings to conform to standards; and supervising technical staff in an architectural drawing office.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Architectural Assistant for a minimum period of three (3) years;

(ii) Diploma or Technician Certificate Part III in any of the following disciplines:- Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution;

(iii) Membership with the Architectural Association of Kenya;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) demonstrated merit and shown ability as reflected in work performance and results.

VI. PRINCIPAL ARCHITECTURAL ASSISTANT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

This is the highest grade for this cadre. Duties and responsibility at this level will entail: developing technical information and standards necessary for improved work performance; assisting in the formulation of administrative and operational procedures; providing architectural services for efficient production, handling, storage and retrieval of architectural drawings; preparing inventory of drawing office equipment and supplies; preparing presentation and perspective drawings; examining and checking of dimensions; scheduling and allocating work and planning; preparing annotations and construction details on all drawings to conform to standards; preparing production drawings for complex public buildings and institutions at the county; and advising on deployment, training and development of technical staff under him/her.

(b) Requirements for Appointment

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

NAROK-CPSB

(i) served in the grade of Chief Architectural Assistant for a minimum period of three (3) years;

(ii) Diploma or Technician Certificate Part III in any of the following disciplines: - Building Engineering, Civil Engineering, Building Construction, Architecture or its equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(iv) Membership with the Architectural Association of Kenya;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated professional competence and shown merit and ability as reflected in work performance and results.

NAROK - CPSB

APPENDIX 'B'

I. ARCHITECT, JOB GRADE CPSB 8

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. The officer will work under the supervision and guidance of a senior officer. Duties and responsibilities at this level will entail: preparing sketch and scheme designs and production drawings; interpreting client's requirements; disseminating research findings and promotion of wider application of innovative processes and materials technology; and ensuring proper post contract administration.

(b) Requirements for Appointment

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

(i) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution;

(ii) been registered with the Board of Registration of Architects and Quantity Surveyors; and

(iii) Certificate in computer application skills.

II. SUPERINTENDING ARCHITECT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - interpreting client's requirements; undertaking user reaction surveys; analyzing field surveys data; preparing sketch and scheme designs and production drawings; ensuring proper post contract administration; disseminating research findings and promotion of wider application of innovative processes and materials technology; and establishing new space standards.

(b) Requirements for Appointment

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

(i) served in the grade of Architect for a minimum period of one (1) year;

(ii) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution;

MBROK - CPSB

(iii) been registered with the Board of Registration of Architects and Quantity Surveyors;

(iv) Membership with the Architectural Association of Kenya (AAK);

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated merit and shown ability as reflected in work performance and results.

III. SENIOR SUPERINTENDING ARCHITECT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - preparing scheme designs and production drawings of projects; controlling activities on site; supervising projects during construction and maintenance; undertaking research activities checking on sketch and scheme designs; conducting field surveys and user reaction investigations; analyzing data from field surveys; establishing space standards and better architectural detailing; and disseminating research findings and promotion of wider application of innovative processes and materials technology.

(b) Requirements for Appointment

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

(i) served in the grade of Superintending Architect for a minimum period of three (3) years;

(ii) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution;

(iii) been registered by the Board of Registration of Architects and Quantity Surveyors;

(iv) Membership with the Architectural Association of Kenya (AAK);

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from recognized institution or its equivalent;

NAPOMCPSB

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated merit and shown ability as reflected in work performance and results.

IV. CHIEF SUPERINTENDING ARCHITECT, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- designing and supervising installation of natural or artificial decorative elements in a built environment to enhance aesthetics as provided by CAP 525 of the Laws of Kenya; managing and coordinating work in the preparation of scheme designs and production drawings; managing post-contract administration of projects; overseeing activities on site; liaising with public clients both at county and national governments on matters relating to design briefs and expenditure; coordinating field surveys and user reaction investigations; compiling reports on field surveys and establishment of space standards; monitoring and evaluating sketch and scheme designs for necessary recommendations for approval; evaluating consultants' fees and make recommendations for payment; undertaking research on new building technologies and materials; disseminating research findings and promotion of wider application of innovative processes and materials technology; and monitoring expenditure on county and national governments' building development programmes and delays on projects.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Superintending Architect for a minimum period of three (3) year;

(ii) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Architecture, Construction Project Management, Building Construction or its equivalent qualification from a recognized institution;

(iv) been registered by the Board of Registration of Architects and Quantity Surveyors;

NAIROBI

(v) Membership with the Architectural Association of Kenya (AAK);

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated merit and shown ability as reflected in work performance and results.

V. PRINCIPAL SUPERINTENDING ARCHITECT, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail; ensuring compliance with CAP 525 of the Laws of Kenya and other statutes in delivery of architectural functions; spearheading the formulation, implementation and review of policies, strategies, guidelines, standards, plans, procedures, protocols, manuals on building and construction; handling correspondence, reports and papers on policy matters; reviewing legislation related to formulating research priorities, findings and liaising with other institutions on architectural research related matters; coordinating research on new building technologies and materials; recommending approval of drawings and fee notes for consultants; coordinating user reaction surveys; preparing final reports for improved performance of type designs and details; monitoring expenditure on the government building development programme and performance of all county public projects on the annual works programme; preparing and advising on spatial requirements for county government public buildings; disseminating research findings and promotion of wider application of innovative processes and materials technology; recommending for approving drawings and designs at the county; coordinating the development and implementation of the departmental strategic plan; ensuring the development and review of departmental annual work plans and budgets; managing departmental performance; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; overseeing management of departmental assets and finances; and managing and development of staff.

(b) Requirements for Appointment

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

NOT CPSB

(i) served in the grade of Chief Superintending Architect for a minimum period of three (3) years;

(ii) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Architecture, Construction Project Management, Building Construction or its equivalent qualification from a recognized institution;

(iv) been registered by the Board of Registration of Architects and Quantity Surveyors;

(v) Membership with the Architectural Association of Kenya (AAK);

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstratedadministrative, professional and management competence in work performance and results.

VI. CHIEF ARCHITECT, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Architect will head the Architectural Department in the County and will be responsible to the Chief Officer responsible for architectural activities for overall maintenance of public buildings, research, Forward Planning Group and Surveying at the county.

Duties and responsibilities at this level will entail:- ensuring compliance with CAP 525 of the Laws of Kenya and other statutes in delivery of architectural functions; coordinating the formulation, implementation and review of architectural policies, plans, strategies, guidelines, standards, procedures, protocols and manuals on policies, plans, strategies related to building and construction; responding to correspondence and presenting reports and papers on policy matters; advising the county government on the latest cost-effective building technologies; approving and advising on spatial requirements for county government public buildings; ensuring monitoring of expenditure on the government building development programme and performance of all projects on the annual works programme; coordinating

MROK-CPSB

professional, technical and administration activities related to implementation of developments and maintenance of building works; approving drawings and designs at the county; approving drawings and fee notes for consultants; coordinating registration of consultants in the building sector; coordinating the formulation of research priorities, findings and liaising with other institutions on architectural research related matters; disseminating research findings and promotion of wider application of innovative processes and materials technology; overseeing research on new building technologies and materials; ensuring development and implementation of the department's strategic plan and objectives; overseeing the preparation and implementation of the department's performance contracts; ensuring the development and review of departmental annual work plans and budgets; overseeing and ensuring prudent financial and asset management of the department; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; managing departmental performance; and managing, training and development of departmental staff.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Superintending Architect for a minimum period of three (3) years;

(ii) Bachelor's degree in Architecture or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Architecture, Construction Project Management, Building Construction or its equivalent qualification from a recognized institution;

(iv) been Registered by the Board of Registration of Architects and Quantity Surveyors of Kenya;

(v) Membership with the Architectural Association of Kenya (AAK);

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated professional, managerial and administrative competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the architectural function.

WORK CRSB

33.0 CAREER PROGRESSION GUIDELINES FOR QUANTITY SURVEYORS

1. QUANTITY SURVEYING FUNCTION

The function of Quantity Surveying entail: formulation, implementation and control of policy on tenders and procurement procedures, financial and contractual administration of all building construction and maintenance contracts; advice all County Government Ministries/Departments and Agencies on procurement, financial and contractual management of building construction and maintenance project; project management; preparation of cost estimates, bills of quantities, specifications, tender documents; procurement of construction works and quantity surveying services; contract documentation; site measurements and valuations; preparation and issue of contractual payment certificates; variation orders; calculation of fluctuations; contractual claim analysis; pre and contract cost control; dispute resolution; preparation and issue of Final Accounts; cost analysis; cost planning; and cost information services.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Quantity Survey Assistant and seven (7) grades of Quantity Surveyors who will be designated and graded as follows: -

QUANTITY SURVEY ASSISTANT **APPENDIX 'A'**

Cadre	Designation	Job Grade CPSB	Job Group
Quantity Survey Assistant	Quantity Survey Assistant III	11	H
	Quantity Survey Assistant II	10	J
	Quantity Survey Assistant I	9	K
	Senior Quantity Survey Assistant	8	L
	Chief Quantity Survey Assistant	7	M
	Principal Quantity Survey Assistant	6	N
	Senior Principal Quantity Survey Assistant	5	P

MAROK CPGs

QUANTITY SURVEYORS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Quantity Surveyors	Assistant Quantity Surveyor	9	K
	Quantity Surveyor	8	L
	Superintending Quantity Surveyor	7	M
	Senior Superintending Quantity Surveyor	6	N
	Chief Superintending Quantity Surveyor	5	P
	Principal Superintending Quantity Surveyor	4	Q
	Chief Quantity Surveyor	3	R

Note: *The grades of Quantity Survey Assistant III/II, Job Grade CPSB 11/10 and Assistant Quantity Surveyor/Quantity Surveyor, Job Grade CPSB 9/8 will form a common establishment for the purpose of this Career Progression Guidelines.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of the career progression guidelines for Quantity Survey Assistant and Quantity Surveyors:

(i) Diploma or a Technical Certificate Part III in any of the following disciplines: Quantity Survey, Building/Civil Engineering, or its equivalent and relevant qualification from a recognized institution.

(ii) Higher Diploma in any of the following disciplines: Building Economics, Construction (Building and Civil Engineering option), or its equivalent and relevant qualification from a recognized institution.

(iii) Bachelor's degree in any of the following disciplines: Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution.

(iv) Master's degree in any of the following disciplines: Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution.

(v) Graduate membership of either the Architectural Association of Kenya or the Institution of Quantity Surveyors of Kenya.

(vi) Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.

NAPOK CPSB

(vii) Registration as a Graduate member of Board of Registration of Architects and Quantity Surveyors.

(viii) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK).

(ix) Project Development and Management Course lasting not less than four weeks from a recognized Institution.

(x) Strategic Leadership Development Programme lasting not less than six weeks from a recognized institution or its equivalent.

(xi) Senior Management Course lasting not less than four (4) weeks from a recognized Institution or its equivalent.

(xii) Supervisory Course lasting not less than two (2) weeks from a recognized Institution.

(xiii) Meet the requirements of chapter six (6) of the Constitution.

(xiv) Certificate in computer applications.

(xv) No active disciplinary case.

(xvi) Such other qualifications that may be approved by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

QUANTITY SURVEY ASSISTANTS

APPENDIX 'A'

I. QUANTITY SURVEY ASSISTANT III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the close supervision and guidance of a senior officer. The work entails:- squaring dimensions and abstracting for the preparation of bills of quantities; preparing specifications; and assisting in the preparation of payment certificates.

(b) Requirements for Appointment

NAROK-CPSB

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

(i) Diploma **or** a Technical Certificate Part III in any of the following disciplines:- Quantity Survey, Building/Civil Engineering or its equivalent and relevant qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. QUANTITY SURVEY ASSISTANT II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level entail: squaring dimensions and abstracting for the preparation of bills of quantities; preparation of specifications; site measurements, preparing payment certificates and final accounts; compiling tender and contract documentation; and staffing of functional units relating to fees and cost planning.

(b) Requirement for Appointment

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

(i) served in the grade of Quantity Survey Assistant III for a minimum period of three (3) years;

(ii) Diploma **or** a Technical Certificate Part III in any of the following disciplines:- Building Civil Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. QUANTITY SURVEY ASSISTANT I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: preparing Bills of Quantities and specifications, site measurements and preparing interim payment certificates and final accounts; and controlling specialized units relating to fees, pre-contract documentation, contract documentation and maintenance of contract records.

NAPOK CPB

(b) Requirement for Appointment

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

(i) served in the grade of Quantity Survey Assistant II for a minimum period of three (3) years;

(ii) Diploma **or** a Technical Certificate Part III in any of the following disciplines:- Building Civil Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. SENIOR QUANTITY SURVEY ASSISTANT, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: preparing Bills of Quantities and specifications, site measurements and preparation of interim payment certificates and final accounts; control of specialized units relating to fees, pre-contract documentation, contract documentation and maintenance of contract records; carrying out control, variation orders; and assisting in the audit of final accounts relating to contracts.

(b) Requirement for Appointment

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

(i) served in the grade of Quantity Survey Assistant I for a minimum period of three (3) years;

(ii) Diploma **or** a Technical Certificate Part III in any of the following disciplines: - Building Civil Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

NARUK-CPSB

V. CHIEF QUANTITY SURVEY ASSISTANT, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level entails: preparing Bills of Quantities and specifications and the cost estimates for all projects; assisting in contract administration of all types of projects including valuation, site measurement, pre contract documentation; contract documentation and records; and auditing final accounts, preparing and checking of payment certificate.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Quantity Survey Assistant for a minimum period of three (3) years;

(ii) Diploma **or** a Technical Certificate Part III in any of the following disciplines:- Building Civil Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) attended a Supervisory Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability by being conversant with Government procedures.

VI. PRINCIPAL QUANTITY SURVEY ASSISTANT, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities include: checking of bills of quantities, specifications and cost estimates for construction projects; checking payments to contractors against the Contracts' Register; and ensuring safe transmission of payment vouchers, variation orders and final accounts to client of County Ministries/Departments and other County Government agencies.

(b) Requirement for Appointment

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

(i) served in the grade of Chief Quantity Survey Assistant for a minimum

NAROK CPSB

period of three (3) years;

(ii) Diploma **or** a Technical Certificate Part III in any of the following disciplines:- Building Civil Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) attended a Supervisory Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability by being conversant with Government procedures.

VII. SENIOR PRINCIPAL QUANTITY SURVEY ASSISTANT, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities include: supervising and controlling Contract's Registry Office and Pre-Contract Office; checking payments to consultants; maintaining and updating records of payments to consultants; preparing contract Documents for signature of various parties and custody of the original signed Contract Documents, preparing tender notice/ letter of tender invitation; issuing, receipting and opening of construction tenders; coordinating services of Quantity Surveys Assistants in a county and responsible for their training; and processing of acceptance of tender in liaison with various Tender Committees.

(b) Requirement for Appointment

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

(i) served in the grade of Principal Quantity Survey Assistant for a minimum period of three (3) years;

(ii) Diploma **or** a Technical Certificate Part III in any of the following disciplines: - Quantity Survey, Building/Civil Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) Higher Diploma in any of the following disciplines: - Building Economics, Construction (Building and Civil Engineering option), or its equivalent and relevant qualification from a recognized institution;

(iv) attended a Project Development and Management Course lasting not less than four (4) weeks from a recognized Institution;

MARCH CPSB

(v) attended a Supervisory Course lasting not less than two (2) weeks from a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability by being conversant with Government procedures.

NAROK - CPSB

APPENDIX 'B'

I. ASSISTANT QUANTITY SURVEYOR, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade into this cadre.

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities entail: preparing cost estimates, bills of quantities, monthly valuations on site, site re- measurements; and preparing variation orders.

(b) Requirement for Appointment

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

(i) Bachelor's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent qualification from a recognized institution;

(ii) Certificate in computer application skills; and

(iii) been registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya.

II. QUANTITY SURVEYOR, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities entail: preparing cost estimates, bills of quantities, monthly valuation on site, site re-measurements; calculating fluctuations; undertaking contractual claim analysis; pre and contract cost control; cost analysis and cost planning; providing cost information services; and preparing variation orders and final accounts.

(b) Requirement for Appointment

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

(i) served in the grade of Assistant Quantity Surveyor for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines:- Building Economics, Quantity Surveying or its equivalent qualification from a recognized institution;

MAROK-CPSB

(iii) been registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. SUPERINTENDING QUANTITY SURVEYOR, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities entail: preparing cost estimates, bills of quantities, monthly valuations on site, site re-measurements, variation orders and final accounts; and carrying out cost analysis and cost planning from already completed projects.

(b) Requirement for Appointment

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

(i) served in the grade of Quantity Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution;

(iii) been registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya;

(iv) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);

(v) attended Project Development and Management Course lasting not less than four (4) weeks from a recognized institution;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

NARSOK - CRSB

IV. SENIOR SUPERINTENDING QUANTITY SURVEYOR, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level will be deployed in any of the units at the Headquarters/Sub County as a Sub County Quantity Surveyor.

County Headquarters

At the Headquarters duties and responsibilities will entail: checking cost estimates, Bills of Quantities, reports of tender analysis, site valuations, site measurements, variation orders and Final Accounts prepared by a group of Quantity Surveyors working under him or her; and the implementing projects falling under a number of Ministries/Departments.

Sub County

At the Sub County level, duties and responsibilities will entail: preparing cost estimates, Bills of Quantities, monthly valuation on site, site re measurements' preparing of payment vouchers, variation orders and final accounts involving the implementation of development projects for various Ministries and Departments and supervision of staff under him/her.

(b) Requirement for Appointment

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

(i) served in the grade of Superintending Quantity Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution;

(iii) been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;

(iv) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);

(v) attended a Senior Management Course lasting not less than four (4) weeks from a recognized Institution or its equivalent;

NAROK CPSB

(vi) Certificate in computer applications;

(vii) No active disciplinary case; and

(viii) demonstrate general administrative ability required for direction, control and implementation of quantity surveying matters.

V. CHIEF SUPERINTENDING QUANTITY SURVEYOR, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level will be deployed in any of the units at the Headquarters or as a Sub County Works Officer or County Quantity Surveyor.

Headquarters

At the Headquarters duties and responsibilities will entail: coordinating, checking and recommending for approval of tender documents including Bills of Quantities prepared by Quantity Surveyors in the unit to ensure professional standards and accuracy; counter checking of site measurements and valuations, variation orders, calculation of fluctuations and preparation of final accounts; coordinating design, supervision of construction and maintenance of public buildings, civil and other public works; and undertaking research activities in area of jurisdiction.

Sub County

At the Sub County, duties and responsibilities will entail: preparing cost estimates, Bills of Quantities, monthly valuation on site, site re measurements, preparation of variation orders and final accounts involving the implementation of development projects for various County Ministries/departments and County Government Agencies; and supervising the Quantity Surveying services in the Sub County and will be responsible for the administration.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Superintending Quantity Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution;

NOT FOR CPSB

(iii) Master's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution.

(iv) been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;

(v) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);

(vi) Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrate general administrative ability required for direction, control and implementation of quantity surveying matters.

VI. PRINCIPAL SUPERINTENDING QUANTITY SURVEYOR, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level may be deployed as the head of a unit at the Headquarters or as or as a Sub County Works Officer.

Headquarters

At the Headquarters, duties and responsibilities will entail: evaluating and reporting on contractual claims from contractors, checking valuation for payments to contracts, resolution of dispute on cases requiring litigation or arbitration; responsible for cost information services, control and implementation of tendering and procuring procedures for construction projects; preparing cost hand books, handling correspondence, reports and papers on policy matters; preparing cost estimates, Bills of Quantities; monthly valuation on site; site measurements; and preparing variation orders and final accounts involving the implementation of development projects for various County ministries /departments and County Government Agencies. In addition, the officer will supervise the Quantity Surveying services in the County and will be responsible for the administration and supervision of all staff working under him/her.

Sub County

The Sub County Work Officer will be in charge of all Architectural, Engineering

NRCK - CPSB

and Quantity Surveying services in the Sub County. Duties and responsibilities will include coordinating design, supervision of construction and maintenance of public buildings, civil and other public works. In addition, the officer will be responsible for research activities, administration and supervision of all staff working under him/her.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Superintending Quantity Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent and relevant qualification from a recognized institution.

(iv) been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;

(v) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);

(vi) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrate a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying functions.

VII. CHIEF QUANTITY SURVEYOR, JOB GRADE CPSB 3

(a) Duties and Responsibilities

The officer is the head of the Quantity Surveying Department and responsible to the County Officer responsible for quantity survey functions for the direction, management and performance control and evaluation of the Department. The duties and responsibilities involve: formulating, implementing and controlling policy on tendering and procurement procedures, financial and contractual

NAROK CPSB

administration of all Building Construction and Maintenance Contracts; and advising all County Government Ministries/Departments and County Agencies on procurement, financial and contractual management of Building Construction and Maintenance Projects.

In addition, the officer will be responsible for implementing the department's strategic objectives; preparing and implementing the department's performance appraisal system and contracts; team building; overseeing the financial and asset management issues of the department; instituting operational accountability; security and managing financial support for development plans and overall supervision; and training and developing department staff.

(b) Requirement for Appointment

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

(i) served in the grade of Principal Superintending Quantity Surveyor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent qualification from a recognized institution.

(iv) been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;

(v) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);

(vi) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(vii) demonstrate a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying functions;

(viii) Certificate in computer application skills;

(ix) No active disciplinary case; and

(x) thorough understanding of National goals, policies and programmes and the ability to translate them to the quantity surveying functions.

NAPSK CPSB

34.0 CAREER PROGRESSION GUIDELINES FOR COUNTY GOVERNMENT ESTATES MANAGEMENT OFFICERS

1. THE COUNTY GOVERNMENT ESTATES MANAGEMENT FUNCTION

The County Government Estates' Management function entails: maintenance of inventory of County houses/buildings; placement of tenants and collection of rent from occupants of County houses/buildings; conducting of pre/post-leasing condition surveys; negotiation for purchase and sale of residential and office buildings; surveying and auditing County residential and office accommodation; preparation and registration of leases; and enhancement of security of the County houses.

Further, the function entail: carrying out building surveys to establish defects and preparation of schedules of dilapidations; categorization and registration of newly completed/acquired residential and office buildings; boarding structurally unsound county buildings/houses and removing them from building registers; preparation of environmental impact assessment reports for the department's projects; and refurbishment and redevelopment of County houses/buildings/ estates for renting or releasing to County Public Servants.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of County Government Estates Management Officers who will be designated and graded as follows:

Cadre	Designation	Job Grade CPSB	Job Group
County Government Estates Management Officers	County Government Estates Management Officer	9	K
	Senior County Government Estates Management Officer	8	L
	Chief County Government Estates Management Officer	7	M
	Principal County Government Estates Management Officer	6	N
	Assistant Director, County Government Estates Management	5	P
	Deputy Director, County Government Estates Management	4	Q

Note: *The grades of County Government Estates Management Officer/Senior, Job Grades CPSB 9/8 will form common establishment for the purpose of this Career Progression Guideline.*

MROK - CPSB

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guidelines:

(i) Bachelor's Degree in any following disciplines:- Land Economics, Building Economics, Valuation and Property Management, Architecture, Mechanical/Civil/Electrical Engineering or its equivalent qualification from a recognized institution.

(ii) Master's Degree in any of the following disciplines: - Valuation and Property Management, Construction Management, Estate Management, Housing Administration, Facilities Management, Business Administration, Urban Planning or its equivalent qualification from a recognized institution.

(iii) Registration by the Institution of Surveyors of Kenya (ISK), (Building Surveyors' and/or Valuers and Estate Management Chapters), Board of Registration of Architects and Quantity Surveyors, Board of Registration for Engineers.

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(v) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution or its equivalent.

(vi) Certificate in computer applications skills.

(vii) No active disciplinary case.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. COUNTY GOVERNMENT ESTATES MANAGEMENT OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a senior officer. Specific duties and responsibilities will include registering and categorizing County houses and buildings; updating the building register; preparing sketch plans, specifications and estimates for building renovations and maintenance works; preparing

NAROK-CPSB

leases for residential and office accommodation; and collecting rent.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in any following disciplines: - Land Economics, Building Economics, Valuation and Property Management, Architecture, Mechanical/Civil/Electrical Engineering or its equivalent qualifications from a recognized institution; and

(ii) Certificate in computer applications skills.

II. SENIOR COUNTY GOVERNMENT ESTATES MANAGEMENT OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will responsible for: maintaining and reviewing of building register; inspecting buildings and preparation of schedules of dilapidation; preparing inspection reports on structural, sanitary and decorative conditions of buildings; preparing and renewing leases; collecting rent from occupants of County Government quarters and making payments of rent for leased properties occupied by the County Government or its agents; and registering and categorizing newly completed County Government houses and buildings.

(b) Requirements for Appointment

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

(i) served in the grade of Government Estate Management Officer for a period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Building Economics, Valuation and Property Management, Architecture, Mechanical/Civil/Electrical Engineering or its equivalent qualifications from a recognized institution;

(iii) Certificate in computer applications skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

NAROK CPSB

III. CHIEF COUNTY GOVERNMENT ESTATES MANAGEMENT OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will be responsible for: carrying out inspection of buildings; preparing schedules of dilapidations for renovations and maintenance works; boarding of County buildings/houses; updating the building register; carrying out pre/post condition surveys for leased properties; preparing lease agreements; identifying County houses/buildings for valuation and rent reviews.

(b) Requirements for Appointment

For appointment to this grade, an officer must:-

(i) served in the grade of a Senior Estate Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Land Economics, Building Economics, Valuation and Property Management, Architecture, Mechanical/Civil/Electrical Engineering or its equivalent qualifications from a recognized institution;

(iii) Certificate in computer applications skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL COUNTY GOVERNMENT ESTATES MANAGEMENT OFFICER, JOB GROUP CPSB 6

(a) Duties and Responsibilities

An officer at this level will be responsible for: updating rent inventory for County Government houses/buildings and leases; registering and categorizing newly completed buildings; inspecting County Government houses and preparing schedules of dilapidations; facilitating acquisition of leases and title deeds for County Government houses/buildings; securing County Government houses; preparing and implementing annual work plans; coordinating maintenance works; liaising with headquarters in the compilation and updating of County Government register of houses/buildings and leases and

NAROK CPSB

maintenance manuals.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Government Estates Management Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Building Economics, Valuation and Property Management, Architecture, Mechanical/Civil/Electrical Engineering or its equivalent qualifications from a recognized institution;

(iii) Registration with the Institution of Surveyors of Kenya (Building Surveyors and/ or Valuers and Estate Management Chapter); Board of Registration of Architects and Quantity Surveyors, Board of registration of Engineers;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, COUNTY GOVERNMENT ESTATES MANAGEMENT, JOB GROUP CPSB 5

(a) Duties and Responsibilities

An officer at this level will be responsible for: coordinating registration and updating of the register of all County Government houses/buildings, leases and their occupants; coordinating collection of rent from County Government houses, rent reviews and tenant placements; overseeing estate management plans and implementation of programmes; monitoring, evaluating and preparing reports on the status of County Government estates and houses/buildings and leases; coordinating preparation, compilation and implementation of annual maintenance work programmes; negotiating rents and rates with landlords; and offering technical advice to the County on leasing matters.

NARC-CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Principal Government Estates Management Officer for a period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Building Economics, Valuation and Property Management, Architecture, Mechanical/Civil/Electrical Engineering or its equivalent qualifications from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Valuation and Property Management, Construction Management, Building Management, Estate Management, Business Administration, Housing Administration, Facilities Management or its equivalent from a recognized institution;

(iv) Registration with the Institution of Surveyors of Kenya (Building Surveyors and/ or Valuers and Estate Management Chapter), Board of Registration of Architects and Quantity Surveyors, Board of Registration for Engineers;

(v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, COUNTY GOVERNMENT ESTATES MANAGEMENT, JOB GROUP CPSB 4

(a) Duties and Responsibilities

An officer at this level will head the Division at the County and will be responsible for: overseeing implementation of policies on leasing, renting and maintenance of County Government offices and residential accommodation; overseeing administration of leases for both residential and office accommodation; maintaining an up-to-date register of all County Government houses, leases and their occupants; overseeing registration of newly completed County Government houses and buildings, board of surveys and

MAY CPSB

security of County Government estates; overseeing collection of rent from County Government houses, rent reviews and tenant placements; overseeing estate management plans and implementation of programmes; overseeing monitoring, evaluation and preparation of reports on status of County Government estates and houses; planning and budgeting; managing performance; and building capacity of the Estate Management Division.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Government Estates Management for a period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines: - Land Economics, Building Economics, Valuation and Property Management, Architecture, Mechanical/Civil/Electrical Engineering or its equivalent qualifications from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Valuation and Property Management, Construction Management, Building Management, Estate Management, Business Administration, Housing Administration, Facilities Management or its equivalent from a recognized institution;

(iv) Registration with the Institution of Surveyors of Kenya (Building Surveyors and/ or Valuers and Estate Management Chapter), Board of Registration of Architects and Quantity Surveyors, Board of Registration for Engineers;

(v) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated professional competence and ability in work performance and results.

WORK CSB

35.0 CAREER PROGRESSION GUIDELINES FOR FOREST PERSONNEL

1. FORESTRY FUNCTION

The Forestry Function entails: - implementation of the Forest Act, 2005 and other related Laws and Statutes. This includes management of all forests in the county; implementation of forest policy and legislation; forest protection, resource development and natural conservation; directing forest licensing and regulation of forest products for utilization and sustainable management for socio-economic growth of the county; revision of Royalties; initiation and documentation of gazettement of additional forests; promotion of farm forestry, agroforestry technologies and forest industries; protection of water catchment areas; rehabilitation of degraded sites; development of industrial forest plantations; conservation and management of dry land forests; collection of forestry revenue; and implementation of forestry related international conventions.

2. GRADING STRUCTURE

The Career Progression Guideline establishes six (6) grades of Foresters and seven (7) grades of Forest Officers who will be designated and graded as follows: -

FORESTERS

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Foresters	Forester III	11	H
	Forester II	10	J
	Forester I	9	K
	Senior Forester	8	L
	Chief Forester	7	M
	Principal Forester	6	N

NARC - CPSB

FOREST OFFICERS

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Forest Officers	Forest Officer	9	K
	Senior Forest Officer	8	L
	Chief Forest Officer	7	M
	Principal Forest Officer	6	N
	Assistant Director, Forests	5	P
	Deputy Director, Forests	4	Q
	Director, Forests	3	R

Note: *The grades of Forester II/II, Job Grade CPSB 11/10 for Diploma holders and Forest Officer/Senior, Job Grade CPSB 9/8 will form a common establishment for the purpose of this Career Progression Guideline.*

3. **RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this Career Progression Guideline:

(i) Diploma in Forestry or any other relevant and equivalent qualification from a recognized institution.

(ii) Bachelor of Science degree in Forestry or any other equivalent qualification from a recognized institution.

(iii) Master's degree in forestry/environmental studies or any other equivalent qualification from a recognized institution.

(iv) One (1) month Departmental Leadership and Administrative Course from the Forestry College.

(v) Certificate of Good Conduct from the Department of Criminal Investigations (DCI).

(vi) Certificate in Supervisory Management Course lasting not less than two (2) weeks from a recognized institution.

(vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

NAIROBI CPSB

(ix) Membership of a relevant professional body.

(x) Certificate in computer application skills.

(xi) No active disciplinary case.

(xii) Any other qualification may be approved by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

FORESTERS

APPENDIX 'A'

I. FORESTER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: - preparing of tree nursery work plans and seed procurement indents; overseeing preparation of nursery soil and pricking out seedlings; maintaining tree nursery register, muster roll and cost allocation records; and supervising staff working in tree nurseries.

(a) Requirements for Appointment

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

(i) Kenya Certificate of Secondary Education (KSCE) mean grade C (plain) or its equivalent qualification from a recognized institution;

(ii) Diploma in Forestry or equivalent qualification from a recognized institution; and

(iii) Certificate in computer application skills.

II. FORESTER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

An officer at this level will be deployed in a forest station or in an administrative station. In the forest station, the officer will be responsible for supervising forest patrols; planting site preparation, staking/pitting and plantation establishment; selecting stems for pruning and thinning; supervising

NAROK CPSB

silvicultural operations; compiling reports on the status of the forest; undertaking plantation surveys; and keeping cost allocation and muster roll records.

In the administrative division, the officer will be responsible for the promotion of on-farm tree seedling production; maintaining cost allocation records, farmers training and on-farm demonstrations; providing support in the regulation of tree harvesting in the farmlands; preparing farm utilization schedules and farm forestry reports; and carrying out rehabilitation works.

(b) Requirements for Appointment

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

(i) served in the grade of Forester III for a minimum period of three (3) years;

(ii) Diploma in Forestry or equivalent qualification from a recognized institution;

(iii) Membership to a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. FORESTER 1, JOB GRADE CPSB 9

(a) Duties and Responsibilities

An officer at this level will be deployed in a forest station or in an administrative division. In the forest station, duties and responsibilities will involve managing and administering of the station; coordinating and monitoring the implementation of silvicultural operations; rehabilitating degraded sites; initiating actions pertaining to forest protection and biodiversity conservation; undertaking enrichment planting; and monitoring and reporting on tree diseases, pests and invasive species.

In the administrative division, the officer will provide input in the management and coordination of forest extension activities; carrying out tree resource assessment and farmer training; and supervising work programs.

MAROK CPSB

(b) Requirements for Appointment

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

(i) served in the grade of Forester II for a minimum period of three (3) years.

(ii) Diploma in Forestry or equivalent qualification from a recognized institution.

(iii) Membership of a relevant professional body.

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR FORESTER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be deployed to head a forest station with plantation area of less than 400 hectares or in an administrative division located in high potential, arid and semi-arid zones.

In the forest station, the officer will be responsible for general management of the forest estate; coordinating and monitoring the implementation of silvicultural operations, protecting the forest and biodiversity conservation; mobilizing communities in Participatory Forest Management (PFM); ensuring safe custody and control of departmental stores and accountable documents; implementation of forest management plans and annual work plans; monitoring revenue collection; maintaining the station's infrastructure, plant and equipment; and supervising work and staff in the station.

In the administrative division, the officer will be responsible for the preparation and implementation of annual work plans, community action plans; initiating and organizing the launching of tree planting season; supervising the rehabilitation of degraded sites, promoting forest based micro- enterprises; regulating commercial harvesting of forest products from private lands; monitoring and ensuring revenue collection from sales of seedlings; and issuance of licenses.

(b) Requirements for Appointment

ARCK - CPSB

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

(i) served in the grade of Forester I for a minimum period of three (3) years;

(ii) Diploma in Forestry or equivalent qualification from a recognized institution;

(iii) Certificate in Supervisory Management Course lasting not less than two (2) weeks from a recognized institution;

(iv) Membership to a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

V. CHIEF FORESTER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will head to a forest station with a forest plantation area not exceeding 2500 hectares of forest cover. Specific duties will include management of the forest estate; coordinating, monitoring and implementation of silvicultural operations; forest protection, biodiversity conservation and tree resource assessment; mobilizing communities in Participatory Forest Management (PFM); initiating and organizing the launching of tree planting season; supervising the rehabilitation of degraded sites; promoting forest based micro-enterprises; regulating commercial harvesting of forest products; ensuring the implementation of forest management plans and annual work plans; monitoring and ensuring revenue collection from sale of various forest products and services; maintaining the station's infrastructure, plant and equipment; ensuring safe custody and control of departmental stores and accountable documents; and supervising work and staff in the station.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Forester for a minimum period of three years.

MARK - CPSB

(ii) Diploma in Forestry or equivalent qualification from a recognized institution.

(iii) Certificate in Supervisory Management Course lasting not less than two weeks from a recognized institution.

(iv) Membership to a relevant professional body.

(iv) Certificate in computer application skills;
(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL FORESTER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level will be deployed in a Sub-County as the head or in a division at the headquarters. At the Sub-County, the officer will be responsible for coordination and management of forestry activities. Specific duties will include management of the forest estates; coordinating, monitoring and implementation of forest projects and programmes; prescription of silvicultural operations; overseeing rehabilitation of degraded sites, plantation development, forest protection, biodiversity conservation and tree resource assessment; launching of tree planting season; coordinating urban forestry and roadside tree planting; monitoring utilization trend of tree resources; initiating and documenting the gazettement of additional forests; promoting partnership with stakeholders in forest management; monitoring collection of revenue in the Sub-County and preparation of reports; and liaising with relevant departments on matters relating to procurement, finance and human resource management.

At the County headquarters, the officer will be deployed in a division as a Subject Matter Specialist to assist in any of the following areas: policy administration; planning of forestry extension programmes; plantation management; natural forests conservation; and forest protection.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Forester for a minimum period of three (3) years;

NOT CPSB

(ii) Diploma in Forestry or equivalent qualification from a recognized institution.

(iii) Certificate in a management course lasting not less than four (4) weeks from a recognized institution.

(iv) Membership to a relevant professional body.

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) demonstrated merit and ability as reflected in work performance and results.

NAROK - CPSB

APPENDIX 'B'

I. FOREST OFFICER, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail coordinating and monitoring the implementation of silvicultural operations; rehabilitating degraded sites; collecting data and compiling reports pertaining to forest protection and biodiversity conservation; undertaking enrichment planting; monitoring and reporting on tree diseases, pests and invasive species; and supervising tree nursery operations.

(b) Requirements for Appointment

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

(i) Bachelor of Science degree in Forestry or equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

II. SENIOR FOREST OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will be deployed in a forest station or a forest extension area.

In the station, the officer will be responsible for the general management of the forest station; identifying and rehabilitating degraded sites; plantation establishment and implementing silvicultural operations; forest protection and biodiversity conservation; supervising orderly removal of forest products; mobilizing community for participation in forest management; preparing annual work plans and progress reports; safe custody and control of departmental stores and accountable documents; implementing management plans; monitoring revenue collection; maintaining the stations' infrastructure, plant and equipment; preparing reports on the status of plantations; maintaining records and plantation compartment registers; and monitoring and reporting tree pests, diseases and invasive species.

In the forest extension area, the officer will be responsible for coordinating forest extension activities; tree resource assessment; preparing annual work plans, community action plans and progress reports; organizing launching of tree planting season; overseeing rehabilitation of degraded sites; identifying

A-ROK - CPSB

and establishing on-farm demonstration sites; conducting forestry field days; initiating Farmer Field Schools (FFS); coordinating urban forestry and roadside tree planting; monitoring the utilization trends of tree resources; promoting conservation of riparian forests, biodiversity, sacred groves and shrines; commercial forestry, agroforestry, wood energy and forest based micro-enterprises; and collecting revenue.

(b) Requirements for Appointment

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

(i) served in the grade of Forest Officer for a minimum period of one (1) year.

(ii) Bachelor of Science degree in Forestry or equivalent qualification from a recognized institution.

(iii) Membership of a relevant professional body.

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. CHIEF FOREST OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level will be deployed either as a Subject Matter Specialist (SMS) or in the Sub-County or in the County headquarters.

Duties as a Subject Matter Specialist will entail performing duties in a specialized field such as farm forestry and extension, plantation management, natural forest conservation, forest protection, forestry inventory, and forest economics, Participatory Forest Management, forest ecology and silviculture, forest fires, forest health, marine ecosystem and forest engineering.

In the Sub-County, duties and responsibilities will entail: - implementing forest programmes and projects; undertaking silvicultural operations; undertaking general forest conservation management and forestry extension; initiating gazettement of additional forests; preparing progress reports; collecting revenue; and forest protection.

NAROK-CPSB

In the County headquarters, specific duties will entail: - preparing technical reports; providing advice on areas of specialization; preparing forest management plans and liaising with research institutions on matters pertaining to forest development and research findings.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Forest Officer for a minimum period of three (3) years;

(ii) Bachelor of Science degree in Forestry or equivalent qualification from a recognized institution;

(iii) Membership to a relevant professional body;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL FOREST OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level will be deployed either as a Subject Matter Specialist or as a head of a Sub-County or a division at the County headquarters. Duties as a Subject Matter Specialist will include working in a specialized field such as farm forestry and extensions, plantation management, natural forest conservation, forest protection, forestry inventory, forest economics, Participatory Forest Management, forest ecology and silviculture, forest fires, forest health, marine ecosystem and forest engineering. Specific duties will involve: - collecting and collating data; preparing technical reports; providing advice on areas of specialization and liaising with local, regional and international research institutions on matters pertaining to forest development and research findings.

In the Sub-County, the officer will be responsible for forest policy implementation and management. Specific duties will include: - directing and coordinating forest programmes and projects; prescribing silvicultural operations; overseeing general forest conservation management and forestry extension; identifying and initiating gazettement of additional forests; coordinating Sub- County tree planting, tree resource assessment and

NROK-CPSB

preparation of progress reports; monitoring and coordinating revenue collection; and forest protection.

At the County headquarters, duties and responsibilities will entail: - managing and administering forest matters in the county; interpreting and implementing the forest policy; and monitoring and evaluating forest projects and programmes.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Forest Officer for a minimum period of three (3) years.

(ii) Bachelor of Science degree in Forestry or equivalent qualification from a recognized institution.

(iii) Membership to a relevant professional body.

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated professional competence and administrative capability in forestry management and conservation.

V. ASSISTANT DIRECTOR, FORESTS, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail overseeing coordination of work performance in forest development in the county; planning and supervising project development; coordinating Forest Health and Protection activities; planning and organizing all activities relating to forest management; and providing leadership in the management of forest fires and other destructive agents.

(b) Requirements for Appointment

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

WAJIRI CPSB

(i) Served in the grade of Principal Forest Officer for a minimum period of three (3) years.

(ii) Bachelor of Science degree in Forestry or equivalent qualification from a recognized institution.

(iii) Master's degree in forestry/environmental studies or any other equivalent qualification from a recognized institution.

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(v) Membership to a relevant professional body.

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) Demonstrated a high degree of professional competence and administrative capability in sectoral forestry policy implementation.

VI. DEPUTY DIRECTOR, FORESTS, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: administering Technical and Forest General Orders, providing guidance on forestry policy implementation in the county; coordinating the activities in industrial plantation development, natural forest, farm forest and extension; coordinating dry lands programmes; overseeing forest inspection, health and protection; initiating forest management plans, forest resources mapping and inventory programmes; coordinating forest economics, marketing and budgeting programmes; monitoring the implementation of staff performance contracts; and coordinating training, development and deployment of staff.

(b) Requirements for Appointment

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

(i) Served in the grade of Assistant Director, Forests for a minimum period of three (3) years.

(ii) Bachelor of Science degree in Forestry or equivalent qualification from a recognized institution.

MASOK - CPSB

(iii) Master's degree in Forestry/Environmental Studies or any other equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

(v) Membership to a relevant professional body.

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) Demonstrated a high degree of professional competence and administrative capability in sectoral forest policy implementation.

VII. DIRECTOR, FORESTS, JOB GRADE CPSB 3

(a) Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities will entail: advising on implementation of the forestry policy; organizing and coordinating all forestry activities; approving and authorizing forest management plans; directing forest licensing; advising on gazettement of additional forests; revision of Royalties; overseeing sale of forest produce and issuance of permits; overseeing issuance of the Forest Department's General Orders and administrative circulars.

Further, duties and responsibilities will entail overseeing forest economics, marketing and budgeting programmes; ensuring implementation of staff performance contracts; and overseeing training, development and deployment of staff.

(b) Requirements for Appointment

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

(i) Served in the grade of Deputy Director, Forests for a minimum period of three (3) years;

(ii) Bachelor of Science degree in Forestry or equivalent qualification from a recognized institution;

(iii) Master's degree in Forestry/Environmental Studies or any other

NRB/CPSB

36.0 CAREER PROGRESSION GUIDELINES FOR HYDROLOGIST PERSONNEL

1. HYDROLOGY FUNCTION

The Hydrology function entails: implementation of policies on management of water resources; identification and delineation of water catchment areas for protection and conservation; monitoring floods and developing installation of early warning systems; determination of design floods for hydraulic structures (bridges, culverts, canals, storm drains and spillways); classification of national water resources; preparation of Hydro-Meteorological Network designs; exploration of surface water; installation and maintenance of Hydro-Meteorological Stations; investigation of surface water resources; processing Hydro-Meteorological data computation, storage and retrieval; enforcement of technical standards in data collection; and implementation of water control guidelines in accordance with the provisions of the Water Act, 2002.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Hydrologists who will be designated and graded as follows: -

Cadre	Designation	Job Grade CPSB	Job Group
Hydrologists	Hydrologist II	9	K
	Hydrologist I	8	L
	Superintending Hydrologist	7	M
	Senior Superintending Hydrologist	6	N
	Chief Superintending Hydrologist	5	P
	Principal Superintending Hydrologist	4	Q
	Senior Principal Superintending Hydrologist	3	R

Note: *The grades of Hydrologist II/I, Job Grade CPSB 9/8 will form common establishment for the purpose of this Career Progression Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

(i) Bachelor's degree in any of the following disciplines: - Hydrology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Hydrogeology, Water Resource Engineering or equivalent qualification from a recognized institution.

NARK - CPSB

appropriate, new geophysical exploration technologies and procedures in the search for, and development of, mineral deposit in the wreck sites, and landscapes and sites, predominantly prehistoric but also more recent structures inundated by rising sea levels.

2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Geophysicists who will be designated and graded as follows:-

MINING

APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Geophysicists	Geophysicist II (Mining)	9	K
	Geophysicist I (Mining)	8	L
	Superintending Geophysicist (Mining)	7	M
	Senior Superintending Geophysicist (Mining)	6	N
	Chief Superintending Geophysicist (Mining)	5	P
	Principal Superintending Geophysicist (Mining)	4	Q
	Senior Principal Superintending Geophysicist (Mining)	3	R

PETROLEUM

APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Geophysicists	Geophysicist II (Marine)	9	K
	Geophysicist I (Geothermal)	8	L
	Superintending Geophysicist (Geothermal)	7	M
	Senior Superintending Geophysicist (Geothermal)	6	N
	Chief Superintending Geophysicist (Geothermal)	5	P
	Superintending Geophysicist (Geothermal)	4	Q
	Senior Principal Superintending Geophysicist (Geothermal)	3	R

WARO CPSB

The following are the recognised abbreviations for the purpose of this Charter

- Geotechnical Consultancy Services Technology means e-recognised professional geotechnical engineers.

(i) Geotechnical Hybrid Geotextiles or its equivalent mean e-recognised professional engineers.

(a) Duties and Responsibilities

The Senior Principal Superintending Geophysicist will be responsible for the overall direction and management of all geophysical and Seismological programmes in the County. Specific duties and responsibilities will entail:- providing technical guidance, strategic direction and policy advice to the County on all geophysical and seismological matters; formulating geophysical and seismological research and development programmes; bilateral and multilateral negotiations with internal and external agencies and governments; liaising with relevant environmental agencies in the approval of environmental impact assessment reports for all geophysical and seismological programmes/projects implemented by or on behalf of the County and the Private Sector; considering and approving as appropriate, new technologies and procedures in geophysical research relating to mineral exploration, earthquake seismology and subsurface investigations; and maintaining and updating the record of members of the Kenya Society of Geophysicists in the County.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Superintending Geophysicist (Mining) for a minimum period of three (3) years;

(ii) Bachelor degree in Geophysical Sciences Technology in Exploration Geophysics/Applied Geophysics or its equivalent from a recognized institution;

OR

Bachelor of Geophysical Sciences Technology degree in Geophysics **with** a Post-Graduate Diploma in Exploration Geophysics / Applied Geophysics lasting not less than nine (9) months or its equivalent from a recognized institution;

(iii) Master's degree in Exploration Geophysics/Applied Geophysics or its equivalent from a recognized institution;

(iv) Certified Geophysical Professional Management (CGPM), awarded by the Kenya Society of Geophysicists and Geophysical Professional Management Examinations Board;

(v) knowledge of current trends, policies and developments in the field of Geophysical Services, legal provisions geophysical regulation, and the

NAROK-CRB

development of, hydrocarbon and geothermal energy resources; formulating geophysical research and development programmes; bilateral and multilateral negotiations with internal and external agencies and governments; controlling project standards; establishing guidelines for the implementation of geophysical projects; liaising with relevant environmental agencies in the approval of environmental impact assessment reports for all geophysical programmes/projects implemented by or on behalf of the County and the private sector; maintaining and updating the record of members of the Kenya Society of Geophysicists in the County; considering for adoption as appropriate, new technologies and procedures in geophysical research relating to the search for, and development of, geothermal and hydrocarbon energy resources.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Superintending Geophysicist (Petroleum) or in a comparable and relevant position in the Public service for at least three (3) years;

(ii) Bachelor of Science degree in Exploration Geophysics/Applied Geophysics or its equivalent from a recognized institution;

OR

Bachelor of Science degree in Geophysics **with** a Post-Graduate Diploma in Exploration Geophysics / Applied Geophysics lasting not less than nine (9) months or its equivalent from a recognized institution;

(iii) Certified Geophysical Professional Management (CGPM), awarded by the Kenya Society of Geophysicists and Geophysical Professional Management Examinations Board;

(iv) knowledge of current trends, policies and developments in the field of Geophysical Services; legal provisions geophysical regulation; and the Geophysical Professional Bill Act and other relevant legal provisions;

(v) be registered by the Council as member of the Kenya Society of Geophysicists;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

NAROK CPSB

Bachelor of Science degree in Geophysics **with** a Post-Graduate Diploma in Exploration Geophysics/Applied Geophysics lasting not less than nine (9) months or its equivalent from a recognized institution;

(iii) Certified Geophysical Professional Management (CGPM), awarded by the Kenya Society of Geophysicists and Geophysical Professional Management Examinations Board;

(iv) been registered by the Kenya Geophysicists Practitioners' Board and be a member of the Kenya Society of Geophysicists;

(v) knowledge of current trends, policies and developments in the field of Geophysical Services, legal provisions geophysical regulation, and the Geophysical Professional Bill Act and other relevant legal provisions;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case;

(ix) demonstrated competence and ability to assess future workload, resources and to control funds for large projects; and

(x) shown merit and ability as reflected in work performance and results.

V. CHIEF SUPERINTENDING GEOPHYSICIST (WATER), JOB GRADE CSPB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: preparing and controlling of project budgets; designing and enforcing technical standards and specifications; monitoring and evaluating geophysical programmes; planning of long-term programmes and the design of contract documents; preparing and negotiating project plans that require external funding; analysing and providing appropriate technical advice on all environmental impact assessment reports of geophysical programmes/projects being implemented by or on behalf of the County and the Private Sector; and initiating new geophysical technologies and procedures relating to the search for, and development of, groundwater resources and development of dams.

(b) Requirements for Appointment

NARC-CSB

(i) served in the grade of Senior Geophysical Technologist for a minimum period of three (3) years;

(ii) Diploma in Geophysical Science Technology or Geophysics, Mineral Exploration Geophysical Technologists, Oil & Gas Geophysical Technologists, Geophysical Exploration, or other related course, from College of Geophysics Studies or other recognized institution;

(iii) Professional award Certificate/Associate Diploma or Certified Geophysical Professional Management (CGPM) awarded by Geophysical Council of Kenya Society of Geophysicists and Geophysical Professional Management Examinations Board or equivalent qualifications from a recognized examining body;

(iv) been registered as a Certified Geophysical Technologist by the Council as member of the Kenya Society of Geophysicists;

(v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer applications skills;

(vii) No active disciplinary case; and

(viii) shown merit and ability as reflected in work performance and results

VI. SENIOR PRINCIPAL GEOPHYSICAL TECHNOLOGIST, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- coordinating geophysical field operations; preparing geophysical manuals and quality specifications; facilitating technical evaluation for geophysical supplies and equipment; overseeing proficiency testing; developing new geophysical technologies and procedures; preparing standard operating procedures for geophysical activities; preparing and administering annual budgets for geophysical teams; organizing assignment of work to all Geophysical Technicians and Geophysical Technologists; formulating and enforcing geophysical technical standards; maintaining a geophysical database; conducting geophysical research; revising and approving geophysical manuals and quality specifications and standards; approving geophysical reports, work plans and programmes; preparing annual budget for planned geophysical activities; liaising and collaborating with other research institutions for exchange of geophysical research findings; providing technical advice to clients on geophysical issues;

MAROK-CPSB

Cadre	Designation	Job Grade CPSB	Job Group
Structural Engineer	Engineer II (Structural)	9	K
	Engineer I (Structural)	8	L
	Senior Engineer (Structural)	7	M
	Principal Engineer (Structural)	6	N
	Senior Principal Engineer (Structural)	5	P
	Deputy Chief Engineer (Structural)	4	Q
	Chief Engineer (Structural)	3	R

***Note**: The grades of Engineer II/1 (Structural), CSG 9/8 will form a common establishment for the purpose of this Career Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following will be the recognized qualifications for the purpose of the Career Guidelines:

(i) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized institution.

(ii) Master's Degree in any of the following disciplines: Civil Engineering: Structural Engineering, Construction Engineering and Management, Project Management or Its equivalent from a recognized by the Institution.

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid annual practicing license from the Engineers Board of Kenya.

(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from

NARC - CPSB

a recognized institution.

(ix) Proficiency in computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. ENGINEER II (STRUCTURAL), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities at this level will under the guidance of a designated supervisor. Duties and responsibilities at this level will include: Taking part in supervising structural, civil and other public works; taking part in supervising construction of structures to protect public land and properties from river flooding and erosion; taking part in implementation of works/project designs and site instructions related to construction and maintenance of structural, civil and other public works; taking part in supervision and inspection of structural, civil and other public works; taking part in preparation of drawings, bill of quantities and tender documents for structural, civil and other public works; conducting site assessments and structural integrity surveys; taking part in locating and electing appropriate materials for structural, civil and other public construction works; collecting and collating research data; collecting and compiling information pertaining to structural, civil and other public works and inventory; and preparing briefs.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(ii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iii) Proficiency in computer applications.

II. ENGINEER I (STRUCTURAL), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail:- Taking part in supervising structural,

civil and other public works; taking part in supervising construction of structures to protect public land and properties from river flooding and erosion; taking part in Implementation of works/project designs and site instructions related to construction and maintenance of structural, civil and other public works; taking part in supervision and inspection of structural, civil and other public works; taking part in preparation of drawings, bill of quantities and tender documents for structural, civil and other public works; conducting site assessments and structural integrity surveys; taking part in locating and selecting appropriate materials for structural, civil and other public construction works; collecting and collating research data; collecting and compiling information pertaining to structural, civil and other public works and inventory; and preparing briefs.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Served for a minimum period of three (3) years in the grade of Engineer II (Structural):

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iv) Proficiency in computer applications.

III.SENIOR ENGINEER (STRUCTURAL), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:- Taking part in supervising structural, civil and other public works; taking part in supervising construction of structures to protect public land and properties from river flooding and erosion; taking part in implementation of project designs and site instructions related to construction and maintenance of structural, civil and other public works; taking part in supervising and inspecting structural, civil and other public works; taking part in preparing drawings, bill of quantities and tender documents for structural, civil and other public works; carrying out feasibility studies and environmental social impact assessments; taking part in conducting structural integrity surveys; taking part in locating and selecting appropriate materials for structural, civil and other public construction works; compiling and analyzing research data; compiling information pertaining to structural, civil and other public works and Inventory; and preparing progress

NAROK CPSB

reports.

(b) Requirements for Appointment

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

(i) Served for a minimum period of six (6) years, three (3) in the grade of Engineer I (Structural) or in an equivalent and relevant position:

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;

(iv) Registration by Engineers Board of Kenya as a Graduate Engineer;

(v) Proficiency in computer applications; and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL ENGINEER (STRUCTURAL), JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:- Planning, designing and supervising construction, maintenance, rehabilitation and renovation of structural, civil and other public works and projects; planning, designing and supervising construction of structures to protect public land and properties from river flooding and erosion; implementing project designs and site instructions related to construction and maintenance of structural, civil and other public works and projects; supervising and inspecting structural, civil and other public works and projects for compliance with designs, specifications, standards and safety regulations; interpreting engineer's designs, drawings, and specifications for structural, civil and other public works and projects; preparing contract drawings and specifications; designing, detailing and preparing drawings, bill of quantities and tender documents for structural, civil and other public works and projects; reviewing designs, proposals, and reports prepared by consultants; carrying out feasibility studies and environmental social impact assessment to determine viability for construction of structural, civil, and other public works; conducting structural integrity surveys; locating and selecting appropriate materials for structural, civil and other public construction works; monitoring and evaluating construction and maintenance of structural, civil and other works and projects; carrying out research in

MROK - CPSB

structural engineering and preparing proposals, updating information pertaining to structural, civil, and other public works and inventory; preparing budgets for structural, civil and other public works; preparing progress reports on structural engineering works; and preparing work plans and targets.

(b) Requirements for Appointment

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

(i) Served for a minimum period of nine (9) years, three (3) in the grade of Senior Engineer (Structural) or in an equivalent and relevant position:

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vi) A valid annual practicing license from the Engineers Board of Kenya;

(vii) Proficiency in computer applications; and

(viii) Shown merit and ability as reflected in work performance and results.

V. SENIOR PRINCIPAL ENGINEER (STRUCTURAL), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail:- Developing, implementing and reviewing policies, strategies, standards. guidelines, procedures and frameworks pertaining to construction and maintenance destructural and civil works in Government buildings and other public works including marine and footbridges; coordinating planning, designing and supervision of construction, maintenance, rehabilitation and renovation of structural, civil and other public works; coordinating planning, designing and supervising construction of structures to protect public land and properties from river flooding and erosion; coordinating consultancy services for transmission of masts and tower structures for government communication and security installations; coordinating Implementation of project designs and site instructions related to construction and maintenance of structural, civil and other public works and

NAROK-CPSB

projects; coordinating supervision and inspection of civil and structural works and project for compliance with designs, specifications, standards and safety regulations; interpreting engineer's designs, drawings, and specifications for structural, civil and other public works and projects; providing consultancy, capadty building, technical support and advisory services to Ministries. Departments, Counties and Agencies (MDCAS) on matters pertaining to construction and maintenance of structural, civil and other public works including marine and footbridges; reviewing consultants' and contractors' plans and designs on construction and maintenance of structural, civil and other public works for necessary approval; preparing contract drawings, specifications and contract documents for tendering of construction and maintenance of structural, civil and other public works and projects; conducting feasibility studies and environmental social impact assessment to determine viability for construction of structural, dvil and other public works; coordinating structural integrity surveys for quality control and compliance; monitoring and evaluating construction and maintenance of structural, civil and other works and projects; updating information pertaining to structural, civil and other public works and inventory; identifying areas of research and preparing concept notes and proposals; designing, implementing and reviewing relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; preparing reports on structural engineering works; preparing budgets for structural, civil and other public works; preparing strategic/work plans and setting targets; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of twelve (12) years, three (3) In the grade of Principal Engineer (Structural) or in an equivalent and relevant position:

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Master's Degree in any of the following disciplines: Civil Engineering: Structural Engineering, Construction Engineering and Management. Project Management or its equivalent from a recognized by the Institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer:

(v) Registration as a Corporate Member of the Institution of Engineers of

NAROK COUNTY

Kenya (MIEK):

(vi) A valid annual practicing license from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(viii) Proficiency in computer applications; and

(ix) Shown merit and ability as reflected in work performance and results.

VI. DEPUTY CHIEF ENGINEER (STRUCTURAL), JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:- Coordinating development, implementation and review of policies, legislation. regulations, strategies, standards, guidelines, procedures and framework pertaining to construction and maintenance of all structural and civil works in Government buildings and other public works including marine and footbridges and ensuring compliance; coordinating planning, designing and supervision of construction and maintenance of structural and civil works in Government buildings and other public works including marine and footbridges; coordinating planning, designing and supervision of construction of structures to protect public land and properties from river flooding and erosion; leading teams in providing consultancy services for transmission masts and tower structures for government communication and security Installations; leading teams in providing consultancy, capacity building, technical support to Ministries. Departments, Counties and Agencies (MDCAS) on matters pertaining to construction and maintenance of structural and civil works in government buildings and other public works including marine and footbridges; reviewing consultants and contractors' plans and designs on construction and maintenance of structural, civil and public works for necessary approval; coordinating preparation of specifications and contract documents for tendering of structural and civil construction and maintenance works and projects; coordinating feasibility studies and environmental social impact assessment to determine viability for construction of structural, civil and other public works; coordinating structural integrity surveys; coordinating monitoring and evaluation of construction and maintenance of structural, civil and other works and projects; maintaining up-to-date information pertaining to structural, civil and other public works and inventory; coordinating research, Innovation, business process re-engineering and application of new technologies in structural engineering works; coordinating designing, Implementation and review of relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; coordinating preparation of reports on structural engineering

MOCK CPSB

works and cabinet memos & responses to parliamentary queries on matters relating to the same; coordinating preparation of strategic/work and procurement plans, budgets and performance targets; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, three (3) in a Principal Engineer (Structural) grade or in an equivalent and relevant position

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Master's Degree in any of the following disciplines: Civil Engineering: Structural Engineering. Construction Engineering and Management, Project Management or its equivalent from a recognized by the Institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer:

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Proficiency in computer applications; and

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution; and

(ix) Demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

VII. CHIEF ENGINEER (STRUCTURAL), JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Engineer (Structural) will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Engineering (Structural) Function.
Specific duties and responsibilities will entail: Overseeing formulation, Implementation and review of policies, legislation, regulations, strategies, standards, guidelines, procedures and framework pertaining to construction

NAROK-CPSB

and maintenance of all structural and civil works in Government buildings and other public works including marine and footbridges; overseeing planning, designing and construction and maintenance of structural and civil works in Government buildings and other public works including marine and footbridges and ensuring compliance; spearheading planning, designing and supervision of construction of structures to protect public land and properties from river flooding and erosion; overseeing provision of consultancy services for transmission masts and tower structures for government communication and security installations; overseeing provision of consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAS) on matters pertaining to construction and maintenance of structural and civil works in government buildings and other public works Including marine and foot bridges; approving consultants and contractors' plans and designs on construction and maintenance of structural and civil construction works in government buildings and other public works including marine and footbridges; spearheading monitoring and evaluation of construction and maintenance of structural and civil construction works and projects; ensuring establishing and maintaining a database on construction and maintenance of structural and civil works in government buildings and other public works; establishing partnerships and collaborations with key stakeholders in support of construction and maintenance projects pertaining to structural and civil works in government buildings and other public works; promoting research, Innovation, business process re-engineering and application of new technologies in structural engineering works; facilitating designing, implementing and reviewing of relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; preparing and submitting annual reports on structural engineering works and cabinet memos and responses to parliamentary queries on matters relating thereto; merging and ensuring prudent utilization of structural engineering services assets and resources; overseeing preparation of strategic/work and procurement plans, budgets and performance targets; and building capacity and managing performance.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, five (5) In management level or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Master's Degree in any of the following disciplines: Civil Engineering;

Structural Engineering, Construction Engineering and Management, Project Management or its equivalent from a recognized by the Institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) A valid annual practicing license from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications; and

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the structural engineering services function; and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the structural engineering services function and aspirations of Vision 2030.

NAROK CDSB

44.0 CAREER GUIDELINE FOR ENGINEERS (MATERIALS)

1. FUNCTION

The Materials Engineering function will be to: Formulate, implement and review policies, legislation. regulations, strategies. standards. manuals. guidelines. procedures and frameworks pertaining to testing and research roads and other construction materials and delivery methods; establish, expand and maintain materials testing and investigations laboratories and advising on their usage; provide laboratory and testing facilities for investigations and testing of materials and advice on wage; undertake prospection, mapping and testing of roads and other construction Material; develop specifications and provision of oversight on quality control and assurance in roads construction and maintenance; conduct geotechnical investigations of foundation designs for highway: and other structures; monitor and evaluate functional and structural performance of completed roads and other infrastructure; conduct physical and non-destructive testing of highways and other structures; plan, design and oversee construction and maintenance of pavement structures; establish and maintain database for laboratory records, test reports. stores and inventory pertaining to construction materials testing and research; provide consultancy, capacity building, technical support and advisory services to ministries, departments. counties and agencies (MDCAS) on roads and other construction materials testing and research, and delivery methods; conduct research promote innovation, best practices and application of new technologies in roads and other construction materials testing and delivery methods; develop, implement, review, and monitor and evaluate quality control, safety and risk management plans for construction materials testing and delivery methods; conduct quality assurance. performance and technical audits, monitor and evaluate of construction material testing and laboratory services; ensure compliance with environmental. occupational health and safety regulations in the provision of laboratory services; prepare and implement disposal plans for laboratory waste in liaison with the relevant government agencies; establish partnerships and collaborations with counties and other key stakeholders in support of construction materials testing and research. and delivery methods; facilitate certification of engineering technicians and administration of craft grade/test examination in liaison with other government agencies; and design, implement and review of relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders.

ARCHIVED COPY

2. GRADING STRUCTURE AND SCOPE

The Career Guidelines establish seven (7) grades of Engineers (Materials) who will be designated and graded as follows:

Engineer (Materials)

Cadre	Designation	Job Grade CPSB	Job Group
Engineer (Materials)	Engineer II (Materials)	9	K
	Engineer I (Materials)	8	L
	Senior Engineer (Materials)	7	M
	Principal Engineer (Materials)	6	N
	Senior Principal Engineer (Materials)	5	P
	Deputy Chief Engineer (Materials)	4	Q
	Chief Engineer (Materials)	3	R

3. RECOGNIZED QUALIFICATIONS

The following will be the recognized qualifications for the purpose of the Career Guidelines:

(i) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering: Civil and Structure Engineering or its equivalent qualification from a recognized Institute.

(ii) Master's Degree in any of the following disciples: Civil Engineering, Structural Engineering, Construction Engineering and Management or its equivalent qualification from a recognized Institution.

(iii) Registration by Engineer Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineer Board of the Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institute of Engineer of Kenya (MIEK).

(vi) Valid annual practicing license from the Engineers Board of Kenya.

(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution.

(viii) Certificate in Leadership Course lasting not than four (4) weeks from a recognized institution.

(ix) Proficiency in computer applications.

NAPSK-CPSB

4. JOB DESCRIPTION AND SPECIFICATIONS

I. ENGINEER II (MATERIALS), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An Engineer at this revel wil work Under the guidance of designated supervisor. Duties and responsibitities will entail: Sampling of alignment soils and pavement materials, analyzing test results and reporting; developing preliminary designs and preparing working drawings for the construction, rehabilitation and maintenance of roads; supervising construction, repair and maintenance works; collecting and collating data for scoping reports and for research purposes; undertaking geotechnical investigations for structural foundation; collecting data for performance monitoring and evaluation of functional and structural conditions of pavement; and collecting and analyzing classified traffic count and axle load survey data.

(b) Requirements for Appointment

For appointment to this grade, a candidale must have:

(i) Bachelors of Science or Engineering degree in any af the following disciplines: Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized institution;

(ii) Registration by Engineers Board af Kenya as a Graduate Engineer; and

(iii) Proficiency in computer applications.

II. ENGINEER 1 (MATERIALS), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level work under the guidance of a designated supervisor. Duties and responsibilities will entail; - Sampling of alignment soils and pavement materials, analyzing test results and reporting; developing preliminary designs and preparing working drawings for the construction, rehabilitation and maintenance of roads; supervising construction, repair and maintenance works; collecting and collating data for scoping reports and for research purposes; undertaking geotechnical investigations for structural foundations; collecting data for performance monitoring and evaluation of functional and structural conditions of pavements; and collecting and analyzing classified traffic count and axle load survey data.

NARC-CPSB

(b) Job Specifications

For appointment to this grade, a candidate must have:

(i) Served for a minimum period of three (3) years in the grade an Engineer (Materials):

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineer, Civil Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Registration by Engineers of Kenya as a Graduate Engineer;

(iv) Proficiency in computer applications.

III. SENIOR ENGINEER (MATERIALS), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities win entail: Analyzing and reporting on alignment soils classification and pavement construction materials properties; preparing draft designs and working drawings for construction, rehabilitation and maintenance of roads and other infrastructure; preparing draft tender documents for construction, rehabilitation and maintenance road works; taking part in supervising construction, rehabilitation and maintenance of roads; undertaking quality control during construction, rehabilitation, repair and maintenance of pavements and structures; analyzing and preparing materials test results and reviewing mix designs; preparing draft specifications for civil engineering materials and testing equipment; analyzing monitoring and evaluation data and preparing draft reports on pavement functional and structural condition and performance; investigating and evaluating structural integrity of structures and recommending remedial measures; preparing preliminary research reports on new and alternative construction materials and delivery methods; undertaking geotechnical investigations and designs for structural foundations; collating and analyzing data for research on construction materials and delivery methods; undertaking material mix designs and drafting specifications for roads and other infrastructure; and preparing draft reports on the structural integrity of structures.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

(i) Served for a minimum period of six (6) years, three (3) in the grade of Engineer I (Materials) or in an equivalent and relevant position;

WORK CPSB

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized Institute:

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Proficiency in computer applications: and

(vi) Show merit and ability as reflected in work performance and results.

IV. PRINCIPAL ENGINEER (MATERIALS), JOB GRADE CPSB 6

(a) Job Description

An officer at this level may be deployed either al the HQs or Regional materiais Office to undertake the following duties and responsibilities;

Head quarters

Duties and responsibilities will entail: Reviewing designs and tender documents for road and other construction, rehabilitation, repair and maintenance works; preparing annual work plans and programmes; developing road design manuals and construction standards; supervising construction, repair and maintenance of roads; developing and reviewing specifications for all civil engineering materials and laboratory equipment for use in testing, construction control and performance monitoring; developing engineering materials design reports and drawings; reviewing engineering consultants' designs; planning and coordinating pavement designs; providing consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAS) on materials engineering; designing quality assurance for quality control during material testing and pavements and structures construction; supervising pavement performance monitoring and evaluation and advising on remedial measures; reviewing and recommending for approval specifications for pavement and structures repair and maintenance; developing and evaluating methodologies for investigating and evaluating structural integrity of structures; conducting research and preparing reports on new and alternative construction materials and delivery methods; and supervising materials and geotechnical investigations and structural foundation design.

Regional Material Office

An officer at this level may be deployed as a Regional Materials Engineer and

ARCHIVE - CPSB

will be the Engineer in Charge of the specific laboratories far materials testing. monitoring and construction control for roads within the regions.

Duties and responsibilities will entail: Supervising material testing and research within the region; approving mix designs for concrete, gravel and bitumen; issuing materials test reports on behalf of the chief engineer; establishing quality assurance systems for quality control during material testing and pavements and structures construction; providing consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAS) on materials engineering; developing and evaluating specifications for materials and laboratory equipment for construction, rehabilitation and maintenance of paved and unpaved roads; implementing environmental, occupational safety and health regulations in the regions; and guiding and counselling staff.

(b) Job Specifications

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

(i) Served for a minimum period of nine (9) years, three (3) in the grade of Senior Engineer (Materials) or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member the Institution of Engineers of Kenya (MIEK):

(vi) Valid annual practicing license from the Engineers Board of Kenya:

(vii) Proficiency in computer application: and

(viii) Show merit and ability as reflected in work performance results.

V. SENIOR PRINCIPAL ENGINEER (MATERIALS), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing and implementing policies, strategies, standards, guidelines, procedures and frameworks pertaining to

NAROK CPSB

testing and research of roads and other construction materials and delivery, and ensuring compliance; coordinating establishment, expansion and maintenance of materials testing and investigation laboratories and advising on their usage; coordinating prospection, mapping and testing of roads and other construction materials; coordinating physical and non-destructive testing of highways and other structures; coordinating planning, designing and supervising construction and maintenance of pavement structures for roads and other infrastructure; reviewing, updating and maintaining road design manuals and construction standards; developing specifications for civil engineering materials and laboratory equipment for use in testing, construction control and performance monitoring; reviewing and recommending approval of materials engineering design reports and drawings; reviewing and recommending approval of engineering consultants' submissions; reviewing research proposals and reports on materials and project delivery methods; coordinating geotechnical and structural integrity investigations; reviewing quality assurance systems for quality control during material testing, pavement and structures construction; coordinating evaluation and performance monitoring of road pavements; reviewing and recommending for approval engineering consultants' designs, payment certificates and fee notes submitted by consultants and contractors; reviewing tender documents and estimates for general procurement, consultancy and road works; providing consultancy, capacity building and technical support to ministries, departments, counties and agencies (MDCAS) on roads and other construction materials testing, research and delivery methods; preparing and implementing disposal plans for laboratory waste in liaison with the relevant government agencies; keeping up-to-date information, laboratory records, test reports, stores and inventory; designing and implementing relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; preparing progress reports on road and other construction materials testing and research; preparing strategic work plans; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of twelve (12) years. three (3) in the grade of

(ii) Principal Engineer (Materials) or in an equivalent and relevant position;

(iii) Bachelors of Science or Engineering Degree in any of the ovaing disciplines: Civil Engineering. Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iv) Master's Degree in any of the following disciplines: Civil Engineering, Structural Engineering, Construction Engineering and Management or its equivalent qualification from a recognized institution;

(v) Registration by Engineers Board cf Kenya Professional Engineer;

(vi) Registration Corporate Mernber of the Institution af Engineers of Kenya (MIEK)

(vii) Valid annual practicing license from the Engineers Board of Kenya;

(viii) Certificate in a Leadership Course lasting less than (4) weeks from a recognized institution:

(ix) Proficiency in computer applications: and

(x) Demonstrated a high degree of professionäl and administrative capability as reflected in work performance and results.

VI. DEPUTY CHIEF ENGINEER (MATERIALS), JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail: Coordinating development, implementation and review of policies, legislation, regulations, standards, manuals, guidelines, procedures and frameworks pertaining to testing and research on roads and other construction delivery methods and ensuring compliance; coordinating establishment, expansion and maintenance of materials testing and investigation laboratories and advising on their usage; coordinating prospection, mapping and testing of roads and other construction materials; coordinating development of specifications and provision of oversight on quality control and assurance in roads construction and maintenance; coordinating geotechnical investigations of foundation designs for highways and structures; coordinating monitoring and evaluation of functional and structural performance of completed roads and other infrastructure; facilitating physical and non-destructive testing of highways and other structures; coordinating planning, designing and oversight of construction and maintenance of pavement structures for roads and other infrastructure; coordinating provision of consultancy, capacity building and technical support to ministries, departments, counties and agencies (MDCAS) on roads and other construction materials testing, research and delivery methods; promoting research, innovation, best practices and application of new technologies in roads and other construction materials testing and delivery methods; coordinating preparation and implementation of disposal plans for laboratory waste in liaison with the relevant government agencies;

WORK - CPSB

maintaining up-to-date information, laboratory records, test reports, stores and inventory pertaining to road and other construction materials testing and research; coordinating design, implementation and review of relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; coordinating preparation of annual reports on road and other construction materials testing and research, as well as cabinet memos and responses to parliamentary queries on matters relating thereto; coordinating preparation of procurement plans and budgets for materials engineering services; coordinating preparation of strategic plans and performance contracts; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, three (3) at Principal Engineer (Materials) level or in an equivalent and relevant positions;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized Institution;

(iii) Master's Degree in any of the following disciplines; Civil Engineering, Structural Engineering, Construction Engineering and Management or its equivalent qualification from a recognized Institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(viii) Proficiency in computer applications: and

(ix) Demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

VII. CHIEF ENGINEER (MATERIALS), JOB GRADE CPSB 3

NAPOK CPSB

(a) Duties and Responsibilities

The Chief Engineer (Materials) will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Engineering (Materials) Function.

Specific duties and responsibilities will entail: Overseeing formulation, implementation and review of policies, legislation, regulations, strategies, standards, manuals, guidelines, procedures and frameworks pertaining to testing and research on roads and other construction materials and delivery methods; overseeing establishment, expansion and maintenance of materials testing and investigation laboratories and advising on their usage; overseeing provision of laboratory and testing facilities for investigations and testing of materials and advising on their usage; overseeing prospection, mapping and testing of roads and other construction materials; facilitating development of specifications and provision of oversight on quality control and assurance in roads construction and maintenance; spearheading geotechnical investigations of foundation designs for highways and other structures; overseeing monitoring and evaluation of functional and structural performance of completed roads and other infrastructure; overseeing planning, designing, construction and maintenance of pavement structures for roads and other infrastructure; overseeing provision of consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAS) on roads and other construction materials testing, research and delivery methods; facilitating research, innovation, best practices and application of new technologies in roads and other construction materials testing and delivery methods; approving road design manuals, construction standards, consultants' designs, payment certificates and fee notes; ensuring compliance with environmental, occupational health and safety regulations in the provision of laboratory services; facilitating preparation and implementation of disposal plans for laboratory waste in liaison with the relevant government agencies; facilitating certification of engineering technicians and administration of craft grade/test examinations in liaison with other government agencies; facilitating design, implementation and review of relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; ensuring maintenance of up-to-date information, laboratory records, test reports, stores and inventory pertaining to construction materials testing and research; preparing and submitting annual reports on road and other construction materials testing and research, as well as cabinet memos and responses to parliamentary queries on related matters; managing and ensuring prudent utilization of roads and other construction materials

testing and research assets and resources; overseeing preparation of strategic/work plans, procurement plans and budgets for materials engineering services; and building capacity and managing performance.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, five (5) in management level or in an equivalent and relevant position:

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines:

(iii) Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized Institution:

(iv) Master's Degree in any of the following disciplines: Civil Engineering, structural Engineering, Construction Engineering and Management or its equivalent qualification from a recognized Institution:

(v) Registration by Engineering Board of Kenya as a Professional Engineer:

(vi) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK)

(vii) Valid annual practicing license from the Engineers Boards of Kenya:

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(ix) Proficiency in computer application:

(x) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the materials engineering services function: and

(xi) Through understanding of national goals, policies and objectives and ability to relate them to the materials engineering services function and aspirations of Vision 2030.

NAROK CPSB

45.0 CAREER GUIDELINE FOR ENGINEERS (WATER AND SANITATION)

1. FUNCTION

The Engineering (Water and Sanitation) function will be to: Formulating, implementing and reviewing policies, legislation, regulations, strategies, standards, manuals, guidelines, procedures and frameworks pertaining to the design, construction, operation, safety and management of water infrastructure including dams, water storage, hydraulic structures and other water works; developing and ensuring implementation of standards and regulations pertaining to the design, construction, operation, safety and management of dams, water storage, hydraulic structures and other water works; planning, designing and overseeing construction and maintenance of water, hydraulic systems and sanitation projects and works; providing consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAS) on matters pertaining to development and maintenance of water and sanitation infrastructure and management; formulating, reviewing and implementing energy efficiency planning, modelling and investment for water and sanitation infrastructure development and management; managing water and sanitation infrastructure development and maintenance programs and projects in collaboration with relevant stakeholders; developing, implementing and reviewing quality control, safety and risk management plans for water and sanitation infrastructure; conducting quality assurance, performance and technical audits on ongoing and completed national water and sanitation projects and programs to ensure compliance with relevant laws, regulations and standards; conducting feasibility studies and environmental and social impact assessments to determine viability of water and sanitation infrastructure projects; monitoring and evaluating water and sanitation infrastructure works and projects; promoting research, innovation, business process re-engineering and application of new technologies in water and sanitation infrastructure development and management; establishing partnerships and collaborations with key stakeholders in support of water and sanitation infrastructure development and management projects; establishing and maintaining a database on national water and sanitation infrastructure and coverage; domesticating and implementing resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory, including universal water and sanitation coverage; and designing, implementing and reviewing relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders.

2. GRADING STRUCTURE

The career guidelines establish the seven (7) grades of Engineers (Water and Sanitation) who will be designated and graded as follows;

Engineers (Water and Sanitation)

Cadre	Designation	Job Grade CPSB	Job Group
Engineers (Water and Sanitation)	Engineer II	9	K
	Engineer I	8	L
	Senior Engineer	7	M
	Principal Engineer	6	N
	Senior Principal Engineer	5	P
	Deputy Chief Engineer	4	Q
	Chief Engineer	3	R

Note: *The grades of Engineer II/I, CPSB 9/8 for Degree holders will form common establishment for the purpose of this Career Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following will be the recognized qualifications for the purpose of the Career Guidelines:

(i) Bachelor of Science or Engineering Degree in Civil Engineering. Civil & Structural Engineering or its equivalent qualification from a recognized institution.

(ii) Master's Degree in any of the following disciplines from a recognized institution: Civil Engineering, Structural Engineering, Water Resources Engineering, Water and Environmental Engineering. Biosystems and Structural Engineering. Biosystems and Environmental Engineering. Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid annual Practicing license from the Engineers Board of Kenya.

NRBOK - CPSB

(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.

(viii) Proficiency in computer applications

4. JOB DESCRIPTION AND SPECIFICATIONS

I. ENGINEER II (WATER AND SANITATION), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail: Developing preliminary designs and preparing working drawings for construction, rehabilitation and maintenance of water, sanitation and hydraulic infrastructure; taking part in supervising maintenance of water harvesting and storage, water supply, sanitation and hydraulic systems works; taking part in preparing specifications, tender documents and cost estimates for works; taking part in conducting feasibility studies and environmental and social impact assessments; carrying out technical investigations and surveys for engineering designs and conducting pre-feasibility studies for water and sanitation works; collecting and collating data on water and sanitation infrastructure development and inventory; collecting and collating data for development of water and sanitation infrastructure; collecting and collating data for research; and compiling and analyzing research data and preparing reports.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Engineering or its equivalent qualification from a recognized institution; and Bachelor of Science or Engineering Degree in Civil Engineering, Civil & Structural

(ii) Registration by Engineers Board of Kenya as a Graduate Engineer

(iii) Proficiency in computer applications.

II. ENGINEER I (WATER AND SANITATION), JOB GRADE CPSB 8

(a) Duties and Responsibilities

NAKURU CPSB

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail: - Developing preliminary designs and preparing working drawings for construction, rehabilitation and maintenance of water, sanitation and hydraulic infrastructure; taking part in supervising maintenance of water harvesting and storage, water supply, sanitation and hydraulic systems works; taking part in preparing specifications, tender documents and cost estimates for works; taking part in conducting feasibility studies and environmental and social impact assessments; carrying out technical investigations and surveys for engineering designs and conducting pre-feasibility studies for water and sanitation works; collecting and collating data on water and sanitation infrastructure development and inventory; collecting and collating data for development of water and sanitation infrastructure; collecting and collating data for research; compiling and analyzing research data and preparing reports; and preparing strategic/work plans and setting targets.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Served for a minimum period of three (3) years in the grade of Engineer (Water and Sanitation)

(ii) Bachelor of Science or Engineering Degree in Civil Engineering. Civil & Structural Engineering or its equivalent qualification from a recognized institution; and

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer

(iv) Proficiency in computer applications.

III. SENIOR ENGINEER (WATER AND SANITATION), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Developing draft detailed designs, specifications and working drawings for construction and maintenance of water, sanitation and hydraulic infrastructure; taking part in supervising construction and maintenance of water harvesting and storage, water supply, sanitation and hydraulic systems works; developing scoping reports and cost estimates for water and sanitation works; taking part in developing and implementing quality control, safety and risk management plans for water and sanitation infrastructure; conducting quality assurance, performance and

NARC-CPSB

technical audits on ongoing and completed national water and sanitation projects and programs to ensure compliance with relevant laws, regulations and standards; taking part in preparing specifications, tender documents and cost estimates for works; taking part in conducting feasibility studies and environmental and social impact assessments; checking and validating asset inventories for water and sanitation infrastructure; compiling and analyzing research data and preparing reports; updating information on water and sanitation infrastructure development and inventory; preparing strategic/work plans and setting targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of six (6) years, three (3) years in the grade of Engineer I (Water and Sanitation) or equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in Civil Engineering. Civil & Structural Engineering or its equivalent qualification from a recognized institution:

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer:

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Proficiency in computer applications; and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL ENGINEER (WATER AND SANITATION), JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: - Planning, designing and supervising construction and maintenance of water harvesting and storage, water supply, sanitation and hydraulic systems works; developing and reviewing energy efficiency plans, models and investments for water and sanitation infrastructure development; developing and implementing quality control, safety and risk management plans for water and sanitation infrastructure; conducting quality assurance, performance and technical audits on ongoing and completed national water and sanitation projects and programs to ensure compliance with relevant laws, regulations and standards;

NAROK-CPSB

reviewing consultants' and contractors' plans and designs on development and maintenance of water and sanitation infrastructure for approval; preparing specifications and contract documents for tendering of water and sanitation infrastructure development and maintenance works and projects; conducting feasibility studies and environmental and social impact assessments to determine viability of water and sanitation infrastructure; monitoring and evaluating water and sanitation infrastructure development and management projects and programs; checking and validating asset inventories for water and sanitation infrastructure; identifying areas of research, conducting research and preparing reports; keeping up-to-date information on water and sanitation infrastructure development and inventory; preparing strategic/work plans and setting targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

(i) Served for a minimum period of nine (9) years, three (3) years in the grade of Senior Engineer (Water and Sanitation) or equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in Civil Engineering. Civil & Structurall Engineering or its equivalent qualification from a recognized institution

(iii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Profesional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenys (MIEK):

(vi) Valid annual Practicing license from the Engineers Board of Kenya:

(vii) Proficiency in computer applications; and

(viii) Shown merit and ability as reflected in work performance and results.

V. SENIOR PRINCIPAL ENGINEER (WATER AND SANITATION), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Developing and implementing policies, strategies, standards, manuals, guidelines, procedures and frameworks

NAROK-CPSB

pertaining to the design, construction, operation, safety and management of water infrastructure including dams, water storage, hydraulic structures and other water works; planning, designing and supervising construction and maintenance of water harvesting and storage, water supply, sanitation and hydraulic systems works; providing consultancy, capacity building and technical support to ministries, departments, counties and agencies (MDCAS) on matters pertaining to development and maintenance of water and sanitation infrastructure; developing and reviewing energy efficiency planning, modelling and investment for water and sanitation infrastructure development; developing and implementing quality control, safety and risk management plans for water and sanitation infrastructure; coordinating quality assurance, performance and technical audits on ongoing and completed national water and sanitation projects and programs to ensure compliance with relevant laws, regulations and standards; reviewing consultants' and contractors' plans and designs on development and maintenance of water and sanitation infrastructure for approval; coordinating preparation of specifications and contract documents for tendering of water and sanitation infrastructure development and maintenance works and projects; coordinating feasibility studies and environmental and social impact assessments to determine viability of water and sanitation infrastructure; coordinating monitoring and evaluation of water and sanitation infrastructure development and management projects and programs; identifying areas of research, preparing research proposals, conducting research and preparing reports; preparing concept notes and terms of reference for consultancy projects; designing and implementing relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; keeping up-to-date information on water and sanitation infrastructure development and inventory; preparing strategic/work plans and setting targets; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of twelve (12) years, three (3) years in the grade of Principal Engineer (Water and Sanitation) or equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree In Civil Engineering. Civil & Structural Engineering or its equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following disciplines from a recognized institution: Civil Engineering. Structural Engineering, Water Resources

Engineering. Water and Environmental Engineering. Biosystems and Structural Engineering. Biosystems and Environmental Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual Practicing license from the Engineers Board of Kenya:

(vii) Proficiency in computer applications.

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution; and

(ix) Demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

VI. 4 DEPUTY CHIEF ENGINEER (WATER AND SANITATION), JOB GRADE CPSB

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Coordinating development, implementation and review of policies, legislation, regulations, strategies, standards, manuals, guidelines, procedures and frameworks pertaining to the design, construction, operation, safety and management of water infrastructure including dams, water storage, hydraulic structures and other water works; coordinating planning, design, construction and maintenance of water harvesting and storage, water supply, sanitation, hydraulic systems and other water works in collaboration with relevant stakeholders; coordinating provision of consultancy, capacity building and technical support to ministries, departments, counties and agencies (MDCAs) on matters pertaining to development and maintenance of water and sanitation infrastructure; coordinating development, implementation and review of energy efficiency planning, modelling and investment for water and sanitation infrastructure; coordinating development, implementation and review of quality control, safety and risk management plans for water and sanitation infrastructure; leading quality assurance, performance and technical audits on ongoing and completed national water and sanitation projects and programmes to ensure compliance with relevant laws, regulations and standards; reviewing consultants' and contractors' plans and designs on development and maintenance of water and sanitation infrastructure for approval; coordinating

MBOK-CPSB

preparation of specifications and contract documents for tendering of water and sanitation infrastructure development and maintenance works and projects; coordinating feasibility studies and environmental and social impact assessments to determine the viability of water and sanitation infrastructure; identifying innovative models for financing and implementing water and sanitation infrastructure development projects and programmes; coordinating monitoring and evaluation of water and sanitation infrastructure development and management projects and programmes; promoting research, innovation, business process re-engineering and application of new technologies in water and sanitation infrastructure development, management and utilization; preparing concept notes and terms of reference for consultancy projects; keeping up-to-date information on water and sanitation infrastructure development and inventory; coordinating design, implementation and review of professional development, graduate internship and industrial attachment programmes in consultation with key stakeholders; coordinating preparation of strategic work and procurement plans, budgets and performance targets; and training and developing staff.

(b) Requirements for Appointments

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, three (3) years at Principal Engineer (Water and Sanitation) or equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in Civil Engineering. Civil & Structural Engineering or its equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following disciplines from a recognized institution: Civil Engineering. Structural Engineering. Water Resources Engineering. Water and Environmental Engineering, Biosystems and Structural Engineering. Biosystems and Environmental Engineering. Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution: Registration by Engineers Board of Kenya as a Professional Engineer:

(iv) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(v) Valid annual Practicing license from the Engineers Board of Kenya:

NACOSTI

(vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(vii) Proficiency in computer applications; and

(viii) Demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

VII. CHIEF ENGINEER (WATER AND SANITATION), JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Engineer (Water and Sanitation) will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Engineering (Water and Sanitation) Function.

Specific duties and responsibilities will entail: - Overseeing formulation, implementation and review of policies, legislation, regulations, strategies, standards, manuals, guidelines, procedures and frameworks pertaining to the design, construction, operation, safety and management of water infrastructure including water harvesting and storage, water supply, sanitation, hydraulic systems and other water works; overseeing planning, design, construction and maintenance of water and sanitation infrastructure; overseeing provision of consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAs) on matters pertaining to development and maintenance of water and sanitation infrastructure; facilitating formulation, implementation and review of energy efficiency planning, modelling and investment for water and sanitation infrastructure development; managing water and sanitation infrastructure development and maintenance programmes and projects in collaboration with relevant stakeholders; ensuring development, implementation and review of quality control, safety and risk management plans for water and sanitation infrastructure; facilitating quality assurance, performance and technical audits on ongoing and completed national water and sanitation projects and programmes to ensure compliance with relevant laws, regulations and standards; approving consultants' and contractors' plans and designs for development and maintenance of water and sanitation infrastructure; facilitating feasibility studies and environmental and social impact assessments to determine viability of water and sanitation infrastructure; promoting research, innovation, business process re-engineering and application of new technologies in water and sanitation infrastructure development and management; establishing partnerships and collaborations with key stakeholders in support of water and sanitation

infrastructure development and management projects; identifying innovative models for financing and implementation of water and sanitation infrastructure development projects and programmes; establishing and maintaining a database on national water and sanitation infrastructure and coverage, and integrating it with systematic monitoring and evaluation of programmes and projects; ensuring domestication and implementation of resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory, including those on universal water and sanitation coverage; facilitating design, implementation and review of professional development, graduate internship and industrial attachment programmes in consultation with key stakeholders; managing and ensuring prudent utilization of assets and resources pertaining to water and sanitation infrastructure development and management; preparing and submitting annual reports on water and sanitation infrastructure development, as well as cabinet memos and responses to parliamentary queries on related matters; overseeing preparation of strategic/work and procurement plans, budgets and performance targets; and building institutional capacity and managing staff performance.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, five (5) years in management level or equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in Civil Engineering. Civil & Structural Engineering or its equivalent qualification from a recognized institution:

(iii) Master's Degree in any of the following disciplines from a recognized institution: Civil Engineering, Structural Engineering. Water Resources Engineering, Water and Environmental Engineering. Blosystems and Structural Engineering. Biosystems and Environmental Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vi) Valid Annual Practicing License from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than six (6) weeks from

a recognized institution:

(viii) Proficiency in computer applications.

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the engineering (water and sanitation) function; and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the engineering (water and sanitation) function and aspirations of Vision 2030.

NAROK - CPSB

46.0 CAREER GUIDELINES FOR ENGINEERS (IRRIGATION AND DRAINAGE)

1. FUNCTION

The Engineering (Irrigation and Drainage) function will be to: Formulating, implementing and reviewing policies, legislation, regulations, plans, strategies, standards, manuals, guidelines, procedures and frameworks pertaining to infrastructure development and management for irrigation, drainage and auxiliary facilities, and ensuring compliance; developing and ensuring implementation of standards and regulations for the design, construction, operation, safety and management of irrigation and drainage infrastructure and auxiliary facilities; developing, planning, designing and overseeing construction and maintenance of irrigation and drainage infrastructure and other auxiliary facilities; providing consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAs) on matters pertaining to development and management of irrigation, drainage and water harvesting and storage for irrigation infrastructure; conducting feasibility studies and environmental and social impact assessments to determine the viability of constructing irrigation, drainage and auxiliary facilities; establishing partnerships and collaborations with counties and other key stakeholders in support of projects and programmes for development, management, utilization and protection of irrigation and drainage infrastructure and auxiliary facilities; developing, implementing and reviewing quality control, safety and risk management plans for irrigation, drainage and water harvesting and storage for irrigation works and infrastructure; conducting quality assurance, performance and technical audits and assessments on irrigation and drainage infrastructure and auxiliary facilities projects and programmes; monitoring and evaluating irrigation and drainage infrastructure development projects; domesticating and implementing resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory, relating to irrigation and drainage infrastructure development, management and utilization; promoting research, innovation, business process re-engineering and application of new technologies in irrigation and drainage infrastructure development, management and utilization; establishing and maintaining an irrigation database integrated with systematic monitoring and evaluation of irrigation and drainage infrastructure development programmes and projects; and designing, implementing and reviewing relevant professional development, graduate internship and industrial attachment programmes in consultation with key stakeholders.

2. GRADING STRUCTURE

The Career Guidelines establishes seven (7) grades of Engineers (Irrigation and

Drainage) who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Engineer (Irrigation and Drainage)	Engineer II (Irrigation and Drainage)	9	K
	Engineer I (Irrigation and Drainage)	8	L
	Senior Engineer (Irrigation and Drainage)	7	M
	Principal Engineer (Irrigation and Drainage)	6	N
	Senior Principal Engineer (Irrigation and Drainage)	5	P
	Deputy Chief Engineer (Irrigation and Drainage)	4	Q
	Chief Engineer (Irrigation and Drainage)	3	R

Notes *– The grades of Engineer II/I (Irrigation), CSG 10/9 for Degree holders will form common establishment for the purpose of this Career Guidelines*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Guideline:

(i) Bachelor of Science or Engineering Degree in any of the following disciplines Agricultural Engineering, Agricultural and Biosystems Engineering. Environmental and Bio-systems Engineering or its equivalent qualification from a recognized institution.

(ii) Master's degree in any of the following disciplines: - Agricultural Engineering. Agricultural and Biosystems Engineering. Environmental and Biosystems Engineering, Soil and Water Engineering. Water Resources Engineering, Environmental Engineering and Management, Biosystems and Structural Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

NAROK - CPSB

(vi) Valid annual practicing license from the Engineers Board of Kenya.

(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.

(ix) Proficiency in computer applications.

4. JOB DRESCRIPTIONS AND SEPECIFICATIONS

I. ENGINEER II (IRRIGATION AND DRAINAGE), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An Engineer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail: Collating and compiling data for irrigation infrastructure development planning; organizing farmers' meetings for participatory irrigation development; setting up demonstration plots; identifying irrigation schemes for development; implementing irrigation action plans; undertaking feasibility studies; taking part in supervising development and maintenance of irrigation and drainage infrastructure and auxiliary facilities; taking part in preparing draft designs for irrigation and drainage infrastructure development and management; taking part in training and sensitizing farmers on irrigation development technologies and environmental management; collecting and collating information on the socio-economic and environmental impact of irrigation development; collecting and collating research data; and preparing progress briefs.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelor of Science or Engineering Degree in any of the following disciplines: -Agricultural Engineering. Agricultural and Biosystems Engineering. Environmental and Bio-systems Engineering or its equivalent qualification from a recognized institution;

(ii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iii) Proficiency in computer applications.

NAIROBI CPSB

II. ENGINEER I (IRRIGATION AND DRAINAGE), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail: - Duties and responsibilities will entail: Collating and compiling data for irrigation infrastructure development planning; organizing farmers' meetings for participatory irrigation development; setting up demonstration plots; identifying irrigation schemes for development; implementing irrigation action plans; undertaking feasibility studies; taking part in supervising development and maintenance of irrigation and drainage infrastructure and auxiliary facilities; taking part in preparing draft designs for irrigation and drainage infrastructure development and management; taking part in training and sensitizing farmers on irrigation development technologies and environmental management; collecting and collating information on the socio-economic and environmental impact of irrigation development; collecting and collating research data; collecting and collating information on irrigation and drainage infrastructure development and inventory; and preparing progress briefs.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Served for a minimum period of three (3) years in the grade of Engineer n (Irrigation and Drainage):

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines:-Agricultural Engineering. Agricultural and Biosystems Engineering. Environmental and Bio-systems Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer: and

(iv) Proficiency in computer applications.

III. SENIOR ENGINEER (IRRIGATION AND DRAINAGE), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: Taking part in supervising development and maintenance of irrigation and drainage infrastructure and auxiliary facilities; carrying out feasibility studies and environmental and social impact assessments to determine the viability of constructing irrigation, drainage and auxiliary facilities; taking part in the development and implementation of

NARC-CRD

quality control, safety and risk management plans for irrigation, drainage and water harvesting and storage infrastructure; preparing draft designs for irrigation schemes and irrigation water harvesting structures for approval; taking part in preparing tender documents for irrigation infrastructure development and maintenance works and projects; training and sensitizing stakeholders on irrigation development technologies and environmental management; preparing and compiling information on the socio-economic and environmental impact of irrigation development; preparing operation and maintenance schedules for irrigation and drainage infrastructure; taking part in preparing operation and maintenance, green energy and energy-saving irrigation technology manuals; compiling and analyzing research data; updating information on irrigation and drainage infrastructure development and inventory; and preparing progress reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of six (6) years, three (3) years in the grade of Engineer 1 (Irrigation and Drainage) or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering. Agricultural and Biosystems Engineering. Environmental and Bio-systems Engineering or its equivalent qualification from a recognized institution:

(iii) Registered by the Engineers Board of Kenya (EBK) as a Graduate Engineer;

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution:

(v) Proficiency in computer applications; and Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL ENGINEER, (IRRIGATION AND DRAINAGE), JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail: Preparing irrigation infrastructure operation and maintenance schedules; developing and implementing standards and regulations for the design, construction, operation, safety and

NARUK - CPSB

management of irrigation and drainage infrastructure and auxiliary facilities; developing, planning, designing and supervising construction and maintenance of irrigation and drainage infrastructure and auxiliary facilities; preparing specifications and contract documents for tendering of irrigation infrastructure development and maintenance works and projects; carrying out feasibility studies and environmental and social impact assessments to determine the viability of constructing irrigation, drainage and auxiliary facilities; developing and implementing quality control, safety and risk management plans for irrigation, drainage and water harvesting and storage infrastructure; conducting quality assurance, performance and technical audits and assessments on irrigation and drainage infrastructure and auxiliary facilities projects and programmes; preparing final designs for irrigation schemes and irrigation water harvesting structures for approval; monitoring and evaluating projects related to development and management of irrigation and drainage infrastructure, auxiliary facilities and water programmes; developing training manuals on irrigation development technologies and environmental management; taking part in preparing operation and maintenance, green energy and energy-saving irrigation technology manuals; assessing and preparing reports on the socio-economic and environmental impact of irrigation development; identifying areas of research, preparing research proposals and reports; preparing irrigation and drainage infrastructure operation and maintenance schedules; keeping up-to-date information on irrigation and drainage infrastructure development and inventory; preparing progress reports; preparing strategic/work plans and setting targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

(i) Served for a minimum period of nine (9) years, three (3) years in the grade of Senior Engineer (Irrigation and Drainage) or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: -Agricultural Engineering, Agricultural and Biosystems Engineering. Environmental and Bio-systems Engineering or its equivalent qualification from a recognized institution

(iii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(iv) Registration as a corporate member of the Institution of Engineers of Kenya (MIEK).

(v) Registration by Engineers Board of Kenya as a Professional Engineer;

(vi) Valid annual practicing license from the Engineers Board of Kenya:

(vii) Proficiency in computer applications; and

(viii) Demonstrated outstanding professional competence and managerial ability as reflected in work performance and results.

V. SENIOR PRINCIPAL ENGINEER (IRRIGATION AND DRAINAGE), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing and implementing policies, strategies, standards, manuals, guidelines, procedures and frameworks pertaining to infrastructure development and management for irrigation, drainage and auxiliary facilities, and ensuring compliance; developing, planning, designing and supervising construction and maintenance of irrigation and drainage infrastructure and auxiliary facilities; providing consultancy, capacity building and technical support to ministries, departments, counties and agencies (MDCAs) on matters relating to the development and management of irrigation, drainage and water harvesting and storage for irrigation infrastructure; coordinating preparation of specifications and contract documents for tendering of irrigation infrastructure development and maintenance works and projects; coordinating feasibility studies and environmental and social impact assessments to determine the viability of constructing irrigation, drainage and auxiliary facilities; coordinating development, implementation and review of quality control, safety and risk management plans for irrigation, drainage and water harvesting and storage infrastructure; coordinating quality assurance, performance and technical audits and assessments on irrigation and drainage infrastructure and auxiliary facilities projects and programmes; reviewing final designs for irrigation schemes and irrigation water harvesting structures for approval; coordinating development of training manuals on irrigation development technologies and environmental management; coordinating preparation of operation and maintenance, green energy and energy-saving irrigation technology manuals; coordinating monitoring and evaluation of projects relating to the development and management of irrigation and drainage infrastructure, auxiliary facilities and water programmes; identifying areas of research, preparing research proposals, conducting research and preparing reports; preparing concept notes and terms of reference for consultancy projects; coordinating preparation and implementation of irrigation and drainage infrastructure operation and maintenance schedules; keeping up-to-date information on irrigation and drainage infrastructure

NAIROBI CPSB

development and inventory; designing and implementing professional development, graduate internship and industrial attachment programmes in consultation with key stakeholders; and preparing progress reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, five (5) years in management level or equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in Civil Engineering. Civil & Structural Engineering or its equivalent qualification from a recognized institution; and Environmental Engineering. Biosystems and Structural Engineering. Biosystems and Environmental Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following disciplines -Agricultural Engineering, Agricultural and Bio Systems Engineering Environmental and Bio Systems Engineering Soil and Water Engineering, Water Resources Engineering, Water Resources Engineering, Environmental Engineering Management from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid Annual Practicing License from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution:

(viii) Proficiency in computer applications.

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the engineering (water and sanitation) function; and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the engineering (water and sanitation) function and aspirations of Vision 2030.

NAROK CPSB

VI. DEPUTY CHIEF ENGINEER (IRRIGATION AND DRAINAGE), JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail: Coordinating development, implementation, and review of policies, legislations, regulations, plans, strategies, standards, manuals, guidelines, procedures, and frameworks pertaining to infrastructure development and management for irrigation, drainage, and auxiliary facilities and ensuring compliance; coordinating development, implementation, and review of standards and regulations relating to the design, construction, operation, safety, and management of irrigation and drainage infrastructure and auxiliary facilities; coordinating development, planning, designing, construction, and maintenance of irrigation and drainage infrastructure and other auxiliary facilities; coordinating provision of consultancy, capacity building, and technical support to ministries, departments, counties, and agencies (MDAs) on matters relating to the development and management of irrigation, drainage, water harvesting, and storage infrastructure; coordinating preparation of specifications and contract documents for tendering of irrigation infrastructure development and maintenance works and projects; coordinating feasibility studies and environmental and social impact assessments to determine the viability of irrigation, drainage, and auxiliary facilities; providing leadership in the development, implementation, and review of quality control, safety, and risk management plans for irrigation, drainage, water harvesting, and storage works and infrastructure; providing leadership in undertaking quality assurance, performance, and technical audits and assessments on irrigation and drainage infrastructure projects and programmes; coordinating monitoring and evaluation of projects related to irrigation, drainage, and auxiliary facilities; promoting research, innovation, business process re-engineering, and application of new technologies in irrigation and drainage infrastructure development, management, and utilization; maintaining up-to-date information and inventory on irrigation and drainage infrastructure development; coordinating design, implementation, and review of professional development, graduate internship, and industrial attachment programs in consultation with relevant stakeholders; coordinating preparation of reports; coordinating preparation of strategic and procurement plans, budgets, and performance targets; and overseeing training and development of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, three (3) years at Principal Engineer. (Irrigation and Drainage) level or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines:-Agricultural Engineering. Agricultural and Biosystems Engineering. Environmental and Bio-systems Engineering or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: - Agricultural Engineering. Agricultural and Biosystems Engineering. Environmental and Biosystems Engineering, Soll and Water Engineering, Water Resources Engineering, Environmental Engineering and Management, Biosystems and Structural Engineering. Construction Engineering and Management,

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a corporate member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid annual practicing license from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(viii) Proficiency in computer applications; and

(ix) Demonstrated outstanding professional competence and managerial ability as reflected in work performance and results.

VII. CHIEF ENGINEER (IRRIGATION AND DRAINAGE), JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Engineer (Irrigation and Drainage) will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Engineering (Irrigation and Drainage) Function.

Specific duties and responsibilities will entail; Overseeing formulation, implementation, and review of policies, legislations, regulations, plans, strategies, standards, manuals, guidelines, procedures, and frameworks pertaining to infrastructure development and management for irrigation, drainage, and auxiliary facilities and ensuring compliance; ensuring

NAROK - CPSB

development, implementation, and review of standards and regulations relating to the design, construction, operation, safety, and management of irrigation and drainage infrastructure and auxiliary facilities; overseeing development, planning, designing, construction, and maintenance of irrigation and drainage infrastructure and other auxiliary facilities; overseeing provision of consultancy, capacity building, technical support, and advisory services to ministries, departments, counties, and agencies (MDAs) on matters relating to the development and management of irrigation, drainage, water harvesting, and storage infrastructure; approving consultants' and contractors' plans and designs for development and maintenance of irrigation and drainage infrastructure and auxiliary facilities; facilitating feasibility studies and environmental and social impact assessments to determine the viability of irrigation, drainage, and auxiliary facilities; establishing collaborations and partnerships with counties and other key stakeholders in support of irrigation and drainage infrastructure projects and programmes; overseeing development, implementation, and review of quality control, safety, and risk management plans for irrigation, drainage, and water harvesting and storage works; spearheading quality assurance, performance, and technical audits and assessments on irrigation and drainage infrastructure projects and programmes; promoting research, innovation, business process re-engineering, and application of new technologies in irrigation and drainage infrastructure development, management, and utilization; establishing and maintaining an irrigation database integrated with systematic monitoring and evaluation of irrigation and drainage development programmes and projects; ensuring design, implementation, and review of professional development, graduate internship, and industrial attachment programs in consultation with key stakeholders; preparing and submitting annual reports on the status of irrigation sector infrastructure development and management, including cabinet memos and responses to parliamentary queries; managing and ensuring prudent utilization of assets and resources relating to irrigation infrastructure; overseeing preparation of strategic and procurement plans, budgets, and performance targets; and building staff capacity and managing performance.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, five (5) years at management level or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines:, Agricultural Engineering, Agricultural and Biosystems

Engineering, Environmental and Bio-systems Engineering or its equivalent qualification from a recognized institution:

(iii) Master's degree in any of the following disciplines: - Agricultural Engineering

(iv) Agricultural and Biosystems Engineering. Environmental and Biosystems Engineering, Soil and Water Engineering. Water Resources Engineering. Environmental Engineering and Management, Biosystems and Structural Engineering, Construction Engineering and Management.

(v) Registration by Engineers Board of Kenya as a Professional Engineer;

(vi) Registration as a corporate member of the Institution of Engineers of Kenya (MIEK).

(vii) Valid Annual Practicing License from the Engineers Board of Kenya not less than four our (4) weeks from a recognized Certificate in Leadership Course not institution;

(viii) Proficiency in computer applications:

(ix) Demonstrated high degree of professional competence and administrative capability required for for effective planning, direction, control and coordination of the engineering (irrigation and drainage) Function; and Thorough understanding of national goals, policies and objectives and ability to relate them to the engineering (irrigation and drainage) Function and aspirations of Vision 2030.

NAROK-CPSB

47.0 CAREER GUIDELINE FOR MECHANICAL ENGINEERS [MECHANICAL AND TRANSPORT]

1. FUNCTION

The Mechanical Engineering [Mechanical and Transport] function will be to: - Formulating, implementing and reviewing policies, legislation, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering services (mechanical and transport), including technical works and installations, vehicles, equipment, plant, machinery and workshops; planning and designing technical works and installations, vehicles, equipment, plant, machinery and workshops; providing sectors, plant and equipment on operational lease to both the public and private sectors under the Mechanical and Transport Fund (MTF) programme; providing consultancy, technical support, capacity building and advisory services to ministries, departments, counties and agencies (MDCAs) on matters relating to mechanical engineering services (mechanical and transport); developing, implementing, reviewing, monitoring and evaluating quality control, safety and risk management plans for mechanical engineering services (mechanical and transport) programmes and projects; providing technical advice on procurement, utilization, overhaul, replacement, allocation, relocation and disposal of vehicles, plant and mechanical equipment in compliance with standards and regulations; ensuring adherence to safety standards and protocols in the installation, operation, maintenance, overhaul and disposal of government vehicles, plant, equipment and machinery; conducting quality assurance, performance and technical audits, as well as monitoring and evaluation of mechanical and transport engineering projects and programmes; developing, implementing and reviewing quality control, safety and risk management plans for mechanical and transport engineering; establishing partnerships and collaborations with key stakeholders in support of mechanical engineering services (mechanical and transport); promoting research, innovation, business process re-engineering, application of new technologies and knowledge transfer in mechanical and transport services; establishing and maintaining a database on mechanical engineering services (mechanical and transport); and designing, implementing and reviewing professional development, graduate internship and industrial attachment programmes in consultation with key stakeholders.

2. GRADING STRUCTURE

The career guideline establishes seven [7] grades of Mechanical Engineers [Mechanical and Transport] who will be designated and graded as follows:

Mechanical Engineers [Mechanical and Transport]

Cadre	Designation	Job Grade CPSB	Job Group
Mechanical Engineers (Mechanical and Transport)	Mechanical Engineer II [Mechanical and Transport]	9	K
	Mechanical Engineer I [Mechanical and Transport]	8	L
	Senior Mechanical Engineer [Mechanical and Transport]	7	M
	Principal Mechanical Engineer [mechanical and Transport]	6	N
	Senior Principal Mechanical Engineer [Mechanical and Transport]	5	P
	Deputy Chief Mechanical Engineer [Mechanical and Transport]	4	Q
	Chief Mechanical Engineer [Mechanical and Transport]	3	R

Note: *the grade of Mechanical Engineer II/1 [Mechanical and Transport]. CPSB 9/8 will form a common establishment for the purpose of this Career Guidelines.*

3. RECOGNIZED QUALIFICATION

The following will be the recognized qualifications for the purpose of the career progression Guidelines: -

(i) Bachelors of Science of Engineering degree in any of the following disciplines: Mechanical Engineering. Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering. Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution.

(ii) Master's degree in any of the following disciplines: Mechanical Engineering. Nuclear Science and Technology, Advanced Manufacturing and Automation Engineering, Mechatronics Engineering. Aeronautical and Aerospace Engineering, Project Management, or its equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer.

NAROK-CPSB

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya [MIEK]

(vi) Valid Annual Practicing license from the Engineers Boards of Kenya.

(vii) Certificate in Management Course lasting not less than four [4] weeks from a recognized institution.

(viii) Certificate in Leadership Course lasting not less than four [4] weeks from a recognized institution.

(ix) Proficiency in computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. MECHANICAL ENGINEER II [MECHANICAL AND TRANSPORT], JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade into this cadre. An Engineer at this level will work under the guidance of a designated supervisor.

Duties and responsibilities will entail: Taking part in the preparation of designs and drawings for manufacturing mechanical components; participating in fabrication of tools, equipment and machine, plant or vehicle components; repairing and maintaining vehicles, plant and equipment; carrying out inspection and testing of vehicles, plant, machines and equipment; assisting in installations, maintenance and repair of vehicles, plant, equipment and machinery in workshops; identifying vehicles, plant and mechanical equipment for relocation, repair, replacement, overhaul and disposal; carrying out tests, valuation and inspection of vehicles, plant and equipment; supervising examinations and grade or trade tests for drivers and plant operators; assisting in preparation of general layout drawings and shop flow organization in workshops; collecting and collating data for research; collecting and compiling data on inventory of vehicles, plant and equipment throughout their life cycle; and taking part in preparation of maintenance and serviceability schedules for vehicles and plant machinery, as well as preparing related reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Bachelors of Science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production

MERIT CPSB

Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering, Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution.

(ii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iii) Proficiency in computer applications.

II. MECHANICAL ENGINEER I (MECHANICAL AND TRANSPORT), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will include: Taking part in the preparation of designs and drawings for the manufacturing of mechanical components; assisting in the fabrication of tools, equipment, and machine, plant, and vehicle components; carrying out repair and maintenance of vehicles, plants, and equipment; conducting inspection and testing of vehicles, plants, machines, and equipment; participating in the installation, maintenance, and repair of vehicles, plants, equipment, and machinery in workshops; identifying vehicles, plants, and mechanical equipment for relocation, repair, replacement, overhaul, or disposal; undertaking tests, valuation, and inspection of vehicles, plants, and equipment; supervising examinations and grade/trade tests for drivers and plant operators; assisting in the preparation of general layout drawings and shop flow organization in workshops; collecting and collating data for research; compiling data on the inventory of vehicles, plants, and equipment throughout their life cycle; and participating in the preparation of maintenance and serviceability schedules for vehicles and plant machinery, as well as preparing related reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of three (3) years in the grade of Mechanical Engineer II (Mechanical and Transport):

(ii) Bachelors of Science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & INDUSTRIAL Engineering, Mechanical & Manufacturing Engineering, Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution:

NARC CPSB

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer: and

(iv) Proficiency in computer applications.

III. SENIOR MECHANICAL ENGINEER (MECHANICAL AND TRANSPORT) JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Taking part in installations, maintenance and repair of vehicles, plant, equipment and machinery in workshops; assisting in the preparation of designs and drawings for manufacturing mechanical components; participating in the fabrication of tools, equipment and machine, plant or vehicle components; contributing to the preparation of maintenance schedules for vehicles and plant machinery; identifying vehicles, plant and mechanical equipment for relocation, repair, replacement, overhaul and disposal; assisting in the preparation of specifications for procurement of vehicles, plant and equipment; taking part in the preparation and implementation of MTF budgets; updating charges and changes to lease rates; supervising testing, valuation and inspection of vehicles, plant and equipment; supervising examinations and grade or trade tests for drivers and plant operators; supervising activities in central workshops, including repairs and overhauls of plant, vehicles and mechanical equipment, and analyzing progress and output reports; compiling data for research; assisting in the preparation of general layout drawings and shop flow organization in workshops; supervising respective vehicle and plant sections of central workshops; preparing serviceability schedules and reports for vehicles, plant and equipment; and collecting and compiling information and records on the inventory of vehicles, plant and equipment throughout their life cycle.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of six (6) years, three (3) in the grade of Mechanical Engineer I (Mechanical and Transport) or in an equivalent and relevant;

(ii) Bachelors of Science or Engineering degree in any of the following disciples: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering, Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution;

NAIROBI

(iii) Registration by Engineering Board of Kenya as a Graduate Engineer;

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Proficiency in computer applications: and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL MECHANICAL ENGINEER (MECHANICAL AND TRANSPORT) C JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail: Planning and designing technical works and installations, vehicles, equipment, plant, machinery and workshops; coordinating monitoring and evaluation of projects relating to mechanical engineering services (mechanical and transport); conducting technical monitoring and evaluation of projects in mechanical engineering services; identifying vehicles, plant and mechanical equipment for relocation, replacement, overhaul and disposal; coordinating preparation of project costing and budgets for mechanical engineering services; preparing specifications for procurement of vehicles, plant and mechanical equipment; taking part in preparation and implementation of MTF budgets; providing updates on charges and changes to lease rates; coordinating testing, valuation and inspection of vehicles, plant and equipment; coordinating examinations and grade or trade tests for drivers and plant operators; preparing technical specifications and evaluating tenders for vehicles, plant and equipment; building up and maintaining a set of standard specifications for types of vehicles, plant and equipment; supervising technical work, installations, maintenance and repair of manufacturing and production machines, plant and equipment; coordinating activities in central workshops, including repairs and overhauls of vehicles, plant and mechanical equipment, and analyzing progress and output reports; monitoring usage of government vehicles, plant, machines and resources in liaison with regional mechanical engineers; carrying out research on emerging trends and technologies in mechanical engineering services (mechanical and transport); keeping up-to-date information and records on vehicles, plant and equipment throughout their life cycle and inventory; preparing strategic and work plans, budgets and setting targets; and guiding and counseling staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of nine (9) years, three (3) in the grade of Senior Mechanical Engineer (Mechanical and Transport) or in an equivalent and relevant;

(ii) Bachelors of Science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering, Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution;

(iii) Certification in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK0;

(vi) Valid Annual Practicing License from the Engineer Board of Kenya; and

(vii) Proficiency in computer applications; and

(viii) Demonstrated high degree of professional competence and administrative capability as reflected in work performance and results.

V. SENIOR PRINCIPAL MECHANICAL ENGINEER (MECHANICAL AND TRANSPORT), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing, implementing and reviewing policies, strategies, standards, guidelines, procedures and frameworks pertaining to mechanical engineering (mechanical and transport) services, including technical works and installations, vehicles, equipment, plant, machinery and workshops; coordinating planning and design of technical works, vehicles, equipment, plant, machinery and workshops; coordinating provision of vehicles, plant and equipment on operational lease to both public and private sectors under the Mechanical and Transport Fund (MTF) programme; coordinating technical monitoring and evaluation of projects relating to mechanical engineering services; conducting research on emerging trends and technologies in mechanical engineering services; identifying vehicles, plant and mechanical equipment for relocation, replacement, overhaul and disposal; coordinating preparation of technical specifications and evaluation of tenders for vehicles, plant and equipment; coordinating preparation of general layout drawings and shop flow organization of

MYROK-CPSB

workshops; building up and maintaining a set of standard specifications for types of vehicles, plant and equipment; supervising technical work, installation, maintenance and repair of manufacturing and production machines, plant and equipment; coordinating preparation of project costing and budgets for mechanical engineering services; preparing specifications for procurement of vehicles, plant and mechanical equipment; keeping up-to-date information and records on mechanical engineering services and inventory; designing, implementing and reviewing programmes such as professional development, graduate internships and industrial attachments; coordinating mechanical inspections, valuations and statutory examinations; preparing strategic and work plans, budgets and setting targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to thus grade, an officer must have:

(i) Served for a minimum period of twelve (12) years, three (3) in the grade of Principal Mechanical Engineer (Mechanical and Transport) or in an equivalent and relevant:

(ii) Bachelors of Science of Engineering degree in any of the following disciples: Mechanicals Engineering, Mechanical 7 Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering. Mechanical & Manufacturing Engineering, Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution.

(iii) Master's degree in any of the following disciplines: Mechanical Engineering, Nuclear Science and Technology. Advanced Manufacturing and Automation Engineering, Mechatronics Engineering. Aeronautical and Aerospace Engineering, Project Management, or its equivalent qualification from a recognized institution:

(iv) Registration by Engineer Board of Kenya as a Graduate Engineer;

(v) Registration by Engineer Board of Kenya as a Professional Engineer:

(vi) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vii) Valid annual practicing license from the Engineers Board of Kenya:

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

NACOSTI CPSB

(ix) Proficiency in computer applications; and

(x) Demonstrated high degree of professional competence and administrative capability as reflected in work performance and results.

VI. DEPUTY CHIEF MECHANICAL ENGINEER [MECHANICAL AND TRANSPORT], JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail: Coordinating development, implementation and review of policies, legislation, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering services (mechanical and transport), including technical works and installations, vehicles, equipment, plant, machinery and workshops; coordinating planning and design of technical works, vehicles, equipment, plant, machinery and workshops; coordinating provision of vehicles, plant and equipment on operational lease to both the public and private sectors under the Mechanical and Transport Fund (MTF) programme; providing consultancy, capacity building and technical support to ministries, departments, counties and agencies (MDCAs) on matters relating to mechanical engineering services (mechanical and transport); designing mechanisms to ensure optimum and prudent utilization of vehicles, plant, equipment, resources and assets; coordinating technical monitoring and evaluation of projects pertaining to mechanical engineering services; coordinating identification of vehicles, plant and mechanical equipment for relocation, replacement, overhaul and disposal; coordinating preparation of technical specifications, tender documents and budgets for procurement of vehicles, plant and mechanical equipment, and ensuring compliance with standards; ensuring adherence to safety standards and protocols in installation, operation, maintenance, overhaul and disposal of government vehicles, plant, equipment and machinery; coordinating research on emerging trends and technologies in mechanical engineering services; promoting innovation, business process re-engineering and application of new technologies in mechanical and transport services; maintaining up-to-date information on mechanical engineering services; coordinating design, implementation and review of programmes for professional development, graduate internships and industrial attachments; reviewing transport needs for public officers and civil servants proceeding on transfer or retirement; coordinating preparation of strategic and work plans, budgets and performance targets; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen [15] years, three [3] at Principal Mechanical Engineer [Mechanical and Transport] level or in an equivalent and relevant;

(ii) Bachelor of science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical &Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering, Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines; Mechanical Engineering, Nuclear Science and Technology, Advanced Manufacturing and Automation Engineering, Mechatronics Engineering, Aeronautical and Aerospace Engineering, project, Management, or its equivalent qualification from a recognized institution.

(iv) Registration by Engineers Board of Kenya as a Graduate Engineer;

(v) Registration by Engineers Board of Kenya as a Professional Engineer:

(vi) Registration as a corporate Member of the Institution of Engineers of Kenya [MIEK]; and

(vii) Valid Annual Practicing license from the Engineers Board of Kenya;

(viii) Certificate in Leadership Course lasting not less than four [4] weeks from a recognized institution:

(ix) Proficiency in computer applications; and

(x) Demonstrated high degree of professional competence and administrative capability as reflected in work performance and results.

VII. CHIEF MECHANICAL ENGINEER [MECHANICAL AND TRANSPORT], JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Mechanical Engineer. [Mechanical and transport], will be responsible to the Principal Secretary for providing strategic leadership in the implementation and management of the Mechanical Engineering [Mechanical and Transport] Function.

Specific duties and responsibilities will entail: - Overseeing formulation, implementation and review of policies, legislation, strategies, standards,

NAROK-CPSB

guidelines, procedures, regulations and frameworks pertaining to mechanical engineering (mechanical and transport) services, including technical works and installations, vehicles, equipment, plant, machinery and workshops; overseeing planning and design of technical works, vehicles, equipment, plant, machinery and workshops; overseeing provision of vehicles, plant and equipment on operational lease to both public and private sectors under the Mechanical and Transport Fund (MTF) programme, and ensuring adherence to MTF rules, procedures and guidelines; overseeing provision of consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAs) on matters relating to mechanical engineering services; coordinating preparation of technical specifications and evaluation of tenders for procurement of vehicles, plant and mechanical equipment, and ensuring compliance with standards; commissioning new vehicles, plant and equipment; ensuring implementation of resolutions from international treaties and forums to which Kenya is a signatory and which are relevant to mechanical and transport services; facilitating technical monitoring and evaluation of projects relating to mechanical engineering services; advising on procurement, utilization, overhaul, replacement, allocation, relocation and disposal of government vehicles, plant and mechanical equipment in compliance with standards and regulations; ensuring adherence to safety standards and protocols in installation, operation, maintenance, overhaul and disposal of government vehicles, plant, equipment and machinery; establishing partnerships and collaborations with key stakeholders in support of mechanical engineering services; ensuring design, implementation and review of programmes such as professional development, graduate internships and industrial attachments in consultation with key stakeholders; promoting innovation, business process re-engineering and application of new technologies in mechanical engineering (mechanical and transport); facilitating research and innovation on emerging trends and technologies in mechanical engineering services; establishing and maintaining a database on mechanical engineering services and inventory; managing and ensuring optimum and prudent utilization of vehicles, plant, equipment, resources and assets of the Division; preparing and submitting annual reports on mechanical and transport engineering services, as well as cabinet memos and responses to parliamentary queries; overseeing preparation of strategies, work plans, budgets and performance targets; and building the capacity of the Mechanical and Transport Fund Management Committee.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen [15] years, five [5] in a management level or in an equivalent and relevant:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution:

(iii) Master's in any Of the following disciplines: Mechanical Engineering, Nuclear Science and Technology. Advanced Manufacturing and Automation Engineering, Mechatronics Engineering, Aeronautical and Aerospace Engineering, Project Management, or its equivalent qualification from a recognized institution.

(iv) Registration by Engineers Board of Kenya as a Graduate Engineer;

(v) Registration by Engineers Board or Kenya as a Professional Engineer:

(vi) Registration as a Corporate Member of the Institution of Engineers Kenya [MIEK]

(vii) Valid Annual Practicing License from the Engineers Board;

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from recognized institution;

(ix) Proficiency computer applications; and

(x) Demonstrated high degree of professional Competence and administrative capability required for effective planning, direction, control and coordination of the mechanical engineering services (mechanical and transport) Function; and

(xi) Thorough understand national goals. policies and objectives and ability to relate them to the mechanical engineering services (mechanical and transport) Function and aspirations of Vision 2030

NARC-CPSB

48.0 CAREER GUIDELINE FOR MECHANICAL (BUILDING AND WATER)

1. FUNCTION

The Mechanical Engineering (Building and Water) function will be to: Formulate, implement and review policies, legislation, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering services (building and water) and fire engineering services in public facilities; develop, plan, design, implement, monitor and evaluate mechanical engineering (building and water) and fire engineering projects in consultation with other key stakeholders; supervise construction, installation, improvement and maintenance of mechanical engineering (building and water) and fire engineering works projects in public facilities; provide consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAs) on matters pertaining to mechanical engineering works (building and water) and fire engineering services in public facilities; develop, implement, review, monitor and evaluate quality control, safety and risk management plans for mechanical engineering (building and water) and fire engineering programmes and projects; conduct quality assurance, performance and technical audits, and monitoring and evaluation of mechanical engineering (building and water) and fire engineering projects and programmes; promote research, innovation, business process re-engineering and application of new technologies in mechanical engineering (building and water) and fire engineering; conduct feasibility studies and environmental and social impact assessments to determine viability of mechanical engineering (building and water) and fire engineering programmes and projects; establish and maintain a database on mechanical engineering services (building and water) and fire engineering services; establish partnerships and collaborations with key stakeholders in support of mechanical engineering (building and water) and fire engineering works and projects; design, implement and review relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; and ensure implementation of resolutions of international treaties and forums, which Kenya is a signatory to and are relevant to mechanical engineering (building and water) and fire engineering.

2. GRADING STRUCTURE

The Career Guidelines establish seven (7) grades of Mechanical Engineers (Building and Water], who will be designated and graded as follows:

Mechanical Engineering [Building and Water]

Cadre	Designation	Job Grade CPSB	Job Group
Mechanical Engineers (Building and Water)	Mechanical Engineer II [Building and Water]	9	K
	Mechanical Engineer I [Building and Water]	8	L
	Senior Mechanical Engineer [Building and Water]	7	M
	Principal Mechanical Engineer [Building and Water]	6	N
	Senior Principal Mechanical Engineer [Building and Water]	5	P
	Deputy Chief Mechanical Engineer [Building and Water]	4	Q
	Chief Mechanical Engineer [Building and Water]	3	R

Note: *The grades of Mechanical Engineer II/I (Building and Water), CSG 0/9 will form common establishment for the purpose of this Career Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The fallowing will be the recognized qualifications for the purpose of this Career Guidelines:

(i) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering. Mechanical & Production Engineering. Mechatronics Engineering. Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution.

(ii) Master's degree in any of the following disciplines: Mechanical Engineering, Nuclear Science and Technology. Advanced Manufacturing and Automation Engineering, Mechatronics Engineering, Project Management or its equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer,

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya [MIEK].

NADOK - CPSB

(vi) Valid annual practicing license from the Engineers Board of Kenya.

(vii) Certificate in Management Course lasting not than four (4) weeks from a recognized Institution,

(viii) Certificate in leadership Course lasting not than four (4) weeks from a recognized institution.

(ix) Proficiency computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. MECHANICAL ENGINEER II (BUILDING AND WATER), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level Will work under guidance of a designated supervisor. Duties and responsibilities will entail: Taking part in designing, preparation of drawings and supervision of mechanical engineering (building and water) and fire engineering works in public facilities; taking part in installation, repair, improvement and maintenance of mechanical engineering (building and water) and fire engineering works and equipment in public facilities; taking part in carrying out site assessments during planning, designing, construction, installation, maintenance and repair works; collecting and collating information pertaining to specifications for procurement of new equipment and spare parts for repair and maintenance of machines and plant; collecting and collating research data; collecting and collating information pertaining to mechanical engineering services (building and water) and fire engineering works and inventory; and preparing briefs.

(b) Requirements for Appointment

For appointment to this grade; a Candidate must have:-

(i) Bachelor of Science of Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from d recognized institution:

(ii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iii) Proficiency in computer applications.

MACHAKOS CPSB

II. MECHANICAL ENGINEER I (BUILDING AND WATER), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this lever will work under the guidance of a designated supervisor. Duties and responsibilities will entail; Taking part in designing, preparation of drawings and supervision of mechanical engineering (building and water) and fire engineering works in public facilities; taking part in installation, repair, improvement and maintenance of mechanical engineering (building and water) and fire engineering works and equipment in public facilities; taking part in carrying out site assessments during planning, designing, construction, maintenance and repair works; collecting and collating information pertaining to specifications for procurement of new equipment and spare parts for repair and maintenance of equipment, machines and plant; collecting and collating research data; collecting and collating information pertaining to mechanical engineering services (building and water) and fire engineering works and inventory; and preparing briefs.

(b) Requirements for Appointment

For appointment to this grade, candidate must have:-

(i) Served for a minimum period of three (3) year in the grade of Mechanical Engineer II (Building and Water);

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines; Mechanical Engineering. Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iv) Proficiency in computer applications.

III. SENIOR MECHANICAL ENGINEER (BUILDING AND WATER), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: Taking part in designing, installation, repair, improvement and maintenance of mechanical engineering (building and water) and fire engineering works and equipment in public facilities; taking part in carrying out site assessments during planning, design, construction, installation, maintenance and repair works in public facilities; taking part in monitoring and evaluation of mechanical engineering (building and water)

MARK-CPSB

and fire engineering works and projects; compiling specifications for procurement of spare parts for repair and maintenance of equipment, machines and plant; compiling and analyzing research data; compiling information on mechanical engineering services (building and water) works and inventory; and preparing progress reports.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

(i) Served for a minimum period of six (6) years, three [3] in the grade of Engineer I [Building and Water] or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines; Mechanical Engineering. Engineering Mechanical & Production Engineering Mechatronics Engineering, Mechanical & Industrial Engineering. Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer;

(iv) Certificate in Management Course lasting not than four (4) weeks a recognized institution:

(v) Proficiency in computer applications: and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL MECHANICAL ENGINEER (BUILDING AND WATER), JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level may be deployed as a head of a unit at Headquarters. County or Region. Duties and responsibilities will entail:- Developing, planning, designing, detailing and preparing drawings, bills of quantities and tender documents for mechanical engineering (building and water) and fire engineering works and projects; supervising construction, installation, improvement and maintenance of mechanical engineering (building and water) and fire engineering works and projects; ensuring quality control of mechanical engineering (building and water) and fire engineering works and projects; carrying out site assessments during planning, design, construction, installation, maintenance and repair works; evaluating fees submitted by consultants; reviewing engineering designs, project proposals and reports prepared by consultants and contractors; monitoring and evaluating

NAROK CBD

mechanical engineering (building and water) and fire engineering works and projects; identifying areas of research in mechanical engineering (building and water); preparing project proposals, costings and budgets for mechanical engineering (building and water) and fire engineering services; preparing specifications for procurement of spare parts for repair and maintenance of equipment, machines and plant; keeping up-to-date information pertaining to mechanical engineering (building and water) works and inventory; preparing progress reports; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of nine (9) years, three (3] in the grade of Senior Engineer (Bui ding & Water) or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer,

(v) Registration as a Corporate Member of the institution of Engineers of Kenya [MIEK];

(vi) Valid Annual Practicing License from the Engineers Roard of Kenya:

(vii) Proficiency computer applications; and

(viii) Demonstrated merit and ability as reflected in work performance and results;

V. SENIOR PRINCIPAL MECHANICAL ENGINEER [BUILDING AND WATER), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing, implementing and reviewing policies, strategies, standards, guidelines, procedures and frameworks pertaining to mechanical engineering (building and water) and fire engineering services; supervising development, planning, designing, detailing

NAROK CBSB

and preparation of drawings, bills of quantities and tender documents for mechanical engineering (building and water) and fire engineering works and projects; supervising construction, installation, improvement and maintenance of mechanical engineering (building and water) and fire engineering works and projects; ensuring quality control of completed mechanical engineering (building and water) and fire engineering works and projects; supervising mechanical engineering (building and water) and fire engineering project contracts before, during and after completion; coordinating site assessments during planning, design, construction, installation, maintenance and repair works; reviewing and recommending for approval engineering consultants' designs; evaluating and certifying fees submitted by consultants; reviewing designs, project proposals and reports prepared by consultants; designing mechanisms for monitoring and evaluation of mechanical engineering (building and water) and fire engineering works and projects; preparing specifications for procurement of spare parts for repair and maintenance of equipment, machines and plant; conducting research in emerging trends and technologies in mechanical engineering (building and water); preparing project costings and budgets for mechanical engineering (building and water) and fire engineering services; preparing specifications for procurement of spare parts for repair and maintenance of equipment, machines and plant; maintaining information on mechanical engineering services (building and water); preparing progress reports; preparing strategic and work plans, budgets and performance targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

(i) Served for a minimum period of twelve (12) Years, three (3) in the grade of Principal Engineer (Building Water) or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronic Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: Mechanical Engineering. Nuclear Science and Technology, Advanced Manufacturing and Automation Engineering, Mechatronics Engineering. Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional

NAPOK-2022

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya [MIEK];

(vi) Valid Annual Practicing License from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications: and

(ix) Demonstrated high degree professional competence and administrative capability as reflected in work performance and results,

VI. DEPUTY CHIEF ENGINEER (BULDING AND WATER), JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail; Coordinating development, implementation and review of policies, legislation, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering (building and water) and fire engineering services; coordinating development, planning, designing, detailing and preparation of drawings, bills of quantities and tender documents for mechanical engineering (building and water) and fire engineering works and projects; supervising construction, installation, improvement and maintenance of mechanical engineering (building and water) and fire engineering works and projects; ensuring quality control, approval and measurement of completed mechanical engineering (building and water) and fire engineering works and projects; coordinating contracts before, during and after implementation of mechanical engineering (building and water) and fire engineering services projects; coordinating site assessments during planning, design, construction, installation, maintenance and repair works; reviewing and recommending for approval engineering consultants' designs; coordinating evaluation, certifying and recommending fees submitted by consultants; reviewing designs, proposals and reports prepared by consultants; coordinating monitoring and evaluation of mechanical engineering (building and water) and fire engineering works and projects; coordinating research in emerging trends and technologies in mechanical engineering (building and water); coordinating preparation of project costings and budgets for mechanical engineering (building and water) and fire engineering services; coordinating development of a database on mechanical engineering (building and water) and fire engineering services; coordinating preparation of specifications for procurement of spare parts for repair and maintenance of equipment, machines and plant; ensuring compliance with specifications and standards in procurement of mechanical engineering (building and water) and fire engineering equipment; preparing

MOICDSB

reports on mechanical engineering (building and water) and fire engineering works; coordinating preparation of strategic plans, budgets and performance targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, three (3) at Principal Mechanical Engineer (Building and water) level or in an equivalent relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Engineering Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering. Mechanical & Manufacturing Engineering or its equivalent qualification from recognized institution:

(iii) Master's degree in any of the following disciplines: Mechanical Engineering, Nuclear Science arid Technology. Advanced Manufacturing and Automation Engineering. Mechatronics Engineering. Project Management or its equivalent qualification from a recognized institution:

(iv) Registration by Engineers Board Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vi) Valid Annual Practicing License from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not than (4) weeks from a recognized institution; and

(viii) Demonstrated merit and ability as reflected in work performance and results.

VII. CHIEF MECHANICAL ENGINEER (BUILDING AND WATER), JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Mechanical Engineer (Building and Water) will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Mechanical Engineering (Building and Water) Function.

Specific duties and responsibilities will entail: Overseeing formulation,

NAROK-CPSB

implementation and review of policies, legislation, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering services (building and water) and fire engineering services in public facilities; overseeing development, planning, designing, monitoring and evaluation of mechanical engineering (building and water) and fire engineering services; spearheading supervision of construction, installation, improvement and maintenance of mechanical engineering (building and water) and fire engineering works and projects; overseeing provision of consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAs) on matters pertaining to mechanical engineering (building and water) and fire engineering services; overseeing preparation of technical specifications, project costings and tenders for procurement of equipment, machines and plant, and ensuring compliance with standards; approving consultants' plans and designs for implementation; facilitating research in emerging trends and technologies in mechanical engineering (building and water); promoting innovation, business process re-engineering, knowledge transfer and skills enhancement in mechanical engineering (building and water); ensuring domestication and implementation of resolutions of international treaties and forums to which Kenya is a signatory and which are relevant to mechanical engineering (building and water); establishing partnerships and collaborations with key stakeholders in support of mechanical engineering (building and water) and fire engineering projects; establishing and maintaining a database on mechanical engineering services (building and water); facilitating designing, implementation and review of relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; preparing and submitting annual reports on mechanical engineering (building and water and fire engineering) services, as well as cabinet memos and responses to parliamentary queries on related matters; overseeing preparation of strategic plans, procurement plans, budgets and setting of performance targets; managing and ensuring prudent utilization of resources and assets; and building capacity and managing performance.

(b) Requirements for Appointment

For appointment to this grade, an officer have:

(i) Served for a minimum period of fifteen (15) years. five (5) in management level or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree any of the following disciplines: Mechanical Engineering. Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or equivalent qualification from a recognized institution:

(iii) Master's degree in any of the following disciplines: Mechanical Engineering, Nuclear Science and Technology, Advanced Manufacturing and Automation Engineering. Mechatronics Engineering, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer,

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications;

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning. direction, control and coordination of the mechanical engineering services (building and water) Function; and

(x) Thorough understanding of national goals, policies and objectives and ability to relate the to the mechanical engineering services (building and water) Function and aspirations of Vision 2030,

NAROK-CPSB

49.0 CAREER GUIDELINE FOR MECHANICAL ENGINEERS (POWER DEVELOPMENT AND GENERATION)

1. FUNCTION

The Mechanical Engineering (Power Development and Generation) function will be to: Formulate, implement and review policies, legislation, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering (power development and generation) services; develop, plan, design, implement, monitor and evaluate construction, installation, improvement and maintenance of power development and generation infrastructure works and projects; supervise construction, installation, improvement and maintenance of power development and generation infrastructure and projects; prepare drawings, bills of quantities and tender documents for power development works and projects; provide consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (MDCAs) on matters pertaining to power development and generation; partner and collaborate with MDCAs and other key stakeholders on the development, review, consolidation and implementation of integrated national energy plans in respect to power development and generation, and on the development and protection of critical power development and generation infrastructure; develop, implement, review, monitor and evaluate quality control, safety and risk management plans for power development and generation projects and programs; conduct quality assurance, performance and technical audits, as well as monitoring and evaluation of power development and generation projects and programs; establish and maintain a database on power development and generation services and inventory; promote research, innovation, business process re-engineering and application of new technology in power development and generation projects; design, implement and review relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders; and domesticate and implement resolutions of international treaties and forums to which Kenya is a signatory and which are relevant to power development and generation.

2. GRADING STRUCTURE

The career guidelines establish seven (7) grades of Mechanical Engineers (Power Development and Generation), who will be designated and graded as follows:

Mechanical Engineers (Power Development and Generation)

Cadre	Designation	Job Grade CPSB	Job Group
Mechanical Engineers (Power Development and Generation)	Mechanical Engineer II (Power Development and Generation)	9	K
	Mechanical Engineer I (Power Development and Generation)	8	L
	Senior Mechanical Engineer (Power Development and Generation)	7	M
	Principal Mechanical Engineer (Power Development and Generation)	6	N
	Senior Principal Mechanical Engineer (Power Development and Generation)	5	P
	Deputy Chief Mechanical Engineer (Power Development and Generation)	4	Q
	Chief Mechanical Engineer II (Power Development and Generation)	3	R

Note: *The grades of Mechanical Engineer II/I (Power Development and Generation). CPSB 9/8 will form common establishment for the purpose of this Career Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following will be the recognized qualifications for the purpose of the Career Guidelines: -

(i) Bachelors of Science or Engineering degree in any of the following disciplines: Mechanical Engineering. Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution.

(ii) Master's degree in any of the following disciplines: Mechanical Engineering. Nuclear Science and Technology. Advanced Manufacturing and Automation Engineering, Mechatronics Engineering, Project Engineering, Project Management or its equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

NAIROBI CPSB

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid Annual Practicing License from the Engineers Board of Kenya.

(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.

(ix) Proficiency in computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. MECHANICAL ENGINEER II (POWER DEVELOPMENT AND GENERATION), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under supervision and guidance of a more senior officer. Duties and responsibilities will entail: Taking part in supervision of maintenance of power development and generation works; taking part in prefeasibility and feasibility studies and environmental impact assessments on power development and generation projects; taking part in preparation of specifications for procurement of power development and generation equipment, machines and plant; taking part in preparation of drawings, bills of quantities and tender documents for power development works; collecting and collating data for research; collecting and collating information pertaining to power development and generation services and inventory; and preparing briefs.

(b) Requirements for Appointment

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

(i) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering. Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution:

(ii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

NARC CPSB

(iii) Proficiency in computer applications.

II. MECHANICAL ENGINEER I (POWER DEVELOPMENT AND GENERATION), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail:- Taking part in supervision of maintenance of power development and generation works; taking part in prefeasibility and feasibility studies and environmental impact assessments on power development and generation projects; taking part in preparation of specifications for procurement of power development and generation equipment, machines and plant; taking part in preparation of drawings, bills of quantities and tender documents for power development works; collecting and collating data for research; collecting and collating information pertaining to power development and generation services and inventory; and preparing briefs.

(b) Requirements for Appointment

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

(i) Served for a minimum period of three (3) years in the grade of Mechanical Engineer II (Power Development and Generation);

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iv) Proficiency in computer applications.

III. SENIOR MECHANICAL ENGINEER, (POWER DEVELOPMENT AND GENERATION), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: Taking part in supervision of installation and maintenance of power development and generation works; taking part in

NAROK - CPSB

prefeasibility and feasibility studies and environmental impact assessments on power development and generation projects; taking part in preparation of specifications for procurement of power development and generation equipment, machines and plant; taking part in preparation of drawings, bills of quantities and tender documents for power development works; compiling and analyzing research data; taking part in preparation of project costings and budgets for power development and generation; updating information pertaining to power development and generation services and inventory; and preparing progress reports.

(b) Requirements for Appointment

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

(i) Served for a minimum period of six (6) years, three (3) years in the grade of Mechanical Engineer I (Power Development and Generation) or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering. Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Proficiency in computer applications; and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL MECHANICAL ENGINEER, (POWER DEVELOPMENT AND GENERATION), JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing, planning, designing and supervising implementation, monitoring and evaluation of construction, installation, improvement and maintenance of power development and generation infrastructure and projects in liaison with other key stakeholders; supervising construction, installation, improvement and maintenance of power

NAROK CPSB

development and generation infrastructure; carrying out prefeasibility and feasibility studies and environmental impact assessments on power development and generation projects; preparing specifications for procurement of power development and generation equipment, machines and plant and ensuring compliance with standards; preparing drawings, bills of quantities and tender documents for power development works and projects; identifying areas for research and preparing research proposals; carrying out research on emerging trends and technologies in power development and generation and implementing the findings; preparing project costings and budgets for power development and generation; keeping up-to-date information pertaining to power development and generation services and inventory; designing programmes such as mentorship, industrial attachment, apprenticeship and internship; preparing progress reports; and guiding and counseling staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of nine (9) years, three (3) years in the grade of Senior Mechanical Engineer (Power Development and Generation) or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Proficiency in computer applications; and

(viii) Shown merit and ability as reflected in work performance and results.

NAROK CPSB

V. SENIOR PRINCIPAL MECHANICAL ENGINEER (POWER DEVELOPMENT AND GENERATION), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing, implementing and reviewing policies, strategies, standards, guidelines, procedures and frameworks pertaining to mechanical engineering (power development and generation) services; developing, planning, designing and supervising implementation, monitoring and evaluation of construction, installation, improvement and maintenance of power development and generation infrastructure and projects in consultation with other key stakeholders; coordinating prefeasibility and feasibility studies and environmental impact assessments on power development and generation projects; coordinating preparation of specifications for procurement of power development and generation equipment, machines and plant and ensuring compliance with standards; coordinating preparation of drawings, bills of quantities and tender documents for power development works and projects; liaising with relevant agencies in the development and protection of critical power development and generation infrastructure; coordinating monitoring and evaluation of power development and generation programs and projects; identifying areas for research and preparing research proposals; coordinating research on emerging trends and technologies in power development and generation and implementing the findings; coordinating preparation of project costings and budgets for power development and generation services; providing consultancy services and technical support to counties on matters pertaining to power development and generation services; keeping up-to-date information pertaining to power development and generation services and inventory; designing programmes such as mentorship, industrial attachment, apprenticeship and internship; preparing progress reports on power development and generation services; preparing strategic and work plans; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of twelve (12) years, three (3) years in the grade of Principal Mechanical Engineer or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering. Mechanical & Manufacturing Engineering or its equivalent

WORD

qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: Mechanical Engineering, Nuclear Science and Technology, Advanced Manufacturing and Automation Engineering, Mechatronics Engineering, Project Engineering, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid Annual Practicing License from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications; and

(ix) Demonstrated merit and ability as reflected in work performance and results.

VI. DEPUTY CHIEF MECHANICAL ENGINEER (POWER DEVELOPMENT AND GENERATION), JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail: Coordinating development, implementation and review of policies, legislation, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering (power development and generation) services; coordinating development, planning, designing, implementation, monitoring and evaluation of construction, installation, improvement and maintenance of power development and generation infrastructure and projects in consultation with other key stakeholders; providing consultancy services and technical support to ministries, departments, counties and agencies (MDCAs) on matters pertaining to power development and generation; coordinating prefeasibility and feasibility studies and environmental impact assessments on power development and generation projects; liaising with relevant agencies in the development and protection of critical power development and generation infrastructure; coordinating preparation of specifications for procurement of power development and generation equipment, machines and plant and ensuring compliance with standards; coordinating preparation of drawings,

ARCHIVE CPSB

bills of quantities and tender documents for power development works and projects; coordinating preparation of project costings and budgets for power development and generation services; coordinating research on emerging trends and technologies in power development and generation and implementing the findings; maintaining information on power development and generation services and inventory; promoting innovation, business process re-engineering and application of new technologies in power development and generation projects; coordinating design, implementation and review of programmes such as professional development, graduate internship and industrial attachment; coordinating preparation of progress reports on power development and generation services; coordinating preparation of strategic plans, budgets and performance targets; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, three (3) years at Principal Mechanical Engineer, (Power Development and Generation) level or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: Mechanical Engineering, Nuclear Science and Technology, Advanced Manufacturing and Automation Engineering, Mechatronics Engineering, Project Engineering, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid Annual Practicing License from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution; and

NBOK-CPSB

(viii) Proficiency in computer applications; and

(ix) Demonstrated merit and ability as shown in work performance and results.

VII. CHIEF MECHANICAL ENGINEER (POWER DEVELOPMENT AND GENERATION), JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Mechanical Engineer (Power Development and Generation) will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Mechanical Engineering (Power Development and Generation) Function.

Specific duties and responsibilities will entail: Overseeing formulation, implementation and review of policies, legislation, plans, manuals, strategies, standards, guidelines, procedures, regulations and frameworks pertaining to mechanical engineering (power development and generation) services; overseeing development, planning, designing, implementation, monitoring and evaluation of power development and generation infrastructure development and maintenance works and projects in consultation with other key stakeholders; overseeing supervision of construction, installation, improvement and maintenance of power development and generation infrastructure; overseeing provision of consultancy, technical support, capacity building and advisory services to ministries, departments, counties and agencies (MDCAs) on matters pertaining to power development and generation; approving consultants' and contractors' plans and designs pertaining to power development and generation for implementation; partnering and collaborating with MDCAs and other key stakeholders on development, review, consolidation and implementation of integrated national energy plans in respect to power development and generation, and on the development and protection of critical power development and generation infrastructure; facilitating research in emerging trends and technologies in power development and generation and implementing the findings; ensuring domestication and implementation of resolutions of international treaties and forums to which Kenya is a signatory and which are relevant to power development and generation; establishing and maintaining a database on mechanical engineering (power development and generation) services and inventory; overseeing preparation of specifications for procurement of power development and generation equipment, machines and plant and ensuring compliance with standards; facilitating design, implementation and review of relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; promoting innovation, business process re-engineering and

NOT GAZETTED

application of new technologies in power development and generation projects; overseeing preparation of annual reports on mechanical engineering (power development and generation) services and cabinet memos on the same; overseeing preparation of strategic, work and procurement plans, budgets and performance targets; managing and ensuring prudent utilization of resources and assets; and building capacity and managing performance.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, five (5) years in management level or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering. Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: Mechanical Engineering. Nuclear Science and Technology, Advanced Manufacturing and Automation Engineering. Mechatronics Engineering. Project Engineering, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid Annual Practicing License from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications;

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the mechanical engineering (power development and generation) Function; and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the mechanical engineering services (power development and generation) Function and aspirations of Vision 2030.

NAROK CPSB

50.0 CAREER GUIDELINE FOR AGRICULTURAL ENGINEERS

1. AGRICULTURAL ENGINEERS FUNCTION

The Agricultural Engineering function will have the following two (2) components:

(i) Agricultural Mechanization & Technology Development; and

(ii) Agricultural Land Resource Management.

I. Agricultural Engineering (Mechanization & Technology Development)

Agricultural engineering (mechanization and technology development) function will be to: Formulate, implement and review policies, legislation, regulations, strategies, guidelines, standards and procedures pertaining to agricultural mechanization and technology development towards the realization of sustainable national food security; plan, design and oversee the implementation of agricultural mechanization projects and programmes; develop and implement strategic interventions on agricultural mechanization and technology development for the enhancement of production, preservation and sustainable national food security in consultation with other key stakeholders; provide consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAs) on agricultural mechanization, technology development and utilization; develop, implement and review quality control, safety and risk management plans for agricultural mechanization and technology development; conduct quality assurance, performance and technical audits, and monitor and evaluate agricultural mechanization and technology development projects and programmes; conduct feasibility studies and environmental and social impact assessments to determine the viability of agricultural mechanization and technology development projects and programmes; establish partnerships and collaborations with Counties and other key stakeholders in support of agricultural mechanization and technology development and utilization programmes and projects; promote research, innovation, business process re-engineering, application of new technologies and knowledge transfer in agricultural mechanization and technology development and utilization; establish and maintain a database on agricultural mechanization and technology development; design, implement and review relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; and domesticate and implement resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory on agricultural mechanization and technology

ARCK BOSB

development and utilization.

II. Agricultural Engineering (Agricultural Land Resource Management)

Agricultural engineering (agricultural land resource management) function will be to: Formulate, implement and review policies, legislation, regulations, strategies, guidelines, standards and procedures pertaining to agricultural land resource management towards the realization of sustainable national food security; develop, implement and review strategic interventions on agricultural land resource management for national food security in consultation with key stakeholders; plan, design and implement agricultural land resource management projects and programmes; coordinate on-farm trials, demonstrations and technology transfer in smart agriculture and sustainable land management; conduct feasibility studies and environmental and social impact assessments to determine the viability of land resource management projects and programmes; provide consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAs) on agricultural land resource management; develop, implement, review, monitor and evaluate quality control, safety and risk management plans for agricultural land resource management projects and programmes; establish partnerships and collaborations with counties and other key stakeholders in support of agricultural land resource management programmes and projects; promote research, innovation, business process re-engineering, application of new technologies and knowledge transfer in agricultural land resource management; establish and maintain a database and inventory on agricultural land resource management; oversee the operation of Agricultural Technology Development Centres (ATDCs) programmes; domesticate and implement resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory on land reclamation; and design, implement and review relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders.

2. GRADING STRUCTURE

The career guideline establishes seven (7) grades of Agricultural Engineers who will be designated and graded as follows: -

Agricultural Engineers

Cadre	Designation	Job Grade CPSB	Job Group
Agricultural Engineers	Agricultural Engineer II	9	K
	Agricultural Engineer I	8	L
	Senior Agricultural Engineer	7	M
	Principal Agricultural Engineer	6	N
	Senior Principal Agricultural Engineer	5	P
	Deputy Chief Agricultural Engineer	4	Q
	Chief Agricultural Engineer	3	R

Note: *The grades of Agricultural Engineer II/I CPSB 9/8 will form common establishment for the purpose of this Career Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following will be the recognized qualifications for the purpose of the Career Guidelines: -

(i) Bachelors of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering. Agricultural and Biosystems Engineering, Bio-systems and Environmental Engineering; Bio-systems Engineering or equivalent qualification from a recognized institution.

(ii) Master's Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems engineering, Environmental and Biosystems engineering, Biosystems Engineering, Project Planning or equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya as a graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid annual practicing license from the Engineers Board of Kenya.

(vii) Certificate in Management course lasting not less than four (4) weeks.

(viii) Certificate in Leadership course lasting not less than four (4) weeks

NAROK-CPSB

from a recognized institution.

(ix) Proficiency in computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. AGRICULTURAL ENGINEER II, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under supervision and guidance of a senior officer. An officer at this level will be deployed in any of the following areas: -

1. Agricultural Mechanization & Technology Development

Duties and responsibilities will entail: - Preparing preliminary designs, drawings, specifications and tender documents; taking part in conducting feasibility studies for the viability of agricultural mechanization and development projects; carrying out repairs and maintenance of agricultural machinery and equipment; conducting training, on-farm trials and demonstrations on agricultural mechanization technologies; fabricating and calibrating agricultural mechanization technologies; collecting and collating data for research; and collecting and collating data on agricultural mechanization and technology development and inventory.

2. Agricultural Land Resource Management

Duties and responsibilities will entail: Implementing interventions on agricultural land resource management; preparing preliminary designs, specifications, bills of quantities and tender documents; conducting training and field trials on sustainable agricultural land resource management technologies; conducting training, on-farm trials, demonstrations and technology transfer in smart agriculture and sustainable land management; collecting and collating data for research; and collecting and collating data on agricultural land resources and inventory.

(b) Requirements for Appointment

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

(i) Bachelors of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems

Engineering, Bio-systems and Environmental Engineering: Bio-systems Engineering or equivalent qualification from a recognized institution:

(ii) Registration by Engineers Board of Kenya as a graduate Engineer; and

(iii) Proficiency in computer applications.

II. AGRICULTURAL ENGINEER I, CPSB JOB GRADE 8

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a designated supervisor. An officer at this level will be deployed in any of the following areas: -

1. Agricultural Mechanization & Technology Development

Duties and responsibilities will entail: -

(i) Preparing preliminary designs, drawings, specifications and tender documents;

(ii) Taking part in conducting feasibility studies for vlability of agricultural mechanization and development projects;

(iii) Carrying out repairs and maintenance of agricultural machinery and equipment;

(iv) Conducting training, on farm trials and demonstrations on agricultural mechanization technologies;

(v) Fabricating and calibrating agricultural mechanization technologies;

(vi) Collecting and collating data for research; and

(vii) Collecting and collating data on agricultural mechanization and technology development and inventory.

2. Agricultural Land Resource Management

Duties and responsibilities will entail: Implementing interventions on agricultural land resource management; preparing preliminary designs, specifications, bills of quantities and tender documents; conducting training and field trials on sustainable agricultural land resource management technologies; conducting training, on-farm trials, demonstrations and

NAPOK-CPSB

technology transfer in smart agriculture and sustainable land management; collecting and collating data for research; and collecting and collating data on agricultural land resources and inventory.

(b) Requirements for Appointment

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

(i) Served in the grade of Agricultural Engineer II for a minimum period of three (3) years;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering, Bio-systems and Environmental Engineering; Bio-systems Engineering or equivalent qualification from a récognized institution:

(iii) Registration by Engineers Board of Kenya as a graduate Engineer; and

(iv) Proficiency in computer applications.

III. SENIOR AGRICULTURAL ENGINEER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the following areas to undertake the following duties and responsibilities: -

1. Agricultural Mechanization & Technology Development

Duties and responsibilities will entail: - Taking part in monitoring and evaluation of agricultural mechanization projects and programmes; preparing detailed draft designs, drawings, specifications and tender documents; conducting feasibility studies to determine the viability of agricultural mechanization and development projects; carrying out specialized repair and maintenance of agricultural machinery and equipment; conducting on-farm trials and demonstrations on agricultural mechanization technologies; taking part in supervising the calibration of agricultural mechanization technologies in collaboration with relevant government agencies; compiling and analyzing data for research and preparing reports; and compiling information on agricultural mechanization and technology development and inventory.

2. Agricultural Land Resource Management

Duties and responsibilities will entail: Implementing interventions on

MROK CPSB

agricultural land resource management; taking part in monitoring and evaluation of agricultural land resource management projects and programmes; preparing detailed draft designs, specifications, bills of quantities and tender documents; conducting adaptive field trials on sustainable agricultural land resource management technologies; conducting on-farm trials, demonstrations and technology transfer in smart agriculture and sustainable land management; compiling and analyzing data for research and preparing reports; and compiling information on agricultural land resources and inventory.

(b) Requirements for Appointment

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

(i) Served for a minimum period of six (6) years, three (3) in the grade of Agricultural Engineer I or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering, Bio-systems and Environmental Engineering; Bio-systems Engineering or equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a graduate Engineer;

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution:

(v) Proficiency in computer applications; and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL AGRICULTURAL ENGINEER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the following areas to undertake the following duties and responsibilities:

1. Agricultural Mechanization & Technology Development

Duties and responsibilities will entail:- Planning, designing, implementing, monitoring and evaluating agricultural mechanization projects and programmes; preparing detailed designs, specifications, bills of quantities and tender documents; taking part in the development and implementation of

NAROK CPSB

agricultural mechanization interventions for the enhancement of production, preservation and sustainable national food security in consultation with other key stakeholders; developing and implementing quality control, safety and risk management plans for agricultural mechanization and technology development; conducting quality assurance, performance and technical audits, and monitoring and evaluating agricultural mechanization and technology development projects and programmes; verifying and validating agricultural mechanization technologies; supervising the calibration of agricultural mechanization technologies in collaboration with relevant government agencies; guiding the patenting of agricultural mechanization technologies and innovations; identifying priority areas of research, preparing concept notes and proposals, conducting research and preparing reports; updating information on agricultural mechanization and technology development; preparing strategic and work plans and setting targets; and guiding and counselling staff.

2. Agricultural Land Resource Management

Duties and responsibilities will entail: Developing and implementing interventions on agricultural land resource management for the enhancement of production, preservation and sustainable national food security in consultation with key stakeholders; planning, designing, implementing, monitoring and evaluating agricultural land resource management projects and programmes; preparing detailed designs, specifications, bills of quantities and tender documents; conducting adaptive field trials on sustainable agricultural land resource management technologies; mapping degraded land hotspots and flood-prone areas for protection and reclamation of agricultural land in liaison with stakeholders; conducting on-farm trials, demonstrations and technology transfer in smart agriculture and sustainable land management; taking part in developing regulations on water use and environmental protection; verifying and validating agricultural land resource management technologies; carrying out research on emerging issues and trends in agricultural land resource management and preparing reports; updating information on agricultural land resource management and inventory; preparing strategic and work plans and setting targets; and guiding and counselling staff.

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

(i) Served for a minimum period of nine (9) years, three (3) in the grade of Senior Agricultural Engineer or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering. Agricultural and Biosystems Engineering, Bio-systems and Environmental Engineering; Bio-systems Engineering or equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a Professional Engineer;

(iv) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(v) Valid annual practicing license from the Engineers Board of Kenya; and

(vi) Proficiency in computer applications; and

(vii) Shown merit and ability as reflected in work performance and results.

V. SENIOR PRINCIPAL AGRICULTURAL ENGINEER, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the following areas to undertake the following duties and responsibilities:

1. Agricultural Mechanization & Technology Development

Duties and responsibilities will entail: - Developing and implementing policies, strategies, guidelines, standards and procedures pertaining to agricultural mechanization and technology development; coordinating the development and implementation of strategic agricultural mechanization interventions for the enhancement of production, preservation and sustainable national food security in consultation with other key stakeholders; coordinating the planning, designing, implementation, monitoring and evaluation of agricultural mechanization projects and programmes; reviewing detailed designs, working drawings and preparing bills of quantities; coordinating the provision of consultancy, capacity building and technical support to Ministries, Departments, Counties and Agencies (MDCAs) on agricultural mechanization and technology development and utilization; coordinating the development, implementation and review of quality control, safety and risk management plans for agricultural mechanization and technology development; coordinating quality assurance, performance and technical audits, and monitoring and evaluating agricultural mechanization and technology development projects and programmes; verifying and validating agricultural mechanization technologies; supervising the calibration of agricultural mechanization technologies in collaboration with relevant government

AGRICULTURAL CPSB

agencies; guiding the patenting of agricultural mechanization technologies and innovations; identifying priority areas of research, preparing concept notes and proposals, conducting research and preparing reports; keeping up-to-date information on agricultural mechanization and technology development; designing and implementing relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; and preparing strategic and work plans and setting targets.

2. Agricultural Land Resource Management

Duties and responsibilities will entail: Developing and implementing policies, legislation, regulations, strategies, guidelines, standards and procedures pertaining to agricultural land resource management towards the realization of sustainable national food security; developing and implementing interventions on agricultural land resource management for the enhancement of production, preservation and sustainable national food security in consultation with key stakeholders; planning, designing, implementing, monitoring and evaluating agricultural land resource management projects and programmes; reviewing detailed designs, working drawings and bills of quantities; coordinating adaptive field trials on sustainable agricultural land resource management technologies; liaising with stakeholders on mapping degraded land hotspots and flood-prone areas for protection and reclamation of agricultural land; coordinating on-farm trials, demonstrations and technology transfer in smart agriculture and sustainable land management; providing consultancy, capacity building and technical support to Ministries, Departments, Counties and Agencies (MDCAs) on agricultural land resource management; liaising with relevant stakeholders in developing regulations on water use and environmental protection to ensure alternative farming methods and practices comply with legal and environmental standards; verifying and validating agricultural land resource management technologies; identifying priority areas of research, preparing concept notes and proposals; conducting research on emerging issues and trends in agricultural land resource management and preparing reports; keeping up-to-date information on agricultural land resource management and inventory; designing and implementing relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; preparing strategic and work plans and setting targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

ADVERTISED

(i) Served for a minimum period of twelve (12) years, three (3) in the grade of Principal Agricultural Engineer or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering. Bio-systems and Environmental Engineering: Bio-systems Engineering or equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems engineering. Environmental and Biosystems engineering, Biosystems Engineering. Project Planning or equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications; and

(ix) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

VI. DEPUTY CHIEF AGRICULTURAL ENGINEER, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level may be deployed to head any of the following Divisions to undertake the following duties and responsibilities: -

1. Agricultural Mechanization & Technology Development

Duties and responsibilities will entail: - Coordinating the development, implementation and review of policies, legislation, regulations, strategies, guidelines, standards and procedures pertaining to agricultural mechanization and technology development towards the realization of sustainable national food security; providing leadership in the development and implementation

MAROK-CPSB

of strategic agricultural mechanization interventions for the enhancement of production, preservation and sustainable national food security in consultation with other key stakeholders; coordinating the planning, designing, implementation, monitoring and evaluation of agricultural mechanization projects and programmes; coordinating the provision of consultancy, capacity building and technical support to Ministries, Departments, Counties and Agencies (MDCAs) on agricultural mechanization and technology development and utilization; coordinating the development, implementation and review of quality control, safety and risk management plans for agricultural mechanization and technology development; coordinating quality assurance, performance and technical audits, and monitoring and evaluating agricultural mechanization and technology development projects and programmes; coordinating research on emerging issues and trends in agricultural mechanization and technology development, ensuring dissemination of findings and implementation of recommendations; maintaining up-to-date information on agricultural mechanization and technology development; coordinating the design, implementation and review of relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; coordinating the preparation of strategic and work plans, procurement plans, budgets and performance targets; and leading training and development of staff.

2. Agricultural Land Resource Management

Duties and responsibilities will entail: Coordinating the development, implementation and review of policies, legislation, regulations, strategies, guidelines, standards and procedures pertaining to agricultural land resource management towards the realization of sustainable national food security in consultation with key stakeholders; providing leadership in the development, implementation and review of strategic interventions on agricultural land resource management for the enhancement of production, preservation and sustainable national food security in consultation with other stakeholders; coordinating the planning, designing, implementation, monitoring and evaluation of agricultural land resource management projects and programmes; coordinating on-farm trials, demonstrations and technology transfer in smart agriculture and sustainable land management; coordinating the provision of consultancy, capacity building and technical support to Ministries, Departments, Counties and Agencies (MDCAs) on agricultural land resource management; collaborating with other stakeholders in developing, implementing and reviewing national climate change policies, strategies, standards, regulations, procedures and guidelines; liaising with relevant stakeholders in developing regulations on water use and environmental protection to ensure alternative farming methods and practices comply with

NOT FOR SALE

legal and environmental standards; coordinating agricultural land consolidation and commercialization initiatives; liaising with stakeholders in developing infrastructure plans for the consolidation of land for agricultural use; maintaining up-to-date information on agricultural land resource management and inventory; coordinating research on emerging issues and trends in agricultural land resource management, ensuring dissemination of findings and implementation of recommendations; coordinating the design, implementation and review of relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; coordinating the preparation of strategic and work plans, procurement plans, budgets and performance targets; and leading training and development of staff.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Served for a minimum period of fifteen (15) years, three (3) at Principal Agricultural Engineer level or in an equivalent and relevant position;

(ii) qualification from a recognized institution; Bachelor of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering, Bio-systems and Environmental Engineering: Bio-systems Engineering or equivalent

(iii) Master's Degree in any of the following disciplines: Agricultural Engineering. Agricultural and Biosystems engineering, Environmental and Biosystems engineering, Biosystems Engineering. Project Planning or equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(viii) Proficiency in computer applications; and

(ix) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

NACOSTI CPSB

VII. CHIEF AGRICULTURAL ENGINEER, JOB GRADE CPSB 3

(a) Duties and Responsibilities

Chief Agricultural Engineer will be responsible to the Principal Secretary for providing strategic leadership in the implementation and management of the Agricultural engineering function.

Specific duties and responsibilities will entail: - Overseeing the formulation, implementation and review of policies, legislation, regulations, strategies, guidelines, standards and procedures pertaining to agricultural mechanization and technology development and agricultural land resource management towards the realization of sustainable national food security; ensuring the development and implementation of strategic interventions on agricultural mechanization and technology development and agricultural land resource management for the enhancement of production, preservation and sustainable national food security; overseeing the planning, designing and implementation of agricultural mechanization and technology development and agricultural land resource management projects and programmes; spearheading the provision of consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAs) on agricultural mechanization, technology development, utilization and agricultural land resource management; overseeing the development, implementation and review of quality control, safety and risk management plans for agricultural mechanization and technology development; facilitating quality assurance, performance and technical audits, and monitoring and evaluation of agricultural mechanization and technology development projects and programmes; establishing collaborations and partnerships with counties and other key stakeholders in support of agricultural mechanization and technology development and agricultural land resource management programmes and projects; promoting research, innovation, business process re-engineering, application of new technologies and knowledge transfer in agricultural mechanization, technology development, utilization and agricultural land resource management; establishing and maintaining a database and inventory on agricultural mechanization and technology development and agricultural land resource management; ensuring domestication and implementation of resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory on sustainable food security; facilitating the design, implementation and review of relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; overseeing the operation of Agricultural Technology Development Centres (ATDCs) programmes; managing and ensuring prudent utilization of assets and

NOT GAZETTED

resources pertaining to agricultural mechanization and technology development and agricultural land resource management; preparing and submitting annual reports on agricultural mechanization and technology development and agricultural land resource management, as well as cabinet memos and responses to parliamentary queries on the same; overseeing the preparation of strategic and work plans, procurement plans, budgets and performance targets; and building capacity and managing staff performance.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, five (5) in a management level or in an equivalent and relevant position;

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Agricultural Engineering. Agricultural and Biosystems Engineering, Bio-systems and Environmental Engineering; Bio-systems Engineering or equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following disciplines: Agricultural Engineering. Agricultural and Biosystems engineering, Environmental and Biosystems engineering, Biosystems Engineering. Project Planning or equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications;

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the agricultural engineering function; and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the agricultural engineering function and aspirations of Vision 2030

NAROPCDSB

51.0 CAREER GUIDELINE FOR ELECTRICAL ENGINEERS (ELECTRICAL SERVICES)

1. FUNCTION

The Electrical Engineering Services function will be to: - Formulating, implementing and reviewing policies, legislation, strategies, masterplans, standards, guidelines, procedures, regulations and frameworks pertaining to electrical, electronics and telecommunications engineering services; developing, planning, designing and overseeing the installation and maintenance of electrical engineering services, including telecommunication systems, instrumentation and control systems, and communication networks, to ensure they meet performance, safety and efficiency standards; providing consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAs) on electrical, electronics and telecommunications engineering services; developing, implementing, reviewing, monitoring and evaluating quality and risk management plans for electrical engineering services projects; developing and implementing energy efficiency systems and green technologies to enhance resilience and mitigate the effects of climate change; conducting feasibility studies and environmental and social impact assessments to determine the viability of electrical engineering services projects; conducting quality assurance, performance and technical audits, and monitoring and evaluating electrical engineering services projects and programmes; ensuring compliance of electrical engineering services with national and international regulations, building codes and safety standards, including lightning protection standards in lightning-prone areas; establishing partnerships and collaborations with counties and other key stakeholders in support of electrical engineering services programmes and projects; promoting research, innovation, business process re-engineering, application of new technologies and knowledge transfer in electrical engineering services; domesticating and implementing resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory on electrical engineering services; establishing and maintaining databases for electrical engineering systems and services; and designing, implementing and reviewing relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders.

2. GRADING STRUCTURE

The career guidelines establish six (6) grades of Electrical Engineers (Electrical Services) who will be designated and graded as follows: -

WORKING COPY

Electrical Engineers (Electrical Services)

Electrical Engineers (Electrical Services)	**Designation**	**Job Grade CPSB**	**Job Group**
	Electrical Engineer II (Electrical Services)	9	K
	Electrical Engineer I (Electrical Services)	8	L
	Senior Electrical Engineer (Electrical Services)	7	M
	Principal Electrical Engineer (Electrical Services)	6	N
	Senior Principal Electrical Engineer (Electrical Services)	5	P
	Deputy Chief Electrical Engineer (Electrical Services)	4	Q
	Chief Electrical Engineer (Electrical Services)	3	R

***Note**: The grades of Electrical Engineer II/I (Electrical Services), CPSB 9/8 will form a common establishment for the purpose of this Career Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following will be recognized qualification for the purpose of the Career Guidelines: -

(i) Bachelors of Science or Engineering Degree in any of the following disciplines; Electrical and Electronics Engineering, Electrical and Telecommunications Engineering, Electrical Engineering. Telecommunications and information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institute.

(ii) Master's Degree in any of the following fields: Electrical Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institute.

(iii) Registration by Engineer Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineer Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institute of Engineer of Kenya (MIEK).

(vi) Valid annual practicing license from the Engineering Board of Kenya.

(vii) Certificate in Management Course lasting not less than four (4) weeks

NARC - CPSB

from a recognized institute.

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institute.

(ix) Proficiency in computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. ELECTRICAL ENGINEER II, (ELECTRICAL SERVICES), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a designated supervisor.
Duties and responsibilities will entail: Carrying out site assessments and preparing preliminary technical drawings, specifications, bills of quantities and tender documents for electrical engineering projects; taking part in supervising the installation and maintenance of electrical and electronic engineering services, including telecommunication systems, instrumentation and control systems, and communication networks such as wireless networks, fibre optics, and satellite communication systems, ensuring they meet performance, safety and efficiency standards; taking part in supervising maintenance and repair of electrical engineering installations in government facilities; taking part in monitoring and evaluating electrical engineering works; taking part in conducting feasibility studies and environmental and social impact assessments; taking part in quality assurance, performance and technical audits; collecting and collating data for research and other reports; and collecting information on electrical engineering services and inventory.

(b) Requirements for Appointment

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

(i) Bachelors of Science or Engineering Degree in any of the following disciplines: Electrical and Electronics Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Telecommunications and information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institution:

(ii) Registration by Engineer Board of Kenya as a Graduate Engineer; and

(iii) Proficiency in computer applications.

NAIROBI CBD

II. ELECTRICAL ENGINEER I, (ELECTRICAL SERVICES), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail: - Carrying out site assessments and preparing preliminary technical drawings, specifications, bills of quantities and tender documents for electrical engineering projects; taking part in supervising the installation and maintenance of electrical and electronic engineering services, including telecommunication systems, instrumentation and control systems, and communication networks such as wireless networks, fibre optics, and satellite communication systems, ensuring they meet performance, safety and efficiency standards; taking part in supervising the maintenance and repair of electrical engineering installations in government facilities; taking part in monitoring and evaluating electrical engineering works; taking part in conducting feasibility studies and environmental and social impact assessments; taking part in quality assurance, performance and technical audits; collecting and collating data for research and other reports; and collecting information on electrical engineering services and inventory.

(b) Requirements for Appointment

For appointment to this grade a candidate must have: -

(i) Served for a minimum period of three (3) years in the grade of Electrical Engineer II, (Electrical Engineering Services);

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Electrical and Electronics Engineering, Electrical and Telecommunication Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iv) Proficiency in computer applications.

III. SENIOR ELECTRICAL ENGINEER, (ELECTRICAL SERVICES), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Taking part in the development, planning, designing, and supervising the installation and maintenance of electrical and electronic engineering services, including telecommunication systems, instrumentation and control systems, and communication networks

NACOSTI COPY

such as wireless networks, fibre optics, and satellite communication systems, ensuring they meet performance, safety, and efficiency standards; carrying out site assessments and preparing draft technical drawings, bills of quantities, and tender documents for electrical engineering projects; supervising maintenance and repair of electrical engineering installations in government facilities; taking part in the development and implementation of quality and risk management plans for electrical engineering services projects; monitoring and evaluating electrical engineering works; taking part in conducting feasibility studies and environmental and social impact assessments; taking part in quality assurance, performance, and technical audits; taking part in monitoring and evaluating electrical engineering services projects and programmes; compiling and analyzing data for research and other reports; and compiling information on electrical engineering services and inventory.

(b) Requirements for Appointment

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

(i) Served for a minimum period of six (6) years, three (3) in the grade of Electrical Engineer I (Electrical Engineering Services) or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciples: Electrical and Electronics Engineering, Electrical and Telecommunication Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer;

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institute;

(v) Proficiency in computer application; and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL ELECTRICAL ENGINEER (ELECTRICAL SERVICES), JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Development, planning, designing, and supervising the installation and maintenance of electrical and electronic engineering services, including telecommunication systems, instrumentation and control systems, and communication networks such as wireless networks

NARUK-CPSB

and fibre optics, ensuring they meet performance, safety, and efficiency standards; preparing technical specifications and contract documents for tendering of electrical, electronics, and telecommunications engineering services for approval; developing, implementing, monitoring, and evaluating quality and risk management plans for electrical engineering services projects; conducting feasibility studies and environmental and social impact assessments to determine the viability of electrical engineering services projects; conducting quality assurance, performance, and technical audits, and monitoring and evaluating electrical engineering services projects and programmes; conducting research on emerging issues and trends in electrical engineering services and preparing reports; updating information on electrical engineering services and inventory; and preparing strategic and work plans and setting targets.

(b) Requirements for Appointment

(i) Served for a minimum period of nine (9) years, three (3) in the grade of a Senior Electrical Engineer (Electrical Engineering Services) or in a equivalent and relevant position;

(ii) Bachelors if Science or Engineering Degree in any of the following disciplines: Electrical and Electronics Engineering, Electrical and Telecommunications Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institution;

(iii) Registration by Engineers Board of Kenya as a Professional Engineer;

(iv) Registration as a Corporate Member of the Institute of Engineers of Kenya (MIEK);

(v) Valid annual practicing license from the Engineer Board of Kenya; and

(vi) Proficiency in computer applications; and

(vii) Shown merit and ability as reflected in work performance and results.

V. SENIOR PRINCIPAL ELECTRICAL ENGINEER 9ELECTRICAL SERVICES), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Developing and implementing policies, strategies, plans, standards, guidelines, procedures and frameworks pertaining

NAROK CPSB

to electrical, electronics and telecommunications engineering services; developing, planning, designing, and overseeing the installation and maintenance of electrical engineering services, including telecommunication systems, instrumentation and control systems, and communication networks such as wireless networks, fibre optics, and satellite communication systems, ensuring they meet performance, safety, and efficiency standards; providing consultancy, capacity building, and technical support to Ministries, Departments, Counties and Agencies (MDCAs) in electrical, electronics, and telecommunications engineering services; preparing technical specifications and contract documents for tendering of electrical, electronics, and telecommunications engineering services for approval; developing, implementing, monitoring, and evaluating quality and risk management plans for electrical engineering services projects; conducting feasibility studies and environmental and social impact assessments to determine the viability of electrical engineering services projects; conducting quality assurance, performance, and technical audits, and monitoring and evaluating electrical engineering services projects and programmes; identifying priority areas of research, preparing concept notes and proposals; conducting research on emerging issues and trends in electrical engineering services and preparing reports; designing and implementing relevant professional development, graduate internship, and industrial attachment programmes in consultation with other key stakeholders; updating information on electrical engineering services and inventory; preparing strategic and work plans and setting targets; and coaching and mentoring staff.

(b)Requirements for Appointment

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

(i) Served for a minimum period of twelve (12) years, three (3) in the grade of a Principal Electrical Engineer (Electrical Engineering Services) or in an equivalent and relevant position:

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Electrical and Electronics Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communication Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institution;

(iii) Masters's Degree in any of the following fields; Electrical Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized Institution:

NAROK CO

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications; and

(ix) Demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

VI. DEPUTY CHIEF ELECTRICAL ENGINEER, ELECTRICAL SERVICES, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Coordinating the development, implementation and review of policies, legislation, strategies, master plans, standards, guidelines, procedures, regulations and frameworks pertaining to electrical, electronics and telecommunications engineering services; coordinating the development, planning, designing, installation and maintenance of electrical engineering services, including telecommunication systems, instrumentation and control systems, and communication networks such as wireless networks, fibre optics, and satellite communication systems, ensuring they meet performance, safety, and efficiency standards; ensuring the development and implementation of energy efficiency systems and green technologies for resilience and as mitigation for climate change effects; coordinating the provision of consultancy, capacity building and technical support to Ministries, Departments, Counties and Agencies (MDCAs) on electrical, electronics and telecommunications engineering services; coordinating the preparation of technical specifications and contract documents for tendering of electrical, electronics and telecommunications engineering services for approval; coordinating the development, implementation, review, monitoring and evaluation of quality and risk management plans for electrical engineering services projects; leading feasibility studies and environmental and social impact assessments to determine the viability of electrical engineering services projects; coordinating quality assurance, performance and technical audits, and monitoring and evaluating electrical engineering services projects and programmes; identifying and evaluating electrical engineering infrastructure development and maintenance programmes; coordinating research on emerging issues and

ADVERT CPSB

trends in electrical engineering services, ensuring dissemination of findings and implementation of recommendations; maintaining up-to-date information on electrical engineering services and inventory; coordinating the design, implementation and review of relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; coordinating the preparation of strategic and work plans, procurement plans, budgets and performance targets; and leading training and development of staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen [15] years, three [3] at Principal Electrical Engineer [Electrical Services] level or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines; Electrical and Electronics Engineering, electrical and Telecommunications and information Engineering, Electronics Engineering, Electrical and Telecommunications Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following fields; Electrical Engineering, Construction Engineering and Management. Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya [MIEK]

(vi) Certificate in Leadership Course lasting not less than four [4] weeks from a recognized institution;

(vii) Proficiency in computer applications; and

(viii) Demonstrated a high degree of professional competence and administrative capacity as reflected in work performance and results.

VII. CHIEF ELECTRICAL ENGINEER, ELECTRICAL SERVICES, JOB GRADE CPSB 3

The Chief Electrical Engineer will be responsible to the Principal Secretary for providing strategic leadership in the implementation and management of the Electrical Engineering Services Function.

NOT FOR PUBLIC

Specific duties and responsibilities will entail: - Overseeing the formulation, implementation and review of policies, legislation, strategies, masterplans, standards, guidelines, procedures, regulations and frameworks pertaining to electrical, electronics and telecommunications engineering services; overseeing the development, planning, designing, installation and maintenance of electrical engineering services, including telecommunication systems, instrumentation and control systems, and communication networks such as wireless networks and fibre optics, ensuring performance, safety and efficiency standards; overseeing the provision of consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAs) on electrical, electronics and telecommunications engineering services; approving consultants' and contractors' plans and designs pertaining to electrical infrastructure development and maintenance for implementation; ensuring the development, implementation, review, monitoring and evaluation of quality and risk management plans for electrical engineering services projects; ensuring the development and implementation of energy efficiency systems and green technologies for resilience and as mitigation for climate change effects; facilitating feasibility studies and environmental and social impact assessments to determine the viability of electrical engineering services projects; ensuring compliance of electrical engineering services with national and international regulations, building codes and safety standards, including compliance with lightning protection standards in lightning-prone areas; facilitating quality assurance, performance and technical audits, and monitoring and evaluation of electrical engineering services projects and programmes; establishing partnerships and collaborations with counties and other key stakeholders in support of electrical engineering services programmes and projects; promoting research, innovation, business process re-engineering, application of new technologies and knowledge transfer in electrical engineering services; establishing and maintaining databases for electrical engineering services and inventory; facilitating the design, implementation and review of relevant professional development, graduate internship and industrial attachment programmes in consultation with other key stakeholders; managing and ensuring prudent utilization of assets and resources pertaining to electrical engineering services; preparing and submitting annual reports on electrical engineering services, as well as cabinet memos and responses to parliamentary queries on the same; overseeing the preparation of strategic and work plans, procurement plans, budgets and performance targets; and building capacity and managing staff performance.

(b) Requirements for Appointment

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

(i) Served for a minimum period (150 years, five (5) in a management level or in an equivalent and relevant positions;

(ii) Bachelors of Science Engineering Degree in any of the following disciplines; Electrical and Electronics Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institution;

(iii) Master's Degree in any of the following fields; Electrical Engineering Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a PROFESSIONAL Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications;

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the electrical engineering services function: and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the electrical engineering services function and aspirations of Vision 2030.

NAROK CBD

52.0 CAREER GUIDELINE FOR ELECTRICAL ENGINEERS, ELECTRICAL POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION)

1. FUNCTION

The Electrical Power Development (Transmission and Distribution) function will be to: Formulating, implementing and reviewing policies, legislation, strategies, masterplans, standards, guidelines, procedures, regulations and frameworks pertaining to electrical power development (transmission and distribution); designing and optimizing electrical transmission systems to ensure efficient delivery of power to electricity distributors and large power consumers; designing and optimizing power distribution networks to ensure efficient, sustainable, reliable and safe delivery of electricity to residential, commercial and industrial areas; designing, implementing, monitoring and evaluating electrical transmission, distribution and rural electrification projects in liaison with other stakeholders; developing, reviewing, consolidating and implementing integrated national energy plans in respect to electrical power development in collaboration with relevant stakeholders; conducting energy resource assessments on major power transmission, distribution and rural electrification programmes and projects; protecting critical power development, transmission and distribution infrastructure in collaboration with other key stakeholders; providing consultancy, capacity building, technical support and advisory services to Ministries, Departments, Counties and Agencies (MDCAs) on electrical power development (transmission and distribution); developing, implementing, reviewing, monitoring and evaluating quality and risk management plans for electrical power development (transmission and distribution) projects; conducting feasibility studies and environmental and social impact assessments to determine the viability of electrical power development (transmission and distribution) projects; conducting quality assurance, technical and performance audits, and monitoring and evaluating power development projects and programmes; establishing partnerships and collaborations with counties and other key stakeholders in support of electrical power development (transmission and distribution) programmes and projects; promoting research, innovation, business process re-engineering, the application of new technologies such as smart grids, energy storage solutions, electric vehicles and renewable energy systems, and knowledge transfer in electrical engineering services; establishing and maintaining a database for electrical power development (transmission and distribution) services and inventory; domesticating and implementing resolutions, protocols, conventions, treaties, agreements and commitments of international forums to which Kenya is a signatory on electrical power development (transmission and distribution) services; and designing, implementing and reviewing relevant professional development, graduate internship and industrial attachment programmes in consultation

NOT FOR SALE

with other key stakeholders.

2. GRADING STRUCTURE

The career guidelines establish seven (7) grades of Engineers, Power Development (Transmission and Distribution) who will be designated and graded as follows: -

Electrical Engineers (Electrical Power Development)

Cadre	Designation	Job Grade CPSB	Job Group
Electrical Engineers (Electrical Power Development)	Electrical Engineer, Power Development II (Transmission and Distribution)	9	K
	Electrical Engineer, Power Development I (Transmission and Distribution)	8	L
	Senior Electrical Engineer, Power Development (Transmission and Distribution)	7	M
	Principal Electrical Engineer, Power Development (Transmission and Distribution)	6	N
	Senior Principal Electrical Engineer, Power Development (Transmission and Distribution)	5	P
	Deputy Chief Electrical Engineer, Power Development (Transmission and Distribution)	4	Q
	Chief Electrical Engineer, Power Development (Transmission and Distribution)	3	R

Note: *The grades of Electrical Engineer II/I (Transmission and Distribution), CPSB 9/8 will form a common establishment for the purpose of this Career Guideline.*

3. RECOGNIZED QUALIFICATIONS

The following will be the recognized qualifications for the purpose of the Career Guidelines:

(i) Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and

Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution.

(ii) Masters Degree in any of the following disciplines: Electrical Engineering, Project Management or its equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid annual practicing license from the Engineers Board of Kenya.

(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.

(ix) Proficiency in computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. ELECTRICAL ENGINEER II, POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION), JOB GRADE CPSB 9

(a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under supervision and guidance of a designated officer. Duties and responsibilities will entail: Preparing preliminary designs and working drawings for electrical power projects; taking part in planning, designing, and supervising the implementation, monitoring, and evaluation of power transmission, distribution, and rural electrification projects in liaison with other stakeholders; taking part in conducting energy resource assessments on power transmission, distribution, and rural electrification programmes and projects; carrying out site assessments and preparing draft technical drawings, bills of quantities, and tender documents for electrical power development projects; supervising maintenance and repair of electrical power installations in government facilities; taking part in feasibility studies on grid expansion and

NAROK CPSB

rural electrification projects, including environmental and social impact assessments; implementing surveillance and safety systems related to power development (transmission and distribution); collecting and collating data for research and other reports; collecting and collating information on electrical power development (transmission and distribution) and inventory; and preparing briefs.

(b) Requirements for Appointment

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

(i) Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution:

(ii) Registration by Engineers Board of Kenya as a Graduate Engineer: and

(iii) Proficiency in computer applications.

II. ELECTRICAL ENGINEER I, POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION), JOB GRADE CPSB 8

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail: - Preparing preliminary designs and working drawings for electrical power projects; taking part in planning, designing, and supervising the implementation, monitoring, and evaluation of power transmission, distribution, and rural electrification projects in liaison with other stakeholders; taking part in conducting energy resource assessments on power transmission, distribution, and rural electrification programmes and projects; carrying out site assessments and preparing draft technical drawings, bills of quantities, and tender documents for electrical power development projects; supervising maintenance and repair of electrical power installations in government facilities; taking part in feasibility studies on grid expansion and rural electrification projects, including environmental and social impact assessments; implementing surveillance and safety systems related to power development (transmission and distribution); collecting and collating data for research and other reports; collecting and collating information on electrical power development (transmission and distribution)

NOT FOR SALE

and inventory; and preparing briefs.

(b) Requirements for Appointment

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

(i) Served for a minimum period of three (3) years in the grade of Electrical Engineer II, Power Development (Transmission and Distribution);

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer; and

(iv) Proficiency in computer applications.

III. SENIOR ELECTRICAL ENGINEER, POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION), JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: - Taking part in planning, designing, and supervising the implementation, monitoring, and evaluation of power transmission, distribution, and rural electrification projects in liaison with other stakeholders; taking part in conducting energy resource assessments on power transmission, distribution, and rural electrification programmes and projects; carrying out site assessments and preparing draft technical drawings, bills of quantities, and tender documents for electrical power development projects; supervising maintenance and repair of electrical power installations in government facilities; taking part in developing, implementing, monitoring, and evaluating quality control, safety, and risk management plans for electrical power development (transmission and distribution) projects; taking part in feasibility studies on grid expansion and rural electrification projects, including environmental and social impact assessments; implementing surveillance and safety systems related to power development (transmission and distribution); compiling and analyzing data for research and preparing reports; and compiling information on electrical power development (transmission and distribution) and inventory.

Not for CPSB

(b) Requirements for Appointment

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

(i) Served for a minimum period of six (6) years, three (3) years in the grade of Electrical Engineer I, Power Development (Transmission and Distribution) or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution:

(iii) Registration by Engineers Board of Kenya as a Graduate Engineer:

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution:

(v) Proficiency in computer applications: and

(vi) Shown merit as reflected in work performance and results.

IV. PRINCIPAL ELECTRICAL ENGINEER, POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION), JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities entail: - Planning, designing, and supervising the implementation, monitoring, and evaluation of power transmission, distribution, and rural electrification projects in liaison with other stakeholders; conducting energy resource assessments on power transmission, distribution, and rural electrification programmes and projects; preparing and reviewing technical specifications and contract documents for tendering electrical power development (transmission and distribution) services; valuing, certifying, and reviewing fees of consultants; developing, implementing, monitoring, and evaluating quality control, safety, and risk management plans for electrical power development (transmission and distribution) projects; conducting feasibility studies on grid expansion and rural electrification projects, including

MAROK-CSR

environmental and social impact assessments to determine viability; conducting quality assurance, performance, and technical audits, and monitoring and evaluating power development projects and programmes; implementing surveillance and safety systems related to power development (transmission and distribution); identifying priority areas of research, preparing concept notes and proposals; conducting research on emerging issues and trends in electrical power development (transmission and distribution) and preparing reports; updating information on electrical power development (transmission and distribution) and inventory; preparing strategic and work plans with performance targets; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of nine (9) years, three (3) years in the grade of Senior Electrical Engineer, Power Development (Transmission and Distribution) or in an equivalent and relevant position:

(ii) Bachelor of Science or Bachelor of Engineering Degree in any of the following disciplines: Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution:

(iii) Registration by Engineers Board of Kenya as a Professional Engineer:

(iv) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(v) Valid annual practicing license from the Engineers Board of Kenya:

(vi) Proficiency in computer applications: and

(vii) Shown merit as reflected in work performance and results.

V. SENIOR PRINCIPAL ELECTRICAL ENGINEER, POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION), JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities entail: - Developing and implementing policies,

MADE-CPSB

legislations, strategies, masterplans, standards, guidelines, procedures, regulations, and frameworks pertaining to power development (transmission and distribution); coordinating planning, designing, and optimization of electrical transmission systems to ensure efficient delivery of power to electricity distributors and large power consumers; coordinating planning, designing, and optimization of power distribution networks to ensure efficient, sustainable, reliable, and safe delivery of electricity to residential, commercial, and industrial areas; coordinating planning, designing, implementation, monitoring, and evaluation of power transmission, distribution, and rural electrification projects in liaison with other stakeholders; valuing, certifying, and recommending fees submitted by consultants; conducting energy resource assessments on major power transmission, distribution, and rural electrification programmes and projects; providing consultancy, capacity building, and technical support to ministries, departments, counties, and agencies (MDCAs) on electrical power development (transmission and distribution); preparing and reviewing technical specifications and contract documents for tendering electrical power development services; developing, implementing, monitoring, and evaluating quality control, safety, and risk management plans for electrical power development projects; reviewing consultants' and contractors' plans and designs pertaining to electrical power infrastructure development and maintenance for approval and implementation; conducting feasibility studies on grid expansion and rural electrification projects, including environmental and social impact assessments to determine viability; coordinating quality assurance, technical and performance audits, and monitoring and evaluation of power development projects and programmes; identifying and evaluating electrical power development infrastructure and maintenance programmes and projects for alternative funding; coordinating research in emerging issues and trends in electrical power development and ensuring dissemination of findings and implementation of recommendations; identifying priority areas of research, preparing concept notes and proposals; conducting research in emerging issues and trends in electrical power development (transmission and distribution) and preparing reports; maintaining up-to-date information on electrical power development and inventory; and designing and implementing relevant professional development, graduate internship, and industrial attachment programs in consultation with other key stakeholders.

(b) Requirements for Appointment

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

(i) Served for a minimum period of twelve (12) years, three (3) years in the grade of Principal Electrical Engineer Power Development (Transmission

and Distribution) or in an equivalent and relevant position:

(ii) Bachelor of Science or Bachelor of Engineering Degree in any of the following disciplines: Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution:

(iii) Master's Degree in any of the following disciplines: Electrical Engineering, Project Management or its equivalent qualification from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer:

(v) Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vi) Valid annual practicing license from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution: and

(viii) Demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

VI. DEPUTY CHIEF ELECTRICAL ENGINEER, POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION), JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities entail: - Coordinating development, implementation, and review of policies, legislation, strategies, masterplans, standards, guidelines, procedures, regulations, and frameworks pertaining to power development (transmission and distribution); coordinating the design and optimization of electrical transmission systems to ensure efficient, sustainable, reliable, and safe delivery of power to electricity distributors and large power consumers; leading in the design and optimization of power distribution networks to ensure efficient, sustainable, reliable, and safe electricity supply to residential, commercial, and industrial areas; leading in the design, implementation, monitoring, and evaluation of power transmission, distribution, and rural electrification projects in liaison with other stakeholders; coordinating energy resource assessments on major power transmission, distribution, and rural electrification programmes and projects; coordinating provision of consultancy, capacity building, and technical support to ministries,

MAROK-CPSB

departments, counties, and agencies (MDCAs) on electrical power development; coordinating preparation of technical specifications and contract documents for tendering of electrical power development services; coordinating development, implementation, review, monitoring, and evaluation of quality control, safety, and risk management plans for power development projects; reviewing consultants' and contractors' plans and designs for electrical power infrastructure development and maintenance for approval and implementation; spearheading feasibility studies and environmental and social impact assessments to determine the viability of electrical power development projects; coordinating quality assurance, technical and performance audits, and monitoring and evaluation of power development projects and programmes; identifying and evaluating electrical power infrastructure development and maintenance programmes and projects for alternative funding; coordinating research in emerging issues and trends in power development and ensuring dissemination and implementation of findings and recommendations; maintaining an up-to-date database for electrical power development services and inventory; coordinating design and implementation of professional development, graduate internship, and industrial attachment programmes in consultation with other key stakeholders; coordinating preparation of strategic/work and procurement plans, budgets, and performance targets; and training and developing staff.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, three (3) years as Principal Electrical Engineer, power development (transmission and distribution) level or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Bachelor of Science or Bachelor of Engineering Degree in any of the following disciplines: Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution:

(iii) Master's Degree in any of the following disciplines: Electrical Engineering, Project Management or its equivalent qualification from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer:

(v) Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vi) Valid annual practicing license from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

(viii) Proficiency in computer applications: and

(ix) Demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

VII. CHIEF ELECTRICAL ENGINEER, POWER DEVELOPMENT (TRANSMISSION AND DISTRIBUTION), JOB GRADE CPSB 3

(a) Duties and Responsibilities

The Chief Engineer will be responsible to the Principal Secretary for providing strategic leadership in the coordination and management of the electrical engineering, power development (transmission and distribution) function: Specific duties and responsibilities will entail: Overseeing formulation, implementation, and review of policies, legislation, strategies, masterplans, standards, guidelines, procedures, regulations, and frameworks pertaining to power development (transmission and distribution); overseeing the design and optimization of electrical transmission systems to ensure efficient delivery of power to electricity distributors and large power consumers; overseeing the design and optimization of power distribution networks to ensure efficient, sustainable, reliable, and safe electricity delivery to residential, commercial, and industrial areas; overseeing the design, implementation, monitoring, and evaluation of electrical transmission, distribution, and rural electrification projects in liaison with relevant stakeholders; spearheading the development, review, consolidation, and implementation of integrated national energy plans in respect to electrical power development in collaboration with stakeholders; facilitating energy resource assessments on major power transmission, distribution, and rural electrification programmes and projects; ensuring protection of critical power development, transmission, and distribution infrastructure in collaboration with key stakeholders; overseeing provision of consultancy, capacity building, technical support, and advisory services to ministries, departments, counties, and agencies (MDCAs) on electrical power development; approving consultants' and contractors' plans and designs for electrical power infrastructure development and maintenance for implementation; spearheading development, implementation, review, monitoring, and evaluation of quality control, safety, and risk management plans for electrical power development projects; facilitating quality assurance, technical and performance audits, and monitoring and evaluation of power development projects and programmes; establishing partnerships and

collaborations with counties and other stakeholders in support of electrical power development programmes and projects; promoting research, innovation, business process re-engineering, and application of new technologies such as smart grids, energy storage solutions, electric vehicles, and renewable energy systems, as well as knowledge transfer in electrical engineering services; establishing and maintaining a database for electrical power development services and inventory; facilitating design, implementation, and review of professional development, graduate internship, and industrial attachment programmes in consultation with key stakeholders; managing and ensuring prudent utilization of assets and resources for electrical power development programmes and projects; preparing and submitting annual reports, technical papers, cabinet memos, and responses to parliamentary queries on electrical power development programmes and projects; overseeing preparation of strategic/work and procurement plans, budgets, and performance targets; and building capacity and managing staff performance.

(b) Requirements for Appointment

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

(i) Served for a minimum period of fifteen (15) years, five (5) years in management level or in an equivalent and relevant position:

(ii) Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronic Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Electrical and Electronic Engineering, Telecommunications and Information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized institution:

(iii) Master's Degree in any of the following disciplines: Electrical Engineering, Project Management or its equivalent qualification from a recognized institution:

(iv) Registration by Engineers Board of Kenya as a Professional Engineer:

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK):

(vi) Valid annual practicing license from the Engineers Board of Kenya:

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:

NARC-CPSB

(viii) Proficiency in computer applications: and

(ix) Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the electrical power development (transmission and distribution) function: and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the electrical power development (transmission and distribution) function and aspirations of Vision 2030.

NAROK - CPSB

53.0 CAREER GUIDELINE FOR PETROLEUM ENGINEERS

1. FUNCTION

The Petroleum Engineers function will be to: Formulating, implementing, and reviewing policies, legislation, regulations, strategies, standards, and guidelines pertaining to the exploration, exploitation, extraction, production, utilization, and management of petroleum resources, and ensuring compliance in collaboration with key stakeholders; developing, planning, designing, and overseeing implementation of petroleum drilling programs for designated upstream projects; developing, designing, and reviewing methods of extracting oil and gas from deposits; monitoring reservoir management and drilling plans to ensure effective recovery of oil and gas; monitoring and inspecting compliance with metering of oil and gas production; monitoring installation, operation, and maintenance of oil and gas equipment in line with relevant standards and guidelines; analyzing geological formations in oil and gas reservoirs for the economic viability of petroleum resources in collaboration with relevant specialists; conducting feasibility studies and environmental and social impact assessments to determine the viability of petroleum engineering projects; developing, implementing, reviewing, monitoring, and evaluating quality control, safety, and risk management plans for petroleum engineering projects and programmes; conducting quality assurance, performance, and technical audits, and monitoring and evaluation of petroleum engineering projects and programmes; providing consultancy, capacity building, technical support, and advisory services to ministries, departments, counties, and agencies (MDCAs) on matters relating to exploration, utilization, and management of petroleum resources, including oil and gas operations; establishing partnerships and collaborations with counties and other stakeholders in support of petroleum engineering programmes and projects; domesticating and implementing resolutions, protocols, conventions, treaties, agreements, and commitments of international forums to which Kenya is a signatory on petroleum engineering; promoting research, innovation, business process re-engineering, application of new technologies, and knowledge transfer in the exploitation, utilization, and management of petroleum resources; establishing and maintaining a database on exploitation, utilization, and management of petroleum resources and inventory; and designing, implementing, and reviewing relevant professional development, graduate internship, and industrial attachment programmes in consultation with key stakeholders.

2. GRADING STRUCTURE

The Career Guidelines establishes seven (7) grades of Petroleum Engineers who will be designated and graded as follows :-

Cadre	Designation	Job Grade CPSB	Job Group
Petroleum Engineers	Petroleum Engineer II	9	K
	Petroleum Engineer I	8	L
	Senior Petroleum Engineer	7	M
	Principal Petroleum Engineer	6	N
	Senior Principal Petroleum Engineer	5	P
	Deputy Chief Petroleum Engineer	4	Q
	Chief Petroleum Engineer	3	R

Note:

(i) Officer serving as Petroleum Officers and have requisite qualifications in the relevant Engineering fields as outlined in this Career Guideline will convert to the new designation titles as appropriate.

(ii) The grades of Petroleum Engineer II/I, CPSB 9/8 will form common establishment for the purpose of this Career Guideline.

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications: -

(i) Bachelors of Science or Engineering Degree in any of the following disciplines: Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution.

(ii) Master's Degree in any of the following fields: - Chemical Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution.

(iii) Registration by Engineers Board of Kenya (EBK) as a Graduate Engineer.

(iv) Registration by Engineers Board of Kenya as a Professional Engineer.

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid Annual Practicing License from the Engineers Board of Kenya.

(vii) Certificate in petroleum related course lasting not less than two (2) weeks from a recognized institution.

(viii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(ix) Certificate in Leadership Course lasting not less than four (4) weeks from

NAROK CPSB

a recognized institution.

(x) Proficiency in computer applications.

4. JOB DESCRIPTION AND SPECIFICATIONS

I. PETROLEUM ENGINEER II, JOB GRADE CPSB 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under guidance of a designated supervisor.
Duties and responsibilities will entail: Preparing preliminary designs relating to oil and gas exploration, development, and production projects for approval; taking part in inspecting metering of oil and gas production; contributing to the preparation and maintenance of annual oil, petroleum, and gas exploration and production standards and guidelines; participating in the proper preparation and layout during mobilization and setup of equipment for oil and gas installations; witnessing and evaluating oil and well tests; taking part in oil and gas installations in line with safety and operational standards and guidelines; participating in safety and hazard assessments, including technical inspections of oil and gas installations; compiling data for drilling of oil and gas exploration and appraisal wells in sedimentary basins; compiling information on exploitation, utilization, and management of petroleum resources and inventory; and preparing briefs.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Bachelors of Science or Engineering Degree in any of the following disciplines : Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution;

(ii) Registration by Engineers Board of Kenya (EBK) as a Graduate Engineer; and

(iii) Proficiency in computer applications.

II. PETROLEUM ENGINEER I, JOB GRADE CPSB 8

(a) Duties and Responsibilities

NAROKA BOARD

An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail:- Preparing preliminary designs relating to oil and gas exploration, development, and production projects for approval; taking part in inspecting metering of oil and gas production; participating in supervising installation, operation, and maintenance of oil and gas exploration and production activities in line with relevant standards and guidelines; contributing to proper preparation and layout during mobilization and setup of equipment for oil and gas installations; taking part in oil well completion and well tests; participating in oil and gas installations in line with safety and operational standards and guidelines; taking part in safety and hazard assessments, including technical inspections of oil and gas installations; compiling data for drilling of oil and gas exploration and appraisal wells in sedimentary basins; compiling information on exploitation, utilization, and management of petroleum resources and inventory; and preparing briefs.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of three (3) years in the grade of Petroleum Engineer II;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya (EBK) as a Graduate Engineer; and

(iv) Proficiency in computer applications.

III. SENIOR PETROLEUM ENGINEER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: Taking part in the development, planning, and supervision of petroleum drilling programs for designated upstream projects; participating in designing and developing techniques and methods for extracting oil and gas from deposits; preparing draft designs relating to oil and gas exploration, development, and production projects for approval; monitoring and evaluating reservoir management and drilling works to ensure effective recovery of oil and gas; contributing to the development and implementation of quality control, safety, and risk management plans for petroleum engineering projects; inspecting metering of oil and gas production; supervising installation, operation, and maintenance of oil and gas

NARC-CPSB

facilities in line with relevant standards and guidelines; participating in feasibility studies and environmental and social impact assessments for petroleum exploration projects; contributing to the preparation and layout of oil and gas infrastructure; supervising petroleum drilling and related engineering work programmes; undertaking cost-benefit analysis of upstream, midstream, and downstream opportunities; participating in oil well completion and well tests; ensuring oil and gas installations comply with safety and operational standards and guidelines; contributing to safety and hazard assessments, including technical inspections of oil and gas installations; compiling data for drilling of oil and gas exploration and appraisal wells in sedimentary basins; compiling information on exploitation, utilization, and management of petroleum resources and inventory; and preparing reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of six (6) years, three (3) in the grade of Petroleum Engineer I or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya (EBK) as a Graduate Engineer;

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Proficiency in computer applications; and

(vi) Shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL PETROLEUM ENGINEER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing, planning, designing, and supervising implementation of petroleum drilling programs for designated upstream projects; designing and developing techniques and methods for extracting oil and gas from deposits; preparing detailed draft designs relating to oil and gas exploration, development, and production projects for approval; monitoring and evaluating reservoir management and drilling plans to ensure effective recovery of oil and gas; developing and implementing quality control,

NAROK-CPSB

safety, and risk management plans for petroleum engineering projects; supervising inspection and metering of oil and gas production; supervising installation, operation, and maintenance of oil and gas equipment in line with relevant standards and guidelines; analyzing geological formations in oil and gas reservoirs for the economic viability of petroleum resources in collaboration with relevant specialists; conducting feasibility studies and environmental and social impact assessments for petroleum exploration projects; supervising petroleum drilling and related engineering work programmes for designated projects; conducting cost-benefit analysis of upstream, midstream, and downstream opportunities; conducting safety and hazard assessments, including technical inspections of oil and gas installations; conducting research on emerging issues and trends in the exploitation, utilization, and management of petroleum resources and preparing reports; updating information on exploitation, utilization, and management of petroleum resources and inventory; preparing strategic and work plans with performance targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of nine (9) years, three (3) in the grade of Senior Petroleum Engineer or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution;

(iii) Registration by Engineers Board of Kenya (EBK) as a Graduate Engineer;

(iv) Registration as a Corporate Member of the Institution of Engineers of Kenya (IEK);

(v) Valid annual practicing license from the Engineers Board of Kenya;

(vi) Proficiency in computer applications; and

(vii) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

V. SENIOR PRINCIPAL PETROLEUM ENGINEER, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: Developing and implementing policies,

plans, strategies, standards, and guidelines pertaining to exploration, exploitation, extraction, production, utilization, and management of petroleum resources; coordinating development, planning, designing, and implementation of petroleum drilling programs for designated upstream projects; coordinating the design, development, and review of methods for extracting oil and gas from deposits; reviewing engineering designs relating to oil and gas exploration, development, and production projects for approval; coordinating monitoring and evaluation of reservoir management and drilling plans to ensure effective recovery of oil and gas; developing and implementing quality control, safety, and risk management plans for petroleum engineering projects; preparing technical specifications and contract documents for tendering of petroleum services; coordinating monitoring and inspection of metering of oil and gas production; supervising installation, operation, and maintenance of oil and gas equipment in line with relevant standards and guidelines; analyzing geological formations in oil and gas reservoirs for economic viability of petroleum resources in collaboration with relevant specialists; conducting feasibility studies and environmental and social impact assessments for petroleum exploration, operational, and development projects; providing consultancy, capacity building, and technical support to ministries, departments, agencies, and other stakeholders on matters relating to oil and gas exploration; conducting research on emerging issues and trends in the exploitation, utilization, and management of petroleum resources and preparing reports; identifying priority areas for research and preparing concept notes and proposals; updating information and inventories on the exploitation, utilization, and management of petroleum resources; coordinating and implementing professional development, graduate internship, and industrial attachment programs in consultation with other stakeholders; preparing strategic and work plans with clear performance targets; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of twelve (12) years, three (3) in the grade of Principal Petroleum Engineer or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following fields: Chemical Engineering,

Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK).

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution; and

(viii) Proficiency in computer applications; and

(ix) Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

VI. DEPUTY CHIEF PETROLEUM ENGINEER, JOB GRADE CPSB 4

(a) Requirements for Appointment

Duties and responsibilities will entail: Coordinating development, implementation, and review of policies, legislations, regulations, plans, strategies, standards, and guidelines pertaining to exploration, exploitation, extraction, production, utilization, and management of petroleum resources in consultation with key stakeholders and ensuring compliance; coordinating development, planning, designing, and implementation of petroleum drilling programs for designated upstream projects; facilitating the design, development, and review of methods for extracting oil and gas from deposits; coordinating preparation of technical specifications and contract documents for tendering of petroleum services; reviewing engineering designs relating to oil and gas exploration, development, and production projects for approval; coordinating monitoring and evaluation of reservoir management and drilling plans to ensure effective recovery of oil and gas; developing and implementing quality control, safety, and risk management plans for petroleum engineering projects; coordinating monitoring and inspection of metering of oil and gas production; supervising installation, operation, and maintenance of oil and gas equipment in line with petroleum legislations and guidelines; analyzing geological formations in oil and gas reservoirs for economic viability of petroleum resources in collaboration with relevant specialists; conducting feasibility studies, environmental and social impact assessments, and audits for petroleum operations; providing consultancy, capacity building, and technical support to ministries, state departments, counties, and agencies (MDAs) on matters relating to exploration, exploitation, utilization, and

ADVERT - CPSB

management of petroleum resources including oil and gas operations; coordinating establishment of partnerships and collaborations with counties and other key stakeholders in support of petroleum engineering programmes and projects; maintaining up-to-date information and inventories on exploitation, utilization, and management of petroleum resources; coordinating research on emerging issues and trends in the exploitation, utilization, and management of petroleum resources and ensuring dissemination of findings and implementation of recommendations; promoting domestication and implementation of resolutions, protocols, conventions, treaties, agreements, and commitments of international forums of which Kenya is a signatory in petroleum engineering; coordinating design, implementation, and review of professional development, graduate internship, and industrial attachment programs in consultation with relevant stakeholders; coordinating preparation of strategic and procurement plans, budgets, and performance targets; and overseeing training and development of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, three (3) at Principal Petroleum Engineer level or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following fields: Chemical Engineering, Petroleum Engineering, Energy Economics, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

VII. CHIEF PETROLEUM ENGINEER, JOB GRADE CPSB 3

(a) Duties and Responsibilities

NADCO-CPSB

The Chief Petroleum Engineer will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Petroleum Engineering Function.

Duties and responsibilities will entail - Overseeing formulation, implementation, and review of policies, legislations, regulations, plans, strategies, standards, and guidelines pertaining to exploration, exploitation, extraction, production, utilization, and management of petroleum resources in consultation with key stakeholders and ensuring compliance; overseeing development, planning, designing, implementation, monitoring, and evaluation of petroleum drilling programs for designated upstream projects, including reviewing methods for oil and gas extraction; facilitating monitoring and evaluation of reservoir management, drilling, and inspection of metering of oil and gas production to ensure effective recovery; overseeing development and implementation of quality control, safety, and risk management plans for petroleum engineering projects; facilitating evaluation, performance and technical audits, and monitoring of petroleum engineering projects and programmes; overseeing installation, operation, and maintenance of oil and gas equipment in line with relevant standards and guidelines; spearheading analysis of geological formations in oil and gas reservoirs to assess economic viability of petroleum resources in collaboration with relevant specialists; overseeing provision of consultancy, capacity building, technical support, and advisory services to ministries, departments, counties, and agencies (MDAs) on petroleum exploration, exploitation, production, utilization, and management; approving engineering designs relating to oil and gas exploration, development, and production; promoting access to clean, renewable, and reliable petroleum products and services through sustainable exploitation and management of petroleum resources; promoting research, innovation, business process re-engineering, acquisition, and domestication of modern technologies for exploration, utilization, and management of petroleum resources; coordinating establishment of partnerships and collaborations with counties and other key stakeholders in support of petroleum engineering programmes and projects; establishing and maintaining databases on petroleum resource exploitation, utilization, and management; facilitating design, implementation, and review of professional development, graduate internship, and industrial attachment programs in consultation with stakeholders; ensuring domestication and implementation of resolutions, protocols, conventions, treaties, agreements, and commitments of international forums to which Kenya is a signatory in petroleum engineering; managing and ensuring prudent utilization of assets and resources pertaining to petroleum engineering services; preparing and submitting annual reports on petroleum exploration, exploitation, and utilization, as well as cabinet memos and responses to parliamentary queries on petroleum engineering functions; overseeing preparation of strategic and procurement plans, budgets, and performance targets; and building capacity

and managing performance.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for a minimum period of fifteen (15) years, five (5) in Management level or in an equivalent and relevant position;

(ii) Bachelors of Science or Engineering Degree in any of the following disciplines: Petroleum Engineering, Chemical Engineering, Chemical & Process Engineering or its equivalent qualification from a recognized institution;

(iii) Master's Degree in any of the following fields: Chemical Engineering, Construction Engineering and Management, Project Management or its equivalent qualification from a recognized institution;

(iv) Registration by Engineers Board of Kenya as a Professional Engineer;

(v) Registration as a Corporate Member of the Institution of Engineers of Kenya (MIEK);

(vi) Valid annual practicing license from the Engineers Board of Kenya;

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;

(viii) Proficiency in computer applications;

(ix) Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the petroleum engineering function; and

(x) Thorough understanding of national goals, policies and objectives and ability to relate them to the petroleum engineering function and aspirations of Vision 2030.

NAROK-OSD

54.0 CAREER PROGRESSSION GUIDELINES FOR DISASTER MANAGEMENT OFFICERS

1. DISASTER MANAGEMENT FUNCTION

The Disaster Management function entails three broad sub-functions namely: disaster reduction and preparedness; relief and rehabilitation; and mitigation, resettlement and peace building.

(a) Disaster Reduction and Preparedness

The Disaster Reduction and Preparedness Function involves: coordination of the formulation of disaster management policies and programmes on risk reduction and preparedness, response, relief and recovery and mitigation; development of standards and guidelines on operating procedures for disaster management; development of disaster early warning systems in the county; plan, coordination and implementation of disaster reduction strategies and programmes; maintenance of risk reduction and preparedness data; provision of training, advocacy and education of the community in the county on disaster risk reduction and preparedness; coordination of risk reduction actors; analyze information on impending disasters and initiation of action to reduce risks; and undertake research in disaster management.

(b) Relief and Rehabilitation

The Relief and Rehabilitation Function involves: oversee the formulation, review, and implementation of disaster management policies, standards, operating procedures and institutional framework; establishment, plan, coordination and implementation relief and rehabilitation programmes/projects and emergency response activities in the county; management of Strategic Food Reserves (SFR) and non-food reserves; coordination and management of resource mobilization for relief and recovery, relief operations, disaster recovery and rehabilitation programmes; management of disaster early recovery operations; facilitation of training, advocacy and education in response, relief and recovery; coordinate resource mobilization for response, relief and recovery; management of relief food and non-food items; preparation and update inventory on disaster management resources; and monitor, evaluation and report on disaster occurrences.

(c) Mitigation, Resettlement and Peace Building

The Mitigation, Resettlement and Peace Building Function entail:- formulation, review and implementation of disaster management policies and institutional framework for disaster mitigation, resettlement and peace building; oversee

WORK PROPER

the development of standards and guidelines of operating procedures for mitigation, resettlement and peace building; formulation, review and implementation of National Internally Displaced Persons (NIDPs)/returnees Policy and Programmes; plan, coordination and implementation of mitigation and resettlement programmes for Internally Displaced Persons (IDPs)/returnees; coordination of the production and dissemination of early warning systems for internal displacements; facilitation of training, advocacy and education in mitigation, resettlement and peace building; organization and facilitation of risk reduction forums; coordination of psycho-social support, conflict resolution and peace building; oversee the resettlement, construction and rehabilitation of destroyed homes and social amenities; development of sustainable solutions and recovery programmes for IDPS; coordination of resource mobilization for mitigation, resettlement and peace building; oversee the provision of non-food items and start-up capital; facilitation of cohesiveness among communities through initiating shared projects/activities, peace and reconciliation campaigns; and oversee mainstreaming of displacement related matters in the county.

2. GRADING STRUCTURE

The Career Progression Guideline establishes eight (8) grades of Disaster Management Officers who will be designated and graded as follows: -

Cadre	Designation	Job Grade CPSB	Job Group
Disaster Management Officers	Disaster Management Officer II	10	J
	Disaster Management Officer I	9	K
	Senior Disaster Management Officer	8	L
	Chief Disaster Management Officer	7	M
	Principal Disaster Management Officer	6	N
	Assistant Director, Disaster Management Services	5	P
	Deputy Director, Disaster Management Services	4	Q
	Director, Disaster Management Services	3	R

Notes: *The grades of Disaster Management Officer II/I, Job Grade CPSB 10/9 will form a common establishment for the purpose of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career

WARD CPSB

Progression Guidelines: -

(i) Bachelor's Degree in any of the following disciplines: - Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Physical Science Counselling; Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution.

(ii) Master's Degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Psychology, Government/Political Science, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution.

(iii) Certificate in computer applications.

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(v) Meet the requirements of chapter six (6) of the Constitution.

(vi) Membership to a professional body.

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.

(viii) No active disciplinary case.

(ix) Any other relevant equivalent qualification that may be approved by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. DISASTER MANAGEMENT OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

This is the entry and training grade for the Disaster Management Officers' Cadre. An officer at this level will work under the guidance of a senior and experienced officer.

Specifically, duties and responsibilities at this level will entail:- keeping records

NAROK-CPSB

of daily disaster occurrences; collecting and compiling data on disaster situations and available resources; distributing relief food in the field; carrying out needs assessment for those who require food and non-food items; undertaking disaster recovery and rehabilitation programmes/projects; promoting peace and reconciliation; and compiling data on logistics and administrative disaster mitigation matters in the county.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Physical Science, Counselling, Sociology or Natural Resource Management or equivalent qualifications from a recognized institution;

(ii) Membership to a professional body; and

(iii) Certificate in computer application skills.

II. DISASTER MANAGEMENT OFFICER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- carrying out disaster risk reduction publicity through meetings, conferences, campaigns and training programmes; collecting data to guide disaster risk reduction; undertaking disaster risk assessment and analysis; distribution of relief food and managing resources in the field; undertaking field visits to identify disaster zones requiring intervention; conducting training and drills on disaster response management; and undertaking disaster recovery and rehabilitation programmes/project.

(b) Requirements for Appointment

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

(i) served in the grade of Disaster Management Officer II for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and

NBOK CPSB

Conflict Management, Geography, Counselling, Psychology, Sociology, Physical Science or Natural Resource Management or equivalent qualifications from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

III. SENIOR DISASTER MANAGEMENT OFFICER, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: monitoring, assessing and analyzing disaster risk; providing disaster reduction education and training programmes; monitoring disaster situations with a view to advising relevant stakeholders on strategies to be undertaken; undertaking field visits for needs and damage assessment during and after disasters; and monitoring of response plans, disaster recovery and rehabilitation programmes/projects.

(b) Requirements for Appointment

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

(i) served in the grade of Disaster Management Officer I for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Physical Science, Natural Resource Management or equivalent qualifications from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) shown merit and ability as reflected in work performance and results.

IV. CHIEF DISASTER MANAGEMENT OFFICER, JOB GRADE CPSB 7

(a) Duties and Responsibilities

NRO - PSB

Duties and responsibilities at this level entail:- undertaking community capacity building on disaster management; carrying out data collating and analysis on disaster risk reduction; implementing sensitization programmes on disaster risk reduction, impending disasters and their mitigation; ensuring effective and efficient management of relief, recovery and rehabilitation programmes; executing disaster recovery and rehabilitation programmes; providing advice on disaster occurrences; preparing and updating inventory on disaster management resources; monitoring of food situation in disaster prone areas in conjunction with other stakeholders. planning and implementing relief, recovery and rehabilitation programmes/projects and emergency response activities in the county; prepare and update inventory on relief and rehabilitation resources; monitoring, evaluating and reporting on relief and rehabilitation programmes; managing Strategic Food Reserves (SFR) and non-food reserves; managing resource mobilization for relief and recovery, relief operations, disaster recovery and rehabilitation programmes; and providing and managing relief food and non-food items.

In addition duties and responsibilities will entail: developing and disseminating early warning systems for internal displacements; providing psycho-social support, conflict resolution and peace building; overseeing the resettlement, construction and rehabilitation of destroyed homes and social amenities; providing non-food items and start-up capital; developing, facilitating cohesiveness among communities through initiating shared projects/activities and peace and reconciliation campaigns; overseeing mainstreaming of displacement related matters in the county; reviewing and implementing sustainable solutions and recovery programmes for IDPs; mobilizing resource for mitigation and resettlement and peace building; planning and implementing mitigation and resettlement programmes for Internally Displaced Persons (IDPs)/returnees; facilitating training, advocacy and education in mitigation, resettlement and peace building; and coordinating mitigation, resettlement and peace building forums.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Disaster Management Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling; Psychology, Sociology,

NAIROBI CPSB

Physical Science, Natural Resource Management or equivalent qualifications from a recognized institution;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) demonstrated merit and shown ability as reflected in work performance and results.

V. PRINCIPAL DISASTER MANAGEMENT OFFICER, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating community capacity building to enhance resilience in times of disaster; liaising with relevant authorities on development of early warning systems; analysis data on disaster risk reduction; preparing and facilitating sensitization programmes on disaster risk reduction, impending disasters and their mitigation; disseminating of information in respect of impending disasters and risk reduction; undertaking research in disaster management; establishing, planning and implementing relief, recovery and rehabilitation programmes/projects and emergency response activities in the county; managing Strategic Food Reserves (SFR) and non-food reserves; managing resource mobilization for relief and recovery, relief operations, disaster recovery and rehabilitation programmes; managing relief food and non-food items; prepare and update inventory on relief and rehabilitation resources; and monitoring, evaluating and reporting on relief and rehabilitation programmes.

In addition duties and responsibilities will entail: planning and implementing mitigation and resettlement programmes for Internally Displaced Persons (IDPs)/returnees; developing and disseminating early warning systems for internal displacements; facilitating training, advocacy and education in mitigation, resettlement and peace building; coordinating mitigation, resettlement and peace building forums; providing psycho-social support, conflict resolution and peace building; overseeing the resettlement, construction and rehabilitation of destroyed homes and social amenities; providing non-food items and start-up capital; developing, facilitating cohesiveness among communities through initiating shared projects/activities and peace and reconciliation campaigns; overseeing mainstreaming of displacement related matters in the county; reviewing and implementing sustainable solutions and recovery programmes for IDPs; and mobilizing resource for mitigation and resettlement and peace building.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Disaster Management Officer for a minimum period of three (3) years;
Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science/Government, Physical Science, Natural Resource Management or equivalent qualification from a recognized institution;

(ii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iii) Certificate in computer application skills;

(iv) No active disciplinary case; and

(v) demonstrated merit and shown ability as reflected in work performance and results.

VI. ASSISTANT DIRECTOR, DISASTER MANAGEMENT, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level may be deployed to perform duties in any of the following Divisions: Disaster Reduction and Preparedness, Relief and Rehabilitation and Mitigation, Resettlement and Peace Building.

Disaster Reduction and Preparedness

Duties and responsibilities for an officer undertaking disaster reduction and preparedness functions will entail:- formulating, reviewing and implementing disaster management policies and programmes on risk reduction and preparedness, response, relief and recovery and mitigation; developing and reviewing standards and guidelines on operating procedures for disaster management; planning and implementing disaster reduction strategies and programmes; maintaining risk reduction and preparedness data; providing training, advocacy and education of the community in the county on disaster risk reduction and preparedness; coordinating risk reduction actors; developing and updating disaster early warning systems in the county; analyzing information on impending disasters and initiating action to reduce risks; managing disaster early recovery operations; and undertaking research in disaster management.

NAROK-CPSB

Relief and Rehabilitation

Duties and responsibilities for an officer undertaking relief and rehabilitation functions will entail:- establishing, planning and implementing relief and rehabilitation programmes/projects and emergency response activities in the county; managing Strategic Food Reserves (SFR) and non-food reserves; managing resource mobilization for relief and recovery, relief operations, disaster recovery and rehabilitation programmes; providing and managing relief food and non-food items; preparing and update inventory on relief and rehabilitation resources; and monitoring, evaluating and reporting on relief and rehabilitation programmes.

Mitigation, Resettlement and Peace Building

Duties and responsibilities for an officer undertaking Mitigation, Resettlement and Peace Building functions will entail:- formulating, reviewing and implementing disaster management policies and institutional framework for disaster mitigation, resettlement and peace building; developing, reviewing and implementing standards and guidelines of operating procedures for mitigation, resettlement and peace building; formulating National Internally Displaced Persons (NIDPs)/returnee Policy and Programmes; planning and implementing mitigation and resettlement programmes for Internally Displaced Persons (IDPs)/returnees; developing and disseminating early warning systems for internal displacements; facilitating training, advocacy and education in mitigation, resettlement and peace building; coordinating mitigation, resettlement and peace building forums; providing psycho-social support, conflict resolution and peace building; overseeing the resettlement, construction and rehabilitation of destroyed homes and social amenities; providing non-food items and start-up capital; developing, reviewing and implementing sustainable solutions and recovery programmes for IDPs; mobilizing resource for mitigation and resettlement and peace building; facilitating cohesiveness among communities through initiating shared projects/activities and peace and reconciliation campaigns; and overseeing mainstreaming of displacement related matters in the county.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Disaster Management Officer for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development,

NYROBI CPSB

Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science/Government, Physical Science, Natural Resource Management or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science/Government, Natural Resource Management or equivalent qualification from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated merit and shown ability as reflected in work performance and results.

VII. DEPUTY DIRECTOR, DISASTER MANAGEMENT, JOB GRADE CPSB 4

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director, Disaster Management for the overall planning, management and administration of any of the following divisions: Disaster Reduction and Preparedness, Relief and Rehabilitation and Mitigation, Resettlement and Peace Building.

Risk Reduction and Preparedness

Duties and responsibilities for an officer coordinating risk reduction and preparedness functions will entail:- formulating disaster management policies and institutional framework for disaster risk reduction; ensuring development of operational standards and guidelines in risk reduction and preparedness; coordinating the development of disaster early warning systems; coordinating and overseeing the disaster management units in the county; facilitating training, advocacy and education in risk reduction and preparedness; coordinating risk reduction forums; advising on impending disasters and course of action to reduce risks; mainstreaming disaster risk reduction issues in the county; overseeing conducting of research in disaster management and dissemination of the findings to stakeholders; coordinating the development and implementation of the departmental strategic plan; ensuring the

NAROK - CPSB

development and review of departmental annual work plans and budgets; managing departmental performance; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; overseeing management of departmental assets and finances; and managing and development of staff.

Relief and Rehabilitation

Duties and responsibilities Duties and responsibilities for an officer coordinating relief and rehabilitation functions will entail: formulating disaster management policies and institutional framework for disaster response, relief and recovery; overseeing the development of standards and guidelines or operating procedures for disaster response, relief and recovery; facilitating training, advocacy and education in response, relief and recovery; planning, coordinating and implementing relief and rehabilitation programmes/projects and emergency response activities; coordinating and managing resource mobilization for relief and recovery, relief operations, disaster recovery and rehabilitation programmes; overseeing the management of relief food, non-food items; providing advice on disaster early recovery operations; coordinating the monitoring of disaster occurrences; coordinating the development and implementation of the departmental strategic plan; ensuring the development and review of departmental annual work plans and budgets; managing departmental performance; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; overseeing management of departmental assets and finances; and managing and development of staff.

Mitigation, Resettlement and Peace Building

Duties and responsibilities for an officer coordinating mitigation, resettlement and peace building functions will entail:- formulating disaster management policies and institutional framework for disaster mitigation, resettlement and peace building; overseeing the development of standards and guidelines of operating procedures for mitigation, resettlement and peace building; formulating National Internally Displaced Persons (NIDPs)/returnees Policy and Programmes; planning, coordinating and implementing mitigation and resettlement programmes for Internally Displaced Persons (IDPs)/returnees; coordinating the production and dissemination of early warning systems for internal displacements; facilitating training, advocacy and education in mitigation, resettlement and peace building; overseeing the provision of non-food items and start-up capital; organizing and facilitating risk reduction forums; coordinating psycho-social support, conflict resolution and peace building; overseeing the resettlement, construction and rehabilitation of

destroyed homes and social amenities; developing sustainable solutions and recovery programmes for IDPS; coordinating resource mobilization for mitigation and resettlement and peace building; facilitating cohesiveness among communities through initiating shared projects/activities and peace and reconciliation campaigns; overseeing mainstreaming of displacement related matters in the county; coordinating the development and implementation of the departmental strategic plan; ensuring the development and review of departmental annual work plans and budgets; managing departmental performance; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; overseeing management of departmental assets and finances; and managing and development of staff.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Director, Disaster Management for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science/Government, Physical Science, Natural Resource Management or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science/Government, Natural Resource Management or equivalent qualification from a recognized institution;

(iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) demonstrated merit and shown ability as reflected in work performance and results.

NOT FOR CPSB

VIII. DIRECTOR, DISASTER MANAGEMENT, JOB GRADE CPSB 3

(a) Duties and Responsibilities

An officer at this level will be responsible to the Chief Officer responsible for disaster management in the county for the overall planning, coordination, management and administration of Disaster Management Department.

Duties and responsibilities will entail:- coordinating the formulation of disaster management policies, strategies, guidelines, standards, statutes and institutional framework; initiating and coordinating research in disaster management and dissemination of findings to the stakeholders in the county; providing advice on the development of operational standards and guidelines in disaster risk reduction and preparedness; overseeing the management and distribution of relief food, non-food items and acting on tax exemption applications for disaster response goods and services; coordinating psycho-social support, conflict resolution and peace building; spearheading the resettlement, construction and rehabilitation of destroyed homes and social amenities; initiating and overseeing the provision of non-food items and start-up capital; coordinating resource mobilization for relief and recovery, relief operations, disaster recovery and rehabilitation programmes; overseeing disaster early recovery operations for response, relief and recovery; monitoring, evaluating and approving reports on all disaster occurrences; facilitating training, advocacy and education in disaster management; overseeing the development of sustainable solutions and recovery programmes for IDPs; coordinating the development and implementation of the departmental strategic plan; ensuring the development and review of departmental annual work plans and budgets; managing departmental performance; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; overseeing management of departmental assets and finances; and managing and developing departmental staff.

(b) Requirements for Appointment

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

(i) served in the grade of Deputy Director, Disaster Management for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science/Government, Physical Science, Natural Resource Management or equivalent qualification from a recognized institution;

NAIROBI COUNTY

(iii) Master's degree in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science, Natural Resource Management or equivalent qualification from a recognized institution;

(iv) Registration to a professional body;

(v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;

(vi) Certificate in computer application skills;

(vii) No active disciplinary case;

(viii) demonstrated a high degree of professional competence, administrative and managerial capability required for effective planning, organization and administration of Disaster Management activities; and

(ix) thorough understanding of National goals, policies and strategic objectives and the ability to translate them into disaster management functions.

NAROK-CRSB

55.0 CAREER PROGRESSION FOR TECHNICAL INSTRUCTORS

1. THE TECHNICAL TRAINING INSTRUCTORS FUNCTION

The Technical Training Instructors Function entails:- identification, training, development and offering advisory services to fresh trainees, small and medium scale industrialists and businessmen (catchment area to separate fresh students and working students); product improvement and prototype development; preparation and implementation of curricula; design training programmes/projects; guide and counsel trainees and staff; undertake research on industrial training; undertake industrial development consultancy services; conduct market surveys and trends on industrial training; collaboration with examining bodies and training providers; and identification, adoption, improvement and dissemination of industrial technology.

2. GRADING STRUCTURE

The Career Progression guideline establishes seven (7) grades for Instructors who will be designated and graded as follows: -

INSTRUCTORS

Cadre	Designation	Job Grade CPSB	Job Group
Instructors	Instructor III	11	H
	Instructor II	10	J
	Instructor I	9	K
	Senior Instructor	8	L
	Chief Instructor	7	M
	Principal Instructor	6	N
	Senior Principal Instructor	5	P

Note: *The grades of Instructors III/II Job Grades CPSB, 11/10 will form a common establishment for the purpose of this Career Progression Guidelines.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Career Progression Guideline: -

(i) Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology;

MARK - CPSB

Leather Technology; Food Technology; Food and Beverage; Industrial Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development Counselling/ Psychology; Computer Engineering; Information Communication Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and Air Conditioning; Industrial Technology; Mathematics; Renewable Energy Technology; Human Resource Management; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design and Textiles Technology or its equivalent qualification from a recognized institution.

(ii) Master's degree in any of the following disciplines:- Electrical; Mechanical; Electronics; Civil Engineering; Building Construction; Clothing and Textiles Technology, Leather Technology; Food Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design and Textiles Technology; Food & Beverage; Industrial Engineering and Technology; Entrepreneurship Development; Commerce; Business Administration; Economics; Counselling/ Psychology; Computer Science; Computer Engineering; Information Communication Technology, Physics; Plant Engineering; Chemistry/Biochemistry; Plant and Building services Engineering; Agricultural Engineering; Business Management; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and air conditioning; Industrial Technology; Mathematics; Renewable Energy Technology; Human Resource Management; Supply Chain Management; Education Technology; Community Development; or its equivalent qualification from a recognized institution.

(iii) Diploma in Technical Education or its equivalent qualification from a recognized institution.

(iv) Instructors Training Certificate lasting not less than six (6) months from a recognized Institution.

(v) Training of Trainers (ToT) Certificate lasting not less than four (4) weeks from a recognized institution.

(vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

NOT GAZETTED

(vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from recognized institution or its equivalent.

(ix) Registration by a relevant professional body.

(x) Certificate in computer application skills.

(xi) No active disciplinary case.

(xii) Any other qualifications that may be approved by the Public Service Commission.

4. JOB AND APPOINTMENT SPECIFICATIONS

INSTRUCTORS

I. INSTRUCTOR III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -instructing in the area of specialization; implementing training programmes in the area of specialization; ensuring workshop tools, machines and equipment are cleaned; and preparing training materials including teaching and instructional aids.

In addition, the officer will prepare lesson plans, assess and mark practical work for students.

(b) Requirements for Appointment

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

(i) Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology; Leather Technology; Food Technology; Food and Beverage; Industrial Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development Counselling/

MACHAKOS - CPSB

Psychology; Computer Engineering; Information Communication Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and Air Conditioning; Industrial Technology; Mathematics; Renewable Energy Technology; Human Resource Management; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design and Textiles Technology or its equivalent qualification from a recognized institution;

(ii) Certificate of membership to a professional body from a recognized institution; and

(iii) Certificate in computer application skills.

II. INSTRUCTOR II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - instructing in the area of specialization; conducting and evaluating practical assignments for trainees; ensuring that workshop tools, machines and equipment are cleaned; implementing training programmes in the area of specialization; and preparing training materials including teaching and instructional aids. In addition, the officer will prepare lesson plans, assess and mark practical work for students.

(b) Requirements for Appointment

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

(i) served in the grade of Instructor III for a minimum period of one (1) year;

(ii) Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology; Leather Technology; Food Technology; Food and Beverage; Industrial Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development Counselling/ Psychology; Computer Engineering; Information Communication Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water Engineering; Telecommunication Engineering; Mechatronics Engineering;

NAROK - CPSB

Refrigeration and Air Conditioning; Industrial Technology; Mathematics; Renewable Energy Technology; Human Resource Management; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design and Textiles Technology or its equivalent qualification from a recognized institution;

(iii) Certificate of membership to a professional body from a recognized institution;

(iv) Certificate in computer application skills;

(v) No active disciplinary case; and

(vi) shown merit and ability as reflected in work performance and results.

III. INSTRUCTOR I, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- instructing in the area of specialization, conducting and evaluating practical assignments for trainees; preparing and maintaining schedules for machines, equipment and training aids; designing projects for trainees and guiding junior instructors; ensure workshop tools, machines and equipment are cleaned; implement training programmes in the area of specialization; and preparing training materials including teaching and instructional aids. In addition, the officer will prepare lesson plans, assess and mark practical work for students.

(b) Requirements for Appointment

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

(i) served in the grade of Instructor II for minimum period of three (3) years;

Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology; Leather Technology; Food Technology; Food and Beverage; Industrial Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development Counselling/ Psychology; Computer Engineering; Information Communication

NAKURU CPSB

Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and Air Conditioning; Industrial Technology; Mathematics; Renewable Energy Technology; Human Resource Management; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design and Textiles Technology or its equivalent qualification from a recognized institution;

(ii) Instructors Training Certificate lasting not less than six (6) months from a recognized Institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate of membership to a professional body from a recognized institution;

(v) Certificate in computer application skills;

(vi) No active disciplinary case; and

(vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR INSRUCTOR, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities will at this level will entail:- instructing in the area of specialization, conducting and evaluating practical assignments for trainees; taking charge of a particular section; coordinating preparation of maintenance schedules for machines, equipment and training aids; designing projects for trainees and guiding junior instructors; coordinating practical training programmes in the area of specialization; evaluating progress and overall performance of individual trainees; and preparing training materials including teaching and instructional aids. In addition, the officer will prepare lesson plans, assess and mark practical work for students.

(b) Requirements for Appointment

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

(i) served in the grade of Instructor I for a minimum period of three (3)

NRBOK - CPSB

years;

(ii) Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology; Leather Technology; Food Technology; Food and Beverage; Industrial Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development, Counselling/Psychology; Computer Engineering; Information Communication Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and Air Conditioning; Industrial Technology; Mathematics, Human Resource Management; Renewable Energy Technology; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design & Textiles Technology or its equivalent qualification from a recognized institution;

(iii) Instructors Training Certificate lasting not less than six (6) months from a recognized Institution;

(iv) Certificate of membership to a professional body from a recognized institution;

(v) Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(vi) Certificate in computer application skills;

(vii) No active disciplinary case; and

(viii) show merit and ability as reflected in work performance and results.

V. CHIEF INSTRUCTOR, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:- instructing in the area of specialization; developing schedules for maintenance of machines, equipment and training aids; designing projects for trainees and guiding junior instructors; coordinating practical training programmes in the area of specialization; evaluating progress and overall performance of individual trainees;

NAROK CPSB

participating in the development of instructional methods in the area of specialization in conjunction with other instructors/Lecturers; coordinating and assessing practical assignments for trainees; preparing and planning of maintenance schedules; developing practical training course/programmes in the area of specialization; designing technical training materials including teaching and instructional aids; and supervising the maintenance and repair of various machines, equipment and teaching aids. In addition, the officer will prepare lesson plans, assess and mark practical work for students.

(b) Requirements for Appointment

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

(i) served in the grade of Senior Instructor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology; Leather Technology; Food Technology; Food and Beverage; Industrial Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development Counselling/Psychology; Computer Engineering; Information Communication Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and Air Conditioning; Industrial Technology; Mathematics, Human Resource Management; Renewable Energy Technology; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design & Textiles Technology or its equivalent qualification from a recognized institution;

(iii) Instructors Training Certificate lasting not less than six (6) months from a recognized Institution;

(iv) Certificate of membership to a professional body from a recognized institution;

(v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(vi) Certificate in Senior Management course lasting not less than four (4)

NAJOSHCBCB

weeks from a recognized institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL INSTRUCTOR, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:-instructing in the area of specialization; participating in the development of instructional methods in the area of specialization in conjunction with other instructors/Lecturers; coordinating and assessing practical assignments for trainees; preparing and planning of maintenance schedules; advising on instructional methods and technical matters; designing projects for trainees and guiding junior instructors; coordinating practical training programmes in the area of specialization; evaluating progress and overall performance of individual trainees; developing practical training course/programmes in the area of specialization; designing technical training materials including teaching and instructional aids; and supervising the maintenance and repair of various machines, equipment and teaching aids; and supervising instructors in areas of specialization. In addition, the officer will prepare lesson plans, assess and mark practical work for students.

(b) Requirements for Appointment

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

(i) served in the grade of Chief Instructor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology; Leather Technology; Food Technology; Food and Beverage; Industrial Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development Counselling/Psychology; Computer Engineering; Information Communication Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water

NARC/CSB

Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and Air Conditioning; Industrial Technology; Mathematics, Human Resource Management; Renewable Energy Technology; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design & Textiles Technology or its equivalent qualification from a recognized institution;

(iii) Instructors Training Certificate lasting not less than six (6) months from a recognized Institution;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(v) Certificate of membership to a Professional body from a recognized institution;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(viii) Certificate in computer application skills;

(ix) No active disciplinary case; and

(x) demonstrated merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL INSTRUCTOR, JOB GRADE CPSB 5

(a) Duties and Responsibilities

An officer at this level may be deployed as Registrar, Dean or Program Liaison Coordinator. Specific duties and responsibilities in the area of deployment will include: -

Registrar

Duties and responsibilities at this level will entail:- organizing training activities within the institute; coordinating the design, developing and reviewing curriculum; coordinating Selection and admission of trainees, examinations and compilation of academic reports and certificates; development and

MAROK-CPSB

maintenance of ethics and professional conduct and standards; initiating collaboration and partnership in examination with relevant institutions; inducting new lecturers/instructors and trainee; and conducting seminars, workshops and symposia.

Dean

Duties and responsibilities at this level will entail:- designing and developing curriculum; preparing schemes of work, lesson notes, lesson plans and training in areas of specialization; setting, moderating and marking exams at diploma level; Maintenance of trainees welfare and discipline; advising on best management and administration of trainees affairs; guiding and counselling trainees; coordinating co-curricular activities; coordinating attachment placement for trainees and lecturers; organizing and coordinating of Industrial/Educational tours for trainees and staff; coordinating preparation of insurance covers and log books for trainees on attachment; overseeing the organization of trainees clubs and societies; organizing orientation programmes for the new trainees; preparing budget related to co-curricular activities; keeping records and correspondence of trainees' issues; coordinating matters related to staff and students' welfare and industrial linkages; and conducting seminars, workshops and symposia.

Programme Liaison Coordinator

Duties and responsibilities at this level will entail:- designing and developing curriculum; preparing schemes of work, lesson notes, lesson plans and training in areas of specialization; setting, moderating and marking exams at diploma level; mobilizing resources; marketing institutional programmes; benchmarking with other similar institutions; coordinating production unit activities; organizing exhibitions, fairs and innovation initiatives; organizing periodic meetings and with Industry partners and stakeholders; establishing collaborations and linkages with other institutions and stakeholders; initiating public private partnerships and preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Principal Instructor for a minimum period of three (3) years;

(ii) Bachelor's degree in any of the following disciplines:- Electrical Engineering; Mechanical Engineering; Electronics Engineering; Civil Engineering; Building Construction; Clothing and Textiles Technology; Leather Technology; Food Technology; Food and Beverage; Industrial

Engineering and Technology, Entrepreneurship Development; Commerce, Business Administration/Management, Economics; Information Technology; Community Development Counselling/Psychology; Computer Engineering; Information Communication Technology, Physics; Chemistry, Biochemistry; Plant and Building Services Engineering; Agricultural Engineering; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and Air Conditioning; Industrial Technology; Mathematics, Human Resource Management; Renewable Energy Technology; Supply Chain Management; Education Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design & Textiles Technology or its equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following disciplines: Electrical; Mechanical; Electronics; Civil Engineering; Building Construction; Clothing and Textiles Technology, Leather Technology; Food Technology; Clothing, Textiles and Interior Design; Fashion Design & Marketing; Fashion Design and Textiles Technology; Food & Beverage; Industrial Engineering and Technology; Entrepreneurship Development; Commerce; Business Administration; Economics; Counselling/Psychology; Computer Science; Computer Engineering; Information Communication Technology, Physics; Plant Engineering; Chemistry/Biochemistry; Plant and building services Engineering; Agricultural Engineering; Business Management; Water Engineering; Telecommunication Engineering; Mechatronics Engineering; Refrigeration and air conditioning; Industrial Technology; Mathematics; Renewable Energy Technology; Human Resource Management; Supply Chain Management; Education Technology; Community Development; or its equivalent qualification from a recognized institution;

(iv) Training of Trainers (ToT) Certificate lasting not less than four (4) weeks from a recognized institution;

(v) Diploma in Technical Education from its equivalent qualification from a recognized institution;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution or its equivalent;

(vii) Certificate in computer application skills;

(viii) No active disciplinary case; and

(ix) demonstrated administrative and professional competence as reflected in work performance and results.

NAKURSD

56.0 CAREER PROGRESSION GUIDELINES FOR YOUTH POLYTECHNIC PERSONELL

1. YOUTH POLYTECHNIC INSTRUCTORS FUNCTION

The Youth Polytechnic Instructors Function entails:- planning, designing and developing appropriate technical, vocational and entrepreneurship training programmes. Specifically, the Function involves: developing curriculum; preparing schemes of work, course materials, teaching aids, lesson plans and lesson notes; teaching, instructing and demonstrating; conducting practical exercises in specified technical areas; supervising projects and income generating activities; administering examinations; preparing trainee progress reports; assessing, monitoring and evaluating training programmes; organizing and conducting co-curricular activities; coordinating and supervising trainees on industrial attachment and fieldwork; guiding and counselling trainees; undertaking research in specific technical areas; and coordinating the safe custody of learning tools and equipment in Youth Polytechnics.

2. GRADING STRUCTURE

The Career Progression Guideline establishes six (6) grades of Youth Polytechnic Instructors who will be designated and graded as follows:

YOUTH POLYTECHNIC INSTRUCTORS

Cadre	Designation	Job Grade CPSB	Job Group
Youth Polytechnic Instructors	Youth Polytechnic Instructor III	11	H
	Youth Polytechnic Instructor II	10	J
	Youth Polytechnic Instructor I	9	K
	Senior Youth Polytechnic Instructor	8	L
	Chief Youth Polytechnic Instructor	7	M
	Principal Youth Polytechnic Instructor	6	N

Notes: *The grades of Youth Polytechnic Instructor III/II/I/ CPSB 11/10/9 will form a common establishment for the purpose of this career progression guideline.*

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this career progression guideline.

(i) Diploma in any of the following disciplines:- Computer Studies/science; Information and communication Technology; Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science, Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution.

(ii) Training of Trainers (TOT) Course lasting not less than six (6) weeks from a recognized institution.

(iii) Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(iv) Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.

(v) Certificate in computer applications from a recognized institution.

(vi) No active disciplinary case.

(vii) Any other qualifications as may be approved by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

YOUTH POLYTECHNIC INSTRUTORS

I. YOUTH POLYTECHNIC INSTRUCTOR III, JOB GRADE CPSB 11

(a) Duties and Responsibilities

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor. Duties and responsibilities will involve theoretical and practical instruction in the area of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials; carrying out trainee assessment; ensuring proper care and maintenance of tools and equipment; conducting co-curricular activities; maintaining trainees discipline; and guiding and counselling trainees.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology, Electronics Engineering, Telecommunications Engineering; Electrical Engineering, Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering, Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management, Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer applications from a recognized institution.

II. YOUTH POLYTECHNIC INSTUCTOR II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment; conducting co-curricular activities; maintaining trainee discipline; providing guidance and leadership to newly deployed instructors; liaising with relevant industries for trainee attachment; supervising trainees on industrial attachment; and guiding and counselling trainees.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Youth Polytechnic Instructor III for a minimum period of three (3) years;

(ii) Training of Trainers (TOT) certificate lasting not less than two (2) weeks from a recognized institution;

(iii) Diploma in any of the following disciplines: Computer Studies/science;

Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering, Mechanical Engineering, Automotive Engineering; Instrumentation, and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing, Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;

(iv) Certificate in computer applications from a recognized institution;

(v) No active disciplinary case; and

(vi) Shown merit and ability as reflected in work performance and results.

III. YOUTH POLYTECHNIC INSTRUCTOR I, JOB GRADE CPSB 09

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; ensuring proper storage, care and usage of teaching and learning materials, tools and equipment; administering examinations; coordinating co-curricular activities; ensuring trainee discipline is maintained; coaching and providing leadership to newly deployed instructors; liaising with relevant industries for trainee attachment; guiding, monitoring and supervising trainees on attachment; and preparing trainees progress reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Youth Polytechnic Instructor II for a minimum of period of three (3) years,

(ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology, Electronics Engineering, Telecommunications Engineering, Electrical Engineering, Mechanical Engineering; Automotive Engineering, Instrumentation and Control

Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware, Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management, Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;

(iii) Certificate in computer applications from a recognized institution;

(iv) No active disciplinary case; and

(v) Shown merit and ability as reflected in work performance and results.

IV. SENIOR YOUTH POLYTECHNIC INSTRUCTOR, JOB GRADE CPSB 08

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve conducting theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records; carrying out trainee assessment; preparing trainee progress reports; coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment; coordinating co-curricular activities; ensuring trainees discipline is maintained; liaising with relevant industries for trainee attachment; coordinating and monitoring trainees on industrial attachment; guiding and supervising newly deployed Youth Polytechnic Instructors; participating in preparation of estimates of recurrent and development expenditure in specific technical subject area; and ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

(i) served in the grade of Youth Polytechnic Instructor I for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology, Electronics Engineering, Telecommunications Engineering, Electrical Engineering; Mechanical

Engineering, Automotive Engineering. Instrumentation and Control Engineering, Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy: Clothing, Fashion Design and Textile Technology; Food Technology: Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;

(iii) Certificate in computer applications from a recognized institution;

(iv) No active disciplinary case; and

(v) demonstrated merit and ability as reflected in work performance and results.

V. CHIEF YOUTH POLYTECHNIC INSTRUCTOR, JOB GRADE CPSB 07

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: participating in the formulation of educational plans, management, administration and development strategies for the Youth Polytechnic; co-coordinating curriculum development, implementation and evaluation; instructing in areas of specialization; guiding and supervising newly deployed Youth Polytechnic Instructors; co-coordinating setting, moderation and administering of examinations; carrying out research in relevant technical areas, ensuring proper utilization of training and learning resources in the youth polytechnic; liaising with relevant industries for trainee industrial attachments; coordinating and monitoring trainee progress reports; ensuring proper maintenance equipment and training materials; participating in preparation of recurrent and development expenditures for the Youth Polytechnic; and supervising, training and developing staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Youth Polytechnic Instructor for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering, Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering, Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;

(iii) Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer applications from a recognized institution;

(v) No active disciplinary case; and

(vi) Demonstrated a high degree of administrative and professional competence.

VI. PRINCIPAL YOUTH POLYTECHNIC INSTRUCTOR, JOB GRADE CPSB 06

(a) Duties and Responsibilities

An officer at this level will be deployed to head a Youth Polytechnic. Duties and responsibilities at this level will involve coordinating overall management, administration and development of a Youth Polytechnic; overseeing the implementation of technical training programmes in accordance with the National Youth Polytechnic policy; coordinating the setting, moderation and administering of examinations; participating in formulating policies for the youth polytechnics; spearheading establishment of educational plans and course panels in relevant technical areas; coordinating development and review of curriculum: and instructing in the areas of specialization. In addition, the officer will be responsible for: ensuring optimum utilization of resources in the Youth Polytechnic; overseeing preparation of recurrent and development expenditures; ensuring quality academic standards are maintained; coordinating research and consultancy activities in relevant technical areas, monitoring trainees industrial attachments; and coordinating the management, training and development of staff in the youth polytechnic.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Chief Youth Polytechnic Instructor for a minimum period of (3) three years;

(ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology, Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering, Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;

(iii) Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;

(iv) Certificate in computer applications from a recognized institution;

(v) No active disciplinary case; and

(vi) Demonstrated a thorough understanding of the current youth polytechnic training trends and be in possession of effective administrative and professional competence in the management of youth polytechnics.

57.0 CAREER PROGRESSION GUIDELINES FOR ECDE TEACHERS

1. ECDE FUNCTION

The ECDE function entails physical, intellectual, social, emotional and spiritual development of the Kenyan child to enrich their learning experiences.

Specifically the functions entails:- imparting knowledge, skills and attitudes necessary for moulding behaviour to standards acceptable to the society; facilitation of play/learning activities; preparation and maintenance of professional records such as schemes of work, children's progress records, records of work, lesson notes and other records; development and organization of play/learning materials; organization of curricula and co-curricular activities; guiding parents on children's rights and progress, counselling and caring for children; management and maintenance of ECDE centres/classes and the school in general; and maintenance of discipline.

In addition, the early childhood development and education function involves: development of communication skills; development, review, adaptation and implementation of the ECDE curriculum; development and utilization of appropriate ECDE teaching/learning materials; develop, review and implement other strategies and approaches; carry out research on ECDE and other emerging issues; identification and assistance of children with special needs and emerging issues; administration and management of ECDE programme; promotion of health, nutrition and care for young children; development of strategies for community capacity building and mobilization, enhancing the understanding of child growth and development from conception to adolescence; and knowledge on HIV/AIDS and other emerging issues; Supervision and standard assessments for curriculum, co-curricular activities and other ECDE programmes.

2. GRADING STRUCTURE

The Scheme of service establishes six (6) grades of Assistant ECDE Teachers (Certificate level) cadre, six (6) grades of ECDE Teachers (Diploma level) cadre and seven (7) grades of ECDE Teachers (Graduate level) cadre who will be designated and graded as follows: -

NACOSTI COPY

ASSISTANT ECDE TEACHER (CERTIFICATE LEVEL) **APPENDIX 'A'**

Cadre	Designation	Job Grade CPSB	Job Group
Assistant ECDE Teacher	Assistant ECDE Teacher III	13	F
	Assistant ECDE Teacher II	12	G
	Assistant ECDE Teacher I	11	H
	Senior Assistant ECDE Teacher III	10	J
	Senior Assistant ECDE Teacher II	9	K
	Senior Assistant ECDE Teacher I	8	L

ECDE TEACHER (DIPLOMA LEVEL) **APPENDIX 'B'**

Cadre	New Designation	Job Grade CPSB	Job Group
ECDE Teacher (Diploma Level)	ECDE Teacher III	11	H
	ECDE Teacher II	10	J
	ECDE Teacher I	9	K
	Senior ECDE Teacher III	8	L
	Senior ECDE Teacher II	7	M
	Senior ECDE Teacher I	6	N

ECDE TEACHER (GRADUATE LEVEL) **APPENDIX 'C'**

Cadre	New Designation	Job Grade CPSB	Job Group
ECDE Teacher (Graduate Level)	Graduate ECDE Teacher III	9	K
	Graduate ECDE Teacher II	8	L
	Graduate ECDE Teacher I	7	M
	Principal Graduate ECDE Teacher II	6	N
	Principal Graduate ECDE Teacher I/Assistant Director	5	P
	Senior Principal Graduate ECDE Teacher/Deputy Director	4	Q
	Chief Principal Graduate ECDE Teacher/Director	3	R

Notes:

NOTE 1: The grades of Assistant ECDE Teacher III (Job Group F) and Assistant ECDE Teacher II - Job Group G (Certificate holders with a D+ in KCSE). Assistant ECDE Teacher II Job Group G and Assistant ECDE Teacher I Job Group H (Certificate holders with a C in KCSE).

NOTE 2: The grades of ECDE Teacher III Job Group H and ECDE Teacher II Job Group J (Diploma

MAROK CPSB

holders) and Graduate ECDE Teacher III Job Group K and Graduate ECDE Teacher II Job Group L will form a common establishment for the purpose of this Scheme.

3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of the Career Progression Guidelines: -

(i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or KCE division IV from recognized equivalent from (KNEC)

(ii) Kenya Certificate of Secondary Education (KCSE) with a minimum grade C (Plain) from KNEC or its recognized equivalent

(iii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.

(iv) Proficiency Certificate in Early Childhood Development and Education offered by KNEC.

(v) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.

(vi) Degree in Early Childhood Development and Education offered by any accredited institution of higher learning or its approved equivalent.

(vii) A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university

(viii) A Certificate in Computer Applications

(ix) No active disciplinary case.

4. JOB AND APPOINTMENT SPECIFICATIONS

ASSISTANT ECDE TEACHER (CERTIFICATE LEVEL) **APPENDIX 'A'**

I. ASSISTANT ECDE TEACHER III, JOB GRADE CPSB 13

(a) Duties and Responsibilities

This is the entry grade for teachers with a Certificate in ECDE. A teacher at this level will work under the guidance of a more senior teacher for the purposes of professional mentoring and growth. Duties and responsibilities at this level

NAROK CPSB

will entail:-class teaching; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; assist in organizing and facilitating play/learning activities for the learners; caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development); managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security; and preparing and developing play/learning materials.

(b) Requirements for Appointment

For Direct Appointment to this grade, the candidate must be in possession of:-

(i) Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE division IV at 'O' Level;

(ii) Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent;

(iii) Registered by the Teachers Service Commission;

(iv) A Certificate in Computer Applications;

(v) Certificate of Good Conduct from the National Police Service; and

(vi) Valid medical report from a registered government health facility.

II. ASSISTANT ECDE TEACHER II, JOB GRADE CPSB 12

(a) Duties and Responsibilities.

Duties and responsibilities at this level will entail:- class teaching; role modelling, guidance and counselling, mentoring and motivation of the learner; preparing reports; ensuring the safety and security of the learners; assist in designing, organizing and facilitating play/learning activities for learners; assist in organizing and facilitating play/learning activities for the learners; caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development); managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security; and preparing and developing play/learning materials.

(b) Requirements for Appointment:

NAROK-CPSB

Direct Appointment

For Direct Appointment to this grade, a candidate must be in possession of:-

(i) Kenya Certificate of Secondary Education (KCSE) with a minimum grade C (Plain) from KNEC or its recognized equivalent;

(ii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;

(iii) A Certificate in Computer Applications;

(iv) Registered by the Teachers Service Commission;

(v) Certificate of Good Conduct from National Police Service;

(vi) No active disciplinary case; and

(vii) Valid medical report from a recognized government health facility

Promotion

For promotion to this grade, a teacher must:-

(i) Have served in the grade of Assistant ECDE Teacher III for at least three (3) years;

(ii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;

(iii) Registered by the Teachers Service Commission;

(iv) Certificate of Good Conduct from National Police Service;

(v) Valid medical report from a recognized government health facility;

(vi) No active disciplinary case; and

(vii) Have shown merit and ability in work performance and results.

III. ASSISTANT ECDE TEACHER I, JOB GRADE CPSB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; role

MAROK-CPSB

modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; assist in designing, organizing and facilitating play/learning activities for learners; caring and nurturing the emotional, aesthetic, spiritual, moral, social, mental and physical growth of children (holistic development); providing opportunities for fostering hands-on learning, exploration, creativity, and self-expression, discovery, making choices, self-control, and the development of motor skills; enhancement of communication, pre-writing, pre-reading and number skills, and experimentation; preparing and developing play/learning materials, schemes of work, lesson plans and daily program of activities, children's progress records of work, health records and other records.

(b) Requirements for Promotion

(i) Served in the grade of Assistant ECDE Teacher II or a comparable or relevant position for at least three (3) years;

(ii) A Certificate in Early Childhood Development and Education offered by KNEC/ Ministry of Education or its approved equivalent;

(iii) A Certificate in Computer Applications;

(iv) Been registered by the Teachers Service Commission;

(v) A Certificate of Good Conduct from National Police;

(vi) Valid medical report from a recognized health facility;

(vii) No active disciplinary case; and

(viii) Have shown merit and ability in work performance and results.

IV. SENIOR ASSISTANT ECDE TEACHER III, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; initiating, coordinating, and designing, organizing and facilitating play/learning activities for learners; facilitating on pre-writing, pre-reading, number skills, creativity, experimentation and availing learners with opportunities to learn, to care and to control their behaviour; organising community mobilization meetings to create awareness on ECDE programme;

NAROK-CPSB

participating in curricula development panels, preparing, implementing and organising and developing relevant play/learning materials; management of ECDE centres and maintenance of professional records such as children's progress records, schemes of work, lesson plans and daily programme of activities; and guiding on the nutritional requirements of the learners.

(b) Requirements for Appointment

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

(i) Served in the grade of Assistant ECDE Teacher I or a comparable and relevant position for at least3years;

(ii) A Certificate in Early Childhood Development and Education;

(iii) Registered by the Teachers Service Commission;

(iv) A Certificate in Computer applications;

(v) Valid medical report from a recognized government Health Facility;

(vi) Certificate of Good Conduct from the National Police Service; and

(vii) No active disciplinary case.

V. SENIOR ASSISTANT ECDE TEACHER II, JOB GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; identifying, initiating, developing and facilitating play/learning activities and materials for both regular and learners with special needs and aligning them with existing in ECDE centres; participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities; organising professional records, ensuring children's security and safety and managing ECDE centres in liaison with the school administration; liaising with community, education fraternity and other government and non-government organisations; and being in charge of the centre as the administrator with a minimum of 50 children.

(b) Requirements for Appointment

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

NBOK-CPSB

(i) Serve in the grade of Senior Assistant ECDE teacher III or a comparable and relevant position for at least3 years;

(ii) A Certificate in Early Childhood Development and Education offered by KNEC/ Ministry of Education or its approved equivalent;

(iii) Registered by the Teachers Service Commission;

(iv) Must prove proficiency in Computer application;

(v) certificate of Good Conduct from the National Police Service;

(vi) Valid medical report from a recognized government Health Facility; and

(vii) No active disciplinary case.

VI. SENIOR ASSISTANT ECDE TEACHER I, JOB GRADE CPSB 8

(a) Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities at this level will entail:- class teaching; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; identifying, initiating, developing and facilitating play/learning activities and materials for all learners; designing and developing relevant play/learning materials for learners; assisting the school administration in liaising with the community, education fraternity and other government and non-government organizations in the identification of learners with special needs and taking appropriate interventions; liaising with the school management committees and administration in the management of ECDE Centres; participating in curricula development panels, preparing and developing schemes of service, lesson plans, and daily programmes of activities, assessment and evaluation of learners' progress, and keeping professional records; and being in charge of the centre as the administrator with a minimum of 50 learners.

(b) Requirements for Appointment

For appointment to this grade a teacher must have:-

(i) Serve in the grade of Senior Assistant ECDE Teacher II or a comparable and relevant position for at least3 years;

(ii) A Certificate in Early Childhood Development and Education offered by KNEC/ Ministry of Education or its approved equivalent;

ARCHIVE CPSB

(iii) Completed a supervisory course from a recognized government training institution;

(iv) Registered by the Teachers Service Commission;

(v) A Certificate in Computer applications;

(vi) Certificate of Good Conduct from the National Police Service;

(vii) Valid medical report from a recognized government Health Facility; and

(viii) No active disciplinary case.

NAROK - CPSB

ECDE TEACHER (DIPLOMA LEVEL) **APPENDIX 'B'**

I. ECDE TEACHER III, JOB GRADE CPSB 11

(a) Duties and Responsibilities.

This is the entry grade for teachers with Diploma in Early Childhood Development and Education. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth. Duties and responsibilities at this level will entail:- class teaching; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; identifying, initiating, developing and facilitating play learning activities that will enable learners to enjoy living and learning through play; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records.

(b) Requirement for appointment

For Direct Appointment to this grade, a candidate must be in possession of:-

(i) Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain), or its approved equivalent;

OR

Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus), or its approved equivalent plus Certificate in Early Childhood Development and Education offered by KNEC or Ministry of Education or its approved equivalent;

(ii) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

(iii) Registered by the Teachers Service Commission;

(iv) A Certificate in Computer applications;

(v) Certificate of Good Conduct from the National Police Service; and

(vi) Valid medical report from a recognized government Health Facility.

NAROK CPSB

II. ECDE TEACHER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities:

Duties and responsibilities at this level will entail:- class teaching; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; designing, organizing and facilitating play/learning activities for learners; identifying, initiating, developing and facilitating play/learning activities that will enable learners to enjoy living and learning through play; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records; enhancement of communication, pre-writing, pre-reading and number skills and experimentation; and participating in the mentorship of ECDE Teacher trainees on internship at the centre.

(b) Requirement for Appointment:

For promotion to this grade, a Teacher must have;

(i) Served in the grade of ECDE Teacher III or a comparable and relevant position for at least 3years;

(ii) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

(iii) Registered by the Teachers Service Commission;

(iv) A Certificate in Computer applications;

(v) Certificate of Good Conduct from the National Police Service;

(vi) Valid medical report from a recognized government Health Facility;

(vii) No active disciplinary case; and

(viii) Shown merit and ability as reflected in work performance and results.

III. ECDE TEACHER I, JOB GRADE CPSB 9

(a) Duties and Responsibilities:

Duties and responsibilities at this level will entail:- class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation

NARC CPSB

of the learners; preparing reports; ensuring the safety and security of the learners; identifying learners with special needs and recommending necessary interventions; creating a child-friendly learning environment; identifying, initiating, developing and facilitating play/learning activities and materials for learners; participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities; organising and maintaining professional records, ensuring children's security and safety and managing ECDE centres in liaison with the school administration; and liaising with community, education fraternity, other government departments and other relevant stakeholders on ECDE-related matters.

(b) Requirement for appointment

For promotion to this grade, a Teacher must have;

(i) Served in the grade of ECDE Teacher II or a comparable and relevant position for at least 3 years;

(ii) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

(iii) Registered by the Teachers Service Commission;

(iv) A Certificate in Computer applications;

(v) Certificate of Good Conduct from the National Police Service;

(vi) No active disciplinary case; and

(vii) Valid medical report from a recognized government Health Facility.

IV. SENIOR ECDE TEACHER III, JOB GRADE CPSB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; identifying learners with special needs and recommending necessary interventions; creating a child-friendly learning environment; identifying, initiating, developing and facilitating play/learning activities and materials for learners; participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities; organising and maintaining professional records and managing ECDE centres in liaison with the school administration; liaising with community, education fraternity, other

MAPOK CPSB

government departments and other relevant stakeholders on ECDE-related matters; being in charge of the centre as the administrator; and providing professional mentoring and guidance to newly recruited ECDE Teachers.

(b) Requirement for Appointment;

For promotion to this grade, a Teacher must have;

(i) Served in the grade of ECDE Teacher I or a comparable and relevant position for at least 3 years;

(ii) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

(iii) Registered by the Teachers Service Commission;

(iv) A Certificate in Computer applications;

(v) Certificate of Good Conduct from the National Police Service;

(vi) No active disciplinary case; and

(vii) Valid medical report from a recognized government Health Facility.

V. SENIOR ECDE TEACHER II, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; identifying learners with special needs and recommending necessary interventions; creating a child-friendly learning environment; identifying, initiating, developing and facilitating play/learning activities and materials for learners; participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities; organizing and maintaining professional records, ensuring children's security and safety and managing ECDE centres in liaison with the school administration; preparing materials for the induction of new ECDE Teachers; liaising with community, education fraternity, other government departments and other relevant stakeholders on ECDE-related matters; liaising with the Board of Management and administration in the management of ECDE centres; and providing professional mentoring and guidance to newly recruited ECDE teachers.

Note: *A* ***Senior ECDE Teacher II*** *may be deployed as a Programme Officer/Coordinator in a Ward Centre for Early Childhood Education (WCECE) and will be expected to:*

NRBOK CPSB

(i) Participate in the professional Development and capacity-building of ECDE Teachers;

(ii) Be in charge of procurement;

(iii) Be in charge of welfare and discipline;

(iv) Ensure adequate care of material and equipment at the resource centres;

(v) Maintain proper inventories of equipment and supplies entrusted to the centre;

(vi) Coordinate the resource requisition receipts and issue of the centre supplies entrusted to the centre;

(vii) Coordinate ECDE data collection and submission to the County Director In charge of ECDE.

(b) Requirement for appointment;

For promotion to this grade, a Teacher must have;

(i) Served in the grade of Senior ECDE Teacher III or a comparable and relevant position for at least3 years;

(ii) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

(iii) A Certificate in supervisory management Course from a recognized government training institution;

(iv) Registered by the Teachers Service Commission;

(v) A Certificate in Computer applications;

(vi) Certificate of Good Conduct from the National Police Service;

(vii) Valid medical report from a recognized government Health Facility;

(viii) No active disciplinary case; and

(ix) Shown merits and ability as reflected in work performance and results.

VI. SENIOR ECDE TEACHER I, JOB GRADE CPSB 6

NAROK CPSB

(a) Duties and Responsibilities.

This is the highest grade in this cadre for teachers with a Diploma in Early Childhood Development and Education. Duties and responsibilities at this level will entail:- class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; identifying learners with special needs and recommending necessary interventions; creating a child-friendly learning environment; identifying, initiating, developing and facilitating play/learning activities and materials for learners; participating in curricula development panels, preparing schemes of work, lesson plans and daily programme of activities; organizing and maintaining professional records and managing ECDE centres in liaison with the school administration; preparing materials for the induction of new ECDE Teachers; inducting newly recruited ECDE Teachers at the ward/sub-county; liaising with community, education fraternity, other government departments and other relevant stakeholders on ECDE-related matters; liaising with the Board of Management and administration in the management of ECDE centres; undertaking action research on ECDE; developing standard data collection tools; and supervising/compiling data collection.

Note: *A* ***Senior ECDE Teacher I*** *may be deployed as a Programme Officer/Coordinator in a Ward Centre for Early Childhood Education (WCECE) and will be expected to:*

(i) Administer and manage Early Childhood programmes at Ward and community level;

(ii) Coordinate and liaise with the stakeholders in Early Childhood Development and Education;

(iii) Conduct professional Development and capacity-building for Early Childhood Development and Education Teachers and other stakeholders;

(iv) Customize and disseminate county based (local) curriculum for Early Childhood Development and Education programme;

(v) Undertaking and coordinating research at Ward and Community level on Early Childhood Development and Education;

(vi) Monitoring and disseminating information on Early Childhood Development and Education programmes and projects;

(vii) Develop County based co-curricular programmes that cater for total development of learners under the age of eight (8) years;

NAROK COUNTY

(viii) Developing and providing prototypes of appropriate resource materials to local community and parents;

(ix) Creating and promoting awareness on early childhood needs and demands to the local community and parents;

(x) Mobilizing the community and parents to provide for the needs of holistic development of the child;

(xi) Establishing and maintaining a Sub-County Resource Centre for ECDE programmes;

(b) Requirement for appointment

For promotion to this grade, a Teacher must have

(i) Served in the grade of Senior ECDE Teacher II or a comparable and relevant position for at least3 years;

(ii) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

(iii) A Certificate in supervisory management Course from a recognized government training institution;

(iv) Registered by the Teachers Service Commission;

(v) A Certificate in Computer applications;

(vi) Certificate of Good Conduct from the National Police Service;

(vii) Valid medical report from a recognized government Health Facility;

(viii) No active disciplinary case; and

(ix) Shown merit and ability as reflected in work performance and results.

NAROK-CPSB

APPENDIX 'C'

I. GRADUATE ECDE TEACHER III, JOB GRADE CPSB 9

(a) Duties & Responsibilities

This is the entry grade for graduate teachers in Early Childhood Development and Education. A Teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth. Duties and responsibilities at this level will entail:- class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; developing and facilitating play/learning activities that will enable learners to enjoy living and learning through play in ECDE centres; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of children's progress and keeping other professional records; assisting in planning the ECDE Centre programmes; conducting research on ECDE; participating in stakeholder engagements in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; and assisting in the implementation of the ECDE policy.

(b) Requirements for Appointment

For Direct Appointment to this grade, a candidate must be in possession of:-

(i) Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (Plus), or its approved equivalent;

OR

Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain) plus Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;

OR

Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (plus);

(ii) And Certificate in Early Childhood Development Education offered by KNEC or Ministry of Education or its approved equivalent plus Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent

(iii) Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;

NAROK - CPSB

(iv) Registered by the Teachers Service Commission;

(v) A Certificate in Computer applications;

(vi) Certificate of Good Conduct from the National Police Service;

(vii) valid medical report from a recognized government Health Facility; and

(viii) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010

II. GRADUATE ECDE TEACHER II, JOB GRADE CPSB 8

(a) Duties and Responsibilities.

Duties and responsibilities at this level will entail:- class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; developing and facilitating play/learning activities that will enable learners to enjoy living and learning through play in ECDE centres; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of children's progress and keeping other professional records; assisting in planning the ECDE Centre programmes; conducting research on ECDE; participating in stakeholder engagements in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; and assisting in the implementation of the ECDE policy.

(b) Requirement for Appointment

For promotion to this grade, a Teacher must have: -

(i) Served in the grade of Graduate ECDE Teacher III or a comparable and relevant position for at least3 years;

(ii) Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;

(iii) A Certificate in Senior Management Course from a recognized government training institution;

(iv) A Certificate in Computer applications;

(v) Registered by the Teachers Service Commission;

(vi) Certificate of Good Conduct from the National Police Service;

(vii) Valid medical report from a recognized government Health Facility;

NARC CPSB

(viii) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;

(ix) No active disciplinary case; and

(x) Shown merit and ability as reflected in work performance and results.

III. GRADUATE ECDE TEACHER I, JOB GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; developing and facilitating play/learning activities that will enable learners to enjoy living and learning through play in ECDE centres; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of children's progress and keeping other professional records; planning and implementing the ECDE Centre programmes; conducting research on ECDE; initiating stakeholder engagements in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; implementing the ECDE policy; assisting in the development and implementation of the strategic plan of the ECDE sector; monitoring and evaluation of the ECDE programmes in the Ward/Sub-County; conducting professional development and capacity-building for Early Childhood teachers and other stakeholders; planning and budgeting for the ECDE play/learning materials and the feeding programme; providing mentorship and counselling supervisory roles over ECDE Teachers in the County; inducting new ECDE teachers; and liaising with the community, education fraternity, other government departments and other relevant stakeholders on ECDE-related matters.

Note: *A* ***Senior ECDE Teacher I*** *Job Grade CPSB 07 may be deployed at the Sub-County Centre for Early Childhood Education (S COCECE) in the area of ;-*

a. ECDE Programmes;
b. ECDE Curriculum Implementation;
c. Community Mobilization;
d. Health & Nutrition;
e. ECDE Quality Assurance;

i) ECDE Programmes

In the area of ECDE Programmes, a **Senior ECDE Teacher I** is expected to perform the following duties:

(i) Participate in the training of ECDE trainees in the Ward/Sub-County;

(ii) In charge of welfare and discipline;

(iii) Ensure adequate care of materials and equipment in the S COCECE maintaining proper inventories of equipment and supplies entrusted to the centre;

(iv) Coordinating the S COCECE requisitions, receipts and issues of the centre's supplies and stores;

(v) Coordinating ECDE data collection and submission to the County Director– ECDE;

ii) ECDE Curriculum Implementation

In the area of ECDE Curriculum Implementation, a **Graduate ECDE Teacher I** is expected to perform the following additional duties: -

(i) Participating in the training of ECDE trainees at the Ward/Sub-County;

(ii) Ensuring the schemes of work, lesson plans and lesson notes are developed and

(iii) used in the course of training;

(iv) Ensuring the maintenance of high standards of professionalism in assessment and

(v) maintaining records of learners' progress within the Ward/Sub-County;

(vi) Coordinating basic research and supervise ECDE Teacher trainees' research projects in the Ward/Sub-County;

(vii) Advising on the appropriate course materials and equipment required for the training

iii) Community Mobilization, Health & Nutrition

In the area of Community Mobilization, a **Graduate ECDE Teacher I** is expected to perform the following additional duties: -

(i) Participating in the training of ECDE Trainees at the centre;

(ii) Organizing community mobilization and capacity building meetings;

(iii) Coordinating parental education meetings;

NAROK-CPSB

(iv) Initiating income generating activities and Liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes;

(v) Linking with the County Department of Health on growth, monitoring and promotion, immunization campaigns;

(vi) Linking with the Ministry of Water to ensure the supply of water to the ECDE centres;

(vii) Linking with the Children's Department for child protection matters and birth registration;

(viii) Collaborating with the relevant authorities and stakeholders on advocacy of children's rights.

iv) ECDE Quality Assurance

In the area of ECDE Quality Assurance, a **Graduate ECDE Teacher I** is expected to perform the following duties: -

(i) Carry out standard assessments to ensure proper curriculum implementation and compliance to teaching standards in the ECDE centres;

(ii) Carry out ECDE Teachers' appraisals in the Ward/Sub-County;

(iii) Design, develop and implement standard tools for ECDE data collection;

(iv) Monitor compliance with the regulatory requirements in the ECDE sector

(v) Monitor and evaluate ECDE programmes;

(vi) Generate regular reports so as to give feedback;

(vii) Participate in the assessment for the registration of ECDE centres

(b) Requirements for Appointment

For promotion to this grade, a Teacher must have;

(i) Served in the grade of Graduate ECDE Teacher II or a comparable and relevant position for at least3 years;

(ii) Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;

NAROK-CPSB

(iii) A Certificate in Senior Management Course from a recognized government training institution or its equivalent;

(iv) Registered by the Teachers Service Commission;

(v) A Certificate in Computer applications;

(vi) Certificate of Good Conduct from the National Police Service;

(vii) Valid medical report from a recognized government Health Facility;

(viii) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;

(ix) No active disciplinary case; and

(x) Shown merit and ability as reflected in work performance and results;

IV. PRINCIPAL GRADUATE ECDE TEACHER II, JOB GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; facilitating learning; developing and facilitating play/learning activities that will enable learners to enjoy living and learning through play in ECDE centres; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of children's progress and keeping other professional records; coordinating planning and implementation of ECDE Centre programmes; conducting research on ECDE; engaging stakeholders in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; implementing the ECDE policy; developing and implementing the strategic plan of the ECDE sector; monitoring and evaluating the ECDE programmes in the Ward/Sub-County; conducting professional development and capacity-building for Early Childhood teachers and other stakeholders; planning and budgeting for the ECDE play/learning materials and the feeding programme; providing mentorship and counselling supervisory roles over ECDE Teachers in the County; inducting new ECDE teachers; liaising with the community, education fraternity, other government departments and other relevant stakeholders on ECDE-related matters; interpreting and implementing the ECDE policy; preparing and costing annual work plans; preparing monthly, quarterly and annual reports on the ECDE sector; developing sub-county-based programmes that cater for the total development of children less than eight (8) years; and ensuring effective management of the Sub-County Resource Centre for ECDE programmes.

Note: *A Principal Graduate ECDE Teacher II may be deployed at the Sub-County Centre for*

NAIROBI CPSB

Early Childhood Education (SCOCECE) in the areas of:-

a. ECDE Programmes;
b. ECDE Curriculum Implementation;
c. Community Mobilization;
d. Health &Nutrition;
e. ECDE Quality Assurance;

i) ECDE Programmes

In the area of ECDE Programmes, a **Principal Graduate ECDE Teacher II** is expected to perform the following duties:

(i) Guiding and coordinating the training of ECDE trainees in the Ward/Sub-County;

(ii) Prepare the annual procurement plan for the ECDE centres;

(iii) In charge of welfare and discipline;

(iv) Ensure adequate care of materials and equipment in the S COCECE maintaining proper inventories of equipment and supplies entrusted to the centre;

(v) Coordinating the S COCECE requisitions, receipts and issues of the centre's supplies and stores;

(vi) Coordinating ECDE data collection and submission to the County Director– ECDE;

ii) ECDE Curriculum Implementation

In the area of ECDE Curriculum Implementation, a **Principal Graduate ECDE Teacher II** is expected to perform the following additional duties:-

(i) Guiding and Coordinating the training of ECDE trainees at the Ward/Sub-County;

(ii) Ensuring the schemes of work, lesson plans and lesson notes are developed and used in the course of training;

(iii) Ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County;

(iv) Coordinating basic research and supervise ECDE Teacher trainees' research projects in the Ward/Sub-County;

NAROK-CPSB

(v) Advising on the appropriate course materials and equipment required for the training.

iii) Community Mobilization, Health & Nutrition

In the area of Community mobilization, a **Principal Graduate ECDE Teacher II** is expected to perform the following additional duties: -

(i) Guiding and coordinating the training of ECDE Trainees at the centre;

(ii) Organizing community mobilization and capacity building meetings;

(iii) Coordinating parental and community education meetings on health and nutrition;

(iv) Linking with the Ministry of Water to ensure the supply of water to the ECDE centres;

(v) Linking with the Children's Department for child protection matters and birth registration;

(vi) Overseeing the ECDE centres' feeding programme;

(vii) Overseeing the implementation of income generating programmes and liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes;

(viii) Linking with the County Department of Health on promotion and monitoring of immunization campaigns in ECDE centres;

(ix) Collaborating with the relevant authorities and stakeholders on advocacy of children's rights;

(x) Monitoring and disseminating information on Early Childhood programme and projects.

iv) ECDE Quality Assurance

In the area of ECDE Quality Assurance, a **Principal Graduate ECDE Teacher II** is expected to perform the following duties:-

(i) Planning and coordinating standard assessments in ECDE centres;

(ii) Organizing ECDE Teachers' bi-annual appraisals in the Ward/Sub-County;

(iii) Design, develop and implement standard tools for ECDE data collection;

NAROK-CPSB

(iv) Evaluating compliance levels with the regulatory requirements in the ECDE sector in regular intervals;

(v) Monitor and evaluate ECDE programmes;

(vi) Generate regular reports so as to give feedback;

(vii) Monitoring the compliance for the registration of ECDE centres

(b) Requirements for Appointment

For promotion to this grade, a Teacher must have;

(i) Served in the grade of Graduate ECDE Teacher I or a comparable and relevant position for at least3 years;

(ii) Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;

(iii) A Certificate in Senior Management Course from a recognized government training institution or its equivalent;

(iv) Registered by the Teachers Service Commission;

(v) A Certificate in Computer applications;

(vi) Certificate of Good Conduct from the National Police Service;

(vii) Valid medical report from a recognized government Health facility;

(viii) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;

(ix) No active disciplinary case; and

(x) Shown merit and ability as reflected in work performance and results.

V. PRINCIPAL GRADUATE ECDE TEACHER I/ASSISTANT DIRECTOR, JOB GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; facilitate learning; coordinate planning and implementation of ECDE Centre programmes; conducting research on ECDE; engaging stakeholders in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; participate in the preparation, implementation, and review of the ECDE policy; developing and implementing the strategic plan of the ECDE sector;

NAROK CPSB

monitoring and evaluation of the ECDE programmes in the Ward/Sub-County; conducting professional development and capacity-building for Early Childhood teachers and other stakeholders; plan and budget for the ECDE play/learning materials and the feeding programme; mentorship and counselling supervisory role over ECDE Teachers in the County; induction of new ECDE teachers; liaising with community, education fraternity, other government departments, and other relevant stakeholders on ECDE-related matters; interpretation and implementation of the ECDE policy; preparation and costing of annual work plans; prepare monthly, quarterly, and annual reports on the ECDE sector; developing sub-county-based programmes that cater for the total development of children less than eight (8) years; effective management of the Sub-County Resource Centre for ECDE programmes.

Note: *A Principal Graduate ECDE Teacher I/Assistant Director may be deployed at the County Headquarters as the overall In charge of the following:-*

a. ECDE Programmes (Including COCECE);
b. ECDE Curriculum Implementation;
c. Community Mobilization, Health &Nutrition;
d. ECDE Quality Assurance;

i) **ECDE Programmes (Including COCECE);**

(i) Guiding and coordinating the training of ECDE trainees in the Ward/Sub-County;

(ii) Prepare the annual procurement plan for the ECDE centres;

(iii) In charge of welfare and discipline;

(iv) Ensure adequate care of materials and equipment in the COCECE maintaining proper inventories of equipment and supplies entrusted to the centre;

(v) Coordinating the COCECE requisitions, receipts and issues of the centre's supplies and stores;

(vi) Coordinating ECDE data collection and submission to the County Director– ECDE;

ii) **ECDE Curriculum Implementation**

(i) Guiding and coordinating the training of ECDE trainees at the Ward/Sub-County;

(ii) Ensuring the schemes of work, lesson plans and lesson notes are developed and used in the course of training;

NAROK CPSB

(iii) Ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County;

(iv) Coordinating basic research and supervise ECDE Teacher trainees' research projects in the Ward/Sub-County;

(v) Advising on the appropriate course materials and equipment required for the training.

iii) Community Mobilization, Health & Nutrition

(i) Guiding and coordinating the training of ECDE Trainees at the centre;

(ii) Organizing community mobilization and capacity building meetings;

(iii) Coordinating parental and community education meetings on health and nutrition;

(iv) Linking with the Ministry of Water to ensure the supply of water to the ECDE centres;

(v) Linking with the Children's Department for child protection matters and birth registration;

(vi) Overseeing the ECDE centres' feeding programme;

(vii) Overseeing the implementation of income generating programmes and liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes.

(viii) Linking with the County Department of Health on promotion and monitoring of immunization campaigns in ECDE centres;

(ix) Collaborating with the relevant authorities and stakeholders on advocacy of children's rights;

(x) Monitoring and disseminating information on Early Childhood Development and Education programmes and projects.

iv) ECDE Quality Assurance

(i) Planning and coordinating standard assessments in ECDE centres;

(ii) Organizing ECDE Teachers' bi-annual appraisals in the Ward/Sub-County;

(iii) Design, develop and implement standard tools for ECDE data collection;

NAROK CPSB

(iv) Evaluating compliance levels with the regulatory requirements in the ECDE sector in regular intervals;

(v) Monitor and evaluate ECDE programmes;

(vi) Generate regular reports so as to give feedback;

(vii) Monitoring the compliance for the registration of ECDE centres

(b) Requirements for Appointment

For promotion to this grade, a Teacher must have;

(i) Served in the grade of Principal Graduate ECDE Teacher I or a comparable and relevant position for at least 3years;

(ii) Degree in Early Childhood Development Education offered by a recognized institution of higher learning;

(iii) A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university as an added advantage;

(iv) A Certificate in Senior Management Course lasting no less than four (4) weeks from a recognized government training institution or its equivalent;

(v) Registered by the Teachers Service Commission;

(vi) A Certificate in Computer applications;

(vii) Certificate of Good Conduct from the National Police Service;

(viii) Valid medical report from a recognized government Health Facility;

(ix) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;

(x) No active disciplinary case; and

(xi) Shown merit and ability as reflected in work performance and results.

VI. SENIOR GRADUATE PRINCIPAL ECDE TEACHER/DEPUTY DIRECTOR, JOB GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- class teaching; facilitate

MAROK-CPSB

learning; coordinate planning and implementation of ECDE Centre programmes; conducting research on ECDE; engaging stakeholders in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; participate in the preparation, implementation, and review of the ECDE policy; developing and implementing the strategic plan of the ECDE sector; monitoring and evaluation of the ECDE programmes in the Ward/Sub-County; conducting professional development and capacity-building for Early Childhood Development and Education teachers and other stakeholders; plan and budget for the ECDE play/learning materials and the feeding programme; mentorship and counselling supervisory role over ECDE teachers in the County; liaising with community, education fraternity, other government departments, and other relevant stakeholders on ECDE-related matters; interpretation and implementation of the ECDE policy; preparation and costing of annual work plans; coordinating monthly, quarterly, and annual monitoring and evaluation reports on the ECDE sector for the County; developing County-based programmes that cater for the total development of children less than eight (8) years; and effective management of the County Resource Centre for ECDE programmes.

(b) Requirements for Appointment

For promotion to this grade, a Teacher must have;

(i) Served in the grade of Principal Graduate ECDE Teacher I or a comparable and relevant position for at least 3years;

(ii) Degree in Early Childhood Development Education offered by a recognized institution of higher learning;

(iii) A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university will be an added advantage;

(iv) Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized government training institution or its equivalent;

(v) Registered by the Teachers Service Commission;

(vi) A Certificate in Computer applications;

(vii) Certificate of Good Conduct from the National Police Service;

(viii) Valid medical report from a recognized government Health Facility;

(ix) Meet the requirements of Chapter Six of the Constitution of Kenya,

NAROK CRA

2010;

(x) No active disciplinary case; and

(xi) Shown merit and ability as reflected in work performance and results;

VII. CHIEF PRINCIPAL GRADUATE ECDE TEACHER/DIRECTOR, JOB GRADE CPSB 3

(a) Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities at this level will entail:- class teaching; facilitate learning; preparing policy papers on ECDE in the County; coordinating the harmonization and implementation of ECDE policies in the County; programme-based budgeting of ECDE programmes in the County; drawing the County procurement plan of County ECDE programmes; preparing responses on ECDE matters for the Chief Officer in respect of County Assembly enquiries; coordinate planning and implementation of ECDE Centre programmes; engaging stakeholders in the ECDE sector; participate in the preparation, implementation, and review of the ECDE policy; developing and implementing the strategic plan of the ECDE sector; monitoring and evaluation of the ECDE programmes in the County; coordinate professional development and capacity-building for Early Childhood teachers and other stakeholders; liaising with community, education fraternity, other government departments, and other relevant stakeholders on ECDE-related matters; coordinating the preparation and costing of annual County ECDE work plan; and coordinating monthly, quarterly, and annual monitoring and evaluation reports on the ECDE sector for the County.

Note: *A* ***Chief Principal Graduate ECDE Teacher*** *may be deployed as a* ***Chief Principal Program officer*** *in a fully-fledged County Centre for Early Childhood Education (COCECE) offering ECDE Diploma course or as a County Director in charge of ECDE and will be responsible for:-*

(i) Managing Early Childhood programmes at county and community level;

(ii) Coordinating and Liaising with the stakeholders in Early Childhood Development and Education;

(iii) Coordinating professional development, capacity-building and resource development courses for Early Childhood teachers and other stakeholders;

(iv) Customizing county based (local) curriculum for ECDE;

(v) Coordinating research at County and community level on Early Childhood Development and Education;

(vi) Disseminating information on Early Childhood programme projects;

(vii) Documenting and disseminating information on Early Childhood Development and Education programmes;

(viii) Acting as link between the Sub-Counties, local agencies and community

(ix) Managing the County Resource Centre for ECDE programmes;

(b) Requirements for Appointment

For promotion to this grade, a Teacher must have;

(i) Served in the grade of Senior Principal Graduate ECDE Teacher or a comparable and relevant position for at least 3years;

(ii) Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;

(iii) A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university will be an added advantage;

(iv) Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized government training institution or its equivalent;

(v) Registered by the Teachers Service Commission;

(vi) A Certificate in Computer applications;

(vii) Certificate of Good Conduct from the National Police Service;

(viii) Valid medical report from a recognized government Health Facility;

(ix) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;

(x) No active disciplinary case; and

(xi) Shown merit and ability as reflected in work performance and results.

NARC-CPSB