



**REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF NAROK**

**CAREER PROGRESSION GUIDELINES FOR  
COUNTY GOVERNMENT OF NAROK**

**VOLUME TWO (2)**

**By**

**Narok County Public Service Board**

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NAROK - CPSB



## 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.

**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.



## **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 procedures.

### **3. Functions**

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



#### **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. 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 respective 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**

Serving 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:-

- (i) Kenya National Examinations Council (KNEC).
- (ii) Polytechnics, Technical and Vocational Training Institutions.
- (iii) Recognized Universities, Colleges and Institutions.



- (iv) Kenya Accountants and Secretaries National Examination Board (KASNEB).
- (v) Kenya School of Law.
- (vi) National government security agencies training institutions.
- (vii) National Youth Service training institutions.
- (viii) Recognized security training institutions/agencies.
- (ix) Kenya Schools of Government.
- (x) 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 become operational on the date of approval by the respective County Public Service Boards 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 responsible for Public Service (PSM) in consultation with County Public Service Board will undertake monitoring, evaluation and review after every five (5) years to ensure efficient and effective implementation of the career progression guidelines.



## **SECTION TWO: JOB AND APPOINTMENT SPECIFICATIONS**

### **1.0 CAREER PROGRESSION GUIDELINE FOR HUMAN RESOURCE MANAGEMENT PERSONNEL**

#### **1. HUMAN RESOURCE MANAGEMENT FUNCTION**

The Human Resource Management Function entails: development of advisory and consultancy capacity on human resource planning, management and development policy; provision of leadership and direction in the implementation and review of human resource management and development policies, strategies and programmes; and formulation of relevant policies, principles and programmes in line with the Constitution, Vision 2030 and other County goals.

Specific functions entails:- facilitation and harmonizing implementation of policies; identification of suitable staff benefits and welfare schemes; guide on compliance with statutory requirements on labour; development and review of capacity building initiatives; undertake training and performance needs analysis; facilitation of human resource planning and succession management; facilitate recruitment and placement of staff in the county public service; provision of conducive environment for motivation, bonding, cooperation and productivity; and devise measures for talent management.

The function further entails:- collaboration with relevant county, national, regional and international stakeholders to mobilize resources, pool efforts and facilitate demand driven training and development programmes; management of employee relations; facilitate the development and implementation of effective remuneration structure; payroll management; implementation and promotion of best human resource management and development practices; provision of competent and professional human resources in the county public service and devising strategies for managing talent; formulation of innovative and creative capacity building practices through research, information gathering and knowledge management; provision of advisory services on human resource management and development to stakeholders; initiate human resource management and development reforms; and monitor, evaluate and audit human resource development activities and programmes.

#### **2. GRADING STRUCTURE**

This Career Progression Guideline establishes six (6) grades of Human Resource Management Assistants and eight (8) grades of Human Resource Management Officers will be graded and designated as follows:



## HUMAN RESOURCE MANAGEMENT ASSISTANTS

### APPENDIX 'A'

Cadre	Designation	Job Grade (CPSB)	Job Group
Human Resource Management Assistants	Human Resource Management Assistant III	11	H
	Human Resource Management Assistant II	10	J
	Human Resource Management Assistant I	9	K
	Senior Human Resource Management Assistant	8	L
	Chief Human Resource Management Assistant	7	M
	Principal Human Resource Management Assistant	6	N

## HUMAN RESOURCE MANAGEMENT OFFICERS

### APPENDIX 'B'

Cadre	Designation	Job Grade (CPSB)	Job Group
Human Resource Management Officers	Human Resource Management Officer II	10	J
	Human Resource Management Officer I	9	K
	Senior Human Resource Management Officer	8	L
	Chief Human Resource Management Officer	7	M
	Principal Human Resource Management Officer	6	N
	Assistant Director, Human Resource Management	5	P
	Deputy Director Human Resource Management	4	Q
	Director Human Resource Management	3	R

**Note:** The grades of Human Resource Management Assistant III/II County Public Service Board (CPSB) 11/10 for diploma holders and Human Resource Management Officer II/I County Public Service Board (CPSB) 10/9 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 purposes of this Career Progression Guidelines:-

- (i) Diploma in any of the following disciplines: Human Resource Management, Industrial Relations/Labour Relations, Pensions or its equivalent qualification from a recognized institution.
- (ii) Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations/Labour Relations, Pensions or its equivalent qualification from a recognized institution.
- (iii) Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution.
- (iv) Bachelor's Degree in any of the following disciplines: Sociology, Public / Business Administration, or any other relevant qualification from a recognized institution.
- (v) Master's degree in any of the following disciplines: Human Resource Management, Industrial Relations, Business Administration or its equivalent qualification from a recognized institution.
- (vi) Certified Human Resource Professional of Kenya (CHRP - K).
- (vii) Certified Secretaries of Kenya (Part I, II, III) (CS-K) or its equivalent qualification.
- (viii) Practising Certificate in Human Resource Management.
- (ix) Membership to the Institute of Human Resource Management in good standing.
- (x) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution or its equivalent.
- (xi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognize 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.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **HUMAN RESOURCE MANAGEMENT ASSISTANTS**

##### **APPENDIX 'A'**

#### **I. HUMAN RESOURCE MANAGEMENT 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 of a senior officer. Duties and responsibilities will entail: collecting and collating data on human resource management; processing documents on various human functions including recruitment, placement, payroll, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures.

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

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Certified Human Resource Professional Examination Part I or its accepted equivalent qualification

**OR**

Certified Secretaries Examination Part I or its accepted equivalent qualification; and

- (ii) Certificate in computer application skills.

#### **II. HUMAN RESOURCE MANAGEMENT ASSISTANT II, JOB GRADE CPSB 10**

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



Duties and responsibilities at this level will entail: collating and compiling data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures; maintaining proper office filing system (both manual and electronics); updating and maintaining an up-to-date human resource information database as per set procedures and policies; and drafting human resource periodic reports.

**b) Requirements for appointment**

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

- (i) Served in the grade of Human Resource Management Assistant III for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Certified Human Resource Professional Examination Part II or its accepted equivalent qualification

**OR**

Certified Secretaries Examination Part II or its equivalent qualification;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

**III. HUMAN RESOURCE MANAGEMENT ASSISTANT I, JOB GRADE CPSB 9**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: compiling and analyzing data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll, pension and



other human resource functions; verifying information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; implementing human resource decisions within the existing rules, regulations and procedures; maintaining proper office filing system (both manual and electronics); preparing agenda items for the County Human Resource Management Advisory Committee meetings and participating in implementation of decisions made; processing various claims relating to training, medical and any other as may arise; administering welfare matters as required; updating and maintaining an up-to-date human resource information database as per set procedures and policies; and drafting human resource periodic reports.

**(b) Requirements for appointment**

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

- (i) Served in the grade of Human Resource Management Assistant II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification

**OR**

Certified Secretaries Examination Part III (K) or its equivalent qualification;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

**IV. SENIOR HUMAN RESOURCE MANAGEMENT ASSISTANT, JOB GRADE CPSB**

**8**



**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- supervising clerical work in a section; coordinating human resource management activities in in sectional areas such as appointments, promotions, complement control and staff development within the framework of the existing human resource policies and regulations; compiling and analyzing data on human resource management; verifying information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; implementing human resource decisions within the existing rules, regulations and procedures; maintaining proper office filing system (both manual and electronics); preparing agenda items for the County Human Resource Management Advisory Committee meetings and implementing decisions made; processing various claims relating to training, medical and any other as may arise; administering welfare matters as required; maintaining an up-to-date human resource information database as per set procedures and policies; and preparing human resource periodic reports.

**b) Requirements for appointment**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Human Resource Management Assistant I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification

**OR**

Certified Secretaries Examination Part III (K) or its equivalent qualification;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and



results.

**V. CHIEF HUMAN RESOURCE MANAGEMENT ASSISTANT, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: interpreting and proper application of human resource management policies, rules and regulations, procedures and systems; providing guidance and advice on appropriate application of human resource management matters; coordinating human resource management activities in sectional areas such as appointments, promotions, complement control and staff development within the framework of the existing human resource policies and regulations; analyzing data on human resource management for decision making; verifying and validating information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronic); compiling agenda items for the County Human Resource Management Advisory Committee meetings and implementing decisions made; processing various claims relating to training, medical and any other as may arise; administering welfare matters as required; maintaining an up-to-date human resource information database as per set procedures and policies; and preparing human resource periodic reports.

**(b) Requirements for appointment**

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

- (i) Served in the grade of Senior Human Resource Management Assistant for a minimum period of three (3) years;
- (ii) Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification

**OR**



Certified Secretaries Examination Part III (K) or its equivalent;

- (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) Demonstrated administrative capability and outstanding work performance.

## **VI. PRINCIPAL HUMAN RESOURCE MANAGEMENT ASSISTANT, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: overseeing and coordinating human resource services in more than one section in the areas of recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting and proper application of human resource management policies, rules and regulations, procedures and systems; providing guidance and advice on appropriate application of human resource management matters; coordinating human resource management activities in more than one sectional areas such as appointments, promotions, complement control and staff development within the framework of the existing human resource policies and regulations; analyzing data on human resource management for decision making; validating information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronics); carrying out training needs assessment and training projections of staff; training staff on target setting and participating in staff appraisals systems; compiling agenda items for the County Human Resource Management Advisory Committee meetings and implementing decisions made; processing various claims relating to training, medical and any other as may arise; administering welfare matters as required; participating in industrial relation matters; maintaining an up-to-date human resource information database as per set procedures and policies; and preparing human resource periodic reports.

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



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

- (i) Served in the grade of Chief Human Resource Management Assistant for a minimum period of three (3) years;
- (ii) Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification.

**OR**

Certified Secretaries Examination Part III (K) or its equivalent;

- (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) Demonstrated administrative capability and outstanding work performance.



**I. HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GRADE CPSB 10****(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: collecting and collating data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures; and updating and maintaining an up-to-date human resource information database as per set procedures and policies.

**(b) Requirements for appointment**

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

- (i) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or any other relevant qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution; and

- (ii) Certificate in computer application skills.

**II. HUMAN RESOURCE MANAGEMENT OFFICER I, JOB GRADE CPSB 9****(a) Duties and Responsibilities**



Duties and responsibilities at this level will entail: collating and compiling data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll administration, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures; updating and maintaining an up-to-date human resource information database as per set procedures and policies; and drafting human resource periodic reports.

**(b) Requirements for appointment**

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

- (i) Served in the grade of Human Resource Management Officer II for a minimum period of one (1) year;
- (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or any other relevant qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

**III. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**



Duties and responsibilities at this level will entail: compiling data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll administration, discipline, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures; updating and maintaining an up-to-date human resource information database as per set procedures and policies; carrying out training needs assessment and training projections of staff; participating in training staff on target setting and performance appraisals systems; and drafting human resource periodic reports; participating in grievance handling and industrial relations;

**(b) Requirements for appointment**

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

- (i) Served in the grade of Human Resource Management Officer I for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

**IV. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE CPSB 7**



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

Duties and responsibilities at this level will entail: interpreting and proper application of human resource management policies, rules and regulations, procedures and systems; coordinating human resource management activities in sectional areas such as appointments, promotions, complement control and staff development within the framework of the existing human resource policies and regulations; analyzing data on human resource management for decision making; verifying and validating information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronics); compiling agenda items for the County Human Resource Management Advisory Committee meetings and implementing decisions made; processing various claims relating to training, medical and any other as may arise; carrying out training needs assessment and training projections of staff; training staff on target setting and performance appraisals systems; administering welfare matters as required; maintaining an up-to-date human resource information database as per set procedures and policies; and preparing human resource periodic reports.

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

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

- (i) Served in the grade of Senior Human Resource Management Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**



Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

## **V. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: coordinating human resource services in more than one section in the areas of recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting and applying human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; validating information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; undertaking research in human resource matters; implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronics); carrying out training needs assessment and training projections of staff; training staff on target setting and participating in staff appraisals systems; compiling agenda items for the county human resource management advisory committee meetings and implementing decisions made; processing various claims relating to training, medical and any other as may arise; preparing budget estimates for human resource emoluments; administering welfare matters as required; participating in grievance and industrial relation matters; maintaining an up-to-date human resource information database as per set procedures and policies; and preparing human resource periodic reports.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Human Resource Management Officer for



a minimum period of three (3) years;

- (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- (iii) Membership to the Institute of Human Resource Management in good standing;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognizes 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.

## **VI. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT, JOB GRADE CPSB 5**

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

Duties and responsibilities at this level will entail: implementing human resource policies, strategies, regulations, procedures, rules and guidelines; coordinating human resource services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting applying and providing advice on human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; validating information relating to recruitment, appointment, transfer, human resource management



information systems; ensuring maintenance of staff establishment and complement control; undertaking research in human resource matters; implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronics); carrying out training needs assessment and training projections of staff; training staff on target setting and participating in staff appraisals systems; alternate Secretary to the County Human Resource Management Advisory Committee and coordinating the implementation of its decisions thereof; processing various claims relating to training, medical and others; preparing budget estimates for human resource management including personnel emoluments; administering welfare matters as required; handling staff grievances and industrial relation matters; maintaining an up-to-date human resource information database as per set procedures and policies; ensuring that human resource quality management standards are maintained; and analyzing human resource reports for decision making.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Human Resource Management Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following disciplines:- Human Resource Management, Industrial Relations, Business Administration or its equivalent qualification from a recognized institution;



- (iv) Membership to the Institute of Human Resource Management in good standing;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognizes institution or its equivalent;
- (vi) Certificate in computer application skills;
- (vii) No active disciplinary case; and
- (viii) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

## **VII. DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT, JOB GRADE CPSB 4**

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

Duties and responsibilities at this level will entail: developing human resource policies, strategies, regulations, procedures, rules and guidelines; developing human resource standards and guidelines; coordinating human resource management services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting, and applying on human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; recommending for approval information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; coordinating research in human resource matters; coordinating the implementation of human resource decisions within the existing rules, regulations and procedures; identifying and recommending for approval the use of an appropriate human resource system (both manual and electronics); coordinating the carrying out of training needs assessment and approving trainings for staff; training staff on target setting and carrying out in staff performance appraisals systems; secretariat to the county human resource management advisory committee and coordinating the implementation of its decisions thereof; approving various claims relating to training, medical and others; coordinating the preparation of budget estimates for human resource management including personnel emoluments; administering welfare matters as required; handling staff grievances and industrial relation matters; maintaining an up-to-date human resource information database as per set procedures and policies; ensuring that human resource quality management



standards are maintained; and analyzing human resource reports for decision making.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, Human Resource Management for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following disciplines: Human Resource Management, Industrial Relations, Business Administration or its equivalent qualification from a recognized institution;
- (iv) Membership to the Institute of Human Resource Management in good standing;
- (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; and
- (viii) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.



## **VIII. DIRECTOR, HUMAN RESOURCE MANAGEMENT, JOB GRADE CPSB 3**

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

Duties and responsibilities at this level will entail: developing and reviewing human resource policies, strategies, regulations, procedures, rules and guidelines; developing and reviewing human resource standards and guidelines; overseeing human resource services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting applying and providing advice on human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; approving information relating to recruitment, appointment, transfer, human resource management information systems; ensuring maintenance of staff establishment and complement control; coordinating research in human resource matters; coordinating the implementation of human resource decisions within the existing rules, regulations and procedures; identifying and approving the use of an appropriate human resource system (both manual and electronics); coordinating the carrying out of training needs assessment and approving trainings for staff; training staff on target setting and carrying out in staff performance appraisals systems; Secretary to the County Human Resource Management Advisory Committee and coordinating the implementation of its decisions thereof; approving various claims relating to training, medical and others; coordinating the preparation of budget estimates for human resource management including personnel emoluments; administering welfare matters as required; handling staff grievances and industrial relation matters; maintaining an up-to-date human resource information database as per set procedures and policies; ensuring that human resource quality management standards are maintained; and analyzing human resource reports for decision making.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution **Plus** a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; **or** Certified Human Resource Professional Examination Part III (K) or its



accepted equivalent qualification **or** Certified Secretaries Examination Part III (K) or its equivalent; **or** Higher Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following disciplines: Human Resource Management, Industrial Relations, Business Administration or its equivalent qualification from a recognized institution;
- (iv) Membership to the Institute of Human Resource Management in good standing;
- (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; and
- (viii) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.



## 2.0 CAREER PROGRESSION GUIDELINES FOR ADMINISTRATION OFFICERS

### 1. ADMINISTRATIVE SERVICES FUNCTION

The Administrative Services Function entails:- implementation of administrative policies, procedures and strategies; provision of office accommodation; management of office services; coordination of transport and logistics; coordination of security services in the County; devise and implement security procedures and policies; ensure safe custody of the County's assets; fleet management; management of registries; coordinate maintenance and repair services in the County; oversee development of programmes and projects to empower the community; coordinate and facilitate citizen participation in the development of policies, plans and delivery of services; Facilitate intra and inter-governmental relations and conflict resolutions; and coordinate, manage and supervise the general administrative functions in the decentralized units.

### 2. GRADING STRUCTURE

This Career Progression Guideline establishes eight (8) grades of Decentralized/Devolved Unit Administrators and eight (8) grades of Administration Officers (Headquarters) who will be designated and graded as follows:-

#### Decentralized/Devolved Unit Administrators

#### Appendix A

Cadre	Designation (Field Services)	Job Grade CPSB	Job Group
Decentralized/Devolved Unit Administrators	Village Administrator III	11	H
	Village Administrator II	10	J
	Village Administrator I	9	K
	Senior Ward Administrator	8	L
	Chief Ward Administrator	7	M
	Principal Ward Administrator	6	N
	Deputy Sub-County Administrator	5	P
	Sub-County Administrator	4	Q

**Note:-** the grades of Village Administrator III/II Job Grade CPSB 11/10 for Diploma Holders will form common establishment for the purpose of this career guideline.



## Administration Officers (Headquarters)

## Appendix B

Cadre	Designation	Job Grade CPSB	Job Group
Administration Officers (Headquarters)	Administration Officer II	10	J
	Administration Officer I	9	K
	Senior Administration Officer	8	L
	Chief Administration Officer	7	M
	Principal Administration Officer	6	N
	Assistant Director, Administrative Services	5	P
	Deputy Director, Administrative Services	4	Q
	Director, Administrative Services	3	R

**Note:** The grade of Administration Officer II/A, 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 Progression Guidelines:

- (i) Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution.
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution.
- (iii) Master's degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution.
- (iv) Diploma in Advance Public Administration or equivalent qualification from a recognized institution.
- (v) Administrative officer's examination (PSCK).



- (vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Membership with a relevant professional body.
- (ix) Certificate in a 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 for 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**

##### **Decentralized/Devolved Unit Administrators**

##### **Appendix A**

#### **I. VILLAGE ADMINISTRATOR 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 and supervision of a senior officer.

In carrying out the functions and obligations of the office, the Village Administrator III shall be responsible to the relevant Ward Administrator and shall be the chairperson of the Village Council.

Duties and responsibilities at this level will entail:-

Planning of office accommodation and layout; facilitating transport and travelling services; maintaining and updating furniture and office equipment inventory; ensuring payment of utility bills; facilitating movement of assets; facilitating general maintenance of buildings and furniture; facilitating logistics for meetings,



conferences and other special events; collecting and collating data on developmental activities; and providing input in organizing public participation awareness at the local level.

**(b) Requirements for Appointment**

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

- (i) Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.

**II. VILLAGE ADMINISTRATOR II, JOB GRADE CPSB 10**

**(a) Duties and responsibilities**

In carrying out the functions and obligations of the office, the Village Administrator II shall be responsible to the relevant Ward Administrator and shall be the chairperson of the Village Council.

Duties and responsibilities at this level will entail:-

Planning of office accommodation and layout; facilitating transport and travelling services; maintaining and updating furniture and office equipment inventory; ensuring payment of bills; facilitating movement of assets; carrying out general maintenance of buildings and furniture; facilitating logistics for meetings, conferences and other special events; collecting and collating data on developmental activities; providing input in the monitoring and evaluating of community projects; providing input in organizing public participation awareness at the local level; and disseminating information to the public.

**(b) Requirements for Appointment**

**Direct appointment**

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

- (i) Bachelor's degree in any of the following disciplines: - Public



Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution;

- (ii) Certificate in computer applications from a recognized institution; and
- (iii) No active disciplinary case.

### **Promotion**

For promotion to this grade an officer must have:-

- (i) served in the grade of Village Administrator III, for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Sciences 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.

## **III. VILLAGE ADMINISTRATOR I, JOB GROUP CPSB 09**

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

In carrying out the functions and obligations of the office, the Village Administrator I shall be responsible to the relevant Ward Administrator and shall be the chairperson of the Village Council.

Duties and responsibilities at the level will entail:-

Facilitating fleet management; planning office accommodation layout; developing and updating of office equipment and furniture inventory; facilitating meetings, conferences and other special events; supervising general maintenance of buildings and furniture; facilitating maintenance and repairs of office equipment; processing administrative documents; supervising provision of security and office services; supervising records management and messengerial



services within various departments; handling public concern and issues; facilitating citizen participation in development activities; providing input in organizing public participation awareness at the local level; collecting and collating data on developmental activities.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Village Administrator II for a minimum period of three (3) years for degree holders and three (3) years for diploma holders;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;

**OR**

Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science 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.

**IV. SENIOR WARD ADMINISTRATOR, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

In carrying out the functions and obligations of the office, the Senior Ward Administrator shall be responsible to the relevant Ward Administrator.

Duties and responsibilities at this level will entail:-

Overseeing transport management; planning and coordinating office accommodation; facilitating meetings, conferences and other special events;



supervising provision of security and office services; supervising records management and messengerial services within various departments; handling public concerns and issues; managing utilities and office accommodation; managing of premises, assets and insurance policies; facilitating citizen participation in development activities; handling occupational health and safety issues; facilitating mobilization of resources at the local level; collecting and collating data on developmental activities; and disseminating information to the public.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Village Administrator I, for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;

**OR**

Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, community Development **or** any other Social Science from a recognized institution;

- (iii) Administrative officers' examination (PSCK);
- (iv) Certificate in computer applications from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

**V. CHIEF WARD ADMINISTRATOR, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

In carrying out the functions and obligations of the office, the Chief Ward Administrator shall be responsible to the relevant Sub-County Administrator.



Duties and responsibilities at this level will entail:-

Establishing networks and linkages with the relevant stakeholders; handling public concerns and issues; monitoring and evaluating community projects; facilitating mobilization of resources at the local level; facilitating citizen participation in development activities; overseeing occupational health and safety issues; promoting ethics and principles of good governance; analyzing and compiling data on developmental activities; liaising with relevant stakeholders in organizing citizen public participation forums; facilitating intra and inter-governmental relations and conflict resolutions; initiating development activities at local levels; identifying development projects; disseminating information to the public; and providing linkage between the office and the community.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Ward Administrator for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;

**OR**

Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science; plus a supervisory management course or equivalent qualification from a recognized institution;

- (iii) Administrative officers' examination (PSCK);
- (iv) Certificate in computer applications from a recognized institution;
- (v) No active disciplinary case; and
- (vi) demonstrated merit and ability as reflected in work performance and results.



## **VI. PRINCIPAL WARD ADMINISTRATOR/WARD ADMINISTRATOR, JOB GRADE CPSB 6**

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

In carrying out the functions and obligations of the office, the Ward Administrator shall be responsible to the Sub-County Administrator.

Duties and responsibilities at this level will entail:-

Overseeing effective service delivery in the area of jurisdiction; developing programs and projects to empower the community; coordinating and facilitating citizen participation in the development of policies, plans, and delivery of services; facilitating inter-governmental relations and conflict resolutions; overseeing safe custody of county government assets in the area of jurisdiction; coordinating and liaising with other directorates and departments in the area of jurisdiction; ensuring compliance with legal, statutory, and regulatory requirements; ensuring compliance with national values and principles of good governance; coordinating citizen participation in governance in the area of jurisdiction; enhancing administrative capacity for effective functions and governance at the local level; identifying development projects; disseminating information to the public; and providing linkage between the office and the community.

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

#### **Direct Appointment**

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

- (i) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science; plus a Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution
- (ii) Have vast knowledge and experience of not less than three (3) years in community service/development **or** must have served in a comparable position in the private or public service
- (iii) Demonstrate a thorough understanding of devolution, the County development objectives, and Vision 2030;



- (iv) Certificate in computer applications from a recognized institution; and
- (v) No active disciplinary case.

### **Promotion**

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

- (i) served in the grade of Chief Ward Administrator, for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science; plus a Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution

**OR**

Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science; **plus a Supervisory Management** course or 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.

## **VII. DEPUTY SUB- COUNTY ADMINISTRATOR, JOB GRADE CPSB 5**

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

In carrying out the functions and obligations of the office, the Deputy Sub-County Administrator shall be responsible to the Sub-County Administrator.

Duties and responsibilities at this level will entail:-

Overseeing service delivery in the area of jurisdiction; developing programs and



projects to empower the community; coordinating and facilitating citizen participation in the development of policies, plans, and delivery of services; facilitating inter-governmental relations and conflict resolutions; overseeing safe custody of county government assets in the area of jurisdiction; coordinating and liaising with other directorates and departments in the area of jurisdiction; ensuring compliance with legal, statutory, and regulatory requirements in the area of jurisdiction; ensuring compliance with national values and principles of national governance; enhancing administrative capacity for effective functions and governance at the local level; identifying development projects; disseminating information to the public; and providing linkage between the office and the community.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Principal Village Administrator for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;
- (v) Diploma in advance Public Administration or its equivalent qualification from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution;
- (vii) No active disciplinary case; and
- (viii) demonstrated managerial, administrative and professional competence in work performance and results



## **VIII. SUB-COUNTY ADMINISTRATOR, JOB GRADE CPSB 4**

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

In carrying out the functions and obligations of the office, the Sub-County Administrator shall be responsible to the relevant county Chief Officer.

Duties and responsibilities at this level will entail:-

Ensuring service delivery in the area of jurisdiction; facilitating mobilization and ensuring prudent utilization of resources; facilitating citizen participation in the development of policies, plans, and delivery of services in the area of jurisdiction; facilitating intra and inter-governmental relations and conflict resolutions; overseeing safe custody of government assets in the area of jurisdiction; ensuring compliance with legal, statutory, and regulatory requirements in the area of jurisdiction; ensuring compliance with national values and principles of good governance; identifying development projects; disseminating information to the public; and providing linkage between the office and the community.

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

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

- (i) served in the grade of Deputy Sub- County Administrator, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- (iv) Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution or its equivalent;
- (vi) Certificate in computer application skills from a recognized institution;



- (vii) No active disciplinary case; and
- (viii) demonstrated managerial, administrative and professional competence in work performance and results.

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## **ADMINISTRATION OFFICERS (DEPARTMENTS)**

## **APPENDIX B**

### **I. ADMINISTRATION OFFICER II, JOB GRADE CPSB 10**

#### **(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: monitoring motor vehicle movement; assigning vehicles to drivers on daily basis; organizing replacement and maintenance of office equipment; ensuring general cleanliness; supervising security activities; and processing and follow-up of payments of all bills for common services.

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

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application skills.

### **II. ADMINISTRATION OFFICER I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail:- monitoring motor vehicle movement; assigning vehicles to drivers on daily basis; organizing replacement and maintenance of office equipment; maintenance of buildings and equipment; ensuring general cleanliness; supervising security activities; coordinating telephone and registry services; and processing and following-up payments of all bills for common services.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Administration Officer II for a minimum period of



one (1) year;

- (ii) Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government 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. SENIOR ADMINISTRATION OFFICER, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: verifying motor vehicle movement; assigning vehicles to drivers on daily basis; organizing replacement and maintenance of office equipment; maintenance of buildings and equipment; preparing reports on motor vehicles; coordinating cleaning of offices; processing and following-up payments of all bills for common services; supervising security activities; and coordinating telephone and registry services.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Administration Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government 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. CHIEF ADMINISTRATION OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will entail: implementing administrative policies, procedures and strategies; preparing briefs and memos; compiling monthly utilization and expenditure data of all vehicles; verifying motor vehicle movement; updating tools and equipment register; organizing replacement and maintenance of office equipment; maintenance of buildings and equipment; coordinating cleaning of offices; processing and following-up payments of all bills for common services; supervising security activities; and coordinating telephone and registry services.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Administration Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government 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.

#### **V. PRINCIPAL ADMINISTRATION OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: implementing administrative policies, procedures and strategies; preparing briefs and memos; compiling monthly utilization and expenditure data of all vehicles; preparing reports on motor vehicles; ensuring provision of office equipment and materials; maintaining and updating furniture and office equipment inventory; overseeing telephone and registry services; maintenance of buildings and equipment; ensuring cleaning



of offices; and coordinating security services.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Administration Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government 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.

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

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: developing and reviewing administrative policies, procedures and strategies; fleet management; handling County Assembly queries; coordinating disaster management and emergency response activities; coordinating identification of obsolete assets and manage the disposal process; planning and coordinating office accommodation; preparing briefs and memos; ensuring provision of adequate office equipment and supplies; keeping and updating tools and equipment register; coordinating renewal of insurance policies and transport licenses; making proposals for rental management; managing telephone, registry and security services; and disseminating administrative policies, procedures and strategies.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:



- (i) Served in the grade of Principal Administration for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- (iv) Diploma in advance Public Administration or its equivalent qualification 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) Demonstrated merit and ability as reflected in work performance and results.

## **VII. DEPUTY DIRECTOR, ADMINISTRATIVE SERVICES, JOB GRADE CPSB 4**

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

Duties and responsibilities at this level will entail: coordinating the development, implementation and review of administrative policies, procedures and strategies; fleet management; coordinating response to County Assembly queries; coordinating disaster management and emergency response activities; coordinating identification of obsolete assets and manage the disposal process; planning and coordinating office accommodation; preparing briefs and memos; ensuring provision of adequate office equipment and supplies; keeping and updating tools and equipment register; coordinating renewal of insurance policies and transport licenses; making proposals for rental management; and disseminating administrative policies, procedures and strategies.

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



For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, Administrative Services for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- (iv) Diploma in advance Public Administration or its equivalent qualification from a recognized institution;
- (v) Certificate in Strategic Leadership Development Programme lasting for 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 merit and ability as reflected in work performance and results.

#### **VIII.DIRECTOR, ADMINISTRATIVE SERVICES, JOB GRADE CPSB 3**

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

Duties and responsibilities at this level will entail: overseeing the development, implementation and review of administrative policies, procedures and strategies; providing professional advice on administrative matters; ensuring response to County Assembly queries; overseeing disaster management and emergency response activities; overseeing the identification of obsolete assets; overseeing provision of security and office services; directing general maintenance; managing and controlling office accommodation; overseeing coordination of disaster management and emergency response activities; coordinating implementation of service delivery initiatives; ensuring provision of adequate office equipment and supplies; ensuring renewal of insurance policies and transport licenses; overseeing rental management; and ensuring dissemination of



administrative policies, procedures and strategies.

In addition, the Director will be responsible for 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 the management of departmental assets and finances; and overall management and development of staff.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director, Administrative Services for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- (iv) Diploma in advance Public Administration or its equivalent qualification from a recognized institution;
- (v) Certificate in Strategic Leadership Development Programme lasting for 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 high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Administrative services; and
- (ix) A clear understanding of the overall National goals, policies, and development objectives and ability to translate them into Administrative services function.



### 3.0 CAREER PROGRESSION GUIDELINES FOR INTERNAL AUDITORS

#### 1. INTERNAL AUDIT FUNCTION

The Internal Audit Function entail: conducting risk-based, value-for-money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the entity; verification of existence of assets administered by the entity and ensuring that there are proper safeguards for their protection; monitoring governance mechanisms of the entity and mechanisms for transparency and accountability with regard to the finances and assets of the County; provision of assurance that appropriate institutional policies and procedures and good business practices are followed by the entity; and evaluation of the adequacy and reliability of information available to management for making decisions with regard to the County and its operations.

#### 2. GRADING STRUCTURE

The Career Guidelines establishes seven (7) grades of Internal Auditors who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Internal Auditors	Internal Auditor	9	K
	Senior Internal Auditor	8	L
	Chief Internal Auditor	7	M
	Principal Internal Auditor	6	N
	Assistant Director, Internal Audit	5	P
	Deputy Director, Internal Audit	4	Q
	Director, Internal Audit	3	R

**Note:** The grades of Internal Auditor/Senior Internal Auditor, Job Grade CPSB, 9/8 will form common establishment for the purpose of this Career Progression Guidelines.

#### 3. RECOGNIZED QUALIFICATIONS FOR APPOINTMENT

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

- (i) Post graduate Diploma in Internal Auditing or equivalent qualifications.
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.



- (iii) Master's Degree in any of the following fields:- Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Strategic Management, Risk Management or its equivalent from a recognized institution.
- (iv) Certified Internal Auditor (CIA), Certified Public Accountants of Kenya CPA (K) its equivalent qualification from a recognized institution.
- (v) Certification in Risk Management Assurance (CRMA) by the Institute of Internal Auditors.
- (vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.
- (vii) Certificate in Certified Government Auditing Professional (CGAP) by the Institute of Internal Auditors.
- (viii) Certificate in Certified Fraud Examiner.
- (ix) Certified Information Systems Auditor.
- (x) Certificate in Strategic Leadership Programme lasting not less than six (6) weeks in a recognized institution or its equivalent.
- (xi) Certificate in computer applications skills.
- (xii) Certified Internal Auditor (CIA) by the Institute of Internal Auditors.
- (xiii) Certified Control Self-Assessment (CCSA) by the Institute of Internal Auditors.
- (xiv) Certified Financial Services Auditor (CFSA) by the Institute of Internal Auditors.
- (xv) Certificate in Forensic Auditing.
- (xvi) Membership to any of the following recognized professional bodies: IIA, ICPAK, ACFE or ISACA or any of the professional recognized body.
- (xvii) No active disciplinary case.
- (xviii) Such other qualifications that may be approved by County Public Service Board.



#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. INTERNAL AUDITOR, 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: vouching sample transactions in audit investigation and verification; preparing engagement and work plans; recording proceedings of entry and exit meetings; collecting and analysing data and statistics; and preparing audit working papers.

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

For appointment to this grade an officer must have:

- (i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

**Plus**

Certified Internal Auditor (CIA) III/Certified Public Accountants of Kenya CPA (K) III or its equivalent qualification from a recognized institution; and

- (ii) Certificate in computer applications skills.

##### **II. SENIOR INTERNAL AUDITOR, JOB GRADE CPSB 8**

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

Duties and responsibilities will entail: vouching sample transactions in audit investigation and verification preparing engagement and work plans; reviewing records of proceedings of entry and exit meeting; collecting and analysing data; reviewing audit working papers for approval by supervisor; and signing off audit assignments.

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

For appointment to this grade an officer must have:



- (i) Served in the grade of Internal Auditor for a minimum period of one (1) year;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

**Plus**

Certified Internal Auditor (CIA) III/ Certified Public Accountants of Kenya CPA (K) III 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. CHIEF INTERNAL AUDITOR, JOB GRADE CPSB 7**

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

Duties and responsibilities will entail: evaluating the effectiveness of risk management, controls and governance processes of a public entity; preparing assignment work/engagement plan; leading an audit team; vouching transactions in audit investigation and verification assignments; collecting and analysing data and statistics; preparing and submitting audit findings; preparing and maintaining audit files/working papers for assignment; monitoring implementation of audit recommendations; preparing training and budget proposals; 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 Internal Auditor for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

**Plus**



Certified Internal Auditor (CIA) II/ Certified Public Accountants of Kenya CPA (K) II or its equivalent qualification from a recognized institution;

- (iii) Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing 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 INTERNAL AUDITOR, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: evaluating the effectiveness of risk management, controls and governance processes of a public entity; preparing assignment work/engagement plan; leading an audit team; undertaking audit verification assignments; vouching transactions in audit investigation and verification assignments; collecting and analysing data and statistics; preparing and submitting audit findings; review audit findings and audit working papers for assignments; monitoring implementation of audit recommendations; preparing training and budget proposals; 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 Internal Auditor for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

**Plus**

Certified Internal Auditor (CIA) II/ Certified Public Accountants of Kenya CPA (K) II or its equivalent qualification from a recognized institution;



- (iii) Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) 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. ASSISTANT DIRECTOR, INTERNAL AUDIT, JOB GRADE CPSB 5**

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

Duties and responsibilities will entail: evaluating the effectiveness of risk management, controls and governance processes of a public entity and recommend improvements; undertaking audit verification assignments; supervising compilation of audit findings and audit working papers for assignments; preparing assignment work/engagement plan; preparing internal audit reports; reviewing audit findings and audit working papers for assignments; leading a team of auditors; monitoring implementation of audit recommendations; coaching and mentoring of staff; and preparing training projections and budgets.

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

For appointment to this grade an officer must have:

- (i) Served in the grade of Principal Internal Auditor for at least three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Master's Degree in any of the following fields: - Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Strategic Management, Risk Management or its equivalent from a recognized institution;
- (iv) Certified Internal Auditor (CIA)/Certified Public Accountants of Kenya



CPA (K) or its equivalent qualification from a recognized institution.

- (v) Membership to any of the following recognized professional bodies: of either CIA, ICPAK, ACFE, ISACA or any other professional recognized body;
- (vi) Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing from a recognized institution;
- (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.

## **VI. DEPUTY DIRECTOR, INTERNAL AUDIT, JOB GRADE CPSB 4**

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

Duties and responsibilities at this level will entail: evaluating the effectiveness of risk management mechanisms, controls and governance processes of a public entity and recommend improvements; reviewing internal audit reports and make recommendations; participating in the review of standards, procedures and guidelines for internal audit; monitoring implementation of audit recommendations; undertaking quality assurance and special audits; coordinating preparation of quarterly internal audit reports; providing consultancy to public sector entities; developing curriculum and training materials and approving annual work plans; participating in designing and implementing training programmes for staff in the internal audit units and members of the audit committees; preparing training projections and budgets; 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, Internal Audit for a minimum period of three (3) years;



- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Master's Degree in any of the following fields:- Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Strategic Management, Risk Management or its equivalent from a recognized institution;
- (iv) Certified Internal Auditor (CIA) III/ Certified Public Accountants of Kenya CPA (K) III or its equivalent qualification from a recognized institution;
- (v) Membership to any of the following recognized professional bodies: of either CIA, ICPAK, ACFE, ISACA or any other professional recognized body;
- (vi) Certificate in computer applications skills;
- (vii) Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing 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) No active disciplinary case; and
- (x) Demonstrated high degree of professional competence and administrative capability required at this level.

## **VII. DIRECTOR INTERNAL AUDIT, JOB GROUP CPSB 3**

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

The Director, Internal Audit will be responsible to the Governor for management and coordination of the Internal Audit Function at the County. Specific duties and responsibilities at this level will entail: overseeing implementation of internal Audit policies, strategies, standards and procedures at the County; ascertaining the County's level of compliance with the relevant Internal Audit statutes and other government regulations and guidelines; facilitating quality assurance and special audits; providing technical advice on internal audit matters; coordinating execution of investigation,



forensic audit and other special assignments; overseeing evaluation of the effectiveness of risk management mechanisms, controls and governance processes of the County and recommending improvements; coordinating development and review of audit techniques, guidelines, systems and processes; identifying and profiling various risks inherent in specific audit assignments; overseeing preparation of reports on audit findings and making appropriate recommendations; preparing detailed, understandable and cross-referenced work papers to evidence work done and for future references, in compliance with standards for professional practice in internal audit; executing audit activities to ensure reliability and integrity of information and effective use of the County resources and compliance with contracts, standards and policies; overseeing monitoring and evaluation of implementation of internal audit recommendations; coordinating preparation and presentation of reports on audit findings and recommendations to the Internal Audit Committee; coordinating preparation of periodic internal audit reports; coordinating designing and implementing of training programmes for internal audit staff and members of the audit committee; overseeing preparation of strategic plans and budgets; ensuring prudent utilization of resources; 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, Internal Audit for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Master's Degree in any of the following fields:- Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Strategic Management, Risk Management or its equivalent from a recognized institution;
- (iv) Certified Internal Auditor (CIA)/Certified Public Accountants of Kenya CPA (K) its equivalent qualification from a recognized institution.
- (v) Membership to any of the following recognized professional bodies: of either CIA, ICPAK, ACFE, ISACA or any other professional recognized body;
- (vi) Certificate in computer applications skills;
- (vii) Certificate in any of the following: Certified Government Auditing



Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing 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) No active disciplinary case;
- (x) Demonstrated high degree of professional competence and administrative capability required for the effective planning and coordination of the Internal Audit Function; and
- (xi) Thorough understanding of national goals, policies and objectives and ability to relate them to the Internal Audit Function and aspirations of Vision 2030.



#### 4.0 CAREER PROGRESSION GUIDELINES FOR FINANCE OFFICERS

##### 1. THE FINANCE MANAGEMENT FUNCTION

The Finance Management Function entails:- implementation of finance policies, strategies and guidelines on county budget and commitment control; coordination of budgeting of county government resources in line with policy priorities; coordination of preparation and presentation of annual and revised budget estimates for the County Government; management of the County expenditure policy; responding to Parliamentary/County Assembly business on budgetary matters; putting in place internal control systems to mitigate risks relating to County budget formulation, preparation, execution and reporting; preparation of statutory and management reports relating to budget matters; and undertaking research to inform policy development.

##### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes eight (8) grades of Finance Officers who will be designated and graded as follows:

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

**Note:** The grades of Finance Officer II/I Job Grade CPSB, 10/9 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) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution.



- (ii) Master's degree in any of the following disciplines: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution.
- (iii) Certificate in Public Financial Management.
- (iv) Membership to 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 Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution or its equivalent.
- (vii) Certificate in any of the following Computer Applications, Database Management, Enterprise Resource Management or Public Financial Management from a recognized institution.
- (viii) Certificate in computer application skills.
- (ix) No active disciplinary case.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. FINANCE 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 of a senior officer.

Duties and responsibilities at this level will entail:- capturing data on budget estimates for The County; checking cost of projects and programmes to align them to county financial statistics and classification of the functions of the County assisting in quality control of budget estimates; assisting in processing reallocation of estimates proposals; preparing initial reports and briefs on budgetary issues; capturing data on budget proposals; checking cost of projects and programmes to align them to GFS and COFOG; assisting in budget monitoring and expenditure control; assisting in processing of expenditure reallocations within the budget; and assisting users to capture budget data and run reports in the Hyperion Budget Planning System.

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



For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Business Administration, Business Management or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer applications skills.

## **II. FINANCE OFFICER I, JOB GRADE CPSB 9**

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

Duties and responsibilities will entail: capturing data on budget estimates for The County; checking cost of projects and programmes to align them to Government Financial Statistics (GFS) and Classification of the Functions of The County (COFOG); assisting in quality control of budget estimates; assisting in processing reallocation of estimates proposals; preparing initial reports and briefs on budgetary issues; capturing data on budget proposals; checking cost of projects and programmes to align them to GFS and COFOG; assisting in budget monitoring and expenditure control; assisting in processing of expenditure reallocations within the budget; and assisting users to capture budget data and run reports in the Hyperion Budget Planning System.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Finance Officer II for a minimum period of one (1) year;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Business Administration, Business Management or equivalent qualification from a recognized institution;
- (iii) Certificate in computer applications skills; and
- (iv) No active disciplinary case.

## **III. SENIOR FINANCE OFFICER, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: reviewing Departmental budget estimates, cost of projects and programmes; conducting quality control of budget estimates; processing reallocation of estimates proposals; analysing monthly, quarterly, annual budget and performance reports; confirming expenditure



commitments; evaluating and scrutinizing expenditure proposals and compilation of information required in the budgetary processes; processing annual and revised budget estimates; reviewing of financial and non-financial performance of the budget estimates, and monitoring commitments on expenditures; compiling monthly, quarterly, annual financial and non-financial performance reports; facilitating users to capture budget data; running reports in the Plan to Budget component; and supporting end users and help desk management.

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

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

- (i) Served in the grade of Finance Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

### **IV. CHIEF FINANCE OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will entail: analysing the County budget estimates; taking part in the preparation of financial policy briefs; initiating preparation of Annual Work plans, annual Procurement Plans and Cash plans for the department; reviewing and analysing project proposals and costings; reviewing budget estimates; preparing technical and policy briefs on budgetary matters; analysing financial and non-financial performance reports from The County; analysing proposals for reallocation of budgetary funds; participating in organizing stakeholders' public participation for the budget process; drafting proposals for seeking funds for additional expenditure and reallocation of voted funds; preparing Medium Term Budget, quarterly expenditure forecasts and Revised Budget Estimates; providing input in the costing of programmes and projects; monitoring and evaluating expenditure and programmes on periodic basis; analysing the County budget estimates and projects implementation on a periodic basis; aligning performance indicators to programmes on budget estimates; participating in the preparation of responses to financial queries; participating in initial processing of authority to incur expenditure; facilitating users to capture budget data; preparing



financial reports; and providing support to end users and help desk management.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Finance Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance 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) Demonstrated merit and ability as reflected in work performance and results.

**V. PRINCIPAL FINANCE OFFICER, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: interpreting the County budget estimates reports; reviewing and analysing project proposals and costings; reviewing budget estimates; preparing technical and policy briefs on budgetary matters; analysing financial and non-financial performance reports from the County; analysing proposals for reallocation of budgetary funds; participating in organizing stakeholders' public participation for the budget process; drafting proposals for seeking funds for additional expenditure and reallocation of voted funds; preparing Medium Term Budget, quarterly expenditure forecasts and Revised Budget Estimates; preparing reports on costing of programmes and projects; monitoring and evaluating expenditure and programmes on periodic basis; and interpreting reports on the County budget estimates and projects implementation on a periodic basis.

In addition, work at this level will entail: analysing programmes on budget estimates to identify performance indicators; preparing responses to financial queries; participating in initial processing of authority to incur expenditure; facilitating users to capture budget data; designing reports in the Plan to Budget component; providing support to end users and help desk management; interpreting and implementing emerging trends in budget and financial process; monitoring expenditure and commitments in the financial system and developing budget



performance indicators; preparing annual work plans, annual procurement plans and cash plans; and supervising staff.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Finance Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance 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 merit and ability as reflected in work performance and results.

## **VI. ASSISTANT DIRECTOR, FINANCE, JOB GRADE CPSB 5**

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

Duties and responsibilities at this level will entail: organizing budget preparation at sector and sub sector levels; verifying and validating budget proposals from various Departments; designing tools and guidelines for capturing and reporting financial data; reviewing programmes and projects performance objectives; preparing briefs on budgetary matters; organizing stakeholder participation in the budget process in sectors and sub sector levels; analysing periodic Departmental budget performance reports; reviewing proposals for seeking funds for additional expenditure and reallocation of voted funds; preparing Medium Term Budget, quarterly expenditure forecasts and Revised Budget Estimates; and monitoring and evaluating financial and non-financial performance of the budget including programmes/projects and recommending corrective measures.

Duties and responsibilities at this level will also entail: reviewing budgetary estimates; initiating processing of Authority to Incur Expenditure; preparing responses to financial queries; monitoring expenditure and commitments in the financial system and developing budget performance indicators; facilitating



capacity building on Public Finance Management; preparing quarterly and annual budget performance and expenditure reports; preparing reports on the costing of programmes and projects; monitoring and evaluating expenditure and programmes on periodic basis; 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 Principal Finance Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- (iii) Membership to a relevant professional body;
- (iv) Master's degree in any of the following: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution;
- (v) Certificate in computer application skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

## **VII. DEPUTY DIRECTOR, FINANCE, JOB GRADE CPSB 4**

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

Duties and responsibilities at this level will entail: coordinating budget preparation at sector and sub sector and convening Sector Working Groups on budget matters; verifying and validating budget proposals from various Departments; coordinating designing of tools and guidelines for capturing and reporting financial data; reviewing programmes and projects performance objectives; preparing technical briefs on budgetary matters; coordinating stakeholder participation in the budget process at sector and sub sector level; analysing quarterly and annual Departmental budget performance reports; preparing responses to financial queries; reviewing proposals for seeking funds for additional expenditure and reallocation of voted funds; and preparing Medium Term Budget, quarterly expenditure forecasts and Revised Budget Estimates.



In addition, the officer will also be responsible for: monitoring and evaluating financial and non-financial performance of the budget including programmes/projects and recommending corrective measures; facilitating capacity building on Public Finance Management; reviewing budgetary estimates; preparing quarterly and annual budget performance reports; initiating processing of Authority to Incur Expenditure; preparing responses to financial queries; monitoring expenditure and commitments in the financial system and developing budget performance indicators; preparing quarterly expenditure reports; preparing reports on costing of programmes and projects; monitoring and evaluating expenditure and programmes on periodic basis; 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 Assistant Director, Finance for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution;
- (iv) Membership to a relevant 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; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

### **VIII. DIRECTOR, FINANCE, JOB GRADE CPSB 3**

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

Director, Finance will be responsible for providing strategic leadership and direction in implementing financial policies, strategies, standards and programmes at the County.



Specifically duties and responsibilities will involve: convening sector working groups and reviewing reports emanating from the sectors; coordinating budget preparation at sector and sub sector levels; undertaking financial evaluation of policy changes; coordinating preparation of technical briefs on overall expenditure patterns; reviewing Departmental budget proposals in line with adopted budget policy statement ceilings and recommend appropriate amendments; monitoring financial and non-financial performance of the budget including programmes/projects and recommending corrective measures; ensuring compliance with the budget implementation policy guidelines; profiling risks associated with budget process and design appropriate mitigation framework; undertaking assessment of financial risks and recommend appropriate mitigating actions; reviewing periodic financial and non-financial performance reports; coordinating preparation of responses to financial queries; undertaking budget planning, preparation, submission, execution and reporting; monitoring and evaluating budgetary commitment; and overseeing release of funds and issuance of Authority-to-Incur Expenditure to various spending points and ensuring that expenditures is consistent with budget ceilings.

In addition, the Director will also be responsible for: organizing the preparation of the Departmental Performance Reviews and the sector reports; interpreting quarterly and annual Departmental budget performance reports and recommending appropriate intervention measures; monitoring servicing of debts and taking appropriate measures; overseeing preparation of responses to financial queries; facilitating research on emerging issues and best practices in financial management; ensuring prudent utilization of resources; 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, Finance for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution;
- (iv) Certificate in Public Financial Management from a recognized institution;



- (v) Membership to a relevant professional body;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification 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 and managerial ability as reflected in work performance and results.



## 5.0 CAREER PROGRESSION GUIDELINES FOR SUPPLY CHAIN MANAGEMENT PERSONNEL

### 1. SUPPLY CHAIN MANAGEMENT FUNCTION

The Supply Chain Management Function at the County entails: implementation of the Public Procurement and Asset Disposal Act, 2015 and other relevant laws, and regulations pertaining to supply chain management; implementation of policies, guidelines, standards and strategies for effective and efficient management of procurement and asset disposal system at the County; designing an efficient and effective procurement management system for the County; implementation of policies and guidelines on the management of assets at the County; implementation of policies on procurement of common user items in the public sector at the County; establishment and implementation of e-procurement and asset disposal systems at the County; issuance of guidelines to public entities in respect to procurement matters at the County; registration of target groups under preference and reservations; training and capacity building of target groups under the preference and reservation scheme to advance their participation in the procurement process; monitoring and evaluation of implementation of Preference and Reservations Scheme; monitor and evaluate implementation of procurement and asset disposal policies and standards; and maintenance of an inventory of procured equipment, services, vehicles and any other related machinery and equipment.

### 2. GRADING STRUCTURE

The Career Progression Guideline establishes six (6) grades of Supply Chain Management Assistants and seven (7) grades of Supply Chain Management Officers who will be designated and graded as follows:-

#### SUPPLY CHAIN MANAGEMENT ASSISTANTS APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Supply Chain Management Assistants	Assistant Supply Chain Management Officer III	11	H
	Assistant Supply Chain Management Officer II	10	J
	Assistant Supply Chain Management Officer I	9	K
	Senior Assistant Supply Chain Management Officer	8	L
	Chief Assistant Supply Chain Management Officer	7	M
	Principal Assistant Supply Chain Management Officer	6	N



## SUPPLY CHAIN MANAGEMENT OFFICERS APPENDIX 'B'

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

**Note:** The grades of Assistant Supply Chain Management Officer III/II, Job Grades CPSB 11/10 and Supply Chain Management Officer/Senior, 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 either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution.
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Commerce (Purchasing and Supplies option) or equivalent qualification from a recognized institution.
- (iii) Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management, Transport and Logistics or Law or equivalent qualification from a recognized institution.
- (iv) Master's degree in any of the following disciplines: Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution.



- (v) Certificate of Associate in Procurement and Supply of Kenya (APS-K) I& II **or** Certificate in Supplies Management (CISM) **or** Advanced Certificate in Supplies Management (ACISM).
- (vi) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management-Final Stage (FIS) **or** Chartered Institute of Purchasing and Supply (CIPS).
- (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.
- (ix) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (x) Membership of the Kenya Institute of Supplies Management (KISM).
- (xi) Certificate in computer application skills.
- (xii) No active disciplinary case.
- (xiii) Such other qualifications as may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **SUPPLY CHAIN MANAGEMENT ASSISTANTS      APPENDIX 'A'**

#### **I. SUPPLY CHAIN MANAGEMENT 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 of a senior officer. Duties and responsibilities will entail: receiving and issuing stores; posting and updating of ledgers; assisting in stock taking and reconciliation; preparation and maintenance of stores records; and implementing security and safety procedures in the store.

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

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



- (i) Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- (ii) Certificate of Associate in Procurement and Supply of Kenya (APS-K) II or Advanced Certificate in Chartered Institute of Procurement and Supply (CIPS); and
- (iii) Certificate in computer applications skills.

## **II. SUPPLY CHAIN MANAGEMENT ASSISTANT II, JOB GRADE CPSB 10**

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

Duties and responsibilities will entail:- receiving and issuing stores; opening of bids; registering and updating suppliers' database; publicizing of tender awards; market surveys; stock-taking; and implementing security and safety procedures in the store.

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

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

- (i) Served in the grade of Supply Chain Management Assistant III for a minimum period of three (3) years;
- (ii) Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- (iii) Certificate of Associate in Procurement and Supply of Kenya (APS-K) II or Advanced Certificate in Supplies Management (ACISM) or Advanced Certificate in Chartered Institute of Procurement and Supply (CIPS);
- (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. SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GRADE CPSB 9**

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

Duties and responsibilities will entail:- preparing procurement documents; opening of bids; registering and updating suppliers' database; managing stores;



publicizing of tender awards; registering and updating suppliers' database; stock checking and stock-taking; and implementing security and safety procedures in the store.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Supply Chain Management Assistant II for a minimum period of three (3) years;
- (ii) Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) Part I or Diploma in Supplies Management Foundation Stage (FOS) or Advanced Diploma in Chartered Institute of Procurement and Supply (CIPS);
- (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 SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: preparing procurement documents; opening of bids; initiating payments; registering and updating suppliers' database; publicizing of tender awards; managing stores; managing inventory; conducting ad-hoc inspections; stock checking and stock-taking; conducting market surveys; sourcing for goods, works and services; fleet management; and implementing security and safety procedures in the store.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Supply Chain Management Assistant I for a minimum period of three (3) years;
- (ii) Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;



- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) Part II **or** Diploma in Supplies Management Foundation Stage (FOS) **or** Advanced Diploma in Chartered Institute of Procurement and Supply (CIPS);
- (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 SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GRADE CPSB 7**

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

Duties and Responsibilities will entail: preparing procurement documents and records; providing secretariat services to the tender opening and evaluation committees; registering and updating list of suppliers; publicizing of tender awards; managing inventory; receiving, inspecting and accepting goods, works and services; recording goods, works and services received in an inventory; conducting market surveys; sourcing for goods and services; identifying and recording unserviceable, obsolete, obsolescent or surplus stores, equipment and assets for disposal; fleet management; offering secretariat services to the Receiving, Inspection and Acceptance Committee; implementing security and safety procedures in the store; and preparing statutory procurement reports.

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

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

- (i) Served in the grade of Senior Supply Chain Management Assistant for a minimum period of three (3) years;
- (ii) Diploma in either Purchasing and Supplies Management **or** Procurement and Logistics or its equivalent qualification from a recognized institution;
- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management - Final Stage (FIS) **or** Chartered Institute of Procurement and Supply (CIPS);
- (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 SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GRADE CPSB 6**

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

This is the highest grade in the Supply Chain Management Assistants' cadre. Duties and responsibilities will entail: preparing the consolidated annual procurement plan; sourcing for bids and carrying out market surveys; providing secretariat services to the Tender Opening and Evaluation Committees; carrying out due diligence; prequalification of suppliers; managing inventory; recording goods, works and services received in an inventory; identifying and recording unserviceable, obsolete, obsolescent or surplus stores; preparing statutory procurement reports; and supervising the receiving, inspecting and acceptance of goods, works and services; and overseeing the implementation of security and safety procedures in the stores.

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

For appointment to this grade, an officer must have -

- (i) Served in the grade of Chief Supply Chain Management Assistant for a minimum period of three (3) years;
- (ii) Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management-Final Stage (FIS) **or** Chartered Institute of Procurement and Supply (CIPS);
- (iv) Certificate in computer application skills;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.



## SUPPLY CHAIN MANAGEMENT OFFICERS

## APPENDIX 'B'

### I. SUPPLY CHAIN 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 the guidance of a senior officer. Duties and responsibilities will entail:- receiving and issuing stores; preparing procurement documents; opening of bids; registering and updating suppliers' database; managing stores; publicizing of tender awards; registering and updating suppliers' database; stock checking and stock-taking; and implementing security and safety procedures in the stores.

#### (b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's degree in any of the following disciplines:- Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **plus** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (ii) Certified Procurement and Supply Professional of Kenya (CPSP- K) Part I or Diploma in Supplies Management Foundation Stage (FOS) or Diploma in Chartered Institute of Procurement and Supply (CIPS); and
- (iii) Certificate in computer applications skills.

### II. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE CPSB 8

#### (a) Duties and Responsibilities

Duties and responsibilities will entail:- preparing procurement documents; opening of bids; registering and updating suppliers' database; publicizing of tender awards; managing stores; managing inventory; conducting ad-hoc inspections; stock checking and stock-taking; conducting market surveys;



sourcing for goods, works and services; and preparing statutory reports.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Supply Chain Management Officer for a minimum period of one (1) year;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) Part II **or** Diploma in Supplies Management Foundation Stage (EOS) **or** Diploma in Chartered Institute of Procurement and Supply (CIPS);
- (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. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail:- preparing procurement documents and records; registering and updating list of suppliers; publicizing of tender awards; managing inventory; receiving, inspecting and accepting goods, works and services; recording goods, works and services received in an inventory; conducting market surveys; sourcing for goods and services; sensitizing the target groups on the requirement of Preference and Reservations Career Guideline and the available funding options; providing secretariat services to the Tender Opening and Evaluation Committees; identifying and recording unserviceable, obsolete, obsolescent or surplus stores, equipment and assets for disposal; participating in the preparation of procurement plan; preparing the



consolidated annual procurement plan; offering secretariat services to the Receiving, Inspection and Acceptance Committee; and preparing statutory reports.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Supply Chain Management Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Procurement and Supply (CIPS);
- (iv) Membership of the Kenya Institute of Supplies Management (KISM);
- (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 SUPPLY CHAIN MANAGEMENT, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: guiding the user departments in the preparation of procurement plans; preparing the consolidated annual procurement plans; sourcing for bids and carrying out market surveys; providing secretariat services to the Tender Opening and Evaluation Committees; carrying out due diligence; prequalification of suppliers; updating the inventory; recording goods, works and services received in an inventory; identifying and



recording unserviceable, obsolete, obsolescent or surplus stores; maintaining and updating the assets register; supervising the receiving, inspecting and acceptance of goods, works and services; and preparing statutory reports.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Chief Supply Chain Management Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Procurement and Supply (CIPS);
- (iv) Membership of the Kenya Institute of Supplies Management (KISM);
- (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, SUPPLY CHAIN MANAGEMENT, JOB GRADE CP5B 5**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: consolidating annual procurement plans; sourcing for bids and carrying out market surveys; providing secretariat services to the Tender Opening and Evaluation Committees; carrying out due diligence



in the procurement process; taking part in pre-qualifying suppliers; updating inventory of equipment and assets; recording goods, works and services received; identifying and recording unserviceable, obsolete, obsolescent or surplus stores; maintaining and updating the assets register; supervising reception, inspection and acceptance of goods, works and services; preparing statutory reports; monitoring and evaluating implementation of e-procurement system, inventory management and assets disposal processes and procedures; monitoring and evaluating implementation of the Preference and Reservation Scheme; and guiding the user departments in the preparation of 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 Principal Supply Chain Management Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following disciplines: Procurement and Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution;
- (iv) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Procurement and Supply (CIPS);
- (v) Membership of the Kenya Institute of Supplies Management (KISM);
- (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 merit and ability as reflected in work performance and results.

## **VI. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT, JOB GRADECPSB 4**

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

Duties and responsibilities at this level will entail:- coordinating implementation of procurement and asset disposal policies, guidelines and procedures; coordinating development and review of county specific draft policies on management of assets in line with laid down regulations; coordinating prequalification of suppliers, review of tenders, pre-qualification and evaluation of bids; coordinating implementation of the e-procurement system; coordinating research, market surveys and benchmarking on best practices; coordinating analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures; and monitoring, evaluating and preparing reports on the implementation of the Preference and Reservation Scheme.

In addition, duties will include: monitoring, evaluating and reporting on implementation of procurement, inventory management and assets disposal processes and procedures; monitoring, evaluating and reporting on implementation of the e-procurement system; establishing security and safety of stores and warehouse procedures; providing procurement advice on external loan agreements and debts before completing negotiation; providing secretariat services to the tender opening and evaluation committees; 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, Supply Chain Management for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in



either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following disciplines: Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution;
- (iv) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Purchasing and Supply (CIPS);
- (v) Membership of the Kenya Institute of Supplies Management (KISM);
- (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 high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management Function.

## **VII. DIRECTOR, SUPPLY CHAIN MANAGEMENT, JOB GRADE CPSB 3**

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

The Director will be responsible for:- overseeing implementation of procurement and asset disposal policies, guidelines and procedures; providing technical advice to the County and other procurement entities on procurement matters; advising procuring entities on the implementation of the Public Procurement and Asset Disposal Act and its attendant regulations and other statutes that impact on Supply Chain Management function; overseeing implementation of the e-procurement system; providing secretariat services to the tender opening and evaluation committees; facilitating research, market surveys and benchmarking on best practices; overseeing analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures; and preparing reports on implementation of the Preference and Reservation Scheme.

In addition, the officer will also be responsible for: overseeing development and review of county specific draft policy on management of assets in line with laid down regulations; overseeing implementation of development projects; overseeing prequalification of suppliers, review of tenders, pre-qualification and evaluation of bids; overseeing preparation of procurement plans; providing secretariat services to the Tender Opening and Evaluation Committees;



providing guidance and support to target groups on the procurement process; and liaising with the user Departments, Disposal Committee and the Accounting Officer on disposal of unserviceable, obsolete, obsolescent or surplus stores, equipment and assets; and managing performance, building capacity of staff.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must:

- (i) Served in the grade of Deputy Director, Supply Chain Management for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

**OR**

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following disciplines:- Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution;
- (iv) Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Purchasing and Supply (CIPS);
- (v) Membership of the Kenya Institute of Supplies Management (KISM);
- (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 high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management Function.



## 6.0 CAREER PROGRESSION GUIDELINES FOR ACCOUNTANTS

### 1. ACCOUNTING FUNCTION

The Accounting Function entails:- provision of oversight over implementation of financial and accounting policies and legislation at the County; undertaking research to inform policy development; designing and prescription of an efficient financial management system to ensure transparent financial management and standard reporting; ensuring that uniform accounting standards are applied in consultation with the Public-Sector Accounting Standards Board; implementation of policy on the establishment, management, operation and winding up of County funds; building capacity on financial management; preparation of annual appropriation accounts and other statutory financial reports; consolidation of reports on annual appropriations accounts and other statutory financial statements for the County; implementation of guidelines on financial matters; and facilitation of budget implementation at the County.

### 2. GRADING STRUCTURE

The Career Guidelines establishes eight (8) grades of Accountants who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Accountants	Accountant II	10	J
	Accountant I	9	K
	Senior Accountant	8	L
	Chief Accountant	7	M
	Principal Accountant	6	N
	Assistant Director, Accounting Services	5	P
	Deputy Director, Accounting Services	4	Q
	Director, Accounting Services	3	R

**Notes:**

The grades of Accountant II/I, Job Grades CPSB, 10/9 will form common establishment for the purpose of this Career Progression Guidelines.

### 3. RECOGNIZED QUALIFICATIONS FOR APPOINTMENT

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



- (i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.
- (ii) Master's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, or its equivalent qualification from a recognized institution.
- (iii) Part I, II and III of the Certified Public Accountant (CPA) Examination or its equivalent from a recognized institution.
- (iv) Registration with the Institute of Certified Public Accountant of Kenya (ICPAK).
- (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 Course 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) Any other equivalent qualification that may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. ACCOUNTANT II, JOB GRADE CPSB 10**

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

This is the entry and training grade for the Accountants cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: receiving and compiling financial reports from public sector entities; collecting and maintaining a data base of the public-sector entities; preparing payment and receipt vouchers; capturing data; maintaining primary records such as cashbooks, ledgers and vote books; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; capturing Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; preparing payment advice (PA) forms; raising accounting debt entries; processing payments, reimbursements



and disbursements; preparing annual final accounts; verifying invoices and preparing accounting reports; defining employee and supplier details; uploading and capturing accounting data into the system; and providing user support and help desk management.

**(b) Requirements for Appointment**

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

- (i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting Option) from a recognized institution or any other relevant equivalent qualification; and
- (ii) Certificate in computer applications skills.

**II. ACCOUNTANT I, JOB GRADE CPSB 9**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: receiving and analysing financial reports from public sector entities; collecting and maintaining data base of the public-sector entities; preparing payment and receipt vouchers; capturing data; maintaining primary records such as cashbooks, ledgers and vote books; keeping safe custody of Accounting records; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; ensuring security of cheques and cheque books under their custody; capturing Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; and preparing payment advice(PA) forms.

The officer at this level will also be responsible for: raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparing accounting reports; defining employee and supplier details; uploading and capturing accounting data into the system; and providing user support and help desk management.

**(b) Requirements for Appointment**

**Direct Appointment**

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

- (i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance Option), Business Administration (Accounting option) from a



recognized institution or any other relevant equivalent qualification;

**Plus**

Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

- (ii) Certificate in computer applications skills; and
- (iii) No active disciplinary case.

**Promotion**

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

- (i) Served in the grade of Accountant II for a minimum period of one (1) year;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance Option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

**Plus**

Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

- (iii) Certificate in computer applications skills; and
- (iv) No active disciplinary case.

**III. SENIOR ACCOUNTANT, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

An officer at this level will be responsible for the following duties and responsibilities: receiving and analysing financial reports from public sector entities; maintaining database of all public-sector entities; reviewing the quality of public sector entities financial statements; preparing the annual consolidated financial report for the County Government; verifying payment and receipt vouchers and committal documents; data capture; maintaining primary records such as cashbooks, ledgers, vote books; preparing management reports; keeping safe custody of Accounting records; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; authorizing payments and signing cheques subject



to set limit; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; ensuring security of cheques and cheque books under their custody; capturing Authority to Incur Expenditure (AIE) in the system; filing returns; and preparing Appropriation in Aid (AIA) returns.

In addition, an officer will be responsible for: monitoring collection of revenue including inspection; keeping safe custody of equipment, records and accountable documents; preparing payment advice (PA) forms; raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparation of simple accounting reports in the system; defining employee and supplier details; uploading accounting data into the system; assisting in the closure of the monthly accounting periods; and providing user support and help desk management.

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

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

- (i) Served in the grade of Accountant I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

**Plus**

Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

- (iii) Certificate in computer applications or Database Management from a recognized institution;
- (iv) No active disciplinary case; and
- (v) Shown merit and ability as reflected in work performance and results.

#### **IV. CHIEF ACCOUNTANT, JOB GRADE CPSB 7**

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

An officer at this level will be responsible for the following duties and responsibilities: receiving and analysing financial reports from public sector entities; maintaining database of all public-sector entities; reviewing quality of



financial statements; preparing Annual Consolidated Financial Report for the County; developing training materials; capturing exchequer issues and receipts in the system; reconciling bank statements with exchequer issues and receipts; verifying payment and receipt vouchers and committal documents; capturing data; maintaining primary records such as cashbooks, ledgers, vote books; preparing management reports; keeping safe custody of Accounting records and assets; receiving duly processed payments and receipt vouchers; writing cheques, posting payments and receipt vouchers in the cash books; authorizing payments and signing cheques subject to setlimit; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; ensuring security of cheques and cheque books; and verifying Authority to Incur Expenditure (AIE) in the system and filing returns.

In addition, the officer at this level will also be responsible for: preparing Appropriation in Aid (AIA) returns; monitoring collection of revenue including inspection; ensuring safe custody of equipment, records and accountable documents; verifying invoices; preparing accounting and management reports in the system; uploading accounting data into the system; coordinating closure of the monthly accounting periods; verifying users in the preparation of final accounts; reviewing business process; providing user support on accounting processes and system setup; 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 Senior Accountant for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification

**Plus**

Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

- (iii) Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution;
- (iv) No active disciplinary case; and
- (v) Shown merit and ability as reflected in work performance and results.



## **V. PRINCIPAL ACCOUNTANT, JOB GRADE CPSB 6**

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

An officer at this level will be responsible for the following duties and responsibilities: receiving and analysing financial reports from public sector entities; maintaining database of all public-sector entities; providing technical advice; reviewing the quality of financial statements; preparing the annual consolidated financial report for the County; developing training materials; capturing exchequer issues and receipts in the system; reconciling bank statements with exchequer issues and receipts; monitoring and reconciling revenue from the receiver of revenue; raising exchequer requisition for the County and counties; ensuring safe custody of County government assets and records; preparing management reports in accordance with the financial orders and regulations; and verifying payment advice (PA) forms.

The officer at this level will also be responsible for: raising accounting debt entries; processing payments, reimbursements and disbursements; recording proceeds of domestic debt; preparing annual final accounts; verifying payment and receipt vouchers and committal documents; capturing data; maintaining primary records such as cashbooks, ledgers, vote books; preparing management reports; keeping safe custody of Accounting records and assets; receiving duly processed payments and receipt vouchers; writing cheques, posting payments and receipt vouchers in the cash books; authorizing payments and signing cheques subject to set limit; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; and ensuring security of cheques and cheque books.

In addition, the officer will be responsible for: verifying Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; monitoring collection of revenue including inspection; ensuring safe custody of equipment, records and accountable documents; verifying invoices; preparing accounting and management reports in the system; uploading accounting data into the system; coordinating closure of the monthly accounting periods; verifying users in the preparation of final accounts; reviewing business process; providing user support on accounting processes and system setup; 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 Accountant for a minimum period of three (3) years;



- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification

**Plus**

Part II of the Certified Public Accountant (CPA) Examination or any other relevant 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 applications, Database Management or Enterprise Resource Management from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.

**VI. ASSISTANT DIRECTOR, ACCOUNTING SERVICES, JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**

An officer at this level will be responsible for the following duties and responsibilities: receiving and capturing of the Annual General Warrant; preparing cash projection/forecasts for Exchequer Committee; monitoring preparation of Exchequer position statements for the County; maintaining and controlling exchequer ledger; monitoring KRA revenues; monitoring compliance of accounting standards and systems; following up on audit matters including compiling of Treasury memorandum; implementing Public Accounts Committee recommendations in respect of Sub-Counties; preparing Bi-annual Accounts; consolidating cash flow projections submitted by Departments; reviewing the quality of financial statements of public sector entities; and ensuring that public sector entities comply with National Treasury financial guidelines and other regulations.

An officer at this level will also be responsible for: providing advisory services to stakeholders on financial and accounting matters; preparing management and statutory reports in accordance with financial orders and regulations; preparing final accounts; overseeing issuance of AIE to Sub-Counties; authorizing vouchers and signing of cheques subject to set limits; ensuring safe custody of County government assets, records and accountable documents; and interpreting financial regulations and procedures and Treasury Circulars.

In addition, the officer will be responsible for: ensuring expenditures are within



the allocations; reviewing accounting business process; conducting User Acceptance Tests; preparing and customizing management reports; ensuring accounting controls in the system; training users; initiating improvement in the accounting business process; managing user access rights, requests and approval; initiating and reviewing business processes; assessing systems controls and risks; overseeing maintenance and delivery of support functions; preparing departmental budgets, procurement and annual work plans; setting targets for the staff and evaluating achievements; mentoring and coaching of staff; and training and developing accounts staff in the Unit.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Principal Accountant for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Master's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a recognized institution;
- (iv) Part I, II and III of the Certified Public Accountant (CPA) Examination or its equivalent from a recognized institution;
- (v) Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
- (vi) Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

**VII. DEPUTY DIRECTOR, ACCOUNTING SERVICES, JOB GRADE CPSB 4**

**(a) Duties and Responsibilities**

An officer at this level will head Accounting Services at the County where duties and responsibilities will entail: advising on financial and disbursement arrangements for loans/grants; reviewing reports on outstanding audit reports



and recommending follow-ups; reviewing accounting systems and recommending necessary changes; ensuring Asset registers are maintained; coordinating compilation of reports on Accounting Units that are non-compliant with standards and other financial regulations and recommending appropriate action; overseeing cash management and exchequer operations; drafting and revising regulations for new and existing funds; coordinating the preparation of procurement and departmental work plans; monitoring the implementation of department strategic plan; managing departmental budgets; developing status matrix report on the Public Accounts Committee (PAC) recommendations on the County; reviewing the applications of accounting standards and systems including FMIS and recommending changes and improvements; ensuring timely response to audit queries; compiling Treasury Memorandum; coordinating performance management; and ensuring timely preparation of management and statutory financial reports and developing materials for training of accounting personnel.

In addition, duties will include: providing advisory services to stake holders on financial and accounting matters; preparing management and statutory reports in accordance with financial orders and regulations; preparing final accounts; overseeing issuance of AIE to Sub-Counties; maintaining an inventory of bank accounts in the Accounting Unit and their approved signatories including Sub-Counties; authorizing payments; appointing chequessignatories and setting amount limits; ensuring safe custody of County government assets, records and accountable documents; preparing departmental budgets, procurement and annual work plans; interpreting financial regulations and procedures and Treasury Circulars; ensuring expenditures are within the allocations; setting targets for the staff and evaluating achievements; training, developing and deploying of accounts staff in the unit; and mentoring and coaching staff.

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

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

- (i) Served in the grade of Assistant Director, Accounting Services for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Master's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a recognized institution;
- (iv) Part I, II and III of the Certified Public Accountant (CPA) Examination or



- its equivalent from a recognized institution;
- (v) Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
  - (vi) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;
  - (vii) Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution;
  - (viii) No active disciplinary case; and
  - (ix) Demonstrated professional competence and merit as reflected in work performance and results.

#### **VIII. DIRECTOR, ACCOUNTING SERVICES, JOB GRADE CPSB 3**

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

Director, Accounting Services will be responsible for coordination and management of the accounting services function.

Specific duties and responsibilities will include: overseeing implementation of policies, regulations, standards, guidelines and procedures pertaining to accounting; advising on the County on financial & accounting matters and financial reporting formats; interpreting financial regulations and procedures and Treasury Circulars; designing and developing County government accounting systems; liaising with national government on matters relating to financial reporting and standards; providing guidance on cash and treasury management; ensuring sub-county treasuries accounting data is incorporated in the (MDAs) ledgers; ensuring timely submission of statutory and management financial reports; overseeing issuance of AIE to Sub-Counties; and authorizing payments.

In addition, the officer will also be responsible for: ensuring safe custody of County government assets, records and accountable documents; ensuring expenditures are within the allocations; reviewing responses to audit queries; advising the County on opening of bank accounts; facilitating arrangements for bank mandates; maintaining an inventory of bank accounts opened; reviewing requests from Sub-Counties for write-offs and making recommendations; responding to queries from the Parliament/County Assembly/Public Accounts Committee; approving departmental budgets and plans; training, developing and deploying accounts staff at the County; and managing performance.



**(b) Requirements for Appointment**

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

- (i) Served in the grade of Deputy Director, Accounting Services for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: - Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Master's Degree in any of the following fields: - Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a recognized institution;
- (iv) Part I, II and III of the Certified Public Accountant (CPA) Examination or its equivalent from a recognized institution;
- (v) Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
- (vi) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;
- (vii) Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution;
- (viii) Demonstrated professional competence and merit as reflected in work performance and results;
- (ix) No active disciplinary case; and
- (x) Demonstrated understanding of national development goals, objectives, policies, values and principles of governance and their application to the Accounting Function.



## 7.0 CAREER PROGRESSION GUIDELINES FOR ECONOMISTS/STATISTICIANS

### 1. THE ECONOMIC PLANNING FUNCTION

The Economic Planning Function entails: implementation of economic planning policies; strategies and programmes; implementation of National Integrated Monitoring and Evaluation System (NIMES); development and review of guidelines for the preparation and review of County Integrated Development Plans; tracking and reporting on the implementation of Kenya Vision 2030; coordination and implementation of Medium Term Plans (MTPs); preparation of Progress Reports on MTPs; tracking and reporting on the Sustainable Development Goals; appraisal and setting of county project priorities; dissemination of national development policies and strategies to the public; conducting prefeasibility and feasibility studies on topical economic fields; providing lead in social, economic and statistical analysis; and tracking the implementation of Kenya's regional economic integration agenda, decisions and resolutions in the County.

Further, the Function entails:- coordination of preparation of sector plans and County strategic plans; coordination of regional and international economic cooperation; supporting development and reporting of County performance contracts; provision of technical backstopping to all line Departments on sectoral, cross cutting and emerging economic issues; monitoring regional trade and investment environment and the impact on the economy; co- convening various sectors in the annual budgetary preparation process of the Medium Term Expenditure Framework (MTEF); and coordination of planning, monitoring, evaluation and reporting on County government economic planning function.

### 2. GRADING STRUCTURE

The Career Progression Guideline establishes seven (7) grades of Economists/Statisticians who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Economists/ Statisticians	Economist II/Statistician II	9	K
	Economist I/Statistician I	8	L
	Senior Economist II/Senior Statistician II	7	M
	Senior Economist I/Senior Statistician I	6	N
	Principal Economist/Principal Statistician	5	P
	Deputy Chief Economist/ Deputy Chief Statistician	4	Q
	Chief Economist/Chief Statistician	3	R



**Note:** The grades of Economist/Statistician 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: Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance or any other equivalent qualification from a recognized institution.
- (ii) Master's degree in any of the following disciplines:- Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics 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 in Strategic Leadership Development Programme lasting not less than six (6) 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.
- (viii) Any other qualification as may be approved by the County Public Service Board.

### **4. JOB AND APPOINTMENT SPECIFICATIONS**

#### **I. ECONOMIST II/STATISTICIAN II, 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:- collecting, collating and analysing economic data in the relevant sectors; compiling sector-specific draft reports; participating in monitoring and evaluation activities in the county; providing support in the preparation of policy briefs and reports on the relevant sectors; capturing data on budgetary requirements; and uploading information in the National Integrated Monitoring and Evaluation System (NIMES).

**(b) Requirements for Appointment**

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

- (i) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution; and
- (ii) Certificate in computer application skills.

**II. ECONOMIST I/STATISTICIAN I, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- collecting, analyzing and compiling economic data on relevant sectors; preparing sector specific draft reports; providing input in the development and review of various economic policies and strategies; processing data on sector specific projects and programmes; reporting on prefeasibility and feasibility studies for programmes and projects; providing technical support to the county departments and other stakeholders; participating in monitoring and evaluation activities in the county; and capturing data on budgetary requirements.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Economist II/Statistician II for a minimum period of one (1) year;
- (ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics 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. SENIOR ECONOMIST II/SENIOR STATISTICIAN II, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will entail:- analysing data on sector specific projects and programmes; preparing sector specific draft reports; identifying and implementing sector specific strategies, programmes and projects; conducting prefeasibility and feasibility studies for programmes and projects; providing input in the development and review of various economic policies and strategies; conducting Programme Performance Reviews (PPRs) and sub-sector reports for MTEF; undertaking economic modelling and forecasting; and monitoring, evaluating and reporting on the implementation of sector specific programmes, projects and activities.

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

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

- (i) Served in the grade of Economist I/Statistician I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics 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. SENIOR ECONOMIST I/SENIOR STATISTICIAN I, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail:- initiating the preparation of annual, mid-term, and end-term Medium Term Plan progress reports; implementing decisions and resolutions on regional economic integration agenda; identifying and dealing with emerging sectoral and cross cutting socio-economic issues; undertaking economic modelling and forecasting; conducting



Programme Performance Reviews (PPRs) and sub-sector reports for MTEF; and monitoring, evaluating and reporting on the implementation of sector specific programmes, projects and activities.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Economist II/Senior Statistician II for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics 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 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.

**V. PRINCIPAL ECONOMIST/PRINCIPAL STATISTICIAN, JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- making follow-up and reporting on the implementation of Medium Term Plans; preparing policy briefs, reviews and reports on the status of economy; facilitating State and Non-State Actors to develop donor funding proposals; presenting statistical data in form of survey reports and bulletins; providing input in the development of guidelines for the preparation of County Integrated Development Plans and Departmental Strategic Plans; and monitoring, evaluating and reporting on the implementation of county and sector specific programmes, projects and activities.



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

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

- (i) Served in the grade of Senior Economist I/Senior Statistician I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- (iii) Master's degree in any of the following disciplines:- Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics 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) Membership to a relevant professional body;
- (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. DEPUTY CHIEF ECONOMIST/DEPUTY CHIEF STATISTICIAN, JOB GRADE CPSB 4**

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

Duties and responsibilities at this level will entail:- coordinating the implementation of county development planning policies, strategies and programmes; presenting sectoral policy briefs, reviews and reports; providing technical support on the implementation of sectoral, cross cutting and emerging economic issues; advising on project appraisal and setting priorities; monitoring and reporting of county performance contracts; and monitoring, evaluating and reporting on programmes, projects and activities.



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

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

- (i) Served in the grade of Principal Economist/Principal Statistician for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics 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) Membership to a relevant professional body;
- (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.

## **VII. CHIEF ECONOMIST/CHIEF STATISTICIAN, JOB GRADE CPSB 3**

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

Duties and responsibilities at this level will entail:- advising on economic policy and planning and statistics management in the county; co-convening of various sub-sectors in the annual budgetary preparation process of the Medium Term Expenditure Framework (MTEF); overseeing preparation of inter-sectoral programmes and sector specific plans; overseeing preparation and implementation of sector plans and county strategic plans; providing support in the preparation, monitoring, evaluation and reporting of County Performance Contracts; undertaking monitoring and evaluation of projects and programmes; preparing and submitting reports on projects and



programmes; and supervising, mentoring and guiding staff in the Department.

In addition, the Chief Economist/Chief Statistician will spearhead the development, implementation of the department's strategic objectives and plans, performance contracts and appraisal systems; overseeing financial and assets management issues of the department; instituting operational accountability; ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and overall management and development of staff.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Deputy Chief Economist/Deputy Chief Statistician for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics 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) Membership to a relevant professional body;
- (vi) Certificate in computer application skills;
- (vii) No active disciplinary case;
- (viii) Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Economic Planning Function; and
- (ix) Demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Economic Planning Function.



## **8.0 CAREER PROGRESSION GUIDELINES FOR COOPERATIVE PERSONNEL**

### **1. THE CO-OPERATIVE DEVELOPMENT FUNCTION**

The Co-operative Development Function entails: - organization of Co- operative Department Programmes, extension services and other consultative services to the co-operative movement; implementation of Co-operative Development Policy, the Co-operative Societies Act and the Rules therein; interpretation and enforcement of the Co-operative Societies Act, Rules and the societies by-laws; and monitoring performance on growth and development of the co-operative movement.

### **2. GRADING STRUCTURE**

The Career Progression Guideline establishes six (6) grades of Assistant Co-operative Officers and eight (8) grades of Co-operative Officers who will be designated and graded as follows:

#### **ASSISTANT CO-OPERATIVE OFFICERS**

#### **APPENDIX 'A'**

<b>Cadre</b>	<b>Designation</b>	<b>Job Grade CPSB</b>	<b>Job Group</b>
Assistant Co-operative Officers	Assistant Co-operative Officer III	11	H
	Assistant Co-operative Officer II	10	J
	Assistant Co-operative Officer I	9	K
	Senior Assistant Co-operative Officer	8	L
	Chief Assistant Co-operative Officer	7	M
	Principal Assistant Co-operative Officer	6	N



Cadre	Designation	Job Grade CPSB	Job Group
Co-operative Officers	Co-operative Officer II	10	J
	Co-operative Officer I	9	K
	Senior Co-operative Officer	8	L
	Chief Assistant Co-operative Officer	7	M
	Principal Assistant Co-operative Officer	6	N
	Assistant Director Co-operative Officer	5	P
	Deputy Director, Co-operative Development	4	Q
	Director, Co-operative Development	3	R

**Note:** The grades of Assistant Co-operative Officer III/II, Job Grade CPSB 12/11 and the grades of Co-operative Officer II/I, Job Grade CPSB 10/9 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) Diploma in any of the following disciplines: - Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution.
- (ii) Pass in Parts I, II and III of the Certified Public Secretaries (Kenya) or Certified Public Accountants (Kenya) examination from a recognized institution.
- (iii) Bachelor's degree in any of the following discipline: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business or its equivalent qualification from a recognized institution.
- (iv) Master's degree in any of the following discipline: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology,



Agricultural Economics, Agricultural Engineering, Co- operative management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance, Agri-business or its equivalent 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) Certificate in Strategic Leadership Development Programme lasting for 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 AND APPOINTMENT SPECIFICATIONS**

##### **ASSISTANT CO-OPERATIVE OFFICERS**

##### **APPENDIX 'A'**

#### **I. ASSISTANT CO-OPERATIVE OFFICER 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: advising cooperative societies on matters relating to specialized activities such as marketing, credit, financing, training and education, accounting and management; collecting data on areas of potential co- operative activities; collecting primary co-operative data for analysis and for policy formulation.

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

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines:- Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution;

**OR**



Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) from a recognized institution; and

- (ii) Certificate in computer application skills.

## **II. ASSISTANT CO-OPERATIVE OFFICER II, JOB GRADE CPSB 10**

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

Duties and responsibilities at this will entail: advising cooperative societies on matters relating to specialized activities such as marketing, credit, financing, training and education, accounting and management; collecting data on areas of potential co-operative activities; collecting primary co-operative data for analysis and for policy formulation.

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

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

- (i) served in the grade of Assistant Co-operative Officer III for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: - Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution;

**OR**

Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) 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 CO-OPERATIVE OFFICER I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail: providing support in the development and monitoring of work plans for extension services; advising cooperative societies on matters relating to specialized activities such as marketing, credit, financing, training and education, accounting and management; collecting data on areas of potential co-operative activities; and collecting primary



co-operative data for analysis and for policy formulation.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Assistant Co-operative Officer II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: - Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution;

**OR**

Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) 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 CO-OPERATIVE OFFICER, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- implementing cooperative development activities/programmes; advising cooperative societies on proper conduct of meetings; evaluating new and existing cooperative societies; enforcing cooperative legislation; and developing work plan for cooperative extension services.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Assistant Co-operative Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: - Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution;

**OR**



Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) from a recognized institution;

- (iii) Certificate in Supervisory 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.

**V. CHIEF ASSISTANT CO-OPERATIVE OFFICER, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - implementing cooperative development activities / programmes; advising on cooperative investments; analyzing data for policy formulation; ensuring implementation of work plans for cooperative extension services; and evaluating activities and trends for promoting the cooperative movement.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Assistant Co-operative Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: - Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution;

**OR**

Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA) from a recognized institution;

- (iii) Certificate in Supervisory 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 CO-OPERATIVE OFFICER, JOB GRADE CPSB 6**

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

This will be the highest grade in this cadre. Duties and responsibilities will entail: - providing technical advice in area of specialization; advising on cooperative investments; analyzing data for policy formulation; ensuring implementation of work plans for cooperative extension services; and evaluating activities and trends for promoting the cooperative movement.

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

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

- (i) served in the grade of Chief Assistant Co-operative Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution;

**OR**

Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) from a recognized institution;

- (iii) Certificate in a 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 and administrative competence in work performance and results.



## **CO-OPERATIVE OFFICERS**

## **APPENDIX 'B'**

### **I. CO-OPERATIVE 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 of a senior officer. Duties and responsibilities will entail:- enforcing the cooperative legislation; advising societies on proper conduct of meetings; and implementing cooperative development policies.

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

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

- (i) Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution; and
- (ii) Certificate in computer application skills.

### **II. CO-OPERATIVE OFFICER I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail: implementing cooperative development activities/ programmes; advising cooperative societies on proper conduct of meetings; evaluating new and existing cooperative societies; enforcing cooperative legislation; and developing work plan for cooperative extension services.

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

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

- (i) served in the grade of Co-operative Officer II for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business 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 CO-OPERATIVE OFFICER, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: implementing cooperative development activities/ programmes; advising on cooperative investments; analyzing data for policy formulation; ensuring implementation of work plans for cooperative extension services; and evaluating activities and trends for promoting the cooperative movement.

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

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

- (i) served in the grade of Co-operative Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business 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 CO-OPERATIVE OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will entail: providing technical advice in area of specialization; advising on cooperative investments; analyzing data for policy formulation; ensuring implementation of work plans for cooperative extension services; and evaluating activities and trends for promoting the



cooperative movement.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Co-operative Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business 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. PRINCIPAL CO-OPERATIVE OFFICER, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: promoting co-operative societies; advising on co-operative investments; analysing data for policy formulation; developing and monitoring work plans for cooperative extension services; overseeing cooperative activities in several co-operative societies; evaluating co-operative activities and trends for promoting the co-operative movement; and enforcing compliance with co-operative legislation.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Chief Co-operative Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;



- (iii) Certificate in Senior Management Course lasting for 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.

## **VI. ASSISTANT DIRECTOR, CO-OPERATIVE DEVELOPMENT, JOB GRADE CPSB 5**

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

Duties and responsibilities at this level will entail: guiding the evaluation of new and existing Co-operative Societies; enforcement of Co-operative Societies' Act, the Rules therein and the Societies By-Laws; interpreting the Co-operative Societies Act and the Rules therein; designing co-operative development programmes; implementing co-operative education programmes; and coordinating co-operative registration activities and programmes.

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

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

- (i) served in the grade of Principal Co-operative Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Master's degree in any of the following discipline:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business 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 merit and ability as reflected in work performance and results.

## **VII. DEPUTY DIRECTOR, CO-OPERATIVE DEVELOPMENT, JOB GRADE CPSB 4**

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

Duties and responsibilities at this level will entail: coordinating the evaluation of new and existing Co-operative Societies; enforcement of Co-operative Societies' Act, the Rules therein and the Societies By-Laws; interpreting the Co-operative Societies Act and the Rules therein; monitoring and evaluating co-operative development programmes; designing co-operative education programmes; and coordinating co-operative registration activities and programmes.

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

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

- (i) served in the grade of Assistant Director, Cooperative Development for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Master's degree in any of the following discipline: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting for 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) shown merit and ability as reflected in work performance and results.



## **VIII. DIRECTOR, CO-OPERATIVE DEVELOPMENT, JOB GRADE CPSB 3**

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

This is the highest grade in this cadre. Duties and responsibilities will entail: overseeing the implementation of co-operative development policies and guidelines; coordinating the monitoring and evaluation of projects and programmes; facilitating the design and implementation of co-operative education programmes; facilitating the promotion of activities of the co-operative movement; and ensuring proper management of societies through advisory services.

In addition, the Director will be responsible for 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 the management of departmental assets and finances; and overall management and development of staff.

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

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

- (i) served in the grade of Deputy Director, Cooperative Development for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting for 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 high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Cooperative Development services; and
- (viii) clear understanding of the overall National goals, policies, and development objectives and ability to translate them into Cooperative Development function.

NAROK - CPSB



## 9.0 CAREER PROGRESSION GUIDELINES FOR LEGAL PERSONNEL

### 1. LEGAL SERVICE FUNCTION

The Legal services function entails: provision of strategic legal advice; formulate and implement legal strategies, policies, standards and procedures on all legal matters; maintain and update the register of conflicts of interest; draft/draw Contracts, Agreements, Memorandums of Understandings (MOUs) and other legal documents; ensure governance and compliance to the constitution; undertake research on various legal aspects; provide legal opinion or advise management on legal, governance and compliance issues; develop concept papers, prepare legal briefs and opinions as well as develop effective defence strategies, arguments and testimony in preparation for legal proceedings of cases in liaison with external lawyers; authenticate documents issued to the County as collateral, securities or support documents for loans and undertake conveyance; and compile information and evidence on legal matters touching on the County.

### 2. GRADING STRUCTURE

The Career Progression Guidelines provides for six (6) grades of Legal Clerks and seven (7) grades of Legal Officers who will be designated and graded as follows:-

#### COURT CLERKS

#### APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Legal Clerks	Legal Clerk III	11	H
	Legal Clerk II	10	J
	Legal Clerk I	9	K
	Senior Legal Clerk	8	L
	Chief Legal Clerk	7	M
	Principal Legal Clerk	6	N

#### LEGAL OFFICERS

#### APPENDIX 'B'

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



**Note:** The grade of Legal Clerk III/II, Job Grade CPSB 11/10 and Legal Officer/Senior, Job Grade 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 purposes of this Career Progression Guidelines:-

- (i) Diploma in Law from a recognized institution.
- (ii) Bachelors of Laws (LLB) degree from a recognized institution.
- (iii) Masters of Laws degree (LLM) or equivalent qualification from a recognized institution.
- (iv) Post graduate Diploma in Legal Studies (Advocates Training Programme) from the Council of Legal Education.
- (v) Membership to the Law Society of Kenya (LSK) and the Institute of Certified Public Secretaries of Kenya (ICPS (K).
- (vi) Advocate of the High Court of Kenya.
- (vii) Current Advocates Practicing Certificate.
- (viii) Current Process Server Certificate or its equivalent qualifications from a recognized institution.
- (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 qualifications that may be approved by County Public Service Board.

### **4. JOB DESCRIPTIONS AND JOB SPECIFICATIONS**



**I. LEGAL CLERK 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: opening legal files; receiving and retrieving files; photocopying file documents; receiving and dispatching legal correspondence; photocopying filing documents; and recording all legal files in the registry.

**(b) Requirements for Appointment**

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

- (i) Diploma in Law or equivalent qualification from a recognized institution;
- (ii) Current Process Server Certificate or its equivalent qualifications from a recognized institution; and
- (iii) Certificate in computer applications skills.

**II. LEGAL CLERK II, JOB GRADE CPSB 10****(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: opening legal files; reviewing and retrieving files for relevant action; preparing and serving court documents; photocopying file documents; receiving and dispatching legal correspondence; and filing contract and court documents.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Court Clerk III for a minimum period of three (3) years;
- (ii) Diploma in Law or equivalent qualification from a recognized institution;



- (iii) current Process Server Certificate or its equivalent qualifications from a recognized institution;
- (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. LEGAL CLERK I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail: opening legal files; reviewing and retrieving files for relevant action; preparing and serving court documents; photocopying file documents; receiving and dispatching legal correspondence; filing contracts and court documents; responding to inquiries regarding specific cases; paying required court fees; serving legal documents to clients and other stakeholders; and receiving and dispatching legal correspondence.

#### **(b) Duties and Responsibilities**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Court Clerk II for a minimum period of three (3) years;
- (ii) Diploma in Law or equivalent qualification from a recognized institution;
- (iii) Current Process Server Certificate or its equivalent qualifications from a recognized institution;
- (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 LEGAL CLERK, JOB GRADE CPSB 8**

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



Duties and responsibilities at this level will entail:- maintaining effective records and filing system; receiving and dispatching legal correspondence; maintaining and updating files systematically and accurately to ensure rapid access and retrieval; opening legal files; filing contract and court documents; responding to inquiries regarding specific cases; serving legal documents to clients and other stakeholders; examining files for information on progress of contract and court cases; and maintaining and updating master diary for court cases.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Court Clerk I for a minimum period of three (3) years;
- (ii) Diploma in Law or equivalent qualification from a recognized institution from a recognized institution;
- (iii) Current Process Server Certificate or its equivalent qualifications from a recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in computer applications skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

**V. CHIEF LEGAL CLERK, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: keeping up-to-date records and filing system; supervising receiving, dispatching legal correspondence and other registry activities; maintaining and organizing files systematically and accurately for quick access and retrieval; coordinating opening and closing of legal files; filing contracts and court documents; responding to queries and inquiries pertaining to specific cases; serving legal documents to clients and other stakeholders; drafting legal briefs; and guiding staff working under the officer.

**(b) Requirements for Appointment**



For appointment to this grade an officer must have:-

- (i) Served in the grade of Senior Court Clerk, for a minimum period of three (3) years;
- (ii) Diploma in Law or its equivalent qualification from a recognized institution;
- (iii) Current Process Server Certificate or its equivalent qualifications from a recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in computer applications skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **VI. PRINCIPAL LEGAL CLERK, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: maintaining the Legal Registry; ensuring effective maintenance of records and filing system; coordinating receiving and dispatching legal correspondence; ensuring maintenance and timely update of files systematically and accurately for quick access and retrieval; overseeing opening of legal files and filing contract and court documents; responding to queries and inquiries pertaining to specific cases; serving legal documents to clients and other stakeholders; drafting legal briefs and reports; examining files and updating on progress and status of contract and court cases; and maintaining and updating master diary for court cases.

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

For appointment to this grade an officer must have:

- (i) Served in the grade of Chief Court Clerk for a minimum period of three (3) years;
- (ii) Diploma in Law or its equivalent qualification from a recognized



institution;

- (iii) Current Process Server Certificate or its equivalent qualifications from a recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in computer applications skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.



**I. LEGAL 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: implementing strategic plans and objectives in respect to the legal function; preparing and reviewing legal documents/instruments; handling pre-litigation legal disputes and inquiries; preparing legal opinions and legal briefs; drafting leases and contracts; undertaking research on specific legal areas; ensuring compliance with statutory and other legal requirements; ensuring safe custody of legal documents and records; and providing legal risk reviews.

**(b) Requirements for Appointment**

For appointment to this grade a candidate must have:-

- (i) Bachelors of Laws (LL.B) degree from a recognized institution;
- (ii) Post graduate Diploma in Legal Studies (Advocates Training Programme) from the Council of Legal Education;
- (iii) Membership to the Law Society of Kenya (LSK) **and** the Institute of Certified Public Secretaries of Kenya (ICPS (K);
- (iv) Been admitted as an Advocate of the High Court of Kenya;
- (v) Current Advocates Practicing Certificate; and
- (vi) Certificate in computer application skills.

**II. SENIOR LEGAL OFFICER, JOB GRADE CPSB 8****(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: implementing strategic plans and objectives in respect to the legal function; ensuring compliance with the policy, legal requirements and provisions in all the undertakings of the County; undertaking research on specific legal areas; safeguarding the interests of the county in all legal matters; identifying issues and areas for legal policy formulation and review; identifying legal risks, and developing mitigation measures; negotiating disputes with a view to settling them out of court; drafting



legal opinions and reports on various issues affecting the Commission; undertaking legal audits to measure the County's level of compliance with various legal requirements; drafting, vetting, reviewing, leases, agreements and memorandums of understanding; preparing progress reports on court cases; handling pre-litigation legal disputes and inquiries; monitoring and reporting non-compliance issues; handling pre-litigation legal disputes and inquiries; reviewing ongoing cases and advising management accordingly; providing and interpreting legal information; and conducting training and disseminating appropriate legal information to staff.

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

For appointment to this grade an officer must have:-

- (i) Served in the grade of Legal Officer for a minimum period of one (1) year;
- (ii) Bachelors of Laws (LL.B) degree from a recognized institution;
- (iii) Diploma in Legal Studies (Advocates Training Programme) from the Council of Legal Education;
- (iv) Membership to the Law Society of Kenya (LSK) and the Institute of Certified Public Secretaries of Kenya (ICPS (K);
- (v) Been admitted as an Advocate of the High Court of Kenya;
- (vi) Current Advocates Practicing Certificate;
- (vii) Certificate in computer application skills;
- (viii) No active disciplinary case; and
- (ix) Demonstrated professional competence as reflected in work performance and results.

### **III. CHIEF LEGAL OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will entail:- coordinating formulation, implementation and review of legal policies and procedures to ensure that they are in line with relevant laws and Government Circulars; advising on legal matters; ensuring compliance with statutes, regulations and procedures;



reporting on various issues affecting the County; vetting, reviewing, negotiating contracts, leases, agreements, memorandums of understanding and other legal documents; reviewing legal framework and advising on levels of compliance by sector players; coordinating litigation management by liaising with external lawyers to ensure adequate representation of the County; ensuring that requisite information and evidence on legal matters involving the County is compiled and proper instructions issued to the external lawyers; conducting research on legal issues; negotiating disputes with a view to settling them out of court; and coordinating legal audits to measure the County's level of compliance with various legal requirements, identify legal risks and advise on mitigation measures.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Legal Officer for a minimum period of three (3) years;
- (ii) Bachelor of Laws degree or equivalent qualification from a recognized institution;
- (iii) Diploma in Law from the Council for Legal Education;
- (iv) Been admitted as an Advocate of the High Court of Kenya;
- (v) Certificate in computer application skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated professional competence and merit as reflected in work performance and results.

**IV. PRINCIPAL LEGAL OFFICER, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- providing legal advice to ensure the best legal approach is taken; drawing up and submitting contracts, agreements and other legal documents; undertaking research on different information to ensure the county is acting in accordance with all applicable laws; preparing Quarterly Legal Reports; acting on regulatory



changes or issues; managing the risk exposure of the Authority by ensuring compliance with all relevant statutory and regulatory requirements; liaising with external lawyers on all cases filed against the county to ensure instructions, witnesses and statements are procured on time; and working with external lawyers to initiate lawsuits or to formulate a defense, to gather evidence in legal proceedings involving the county and rendering general advice relating to any legal proceedings involving the county;

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Chief Legal Officer for a minimum period of three (3) years;
- (ii) Bachelor of Laws Degree or equivalent qualification from a recognized institution;
- (iii) Diploma in Law from the Council for Legal Education;
- (iv) Been admitted as an Advocate of the High Court 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) Demonstrated professional competence and merit as reflected in work performance and results.

**V. ASSISTANT DIRECTOR, LEGAL SERVICES, JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**



Duties and responsibilities at this level will entail:- coordinating formulation, implementation and review of legal policies and procedures to ensure that they are in line with relevant laws and Government Circulars; advising on legal matters; ensuring compliance with statutes, regulations and procedures; reporting on various issues affecting the County; vetting, reviewing, negotiating contracts, leases, agreements, memorandums understanding and other legal documents; reviewing legal framework and advising on levels of compliance by sector players; coordinating litigation management by liaising with external lawyers to ensure adequate representation of the County; ensuring that requisite information and evidence on legal matters involving the County is compiled and proper instructions issued to the external lawyers; conducting research on legal issues; negotiating disputes with a view to settling them out of court; and coordinating legal audits to measure the County's level of compliance with various legal requirements, identify legal risks and advise on mitigation measures.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Principal Legal Officer for a minimum period of three (3) years;
- (ii) Bachelor of Laws degree or equivalent qualification from a recognized institution;
- (iii) Masters of Laws degree or equivalent qualification from a recognized institution
- (iv) Diploma in Law from the Council for Legal Education;
- (v) Been admitted as an Advocate of the High Court of Kenya;
- (vi) Certificate in computer application skills;
- (vii) No active disciplinary case; and
- (viii) Demonstrated professional competence and merit as reflected in work performance and results.

**VI. DEPUTY DIRECTOR, LEGAL SERVICES, JOB GRADE CPSB 4**

**(a) Duties and Responsibilities**



Duties and responsibilities at this level will entail:- coordinating formulation, implementation and review of legal policies and procedures to ensure that they are in line with relevant laws and Government Circulars; advising on legal matters; ensuring compliance with statutes, regulations and procedures; reporting on various issues affecting the County; vetting, reviewing, negotiating contracts, leases, agreements, memorandums understanding and other legal documents; reviewing legal framework and advising on levels of compliance by sector players; coordinating litigation management by liaising with external lawyers to ensure adequate representation of the County; ensuring that requisite information and evidence on legal matters involving the County is compiled and proper instructions issued to the external lawyers; conducting research on legal issues; negotiating disputes with a view to settling them out of court; and coordinating legal audits to measure the County's level of compliance with various legal requirements, identify legal risks and advise on mitigation measures.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Assistant Director, Legal Services for a minimum period of three (3) years;
- (ii) Bachelor of Laws degree or equivalent qualification from a recognized institution;
- (iii) Masters of Laws degree (LLM) or equivalent qualification from a recognized institution
- (iv) Diploma in Law from the Council for Legal Education;
- (v) Been admitted as an Advocate of the High Court of Kenya;
- (vi) Certificate in Strategic Leadership Development Programme Course 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 merit as reflected in work performance and results.

**VII. DIRECTOR, LEGAL SERVICES, JOB GRADE CPSB 3**



**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- formulation, implementation and review of legal policies and procedures to ensure that they are in line with relevant laws and Government Circulars; advising on legal matters; ensuring compliance with statutes, regulations and procedures; reporting on various issues affecting the County; vetting, reviewing, negotiating contracts, leases, agreements, memorandums of understanding and other legal documents; reviewing legal framework and advising on levels of compliance by sector players; coordinating litigation management by liaising with external lawyers to ensure adequate representation of the County; ensuring that requisite information and evidence on legal matters involving the County is compiled and proper instructions issued to the external lawyers; conducting research on legal issues; negotiating disputes with a view to settling them out of court; and coordinating legal audits to measure the County's level of compliance with various legal requirements, identify legal risks and advise on mitigation measures.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Deputy Director, Legal Services for a minimum period of three (3) years;
- (ii) Bachelor of Laws Degree (LLB) or equivalent qualification from a recognized institution;
- (iii) Masters of Laws degree (LLM) or equivalent qualifications from a recognized institution;
- (iv) Diploma in Law from the Council for Legal Education;
- (v) Been admitted as an Advocate of the High Court of Kenya;
- (vi) Certificate in Strategic Leadership Development Programme Course 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 merit as reflected in work performance and results.



## **10.0 CAREER PROGRESSION GUIDELINE FOR INFORMATION TECHNOLOGY PERSONNEL**

### **1. INFORMATION TECHNOLOGY FUNCTION**

The Information Communication Technology (ICT) function entails:- Develop, implement and review ICT policies, strategies, regulations, standards and guidelines; undertake cybersecurity surveillance and management; promote best practices on data management, protection and privacy; undertake systems audit and compliance; develop and manage communication capacity and infrastructure; promote the software development industry; provide ICT advisory services and technical support in the sector; leverage digital platforms to transform the economy; promote e-government services; build capacity on digital skills for public servants and citizens; manage implementation of ICT projects; undertake ICT research and development; promote ICT innovation and commercialization; promote adoption of environmentally friendly digital technologies; provide guidelines on e-waste management; promote IT-enabled services and business process outsourcing; support locally manufactured digital devices and products; and provide guidelines on adoption of emerging technologies.

### **2. GRADING STRUCTURE**

The Career Progression Guideline establishes six (6) grades of Assistant Information Communication Technology Officers and seven (7) grades of Information Communication Technology Officers who will be graded and designated as follows:-



# INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Information Communication Technology Assistants	Information Communication Technology Assistant III	11	H
	Information Communication Technology Assistant II	10	J
	Information Communication Technology Assistant I	9	K
	Senior Information Communication Technology Assistant	8	L
	Chief Information Communication Technology Assistant	7	M
	Principal Information Communication Technology Assistant	6	N

# INFORMATION COMMUNICATION TECHNOLOGY OFFICERS APPENDIX 'B'

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



**Note:** The grades of Assistant ICTO III/II, Job Grade 11/10 for Diploma holders and ICTO I/Senior, Job Grade 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 Guidelines:

- (i) Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Electrical Engineering, Electronic Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification from a recognized institution.
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Electrical Engineering, Electronic Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification from a recognized institution.
- (iii) A Master's degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Electrical Engineering, Electronic Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification from a recognized institution.
- (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution
- (v) Certificate in Management Course or its equivalent lasting not less than four (4) weeks from a recognised institution.
- (vi) Certificate in leadership Course lasting not less than Four (4) weeks from a recognized Institution,
- (vii) Membership to a relevant professional Body where applicable and in good standing
- (viii) Professional Certificates in any of the following: Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its



equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent), Data Center and Cloud management (VMware, Certified Data Center Management Professional or its equivalent).

- (ix) Such other qualifications as may be adjudged and approved by the County Public Service Board.
- (x) No active disciplinary case.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

### **INFORMATION COMMUNICATION TECHNOLOGY ASSISTANTS APPENDIX 'A'**

#### **I. INFORMATION COMMUNICATION TECHNOLOGY 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 of a senior officer. Duties and responsibilities will include: Collecting ICT operational data; installing and configuring ICT end-user devices; installing, updating and configuring operating systems and application software; troubleshooting, diagnosing and solving network, software and hardware issues; providing ICT end-user support; repairing and maintaining ICT equipment and associated peripherals; monitoring the performance of ICT equipment; undertaking basic ICT skilling; and manning the ICT helpdesk.

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

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution.

#### **II. INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT II, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will include: Collating and analyzing ICT operational data; installing and configuring ICT equipment; installing, updating



and configuring operating systems and application software; troubleshooting, diagnosing and solving network, software and hardware issues; repairing and maintaining ICT equipment and associated peripherals; monitoring the performance of ICT equipment and end-user devices; manning the ICT helpdesk; providing end-user support; setting up new user accounts and profiles; monitoring Local Area Network (LAN) and Wide Area Network (WAN) for uninterrupted connectivity; supporting the roll-out of application software and supporting infrastructure; and maintaining communication systems including email, voice and data networks..

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

For appointment to this grade, a candidate must have:

- (i) Served in the grade of ICT Assistant III for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Demonstrated merit and ability as reflected in work performance and results; and
- (iv) No active disciplinary case.

### **III. INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT I, GRADE CPSB 9**

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

Duties and responsibilities at this level will include: Verifying ICT operational data for reporting and optimizing performance; installing, configuring and updating ICT equipment and software applications; troubleshooting, diagnosing and solving network, software and hardware issues; scheduling preventive maintenance, repairing and maintaining ICT equipment and software applications; coordinating ICT helpdesk services; providing end-user support and capacity building; identifying user needs to inform the development of system specifications; administering ICT systems, databases, applications, networks and communication systems; assisting users with information security management issues and related procedures; and



implementing ICT-related risk management strategies.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Cumulative service period six (6) years relevant work experience, three (3) of which must have been in the grade of ICT Assistant II or in a comparable position;
- (ii) Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results; and
- (iv) No active disciplinary case.

**IV. SENIOR INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT,  
JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: Implementing ICT policies, strategies, regulations, standards and guidelines; generating and compiling operational reports on ICT matters; supervising the installation, configuration and updating of ICT equipment and software applications; assessing the performance of ICT infrastructure and software applications, and making recommendations; setting up and maintaining information and ICT infrastructure security; scheduling preventive maintenance, repairing and maintaining ICT equipment and software applications; providing end-user support and capacity building; analyzing user needs to inform the development of system specifications; administering ICT systems, databases, applications, networks and communication systems; implementing information security procedures; undertaking risk assessments of ICT assets and related processes; implementing backup solutions and other business continuity strategies; and documenting and reporting database-related problems and their root causes.

**(b) Requirements for Appointment**



For appointment to this grade, an officer must have:

- (i) Cumulative service period of nine (9) years relevant work experience, three (3) of which must have been in the grade of ICT Assistant I or in a comparable position;
- (ii) Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Professional Certificates in any of the following: Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent), Data Center and Cloud management (VMware, Certified Data Center Management Professional) or its equivalent from recognised institution; and
- (iv) Shown merit and ability as reflected in work performance and results

## **V. CHIEF INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will include: Implementing ICT policies, strategies, regulations, standards and guidelines; compiling operational reports on ICT matters for action; assessing the performance of ICT infrastructure and software applications, and making recommendations; coordinating secure monitoring of information and ICT infrastructure; planning for the enhancement of ICT infrastructure, equipment and software; monitoring end-user support and capacity building; carrying out business analysis and developing user requirements for ICT infrastructure, software, equipment and business solutions; coordinating the setting up, testing and administration of ICT systems, databases, applications, networks and communication systems; implementing information security strategies within ICT systems and infrastructure; ensuring proper internal controls for ICT assets and related processes to address associated risks; implementing backup solutions and other business continuity strategies; making recommendations on reported ICT-related issues and incidents; assessing the appropriateness of emerging technologies for



organizational business operations and making recommendations; and developing work plans and performance reports.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years relevant work experience, three (3) of which must have been in the grade of Senior ICT Assistant or in a comparable position;
- (ii) Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Professional Certificates in any of the following: Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent), Data Center and Cloud management (VMware, Certified Data Center Management Professional) or its equivalent from a recognised institution;
- (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised Institution;
- (v) Shown merit and ability as reflected in work performance and results; and
- (vi) No active disciplinary case.

**VI. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: Implementing ICT policies, strategies, regulations, standards and guidelines; compiling operational reports on ICT matters for action; assessing the performance of ICT infrastructure and software applications, and making recommendations; coordinating secure monitoring of information and ICT infrastructure; planning for the enhancement



of ICT infrastructure, equipment and software; monitoring end-user support and capacity building; carrying out business analysis and developing user requirements for ICT infrastructure, software, equipment and business solutions; coordinating the setting up, testing and administration of ICT systems, databases, applications, networks and communication systems; implementing information security strategies within ICT systems and infrastructure; ensuring proper internal controls for ICT assets and related processes to address associated risks; implementing backup solutions and other business continuity strategies; making recommendations on reported ICT-related issues and incidents; assessing the appropriateness of emerging technologies for organizational business operations and making recommendations; and developing work plans and performance reports.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years relevant work experience, three (3) of which must have been in the grade of Chief ICT Assistant or in a comparable position;
- (ii) Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Professional Certificates in any of the following: Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent), Data Center and Cloud management (VMware, Certified Data Center Management Professional) or its equivalent from a recognised institution;
- (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised Institution;
- (v) Shown merit and ability as reflected in work performance and results; and
- (vi) No active disciplinary case.



## **INFORMATION COMMUNICATION TECHNOLOGY OFFICERS APPENDIX 'B'**

### **I. INFORMATION COMMUNICATION TECHNOLOGY 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 of a senior officer. Duties and responsibilities will include: Implementing ICT policies, strategies, regulations, standards and guidelines; undertaking cybersecurity surveillance and making appropriate recommendations; supporting systems audits; supporting ICT innovation and commercialization initiatives; supporting the implementation of strategies on environmentally friendly digital technologies and e-waste management; assisting in the implementation of data management strategies and initiatives; supporting digital transformation initiatives; providing technical support for the digitalization of government services; installing and configuring ICT systems, databases, applications, networks, data center services and communication systems; supporting system and data backups and recovery; supporting the implementation of standard operating procedures relating to ICT infrastructure, software applications, systems and business continuity strategies; collecting ICT operational data for reporting and optimizing performance; troubleshooting, diagnosing and solving network, software and hardware issues; undertaking preventive maintenance, repairing and maintaining ICT equipment and software applications; manning ICT helpdesk services, providing end-user support and capacity building; assisting users with information security management issues and related procedures; and supporting the implementation of ICT-related risk management strategies.

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

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

- (i) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution

### **II. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE CPSB 8**

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



Duties and responsibilities at this level will include: Implementing ICT policies, strategies, regulations, standards and guidelines; undertaking cybersecurity surveillance and making appropriate recommendations; supporting systems audits; implementing ICT innovation and commercialization initiatives; implementing strategies on environmentally friendly digital technologies and e-waste management; implementing data management strategies and initiatives; implementing digital transformation initiatives; providing technical support for the digitalization of government services; supervising the installation and configuration of ICT systems, databases, applications, networks, data center services and communication systems; implementing backup solutions and other business continuity strategies; implementing standard operating procedures relating to ICT infrastructure, software applications, systems and business continuity strategies; analyzing ICT operational data for reporting and optimizing performance; troubleshooting, diagnosing and solving network, software and hardware issues; scheduling preventive maintenance, repairing and maintaining ICT equipment and software applications; supervising ICT helpdesk services and end-user support and capacity building; implementing information security management procedures; and implementing ICT-related risk management strategies.

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

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

- (i) Served for a minimum of three (3) years in the grade of ICT Officer or in a comparable position;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Membership to a relevant professional body where applicable and in good standing; and
- (iv) Shown merit and ability as reflected in work performance and results.

### **III. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE CPSB 7**

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



Duties and responsibilities at this level will entail: Supporting the development, implementation and review of ICT policies, strategies, regulations, standards and guidelines; developing and implementing ICT strategies; conducting systems audits; undertaking ICT training; supervising the setting up, testing and administration of ICT systems, databases, applications and networks; initiating ICT innovations; developing and implementing environmentally friendly digital technologies and e-waste management strategies; developing strategies for the promotion of locally manufactured digital devices; implementing digital transformation initiatives; managing data and information systems; supporting strategies for the adoption of IT-enabled services and business process outsourcing; designing and implementing ICT infrastructure; assessing and monitoring the performance of ICT infrastructure and software applications, and making recommendations; planning for the maintenance of ICT infrastructure, equipment and software applications; monitoring the provision of end-user support and capacity building; carrying out business analysis and developing user requirements for ICT infrastructure, software, equipment and business solutions; developing and implementing backup solutions and other business continuity strategies, and making recommendations; assessing the appropriateness of emerging technologies for organizational business operations and making recommendations; and developing work plans and performance reports.

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

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

- (i) Cumulative service period of six (6) years relevant work experience, three (3) of which must have been in the grade of Senior ICT Officer or in a comparable position;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Membership to a relevant professional body where applicable and in good standing;
- (v) Professional Certificates from a reputable institution in any of the following: Database Management (Oracle, SQL DB2 or its equivalent), Information Security (CISSP Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA



HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle or the equivalent), Data Center and Cloud management (VMware, certified Data Center Management Professional or its equivalent), and Data Center and Cloud management (Firmware, Certified Data Center Management Professional or its equivalent); and

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

#### **IV. PRINCIPAL INFORMATION      COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: Supporting the development, implementation and review of ICT policies, strategies, regulations, standards and guidelines; developing and implementing ICT strategies; conducting systems audits; undertaking ICT training; supervising the setting up, testing and administration of ICT systems, databases, applications and networks; initiating ICT innovations; developing and implementing environmentally friendly digital technologies and e-waste management strategies; developing strategies for the promotion of locally manufactured digital devices; implementing digital transformation initiatives; managing data and information systems; supporting strategies for the adoption of IT-enabled services and business process outsourcing; designing and implementing ICT infrastructure; assessing and monitoring the performance of ICT infrastructure and software applications, and making recommendations; planning for the maintenance of ICT infrastructure, equipment and software applications; monitoring the provision of end-user support and capacity building; carrying out business analysis and developing user requirements for ICT infrastructure, software, equipment and business solutions; developing and implementing backup solutions and other business continuity strategies, and making recommendations; assessing the appropriateness of emerging technologies for organizational business operations and making recommendations; and developing work plans and performance reports.

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

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

- (i) Cumulative service period of six (6) years relevant work experience, three (3) of which must have been in the grade of Chief ICT Officer or in a comparable position;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science,



- Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
  - (iv) Membership to a relevant professional body where applicable and in good standing;
  - (v) Professional Certificates from a reputable institution in any of the following: Database Management (Oracle, SQL DB2 or its equivalent), Information Security (CISSP Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle or the equivalent), Data Center and Cloud management (VMware, certified Data Center Management Professional or its equivalent), and Data Center and Cloud management (Firmware, Certified Data Center Management Professional or its equivalent); and
  - (vi) Shown merit and ability as reflected in work performance and results.

## **V. ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GRADE CPSB 5**

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

An officer at this level will be deployed in any of the following Directorates or in a Ministry/State Department/County:

#### **ICT Security and Audit Control**

Duties and responsibilities at this level will involve: Developing and implementing ICT policies, strategies, regulations, standards and guidelines; developing and implementing cybersecurity, data protection and privacy strategies; scheduling and supervising systems audits to ensure compliance with set standards; defining systems audit objectives; identifying capacity-building gaps in ICT security and audit controls; supporting ICT security project planning and management; conducting ICT security research; ensuring disaster recovery solutions and other business continuity strategies comply with security standards and policies; defining and implementing ICT security response procedures and strategies; and developing work plans and performance reports.



## **E-Government and Digital Economy**

Duties and responsibilities at this level will entail:- Developing, implementing and reviewing policies, strategies, regulations, standards and guidelines on e-government and the digital economy; promoting growth of the software industry; mapping out digital transformation initiatives in e-government; ensuring the digitalization of government services in line with the government concentric and enterprise architectures; promoting standardization of software development in government; coordinating digital skilling initiatives to promote the digital economy; planning and managing e-government projects; undertaking research in collaboration with industry players; liaising with relevant stakeholders to leverage data for strategic decision-making and policy formulation; promoting data sharing and interoperability across the public and private sectors; establishing mechanisms for the adoption of IT-enabled services and business process outsourcing; and developing work plans and performance reports.

## **ICT Infrastructure**

Duties and responsibilities at this level will entail: - Developing, implementing and reviewing policies, strategies, regulations, standards and guidelines on ICT infrastructure; building capacity on the development and management of ICT infrastructure; implementing, monitoring and evaluating ICT infrastructure projects and programmes; undertaking research in collaboration with industry players; promoting the adoption of environmentally friendly digital technologies and e-waste management; managing and ensuring optimal utilization of ICT infrastructure; promoting the utilization of public sector data centers and the adoption of cloud services; developing and implementing disaster recovery solutions and other business continuity strategies; promoting local manufacturing of digital devices and products; coordinating ICT activities in ministries, counties, departments, agencies (MCDAs) and with development partners; and developing work plans and performance reports.

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

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

- (i) Cumulative service period of nine (9) years relevant work experience, three (3) of which must have been in the grade of Principal ICT Officer or a comparable position;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering Cyber Security or



equivalent qualification from a recognized institution:

- (iii) Master's degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership Course, lasting not less than four (4) weeks from a recognized institution
- (v) Membership to a relevant professional body where applicable and in good standing
- (vi) Professional Certificates from a reputable institution in any of the following; Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent), Data Center and Cloud management (VMware, Certified Data Center Management Professional or its equivalent); and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (viii) No active disciplinary case.

## **VI. DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GRADE CPSB 4**

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

An officer at this level may be deployed to any of the following functional areas:

- Cyber Security
- Systems Audit and Control
- Data Management
- E-Government Services
- Software Development and Digital Services
- Research, Digital Innovation and Incubation
- Commerce & Entrepreneurship
- Connectivity
- Data Center and Cloud Services



- Partnership and Liaison Services

### **Cyber-Security**

Duties and responsibilities will entail: Developing, implementing and reviewing ICT cybersecurity policies, strategies and guidelines; developing, disseminating and implementing safeguards for government systems and data; recommending appropriate security standards to ensure disaster recovery and business continuity plans for government systems; fostering the adoption of Information Security Management Systems requirements and Public Key Infrastructure; undertaking ICT cybersecurity and information-sharing initiatives in liaison with relevant stakeholders; implementing communication plans for incident management; coordinating cybersecurity research, capacity building, user awareness training and public awareness; and developing concept papers on resource mobilization.

### **Systems Audit and Control**

Duties and responsibilities at this level will entail: - Developing, implementing and reviewing ICT systems audit policies, strategies and guidelines; implementing ICT systems audit plans and enterprise risk management; undertaking systems audits in line with set standards and regulatory frameworks; developing concept papers on resource mobilization; and conducting systems audit research, capacity building and user awareness training.

### **Data Management**

Duties and responsibilities at this level will entail: - Developing, implementing and reviewing ICT data management policies, strategies and guidelines; designing and maintaining robust data infrastructure, including databases, data warehouses and analytical tools; coordinating data management research, capacity building and user awareness creation to enhance data processes and methodologies; establishing linkages with relevant stakeholders to leverage data for strategic decision-making and policy formulation; implementing strategies for data sharing and interoperability; promoting the adoption of open data frameworks; and developing concept papers for resource mobilization.

### **E-Government Services**

Duties and responsibilities at this level will entail: - Developing, implementing and reviewing e-Government services policies, strategies, guidelines and standards; designing Government enterprise architecture and interoperability frameworks; promoting the digitalization of Government services in line with the Government enterprise architecture; developing concept papers for resource mobilization and investment; and developing and integrating shared systems across MCDAs.

### **Software Development and Digital Services**



Duties and responsibilities at this level will entail: Developing, implementing and reviewing software development policies, strategies, guidelines and standards; standardizing software development in Government systems; promoting the software development industry; implementing emerging technologies to address evolving user needs; carrying out capacity building, research and development; promoting IT-enabled services and Business Process Outsourcing; establishing linkages with relevant stakeholders in the development of standards and codes of practice for software development; and developing concept papers for resource mobilization.

### **Research, Digital Innovation and Incubation**

Duties and responsibilities at this level will entail: Developing, implementing and reviewing research, digital innovation and incubation policies, strategies, guidelines and standards; identifying gaps and developing enabling institutional, legal and regulatory frameworks; undertaking ICT research, digital innovations and incubation to support the digital economy; establishing linkages with institutions of higher learning to promote ICT innovations and best practices; publishing and publicizing research findings through journals, research papers and other appropriate platforms; and developing concept papers for resource mobilization.

### **E-Commerce and Entrepreneurship**

Duties and responsibilities at this level will entail: Developing, implementing and reviewing e-Commerce and entrepreneurship policies, strategies, guidelines and standards; developing guidelines on the adoption and development of e-Commerce platforms; ensuring an enabling environment for access to e-Commerce platforms; identifying appropriate emerging technologies for adoption by Micro, Small and Medium Enterprises (MSMEs); undertaking digital skilling initiatives to enhance the adoption of e-Commerce and entrepreneurship in collaboration with relevant stakeholders; conducting public awareness on the use of e-Commerce platforms; and developing concept papers for resource mobilization.

### **Connectivity**

Duties and responsibilities at this level will entail: Developing, implementing and reviewing ICT connectivity policies, strategies and guidelines; developing, managing and maintaining national ICT infrastructure, including submarine fibre optic cables, fibre optic backbone infrastructure, last-mile connectivity and other ICT devices; promoting universal access to ICT infrastructure; monitoring the optimal utilization of fibre optic cables, Wide Area Networks, Local Area Networks and internet connectivity; integrating ICT infrastructure across government; fostering the adoption of emerging technologies in ICT infrastructure and connectivity; and developing concept papers for resource mobilization.



### **Data Center and Cloud Services**

Duties and responsibilities at this level will entail: - Developing, implementing and reviewing data center and cloud services policies, strategies and guidelines; promoting the use of Government cloud services by ministries, counties, departments and agencies (MCDAs); undertaking assessments and capacity planning for current and future national needs for data center and cloud services to promote optimal utilization; developing and implementing disaster recovery and business continuity plans for Government data centers and cloud services; establishing and maintaining public-private partnerships for the development of data centers and the adoption of cloud services; and developing concept papers for resource mobilization.

### **Partnership and Liaison Services**

Duties and responsibilities at this level will entail: Developing, implementing and reviewing partnership and liaison services policies, strategies and guidelines; providing ICT technical assistance to MCDAs, security agencies and other stakeholders; identifying potential development partners for funding, facilitation and implementation of ICT projects; monitoring compliance in the implementation of ICT circulars, policies, guidelines, standards and frameworks across government; coordinating the implementation of knowledge management in MCDAs; and developing concept papers for resource mobilization.

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

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

- (i) Cumulative service of twelve (12) years relevant work experience, three (3) of which must have been in the grade of Assistant Director, ICT or a comparable position;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) Master's degree any on the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification from a recognized institution;



- (iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution;
- (v) Membership to a relevant professional body where applicable and in good standing;
- (vi) Professional Certificates from a reputable institution in any of the following: -Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent), Data Center and Cloud management (VMware);
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (viii) No active disciplinary case.

## **VII. DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE CPSB 3**

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

An officer at this level may be deployed to any of the following functional areas:

- Cyber Security
- Systems Audit and Control
- Data Management
- E-Government Services
- Software Development and Digital Services
- Research, Digital Innovation and Incubation
- Commerce & Entrepreneurship
- Connectivity
- Data Center and Cloud Services
- Partnership and Liaison Services

### **Cyber-Security**

Duties and responsibilities will entail: Coordinating the formulation, implementation and review of ICT cybersecurity policies, strategies and guidelines; coordinating the development, dissemination and implementation of safeguards for government systems and data; formulating security standards and policies to ensure disaster recovery and business continuity plans for government systems;



promoting the adoption of Information Security Management Systems (ISMS) requirements and Public Key Infrastructure (PKI); coordinating national and global ICT cybersecurity initiatives and information sharing with other sectors; coordinating the implementation of communication plans for incident management; providing advisory services on appropriate cybersecurity solutions and related investments; facilitating and coordinating cybersecurity research, capacity building, user awareness training and public awareness; coordinating resource mobilization, budgeting and prudent utilization of resources; and coordinating performance management.

### **Systems Audit and Control**

Duties and responsibilities at this level will entail: - Coordinating the formulation, implementation and review of ICT systems audit policies, strategies and guidelines; facilitating the implementation of ICT systems audit plans; coordinating the implementation of enterprise risk management; providing advisory services on ICT systems audit within the sector; coordinating systems audits to ensure compliance with set standards and regulatory frameworks; coordinating resource mobilization, budgeting and prudent utilization of resources; facilitating frameworks and coordinating systems audit research, capacity building and user awareness training; and coordinating performance management.

### **Data Management**

Duties and responsibilities at this level will entail: - Coordinating the formulation, implementation and review of ICT data management policies, strategies and guidelines; coordinating the design and maintenance of robust data infrastructure, including databases, data warehouses and analytical tools; facilitating and coordinating data management research, capacity building and user awareness creation to enhance data processes and methodologies; collaborating with relevant stakeholders to leverage data for strategic decision-making and policy formulation; coordinating the implementation of strategies for data sharing and interoperability; coordinating performance management; coordinating and promoting the adoption of open data frameworks; and coordinating resource mobilization, budgeting and prudent utilization of resources.

### **E-Government Services**

Duties and responsibilities at this level will entail: - Coordinating the development, implementation and review of e-Government services policies, strategies, guidelines and standards; reviewing and designing Government enterprise architecture and interoperability frameworks; coordinating the digitalization of Government services in line with the enterprise architecture; coordinating resource mobilization, investment, budgeting and human capacity management; coordinating the development and integration of shared systems across MCDAs; coordinating performance management; and coordinating resource mobilization,



budgeting and prudent utilization of resources.

### **Software Development and Digital Services**

Duties and responsibilities at this level will entail: Coordinating the development, implementation and review of software development and digital services policies, strategies, guidelines and standards; promoting the standardization of software development in government; coordinating the formulation of strategies for the promotion of the software development and digital services industry; evaluating and implementing emerging technologies to address evolving user needs; facilitating capacity building, research and development; coordinating IT-enabled services and Business Process Outsourcing (BPO); collaborating with relevant agencies in the development of standards and codes of practice for software development; coordinating performance management; and coordinating resource mobilization, budgeting and prudent utilization of resources.

### **Research, Digital Innovation and Incubation**

Duties and responsibilities at this level will entail: Coordinating the development, implementation and review of research, digital innovation and incubation policies, strategies, guidelines and standards; facilitating the development of enabling institutional, legal and regulatory frameworks; promoting ICT research, digital innovations and incubation to drive the digital economy; collaborating with institutions of higher learning to promote ICT innovations and best practices; disseminating research findings through research papers and other appropriate means; coordinating performance management; and coordinating resource mobilization, budgeting and prudent utilization of resources.

### **E-Commerce and Entrepreneurship**

Duties and responsibilities at this level will entail: Coordinating the development, implementation and review of e-commerce and entrepreneurship policies, strategies, guidelines and standards; developing guidelines on the adoption and development of e-commerce platforms; providing an enabling environment for access to e-commerce platforms; promoting the adoption of emerging technologies by Micro, Small and Medium Enterprises (MSMEs); promoting digital skilling to enhance the adoption of e-commerce and entrepreneurship in collaboration with relevant stakeholders; promoting public awareness on the use of e-commerce platforms; coordinating performance management; and coordinating resource mobilization, budgeting and prudent utilization of resources.

### **Connectivity**

Duties and responsibilities at this level will entail: Coordinating the formulation, implementation and review of ICT connectivity policies, strategies and guidelines; coordinating the development, management and maintenance of national



communication infrastructure, including submarine fibre optic cables, optic fibre backbone infrastructure, last mile connectivity and other ICT devices; promoting universal access to ICT infrastructure; monitoring and promoting optimal utilization of optic cables, Wide Area Networks, Local Area Networks and internet connectivity; coordinating investment and integration of ICT infrastructure across Government; promoting the adoption of emerging technologies in ICT infrastructure and connectivity; coordinating performance management; and coordinating resource mobilization, budgeting and prudent utilization of resources.

### **Data Center and Cloud Services**

Duties and responsibilities at this level will entail: - Coordinating the formulation, implementation and review of data center and cloud services policies, strategies and guidelines; promoting the use of government cloud services by ministries, counties, departments and agencies (MCDAs); spearheading assessments and capacity planning for current and future national needs in data centers and cloud services to ensure optimal utilization; coordinating the development and implementation of disaster recovery and business continuity plans for government data centers and cloud services; promoting public-private partnership investments in the development of data centers and the adoption of cloud services; coordinating performance management; and coordinating resource mobilization, budgeting and prudent utilization of resources.

### **Partnership and Liaison Services**

Duties and responsibilities at this level will entail: Coordinating the formulation, implementation and review of partnership and liaison services policies, strategies and guidelines; coordinating the provision of ICT technical assistance to ministries, counties, departments and agencies (MCDAs) and other stakeholders; liaising with development partners on funding, facilitation and implementation of ICT projects; monitoring and evaluating compliance in the implementation of ICT circulars, policies, guidelines, standards and frameworks across government; promoting and coordinating the implementation of knowledge management in MCDAs; coordinating performance management in field offices; and coordinating resource mobilization, budgeting and prudent utilization of resources.

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

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

- (i) Cumulative service period of fifteen (15) years relevant work experience, three (3) of which must have been in the at least at the grade of Assistant Director, ICT or in a comparable position;
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology,



Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following fields: Computer Science, Information Communication Technology, Information Technology, Computer Engineering Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iv) Certificate in leadership Course lasting not less than four (4) weeks from a recognised institution;
- (v) Membership to a relevant professional body where applicable and in good standing;
- (vi) Professional Certificates from a reputable institution in any of the following: Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent), Data Center and Cloud management (VMware, Certified Data Center Management Professional or its equivalent); and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results.



## 11.0 CAREER PROGRESSION GUIDELINES FOR PHOTOJOURNALISTS

### 1. PHOTOJOURNALISM FUNCTION

The Photojournalism Function entails: formulation, interpretation and implementation of policies, programmes and strategies in photojournalism; carrying out research on photography and emerging technologies and providing appropriate strategies; advising on matters relating to photojournalism; providing photographic materials for publishing in periodicals, ad hoc publications and newsletters; uploading photographs onto Kenya News Agency (KNA) website and Information Resource Centres; photographic coverage of development projects, socio-economic and cultural activities in line with the Constitution and Kenya Vision 2030; dispatching photographs to the media and maintaining an effective national photographic network; gathering, processing and printing of photographs; documentation and dissemination of news and information through photography; and mounting photographic exhibitions countrywide.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of Photojournalists Assistants and eight (8) grades of Photojournalists who will be designated and graded as follows:

#### PHOTOJOURNALIST ASSISTANTS

#### APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Photojournalists Assistants	Photojournalist Assistant III	11	H
	Photojournalist Assistant II	10	J
	Photojournalist Assistant I	9	K
	Senior Photojournalist Assistant	8	L
	Chief Photojournalist Assistant	7	M
	Principal Photojournalist Assistant	6	N



## PHOTOJOURNALISTS

## APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Photojournalists	Photojournalist II	10	J
	Photojournalist I	9	K
	Senior Photojournalist	8	L
	Principal Photojournalist	7	M
	Chief Photojournalist	6	N
	Assistant Director, Photojournalism	5	P
	Deputy Director, Photojournalism	4	Q
	Director, Photojournalism	3	R

**Note:** The grades of Photojournalist Assistant III/II, Job Grade CPSB 11/10 for Diploma holders and Photojournalist II/I, Job Grade CPSB 10/9 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 Guidelines:

- (i) Diploma in any of the following: Mass Communications, Journalism, Photojournalism, Public Relations, Communications Studies, Media Studies/Science or any other approved equivalent qualifications from a recognized institution.
- (ii) Bachelor's Degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism or its equivalent qualifications from a recognized institution.
- (iii) Bachelor's Degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science or its equivalent qualifications from a recognized institution.
- (iv) Master's Degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Corporate Communications, Photojournalism/Photography, International Relations, Social Sciences or its equivalent qualifications from a recognized institution.



- (v) Certificate of membership to a professional body from a recognized institution where applicable;
- (vi) 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) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.
- (ix) Certificate in Computer application skills from a recognized institution.
- (x) No active disciplinary case.
- (xi) Any other equivalent qualification that may be approved by Public Service Commission.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **PHOTOJOURNALIST ASSISTANTS**

##### **APPENDIX 'A'**

#### **I. PHOTOJOURNALIST ASSISTANT III, JOB GRADE CPSB 11**

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

This is 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: taking and processing of photographs; caption writing; documenting news, information and features through photography; providing darkroom services; scanning and digitizing photographs.

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

Appointment to this grade a candidate must have:-

- (i) Diploma in Photojournalism/Photography from a recognized institution;
- (ii) Certificate of membership to a professional body from a recognized institution where applicable; and
- (iii) Certificate in computer applications from a recognized institution.

#### **II. PHOTOJOURNALIST ASSISTANT II, JOB GRADE CPSB 10**



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

Duties and responsibilities will entail: taking and processing of photographs; documenting news, information and features through photography; providing darkroom services; scanning, digitizing photographs and caption writing; producing copy negatives; taking portrait photographs; enlarging photographs and mounting them for exhibitions.

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

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

- (i) Served in the grade of Photojournalist Assistant III for a minimum period of three (3) years;
- (ii) Diploma in Photojournalism/Photography from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution where applicable;
- (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. PHOTO JOURNALIST ASSISTANT I, JOB GRADE CPSB 9**

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

Duties and responsibilities will entail: documenting news, information and features through photography; caption writing and editing photographs; taking portrait photographs; enlarging photographs and mounting them for exhibitions; organizing photographic coverage; determining quality of photographic images, prints and colour slides; and archiving photographs/images.

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

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

- (i) Served in the grade of Photojournalist Assistant II for a minimum period of three (3) years;



- (ii) Diploma in Photojournalism/Photography from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution where applicable;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.

#### **IV. SENIOR PHOTO JOURNALIST ASSISTANT, JOB GRADE CPSB 8**

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

Duties and responsibilities will entail: documenting news, information and features through photography; caption writing and designing picture stories; editing photographs; determining quality of photographic images, prints and colour slides; selecting photographs for dispatch to subscribers.

Further duties will entail:- providing photographs for uploading onto Kenya News Agency (KNA) website and Information Resources Centres; documenting news, information and features through photography; caption writing and designing picture stories; editing photographs; and determining quality of photographic images, prints and colour slides; archiving photographic images; and maintaining photographic equipment and supervising staff.

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

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

- (i) Served in the grade of Photojournalist Assistant I for a minimum period of three (3) years;
- (ii) Diploma in Photojournalism/Photography from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution where applicable;
- (iv) Certificate in supervisory skills course lasting less than two (2) weeks from a recognized institution



- (v) Certificate in computer application skills from a recognized institution;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **V. CHIEF PHOTO JOURNALIST ASSISTANT, JOB GRADE CPSB 7**

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

Duties and responsibilities will entail:- documenting news, information and features through photography; caption writing and designing picture stories; editing photographs; determining quality of photographic images, prints and colour slides; selecting photographs for dispatch to subscribers.

Further duties will entail:- providing photographs for uploading onto Kenya News Agency (KNA) website and Information Resources Centres; documenting news, information and features through photography; caption writing and designing picture stories; editing photographs; and determining quality of photographic images, prints and colour slides; archiving photographic images; and maintaining photographic equipment and supervising staff.

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

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

- (i) Served in the grade of Senior Photojournalist Assistant for a minimum period of three (3) years;
- (ii) Diploma in Photojournalism/Photography from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution where applicable;
- (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 from a recognized institution;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.



## **VI. PRINCIPAL PHOTOJOURNALIST ASSISTANT, JOB GRADE 6**

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

Duties and responsibilities will entail: planning, organizing and controlling technical standards for photographs and darkroom studio operations; providing photographs for uploading onto Kenya News Agency (KNA) website and Information Resources Centres; carrying out research on photography and emerging technologies and providing appropriate strategies; coordinating provision of photographic materials for publishing; ensuring documentation of news, information and features through photography.

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

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

- (i) Served in the grade of Chief Photojournalist Assistant for a minimum period of three (3) years;
- (ii) Diploma in Photojournalism/Photography from a recognized institution;
- (iii) Certificate in **Management** Course lasting not less than four (4) weeks from a recognized Institution where applicable or its equivalent;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Demonstrated professional and managerial competence in photojournalism work as reflected in work performance and results.



**I. PHOTOJOURNALIST II, JOB GRADE CPSB 10****(a) Duties and Responsibilities**

This will be the entry and training grade for degree holders in this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: taking and processing of photographs; documenting news, information and features through photography; providing darkroom services; scanning, digitizing photographs and caption writing; producing copy negatives; taking portrait photographs; enlarging photographs and mounting them for exhibitions.

**(b) Requirements for Appointment**

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

- (i) Bachelor's Degree in Photojournalism/Photography from a recognized institution;
- (ii) Certificate of membership to a professional body from a recognized institution where applicable; and
- (iii) Certificate in computer applications from a recognized institution.

**II. PHOTOJOURNALIST I, JOB GRADE CPSB 9****(a) Duties and Responsibilities**

Duties and responsibilities will entail: taking and processing of photographs; documenting news, information and features through photography; providing darkroom services; scanning and digitizing photographs; caption writing and editing photographs; producing copy negatives; taking portrait photographs; enlarging photographs and mounting them for exhibitions; organizing photographic coverage; and determining quality of photographic images, prints and colour slides.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Photojournalist II for a minimum period of one (1) year;



- (ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution where applicable;
- (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. SENIOR PHOTOJOURNALIST, JOB GRADE CPSB 8**

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

Duties and responsibilities will entail: documenting news, information and features through photography; caption writing and designing picture stories; editing photographs; enlarging photographs and mounting them for exhibitions; organizing photographic coverage; determining quality of photographic images, prints and colour slides; selecting photographs for dispatch to subscribers; archiving photographic images; and maintaining photographic equipment.

In addition, duties and responsibilities will entail: -maintaining technical standards for photographs and darkroom studio operations; providing photographs for uploading onto Kenya News Agency (KNA) website and Information Resource Centres.

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

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

- (i) Served in the grade of Photojournalist I for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution where applicable;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) No active disciplinary case; and



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

#### **IV. CHIEF PHOTOJOURNALIST, JOB GRADE CPSB 7**

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

Duties and responsibilities will entail: editing photographs; organizing photographic coverage; carrying out research on photography and emerging technologies and providing appropriate strategies; enlarging photographs and mounting them for exhibitions; determining quality of photographic images, prints and colour slides and ensuring documentation of news, information and features through photography; selecting photographs for dispatch to subscribers; archiving photographic images; and maintaining photographic equipment.

In addition, duties and responsibilities will entail:- maintaining technical standards for photographs and darkroom studio operations; providing photographs for uploading onto Kenya News Agency (KNA) website and Information Resource Centres.

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

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

- (i) Served in the grade of Senior Photojournalist for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution where applicable;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.

#### **V. PRINCIPAL PHOTOJOURNALIST, JOB GRADE CPSB 6**

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

Duties and responsibilities will entail: carrying out research on photography and



emerging technologies and providing appropriate strategies; coordinating provision of photographic materials for publishing; caption writing and designing picture stories; editing photographs; organizing photographic coverage; determining quality of photographic images, prints and colour slides and ensuring documentation of news, information and features through photography.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Chief Photojournalist for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Photojournalism/Photography 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 membership to a professional body from a recognized institution where applicable;
- (v) Certificate in computer application skills from a recognized institution;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

**VI. ASSISTANT DIRECTOR, PHOTOJOURNALISM, JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: Assisting in formulating, interpreting and implementing policies, strategies and programmes in Photojournalism; coordinating research on photography and emerging technologies and providing appropriate strategies; overseeing uploading of photographs onto Kenya News Agency (KNA) website and Information Resource Centres; ensuring photographic coverage of development, social-economic and cultural activities/projects in line with the Constitution and Kenya Vision 2030; developing strategies in Photojournalism; undertaking research on Photography and emerging technologies and providing appropriate strategies; coordinating provision of photographic materials for publishing; ensuring uploading of photographs onto Kenya News Agency(KNA) website and Information Resource Centres.



Further duties will entail:- coordinating photographic coverage of development projects, social-economic and cultural activities in line with the Constitution and Kenya Vision 2030; providing photojournalism services that enhance security, peace and national cohesion; ensuring professional ethics and standards in the delivery of photojournalism services; coordinating development of departmental/individual work plans; preparing budgets; management of resources; 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 Principal Photojournalist for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution;
- (iii) Master's Degree in Photojournalism/Photography from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme(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 where applicable;
- (vi) Certificate in computer application skills from a recognized institution;
- (vii) No active disciplinary case; and
- (viii) Demonstrated professional and managerial competence in photojournalism as reflected in work performance and results.

**VII. DEPUTY DIRECTOR, PHOTOJOURNALISM, JOB GRADE CPSB 4**

**(a) Duties and Responsibilities**

An officer at this level will be in-charge of Photojournalism services and will be responsible to the Director of Information. Duties and responsibilities will entail: formulating, interpreting and implementing policies, strategies and programmes in Photojournalism; coordinating research on photography and emerging technologies and providing appropriate strategies; advising on all matters relating to Photojournalism; liaising with other Government Ministries, Departments and Agencies on provision of photojournalism services; overseeing uploading of



photographs onto the Kenya News Agency (KNA) and Information Resource Centres websites; ensuring photographic coverage of development, social-economic and cultural activities/projects in line with the Constitution and Kenya Vision 2030.

In addition, the officer will co-ordinate provision of photojournalism services that will enhance security, peace and national cohesion; ensuring adherence to professional ethics and standards in the delivery of photojournalism services; performance management; developing departmental/individual work plans; preparing budgets; management of resources; 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 Assistant Director, Photojournalism for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution;
- (iii) Master's Degree in Photojournalism/Photography 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 institution where applicable;
- (vi) Certificate in computer application skills from a recognized institution;
- (vii) Have a clear understanding of National Development Goals and Kenya Vision 2030 and the role of management of Photojournalism in the achievement of the same;
- (viii) No active disciplinary case; and
- (ix) Professional and managerial competence in photojournalism as reflected in work performance and results.

### **VIII.DIRECTOR, PHOTOJOURNALISM, JOB GRADE CPSB 3**

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



The Director will be responsible for management and coordination of the photojournalism function and staff. Duties and responsibilities will entail:-  
overseeing the formulation, interpretation and implementation of policies, programmes and strategies in photojournalism; advising on matters relating to photojournalism; providing photographic materials for publishing in periodicals, ad hoc publications and newsletters; coordinating research on photography and emerging technologies and providing appropriate strategies; ensuring the uploading of photographs onto Kenya News Agency (KNA) website and Information Resource Centres; overseeing photographic coverage of development projects, socio-economic and cultural activities in line with the Constitution and Kenya Vision 2030; ensuring dispatch of photographs to the media and maintaining an effective national photographic network; gathering, processing and printing of photographs; coordinating the documentation and dissemination of news and information through photography; and mounting photographic exhibitions countrywide.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Deputy Director, Photojournalism for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution;
- (iii) Master's Degree in Photojournalism/Photography 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 institution where applicable;
- (vi) Certificate in computer application skills from a recognized institution;
- (vii) Have a clear understanding of National Development Goals and Kenya Vision 2030 and the role of management of Photojournalism in the achievement of the same;
- (viii) No active disciplinary case; and
- (ix) Professional and managerial competence in photojournalism as reflected in work performance and results.



## 12.0 CAREER PROGRESSION GUIDELINES FOR PUBLIC COMMUNICATIONS OFFICERS

### 1. PUBLIC COMMUNICATIONS FUNCTION

The Public Communications function entails: formulation, interpretation and implementation of Public Communications Policies, programmes and strategies; branding, promoting and maintaining positive image of the Government both locally and internationally; developing and nurturing relations with internal and external public; carrying out research on public opinion on specific sectoral areas in the Government and on emerging issues in Public Communications and providing appropriate interventions; communicating the processes of development projects in line with the Constitution and Kenya Vision 2030; managing public communications services that enhance security, peace and national cohesion; promoting public participation; advising Departments and Agencies on matters of public Communications and stakeholders engagement; production of Information, Education and Communications (IEC) materials; media reviewing and analysis; preparing media briefs and press releases/statements; preparing supplements, documentaries, features and dissemination of the same; advising the Government on best media practices; and event management; provision of content for uploading onto the County Government Portal and management of content generation in Departmental websites.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes Six (6) grades of Public Communications Assistants, seven (7) grades of Public Communications Officers, who will be designated and graded as follows:

#### PUBLIC COMMUNICATIONS ASSISTANTS

#### APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Public Communications Assistants	Public Communications Assistant III	11	H
	Public Communications Assistant II	10	J
	Public Communications Assistant I	9	K
	Senior Public Communications Assistant	8	L
	Chief Public Communications Assistant	7	M
	Principal Public Communications Assistant	6	N



**PUBLIC COMMUNICATIONS OFFICERS****APPENDIX 'B'**

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

**Notes:** The grades of Public Communications Assistant III/II, Job Grade CPSB 11/10 for Diploma holders and Public Communications Officer II/I, Public Communications Officer, Job Grade 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 Guidelines:-

- (i) Diploma in any of the following: Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution.
- (ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution.

**OR**

- Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution.
- (iii) Master's Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communications studies, Media Studies, International Relations from a recognized institution.
  - (iv) Certificate in Supervisory Skills Management Course lasting not less than two



- (2) weeks from a recognized institution.
- (v) Certificate in Strategic Leadership Development Programme 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.
- (viii) Certificate of membership to a professional body from a recognized institution.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **PUBLIC COMMUNICATIONS ASSISTANT APPENDIX 'A'**

#### **I. PUBLIC COMMUNICATIONS 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 of a senior officer. Duties and responsibilities will entail: assisting in building corporate relations; sourcing, collating and developing content on topical issues for internal and external public; undertaking media monitoring; assisting in media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; participating in event management.

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

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

- (i) Diploma in any of the following: Photojournalism, Mass Communications;
- (ii) Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iv) Certificate of membership to a professional body from a recognized institution.

#### **II. PUBLIC COMMUNICATIONS ASSISTANT II, JOB GRADE CPSB 10**



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

Duties and responsibilities will entail: assisting in building corporate relations; developing content on topical issues for uploading onto institutional websites, Information Education Communication (IEC) materials and undertaking media monitoring; assisting in the preparation of media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; and participating in event management and Public Communications.

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

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

- (i) Served in the grade of Public Communications Assistant III, for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies/Science or any other approved equivalent qualifications from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution;
- (iv) Certificate in computer application skills; and
- (v) No active disciplinary case.

### **III. PUBLIC COMMUNICATIONS ASSISTANT I, JOB GRADE CPSB 9**

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

Duties and responsibilities will entail: developing content on topical issues for uploading on to institutional website, Information Education Communication (IEC) materials and undertaking media monitoring; preparing media reviews, briefs, press releases/statements and supplements; undertaking Public Communications research; scheduling interviews and liaising with media and other public; assisting in copy production; implementing Public Communications strategies and programmes.

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

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

- (i) Served in the grade of Public Communications Assistant II for a minimum period of three (3) years;



- (ii) Diploma in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies/Science or any other approved equivalent qualifications 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) Certificate of membership to a professional body from a recognized institution;
- (vi) Excellent oral and written communication skills;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

#### **IV. SENIOR PUBLIC COMMUNICATIONS ASSISTANT, JOB GRADE CPSB 8**

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

Duties and responsibilities will entail: assisting in the implementation of communications policies, strategies and programmes; liaising with media and the public; originating or sourcing speeches; assisting in the implementation of the customer satisfaction surveys; undertaking Public Communications research; scheduling interviews; undertaking publicity, creating public awareness and coordinating press conferences; branding and promoting positive image of the Government, providing and uploading content onto the Government Portal.

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

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

- (i) Served in the grade of Public Communications Assistant I for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies/Science or any other approved equivalent qualifications from a recognized institution;
- (iii) Certificate in Supervisory Skills 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;
- (v) Certificate in computer application skills;
- (vi) Excellent oral and written communication skills;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **V. CHIEF PUBLIC COMMUNICATIONS ASSISTANT, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will entail: implementation of communications; policies, strategies and programmes; undertaking Public Communications research; packaging press releases/statements and supplements; reviewing and editing of speeches; handling press and public inquiries; event management; branding and promoting a positive image of the Government; providing and uploading content on to the Government Portal; promoting stakeholders engagement and public participation in national development; monitoring and analyzing media content and assisting in designing communications intervention measures; managing media relations; managing content development on topical issues; coordinating the provision and uploading of content onto Government Portal and ministerial websites; supervising staff and managing resources.

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

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

- (i) Served in the grade of Senior Public Communications Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies or Media Studies 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 applications skills;



- (v) Excellent oral and written communication skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

## **VI. PRINCIPAL PUBLIC COMMUNICATIONS ASSISTANT, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: implementation of communications; policies, strategies and programmes; undertaking Public Communications research; packaging press releases/statements and supplements; reviewing and editing of speeches; handling press and public inquiries; event management; branding and promoting a positive image of the Government; providing and uploading content on to the Government Portal; promoting stakeholders engagement and public participation in national development; monitoring and analyzing media content and assisting in designing communications intervention measures; managing media relations; managing content development on topical issues; coordinating the provision and uploading of content onto Government Portal and ministerial websites; supervising staff and managing resources.

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

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

- (i) Served in the grade of Chief Public Communications Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies or Media Studies 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 applications skills;
- (v) Excellent oral and written communication skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results.



**I. PUBLIC COMMUNICATIONS 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: assisting in building corporate relations; developing content on topical issues for uploading onto institutional websites, Information Education Communication (IEC) materials and undertaking media monitoring; assisting in the preparation of media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; and participating in event organization.

**(b) Requirements for Appointment**

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

- (i) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

**OR**

Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

- (ii) Certificate in computer application skills; and
- (iii) Certificate of membership to a professional body from a recognized institution.

**II. SENIOR PUBLIC COMMUNICATIONS OFFICER, JOB GRADE CPSB 8****(a) Duties and Responsibilities**

Duties and responsibilities will entail: assisting in the establishment of communications strategies and programmes; content development on topical issues; branding and promoting Government image; assisting in the promotion of public participation; undertaking media monitoring; preparing media reviews, briefs, press releases/statements and supplements; undertaking Public Communications research; scheduling interviews and liaising with media and diverse publics; assisting in copy production; and managing public relations and event organization.



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

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

- (i) Served in the grade of Public Communications Officer for a minimum period of one (1) year;
- (ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, from a recognized institution;

**OR**

Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Excellent oral and written communication skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **III. CHIEF PUBLIC COMMUNICATIONS OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities will entail: assisting in the implementation of communications policies, strategies and programmes; content development on topical issues; branding and promoting Government image; assisting in the promotion of public participation; undertaking media monitoring; liaising with media and diverse publics; reviewing and editing of speeches; assisting in the implementation of the customer satisfaction surveys; assisting in the implementation of communications policies, strategies and programmes; content development on topical issues; branding and promoting Government image; assisting in the promotion of public participation; undertaking media monitoring; liaising with media and diverse publics; packaging press releases, statements and supplements for dissemination; undertaking Public Communications research; scheduling interviews and press conferences; uploading content onto institutional websites and the Government Portal.



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

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

- (i) Served in the grade of Senior Public Communications Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, from a recognized institution;

**OR**

Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Excellent oral and written communication skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **IV. PRINCIPAL PUBLIC COMMUNICATIONS OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: implementation of communications strategies; undertaking Public Communications research; packaging press releases, statements and supplements and dissemination of information; reviewing and editing of speeches; handling press and public inquiries; event management; managing media relations; reviewing and editing of speeches; assisting in the implementation of the customer satisfaction surveys; packaging press releases, statements and supplements for dissemination; undertaking Public Communications research; scheduling interviews and press conferences; uploading content onto institutional websites and the Government Portal; managing content development on topical issues; coordinating the provision and uploading of content onto Government Portal and ministerial website; supervising staff and managing Resource.



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

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

- (i) Served in the grade of Chief Public Communications Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications studies or Media Studies 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 membership to a professional body from a recognized institution;
- (v) Certificate in computer application skills;
- (vi) Excellent oral and written communication skills;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **V. ASSISTANT DIRECTOR, PUBLIC COMMUNICATIONS, JOB GRADE CPSB 5**

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

Duties and responsibilities at this level will entail: assist in interpreting and implementing Public Communications policies, strategies and programmes; managing Public Communications activities/events; branding and promoting positive image of the Government; building relations with media and diverse publics; monitoring and analyzing media content; carrying out research on public opinion on specific sectoral areas and providing appropriate strategies; managing production of IEC materials; events management; participating in development of departmental/individual work plans; preparing budgets; coordinating training and development of staff and management of resources.



**(b) Requirements for Appointment**

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

- (i) Served in the grade of Principal Public Communications Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications studies or Media Studies from a recognized institution;

- (iii) Master's Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communications studies, Media Studies, International Relations from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme Course 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) Excellent oral and written communication skills;
- (viii) No active disciplinary case; and
- (ix) Shown merit and ability as reflected in work performance and results.

**VI. DEPUTY DIRECTOR, PUBLIC COMMUNICATIONS, JOB GRADE CPSB 4**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: formulating, interpreting and implementing Public Communications policies, strategies and programmes; coordinating Public Communications services; content development and dissemination in line with the Constitution and Kenya Vision 2030; coordinating media monitoring; undertaking



Public Communications research and making recommendations as appropriate; co-ordinating public participation/engagement; ensuring provision and uploading of content onto Government Portal and ministerial websites. developing strategies for implementation of Public Communications research; ensuring proper projection of corporate image of the Government; facilitating production of IEC materials.

Further duties and responsibilities include: - liaising with other stakeholders on cross-cutting Communications matters; ensuring delivery of Public Communications services; uploading of content onto Government Portal and Ministerial websites; initiating development of departmental/individual work plans; ensuring preparation of budgets and sound management of financial and other resources 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 Assistant Director of Public Communications for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications studies or Media Studies from a recognized institution;

- (iii) Master's Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communication, Communications studies, Media Studies, International Relations 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 institution;
- (vi) Certificate in Computer application skills;
- (vii) Clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of Public Communications in the achievement of the same;



- (viii) Excellent oral and written communication skills;
- (ix) No active disciplinary case; and
- (x) Demonstrated professional competence and managerial capability as reflected in work performance and results.

## **VII. DIRECTOR, PUBLIC COMMUNICATIONS, JOB GROUP CPSB 3**

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

An officer at this level will report to the Information Secretary for the smooth running of Public Communications Services.

Duties and responsibilities will entail: formulating, interpreting and implementing Government Public Communications policies, strategies and programmes; coordinating and management of content development; coordinating and managing public participation/engagement; developing and nurturing relations with diverse public; ensuring compliance with the National Communications Strategy and the Government advertising plan; assisting in developing Public Communications/Media legal framework; undertaking advocacy; developing strategies for implementing Public Communications research; overall management of Public Communications services locally and internationally; ensuring projection of a positive image of the Government; undertaking Communications development projects in line with the Constitution and Kenya Vision 2030; managing Public Communications services that enhance security, peace and national cohesion and ensuring professional ethics and standards in the delivery of Public Communications services; coordinating research on emerging issues in Public Communications; coordinating Government Publicity Plan and media monitoring and research.

In addition, the officer will be involved in developing and implementing departmental/individual work plans; ensuring sound management of resources; performance management; 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 Deputy Director of Public Communications for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate



Communications from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications studies or Media Studies from a recognized institution;

- (iii) Master's Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communications studies, Media Studies and International Relations 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) Clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of Public Communications in the achievement of the same;
- (vii) Excellent and written communication skills;
- (viii) No active disciplinary case; and
- (ix) Demonstrated professional competence and managerial capability as reflected in work performance and results.



### 13.0 CAREER PROGRESSION GUIDELINES FOR INFORMATION OFFICERS

#### 1. INFORMATION FUNCTION

The Information Services Function entails: formulation, interpretation and implementation of information policies, strategies and programmes; carrying out information research and providing appropriate strategies; advising on matters relating to information services; providing information on development projects, socio-economic and cultural activities in line with the Constitution and Kenya Vision 2030; providing information that enhances security, peace and national cohesion; coordinating information services locally and outside the country; gathering, packaging, documenting and disseminating news and information; writing and/or translating articles and features through the Kenya News Agency; verifying the accuracy of news; dispatching news to other media and maintaining an effective national information network; publishing periodicals, adhoc publications and newsletters; digitizing and availing information to the citizenry through the Kenya News Agency and Information Resource Centres countrywide.

#### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of Information Assistants, and eight (8) grades of Information Officers, who will be designated and graded as follows:

#### INFORMATION ASSISTANTS

#### APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Information Assistants	Information Assistant III	11	H
	Information Assistant II	10	J
	Information Assistant I	9	K
	Senior Information Assistant	8	L
	Chief Information Assistant	7	M
	Principal Information Assistant	6	N



## INFORMATION OFFICERS

## APPENDIX 'B'

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

**Notes:** The grades of Information Assistant III/II/, Job Grade CPSB 11/10 for Diploma holders; and Information Officer II/I/, CPSB Job Grade CPSB 10/9 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 Guidelines:-

- (i) Diploma in any of the following:- Mass Communications, Journalism, Photojournalism, Public Relations, Communications Studies, Media Studies/Science or any other approved equivalent qualifications from a recognized institution.
- (ii) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism or its equivalent qualifications from a recognized institution.
- (iii) Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science or its equivalent qualifications from a recognized institution.
- (iv) Master's degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Corporate Communications, Photojournalism/Photography, International Relations, Social Sciences or its equivalent qualifications from a recognized institution.
- (v) Supervisory Skills Course lasting not less than two (2) weeks from a



recognized institution.

- (vi) Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.
- (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.
- (x) No active disciplinary case.
- (xi) Any other equivalent qualification that may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **INFORMATION ASSISTANT**

##### **APPENDIX 'A'**

#### **I. INFORMATION ASSISTANT III, JOB GRADE CPSB 11**

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

This will be the entry and training grade for this cadre. Duties and responsibilities will include:- gathering, writing, dispatching news, information and features; managing information gathering and dissemination systems and distribution of Government publications under the guidance of a senior officer.

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

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

- (i) Diploma in any of the following: Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;
- (ii) Certificate of membership to a professional body from a recognized institution; and
- (iii) Certificate in computer application skills.



## **II. INFORMATION ASSISTANT II, JOB GRADE CPSB 10**

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

Duties and responsibilities will entail:- identifying, gathering and packaging news and features; ensuring quality dissemination of news; assisting in undertaking information research; uploading content onto Kenya News Agency (KNA) website and Information Resource Centres and management of information gathering and dissemination systems.

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

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

- (i) Served in the grade of Information Assistant III for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;
- (iii) Certificate in computer application skills;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Ability to undertake effective verbal and written communication;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **III. INFORMATION ASSISTANT I, JOB GRADE CPSB 9**

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

Duties and responsibilities will include:- gathering, receiving, writing, verifying, editing, packaging and dispatching news, information and features; undertaking information research; providing and uploading content onto Kenya News Agency (KNA) website and Information Resource Centres; and management of information gathering and dissemination systems.

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



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

- (i) Served in the grade of Information Assistant II for a minimum period of three (3) years;
- (ii) Diploma in any of the following:- Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;
- (iii) Certificate in computer application skills;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Excellent oral and written Communication skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

#### **IV. SENIOR INFORMATION ASSISTANT, JOB GRADE CPSB 8**

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

Duties and responsibilities will entail: ensuring implementation of information policies, programmes and strategies in management of news, information and features which include: gathering, receiving, verifying, selecting, re- writing/editing, translating, editing packaging and dispatching news, information and features and ensuring timely, accurate and quality dissemination of news, information and features; undertaking information research; providing and uploading content onto Kenya News Agency (KNA) website Information Resource Centres; preparing documentaries and features and assisting in the development of information.

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

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

- (i) Served in the grade of Information Assistant I for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science or any other approved 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) Excellent oral and written communication skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **V. CHIEF INFORMATION ASSISTANT, JOB GRADE CPSB 7**

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

Duties and responsibilities will entail: ensuring implementation of information policies, programmes and strategies in management of news, information and features which include: gathering, receiving, verifying, selecting, re-writing/editing, translating, editing packaging and dispatching news, information and features and ensuring timely, accurate and quality dissemination of news, information and features; carrying out information research and preparing reports; development of departmental and individual work plans; undertaking information research; providing and uploading content onto Kenya News Agency (KNA) website Information Resource Centres; preparing documentaries and features and assisting in the development of information.

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

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

- (i) Served in the grade of Senior Information Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science or any other approved 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) Excellent oral and written communication skills;



- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **VI. PRINCIPAL INFORMATION ASSISTANT, JOB GRADE CPSB 6**

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

Duties and responsibilities will entail:- management of news, information and features; co-ordination of information services; carrying out information research and preparing reports; coordinating the provision and uploading content onto Kenya News Agency (KNA) website and Information Resource Centres; development of departmental and individual work plans.

Additional duties will entail:- co-ordination of mobile cinema activities; aligning information services to Government policy; undertaking information research; providing and uploading content onto Kenya News Agency (KNA) website and Information Resource Centres; preparing documentaries and features; supervising staff and managing resources.

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

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

- (i) Served in the grade of Senior Information Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science 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) Excellent oral and written communication skills;
- (v) Certificate in computer application skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results.



**I. INFORMATION OFFICER II, JOB GRADE CPSB 10****(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. Duties and responsibilities will entail:- gathering, writing, verifying, translating and editing news, information and features; assisting in determining the quality of news filed and relating their relevance to Government policy; assisting in undertaking information research; uploading content onto Kenya News Agency (KNA) website and Information Resource Centres and managing information gathering and dissemination systems.

**(b) Requirements for Appointment**

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

- (i) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies, Photojournalism from a recognized institution;

**OR**

Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies from a recognized institution;

- (ii) Certificate in computer application skills; and
- (iii) Certificate of membership to a professional body from a recognized institution.

**II. INFORMATION OFFICER I, JOB GRADE CPSB 9****(a) Duties and Responsibilities**

Duties and responsibilities will include: gathering, receiving, writing, verifying, editing and dispatching news, information and features; undertaking information research; assisting in determining the quality of news filed and relating their relevance to Government policy; providing and uploading content onto Kenya News Agency (KNA) website and Information Resource Centres and ensuring quality assurance of news and features.

**(b) Requirements for Appointment**



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

- (i) Served in the grade of Information Officer II for a minimum period of one (1) year;
- (ii) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a recognized institution;

**OR**

Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Excellent oral and written communication skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

### **III. SENIOR INFORMATION OFFICER, JOB GRADE CPSB 8**

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

Duties and responsibilities will entail: management of news, information and features which include: gathering, receiving, verifying, selecting, re-writing/editing, packaging and dispatching news, information and features; undertaking information research; providing and uploading content onto Kenya News Agency (KNA) website and Information Resource Centres; preparing documentaries and assisting in the development of information gathering strategies and programmes.

In addition, the officer will assist in the co-ordination of mobile cinema activities; aligning information services to Government policies; undertaking information research; providing and uploading content onto Kenya News Agency (KNA) website and Information Resource Centres; preparing media reviews, briefs, supplements and documentaries; supervising staff and managing resources.



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

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

- (i) Served in the grade of Information Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a recognized institution;

**OR**

Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;

- (iii) Certificate in computer application skills;
- (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) Excellent oral and written communication skills;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **IV. CHIEF INFORMATION OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities will entail:- managing news, information and features; assisting in the co-ordination of information services; carrying out information research and preparing reports; coordinating the provision and uploading of content onto Kenya News Agency (KNA) website and Information Resource Centres.

In addition, an officer at this level will be expected to handle complex news,



information and features that require objective judgment. The officer will also assist in the development of departmental and individual work plans, news gathering strategies, standards and regulations in management of information and supervision of staff and management of resources.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Information Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following:- Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a recognized institution;

**OR**

Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;

- (iii) Certificate of membership to a professional body from a recognized institution;
- (iv) Certificate in computer application skills;
- (v) Excellent oral and written communication skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

**V. PRINCIPAL INFORMATION OFFICER, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: managing news, information and features; co-ordinating information services; carrying out information research and preparing reports; coordinating the provision and uploading of content onto Kenya News Agency (KNA) website and Information Resource Centres.

In addition, an officer at this level will be expected to handle complex news,



information and features that require objective judgment. The officer will also assist in the development of departmental and individual work plans, news gathering strategies, standards and regulations in management of information and supervision of staff and management of resources.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Chief Information Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a recognized institution;

**OR**

Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science 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 membership to a professional body from a recognized institution;
- (v) Certificate in computer applications from a recognized institution;
- (vi) Excellent oral and written communication skills;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

**VI. ASSISTANT DIRECTOR, INFORMATION, JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: assisting in the formulation, interpretation and implementation of information policies, programmes and strategies; co-



ordination of information services; management of news, information and features; coordination of information research and preparation of reports; coordination of provision and uploading of content onto Kenya News Agency (KNA) website and Information Resource Centres.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Principal Information Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a recognized institution;

**OR**

- Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Corporate Communications, Photojournalism, International Relations from a recognized institution;
- (iv) Certificate in computer application skills;
- (v) Certificate of membership to a professional body from a recognized institution;
- (vi) Certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution or its equivalent;
- (vii) Excellent oral and written communication skills;
- (viii) No active disciplinary case; and
- (ix) Demonstrated professional competence and managerial capability as reflected in work performance and results.

**VII. DEPUTY DIRECTOR, INFORMATION, JOB GRADE CPSB 4**



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

An officer at this level will be deployed as the head of a Division at the headquarters. He/she will be responsible to the Director of Information for the overall effective and efficient management of a division.

Duties and responsibilities will entail: initiating the formulation, interpretation and implementation of information policies, programmes and strategies; coordinating information services; managing news, information and features; analysing information research and reports and making recommendations as appropriate; ensuring provision and uploading of content onto Kenya News Agency (KNA) website and Information Resource Centres.

The officer will spearhead, monitor and evaluate the development and implementation of departmental/individual work plans; ensuring sound management of Resource; training and development of staff.

In addition, the officer will be responsible for planning and coordinating Information Resource Centres; mobile cinema activities and alignment of information services to Government policies; development of departmental/individual work plans; training and development of staff and managing resources.

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

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

- (i) Served in the grade of Assistant Director, Information for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a recognized institution;

**OR**

Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;

- (iii) Master's degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media



Studies/Science, Corporate Communications, Photojournalism, International Relations, from a recognized institution;

- (iv) Certificate in Strategic Leadership Development Programme (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) Clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of information in the achievement of the same;
- (viii) Excellent oral and written communication skills;
- (ix) No active disciplinary case; and
- (x) Demonstrated professional competence and managerial capability as reflected in work performance and results.

### **VIII. DIRECTOR, INFORMATION, JOB GRADE CPSB 3**

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

An officer at this level will be responsible to the Information Secretary for effective and efficient management of the Information Services department.

Duties and responsibilities will entail: formulating, interpreting and implementing information policies, programmes and strategies; ensuring and reviewing of media legal framework and standards; developing strategies for implementation of information research findings; overall management of news, information and features locally and internationally; ensuring coverage of development projects in line with the Constitution and Kenya Vision 2030; managing information that enhances security, peace and national cohesion and ensuring professional ethics and standards in the delivery of information services.

In addition, the officer will be responsible in the developing and implementing departmental/individual work plans; ensuring sound management of resources; performance management; 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 Deputy Director, Information for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a recognized institution;

**OR**

Bachelor's degree in Social Science with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution;

- (iii) Master's degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Corporate Communications, Photojournalism/Photography, International Relations, Social Sciences 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 computer application skills from a recognized institution;
- (vi) Clear understanding of National Development Goals and the role of management of information in the achievement of the same;
- (vii) Excellent oral and written communication skills;
- (viii) Clear understanding of National Development Goals and the role of management of information in the achievement of the same;
- (ix) No active disciplinary case; and
- (x) Demonstrated professional competence and managerial capability as reflected in work performance and results.



## 14.0 CAREER PROGRESSION GUIDELINES FOR HEALTH RECORDS AND INFORMATION PERSONNEL

### 1. HEALTH RECORDS AND INFORMATION FUNCTION

The Health Records and Information function entails: development, implementation and review of health records and information policies, strategies, guidelines, procedures and standards; management and administration of health records and information services; management and scheduling of bed bureau; code and index disease and surgical procedures in accordance with the international statistical classification of diseases (ICD) and international classification of procedures (ICPM); organization of patients' appointment; maintenance of patient master index; development and review of health data collection and reporting tools; provision of advice on medico-legal aspects in relation to health records and information; collection, analysis and dissemination of health data; provision of custody of health records and maintenance of confidentiality; development, monitoring and evaluation of health records and information systems; provision of capacity building on health records; conduction of health research and surveys; and reimbursement of National Hospital Insurance Fund (NHIF).

### 2. GRADING STRUCTURE

This Career Progression Guidelines establishes four (4) grades of Health Records and Information Technicians, seven (7) grades of Health Records and Information Technologists and seven (7) grades of Health Records and Information Officers who will be designated and graded as follows:-

#### HEALTH RECORDS AND INFORMATION TECHNICIANS

#### APPENDIX 'A'

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



## HEALTH RECORDS AND INFORMATION TECHNOLOGIST

### APPENDIX 'B'

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

## HEALTH RECORDS AND INFORMATION OFFICERS

### APPENDIX 'C'

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

**Note:** The grade of Health Records and Information Technician III/II, Job Grade CPSB 12/11 for Certificate holders, Health Records and Information Technologist III/II, Job Grade CPSB 11/10 for Diploma holders, and Health Records and Information Officer and Senior Health Records and Information Officer Job Grade CPSB 9/8 for Degree holders will form a common establishment for the purpose of this Career Progression Guidelines.



### **3. RECOGNISED QUALIFICATIONS**

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

- (i) Certificate in Health Records and Information Management lasting not less than two (2) years or its equivalent qualification from a recognized institution.
- (ii) Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution.
- (iii) Bachelor's degree in Health Records and Information Management or equivalent qualification from a recognized institution.
- (iv) Master's degree in any of the following fields: Health Records and Information Management, Health Systems Management, Public Health, Health Informatics, Health Services management, Health Economics, Monitoring and Evaluation, Project Management, Information Technology, Information Science, Biostatistics, Computer Science, Epidemiology from a recognized institution.
- (v) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K).
- (vi) Valid practicing license from Health Records and Information Board (HRIMB).
- (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 Application skills.
- (xi) No active disciplinary case.

### **4. JOB AND APPOINTMENT SPECIFICATIONS**

**HEALTH RECORDS AND INFORMATION TECHNICIANS**

**APPENDIX 'A'**



## **I. HEALTH RECORDS AND INFORMATION 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:- receiving and registering patients at hospital reception; booking appointment for patients to specialty and consultants' clinics; storing and retrieving medical records and documents; preparing clinics; updating bed bureaus; capturing data from service points; maintaining record safety and confidentiality; directing patients to relevant clinics; coding and indexing of diseases and procedures; and entering data and reporting.

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

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

- (i) Certificate in Health Records and Information lasting not less than two (2) years or its equivalent qualification from a recognized institution;
- (ii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iii) Valid practicing license from Health Records and Information Board (HRIMB); and
- (iv) Certificate in computer application skills.

## **II. HEALTH RECORDS AND INFORMATION TECHNICIAN II, JOB GRADE CPSB 11**

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

Duties and responsibilities at this level will entail:- receiving patients at hospital reception; registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records and documents; preparing clinics; updating bed bureaus; editing patient cases records; gathering data from different sources; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; creating and maintaining - master index; updating patient master index; directing patients to relevant clinics; scheduling patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures according to the International Statistical classification of diseases and procedures in medicine; and preparing health records and reports.



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

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

- (i) Served in the grade of Health Records and Information Technician III for a minimum period of three (3) years;
- (ii) Certificate in Health Records and Information lasting not less than two (2) years or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (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. HEALTH RECORDS AND INFORMATION TECHNICIAN I, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will entail:- receiving and registering patients; booking appointment for patients to specialty clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed bureau; editing patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining patient master index; creating and updating patient master index; updating patient master index; directing patients to relevant clinics; scheduling patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine; analysing health data and compiling health records and reports.

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

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

- (i) Served in the grade of Health Records and Information Technician II for a minimum period of three (3) years;
- (ii) Certificate in Health Records and Information lasting not less than two (2) years or its equivalent qualification from a recognized institution;



- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) valid practicing license from Health Records and Information Board (HRIMB);
- (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 HEALTH RECORDS AND INFORMATION TECHNICIAN, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail:- storing and retrieving medical records and documents; preparing clinics; updating bed bureau; editing of patient case records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; maintaining patient, master index; scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; compiling medical reports; providing, where necessary, health information with other stakeholders; compiling bio data; analysing medical data and preparing Health Records and Information reports.

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

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

- (i) Served in the grade of Health Records and Information Technician I for a minimum period of three (3) years;
- (ii) Certificate in Health Records and Information lasting not less than two (2) years or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (v) Certificate in computer application skill;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.



**I. HEALTH RECORDS AND INFORMATION 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 documenting patients at hospital reception; registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records documents; preparing clinics; updating bed bureau; editing of patient case records; gathering data from different sources; capturing data from service points; maintaining record safety and confidentiality; storing and retrieving medical records; balancing daily bed returns; updating patient master index; directing patients to relevant clinics; scheduling of patients to the consultants and specialty clinics and; assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and entering health data.

**(b) Requirements for Appointment**

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

- (i) Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- (ii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iii) Valid practicing license from Health Records and Information Board (HRIMB); and
- (iv) Certificate in computer application skills.

**II. HEALTH RECORDS AND INFORMATION TECHNOLOGIST II, JOB GRADE CPSB 10****(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- receiving and registering patients; booking appointment for patients to specialty clinics and



consultants; storing and retrieving medical records; preparing clinics; updating bed bureau; editing of patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining Patient Master Index; creating and updating of Patient Master Index; directing patients to relevant clinics; scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; preparing and compiling health records reports.

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

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

- (i) Served in the grade of Health Records and Information Technologist III for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (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. HEALTH RECORDS AND INFORMATION TECHNOLOGIST I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail:- editing patient cases; updating bed bureau; capturing data from service points; maintaining record safety and confidentiality; maintaining Patient Master Index; scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; sharing of health information with other stakeholders; compiling patients bio data; compiling and preparing health records and reports.



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

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

- (i) Served in the grade of Health Records and Information Technologist II for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (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 HEALTH RECORDS AND INFORMATION TECHNOLOGIST, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analysing health records data; carrying out health records and information system review; capturing data from service points; monitoring and evaluation; disseminating health information; preparing medical records and reports; maintaining record safety and confidentiality; updating daily bed returns; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

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

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

- (i) Served in the grade of Health Records and Information Technologist I for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology or



- its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (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 HEALTH RECORDS AND INFORMATION TECHNOLOGIST, JOB GRADE CPSB7**

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

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analysing medical records data; carrying out health record; reviewing information systems; developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information; developing health sector plans; preparing health records reports; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; indexing diseases and surgical procedures; and supervising and training students on attachment and internship

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

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

- (i) Served in the grade of Senior Health Records and Information Technologist for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers



Kenya (AMRO-K);

- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (v) 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 HEALTH RECORDS AND INFORMATION TECHNOLOGIST, JOB GRADE CPSB 6**

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

Duties at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; coordinating analysis of health records data; carrying out health records and information system review; designing medical and surgical indices; developing data quality audit tools; designing health records monitoring and evaluation tools; carrying out research and surveys; developing health sector plans; disseminating health information; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures; supervising and training students on attachment and internship.

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

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

- (i) Served in the grade of Chief Health Records and Information Technologist for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);



- (v) 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 HEALTH RECORDS AND INFORMATION MANAGEMENT TECHNOLOGIST, JOB GRADE CPSB 5**

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

Duties and responsibilities at this level will entail:- developing health records and information policies, standards and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; coordinating analysis of health data; carrying out health records and information system review; coordinating the design of medical and surgical indices; developing data quality audit tools; monitoring and evaluating health information programmes and systems; carrying out research and surveys; developing health sector plans; disseminating health information; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices; and indexing diseases and surgical procedures; supervising and training students on attachment and internship.

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

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

- (i) Served in the grade of Principal Health Records and Information Management Technologist for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- (iii) Higher Diploma in Health Records and Information Technology, Epidemiology, Biostatistics its equivalent qualification from a recognized institution;



- (iv) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (v) Valid practicing license from Health Records and Information Management Board (HRIMB);
- (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 computer application skills;
- (ix) No active disciplinary case; and
- (x) Shown merit and ability as reflected in work performance and results.



**I. HEALTH RECORDS AND INFORMATION 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 guidance of a senior officer. Duties and responsibilities at this level will entail:- implementing health records and information policies, standards and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analysing health records data; carrying out health records and information system review; capturing data from service points; disseminating health information where necessary; preparing medical record reports; maintaining record safety and confidentiality; balancing daily bed returns; maintaining diagnostic and surgical indices; maintaining Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

**(b) Requirements for Appointment**

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

- (i) Bachelor's degree in Health Records and Information or equivalent qualification from a recognized institution;
- (ii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iii) Valid practicing license from Health Records and Information Board (HRIMB); and
- (iv) Certificate in Computer Application Skills.

**II. SENIOR HEALTH RECORDS AND INFORMATION OFFICER, JOB GRADE CPSB 8****(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: implementing health records and information policies standards and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analysing health records data; reviewing health records information systems; conducting data quality audit; designing monitoring and evaluation tools; disseminating health information; implementing health sector plans; preparing health records reports;



maintaining health records safety and confidentiality; Coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; indexing diseases and surgical procedures; and supervising and training students on attachment and internship

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Health Records and Information Officer for minimum period of one (1) year;
- (ii) Bachelor's degree in Health Records and Information or equivalent qualification from a recognized institution;
- (iii) Certificate of Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (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 HEALTH RECORDS AND INFORMATION OFFICER, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

Duties at this level will entail: ensuring implementing of health records and information policies standards and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; facilitating analysis of health records data; conducting health records and information system review; designing medical and surgical indices; developing data quality audit tools; conducting data quality audit; designing health records monitoring and evaluation tools; undertaking research and surveys; facilitating the implementation of health sector plans; disseminating health information; implementing electronic health management system; maintaining health records safety and confidentiality; Coding and indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; supervising and training students on attachment and internship.

**(b) Requirements for Appointment**



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

- (i) Served in the grade of Senior Health Records and Information Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in Health Records and Information or equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (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 HEALTH RECORDS AND INFORMATION OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail:- coordinating the implementation and dissemination of health records and information policies, standards and procedures; coordinating the development of health sector plans; implementing medico legal rules and regulations; initiating policy issues and procedures; designing health records monitoring and evaluation tools; organizing field supervision; formulating monitoring and evaluation frameworks; measuring performance of health indicators; carrying out research and surveys; developing health sector plans; providing guidelines on disclosure, confidentiality, safety, security and exchanges of health records and information; Coding diseases and surgical procedures according to the International classification of diseases and procedure medicine; coordinating and implementing training programs; organizing field supervision; managing electronic health management system; coordinating the implementation of health information programmes and projects; implementing training programs; and coordinating supervision and training of students on attachment and internship.

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

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

- (i) Served in the grade of Chief Health Records and Information Officer for a



minimum period of three (3) years;

- (ii) Bachelor's degree in Health Records and Information or equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iv) Valid practicing license from Health Records and Information Board (HRIMB);
- (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 administrative ability as reflected in work performance and results.

## **V. ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION, JOB GRADE CPSB5**

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

Duties and responsibilities at this level will entail:- coordinating the implementation and dissemination of health records and information policies, standards and procedures; formulating and implementing medico legal guidelines; providing advice and communicating policy issues and procedures that affect the Health Records and Information services; coordinating the implementation of health records standard operating procedures; providing guidelines on disclosure, confidentiality, safety, security and exchange of health records and information; supervising research and surveys; facilitating the development of health sector plans; printing and distributing of data collection and reporting tools; coordinating the management of electronic health management system; monitoring and evaluating the implementation of training programs; managing health insurance processes; collaborating with other health workers in the provision of health records services.

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

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

- (i) Served in the grade of Principal Health Records and Information Officer for



a minimum period of three (3) years;

- (ii) Bachelor's degree in Health Records and Information or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following fields: Health Records and Information, Health Systems Management, Public Health, Health Informatics, Health Services management, Health Economics, Monitoring and Evaluation, Project Management, Information Technology, Information Science, Biostatistics, Computer Science, Epidemiology from a recognized institution;
- (iv) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (v) Valid practicing license from Health Records and Information Board (HRIMB);
- (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 administrative capability required for effective coordination of Health Records and Information Function.

## **VI. DEPUTY DIRECTOR, HEALTH RECORDS AND INFORMATION SERVICES, JOB GRADE CPSB 4**

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

Duties and responsibilities at this level will entail:- facilitating in the development, review and implementation of health records and information policies, standards and procedures; facilitating the formulation of medico legal guidelines; providing advice and communicating policy issues and procedures on Health Records and Information services; overseeing the implementation of health records standard operating procedures; coordinating the provision of guidelines on disclosure, confidentiality, safety, security and exchange of health records and information; disseminating research findings; overseeing the development of health sector plans; coordinating the designing and development of data collection and reporting tools; ensuring the effective management of electronic health management system; coordinating and implementing training programs; coordinating the management of health insurance processes; planning and budgeting for the Health Records and Information function; supporting capacity



building and development of Health Records and Information Personnel in collaboration with relevant government departments and agencies.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Assistant Director, Health Records and Information for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Health Records and Information or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following fields: Health Records and Information, Health Systems Management, Public Health, Health Informatics, Health Services management, Health Economics, Monitoring and Evaluation, Project Management, Information Technology, Information Science, Biostatistics, Computer Science, Epidemiology from a recognized institution;
- (iv) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (v) valid practicing license from Health Records and Information Board (HRIMB);
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;
- (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 effective coordination of Health Records and Information Function.

**VII. DIRECTOR, HEALTH RECORDS AND INFORMATION SERVICES, JOB GRADE CPSB 3**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: providing policy direction in



Health Records and Information; formulating, developing and reviewing health records and information policies standards, and procedures; formulating medico legal rules and regulations; overseeing the development of health records monitoring and evaluation frameworks; formulating guidelines on disclosure, confidentiality, safety, and security of health records and information; overseeing establishment of an up-to-date data base for Health Records and Information; promoting collaborations and partnership with stakeholders in support of Health Records and Information programmes and projects including training, research and developing standards of practice; monitoring and evaluating Health Records and Information projects and programmes; overseeing the development of health records standard operating procedures; planning and budgeting for the Health Records and Information function; ensuring capacity building and staff development; coordinating performance management and training in Health Records and Information in collaboration with relevant departments; coordinating training and development of Health Records and Information; and instituting operational accountability and transparency.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Deputy Director, Health Records and Information for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Health Records and Information or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following fields: Health Records and Information, Health Systems Management, Public Health, Health Informatics, Health Services management, Health Economics, Monitoring and Evaluation, Project Management, Information Technology, Information Science, Biostatistics, Computer Science, Epidemiology from a recognized institution;
- (iv) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (v) valid practicing license from Health Records and Information Board (HRIMB);
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;
- (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;
- (x) demonstrated professional competence and administrative ability as reflected in work performance and results; and
- (xi) Thorough understanding of national values, goals, policies and objectives and ability to relate them to the Health Records and Information aspirations.

NAROK - CPSB



## 15.0 CAREER PROGRESSION GUIDELINES FOR RECORDS MANAGEMENT OFFICERS

### 1. THE RECORDS MANAGEMENT FUNCTION

The Records Management Function entails: storage, maintenance and safe custody of County Government documents/information, files, personnel records; management of registries and security of information/records and documents; management of files movement; receiving and dispatching mail including maintenance of related registers; sorting and classification of documents for filing and storage; creation and maintenance of file indexes; and liaising with Kenya National Archives and documentation services on appraisal and disposal of dormant/obsolete files/documents.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes eight (8) grades of Records Management Officers who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Records Management Officers	Records Management Officer III	11	H
	Records Management Officer II	10	J
	Records Management Officer I	9	K
	Senior Records Management Officer	8	L
	Chief Records Management Officer	7	M
	Principal Records Management Officer	6	N
	Assistant Director, Records Management	5	P
	Deputy Director, Records Management	4	Q

**Note:** The grades of Records Management Officer III/II, Job Grades CPSB 11/10 for Diploma holders and 10/9 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 Guidelines:-

- Certificate in any of the following disciplines: Records/Information Management, information/Library Science or equivalent qualification from a recognized institution.



- (ii) Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution.
- (iii) Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution.
- (iv) Master's degree in Information Science/Records Management or any other social sciences from a recognized institution.
- (v) Registration with a relevant professional body.
- (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 Program 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) Any other qualification as may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. RECORDS MANAGEMENT OFFICER III, JOB GRADE CPSB 11**

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

This is the entry and training grade for this cadre. The officer will work under the guidance of a senior officer. An officer at this level will be deployed in a registry where duties and responsibilities will entail:- receiving, sorting, opening, filing, minuting and distribution of mail; dispatching of mail and guiding on files disposal.

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

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



- (i) Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution; and
- (ii) Certificate in computer application skills.

### **Promotion**

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

- (i) Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Records/Information Management, information/Library 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.

## **II. RECORDS MANAGEMENT OFFICER II, JOB GROP 10**

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

This is the entry and training grade for degree holders. An officer at this level will be deployed in a registry to undertake the following duties and responsibilities:- ensuring proper handling of documents, pending correspondence and bring-ups; receiving and dispatching letters and maintaining related registers; preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

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

#### **Direct Appointment**

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

- (i) Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution;
- (ii) Certificate in computer applications skills; and



- (iii) No active disciplinary case.

### **Promotion**

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

- (i) Served in the grade of Records Management Officer III for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Records/Information Management, information/Library Science or equivalent qualification from a recognized institution;

**OR**

Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution;

- (iii) No active disciplinary case; and
- (iv) Shown merit and ability as reflected in work performance and results.

### **III. RECORDS MANAGEMENT OFFICER I, JOB GRADE CPSB 9**

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

An officer at this level will be deployed in a registry to undertake the following duties and responsibilities:- ensuring that letters are appropriately filed and marked to action officer; controlling and opening of files and updating file index; ensuring security of information/files in the registry; updating and maintaining up-to-date file movement records; and ascertaining general cleanliness of the registry.

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

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

- (i) Served in the grade of Records Management Officer II for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Records/Information Management, information/Library Science or equivalent qualification from a recognized institution;

**OR**



Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution;

**OR**

Bachelor's degree in Information Science/Records Management or any other social sciences 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 RECORDS MANAGEMENT OFFICER, JOB GRADE CPSB 8**

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

An officer at this level will be deployed in a registry to undertake the following duties and responsibilities:- ensuring that files and covers are well maintained; documents are carefully handled; bring-up pending correspondence/files and a checking to ascertain appropriate action has been taken by action officer; mails are received, sorted, opened and dispatched and related registers are maintained. In addition, the officer will initiate appraisal and disposal of files/documents in liaison with the National Archives and Documentation Services; ensure security on information, documents, files and office equipment; and supervise and guide staff working under the officer.

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

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

- (i) Served in the grade of Records Management Officer I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution;

**OR**

Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution;

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



- (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 RECORDS MANAGEMENT OFFICER, JOB GRADE CPSB, 7**

**(a) Duties and Responsibilities**

An officer at this level will be responsible for efficient management of registry services in a Department. Specific duties and responsibilities at this level will entail: supervising various registries; planning appropriate office accommodation for registries; bring-up pending correspondence/files and checking to ascertain appropriate action has been taken by action officer; preparing and submitting budget estimates for the registry; initiating appraisal and disposal of files, documents and other records in a registry. In addition, the officer will be responsible for guiding of staff working under him/her.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Records Management Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution;

**OR**

Bachelor's degree in Information Science/Records Management or any other social sciences 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.

**VI. PRINCIPAL RECORDS MANAGEMENT OFFICER, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**



An officer at this level will be responsible for supervising various activities in registries; coordinating storage, movement, maintenance and safe custody of County Government documents/information, files, personnel records; managing files movement; receiving and dispatching mail including maintenance of related registers; sorting and classifying documents for filing and storage; creating and maintaining file indexes; organizing for appraisal and disposal of files, documents and other records in a registry; preparing work plans; and supervising and guiding staff.

**(b) Requirements for Appointment**

- (i) Served in the grade of Chief Records Management Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution;

**OR**

- Bachelor's degree in Information Science/Records Management or any other social sciences 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.

**VII. ASSISTANT DIRECTOR, RECORDS MANAGEMENT, JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**

An officer at this level will be responsible for efficient and effective management of registry services; coordinating implementation of records management policies, guidelines and procedures; coordinating storage, movement, maintenance and safe custody of County Government documents/information, files, personnel records; coordinating registry activities and related registers and ensuring security of information/records and documents; coordinating sorting, classification and indexing of documents for filing, storage and easy retrieval and accessibility; coordinating creation and maintenance of file indexes; initiating disposal of



dormant/obsolete files, documents and other records in accordance with laid down regulations; planning and budgeting for registries; preparing strategic and work plans; 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 Principal Records Management Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution;
- (iii) Master's degree in Information Science/Records Management or any other social sciences from a recognized institution;
- (iv) Certificate in computer application skills;
- (v) No active disciplinary case; and
- (vi) Demonstrated professional competence and administrative ability in records management.

### **VIII. DEPUTY DIRECTOR, RECORDS MANAGEMENT, JOB GRADE CPSB 4**

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

This will be the highest level in this cadre. The officer at this level will be based in the County Public Service Management headquarters to manage and coordinate the Records Management Function.

Specifically, the officer will be responsible for interpretation and implementation of records management policies, guidelines and procedures; overseeing storage, movement, maintenance and safe custody of County Government documents/information, files, personnel records; managing registries and related registers and ensuring security of information/records and documents; overseeing sorting, classification and indexing of documents for filing and storage; liaising with Kenya National Archives and documentation services on appraisal and disposal of dormant/obsolete files/documents; building capacity; planning and budgeting for registries; and training, development and deployment of Records Management Staff at the County.

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



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

- (i) Served in the grade of Assistant Director, Records Management for a minimum period of three (3) years;
- (ii) Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution;
- (iii) Master's degree in Information Science/Records Management or any other social sciences 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) Certificate in computer applications skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated professional competence and administrative ability in managing the records function.



## 16.0 CAREER PROGRESSION GUIDELINES FOR LIBRARY PERSONNEL

### 1. THE LIBRARY SERVICES FUNCTION

The Library Services Function involves:- Development, implementation, coordination and management of library information programmes and services.

Specifically, the function entails:- formulation, development, interpretation, implementation, review, monitoring and evaluation of library service policies and legislation; development of guidelines, norms and standards to guide library and information services in the Public Service; collection, processing, management, storage, repackaging, retrieval, dissemination, preservation and conservation of information resources; compilation and maintenance of a union catalogue of publications, databases and websites; and establishment and management of libraries in Departments.

In addition, the Function entails to:- ensure safe custody of library resources and facilities; undertake research and consultancy in library services; and collaborate and network with stakeholders in the promotion and marketing of library services.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes six (6) grades of Library Assistants and seven (7) grades of Librarians who will be designated and graded as follows:

#### LIBRARY ASSISTANTS

#### APPENDIX 'A'

Cadre	New Designation	Job Grade CPSB	Job Group
Library Assistants	Library Assistant III	11	H
	Library Assistant II	10	J
	Library Assistant I	9	K
	Senior Library Assistant	8	L
	Chief Library Assistant	7	M
	Principal Library Assistant	6	N



Cadre	New Designation	Job Grade CPSB	Job Group
Librarians	Librarian	9	K
	Senior Librarian	8	L
	Chief Librarian	7	M
	Principal Librarian	6	N
	Assistant Director, Library Services	5	P
	Deputy Director, Library Services	4	Q
	Director, Library Services	3	R

**Note:** The grades of Library Assistant III/II, Job Group '11/10' for Diploma holders and Librarian/Senior Librarian, Job Group '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:- Library and Information Science; Library and Information Studies; Library, Archives and Records Management or its equivalent qualification from a recognized institution.
- (ii) Bachelor's Degree in any of the following disciplines **with Library Option**:- Education; Information Science; Information Studies; Science; Technology in Information Science or its equivalent qualification from a recognized institution.
- (iii) Bachelor's Degree in Library Studies/Library and Information Science;
- (iv) Bachelor's Degree in Social Sciences **with** a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management from a recognized institution.
- (v) Master's Degree in any of the following disciplines:- Education in Library Science; Library & Information Science; Philosophy in Library and Information Science; Science in Library and Information Studies; Information Science in Library; and Information Science or its equivalent qualification from a recognized institution.
- (vi) Supervisory Skills Course lasting not less than two (2) weeks from a



recognized institution.

- (vii) Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.
- (viii) Strategic Leadership Development Course 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) Any other equivalent qualification that may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENTS SPECIFICATIONS**

##### **LIBRARY ASSISTANTS**

##### **APPENDIX 'A'**

#### **I. LIBRARY 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 of a senior officer. Duties and responsibilities will entail: accessioning, stamping and labeling of the acquired information resources; shelving and shelf arrangement; charging and discharging library resources; pasting date due labels; preparing file pockets and press cuttings; spine marking; fixing book jackets; listing of materials for binding; and filing catalogue cards.

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

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

- (i) Diploma in any of the following disciplines:- Library and Information Science, Library and information studies, Library, Archives and Records Management or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application skills.

#### **II. LIBRARY ASSISTANT II, JOB GRADE CPSB 10**

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

Duties and responsibilities will involve:- collating user requests; accessioning,



stamping and labeling of the acquired information resources; shelving and shelf arrangement; charging and discharging library materials, pasting date due labels; preparing materials for binding and file pockets; spine marking; fixing book jackets; preparing and cataloging press cuttings; filing catalogue cards; receiving new materials, compiling lists of overdue resources; and serials control and tracking.

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

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

- (i) Served in the grade of Library Assistant III for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Library and Information Science, Library and information studies, or Library, Archives and Records Management 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. LIBRARY ASSISTANT I, JOB GRADE CPSB 9**

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

Duties and responsibilities will involve:- receiving and verifying acquired information resources; ensuring accessioning, stamping and labelling of the acquired information resources; shelving and shelf arrangement; charging and discharging library materials, ensuring pasting date due labels; identifying materials for binding; spine marking; ensuring fixing of book jackets and preparation of press cuttings; cataloguing and classifying information resources; filing catalogue cards; ensuring control and tracking of serials; entering data into library databases; and generating overdue reminders to ensure compliance with stipulated due dates.

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

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

- (i) Served in the grade of Library Assistant II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Library and Information Science,



Library and information studies, or Library, Archives and Records Management 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 LIBRARY ASSISTANT, JOB GRADE CPSB 8**

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

Duties and responsibilities will involve:- ensuring receiving and verifying of acquired information resources; coordinate accessioning, stamping and labeling of the acquired information resources; ensuring shelving and shelf arrangement; ensure charging and discharging library materials, identifying materials for binding and filing catalogue cards; coordinate control and tracking of serials; cataloging and classifying information resources; entering data into the library databases; ensuring overdue reminders are generated for compliance; indexing and abstracting information resources; and conducting searches and information retrieval.

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

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

- (i) Served in the grade of Library Assistant I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Library and Information Science, Library and information studies, or Library, Archives and Records Management 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 LIBRARY ASSISTANT, JOB GRADE CPSB 7**

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



Duties and responsibilities will involve:- taking custody of information resources, selecting and requisitioning information resources in liaison with management; coordinate receiving and verification of acquired information resources; coordinate shelving and shelf arrangement; supervise circulation services and binding of Library materials; coordinate control and tracking of serials; cataloging and classifying information resources; ensure entering of data into library databases; coordinate generation of overdue reminders to ensure compliance with stipulated due dates; ensure indexing and abstracting of information resources; conducting reference transactions and database searches; participating in preparation of budget proposals for the library; supervise, coach and mentor staff working in the library.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Library Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies, or Library, Archives and Records Management 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 LIBRARY ASSISTANT, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities will involve:- taking custody of information resources, supervising, selecting and requisitioning of information resources in liaison with management; coordinating, receiving and verifying acquired information resources; coordinating shelving and shelf arrangement; supervising circulation services; preservation and conservation of Library materials; coordinating control and tracking of serials; cataloging and classifying information resources; ensure entering of data into library databases; coordinating generation of overdue



reminders to ensure compliance with stipulated due dates; ensure indexing and abstracting information resources; conducting reference transactions and database searches; participating in preparation of budget proposals for the library; and supervising, coaching and mentoring staff working in the library.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Chief Library Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Library and Information Science, Library and information studies, or Library, Archives and Records Management from a recognized institution;
- (iii) Certificate in a 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.



**I. LIBRARIAN, 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 involve:- registering Library users; collating user requests; accessioning, stamping and labelling of the acquired information resources; shelving and shelf arrangement; charging and discharging library materials, pasting date due labels; preparing materials for binding and file pockets; spine marking; fixing book jackets; preparing and cataloguing press cuttings; filing catalogue cards; receiving new materials, compiling lists of overdue resources; serials control and tracking; entering metadata in the database; and compiling user statistics.

**(b) Requirements for Appointment**

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

- (i) Bachelor's Degree in Library Studies/Library and Information Science;

**OR**

Bachelor's Degree in any of the following disciplines with Library Option:- Education, Information Science, Information Studies, Science or Technology in Information Science from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management from a recognized institution; and

- (ii) Certificate in computer application skills.

**II. SENIOR LIBRARIAN, JOB GRADE CPSB 8****(a) Duties and Responsibilities**

Duties and responsibilities will entail:- ensuring registration of users; selecting and



requisitioning of information resources; ensure accessioning, stamping and labelling of the acquired information resources; shelving and shelf arrangement; charging and discharging library materials; ensuring preservation and conservation of information resources; cataloguing and classifying of information resources; ensure filing of catalogue cards; receiving new Library materials; serials control and tracking; entering metadata in the database; compiling user profiles; providing reference, user education and information literacy services; indexing and abstracting; digitizing information resources; backing up digital resources; data editing; planning library programs and activities; participating in preparation of budget proposals and reports for the library; and supervising, coaching and mentoring staff working in the library.

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

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

- (i) Served in the grade of a Librarian for a minimum period of one (1) year;
- (ii) Bachelor's Degree in Library Studies/Library and Information Science;

**OR**

Bachelor's Degree in any of the following disciplines **with Library Option**:- Education, Information Science, Information Studies, Science or Technology in Information Science from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management 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 LIBRARIAN, JOB GRADE CPSB 7**

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



Duties and responsibilities will involve:- ensuring collection development; coordinating storage, circulation, preservation and conservation of information resources and registration of Library users; cataloguing, classifying, indexing and abstracting of information resources; ensuring entry of metadata in the database; editing user profiles; digitizing information resources; editing and ensuring security of data; planning library programs and activities; participating in preparation of budget proposals and reports for the library; conducting user education and information literacy programs; retrieving information; tagging online information resources and supervising, coaching and mentoring staff working in the library.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of a Senior Librarian for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Library Studies/Library and Information;

**OR**

Bachelor's Degree in any of the following disciplines with Library Option:- Education, Information Science, Information Studies, Science or Technology in Information Science from a recognized institution;

**OR**

Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Professional and administrative ability as reflected in work performance and results.

**IV. PRINCIPAL LIBRARIAN, JOB GRADE CPSB '6'**



### (a) Duties and Responsibilities

Duties and responsibilities will involve:- coordinating acquisition, storage, circulation, preservation, conservation and weeding and digitization of information resources; supervising cataloguing, classification, indexing; abstracting of information resources; constructing thesauri; checking entry of metadata in the database for conformity; editing data and ensuring its security; preparing and conducting user education and information literacy programs; retrieving information; tagging online information resources; planning library programs and activities; participating in preparation of budget proposals for the Library; conducting research and writing reports for the library; effecting Inter library Loan (ILL) services; compiling information for determination of optimal staffing levels; developing disaster plan mitigation and recovery procedures; and supervising, coaching and mentoring staff working in the library.

### (b) Requirements for Appointment

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

- (i) Served in the grade of Chief Librarian for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Library Studies/Library and Information Science;

**OR**

Bachelor's Degree in any of the following disciplines **with** Library Option: - Education, Information Science, Information Studies, Science or Technology in Information Science from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management 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 and administrative ability as reflected in work performance and results.

## **V. ASSISTANT DIRECTOR, LIBRARY SERVICES, JOB GRADE CPSB 5**

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

An officer at this level may be deployed to head a Section at the Department of Library Services or a Level III library in a Ministry/Department.

Duties and responsibilities in a Section within the Department of Library Service will involve:- coordinating implementation of library information policies, standards and guidelines; undertaking programmes and activities to promote library and information service and reading culture; ensuring networking and collaboration with other information service providers. In addition, the officer will be responsible for promoting conformity to international library information standards; conducting research on disaster planning mitigation and recovery procedures; planning and preparing budget and funding proposals for the section; researching and reporting on emerging trends in library and information service; and supervising, coaching and mentoring staff working in the section.

Duties and responsibilities in a Level III Library will involve:- overall management and administration of the Library; coordinating implementation of library information policies, standards and guidelines; compiling information for determination of optimal staffing levels; undertaking programmes and activities to promote library and information service and reading culture; and ensuring networking and collaboration with other information service providers. In addition, the officer will be responsible for coordinating, cataloguing, acquisition, storage, circulation, preservation, conservation, weeding, classification, indexing and abstracting of information resources; managing union catalogue; ensuring construction of thesauri; planning, preparing and implementing library programs and activities; coordinating retrieval of information; and interlibrary loan services (ILL); participating in preparation of budget and funding proposals for the Library; conducting research and preparing reports for the library; supervising, coaching and mentoring staff working in the library.

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

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



- (i) Served in the grade of a Principal Librarian for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Library Studies/Library and Information Science;

**OR**

Bachelor's Degree in any of the following disciplines with Library Option:- Education, Information Science, Information Studies, Science or Technology in Information Science from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management from a recognized institution;

- (iii) Master's Degree in any of the following disciplines:- Education in Library Science; Library & Information Science, Philosophy in Library and Information Science, Science in Library and Information Studies, Information Science in Library or Information Science 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 and administrative ability as reflected in work performance and results.

## **VI. DEPUTY DIRECTOR, LIBRARY SERVICES, JOB GRADE CPSB 4**

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

An officer at this level may be deployed to head a Division at the Department of Library Services and/or deputize for the Director, Library Services. Specific duties and responsibilities will involve:- coordinating development, implementation and review of library information policies, standards and guidelines; overseeing the



development of programmes and activities to promote library and information service and reading culture; validating networking and collaboration programmes; institutionalizing international standards, procedures and norms; promoting and facilitating innovation and review of library information services and products; monitoring, evaluating and reporting on implementation of library service programmes; coordinating preparation of budget and funding proposals for the department; preparing human resource plans for the department; assessing departmental and staff training needs and prepare report; and coordinating research programmes and projects in library and information service.

In addition, the officer will be required to coordinate the preparation of library work plans, setting of performance targets and budget estimates; and guiding, supervising, 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, Library Services for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Library Studies/Library and Information Science;

**OR**

Bachelor's Degree in any of the following disciplines with Library Option: - Education, Information Science, Information Studies, Science or Technology in Information Science from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management from a recognized institution;

- (iii) Master's Degree in any of the following disciplines:- Education in Library Science, Library & Information Science, Philosophy in Library and Information Science, Science in Library and Information Studies, Information Science in Library or Information Science 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 a high degree of professional competence and administrative capability in the management of library information services function.

## **VII. DIRECTOR, LIBRARY SERVICES, JOB GRADE CPSB 3**

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

The Director of Library Service will be responsible to the Secretary, National Documentary Services for the overall management and administration functions of the department.

Specific duties and responsibilities will involve:- initiating formulation and reviewing of library information policies; legislation, standards, rules and regulations and facilitate their implementation; overseeing the development of programmes and activities to promote library and information service and reading culture; validating networking and collaboration programmes; ensuring library and information services are in conformity with international standards, procedures and norms; advising Ministries/Departments on all matters pertaining to management of library information services; coordinating establishment of libraries in ministries/departments; liaising with stakeholders to mobilize resources for library information services; overseeing and reviewing budget proposals for the department; facilitating innovation and review of library information services and products; overseeing monitoring, evaluation and report on implementation of library service programmes; overseeing research programmes and projects in library and information service.

In addition, the officer will be in charge of the development, implementation and realization of the department's strategic objectives, performance contracts and appraisal systems; overseeing financial and asset management issues of the department; ensuring compliance with the principles and values of good governance, transparency, accountability, ethics and integrity; overseeing training, development, supervision, guiding, counseling and mentoring of library personnel.

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

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



- (i) Served in the grade of Deputy Director, Library Services for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Library Studies/Library and Information Science;

**OR**

Bachelor's Degree in any of the following disciplines with Library option:- Education, Information Science, Information Studies, Science or Technology in Information Science from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines:- Library and Information Science, Library and Information Studies or Library, Archives and Records Management from a recognized institution;

- (iii) Master's Degree in any of the following disciplines:- Education in Library Science; Library & Information Science, Philosophy in Library and Information Science, Science in Library and Information Studies, Information Science in Library or Information Science 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 a high degree of professional competence and administrative capability in the management of library information services function; and
- (viii) Demonstrated a thorough understanding of national goals, policies, objectives and ability to relate them to the library information service function.



## 17.0 CAREER PROGRESSION GUIDELINES FOR CURATORIAL PERSONNEL

### 1. CURATORIAL FUNCTION

The Curatorial Function involves acquisition, preservation, conservation research, academic interpretation, and presentation, exhibition of objects, materials and specimen belonging or on loan to NMK; financial management and public relations; and expansion of Museums and their physical maintenance which includes Antiquities, Sites, Monuments and gazetted areas (natural/cultural habitats).

### 2. GRADING STRUCTURE

The Guidelines provide for twelve (12) grades for Curatorial staff who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Curatorial Staff	Curatorial Assistant III	12	G
	Curatorial Assistant II	11	H
	Curatorial Assistant I	10	J
	Curator III	9	K
	Curator II	8	L
	Curator I	7	M
	Senior Curator	6	N
	Principal Curator	5	P
	Chief Curator	4	Q
	Assistant Director	3	R

**Note:** CPSB 12 is the entry and training grade for this career progression guideline. However, direct entry is provided in all grades depending on qualifications.

### 3. RECOGNIZED QUALIFICATIONS

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

- Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or equivalent.



- (ii) Certificate in Museum Studies, Conservation or any other relevant Museum field.
- (iii) Diploma or its equivalent from a recognized institution in a relevant field in Museumrelated activities.
- (iv) Higher National Diploma in Museum Studies and related disciplines.
- (v) B.Sc. or B.A from a recognized university or its equivalent with a bias in the disciplinerelated to an area of Museum studies.
- (vi) Post graduate Diploma in Museum Studies
- (vii) No active disciplinary case.
- (viii) MSc or M.A. in Museum studies and related disciplines from a recognized university.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. CURATORIAL ASSISTANT III, JOB GRADE CPSB 12**

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

The Curatorial Assistant will normally be required to:- maintain cleanliness in the museum, site and monuments; ensure that visitors do not tamper with objects or exhibits and maintain internal security of exhibits; receive and assist visitors in the Museums Sites and Monuments and maintain good public relations.

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

For appointment to the grade of Curatorial Assistant, a candidate must:-

- (i) Have Kenya Certificate of Secondary Education (KCSE) C- (minus) or its equivalent; and
- (ii) Be computer literate.

##### **II. CURATORIAL ASSISTANT II, JOB GRADE CPSB 11**

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

Duties and responsibilities of a Curatorial Assistant II will entail receiving visitors;



taking care of the revenue and administration of a site or monuments. Maintaining security and conservation of objects; up keeping buildings or site, fences, and notice boards; ensure good public relations and report on the condition of the site to the Curator at regular intervals.

**(b) Requirements for Appointment**

**Direct appointment**

Direct appointment will be made to this grade, provided the candidate is in possession of:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus);
- (ii) Certificate in Museum Studies;
- (iii) Computer Literate; and
- (iv) No active disciplinary case.

**Promotion**

For promotion to this grade, serving officers must:-

- (i) have served as a Curatorial Assistant III for a minimum period of three (3) years; and have shown merit and ability in his/her work.
- (ii) No active disciplinary case.

**III. CURATORIAL ASSISTANT I, JOB GRADE CPSB 10**

**(a) Duties and Responsibilities**

A Curatorial Assistant I will be expected to assist Museum Researchers as appropriate; assist in the preparation of annual reports; be responsible for the maintenance of Museum Antiquities, Sites and Monuments; and assist Education Officers in planning and conducting educational programmes.

**(b) Requirements for Appointment**

**Direct Appointment**

For direct appointment to this position, a candidate must:

- (i) Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus);



- (ii) Have a diploma in a relevant field;
- (iii) Be Computer literate; and
- (iv) No active disciplinary case.

#### **Promotion**

For serving officers to be promoted to this grade, they must satisfy the following conditions:

- (i) At least a Diploma in Museum Studies or any other relevant discipline;
- (ii) No active disciplinary case; and
- (iii) Have shown merit and ability in his/her work performance.

### **IV. CURATOR III, JOB GRADE CPSB 9**

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

Curator III will be responsible for the administration of a Museum which will include: overseeing the physical maintenance of the Museum Sites and Monuments; collecting, accessing, catalogue and conserving Museum objects and specimens for exhibition and other national collections; supervising staff under him/her; and ensuring conservation/preservation of objects on exhibition.

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

For appointment to this grade, a candidate must:

- (i) Have served as a Curatorial Assistant I for a period of not less than three (3) years;
- (ii) No active disciplinary case; and
- (iii) Have shown merit and ability in his/her work performance.

### **V. CURATOR II, JOB GRADE CPSB 8**

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

An officer at this level will take part in Design and installation of exhibitions; ensure and maintain good public relations; and supervise preservation of Museum



specimens and objects on exhibition.

**(b) Requirements for Appointment**

**Direct Appointment**

For direct appointment to the grade of Curator II a candidate must:-

- (i) Have a B.A or B.Sc. or its equivalent from a recognized institution in a relevant field:

**OR**

Have a Higher National Diploma in a relevant field with three (3) years' experience; and

- (ii) No active disciplinary case.

**Promotion**

For serving officers to be promoted to this grade they must satisfy the following conditions:

- (i) Have served as Curator III for a minimum period of three (3) years;
- (ii) No active disciplinary case; and
- (iii) Have shown merit and ability in his/her work performance.

**Note:** No appointment beyond this grade without a degree from a recognized university.

**VI. CURATOR I, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

A Curator I duties and responsibilities are similar to those of Curator II plus the following: liaising with the Heads of Departments in the National Museums of Kenya in the production of exhibitions; representing the NMK on local development committees; acting as the Secretary to the advisory committees; maintaining full financial control of funds and submit reports and returns; and being responsible for administrative and supervisory functions.

**(b) Requirements for Appointment**

For promotion to this grade, an officer must:



- (i) Have served in the position of Curator II for a minimum period of three (3) years;
- (ii) Be in possession of BSc or BA in a related field;
- (iii) No active disciplinary case; and
- (iv) Have shown merit and ability in their job performance.

## **VII. SENIOR CURATOR, JOB GRADE CPSB 6**

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

A Senior Curator will perform the duties similar to those of Curator I but will have special responsibilities which include: overseeing the physical expansion of the Museum; initiating development projects within his/her Museum; and managing, directing, controlling and coordinating Museum activities.

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

For promotion to this grade, an officer must:

- (i) Have served as a Curator I for a minimum period of three (3) years;
- (ii) No active disciplinary case; and
- (iii) Have shown merit and ability in his/her job performance.

**Note:** No promotion beyond this grade without a Master's degree.

## **VIII. PRINCIPAL CURATOR, JOB GRADE CPSB 5**

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

A Principal Curator will be responsible for:- providing conceptual leadership through special knowledge in Museology by planning, organizing, directing and supervising, and co-ordinating activities; raising funds and maintaining full financial control of the Museum; supervising the Museums, Sites and Monuments under him/her; liaising with government departments and maintaining good public relations; formulating and enforcing regulations for the protection of Museums, sites and monuments and for the safety of visitors; and identifying training needs for the staff in his/her Museum.

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

#### **Direct appointment**

For direct appointment to this position, a candidate must :-



- (i) Have Master's Degree in a relevant field plus five (5) years' experience in Museum related work;
- (ii) No active disciplinary case; and
- (iii) Be computer literate.

#### **Promotion**

Serving officers will be promoted to this position, provided one

- (i) Has served in the position of A Senior Curator for a minimum period of three (3) years;
- (ii) No active disciplinary case; and
- (iii) He/she has shown merit and ability in his/her work performance.

### **IX. CHIEF CURATOR, JOB GRADE CPSB 4**

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

Duties and responsibilities of an officer at this level will include:- formulating the training programmes for the staff in their respective Museums; coordinating research in their respective stations; developing and enhancing policies relating to the acquisition, conservation, preservation, exhibition, and de-accessioning of objects, specimen and property in their respective Museums; writing articles and publications on curatorial activities of their respective Museums; raising professional standards of the curatorial and technical staff in their respective Museums. Further details will entail:- coordinating fund raising activities of their respective Museums; and being in charge of the departmental budget where necessary;

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

##### **Direct Appointment**

- (i) For direct appointment to this grade, a candidate must have MSc/MA in a relevant field with six (6) years experience in a reputable and related organization
- (ii) No active disciplinary case.

##### **Promotion:**

For serving officers to be promoted to this grade, they must:-



- (i) Have served in the grade of a Principal Curator for a period not exceeding three (3) years;
- (ii) Be in possession of at least a MSc or MA and Post Graduate Diploma in related field;
- (iii) No active disciplinary case; and
- (iv) Have shown merit and ability in their work performance.

## **X. ASSISTANT DIRECTOR, MUSEUM SITES AND MONUMENTS NM 3**

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

An Assistant Director, Museum Sites and Monuments will be responsible to the Director, Museums Sites and Monuments on regular basis, on the activities in the region, including revenue and visitor statistics, research and other activities. Specific duties entail:- implementing the NMK mission and policy in the region and ensure effective communication flows within the region and the NMK headquarters; accounting for, administer, co-ordinate, supervise, and control the activities of, all NMK museum, sites and monuments within the region; coordinating the protection of Sites and Monuments against threats including destructive development; coordinate the identification of new heritage sites / monuments and make recommendations for their acquisition and gazettelement as sites and monuments; and coordinating and supporting the public programmes within the region, in liaison with the Public Programmes Coordinator of the Directorate of Museum Sites and Monuments.

The officer will also be charged with the responsibility of verifying that all researchers working in NMK sites and monuments within the regions have valid research / excavation permits or any other necessary documents; initiating regional fundraising activities and develop revenue generation in the museums and sites in consultation with Director Museum Sites and Monuments, and the Director Development and Corporate Affairs, coordinate; participating in the planning for future development of Museum Sites and Monuments in the region; implementing NMK staff policies within the region; developing individual skills and team working, monitor performance and periodically evaluate the results of the team working as well as the activities of the individual units; and administering, allocating and being accountable for the financial resources allocated to, raised for, and generated within the region.

Further the officer will be required to maintain quality control of all outsourced services in relation to the Directorate's activities in liaison with the Director Museums Sites and Monuments, develop and strengthen linkages and networking with the communities, local authorities and local and international partners and



develop partnerships as required by the NMK mission in the region.

**(b) Requirement for appointment**

**Direct Appointment.**

For direct appointment to this grade, a candidate must have Msc, MA or PhD in a heritage Management related field with 10 years experience in heritage management in a reputable organization.

**Promotion**

For promotion to this grade, an officer must:-

- (i) Have served in the position of Chief Curator or an equivalent position in a reputable organization for a period of three (3) years;
- (ii) Have shown merit and ability in his/her job performance;
- (iii) Be in possession of at least MA/MSc in heritage related fields; and
- (iv) No active disciplinary case.



## **18.0 CAREER PROGRESSION GUIDELINES FOR RANGERS PERSONNEL**

### **1. RANGERS FUNCTION**

#### **(a) GAME RANGERS FUNCTION**

The Game Rangers function entails:- protection and monitoring of wildlife through patrols; collection of wildlife crime intelligence; prevention and detection of wildlife crime; apprehension of offenders; guide and lead in nature tours and maintain the security of tourists in the game reserve; perform traffic control in the reserve; enforcement of all game reserve laws, regulations and codes with which they are charged; managing fires; perform search and rescue activities; engaging the local communities; maintaining safe custody of firearms and ammunitions; developing and maintaining reports; developing park conservation programmes; organising park lectures for schools and other communities and social groups and performance of any other duties that may be prescribed under relevant Acts or any other written law from time to time.

#### **(b) FOREST GUARD FUNCTION**

The Forest Guard Function entails: - enforcement of the Forest Act, 2005 and other related Laws and Statutes; protection of forests and their resources and produce; detection and prevention of forest offences; Intelligence collection and processing for decision making; apprehending offenders involved in illegal forest activities; monitoring forest health status by detecting and preventing forest fires, identifying and reporting tree pests, diseases and invasive species; supervision of orderly removal of forest produce; and maintaining safe custody of firearms and ammunitions.

### **2. GRADING STRUCTURE**

The Career Progression Guideline establishes eleven (11) grades of Game Rangers/Forest Rangers who will be designated and graded as follows: -



Cadre	Designation/Rank	Job Grade CPSB	Job Group
Game Rangers/ Forest Rangers	Game Ranger / Forest Ranger	13	F
	Corporal (Game) / Corporal (Forest)	12	G
	Sergeant (Game) / Sergeant (Forest)	11	H
	Senior Sergeant (Game) / Senior Sergeant (Forest)		
	Senior Sergeant Major I/II (Sergeant Major)		
	Game Warden III / Forest Warden III / Warden III (Cadet)	10	J
	Game Warden II / Forest Warden II	9	K
	Game Warden I / Forest Warden I	8	L
	Senior Game Warden / Senior Forest Warden	7	M
	Chief Game Warden / Chief Forest Warden	6	N
	Assistant Director, Game/Forest Services	5	P
	Deputy Director, Game and Forest Services	4	Q
	Director, Game and Forest Services	3	R

**Note:** The grades of Game Ranger/Forest Ranger and Corporal (Game)/Corporal (Forest) Job Grade CPSB, 13/12 and Game Warden/Forest Warden III/II, Job Grade CPSB, 10/09 will form a common establishment for the purpose of this Career Progression Guideline.

- The career progression has introduced a class of sergeants to include: Sergeant, Senior Sergeant and Sergeant Major in Grade **CPSB 11**. The rank of Senior Sergeant and Sergeant Major will be **administrative** and **appointive** for purposes of Parade Preparations, Discipline and enforcement of standards and practice of the Disciplined Officers. The administrative and appointive ranks shall only be eligible for **responsibility allowance**.
- The career progression has further introduced a promotional level for Sergeants with a relevant Diploma at the **Grade CPSB 10** and an entry level in **Grade CPSB 10** for **Warden III (Cadet)** who are graduates with relevant bachelor's degree in the recognized fields.
- The service shall internally recruit **Cadets** from **serving officers** and where it cannot be internally filled, the positions shall be filled externally.

### 3. RECOGNIZED QUALIFICATIONS

The following are the required qualifications for the purpose of this career progression guideline: -



- (i) A minimum of Kenya Certificate of Secondary Education (KCSE) D- (minus) or its equivalent for both game rangers and forest rangers.
- (ii) Complete at least six (6) months paramilitary training as a Game Ranger or Forest Ranger.
- (iii) Certificate in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Criminology, Law, Risk and Disaster Management, Animal Health and Human Resource Management from a recognized institution.
- (iv) Diploma in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Criminology, Law, Risk and Disaster Management, Animal Health and Human Resource Management from a recognized institution.
- (v) Bachelor's degree in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized institution.
- (vi) Masters degree in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Criminology, Law, Risk and Disaster Management, Animal Health and Human Resource Management 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) Corporal's Promotion Course
- (x) Sergeant's Promotion Course
- (xi) Drills and Duties Course
- (xii) Drills and Duties Advance Course
- (xiii) Company Commander's Promotion Course
- (xiv) Senior Officer's Command Course



- (xv) Platoon Commander's Course
- (xvi) Supervisory Course
- (xvii) No active disciplinary case.
- (xviii) Such other qualifications as may be adjudged by the County Public Service Board.

#### 4. **JOB AND APPOINTMENT SPECIFICATIONS**

##### I. **GAME RANGER/FOREST RANGER, JOB GRADE CPSB 13**

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

This will be the entry and training grade for this cadre. Duties and responsibilities of **Game Rangers** will entail:- maintain security of wildlife at all times; preventing poaching; maintain security of tourists; performing various parade duties; performing sentry duties; manning report and inquiry offices; investigating crimes related to wildlife, arresting offenders; taking and recording statements; visiting and preserving scenes of crime; tracking and recovering illegal wildlife products; handling and processing crimes; collecting intelligence; interrogating crime suspects; taking exhibits to court; receiving and transmitting correspondence; performing customer care service duties on various gates; updating environment and conservation crime statistics; compiling nominal rolls; responding to distress calls; hoisting of flags; taking care of rangers animals such as dogs; undertaking beats and patrols; performing escort duties; undertaking rescue operations.

For the **Forest Rangers**, duties will involve: - performing various parade duties; performing sentry duties; manning report and inquiry offices; maintaining security in county forest, guide any tourists, researchers and persons visiting the forests, undertake security patrols and operations, detection and prevention of fires, detection and prevention of illegal activities in the forest; investigating crimes related forest destruction, arresting offenders; taking and recording statements; visiting and preserving scenes of crime; performing customer care service duties at various forest entries; updating environment and conservation crime statistics.

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

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

- (i) Have Kenya Certificate of Secondary Education (KCSE) D- (minus) or its equivalent;



- (ii) Have undergone Paramilitary Training Course lasting not less than six (6) months;
- (iii) Be a Kenyan citizen;
- (iv) Be physically and mentally fit;
- (v) Be between the age of 18 and 28 years;
- (vi) Have no criminal record;
- (vii) Passed an aptitude test;
- (viii) Certificate in computer applications will be an added advantage; and
- (ix) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

## **II. CORPORAL (GAME) /CORPORAL (FOREST) JOB GRADE CPSB 12**

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

The Officer at this level reports to the Game/Forest Sergeant.

Duties and responsibilities of an officer at this level will entail:- collecting intelligence; preserving exhibits; escorting arrested poachers or loggers; visiting and preserving scenes of crimes; updating crime records and returns; monitoring rangers communication; recording statements and reports; serving summons; conducting parades; in-charge sentries; giving evidence in court.

The officer will also be in-charge of beats and patrols; undertaking escort duties; mobile patrols; performing traffic duties within the reserve where necessary; tracking and recovering illegal animal and forest products; conducting raids, ambushes and special operations; performing night rounds; performing armoury duties; and responding to distress calls.

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

- (i) Served in the position of a Game Ranger/Forest Ranger for a period not less than 3 years;
- (ii) Successfully undergone Corporal's promotion course;
- (iii) Shown merit and ability as reflected in work performance and results;



- (iv) Demonstrated professional ability and initiative in executing work at this level; and
- (v) No active disciplinary case.

### **III. SERGEANT (GAME) / SERGEANT (FOREST), JOB GRADE CPSB 11**

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

The Officer at this level reports to Game/Forest Warden III.

Duties and responsibilities at this rank will entail:- patrolling and curbing crimes; receiving and compiling nominal rolls; being in-charge of patrol base; detecting and investigating wildlife and forest crimes; tracking and recovering stolen wildlife and forest products; organizing day and night patrols within the reserve and all county forest; in charge of look out stations; supervising the repairing and maintenance of equipment within given stations; developing daily, weekly and monthly wildlife and forest crime reports; organizing field operations; being in-charge of escort within the reserve or forest; being in-charge of armoury; undertaking platoon sergeant duties; reporting cases of indiscipline of officers under him/her; responding to distress calls; and attending to radio calls and disseminating information; organizing and conducting raids, ambushes and special operations.

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

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

- (i) Served in the rank of Corporal (Game) / Corporal (Forest) for a minimum period of three (3) years;
- (ii) Successfully undergone Sergeant's promotional course;
- (iii) Certificate in any of the following fields: - Wildlife Management, Environmental Management, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Animal Health, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized institution;
- (iv) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (v) No disciplinary conviction or adverse report in the last six (6) months;
- (vi) Demonstrate exemplary leadership skills;



- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

#### **IV. SENIOR SERGEANT (GAME) / SENIOR SERGEANT (FOREST), JOB GRADE CPSB 11**

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

The Officer at this level reports to Game/Forest Warden III.

Duties and responsibilities will entail:-being in-charge of armoury; coordinating various activities in a station; ensuring the dispatch of signals and other rangers communication; performing morning call-ups and evening briefs being in charge of discipline of officers under him/her, beats and patrols; in charge of look out stations; performing parade duties; deploying officers in lower ranks; training and coaching Rangers, Corporals and Sergeants; preparing duty rosters; overseeing rangers transport; assigning cases to officers; overseeing armoury; issuing and receiving police fire arms; undertaking station orderly duties; ensuring maintenance and cleanliness of rangers quarters; assisting members of public; interrogating suspects and interviewing witnesses; in-charge of officers on escort duties; performing traffic duties within the reserve such as sensitizing tourists on safety; arresting offenders; visiting and analysing scenes of crime; overseeing motor vehicle escort; and protecting government buildings and vital installations within station or assigned areas.

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

For appointment to this rank, an officer must: -

- (i) Be a **Serving** Sergeant (Game) / Sergeant (Forest) and must have served for a minimum period of three (3) years in that rank;
- (ii) Successfully undergone Sergeant's promotional course;
- (iii) Must have successfully undergone Drill and Duties Course
- (iv) Certificate in any of the following fields:- Wildlife Management, Environmental Management, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Animal Health, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized institution lasting not less than 6 months;
- (v) Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public



Service;

- (vi) Demonstrated exemplary leadership qualities;
- (vii) No disciplinary conviction or adverse report in the last six (6) months;
- (viii) No active disciplinary case; and
- (ix) Shown merit and ability as reflected in work performance and results.

## **SERGEANT MAJOR CLASS II - JOB GARDE CPSB 11**

### **JOB TITLE: CONSERVANCY SERGEANT MAJOR -CSM**

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

The officer at this level shall report to the Game/Forest Warden III.

Duties and responsibilities entail:- Supervising the preparation of work schedules; deployment and sentry duties; collection of information for intelligence processing; supervising escort duties; preparation of ceremonial parades; overseeing handing and taking over of daily duties; supervising officers on beats and patrols; organizing raids, ambushes and special operations; mapping out areas with high crimes; training and coaching Rangers, Corporals and Sergeants; overseeing the apprehension of law offenders, response to distress calls and emergencies; inculcating pride and confidence in junior officers; attending and giving evidence in court and other hearings; mentoring, coaching and appraising officers; handling disputes and disciplinary matters; promoting institutional pride among officers of the service; coaching and mentoring; promoting Chapter Six of the Constitution; promoting Public Service Values and Ethics; mentoring and coaching.

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

- (i) Must have successfully undergone Drill and Duties Advance Course;
- (ii) Thorough knowledge and application of Forest Conservation and Management Act, Narok County Rangers Procedures, Disciplinary Code of Conduct and Service Standing Orders;
- (iii) Served in the rank of Sergeant for a minimum period of three (3) years;
- (iv) Shown merit and ability as reflected in work performance and results;
- (v) Demonstrated exemplary leadership qualities;
- (vi) Met the requirements of Chapter Six of the Constitution of Kenya, 2010;



and

- (vii) No disciplinary conviction or adverse report in the last six (6) months.

## **V. SENIOR SERGEANT MAJOR CLASS I, JOB GRADE CPSB 11**

### **JOB TITLE: REGIMENTAL SERGEANT MAJOR (RSM)**

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

The Officer at this level reports to Game/Forest Warden III.

Duties and responsibilities will entail:- ensuring uniformed staff adhere to conventional paramilitary standards; ensuring uniform and disciplined staff adhere to policy standards and procedures of the service; ensure professional manning of sentry posts; conducting **timaam** parades; handling correspondence; supervising radio calls; recording statements; deploying, appraising and supervising officers under him/her; maintain standards of training among personell; conducting inspections; liaising with other station wardens in crime management; embracing community policing ideology; responding to distress calls; providing service support to other security providers; guiding officers in crime investigations; and conducting operations and identification parades; participate in institutional events and ensure protocol is observed; handling staff welfare and disputes; coaching and mentoring; promoting public values and principles; and inculcate pride and confidence in junior officers.

Senior Sergeant Major (RSM) role and responsibility will be overall in charge of game rangers /forest rangers discipline, command and ceremonial parades.

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

For appointment to this rank, an officer must: -

- (i) Be a **Serving** Sergeant (Game) / Sergeant (Forest) and must have served as a Sergeant for a minimum period of three (3) years in that rank;
- (ii) Successfully undergone Sergeant's promotional course;
- (iii) Must have successfully undergone Drill and Duties Advance Course;



- (iv) Certificate in any of the following fields:- Wildlife Management, Environmental Management, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Animal Health, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized institution lasting not less than 6 months;
- (v) Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (vi) No disciplinary conviction or adverse report in the last six (6) months;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **VI. GAME WARDEN III/ FOREST WARDEN III (CADET), JOB GRADE CPSB 10**

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

The Officer at this level reports to Game/Forest Warden II.

This will be the entry and training grade for graduates and an officer at this level is under the supervision of a senior officer.

For **Game Warden III (Cadet)**, duties and responsibilities of an officer at this rank will entail:- being in-charge of crime section in a station/outpost; handling correspondences; mapping out areas with high human wildlife conflict, poaching; ensuring all cases reported are properly recorded, investigated and files opened to be forwarded to the police for court prosecution; maintaining inventory of lost and found property; advising the investigating officers; in-charge signals and radio rooms; overseeing deployment of officers; supervising of officers; liaising with other government agencies in matters of security; ensuring county government property including vehicles are properly maintained; deploying officers to respective sections; keeping of operation records; ensuring timely submission of returns and correspondences; undertaking staffing officer personnel and administrative duties; making morning call ups and evening briefs; deputize an officer in charge of a small station/outpost;

Further, the officer will be responsible for:- assisting members of public; organizing raids, ambushes and special operations; performing orderly officer duties; conducting orderly room proceedings; collecting and analysing intelligence; ensuring safe custody of exhibits, records and government



installations; conducting night rounds; responding to distress calls; providing service support to other security providers; being in-charge of disposal of expired ammunition; maintaining accountable documents; investigating crimes; apprehending offenders; organizing game rangers to attend community policing meetings; conducting beats and patrols; and attending courts where necessary.

For **Forest Warden III (Cadet)**, duties and responsibilities of an officer at this rank will entail:- Coordination of Security at the park/forest Station; participating in National Security related events; conducting park/forest crime investigation and intelligence activities; conducting firearms inspection within the Station; administering discipline and attending to the welfare of staff; leading forest protection and security operations; receiving and compiling daily, weekly, monthly, and annual station reports and managing park/forest crime reporting systems; supervising training and capacity building of subordinates; maintaining a database of all security stores and equipment, including uniforms; ensuring the safety of exhibits and stores within the Station; promoting public service values and ethics; promoting Chapter Six of the Constitution.

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

##### **Direct Appointment**

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

- (i) Bachelor's degree in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Animal Health, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized university or institution;
- (ii) Be aged between 22 to 30 years for **new recruits**;
- (iii) Be of the rank of a **Ranger** or a **Corporal** for **serving** officers;
- (iv) Height of 5.6ft for men and 5.3ft for women;
- (v) Be physically and medically fit;
- (vi) Female officers should **not** be Pregnant before recruitment and during training;
- (vii) Proficiency in computer applications; and
- (viii) meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public



Service.

### **Requirements for Promotion**

- (i) Served in either the rank of **Sergeant, Senior Sergeant, Senior Sergeant Major, Assistant Game Warden / Assistant Forest Warden** for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: - Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Animal Health, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized institution;
- (iii) Demonstrated administrative and professional competence in executing work at this level;
- (iv) No disciplinary conviction or adverse report in the last six (6) months;
- (v) No active disciplinary case; and
- (vi) Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service

## **VII. GAME WARDEN II / FOREST WARDEN II, JOB GRADE CPSB 9**

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

The Officer at this level reports to Game/Forest Warden I.

Duties and responsibilities will entail: - deputizing the officer in charge of a station; head medium size rangers outposts; handling of correspondences; supervising officers; signing work tickets and authorizing movements of motor vehicles; in charge of staff welfare; overseeing personnel discipline; undertaking staffing officer personnel and administrative duties; handling complaints brought to the station; ensuring that all reported cases are well investigated and forward offenders for prosecution; performing supervisory duties; executing warrants; testifying in courts; and mentoring, coaching and appraising lower rank officers.

Further, duties and responsibilities will entail: - collecting and analysing intelligence; attending security meetings; liaising with other senior officers on security issues; commanding operations; liaising with neighbouring communities and conservation areas; detecting crime and apprehending offenders; overseeing VIP protection within the reserve and the forest;



overseeing response to distress calls and emergencies; and overseeing traffic duties such traffic flow in the reserve and the forests.

**(b) Requirements for Appointment**

- (i) served in the rank of Game Warden III / Forest Warden III for a minimum period of three (3) years;
- (ii) Demonstrated outstanding professional competence matched with proper appreciation of park/forest security needs at the county level;
- (iii) no disciplinary conviction or adverse report in the last six (6) months;
- (iv) Bachelor's degree in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Animal Health, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized university or institution;
- (v) No active disciplinary case; and
- (vi) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service;

**VIII. GAME WARDEN I / FOREST WARDEN I, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

The Officer at this level reports to Senior Game/Forest Warden.

Duties and responsibilities will also entail:- being the officer commanding/in charge of sectors; coordinating training and development programs of officers within their command areas; supervising staff; in charge of rangers transport; enforcing discipline among officers; developing operational orders and implementation; deal with community policing issues; establishing various policing programs to address human - wildlife conflict; organizing briefs for county government security committee; coordinating inspection and repairing of arms; taking charge of the command control centre and its administration; releasing crime and incident reports to Chief Game Warden/Chief Forest Warden; dealing and acting on complaints from members of public and Game/Forest Rangers and appraising personnel within the command; ensuring proper management of resources; planning and coordinating detection and prevention of poaching/forest destruction and the apprehension of offenders in their area of jurisdiction; undertaking crime analysis and reporting; cooperating with representative of all government departments and county Government in their areas of jurisdiction; liaising



with other commanders and officers across ranks; undertaking crime research and mapping to inform policing; organizing security raids; coordinating major security operations; investigating and planning strategies to deal with and organized crime; carrying out Command and leadership roles; organizing raids, ambushes and special operations; coordinating search, rescue and seizure of suspected stolen goods; liaising with neighbouring communities and conservation areas; attending security briefs and sensitizing the public on environmental conservation measures.

**(b) Requirements for Appointment**

- (i) Served in the rank of Game Warden II / Forest Warden II for a minimum period of three (3) years;
- (ii) Successfully completed Company Commander's Promotional Course;
- (iii) Bachelor's degree in any of the following fields:- Wildlife Management, Environmental Management, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized university or institution.
- (iv) demonstrated administrative and professional competence in executing work at this level;
- (v) No disciplinary conviction or adverse report in the last six (6) months;
- (vi) No active disciplinary case; and
- (vii) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service.

**IX. SENIOR GAME WARDEN / SENIOR FOREST WARDEN, JOB GRADE CPSB 7**

**(a) Duties and Responsibilities**

The Officer at this level reports to Chief Game/Forest Warden.

An officer at this rank will be deployed as a deputy Chief Game Warden / Deputy Chief Forester Warden. Duties and responsibilities will entail: performing general duties such as organizing and coordinating meetings and quarterly arms/kit/personnel inspection; handling correspondences; addressing public complaints; overseeing security of the reserve and forest in liaison with other relevant stakeholders; coordinating training and development programs of officers within their command areas; undertaking performance appraisals; enforcing discipline among officers; developing plans for implementation and support of community policing; receiving and



addressing complaints; ensuring positive image of the service; conducting weekly lectures and meetings; inspecting stations and outpost; appraising officers; carrying out training needs assessments; drawing security plans; coordinating operations; Overseeing deployment of officers

**(b) Requirements for Appointment**

- (i) served in the rank of Game Warden I / Forest Warden I for a minimum period of three (3) years;
- (ii) Successfully completed Company Commander's Promotional Course;
- (iii) Bachelor's degree in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Animal Health, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized institution;
- (iv) demonstrated administrative and professional competence in executing work at this level;
- (v) no disciplinary conviction or adverse report in the last six (6) months;
- (vi) No active disciplinary case; and
- (vii) met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service

**X. CHIEF GAME WARDEN / CHIEF FOREST WARDEN, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail:- undertaking general administration of security in the game reserve / all forests in the county; deploying officers; undertaking regular briefing to the chief officer in charge of relevant sections; dealing with discipline cases within his/her command; perusing case files and giving advice; coordinating crime analysis and reporting using appropriate methods within the service; liaising with representatives of National government departments and county Governments in their areas of jurisdiction on security matters; maintaining liaison with other wardens across the ranks; coordinating national days' celebrations; command parades in collaborations with relevant stakeholders; overseeing appraisal of officers; developing plans for implementation and support of community policing; coordinating research on wildlife poaching/ forest destruction to inform security policy; and establishing various policing programs to address wildlife and environmental crimes.



**(b) Requirements for Appointment**

- (i) Served in the rank of Senior Game Warden / Senior Forest Warden for a minimum period of three (3) years;
- (ii) Successfully completed Senior Officer's Command Course;
- (iii) Bachelor's degree in any of the following fields:- Wildlife Management, Environmental Management, Forestry, Tourism Management, Environmental Science, Botany and Zoology, Ecology, Criminology, Law, Risk and Disaster Management and Human Resource Management from a recognized university or institution;
- (iv) Demonstrated administrative and professional competence in executing work at this level;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;
- (vi) No disciplinary conviction or adverse report in the last six (6) months;
- (vii) No active disciplinary case; and
- (viii) Met the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and Article 232 on Values and Principles of Public Service

**XI. ASSISTANT DIRECTOR-GAME/FOREST SERVICES, JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**

Duties and responsibilities will entail:- Overseeing the implementation of existing Game/Forest and Service policies; offering support and synergy with conservators in the implementation of game/forest programs and community game/forest associations; preparing and implementing strategic plans, work plans, operations, budgets, performance contracts, staff appraisals, as well as other required reports; redeploying Rangers, corporals, and sergeants within the region on a need basis; coordinating and conducting game/forest protection and security operations; administering discipline and welfare of protection and Security officers; coordinating and conducting game/forest firefighting, disaster management activities, security of service installations, property, personnel, and movable assets; coordinating and facilitating maintenance of housing for Rangers; coordinating the collection, analysis, and dissemination of information/intelligence; liaising with other security agencies and local administration for purposes of game/forest law enforcement; exercising delegated functions of command and control within the rank and file; performing the functions of an Adjutant at Headquarters; leading intelligence operations; spearheading conflict resolution, facilitating game/forest



security operations, and game/forest land reclamation; coordinating and conducting investigations and prosecution related to game/forest protection; presiding over game/forest security meetings within the conservancy; maintaining a database on game/forest crime; coordinating and participating in national events, including parades, elections, examinations, and thanksgiving prayers; ensuring the safety of weapons and equipment; ensuring the safety of exhibits within the area of jurisdiction; preparing and timely submitting daily, weekly, monthly, quarterly, and annual reports; planning and coordinating capacity building of protection and Security Officers; promoting Chapter Six of the Constitution among staff; promoting public service values and ethics; promoting institutional pride among juniors; coaching and mentoring.

**(b) Requirements for Appointment**

- (i) At least six (6) years' experience in security operations with training and experience in Investigation, prosecution, Intelligence in Military or paramilitary formation;
- (ii) Bachelor's Degree in security, or relevant social science studies from a recognized institution;
- (iii) Master's degree in security or relevant social science from recognized Institution;
- (iv) Professional qualification and membership where applicable;
- (v) Specialized training in security matters;
- (vi) Senior Management course lasting not less four (4) weeks 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) Proficiency in computer applications;
- (ix) Meet the requirements of chapter six of the constitution of Kenya 2010; and
- (x) No active disciplinary case.

**XII. DEPUTY DIRECTOR-GAME AND FOREST SERVICES, JOB GRADE CPSB 4**

**(a) Duties and responsibilities**

Duties and responsibilities will entail:- Overseeing the implementation of existing game/forest policies in relation to game/forest protection and enforcement in their area of jurisdiction; offering support and synergy with conservators in the implementation of game/forest programs, vision and mission, fire management, and community game/forest associations; redeploying Rangers, corporals, and



sergeants within the region on a need basis; coordinating and conducting game/forest protection and security operations; preparing work plans, budgets, implementing performance contracts, conducting staff performance appraisals, and preparing progress reports; administering discipline and welfare of protection and Security officers; coordinating and conducting game/forest firefighting, disaster management activities, security of service installations, property, personnel, and movable assets; coordinating and facilitating maintenance of housing for Rangers; coordinating the collection, analysis, and dissemination of information/intelligence; liaising with other security agencies and local administration for purposes of game/forest law enforcement; exercising delegated functions of command and control within the rank and file; performing the functions of an Adjutant at Headquarters; leading intelligence-led operations at the regional level; spearheading conflict resolution, facilitating forest security operations, and forest land reclamation; coordinating and conducting investigations and prosecutions related to game/forest protection; presiding over game/forest security meetings within the conservancy; maintaining a database on game/forest crime; coordinating and participating in national events, including parades, elections, examinations, and thanksgiving prayers; ensuring the safety of weapons and equipment; ensuring the safety of exhibits within the area of jurisdiction; preparing and timely submitting daily, weekly, monthly, quarterly, and annual reports; planning and coordinating capacity building of protection and Security Officers; promoting Chapter Six of the Constitution among staff; promoting public service values and ethics; promoting institutional pride among juniors; coaching and mentoring.

**(b) Requirements for Appointment**

- (i) At least nine (9) years' experience in security operations with training and experience in Investigation, prosecution, Intelligence in Military or paramilitary formation;
- (ii) Bachelor's Degree in security, or relevant social science studies from a recognized institution;
- (iii) Master's degree in security or relevant social science from recognized Institution;
- (iv) Professional qualification and membership where applicable;
- (v) Specialized training in security matters;
- (vi) Senior Management course lasting not less four (4) weeks or its equivalent;
- (vii) Proficiency in computer applications;
- (viii) Meet the requirements of chapter six of the constitution of Kenya 2010; and



- (ix) No active disciplinary case.

### **XIII. DIRECTOR-GAME AND FOREST SERVICES, JOB GRADE CPSB 3**

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

Responsible for effective and efficient day-to-day administration and operations of the directorate and protection and security of the game and county forests; developing resource mobilization strategies for the Directorate; leading and participating in developing new and reviewing existing policies, legislations, strategies, programmes, and projects for the Directorate; budget planning, preparation, implementation, monitoring, and provision of support for the Directorate; advising on game and forest protection and security matters; performance management, supervising, appraising, and developing officers of the Directorate; leading and participating in reviewing game and forest laws and regulations; ensuring effective handling, maintenance, and safe custody of security equipment and assets; overseeing, participating in, and supervising recruitment, training, promotion, and deployment of Rangers; liaising with the office of the County Attorney on matters of law enforcement in relation to protection and security functions, cases facing uniformed and disciplined personnel, suits against the Service, and prosecution of game and forest offenses; ensuring the safety of personnel, equipment, and installations; constituting transfer and deployment committees in the Directorate; leading in the establishment of systems for effective collaboration with government security agencies, **communities**, and other stakeholders for effective enforcement of game and forest laws; coordinating requisite training for officers of the Directorate and other uniformed officers; overseeing management of the game and forest law enforcement academy; leading in the implementation of the game and forest protection and security infrastructural plans; ensuring the provision of vehicles, security equipment, and welfare and protection of security personnel; planning and procuring modern tools, equipment, and uniforms for the officers of the Directorate for effective service delivery; leading in developing, planning, and implementing emergency response programs; leading in planning and developing game and forest protection and security work plans, budgets, and performance management and contracts for the Directorate; participating in multi-agency and security operations; reviewing protection and enforcement training policies, curricula, and programmes; developing and enforcing a service uniform dress code.

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

- (i) At least twelve (12) years in security field four (4) of which in the senior management or equivalent with experience in Investigation, prosecution, Intelligence, or College Administration in Military or paramilitary formation;
- (ii) Degree in Security Studies, forestry, social sciences or its equivalent from a recognized institution;



- (iii) Master's Degree in security studies or relevant social science from a recognized institution;
- (iv) National Defence Course - Kenya or its equivalent from a recognized institution;
- (v) Professional qualification and membership where applicable;
- (vi) Strategic Leadership course lasting not less than four (4) weeks or its equivalent;
- (vii) Proficiency in Computer applications;
- (viii) Meet the requirements of chapter six of the constitution of Kenya 2010; and
- (ix) No active disciplinary case.



## 19.0 CAREER PROGRESSION GUIDELINES FOR FIREFIGHTER PERSONNEL

### 1. THE FIREFIGHTER SERVICE FUNCTION

The Firefighter Service Function entails: firefighting, fire prevention and fire protection; rescue people either from fires or dangerous situations and aircraft accidents; inspection of appliances and equipment; inspection of buildings to assess fire hazards and risks; ensure soundness and adequacy of means of escape; and conduct fire demonstrations, drills, lectures and preparation for fire evacuation orders.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes four (4) grades of Firefighter and seven (7) grades of Assistant Firefighter Officers who will be designated and graded as follows:-

#### FIREFIGHTER

#### APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Firefighter	Firefighter III	15	D
	Firefighter II	14	E
	Firefighter I	13	F
	Senior Firefighter	12	G

#### FIRE ASSISTANT

#### APPENDIX 'B'

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

**Notes:** The grades of Firefighter III/II, Job Grade CPSB 15/14 and Assistant Firefighter Officer II/I, Job Grade CPSB 11/10 will form a common establishment for the purpose of these 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: Fire Engineering, Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution.
- (ii) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution.
- (iii) Government Trade Test Certificate Grade III/II/I in the respective craft.
- (iv) Certificate in firemanship or Basic firefighting from NYS, Kenya School of Fire, G4S or County Fire Academy or any other recognized Institution;
- (v) Defensive Driving Certificate from a recognized institution.
- (vi) First Aid Certificate from a recognized institution lasting not less than one (1) week.
- (vii) Certificate of good conduct from the Kenya Police Service.
- (viii) Heavy Commercial Driving License.
- (ix) Certificate in computer applications.
- (x) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (xi) No active disciplinary case.
- (xii) Any other relevant equivalent qualification that may be approved by the County Public Service Board.

### **4. JOB AND APPOINTMENT SPECIFICATIONS**

#### **FIREFIGHTER**

#### **APPENDIX 'A'**

#### **I. FIREFIGHTER III, JOB GRADE CPSB 15**



### **(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: Respond to fire calls and rescue incidents; Assist in operating fire engines and equipment; managing and operating communication equipment; Participate in fire drills and public sensitization.

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

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain);
- (ii) Government Trade Test Certificate Grade III in the respective craft;

**OR**

Certificate in firemanship or Basic firefighting from NYS, Kenya School of Fire, G4S or County Fire Academy or any other recognized Institution;

- (iii) Defensive Driving Certificate from a recognized institution;
- (iv) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (v) Certificate of good conduct from the Kenya Police Service; and
- (vi) Heavy Commercial Driving License.

## **II. FIREFIGHTER II, JOB GRADE CPSB 14**

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

Duties and responsibilities at this level will entail: driving and operating appliances on land, sea and inland waters; driving and operating appliances on land, sea and inland waters; managing and operating communication equipment; attending to emergency cases; patrols fire station premises at night to ensure security; and training firemen in practical firefighting, maintenance, servicing and setting fire appliances.

### **(b) Requirement for Appointment**

For appointment to this grade, an officer must have:



- (i) Served in the grade of Firefighter III for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain);
- (iii) Government Trade Test Certificate Grade II in the respective craft;
- (iv) Defensive Driving Certificate from a recognized institution;
- (v) First Aid Certificate from a recognized institution lasting not less than one (1) week
- (vi) Certificate in Computer applications;
- (vii) Certificate of good conduct from the Kenya Police Service;
- (viii) Heavy Commercial Driving License;
- (ix) No active disciplinary case; and
- (x) Shown merit and ability as reflected in work performance and results.

### **III. FIREFIGHTER I, JOB GRADE CPSB 13**

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

Duties and responsibilities at this level will entail: operating fire pumps and sea rescue boats; ensuring that fire appliances are properly maintained; ensuring that servicing tools, cartridges and refills are ready before service commences; and ensuring that right mixtures are used and proper equipment is sited where required.

#### **(b) Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Firefighter II for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain);
- (iii) Government Trade Test Certificate Grade II in the respective craft;
- (iv) Defensive Driving Certificate from a recognized institution;



- (v) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (vi) Certificate of good conduct from the Kenya Police Service;
- (vii) Certificate in computer applications;
- (viii) Heavy Commercial Driving Licence;
- (ix) No active disciplinary case; and
- (x) Shown merit and ability as reflected in work performance and results.

#### **IV. SENIOR FIREFIGHTER, JOB GRADE CPSB 12**

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

This is the highest grade for this cadre. Duties and responsibilities at this level will entail: inspecting, testing and maintaining fire appliances; ensuring efficient operation of appliances and equipment; conducting fire demonstrations and training firemen on-the-job; and verifying all servicing tools before and after maintenance service.

##### **(b) Requirement for Appointment**

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

- (i) Served in the grade of Firefighter I for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain);
- (iii) Government Trade Test Certificate Grade I in the respective craft;
- (iv) Defensive Driving Certificate from a recognized institution;
- (v) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (vi) Certificate of good conduct from the Kenya Police Service;
- (vii) Certificate in computer applications;
- (viii) Heavy Commercial Driving Licence;



- (ix) No active disciplinary case; and
- (x) Shown merit and ability as reflected in work performance and results.

## **FIRE OFFICER**

## **APPENDIX 'B'**

### **I. ASSISTANT FIRE OFFICER 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: inspecting appliances and equipment. Implements unit orders and instructions; ensuring efficient operation of firefighting equipment and appliances; inspecting buildings to assess fire hazards and risks; and conducting fire demonstrations.

#### **(b) Requirement for Appointment**

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

- (i) Diploma in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution;
- (ii) Heavy Commercial Driving Licence;
- (iii) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (iv) Certificate in computer applications; and
- (v) Certificate of good conduct from the Kenya Police Service.

### **II. ASSISTANT FIRE OFFICER II, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will entail: inspecting appliances and equipment; implements unit orders and instructions; ensuring efficient operation



of fire fighting equipment and appliances; inspecting buildings to assess fire hazards and risks; conducting fire demonstrations; administering the unit's stores, accounts and equipment; investigating causes of fire; and advising on standards required on building design units for fire prevention and protection, firefighting systems and in other related legislation/codes.

**(b) Requirement for Appointment**

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

- (i) Served in the grade of Assistant Fire Officer III for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution;
- (iii) Heavy Commercial Driving Licence;
- (iv) First Aid Certificate from a recognized institution lasting not less than one (1) week; and
- (v) Certificate of good conduct from the Kenya Police Service;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

**III. ASSISTANT FIRE OFFICER I, JOB GRADE CPSB 9**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: inspecting appliances and equipment. implements unit's orders and instructions; inspecting buildings to assess fire hazards and risks; conducting fire demonstrations; accounting for and maintaining equipment; investigating causes of fire; advising on standards required on building design units for fire prevention and protection, firefighting systems and in other related legislation/codes; and ensuring efficient operation of firefighting equipment and appliances.



## **(b) Requirement for Appointment**

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

- (i) Served in the grade of Assistant Fire Officer II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution.
- (iii) Heavy Commercial Driving Licence;
- (iv) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (v) Certificate of good conduct from the Kenya Police Service;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **IV. SENIOR ASSISTANT FIRE OFFICER, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: coordinating firefighting or fire prevention and protection matters; inspecting buildings to assess fire hazards and risks; conducting fire demonstrations; accounting for and maintaining equipment; investigating causes of fire; advising on standards required on building design units for fire prevention and protection, firefighting systems and in other related legislation/codes; and coordinating work planning, training and occupational tests.

### **(b) Requirement for Appointment**

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

- (i) Served in the grade of Assistant Fire Officer I for a minimum period of three (3) years;



- (ii) Diploma in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution;
- (iii) Heavy Commercial Driving Licence;
- (iv) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (v) Certificate of good conduct from the Kenya Police Service;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

#### **V. CHIEF ASSISTANT FIRE OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will entail: coordinating firefighting or fire prevention and protection matters; ensuring that service orders, instructions and circulars are read, understood and complied with; preparing and updates service maintenance manuals; advising on standards required on building design units for fire prevention and protection, firefighting systems and in other related legislation/codes; coordinating work planning, training and occupational tests; and inspecting, directing and controlling operations to ensure that efficient fire prevention, protection and detection services are maintained.

##### **(b) Requirement for Appointment**

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

- (i) Served in the grade of Senior Assistant Fire Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution.



- (iii) Heavy Commercial Driving Licence;
- (iv) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (v) Certificate of good conduct from the Kenya Police Service;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **VI. PRINCIPAL ASSISTANT FIRE OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail: coordinating firefighting or fire prevention and protection matters; ensuring that service orders, instructions and circulars are read, understood and complied with; preparing and updates service maintenance manuals; advising on standards required on building design units for fire prevention and protection, fire fighting systems and in other related legislation/codes; coordinating work planning, training and occupational tests; inspecting, directing and controlling operations to ensure that efficient fire prevention, protection and detection services are maintained; maintains equipment and appliances and accounts for them. Issues fire prevention and protection guides to building design units; and co-ordinating all firefighting, prevention, protection and detection services.

### **(b) Requirement for Appointment**

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

- (i) Served in the grade of Chief Assistant Firefighter Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution;
- (iii) Heavy Commercial Driving Licence;



- (iv) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (vi) Certificate of good conduct from the Kenya Police Service;
- (vii) Certificate in computer applications;
- (viii) No active disciplinary case; and
- (ix) Shown merit and ability as reflected in work performance and results.

## **VII. ASSISTANT DIRECTOR, FIRE SERVICES, JOB GRADE CPSB 5**

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

This is the highest grade for this cadre. Duties and responsibilities at this level will entail: planning and maintaining local and international standards pertaining to fire fighting and fire prevention in aerodromes and building premises; ensuring that efficient standards of performance of fire services operations are maintained; providing instructions in regard to budgeting, technical operations, fire prevention and protection legislation, scales of equipment, staff, stores and uniforms. Recommending approval of all architectural drawings to ensure that adequate means of escape, firefighting, fire alarm, fire detection systems and other general fire precautions are catered for; ensuring development and implementation of the division's strategic plan and objectives; overseeing the preparation and implementation of the division's performance contracts; ensuring the development and review of division's annual work plans and budgets; overseeing and ensuring prudent financial and asset management of the division's; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; managing departmental performance; and managing, training and development of division's staff.

### **(b) Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Assistant Fire Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and



Humanitarian Assistance, Physical Science, Counselling, Psychology, Sociology, Natural Resource Management or equivalent qualifications from a recognized institution;

- (iii) Heavy Commercial Driving Licence;
- (iv) First Aid Certificate from a recognized institution lasting not less than one (1) week;
- (v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution
- (vi) Certificate of good conduct from the Kenya Police Service;
- (vii) Certificate in computer applications;
- (viii) No active disciplinary case; and
- (ix) Demonstrated merit and shown ability as reflected in work performance and results.



## 20.0 CAREER PROGRESSION GUIDELINES FOR ENFORCEMENT AND COMPLIANCE PERSONNEL

### 1. THE ENFORCEMENT AND COMPLIANCE FUNCTION

The Enforcement Function entails:- formulation and implementation of policies, regulations and procedures on enforcement of county laws; guard county government institutions and installations; execution of all orders and warrants lawfully issued to county law breakers; ensure preservation of order and sanity in markets, bus parks and other business premises; undertake investigations and prosecution of county law breakers; apprehend offenders of county laws; ensure orderly parking and traffic management in county town centre's; enforcement of county spatial and development plans and other relevant Acts.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes four (4) grades of Enforcement and Compliance Assistants, six (6) grades of Assistant Enforcement and Compliance Officers and eight (8) grades of Enforcement and Compliance Officers who will be designated and graded as follows:-

#### ENFORCEMENT AND COMPLIANCE ASSISTANTS

#### APPENDIX 'A'

	Designation	Job Grade CPSB	Job Group
Enforcement and Compliance Assistants	Enforcement and Compliance Assistant III	13	F
	Enforcement and Compliance Assistant II	12	G
	Enforcement and Compliance Assistant I	11	H
	Senior Assistant Enforcement and Compliance	10	J



# **ASSISTANT ENFORCEMENT AND COMPLIANCE OFFICERS**

## **APPENDIX 'B'**

<b>Cadre</b>	<b>Designation</b>	<b>Job Grade CPSB</b>	<b>Job Group</b>
Assistant Enforcement and Compliance Officers	Assistant Enforcement and Compliance Officer III	11	H
	Assistant Enforcement and Compliance Officer II	10	J
	Assistant Enforcement and Compliance Officer I	9	K
	Senior Assistant Enforcement and Compliance Officer	8	L
	Chief Assistant Enforcement and Compliance Officer	7	M
	Principal Assistant Enforcement and Compliance Officer	6	N

# **ENFORCEMENT AND COMPLIANCE OFFICERS**

## **APPENDIX 'C'**

<b>Cadre</b>	<b>Designation</b>	<b>Job Grade CPSB</b>	<b>Job Group</b>
Enforcement and Compliance Officers	Enforcement and Compliance Officer II	10	J
	Enforcement and Compliance Officer I	9	K
	Senior Enforcement and Compliance Officer	8	L
	Chief Enforcement and Compliance Officer	7	M
	Principal Enforcement and Compliance Officer	6	N
	Assistant Director Enforcement and Compliance	5	P
	Deputy Director Enforcement and Compliance	4	Q
	Director Enforcement and Compliance	3	R

**Note:** The grades of Enforcement Assistant III/II, Job Grade CPSB 13/12, Assistant Enforcement Officer III/II, Job Grade CPSB 11/10 and Enforcement Officers, 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 Progression Guidelines:-

- (i) The Kenya Certificate of Secondary Education mean Grade D+ or its equivalent from a recognized institution.
- (ii) Certificate in Security Management and Police Studies lasting not less than four (4) weeks or its equivalent from a recognized institution.
- (iii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution.
- (iv) Bachelor's Degree in any of the following disciplines: Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminology and Criminal Justice, Penology or its equivalent from a recognized institution.
- (v) Master's Degree in any of the following disciplines: Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminology and Criminal Justice, Penology or its equivalent 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) Be between the ages of 18 and 29 years.
- (ix) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a Government hospital.
- (x) Certificate in Initial Enforcement Training from a recognized institution.
- (xi) Certificate in Non-Commissioned Officers (NCO's) training course lasting not less than three months from a recognized institution.
- (xii) Certificate of good conduct from the Directorate of Criminal Investigations.
- (xiii) Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution.



- (xiv) Certificate in computer applications.
- (xv) Certificate in Supervisory Course lasting not less than two (2) weeks.
- (xvi) No active disciplinary case.
- (xvii) Any other qualifications that may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **ENFORCEMENT AND COMPLIANCE ASSISTANT**

**APPENDIX (A)**

#### **I. ENFORCEMENT AND COMPLIANCE ASSISTANT III, JOB GRADE CPSB 13**

##### **(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:- enforcing various county laws and other relevant Acts; carrying out regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining sanity and order in markets and other business premises; and guarding county government properties and premises.

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

For appointment to this grade, a candidate must:-

- (i) Have Kenya Certificate of Educations Division III or Kenya Certificate of Secondary Education mean Grade 'D+';
- (ii) Be aged 18-29 years;
- (iii) Be physically fit as applicable to the Kenya Police Force plus a fitness medical certificate from a Government hospital;
- (iv) Have Certificate of Good Conduct from the Directorate of Criminal Investigations; and
- (v) Have a Certificate in computer applications.

#### **II. ENFORCEMENT AND COMPLIANCE ASSISTANT II, JOB GRADE CPSB 12**



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

Duties and responsibilities at this level will entail:- carrying out regular patrols in the parking areas to ensure orderly parking and traffic management; ensure guarding of county government properties and premises; enforcing county laws and other relevant Acts; and ensuring order in markets and other business premises.

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

#### **Direct Appointment**

For appointment to this grade, a candidate must:-

- (i) Have Kenya Certificate of Education Division III or Kenya Certificate of Secondary Education mean Grade D+;
- (ii) Have Certificate in Security Management and Police Studies lasting not less than four (4) weeks or its equivalent from a recognized institution;
- (iii) Have Certificate in Initial Enforcement Training from a recognized institution;
- (iv) Be aged 18-29 years;
- (v) Be physically fit as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized Government hospital;
- (vi) Have a Certificate of Good Conduct from the Directorate of Criminal Investigations;
- (vii) Have Certificate in computer applications; and
- (viii) No active disciplinary case.

#### **Promotion**

For appointment to this grade, one must have:-

- (i) Served as an Enforcement and Compliance Assistant III for a minimum period of three (3) years;
- (ii) Kenya Certificate of Education Division III or Kenya Certificate of Secondary Education mean Grade D+;
- (iii) Certificate in Security Management and Police Studies lasting not less than four (4) weeks or its equivalent from a recognized institution.



- (iv) Initial Enforcement Training or its equivalent recognized relevant training/institutions;
- (v) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized Government Hospital;
- (vi) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (vii) Certificate in computer applications;
- (viii) No active disciplinary case; and
- (ix) Shown merit and ability as reflected work performance and results.

### **III. ENFORCEMENT AND COMPLIANCE ASSISTANT I, JOB GRADE CPSB 11**

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

Duties and responsibilities will entail:- enforcing various county laws and other relevant acts; supervising staff working under him/her carrying out regular patrols in the parking areas to ensure orderly parking and traffic management; safe record keeping of county law breakers; and ensuring law and order in markets and other business premises is maintained.

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

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

- (i) Served in the grade of Enforcement and Compliance Assistant II for a minimum period of three (3) years;
- (ii) Kenya Certificate of Educations Division III or Kenya Certificate of Secondary Education, mean Grade D+;
- (iii) Certificate in Security Management and Police Studies lasting not less than four (4) weeks or its equivalent from a recognized institution.
- (iv) Certificate in Initial Enforcement Training from a recognized institution;
- (v) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (vi) Certificate of Good Conduct from the Directorate of criminal investigations;
- (vii) Certificate in computer applications;



- (viii) No active disciplinary case; and
- (ix) Shown merit and ability as reflected work performance and results.

#### **IV. SENIOR ENFORCEMENT AND COMPLIANCE ASSISTANT, JOB GRADE CPSB 10**

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

Duties and responsibilities will entail:- maintaining sanity and order in markets and other business premises; enforcing various county laws and other relevant Acts; carrying out regular patrols in the parking areas to ensure orderly parking and traffic management; and supervising staff working under him/ her.

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

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

- (i) Served in the grade of Enforcement and Compliance Assistant Officer I for a minimum period of three (3) years;
- (ii) Kenya Certificate of Education Division III or Kenya Certificate of Secondary Education mean Grade 'D+';
- (iii) Certificate in Security Management and Police Studies lasting not less than four (4) weeks or its equivalent from a recognized institution.
- (iv) Certificate in Initial Enforcement Training from a recognized institution;
- (v) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (vi) Certificate of Good Conduct from Directorate of Criminal Investigation;
- (vii) Certificate in computer applications;
- (viii) No active disciplinary case; and
- (ix) Demonstrated merit and shown ability as reflected work performance and results.



**I. ASSISTANT ENFORCEMENT AND COMPLIANCE OFFICER 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:- enforcing various county laws and other relevant Acts; carrying out regular patrols in the parking areas; ensuring orderly parking and traffic management; and maintaining order and sanity in markets and other business premises.

**(b) Requirements for Appointment****Direct Entry**

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

- (i) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (ii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iii) Certificate of Good Conduct from Directorate of Criminal Investigation; and
- (iv) Certificate in computer applications.

**Promotion**

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

- (i) Served in the grade of Enforcement and Compliance Assistant II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;



- (iv) Exposure to traffic investigations and control matters;
- (v) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

## **II. ASSISTANT ENFORCEMENT AND COMPLIANCE OFFICER II, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will entail:- enforcing various county laws and other relevant acts; ensuring regular patrols are carried out in the parking areas; ensuring orderly parking and traffic management; maintaining sanity and order in markets and other business premises; and performing the duties of traffic marshals.

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

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

- (i) Served in the grade of Assistant Enforcement and Compliance Officer III for a minimum period of three (3) years;
- (ii) Kenya Certificate of Education Division III or Kenya Certificate of Secondary Education mean Grade D+ or its equivalent from a recognized institution;
- (iii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (iv) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (v) Exposure to traffic investigations and control matters;
- (vi) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (vii) Certificate in computer applications;
- (viii) No active disciplinary case; and



- (ix) Shown merit and ability in work performance and results.

### **III. ASSISTANT ENFORCEMENT AND COMPLIANCE OFFICER I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail:- enforcing various County laws and other relevant acts; ensuring regular patrols are carried out in the parking areas; ensuring orderly parking and traffic management; maintaining sanity and order in markets and other business premises; and performing the duties of traffic marshals.

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

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

- (i) Served in the grade of Assistant Enforcement and Compliance Officer II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iv) Exposure to traffic investigations and control matters;
- (v) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

### **IV. SENIOR ASSISTANT ENFORCEMENT AND COMPLIANCE OFFICER, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail:- performing the duties of traffic marshals; ensuring orderly parking and traffic management; enforcing various county laws and other relevant Acts; ensuring regular patrols are carried out in the parking areas; and maintaining sanity and order in markets and other business



premises.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Assistant Enforcement and Compliance Officer I for a minimum period in the Public Service of three (3) years;
- (ii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iv) Certificate in Non-commissioned officers training course lasting not less than three months from a recognized institution;
- (v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (vi) Exposure to traffic investigations and control matters;
- (vii) Certificate of good conduct from Directorate of Criminal Investigations;
- (viii) Certificate in computer applications;
- (ix) No active disciplinary case; and
- (x) Demonstrated merit and shown ability as reflected work performance and results.

**V. CHIEF ASSISTANT ENFORCEMENT AND COMPLIANCE OFFICER, JOB GRADE CPSB 7**

**(a) Duties and responsibilities**

Duties and responsibilities at this level will entail:- performing the duties of traffic marshals; enforcing various county laws and other relevant acts; ensuring regular patrols are carried out in the parking areas; ensuring orderly parking and traffic management; maintaining sanity and order in markets and other business premises; analyzing data for input in the development and review of policies, guidelines, procedures strategies

**(b) Requirements for Appointment**



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

- (i) Served in the grade of Senior Assistant Enforcement and Compliance Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iv) Exposure to traffic investigations and control matters;
- (v) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (vi) Certificate in non-commissioned officers training course lasting not less than three months from a recognized institution;
- (vii) Certificate in Supervisory Course lasting not less than two (2) weeks;
- (viii) Certificate in computer applications;
- (ix) No active disciplinary case; and
- (x) Demonstrated merit and shown ability as reflected work performance and results.

## **VI. PRINCIPAL ASSISTANT ENFORCEMENT AND COMPLIANCE OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will entail:- enforcing various county laws and other relevant Acts; ensuring regular patrols are carried out in the parking areas; ensuring orderly parking and traffic management; maintaining sanity and order in markets and other business premises; performing the duties of traffic marshals; investigating accidents involving county vehicles and their misuse; and supervising, guiding developing 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 Assistant Enforcement and Compliance Officer



for a minimum period of three (3) years;

- (ii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iv) Exposure to traffic investigations and control matters;
- (v) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (vi) Certificate in Non-commissioned officers training course lasting not less than three (3) months from a recognized institution;
- (vii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (viii) Certificate in computer applications;
- (ix) No active disciplinary case; and
- (x) Demonstrated merit and shown ability as reflected work performance and results.



## **ENFORCEMENT AND COMPLIANCE OFFICERS**

## **APPENDIX 'C'**

### **I. ENFORCEMENT AND COMPLIANCE OFFICER II, GRADE CPSB 10**

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

This is the entry and training grade of this cadre.

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:- enforcing various county laws and other relevant acts; participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining sanity and order in markets and other business premises; performing the duties of traffic marshals; and overseeing cleanliness and orderliness of station of duty and lines of residents.

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

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

- (i) Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution
- (ii) Certificate in Initial Enforcement Training from a relevant training institution;
- (iii) Exposure to traffic investigations and control matters;
- (iv) Attended and successfully completed Corporals' Promotion Course lasting not less than three (3) months from a recognized institution;
- (v) Certificate in Non-Commissioned Officers (NCO's);
- (vi) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (vii) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (viii) Certificate in computer applications; and
- (ix) Shown merit and ability in work performance and results.

### **II. ENFORCEMENT AND COMPLIANCE OFFICER I, JOB GRADE CPSB 9**

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



Duties and responsibilities will entail:- enforcing various county laws and other relevant acts; participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining law and order in markets and other business premises; performing the duties of traffic marshals; and overseeing cleanliness and orderliness of station of duty and lines of residents.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Enforcement and Compliance Officer II for a minimum period of one (1) year;
- (ii) Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;
- (iii) Exposure to traffic investigations and control matters;
- (iv) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (v) Certificate of Good Conduct from Directorate of Criminal Investigation;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

**III. SENIOR ENFORCEMENT AND COMPLIANCE OFFICER, JOB GRADE CPSB 8**

**(a) Duties and responsibilities**

Duties and responsibilities will entail:- enforcing various county laws and other relevant acts; participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining county –laws, sanity and order in markets and other business premises; performing the duties of traffic marshals; and overseeing cleanliness and orderliness of station of duty; and receiving and scrutinizing charge sheets from investigation officers.

**(b) Requirements for Appointment**

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



- (i) Served in the grade of Enforcement and Compliance Officer I for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;
- (iii) Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution;
- (iv) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (v) Certificate of Good Conduct from the Directorate of Criminal Investigations;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

#### **IV. CHIEF ENFORCEMENT AND COMPLIANCE OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities will entail:- enforcing various county laws and other relevant acts; participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining law and order in market and other business premises; performing the duties of traffic marshals; overseeing cleanliness and orderliness of station of duty; receiving and scrutinizing charge sheets from investigation officers; supervising and maintaining discipline amongst his subordinates; scrutinizing charge sheets from investigation officers; giving evidence in Court where County has interest in traffic matters; and checking on insurance and facilitating the insurance of County vehicles.

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

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

- (i) Served in the grade of Senior Enforcement and Compliance Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;



- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iv) Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution;
- (v) Certificate of Good Conduct from the Directorate of Criminal Investigations;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

## **V. PRINCIPAL ENFORCEMENT AND COMPLIANCE OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities will entail:- enforcing various county laws and other relevant acts; participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining county laws, sanity and order in market and other business premises; performing the duties of traffic marshals; overseeing cleanliness and orderliness of station of duty; receiving and scrutinizing charge sheets from investigation officers; scrutinizing charge sheets from investigation officers; giving evidence in Court where County has interest in traffic matters; checking on insurance and facilitating the insurance of County vehicles; handling drills and parade matters; receives and scrutinizes charge sheets from investigation officers; peruses and advised on investigations witness in court; producing exhibits in Court; bonds prosecution witnesses and takes pleas in court; ensuring safe custody of exhibits; coordinating with the heads of respective enforcements in preparation of cases and witness and produces the past record of an accused person in Court; and supervising and maintaining discipline amongst his/her subordinates.

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

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

- (i) Served in the grade of Chief Enforcement and Compliance Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;



- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iv) Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution;
- (v) Certificate of Good Conduct from the Directorate of Criminal Investigation;
- (vi) Certificate in computer applications;
- (vii) No active disciplinary case; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

## **VI. ASSISTANT DIRECTOR, ENFORCEMENT AND COMPLIANCE, JOB GRADE CPSB 5**

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

Duties and responsibilities will entail:- policy making, ensuring that staff have uniforms and the necessary tools of work; ensuring that drills and parade matters are coordinated; coordinating implementation of county laws and other relevant acts; overseeing regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining county laws, sanity and order in market and other business premises; performing the duties of traffic marshals; overseeing cleanliness and orderliness of station of duty; receiving and scrutinizing charge sheets from investigation officers; giving evidence in Court where County has interest in traffic matters; checking on insurance and facilitating the insurance of County vehicles; and handling drills and parade matters.

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

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

- (i) Served in the grade of Principal Enforcement and Compliance Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;
- (iii) Master's Degree in any the following disciplines:- Security Management and Police Studies, Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology 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;
  - (v) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
  - (vi) Certificate of Good Conduct from the Directorate of Criminal Investigation;
  - (vii) Certificate in computer applications;
  - (viii) No active disciplinary case; and
  - (ix) Demonstrated merit and shown ability as reflected work performance and results.

## **VII. DEPUTY DIRECTOR, ENFORCEMENT AND COMPLIANCE, JOB GRADE CPSB 4**

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

Duties and responsibilities will entail:- developing, implementing and reviewing policies, guidelines and plans and strategies on enforcement; ensuring that staff have uniforms and the necessary tools of work; coordinating drills and parade matters; supervising field officers in a given zone operational areas; ensuring discipline is maintained by the Non-Commissioned Officers; verifying and validating charge sheets from investigation officers; preparing reports on investigation witnesses in court; producing exhibit in court, bonds prosecution witnesses and takes pleas in court; ensuring safe custody of exhibits; liaising with the heads of respective enforcement agencies in preparation of cases, witnesses and production of the past record of an accused person in Court; and supervising field officers in given zone or operational areas.

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

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

- (i) Served in the grade of Assistant Director, Enforcement and Compliance for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification or its equivalent qualification from a recognized institution;



- (iii) Master's Degree in any of the following disciplines:- Security Management and Police Studies, Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology 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) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (vi) Certificate of Good Conduct from Directorate of Criminal Investigation;
- (vii) Certificate in computer applications;
- (viii) No active disciplinary case; and
- (ix) Demonstrated merit and shown ability as reflected work performance and results.

### **VIII.DIRECTOR, ENFORCEMENT AND COMPLIANCE, JOB GRADE CPSB 3**

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

Duties and responsibilities will entail:- developing, implementing and reviewing policies, guidelines and plans and strategies on enforcement; ensuring that staff are provided with uniforms and the necessary tools of work; coordinating inspection of drills and parades; ensuring discipline is maintained by the Non-Commissioned Officers; validating and approving charge sheets from investigation officers; advising on investigations witness in court; ensuring timely production of exhibit in court and bonds for prosecution witnesses; coordinating the liaison with the heads of respective enforcement agencies in preparation of cases, witnesses and production of the past record of an accused person in Court; 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, Enforcement and Compliance for a



minimum period of three (3) years;

- (ii) Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;
- (iii) Master's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology 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) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (vi) Certificate of Good Conduct from the Directorate of criminal investigations;
- (vii) Certificate in computer applications;
- (viii) No active disciplinary case; and
- (ix) Demonstrated merit and shown ability as reflected work performance



## 21.0 CAREER PROGRESSION GUIDELINES FOR SECURITY STAFF

### 1. SECURITY FUNCTION

The Security Functions entails:- undertaking risk and disaster management; developing, reviewing and implementing security policies; coordination of emergency procedures and contingency planning; maintenance of records and charts of crimes and incidents; conducting security surveys and inspections; guarding persons and resources; conducting patrols; preparing periodic returns on operational matters; planning and designing security documents e.g. passes, registers; liaising with relevant security agencies on security related matters; coordination of investigations and prosecutions; and profiling crime cases.

### 2. GRADING STRUCTURE

This Career Progression Guidelines establishes four (4) grades of Assistant Security Warden, four (4) grades of Security Wardens and five (5) grades of Security Officers who will be graded and designated as follows:

#### ASSISTANT SECURITY WARDENS

#### APPENDIX 'A'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Security Warden	Assistant Security Warden III	14	E
	Assistant Security Warden II	13	F
	Assistant Security Warden I	12	G
	Assistant Senior Security Warden	11	H

#### SECURITY WARDENS

#### APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Security Wardens	Security Warden III	11	H
	Security Warden II	10	J
	Security Warden I	9	K
	Senior Security Warden	8	L



Cadre	Designation	Job Grade CPSB	Job Group
Security Officers	Security Officer II	9	K
	Security Officer I	8	L
	Senior Security Officer	7	M
	Chief Security Officer	6	N

**Notes:-**

- i. The grades of Assistant Security Warden III/II, Job Grade CPSB14/13 for KCSE holders, Security Warden III/II, Job Grade CPSB 11/10 for Diploma Certificate holders, Job Grade CPSB9/8 for Degree holders, will form a common establishment for the purpose of this Career Progression Guidelines.
- ii. Support staff deployed as watchmen may be appointed to the grade of Assistant Security Warden III provided they have served in current grade for a minimum period of three (3) years and demonstrated merit and ability as reflected in work performance and results.

**3. RECOGNIZED QUALIFICATIONS**

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D- (Minus) or its equivalent qualification.
- (ii) Certificate in a security related course lasting not less than six (6) months from a recognized institution.
- (iii) Approved Basic Security Course, at the Administration Police Training College or other approved equivalent training.
- (iv) Bachelor's Degree in any Social Science from a recognized institution.
- (v) Diploma in any Social Sciences or in security related course from a recognized institution.
- (vi) Certificate of Good Conduct from the Kenya Police.
- (vii) Valid Basic First Aid Certificate and have proven experience in First Aid.
- (viii) Certificate in Advanced Supervisory Course.
- (ix) Certificate of clean record of discharge from the relevant disciplined service.
- (x) No active disciplinary case.



#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **ASSISTANT SECURITY WARDENS**

##### **APPENDIX 'A'**

#### **I. ASSISTANT SECURITY WARDEN 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 the guidance of a senior officer. Duties and responsibilities will involve: guarding and patrolling duties; maintaining security registers and occurrence books; vetting visitors and directing them accordingly; guiding staff and visitors to their designated parking bays; ascertaining the validity of goods leaving the College premises and installations; and reporting suspected offenders.

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

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

- (i) Kenya Certificate of Secondary Education mean grade D- (minus) or its equivalent qualification from a recognized institution; and
- (ii) Certificate of Good Conduct from the Kenya Police.

#### **II. ASSISTANT SECURITY WARDEN II, JOB GRADE CPSB 13**

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

Duties and responsibilities at this level will entail: guarding and patrolling duties; maintaining security registers and occurrence books; vetting visitors and directing them accordingly; guiding staff and visitors to their designated parking bays; ascertaining the validity of goods leaving the College premises and installations; and reporting suspected offenders.

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

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

- (i) Served in the grade of Assistant Security Warden III for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education mean grade D- (minus) or its equivalent qualification from a recognized institution;



- (iii) Certificate of Good conduct from the Kenya Police;
- (iv) Undergone an approved Basic Security Course, at the Administration Police Training College or other approved equivalent training;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

### **III. ASSISTANT SECURITY WARDEN I, JOB GRADE CPSB 12**

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

Duties and responsibilities at this level will involve: guarding and patrolling duties; maintaining security registers and occurrence books; vetting visitors and directing them accordingly; guiding staff and visitors to their designated parking bays; ascertaining the validity of goods leaving the College premises and installations; and reporting suspected offenders. In addition, the officer will assist the security officers where applicable in supervising the work of Security Wardens; and ensuring that existing regulations / procedures are complied with. The officer may also be attached to the training units as drill and First Aid Instructor.

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

For appointment to this grade an officer must:-

- (i) Have served in the grade of Assistant Security Warden II for a minimum period of three (3) years;
- (ii) Have Kenya Certificate of Secondary Education mean grade D- (minus) or its equivalent qualification from a recognized institution;
- (iii) Have a Certificate of Good Conduct from the Kenya Police;
- (iv) Be in possession of a valid Basic First Aid Certificate and have proven experience in First Aid;
- (v) No active disciplinary case; and
- (vi) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.

### **IV. SENIOR ASSISTANT SECURITY WARDEN, JOB GRADE CPSB 11**



**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: assisting in supervision of wardens in a shift; maintaining security registers and occurrence books; keeping and maintaining records of crimes and incidents; custody and disposal of lost and found articles; inspection and assessment of threats; conducting surveillance.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) Have served in the grade of Assistant Security Warden I for a minimum period of three (3) years;
- (ii) Have Kenya Certificate of Secondary Education mean grade D- (minus) or its equivalent qualification from a recognized institution;
- (iii) Have Certificate in a security related course lasting not less than six (6) months from a recognized institution; and
- (iv) Be in possession of a Certificate of Good conduct;
- (v) No active disciplinary case; and
- (vi) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.



## **SECURITY WARDENS**

## **APPENDIX 'B'**

### **I. SECURITY WARDEN 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 involve: guarding and patrolling duties; maintaining security registers and occurrence books; vetting visitors and directing them accordingly; guiding staff and visitors to their designated parking bays; ascertaining the validity of goods leaving the College premises and installations; and reporting suspected offenders.

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

For appointment to this grade, a candidate must have:

- (i) Diploma in any Social Sciences or in security related course from a recognized institution; and
- (ii) Certificate of Good Conduct from the Kenya Police.

### **II. SECURITY WARDEN II, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will entail: guarding and patrolling duties; maintaining security registers and occurrence books; vetting visitors and directing them accordingly; guiding staff and visitors to their designated parking bays; ascertaining the validity of goods leaving the College premises and installations; and reporting suspected offenders. In addition, the officer will assist the security officers where applicable in supervising the work of Security Wardens; and ensuring that existing regulations / procedures are complied with. The officer may also be attached to the training units as drill and First Aid Instructor.

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

For promotion to this grade, an officer must:

- (i) Have served in the grade of Security Warden III for a minimum period of three (3) years;



- (ii) Have Diploma in any Social Sciences or in security related course from a recognized institution;
- (iii) Have a Certificate of Good Conduct from the Kenya Police;
- (iv) Have undergone an approved Basic Security Course, at the Administration Police Training College or other approved equivalent training;
- (v) No active disciplinary case; and
- (vi) Have demonstrated merit and ability as reflected in work performance and results.

### **III. SECURITY WARDEN I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail: guarding and patrolling duties; maintaining security registers and occurrence books; vetting visitors and directing them accordingly; guiding staff and visitors to their designated parking bays; ascertaining the validity of goods leaving the College premises and installations; and reporting suspected offenders. In addition, the officer will assist the security officers where applicable in supervising the work of Security Wardens; and ensuring that existing regulations / procedures are complied with. The officer may also be attached to the training units as drill and First Aid Instructor.

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

For appointment to this grade an officer must:

- (i) Have served in the grade of Security Warden II for a minimum period of three (3) years;
- (ii) Have Diploma in any Social Sciences or in security related course from a recognized institution;
- (iii) Have a Certificate of Good Conduct from the Kenya Police;
- (iv) Be in possession of a valid Basic First Aid Certificate and have proven experience in First Aid;



- (v) No active disciplinary case; and
- (vi) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.

#### **IV. SENIOR SECURITY WARDEN, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: assisting in supervision of wardens in a shift; maintaining security registers and occurrence books; keeping and maintaining records of crimes and incidents; custody and disposal of lost and found articles; inspection and assessment of threats; and conducting surveillance.

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

For appointment to this grade an officer must:-

- (i) Have served in the grade of Security Warden I for a minimum period of three (3) years;
- (ii) Have Diploma in any Social Sciences or in security related course from a recognized institution;
- (iii) Have a Certificate in a security related course lasting not less than six (6) months from a recognized institution;
- (iv) Have a Certificate of Good Conduct from the Kenya Police;
- (v) Be in possession of a valid Basic First Aid Certificate and have proven experience in First Aid;
- (vi) No active disciplinary case; and
- (vii) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.



**I. SECURITY OFFICER II, JOB GRADE CPSB 9****(a) Duties and Responsibilities**

An officer at this level will assist in the management of security services and will be responsible for security, discipline, training and development matters of the security staff; security inspections; detection and prevention of crimes; crowd control; detention of unauthorized persons and vehicles; designing security documents and related information; administration of emergency operations; and prevention and detection of crimes.

**(b) Requirements for Appointment****Direct Appointment**

For appointment to this grade, a candidate must:-

- (i) Have a Bachelor's degree in Social Science from a recognized institution; and
- (ii) Be in possession of a Certificate of Good Conduct.

**Promotion**

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

- (i) Served in the grade of Security Warden II for a minimum period of three (3) years;
- (ii) Diploma in any Social Science or in a security related course from a recognized institution;
- (iii) Undergone an approved Basic Security Course, at the Administration Police Training College or other approved equivalent training;
- (iv) Certificate of Good Conduct from the Kenya Police;
- (v) First Aid Certificate from St. John's Ambulance or its equivalent from a recognized Institution;
- (vi) Proven professional competence and ability for co-ordination, control and supervision of a large number of security staff;



- (vii) No active disciplinary case; and
- (viii) Demonstrated merit and ability in work performance and results.

## **II. SECURITY OFFICER I, JOB GRADE CPSB 8**

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

An officer at this level will be responsible for maintaining records of acts of unlawful interference; updating of emergency procedures and contingency planning; maintaining crimes and incidents records and charts, security surveys, inspections, periodic returns on operational affairs; and planning and designing security documents e.g. passes, registers etc. In addition, the officer will also be responsible for training and staff development matters; liaise with relevant security agencies through security meetings and attend meetings for senior administrators on security matters and budgets.

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

For appointment to this grade an officer must:-

- (i) Have served in the grade of Security Officer II for a minimum period of one (1) year for degree holders and three (3) years for Diploma holders;
- (ii) Have a Bachelor's Degree in any Social Science from a recognized institution;

**OR**

Have a Diploma in any Social Science or in a security related course from a recognized institution;

**OR**

Have served in the Disciplined Service in the rank of Senior Sergeant or an equivalent rank;

- (iii) Certificate of Good Conduct from the Kenya Police;
- (iv) First Aid Certificate from St. John's Ambulance or its equivalent from a recognized institution;
- (v) No active disciplinary case; and



- (vi) Consistently demonstrated administrative capability in controlling a full fledge security section in a large organization.

### **III. SENIOR SECURITY OFFICER, JOB GRADE CPSB 7**

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

The Senior Security Officer will assist in the planning, organization, administration, coordination, and operations of security matters. In addition, the officer will be responsible for advising the Chief Security officer on matters affecting security in the college; updating of emergency procedures and contingency planning; maintaining crimes and incidents records and charts; conducting security surveys and inspections; preparing periodic returns on operational matters; planning and designing security documents e.g. passes, registers; liaising with relevant security agencies through security meetings and attend meetings for senior administrators on security matters and budgets; carrying out investigations and prosecutions; profiling crime cases; and training and staff development matters.

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

For appointment in this grade, an officer must:-

- (i) Have served in the grade of Security Officer I for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in Social Sciences from a recognized institution;

**OR**

Have a Diploma in any Social Science or in a security related course from a recognized institution;

**OR**

Have served in the Disciplined Service in the rank of Senior Sergeant or an equivalent rank;

- (iii) Have undergone six (6) weeks approved security course at Criminal Investigation Department (CID) Training School;
- (iv) Have demonstrated capability in handling security matters;
- (v) Have undergone a First Aid Certificate Course;



- (vi) Have a Certificate in computer knowledge; and
- (vii) No active disciplinary case.

#### **IV. CHIEF SECURITY OFFICER, JOB GRADE CPSB 6**

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

An officer at this level will be responsible for the efficient management and administration of Security Services. Duties and responsibilities will entail: undertaking risk and disaster management; deployment, training and development of security personnel; initiating, developing, reviewing and implementing security policies in the college; coordination of emergency procedures and contingency planning; maintaining records and charts of crimes and incidents; overseeing security surveys and inspections; preparing periodic returns on operational matters; planning and designing security documents e.g. passes, registers; liaising with relevant security agencies through security meetings and attend management meetings; coordination of investigations and prosecutions; profiling crime cases; training and staff development matters.

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

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

- (i) Served in the grade of Senior Security Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any Social Science from a recognized institution;

**OR**

Diploma in any Social Sciences and attended a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

**OR**

Served in the Disciplined Service in the rank of Inspector or an equivalent rank;

- (iii) Undergone six (6) weeks approved security course at Criminal Investigation Department (CID) Training Institution;



- (iv) First Aid Certificate Course;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized Institution or its equivalent;
- (vi) Certificate in computer knowledge;
- (vii) No active disciplinary case; and
- (viii) Demonstrated professional competence and administrative capability in security matters.



## **22.0 CAREER PROGRESSION GUIDELINES FOR OFFICE ADMINISTRATIVE PERSONNEL**

### **1. THE OFFICE ADMINISTRATIVE SERVICES FUNCTION**

The Office Administrative Services Function entails:- interpreting and implementing Office Administrative policies and procedures in consultation with the County Public Service Board, County Secretary and Public Service Management; providing technical advice on recruitment, selection, deployment and promotion of Office Administrative Services personnel; and training and capacity building of Office Administrative Services personnel; and reviewing of the Office Administrative Services Personnel curriculum in liaison with relevant institutions.

The Function further entails provision of administrative services in a given office in a Department. These will include:- taking oral dictation; managing and organizing office records and documents; processing data; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; ensuring security, integrity and confidentiality of data; and managing office protocol and etiquette.

### **2. GRADING STRUCTURE**

The Scheme of Service establishes four (4) grades of Office Administrative Assistants, six (6) grades of Assistant Office Administrators and eight (8) grades of Office Administrators who will be designated and graded as follows:-



# OFFICE ADMINISTRATIVE ASSISTANTS

## APPENDIX A

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

# ASSISTANT OFFICE ADMINISTRATORS

## APPENDIX B

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Office Administrators	Assistant Office Administrator III	11	H
	Assistant Office Administrator II	10	J
	Assistant Office Administrator I	9	K
	Senior Assistant Office Administrator	8	L
	Chief Assistant Office Administrator	7	M
	Principal Assistant Office Administrator	6	N

# OFFICE ADMINISTRATORS

## APPENDIX C

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



**NOTE:**

The grades of Office Administrative Assistant III/II CPSB 12/11 for certificate holders, Assistant Office Administrators III/II CPSB 11/10 for Diploma holders and Office Administrators II/I CPSB 10/9 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.

The posts of Assistant Director and Deputy Director, Office Administrative Services will be restricted to the headquarters.

### 3. RECOGNIZED QUALIFICATIONS

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution.
- (ii) Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council,
- (iii) Craft Certificate in Secretarial Studies from the Kenya National Examinations Council.
- (iv) Diploma in Secretarial Studies from the Kenya National Examinations Council.
- (v) Bachelor's Degree in Secretarial Studies **or** Bachelor of Business and Office Management **or** any other equivalent **and** relevant qualification from a recognized institution,
- (vi) Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution **or** Business Education Single and Group Certificates (BES & GC) Stages I/ II **and** III from the Kenya National Examinations Council.
- (vii) Master's Degree in Business Administration/Office Management or any other equivalent and relevant qualification from a recognized institution.
- (viii) Certificate in computer applications from a recognized institution.
- (ix) Certificate In Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training Institution.
- (x) Certificate in Secretarial Management Course lasting not less than four



- (4) weeks from the Kenya School of Government or any other Government Training institution.
- (xi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (xii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.
- (xiii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.
- (xiv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.
- (xv) No active disciplinary case.
- (xvi) Any other qualifications that may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **OFFICE ADMINISTRATIVE ASSISTANTS**

##### **APPENDIX 'A'**

#### **I. OFFICE ADMINISTRATIVE ASSISTANT III, JOB GRADE CPSB 12**

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

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: taking oral dictation; word and data processing from manuscripts; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking any other office administrative services duties that may be assigned.

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

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

- (i) Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects;
  - a) Typewriting II (minimum 40 W.P.M)/Computerized Document



- Processing II;
- b) Business English I/Communications I;
- c) Office Practice I;
- d) Commerce I;

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and

- (iii) Certificate in computer applications skills from a recognized institution.

## **II. OFFICE ADMINISTRATIVE ASSISTANT II, JOB GRADE CPSB 11**

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

Duties and responsibilities at this level will entail: taking oral dictation; word and data processing from manuscript; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; keeping an up to date filing system in the office; supervision of office cleanliness; and undertaking any other office administrative services duties that may be assigned.

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

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

- (i) served in the grade of Office Administrative Assistant III for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
  - a) Typewriting II (minimum 40 w.p.m.)/ Computerized Document Processing II
  - b) Business English II/Communications I
  - c) Office Practice II
  - d) Secretarial Duties II
  - e) Commerce II;

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- (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.

## **I. OFFICE ADMINISTRATIVE ASSISTANT I, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; operating office equipment; ensuring security of office equipment/ documents and records; attending to visitors/clients; handling telephone calls and appointments; maintaining an up-to-date filing system in the office; supervision of office cleanliness; managing petty cash and undertaking any other office administrative services duties that may be assigned.

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

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

- (i) served in the grade of Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-
  - a) Typewriting III (minimum 50 w.p.m.)/Computerized Document
  - b) Processing III;
  - c) Business English III/Communications II;
  - d) Commerce II;
  - e) Office Practice II;
  - f) Secretarial Duties II;
  - g) Office Management III/Office Administration and Management III;

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training 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.

## **II. SENIOR OFFICE ADMINISTRATIVE ASSISTANT, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; maintaining diary and scheduling of meetings; ensuring an up to date filing system in the office; supervision of office cleanliness; handling routine correspondences; managing office petty cash; and undertaking any other office administrative services duties that may be assigned.

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

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

- (i) served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
  - a) Typewriting III (minimum 50 w.p.m)/Computerised Document Processing III;
  - b) Business English III/Communications II;
  - c) Office Practice II;
  - d) Commerce II;
  - e) Secretarial Duties II;
  - f) Office Management III/Office Administration and Management III;

**OR**

Craft Certificate in Secretariat Studies from the Kenya National Examinations Council;

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training 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.



## **ASSISTANT OFFICE ADMINISTRATORS**

## **APPENDIX B**

### **I. ASSISTANT OFFICE ADMINISTRATOR III, JOB GRADE CPSB 11**

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

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; managing e-office; ensuring security of office records documents and equipment; maintaining an up to date filing system in the office; operating office equipment; managing office protocol; managing Office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

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

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

- (i) Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

**OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects-

- a) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
- b) Shorthand II (80 w.p.m.);
- c) Business English II/Communication I;
- d) Office Practice II;
- e) Secretarial Duties II;
- f) Commerce II;
- g) Office Management III/Office Administration and Management III;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance.

### **II. ASSISTANT OFFICE ADMINISTRATOR II, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; managing e-office; operating office equipment; handling



telephone calls and appointments; attending to visitors/clients; maintaining office diary and travel itineraries; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; managing office protocol; ensuring security of office records, equipment and documents, including classified materials; supervising of office cleanliness; managing petty cash; and undertaking any other office administrative services duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Office Administrator III or Office Administrative Assistant I for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

- (a) Shorthand III (minimum 80 w.p.m.);
  - (b) Typewriting III (50 w.p.m. )/Computerised Document Processing III;
  - (c) Office Management III/ Office Administration and Management III
  - (d) Business English III/Communication II;
  - (e) Secretarial Duties II;
  - (f) Office Practice II;
  - (g) Commerce II;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than (2) weeks from the Kenya School of Government or any other government training 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.

**III. ASSISTANT OFFICE ADMINISTRATOR I, JOB GRADE CPSB 9**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- taking oral dictation; managing e-office; word and data processing; operating office equipment;



attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; and undertaking any other office administrative services duties that may be assigned.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages I,II and III from the Kenya National Examinations Council In the following subjects:-

- a) Shorthand III (minimum 100 w.p.m.);
  - b) Typewriting III (50 w.p.m) /Computerized Document Processing III;
  - c) Business English III/Communications II;
  - d) Commerce II;
  - e) Office Practice II;
  - f) Office Management III/Office Administration and Management III;
  - g) Secretarial Duties II;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training 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.

**IV. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**



Duties and responsibilities at this level will entail:- taking oral dictation, managing e-office; word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings; ensuring security of Office records, equipment and documents, including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

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

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

- (i) served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:-

- a) Shorthand III (minimum 110 w.p.m);
  - b) Typewriting III(50 w. p.m.)/Computerized Document Processing III;
  - c) Business English III/Communications II;
  - d) Office Practice II;
  - e) Commerce II;
  - f) Office Management III/Office Administration and Management III;
  - g) Secretarial Duties II;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training 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.



## **V. CHIEF ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE CPSB 7**

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

An officer at this level will be deployed to work for a Head of Department. Duties and responsibilities at this level will entail- taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records equipment and documents including classified materials; preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer inquiries and complaints; establishing and undertaking any other office administrative services duties that may be assigned.

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

For appointment to this grader an officer must have:-

- (i) served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:-

- a) Shorthand III (minimum 120 w.p.m);
  - b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
  - c) Business English III/Communications II;
  - d) Commerce II;
  - e) Office Practice II;
  - f) Office Management III/Office Administration and Management III;
  - g) Secretarial Duties II;
- (iii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institution;
  - (iv) Certificate in Supervisory Skills Course lasting not less than (2) weeks from a recognized institution;



- (v) Certificate in computer applications from a recognized institution;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **VI. PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE CPSB 6**

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

An officer at this level may be deployed to work in either the office of a County Executive Committee Member, Chief Officer in a Department or Chairperson and CEO/Board Secretary County Public Service Board. Duties and responsibilities will entail:- taking oral dictation; using e-office to research and process data; operating office equipment; attending visitors/clients; handling telephone calls; handling customer inquiries and complaints; coordinating schedules of meetings and appointments; coordinating travel arrangements; ensuring security of office records equipment and documents, including classified materials; ensuring security/ integrity and confidentiality of data; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash and any other office administrative services duties that may be assigned. In addition, the officer will guide and supervise other office administrative services personnel.

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

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

- (i) served in the grade of Chief Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:-

- a) Shorthand III (minimum 120 w.p.m)
- b) Typewriting III(50 w.p.m.)/Computerized Document Processing III;
- c) Business English III/Communications II;
- d) Commerce II;
- e) Office Practice II;



- f) Office Management III/Office Administration and Management III;
- g) Secretarial Duties II;
- (iii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institute;
- (iv) Certificate in 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; and
- (vii) Demonstrated professional competence in office administrative services.



## OFFICE ADMINISTRATORS

## APPENDIX C

### I. OFFICE ADMINISTRATOR II, JOB GRADE CPSB 10

#### (a) Duties and Responsibilities

This is the entry and training grade for this cadre, Duties and responsibilities at this level will entail:- taking oral dictation; Word and data processing; managing e-office; operating office -equipment; handling telephone calls and appointments; maintaining office diary and travel itineraries; managing office protocol; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office; managing office petty cash; supervision of office cleanliness; and undertaking any other office administrative services duties that may be assigned.

#### (b) Requirements for Appointment

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

- (i) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution; and

- (ii) Certificate in computer applications from a recognized institution.

### II. OFFICE ADMINISTRATOR I, JOB GRADE CPSB 9

#### (a) Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; managing petty cash; supervising office cleanliness; and undertaking any other office administrative services duties that may be assigned.



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

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

- (i) Served in the grade of Office Administrator II for a minimum period of three (3) years; Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution;

- (ii) Certificate in computer applications from a recognized institution; and
- (iii) Certificate in public relations and customer care course lasting not less than 2 weeks from the Kenya School of Government or any other Government training institution;
- (iv) No active disciplinary case; and
- (v) Shown merit and ability as reflected in work performance and results.

### **III. SENIOR OFFICE ADMINISTRATOR, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; managing petty cash; supervising office cleanliness; and undertaking any other office administrative services duties that may be assigned.

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

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

- (i) Served in the grade of Office Administrator I for a minimum period of three (3) years;



- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution;

- (iii) Certificate in Secretarial Management Course from -Kenya School of Government, or any other Government Training Institute;
- (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.

#### **IV. CHIEF OFFICE ADMINISTRATOR, JOB GRADE CPSB 7**

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

An officer at this level will be deployed to work for a Head of Department. Duties and responsibilities at this level will entail;- taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients; handling telephone calls; handling customer inquiries and complaints; coordinating schedules of meetings and appointments; coordinating travel arrangements; ensuring security of office records, equipment and documents, including classified materials; ensuring security, integrity and confidentiality of data; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash and any other office administrative services duties that may be assigned.

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

For appointment to this grade an officer must have:-

- (i) served in the grade of Senior Office Administrator for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

**OR**



Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies

- (iii) Certificate in Secretarial Management Course from -Kenya School of
- (iv) Government, or any other Government Training Institute;
- (v) certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (vi) certificate in computer applications from a recognized institution;
- (vii) No active disciplinary case; and
- (viii) Shown merit and ability as reflected in work performance and results,

## **V. PRINCIPAL OFFICE ADMINISTRATOR, JOB GRADE CPSB 6**

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

An officer at this level will be deployed to work in either the office of a County Executive Committee Member, County Secretary or a Chief Officer in a Department, Chairperson and CEO/Board Secretary County Public Service Board.

Duties and responsibilities at this level will entail:- taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients; handling telephone calls; handling customer inquiries and complaints; coordinating schedules of meetings and appointments; coordinating travel arrangements; ensuring security of office records, equipment and documents, including classified materials; ensuring security, integrity and confidentiality of data; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; preparing responses to routine correspondence; managing office protocol and etiquette and managing petty cash and any other office administrative services duties that may be assigned. In addition, an officer will guide and supervise other office administrative services personnel.

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

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



- (i) served in the grade Of Chief Office Administrator for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management

**OR**

Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized Institution;

- (iii) Certificate in Secretarial Management Course from Kenya School of Government or any other Government training Institute;
- (iv) Certificate in Senior 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; and
- (vii) Demonstrated professional competence in management of office administrative services.

## **VI. ASSISTANT DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, JOB GRADE CPSB 5**

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

Duties and responsibilities at this level will entail:- preparing up-to-date records of office administrative services personnel; initiating postings and deployment orders of office administrative services personnel; facilitating training of office administrative services personnel; collecting, collating/ analyzing data and preparing reports on office administrative services staff establishment; participating in selection and recruitment process of office administrative services personnel in the County Public Service; and any other office administrative services duties that may be assigned.

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

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

- (i) served in the grade of Principal Office Administrator or Principal Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized Institution.



**OR**

Bachelor's Degree in Social Sciences plus Diploma in Secretarial Studies

**OR**

Bachelor's Degree in Social Sciences plus Business Education Single and Group Certificates (BES GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:-

- a) Shorthand III (minimum 120 w.p.m.)
  - b) Typewriting III (50 w.p.m.)/Computerized Document Processing III
  - c) Business English III/Communications II
  - d) Commerce II
  - e) Office Management III/Office Administration and Management III
  - f) Secretarial Duties II;
- (iii) Master's Degree in Business Administration/Business Management or any other relevant and equivalent qualification from a recognized institution;
  - (iv) Certificate in Secretarial Management Course from the Kenya School of Government or any other 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 applications from a recognized institution;
  - (vii) No active disciplinary case; and
  - (viii) Demonstrated outstanding professional competence in management of secretarial services.

**VII. DEPUTY DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, JOB GRADE CPSB 4**

**(a) Duties and Responsibilities**

This will be highest grade in the office administrative services cadre, an officer at this level will be responsible to the County Secretary and Chief Officer Public Service Management for the overall administration and management of the office administrative services Function in the County Public Service.

Specific duties and responsibilities Will entail:- interpreting and implementing office administrative services cadre policies and procedures in consultation



with the County Secretary, Public Service Management, participating in recruitment, selection and promotion of office administrative services personnel in the County Public Service, carrying out postings and deployment of office administrative services personnel; coordinating training of office administrative services personnel; and maintaining an up-to-date record of office

administrative services staff establishment, Further, duties and responsibilities will entail: reviewing the office administrative services cadre curriculum in liaison With the relevant institutions; carrying out selection of office administrative services personnel for further training and in-service courses in liaison with Public Service Management; coaching, mentoring/ and counseling office administrative services personnel; and undertaking any other duties that may be assigned.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Assistant Director, Office Administrative Services for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized Institution;

**OR**

Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **plus** Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:-

- a) Shorthand III (minimum 120 w.p.m.)
  - b) Typewriting III (50 w.p.m)/Document Processing III;
  - c) Business English III/Communications II;
  - d) Commerce II;
  - e) Office Management III/Office Administration and Management III;
  - f) Secretarial Duties II;
- (iii) Master's Degree in Business Administration/Business Management or any other relevant 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 Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;
  - (vi) Certificate in computer applications from a recognized institution;
  - (vii) No active disciplinary case; and
  - (viii) Demonstrated professional competence, managerial capability and a thorough understanding of the provisions or the office administrative services policies and have the ability to relate them to the county goals.



## 23.0 CAREER PROGRESSION GUIDELINES FOR CLERICAL OFFICERS

### 1. THE CLERICAL FUNCTION

The Clerical Function involves: preparation of agenda and minutes for Human Resource Management Advisory Committee (HRMAC); draft indents and letters; process payments in respect of personal emoluments; compute leave; process appointments, promotions, pension claims, discipline and any other issues pertaining to human resource management; preparation of Pay Change Advices (PCAs); carry out tasks related to accounting transactions such as preparing payment vouchers and filling invoices, receipts and other records; receive, file and dispatch correspondence; check general office cleaning and security of buildings and equipment; process documents for issue of licenses or certificates; preparation of initial documents for issuance of stores; and maintenance and preservation of stores records.

### 2. GRADING STRUCTURE

The Career Progression Guideline establishes five (5) grades of Clerical Officers who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Clerical Officers	Clerical Officer II	13	F
	Clerical Officer I	12	G
	Senior Clerical Officer	11	H
	Chief Clerical Officer	10	J
	Principal Clerical Officer	9	K

**Note:** The grades of Clerical Officer II/I, Job Grade CPSB 13/12 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) Kenya Certificate of Secondary Education Mean Grade C- (minus) or its equivalent qualification.
- (ii) Pass in **Proficiency Examination for Clerical Officers** in the relevant option.



**OR**

Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution.

- (iii) 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.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. CLERICAL OFFICER II, JOB GRADE CPSB 13**

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

This is the entry and training grade for the Clerical Cadre. An officer at this level may be deployed in any of the following Units/Sections: Human Resource Management, General Registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filling and dispatching correspondence; preparing PayChange Advices (PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records.

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

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.



## **II. CLERICAL OFFICER I, JOB GRADE CPSB 12**

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

An officer at this level may be deployed in any of the following Units/Sections: Human Resource Management, General Registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, sorting out, filling and dispatching correspondence; receiving, recording, folioing and filling applications for registration and licensing documents; preparing initial documents for issuance of stores; preparing Pay Change Advices (PCAs); and checking general office cleaning.

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

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

- (i) Served in the grade of Clerical Officer II for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(minus) or its equivalent qualification;
- (iii) Pass in Proficiency Examination for Clerical Officers in the relevant option.

**OR**

Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution.

- (iv) Certificate in computer application skills from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.



### **III. SENIOR CLERICAL OFFICER, JOB GRADE CPSB 11**

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

An officer at this level may be deployed in any of the following Units/Sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

Specific duties and responsibilities will entail: compiling statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, sorting out, filling and dispatching correspondence; recording, folioing and filling applications for registration and licensing documents; preparing initial documents for issuance of stores; preparing Pay Change Advices (PCAs); checking general office cleaning and security of buildings and equipment; verifying pension claims; processing documents for issuance of licenses; maintaining and updating files; controlling movements of records and files; and managing registers.

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

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

- (i) Served in the grade of Clerical Officer I for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its approved equivalent;
- (iii) Passed the Proficiency Examination for Clerical Officers;

**OR**

Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;

- (iv) Certificate in computer application skills from a recognized institution;



- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.

#### **IV. CHIEF CLERICAL OFFICER, JOB GRADE CPSB 10**

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

An officer at this level may be deployed in any of the following Units/Sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

Specific duties and responsibilities will entail: compiling statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, sorting out, filling and dispatching correspondence; preparing initial documents for issuance of stores; preparing Pay Change Advices (PCAs); checking general office cleaning and security of buildings and equipment; verifying pension claims; processing documents for issuance of licenses; maintaining an efficient filing system and safe keeping of invoices; drafting agenda for cases due for presentation to the Human Resource Management and Advisory Committee (HRMAC) processing documents; managing registers; controlling movement of records and files; drafting correspondences; and ensuring safe custody of equipment, documents and records.

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

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

- (i) Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(Minus) or its equivalent qualification;
- (iii) Passed the Proficiency Examination for Clerical Officers;

**OR**

Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized



institution;

- (iv) Certificate in computer application skills from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **V. PRINCIPAL CLERICAL OFFICER, JOB GRADE CPSB 9**

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

This is the highest grade in the cadre. An officer at this level will supervise a group of Clerical Officers in a specific area of deployment. Specific duties and responsibilities will entail: verifying compiled statistical records for accuracy; coordinating processing of human resource records and accounting transactions; ensuring maintenance of efficient filing system; safe custody of invoices, receipts, vouchers and related records; processing appointments, promotions, discipline cases, transfers and other related duties in human resource management; verifying payment vouchers; computing financial or statistical records based on routine or special sources of information; drafting complex routine correspondences; drafting indents for advertisement; processing pension documents; processing documents for issuance of academic records; inducting new Clerical personnel; and mentoring and guiding other Clerical Officers.

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

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

- (i) Served in the grade of Chief Clerical Officer for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- (iii) Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Passed the Proficiency Examination for Clerical Officers;

**OR**



Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months 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.



## 24.0 CAREER PROGRESSION GUIDELINES FOR DRIVERS

### 1. DRIVING FUNCTION

The Driving Function entails: driving, maintenance and management of assigned vehicles; maintenance of work tickets, records and tools; carrying out routine checks and maintenance of the motor vehicle; detection of mechanical faults; detection and reporting on any malfunctioning of the assigned vehicle's system; undertake minor repairs; carrying authorized passengers and/or goods; ensuring safety of passengers and/or goods on and off the road; carrying out first aid where necessary; and maintenance of cleanliness of the vehicle.

### 2. GRADING STRUCTURE

This Career Progression Guidelines establishes six (6) grades of Drivers who will be graded and designated as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Drivers	Driver III	15	D
	Driver II	14	E
	Driver I	13	F
	Senior Driver	12	G
	Chief Driver	11	H
	Principal Driver	10	J

**Note:** The grades of Driver III/II Job Grades 15/14 will form a common establishment for the purpose of this Career Progression Guidelines.

### 3. RECOGNIZED QUALIFICATION

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent.
- (ii) Valid Class BCE Driving License free from any endorsement.
- (iii) Occupational Trade Test Grade III/II/I for Drivers.
- (iv) Passed Suitability Test for Drivers.



- (v) Certificate of good conduct from the National Police Service.
- (vi) Defensive Driving Certificate from a recognised institution.
- (vii) First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution.
- (viii) Certificate in computer application skills.
- (ix) No active disciplinary case.
- (x) Refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognised institution.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. DRIVER III, JOB GRADE CPSB 15**

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

This is the entry grade for this cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure; carrying out minor repairs including oiling and greasing; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; ensuring safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

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

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

- (i) Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognized institution;
- (ii) Valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and



- Building Technology (KIHBT) or any other recognized Institution;
- (iv) Passed a Suitability test for Driver Grade III;
  - (v) Passed Practical Test for Drivers;
  - (vi) Certificate in computer application skills;
  - (vii) A valid Certificate of Good Conduct from the Kenya Police; and
  - (viii) At least two (2) years driving experience.

## **II. DRIVER II, JOB GRADE CPSB 14**

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

Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical brake systems, tyre pressure; detecting and reporting malfunctioning of vehicle systems; carrying out minor repairs including oiling and greasing; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

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

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

- (i) Served in the grade of Driver III for a minimum period of three (3) years;
- (ii) Valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- (iii) Accident-free record or in case of any accidents, the records to show that it was in no way attributable to the driver's negligence;
- (iv) Passed the Occupational Trade Test III;
- (v) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vi) Certificate in computer application skills;



- (vii) Valid certificate of good conduct from the Kenya Police;
- (viii) No active disciplinary case; and
- (ix) Demonstrated merit and ability in driving and simple maintenance of vehicles.

### **III. DRIVER I, JOB GRADE CPSB 13**

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

Duties and responsibilities at this level will involve: driving a motor-vehicle as authorized; carrying out minor mechanical repairs; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure; carrying out minor repairs including oiling and greasing; detecting and reporting malfunctioning of vehicle systems; and maintenance of work tickets for vehicle assigned.

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

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

- (i) Served in the grade of Driver II for a minimum period of three (3) years;
- (ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade II;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) Certificate in computer application skills;
- (vi) A valid Certificate of Good Conduct from the Kenya Police;
- (vii) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (viii) No active disciplinary case; and



- (ix) Demonstrated merit and ability in driving and maintenance of vehicles.

#### **IV. SENIOR DRIVER, JOB GRADE CPSB 12**

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

Duties and responsibilities at this level will involve: driving a motor-vehicle as authorized; carrying out minor mechanical repairs; recognizing and reporting abnormal operations of the vehicle; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles; and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems, carrying out minor repairs including oiling and greasing; and maintenance of work tickets for vehicles assigned.

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

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

- (i) Served in the grade of Driver I for a minimum period of three (3) years;
- (ii) Valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade I;
- (iv) Refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) Valid Certificate of Good Conduct from the Kenya Police;
- (vi) Certificate in computer application skills;
- (vii) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (viii) Defensive Driving Certificate from a recognized and valid driving institution;
- (ix) No active disciplinary case; and



- (x) Demonstrated merit and ability in driving and maintenance of vehicles.

## **V. CHIEF DRIVER, JOB GRADE CPSB 11**

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

Duties and responsibilities at this level will involve driving a motor-vehicle as authorized; carrying out minor mechanical repairs; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles; and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems; carrying out minor repairs including oiling and greasing; and maintenance of work tickets for vehicles assigned.

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

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

- (i) Served in the grade of Senior Driver for a minimum period of three (3) years;
- (ii) Valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade I;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) Valid Certificate of Good Conduct from the Kenya Police;
- (vi) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vii) Certificate in computer application skills;
- (viii) Defensive Driving Certificate from a recognized and valid driving institution;
- (ix) No active disciplinary case; and
- (x) Demonstrated merit and ability in driving and maintenance of vehicles.



## **VI. PRINCIPAL DRIVER, JOB GRADE CPSB 10**

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

This will be the highest level for the drivers' cadre. Duties and responsibilities at this level will involve driving a motor-vehicle as authorized; carrying out minor mechanical repairs; recognizing and reporting abnormal operations of the vehicle; security of the vehicle on and off the road; safety of passengers and /or goods therein; maintaining cleanliness of the assigned vehicles; and carrying out routine checks on the vehicle's cooling, oil, electrical and break systems, tyre pressure; detecting and reporting malfunctioning of vehicle systems; carrying out minor repairs including oiling and greasing; and maintenance of work tickets for vehicles assigned.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Driver for a minimum period of three (3) years;
- (ii) Valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
- (iii) Passed the Occupational Trade Test Grade I;
- (iv) Refresher course for drivers lasting not less than one (1) week within every three (3) years from a recognized institution;
- (v) Valid certificate of Good Conduct from the Kenya Police;
- (vi) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution;
- (vii) Defensive Driving Certificate from a recognized and valid driving institution;
- (viii) No active disciplinary case; and
- (ix) Demonstrated merit and ability in driving and maintenance of vehicles.



## 25.0 CAREER PROGRESSION GUIDELINES FOR SUPPORT STAFF

### 1. SUPPORT STAFF FUNCTION

The Support Staff Function entails:- attend to general routine office services; perform messengerial duties; clean offices, machines/equipment/apparatus; collect and disposing waste; dust offices and ensure habitable office conditions; prepare tea; move or carry office equipment, furniture and ensure orderly arrangement; and dispatch letters.

### 2. GRADING STRUCTURE

This Career Progression Guideline establishes four (4) grades of Support Staff who will be graded and designated as follows:

Cadre	Designation	Job Grade CPSB	Job Group
Support Staff	Support Staff III	17	B
	Support Staff II	16	C
	Support Staff I	15	D
	Senior Support Staff	14	E

**Note:**

The posts of Support Staff III/II, Job Grade CPSB 17/16 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) Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) or equivalent qualification from a recognized institution.
- (ii) Certificate in computer application skills.
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (iv) No active disciplinary case.

### 4. JOB AND APPOINTMENT SPECIFICATIONS

#### I. SUPPORT STAFF III, JOB GRADE CPSB 17



**(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: ensuring general office cleanliness; collecting and dispatching mails; preparing and serving beverages; operating basic office equipment; and ensuring safe custody of the office facilities.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application skills.

**II. SUPPORT STAFF II, JOB GRADE CPSB 16**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- ensuring general office cleanliness; collecting and dispatching mails; preparing and serving beverages; operating basic office equipment; and ensuring safe custody of the office facilities.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Support staff III for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) 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. SUPPORT STAFF I, JOB GRADE CPSB 15**



**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- ensuring general office cleanliness; collecting and dispatching mails; preparing and serving beverages; operating basic office equipment; and ensuring safe custody of the office facilities.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Support staff II for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) 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 SUPPORT STAFF SUPERVISOR, JOB GRADE CSG 14**

**(a) Duties and Responsibilities**

This is the highest grade in this cadre. An officer at this level will be responsible to the head of Administration services. Duties and responsibilities will entail:- overall management and supervision of the support staff; planning and implementation of effective support services; liaising with other of department/sections on matters pertaining to Support staff services

Additional duties at this level will involve:- supervising other staff under the officer; assigning work to other support staff personnel; developing duty roster; and supervising cleanliness of offices and office environment.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Support staff I for a minimum period of three (3) years;



- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) or equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills;
- (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.



## 26.0 CAREER PROGRESSION GUIDELINES FOR RECEPTION/PROTOCOL PERSONNEL

### 1. THE RECEPTION FUNCTION

The Reception Function entails: interpretation and implementation of reception policies, guidelines and standards; development, review and implementation of reception policies, guidelines and standards; coordination of official functions; management of the county government guest lists; organization of official and county programmes, including civic education and organizing public participation; provision of effective front office services in County Government institutions; promotion of good protocol practices in government offices and functions; maintenance of etiquette and decorum in official and county functions; provision of advice on procurement of government gifts; preparation and design of invitation cards and carstickers for county government functions; organization of County luncheons, gala dinners, cocktails and banquets; and provision of liaison to Departments and Agencies in organizing official functions and arrangement of County, national or International Conferences and trade fairs.

Further the function entails: preparation and implementation of Order of Precedence for protocol purposes; management of Heads of County Governments visitor's books; identification and preparation of sites for official and government ceremonies; and organization of County assumption of office events.

### 2. GRADING STRUCTURE

The Career Progression Guideline establishes four (4) grades of Reception Assistants, six (6) grades of Assistant Reception Officers and six (6) grades of Reception Officers who will be designated and graded as follows:

#### RECEPTION/PROTOCOL ASSISTANT

#### APPENDIX 'A'

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



## ASSISTANT RECEPTION/PROTOCOL OFFICERS

### APPENDIX 'B'

Cadre	Designation	Job Grade CPSB	Job Group
Assistant Reception Officers	Assistant/Protocol Reception Officer III	11	H
	Assistant Reception/Protocol Officer II	10	J
	Assistant Reception/Protocol Officer I	9	K
	Senior Assistant Reception/Protocol Officer	8	L
	Chief Assistant Reception/Protocol Officer	7	M
	Principal Assistant Reception/Protocol Officer	6	N

## RECEPTION/PROTOCOL OFFICERS

### APPENDIX 'C'

Cadre	Designation	Job Grade CPSB	Job Group
Reception Officers	Reception/Protocol Officer II	10	J
	Reception/Protocol Officer I	9	K
	Senior Reception/Protocol Officer	8	L
	Chief Reception/Protocol Officer	7	M
	Principal Reception/Protocol Officer	6	N
	Assistant Director, Reception/Protocol Services	5	P

**Note:**

The grades of Reception/Protocol Assistant III/II, CPSB 12/11 for certificate holders; Assistant Reception/Protocol Officer III/II, CPSB 11/10 for diploma holders; and Reception/Protocol Officer II/I, CPSB 10/9 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:

- Certificate in any of the following fields: Public Relations and Customer Care, Public Relations, Hospitality Management, Event Designing, Customer Service, Front Office or equivalent qualification



from a recognized institution.

- (ii) Diploma in any of the following fields: Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or equivalent qualification from a recognized institution.
- (iii) Bachelor's Degree in any of the following disciplines: Public Relations, Public Relations and Customer Care, International Relations and Diplomacy, Hospitality Management, Sociology, Governance, Public Administration, Anthropology, Political Science, Business Administration 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 Management Course lasting not less than four (4) 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 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) Any other qualification as may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **RECEPTION/PROTOCOL ASSISTANTS**

##### **APPENDIX 'A'**

#### **I. RECEPTION/PROTOCOL ASSISTANT 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 at this level will include: recording and confirming appointments; recording visitors' personal details; sorting government officials and invited guests name tags; keeping custody of visitors' identification documents; receiving, directing and guiding visitors to designated areas and offices; issuing visitors passes and badges; tracking visitors' movements; making seating arrangements; and tagging VIP seats during official and Government functions; and organizing civic education and citizen participation.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Certificate in any of the following fields: Public Relations and Customer Care, Public Relations, Hospitality Management, Event Designing, Customer Service, Front Office or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application skills.

**II. RECEPTION/PROTOCOL ASSISTANT II, JOB GRADE CPSB 11**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: compiling daily records of visitors; providing relevant information to visitors; responding to visitors' queries and telephone inquiries; recording and confirming visitors' appointments; recording visitors' personal details; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; and making seating arrangements; tagging VIP seats during official and Government functions; and manning the VIP lifts; and organizing civic education and citizen participation.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Reception/Protocol Assistant III for a minimum period of three (3) years;
- (ii) Certificate in any of the following fields:- Public Relations and Customer Care, Public Relations, Hospitality Management, Event Designing, Customer Service, Front Office 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. RECEPTION/PROTOCOL ASSISTANT I, JOB GRADE CPSB 10**

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

Duties and responsibilities at this level will include: maintaining daily record of visitors' details; manning the reception desk; maintaining good ambience in the reception area; providing relevant information to visitors; responding to visitors' queries and telephone inquiries; recording and confirming visitors' appointments; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; assembling working tools; implementing the seating plan; tagging VIP seats during official and government functions; and manning the VIP lifts; and organizing civic education and citizen participation.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Reception/Protocol Assistant II for a minimum period of three (3) years;
- (ii) Certificate in any of the following fields:- Public Relations and Customer Care, Public Relations, Hospitality Management, Event Designing, Customer Service, Front Office 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 RECEPTION/PROTOCOL ASSISTANT, JOB GRADE CPSB 9**



**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: receiving and ushering VIPs/guests during state functions and national days celebrations; distributing Presidential speeches; maintaining daily record of visitors' details; manning the reception desk; profiling visitors; maintaining good ambience in the reception area; providing relevant information to visitors; responding to visitors' queries and telephone inquiries; recording and confirming visitors' appointments; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; and making seating arrangements; tagging VIP seats during official and government functions; and organizing civic education and citizen participation.

**(b) Requirements for appointment**

For appointment to this grade an officer must have:

- (i) Served in the grade of Reception/Protocol Assistant I for a minimum period of three (3) years;
- (ii) Certificate in any of the following fields: Public Relations and Customer Care, Public Relations, Hospitality Management, Event Designing, Customer Service, Front Office 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.



**I. ASSISTANT RECEPTION/PROTOCOL OFFICER 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 at this level will include: compiling daily records of visitors; providing relevant information to visitors; responding to visitors queries and telephone inquiries; recording and confirming visitors appointments; recording visitors personal details; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; making seating arrangements; and tagging VIP seats during official and government functions; and organizing civic education and citizen participation.

**(b) Requirement for appointment**

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following fields: Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application skills.

**II. ASSISTANT RECEPTION/PROTOCOL OFFICER II, JOB GRADE CPSB 10****(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: receiving VIPs/guests during national and official government functions and celebrations; maintaining daily record of visitors details; manning the reception desk; maintaining good ambience in the reception area; responding to visitors and telephone inquiries; recording and confirming visitors appointments; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; making seating arrangements; and tagging VIP seats during official and government functions; and organizing civic education and citizen participation.

**(b) Requirements for appointment**



For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Reception/Protocol Officer III for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office 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. ASSISTANT RECEPTION/PROTOCOL OFFICER I, JOB GRADE CPSB 9**

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

Duties and responsibilities at this level will entail: manning the customer care desk; distributing presidential speeches; receiving and ushering VIPs/guests during state functions and national days' celebrations and commemorations; distributing presidential speeches; maintaining daily record of visitors' details; profiling visitors; maintaining good ambience in the reception area; responding to visitors' queries and telephone inquiries; recording and confirming visitors' appointments; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; implementing the seating plan; and tagging VIP seats during official and state functions; and organizing civic education and citizen participation.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Reception/Protocol Officer II for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office 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 ASSISTANT RECEPTION/PROTOCOL OFFICER, JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail: managing the reception desk; profiling visitors; preparing sites for official and government functions; sorting presidential speeches in accordance with the distribution schedule; taking inventory of presidential speech copies; sorting presidential speech as per the distribution routes; filing reports on distribution of presidential speeches; receiving VIPs/guest during official and government functions, national days celebrations and commemorations; identifying appropriate government gifts; and collecting invitation cards and car stickers for national days and government functions; and organizing civic education and citizen participation.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Reception/Protocol Officer I for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office 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.

#### **V. CHIEF ASSISTANT RECEPTION/PROTOCOL OFFICER, JOB GRADE CPSB 7**

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



Duties and responsibilities at this level will involve: collecting and collating information for the preparation of official and County Government programmes; up-dating guest lists; liaising with service providers and/or Department of Public Works to provide furniture, decorations and carpets for use during County and Government official functions; liaising with the Agricultural Society of Kenya (ASK) in preparation for agricultural shows and Trade Fairs; liaising with National Government (Foreign Affairs) to provide official portraits and national flags for visiting Heads of State and/or Government; ensuring availability of branded visitors' books; implementing official and county government programmes; vetting visitors; providing relevant information to visitors; maintaining good public relations in Government offices; and coaching and mentoring of reception staff, and organizing civic education and citizen participation.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Assistant Reception/Protocol Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office 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 ASSISTANT RECEPTION/PROTOCOL OFFICER, JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will involve: collecting and collating information for the preparation of official and County Government programmes; up-dating guest lists; liaising with service providers and/or Department of Public Works to provide furniture, decorations and carpets



for use during County and Government official functions; liaising with National Government (Foreign Affairs) to provide official portraits and national flags for visiting Heads of State and/or Government; ensuring availability of branded visitors' books; implementing official and county government programmes; sourcing for the delegates lists from host organization; vetting visitors; providing relevant information to visitors; maintaining good public relations in Government offices; and coaching and mentoring of reception staff; and organizing civic education and citizen participation.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Assistant Reception/Protocol Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or equivalent qualification from a recognized institution;
- (iii) Certificate in 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.



**I. RECEPTION/PROTOCOL OFFICER II, JOB GRADE CPSB 10****(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 at this level will entail: maintaining daily record of visitors' details; manning the reception desk; maintaining good ambience in the reception area; responding to visitors' and telephone inquiries; recording and confirming visitors' appointments and attendance; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; maintaining good public relations in Government offices; making seating arrangements; and tagging VIP seats during official and government functions; and organizing civic education and citizen participation.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following disciplines: Public Relations, Public Relations and Customer Care, International Relations and Diplomacy, Hospitality Management, Sociology, Governance, Public Administration, Anthropology, Political Science, Business Administration or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application skills.

**II. RECEPTION/PROTOCOL OFFICER I, JOB GRADE CPSB 9****(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: organizing civic education and citizen participation; receiving and ushering VIPs/guests during State functions and national days' celebrations; distributing Presidential speeches; maintaining daily record of visitors details; manning the reception desk; profiling visitors; maintaining good ambience in the reception area; responding to visitors queries and telephone inquiries; recording and confirming visitors' appointments; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; and making seating arrangements and tagging VIP seats during official and government functions.



**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Reception/Protocol Officer II for a minimum period of one (1) year;
- (ii) Bachelor's Degree in any of the following disciplines: Public Relations, Public Relations and Customer Care, International Relations and Diplomacy, Hospitality Management, Sociology, Governance, Public Administration, Anthropology, Political Science, Business Administration 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. SENIOR RECEPTION/PROTOCOL OFFICER, JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: implementing seating plans; ushering VIPs/ Guests; preparing and arranging for conferences; advising on the kitting and conduct of liaison officers; receiving and ushering VIPs/guests during government functions and national days celebrations; distributing and filing reports on Governors speeches; manning the reception desk; profiling visitors; recording and confirming visitors appointments; receiving, guiding and directing visitors to designated offices and areas; issuing visitors passes; making seating arrangements; and tagging VIP seats during official and government functions; and organizing civic education and citizen participation.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Reception/Protocol Officer I for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Public Relations, Public Relations and Customer Care, International



Relations and Diplomacy, Hospitality Management, Sociology, Governance, Public Administration, Anthropology, Political Science, Business Administration or equivalent qualification from a recognized institution;

- (iii) Proficiency in computer applications skills;
- (iv) No active disciplinary case; and
- (v) Shown merit and ability as reflected in work performance and results.

#### **IV. CHIEF RECEPTION/PROTOCOL OFFICER, JOB GRADE CPSB 7**

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

Duties and responsibilities at this level will involve: liaising with State Departments/Departments and Counties on preparation of programmes for, and conduct of official, presidential and state functions; up-dating the government guest list; liaising with the Agricultural Society of Kenya (ASK) in preparation for agricultural shows and Trade Fairs; making seating plans for official, presidential and state functions; vetting visitors; providing relevant information to visitors; maintaining good public relations in Government offices; liaising with State/Departments, Agencies and private institutions on flag protocol; identifying appropriate state gifts; and collecting invitation cards and car stickers for national days and state functions; and organizing civic education and citizen participation.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Reception/Protocol Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Public Relations, Public Relations and Customer Care, International Relations and Diplomacy, Hospitality Management, Sociology, Governance, Public Administration, Anthropology, Political Science, Business Administration 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.

## **V. PRINCIPAL RECEPTION/PROTOCOL OFFICER, JOB GRADE CPSB 6**

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

Duties and responsibilities at this level will involve: updating the government guest list; liaising with service providers and/or Department of Public Works to provide tables, decorations and carpets; liaising with Foreign Affairs to provide official portraits and national flags for visiting heads of State and/or Government; ensuring availability of branded visitors' books; implementing official, presidential and state programmes; sourcing for the delegates lists from host organization; vetting visitors; providing relevant information to visitors; making reservations and bookings of ballrooms and banqueting halls for Governors luncheons, banquets and dinners; maintaining good public relations in Government offices; advising and sensitizing government departments on protocol matters; preparing strategic/work plans for reception function.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Reception/Protocol Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Public Relations, Public Relations and Customer Care, International Relations and Diplomacy, Hospitality Management, Sociology, Governance, Public Administration, Anthropology, Political Science, Business Administration or 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 in computer application skills;
- (v) No active disciplinary case; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **VI. ASSISTANT DIRECTOR, RECEPTION/PROTOCOL SERVICES, JOB GRADE CPSB 5**



**(a) Duties and Responsibilities**

An officer at this level will be responsible for the following duties and responsibilities: editing information for the preparation of official, presidential and state programmes; interpreting and organizing County Government programmes; preparing government guest lists; updating the national Order of Precedence; supervising activities of service providers during official and government functions; liaising with County Governments/Departments, Agencies and private institutions on flag protocol; coordinating and supervising reception services in Departments; liaising with Forestry in identifying appropriate species of tree seedlings, digging of appropriate holes, providing tree planting and hand washing tools during ceremonial tree planting occasions; advising on the packaging of conference materials and advising; making reservations and bookings of ballrooms and banqueting halls for Governors luncheons, banquets and dinners advising invited guests on etiquette and protocol requirements; ordering for the baking of commemorative cakes; undertaking editing of commemorative plaques to be used during presidential functions; advising and sensitizing Government Departments on civic education, citizen participation and protocol matters; preparing strategic/work plans; appraising staff; 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 Principal Reception/Protocol Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Public Relations, Public Relations and Customer Care, International Relations and Diplomacy, Hospitality Management, Sociology, Governance, Public Administration, Anthropology, Political Science, Business Administration 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) Demonstrated professional competence and leadership capability in work performance and results.



## **27.0 CAREER PROGRESSION GUIDELINES FOR ARTISANS**

### **1. THE ARTISANS FUNCTION**

The Artisans Function entails:- carry out work in the area of specialization namely:- carpentry, masonry, plumbing, electrical, mechanic, welding and plant operation. Specific functions are as explained below:

#### **Carpentry Function**

Carpentry Function entail: make, repair and maintenance of furniture, fittings and woodworks in buildings and other structures; carry out routine checks for repairs and maintenance of woodworks; and undertake sign writing.

Specific functions will entail: make, repair and maintenance of furniture, fittings and woodworks in buildings and other structures; and carry out routine checks for repairs and maintenance of woodworks. Specifically, this entails: varnish furniture and other structures; undertake sign writing; and interpretation of carpentry drawings and works requisition.

#### **Masonry Function**

Masonry Function entail: construction of simple structures; and carry out routine checks for repairs and maintenance of buildings and other infrastructure.

Specific functions will entail: construction of simple structures; and carry out routine checks for repairs and maintenance of buildings and other infrastructure. Specifically, this entail: installation of steel doors, gates, window grills, pave surfaces and drainage systems; and interpretation of works requisition and drawings.

#### **Plumbing Function**

Plumbing Function entail: repair and maintenance of water supply and drainage systems; ensure continuous water supply; and carry out routine checks for repairs and maintenance of water and drainage systems.

Specific functions will entail: repair and maintenance of water supply and drainage systems; ensure continuous water supply; and carry out routine checks for repairs and maintenance of water and drainage systems. Specifically, this entails: operate borehole pumps; monitor and regulate usage of water; installation of and read meter; and interpretation of works requisition and drawings.



## **Welding Function**

Welding Function entail: weld and fabrication of metal structures and motor vehicles; and carry out routine checks for repairs and maintenance of metal works.

Specific functions will entail: weld and fabrication of metal structures and motor vehicles; carry out routine checks for repairs and maintenance of metalworks; and interpretation of works requisition.

## **2. GRADING STRUCTURE**

The Career Progression Guidelines establishes five (5) grades of Artisans who will be designated and graded as follows:-

<b>Cadre</b>	<b>Designation</b>	<b>Job Grade CPSB</b>	<b>Job Group</b>
Artisans	Artisan III	14	E
	Artisan II	13	F
	Artisan I	12	G
	Charge Hand	11	H
	Senior Charge Hand	10	J

**Note:** The positions of Artisan III/II, Job Grades CPSB 14/13 will form a common establishment for the purpose of these Career Progression Guidelines.

## **3. RECOGNIZED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this career progression guidelines:

- (i) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution.
- (ii) Government Trade Test Certificate Grade III/II/I in the respective craft.
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (iv) Certificate in Computer applications.
- (v) Meet the requirements of Chapter Six (6) of the Constitution.
- (vi) No active disciplinary case.



#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. ARTISAN III, JOB GRADE CPSB 14**

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

This is the entry and training grade. An Artisan at this level will work under guidance of a senior Artisan in the area of specialization.

Duties and responsibilities will entail: assisting in installation and maintenance works; processing and assembling of materials for works; participating in procurement and selection of materials for works; and maintaining and ensuring safe custody of working tools.

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

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
- (ii) Government Trade Test Certificate Grade III in the respective craft; and
- (iii) Certificate in computer applications.

##### **II. ARTISAN II, JOB GRADE CPSB 13**

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

Duties and responsibilities in the area of specialization will entail: assisting in installation and maintenance works; processing and assembling of materials for works; maintaining and ensuring safe custody of working tools; and participating in procurement and selection of materials for works.

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

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

- (i) Served in the grade of Artisan III for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade III in the respective craft;
- (iii) Met the requirements of chapter six (6) of the Constitution;



- (iv) Certificate in computer applications;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

### **III. ARTISAN I, JOB GRADE CPSB 12**

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

Duties and responsibilities in the area of specialization will entail: carrying out routine checks for repairs and maintenance; processing and assembling of materials for works; participating in procurement and selection of materials for works; and maintaining and ensuring safe custody of working tools.

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

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

- (i) Served in the grade of Artisan II for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade II in the respective craft;
- (iii) Certificate in computer applications;
- (iv) Met the requirements of chapter six (6) of the Constitution;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

### **IV. CHARGE HAND, JOB GRADE CPSB 11**

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

Duties and responsibilities in the area of specialization will entail: carrying out routine checks for repairs and maintenance; processing and assembling of materials for works; participating in procurement and selection of materials for works; maintaining and ensuring safe custody of working tools; and interpreting of works requisition and drawings.

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



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

- (i) Served in the grade of Artisan I for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications;
- (v) Met the requirements of chapter six (6) of the Constitution;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.

#### **V. SENIOR CHARGE HAND, JOB GRADE CPSB 10**

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

This is the highest grade for this cadre. The Senior Charge Hand at this level will ensure proper management and administration of installations.

Duties and responsibilities in the area of specialization will entail: carrying out routine checks for repairs and maintenance; coordinating the processing and assembling of materials for works; undertaking procurement and selection of materials for works; maintaining and ensuring safe custody of working tools; interpreting of works requisition and drawings; ensuring that work performed adheres to the specifications; developing work programmes and schedules in a workstation; maintaining monthly progress reports in a workstation; ensuring standards are maintained in all operational areas; and oversees selection/location of materials for specified works.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Charge Hand for a minimum period of three (3) years;



- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications;
- (v) Met the requirements of chapter six (6) of the Constitution;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.



## 28.0 CAREER PROGRESSION GUIDELINES FOR MECHANICS (AUTOMOTIVE)

### 1. AUTOMOTIVE MECHANICAL FUNCTION

Automotive Mechanical Function entails: repair, service and maintenance of motor vehicles, plant and equipment; carry out routine checks for repairing and maintaining of motor vehicles, plant and equipment; and ensure safe custody of motor vehicles, plant, tools and equipment.

Specifically, this entails: identification of mechanical faults for repair; maintenance of cleanliness in workshop; maintenance of job cards for vehicles and equipment; return used service parts to the store; and interpretation of works requisition and drawings.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes five (5) grades of Mechanics (Automotive) who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Mechanics (Automotive)	Mechanic III (Automotive)	14	E
	Mechanic II (Automotive)	13	F
	Mechanic I (Automotive)	12	G
	Charge Hand (Automotive)	11	H
	Senior Charge Hand (Automotive)	10	J

**Note:**

The positions of Mechanic (Automotive) III/II, Job Grades CPSB 14/13 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) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution.
- (ii) Government Trade Test Certificate Grade III/II/I in the respective craft.



- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (iv) Certificate in computer applications.
- (v) Meet the requirements of chapter six (6) of the Constitution.
- (vi) No active disciplinary case.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. MECHANIC III (AUTOMOTIVE), JOB GRADE CPSB 14**

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

This is the entry and training grade for this cadre. A Mechanic at this level will work under the guidance of a senior Mechanic.

Duties and responsibilities will entail: identifying mechanical faults for repair; maintaining cleanliness in workshop; maintaining job cards for vehicles and equipment; returning used service parts to the store; and interpreting works requisition and drawings.

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

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
- (ii) Government Trade Test Certificate Grade III in the respective craft;
- (iii) Met the requirements of chapter six (6) of the Constitution; and
- (iv) Certificate in computer applications.

##### **II. MECHANIC II (AUTOMOTIVE), JOB GRADE CPSB 13**

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

Duties and responsibilities in the area of specialization will entail: identifying mechanical faults for repair; maintaining job cards for vehicles and equipment; returning used service parts to the store; and interpreting works requisition and drawings; maintaining cleanliness in workshop.



**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Mechanic III (Automotive) for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade III in the respective craft;
- (iii) Certificate in Computer applications;
- (iv) Met the requirements of chapter six (6) of the Constitution;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

**III. MECHANIC I (AUTOMOTIVE), JOB GRADE CPSB 12**

**(a) Duties and Responsibilities**

Duties and responsibilities in the area of specialization will entail: repairing, servicing and maintaining motor vehicles, plant and equipment; carrying out routine checks for repairing and maintaining of motor vehicles, plant and equipment; and ensuring safe custody of motor vehicles, plant, tools and equipment. Specifically, this entails: identifying mechanical faults for repair; maintaining cleanliness in workshop; maintaining job cards for vehicles and equipment; interpreting works requisition and drawings; and returning used service parts to the store.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Mechanic II (Automotive) for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade II in the respective craft;
- (iii) Certificate in computer applications;
- (iv) Met the requirements of chapter six (6) of the Constitution;
- (v) No active disciplinary case; and



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

#### **IV. CHARGE HAND (AUTOMOTIVE), JOB GRADE CPSB 11**

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

Duties and responsibilities in the area of specialization will entail: repairing, servicing and maintaining motor vehicles, plant and equipment; carrying out routine checks for repairing and maintaining of motor vehicles, plant and equipment; and ensuring safe custody of motor vehicles, plant, tools and equipment. Specifically, this entails: identifying mechanical faults for repair; maintaining cleanliness in workshop; maintaining job cards for vehicles and equipment; returning used service parts to the store; and interpreting works requisition and drawings.

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

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

- (i) Served in the grade of Mechanic I (Automotive) for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications;
- (v) Met the requirements of chapter six (6) of the Constitution;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.

#### **V. SENIOR CHARGE HAND (AUTOMOTIVE), JOB GRADE CPSB 10**

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

This is the highest grade for this cadre. The Senior Charge Hand (Automatic) at this level will ensure proper management and administration of installations.

Duties and responsibilities will entail: overseeing repairs, servicing and



maintenance motor vehicles, plant and equipment; coordinating routine checks for repairing and maintaining of motor vehicles, plant and equipment; and ensuring safe custody of motor vehicles, plant, tools and equipment. Specifically, this entails: coordinating, overseeing and identifying mechanical faults for repair; maintaining cleanliness in workshop; maintaining job cards for vehicles and equipment; returning used service parts to the store; and interpreting works requisition and drawings.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Charge Hand (Automotive) for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Computer applications;
- (v) Met the requirements of chapter six (6) of the Constitution;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.



## 29.0 CAREER PROGRESSION GUIDELINES FOR INSPECTORS (BUILDINGS)

### 1. BUILDINGS INSPECTORATE FUNCTION

The function entails: interpretation of contract drawings and specifications for use and comparing their details with work on site; site supervision of Government and institutional buildings under construction; supervision of maintenance of existing public buildings; enforcement of site supervision standards; monitoring site progress and preparing weekly/monthly progress reports; and preparation of schedules of materials for building maintenance activities.

### 2. GRADING STRUCTURE

The career progression guidelines establishes seven (7) grades of Inspectors (Buildings) who will be designated and graded as follows: -

Cadre	Designation	Job Grade CPSB	Job Group
Inspectors (Buildings)	Inspector (Buildings)	11	H
	Senior Inspector (Buildings)	10	J
	Superintendent (Buildings)	9	K
	Senior Superintendent (Buildings)	8	L
	Chief Superintendent (Buildings)	7	M
	Principal Superintendent (Buildings)	6	N
	Senior Principal Superintendent (Buildings)	5	P

**Note:** The grades of Inspector/Senior Inspector/Superintendent/Senior Superintendent (Buildings), Job Grades CPSB 11/10/9/8 will form a common establishment.

### 3. RECOGNISED QUALIFICATIONS

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

- Diploma in Building and Civil Engineering or its relevant and equivalent qualification from a recognized institution.
- Construction Technician Certificate Part III.
- Higher Diploma in Building and Civil Engineering or any other



equivalent qualifications.

- (iv) Project Development and Management course lasting not less than four (4) weeks from a recognized Institution.
- (v) Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution or its equivalent.
- (vi) Management Course lasting not less than four (4) weeks from a recognized Institution or its equivalent.
- (vii) Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution.
- (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. INSPECTORS (BUILDINGS), JOB GRADE CPSB 11**

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

This is the entry grade into the cadre. The officer will be deployed on construction sites for on-the-job training under guidance of a senior officer. Work entails: interpretation of Architectural and Engineering drawings; and checking minor repairs and alteration of existing buildings.

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

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

- (i) Diploma in any of the following fields: Building and Civil Engineering or Construction Technician Part III; or its equivalent and relevant qualification from a recognized institution.

##### **II. SENIOR INSPECTORS (BUILDINGS), JOB GRADE CPSB 10**

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

An officer at this level will be deployed as Clerk of Works for buildings under construction or as a Supervisor on alterations/repairs of existing buildings. The duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings; comparing their details with work on site and compiling site weekly reports and monitoring work progress.



In addition, duties will involve supervision of artisans carrying out maintenance work at a depot.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Inspector (Buildings) or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

**III. SUPERINTENDENT (BUILDINGS), JOB GRADE CPSB 9**

**(a) Duties and Responsibilities**

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a Supervisor of maintenance works.

As a Clerk of Works, the duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports; assisting in planning a building programme for a group of buildings, ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.

As a Supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials.

**(b) Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and.



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

#### **IV. SENIOR SUPERINTENDENT (BUILDINGS), JOB GRADE CPSB 8**

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

An officer at this level will be deployed as a Clerk of Works or buildings under construction or as a supervisor of maintenance works at a depot.

As a Clerk of Works, duties and responsibilities entail assisting in the planning of supervision programmes for a number of buildings; compilation of site weekly reports, monitoring and supervision of works in progress; assisting in preparation of monthly physical progress reports of individual projects; ensuring specifications and standards are adhered to during construction; arranging for testing of materials; and preparation of cost estimates and schedule of materials for simple buildings on labour contracts.

As a Supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials; control of usage of materials on site.

##### **(b) Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Superintendent (Buildings) or comparable and relevant position in the Public service for at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

#### **V. CHIEF SUPERINTENDENT (BUILDINGS), JOB GRADE CPSB 7**

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

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a head of a depot.

As a Clerk of Works, duties and responsibilities entail assisting in the planning of supervision programmes for large complex building projects; monitoring and supervision of works in progress; assisting in preparation of monthly



physical progress reports of individual projects; ensuring specifications and standards are adhered to during construction; arranging for testing of materials; and preparation of cost estimates and schedule of materials for simple buildings on labour contracts.

As a head of a depot, duties will involve allocation of duties and supervision of staff carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials; and control of usage of materials on site.

**(b) Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Superintendent (Buildings) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (iii) attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office;
- (v) No active disciplinary case; and
- (vi) shown administrative ability by being conversant with Government procedures.

**VI. PRINCIPAL SUPERINTENDENT (BUILDINGS), JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

An officer at this level will be deployed at the headquarters and be responsible to the Senior Principal Superintendent (Buildings) for planning of supervision programmes for buildings in the annual works programme; preparation of monthly progress reports on each project; periodic site inspection visits to ascertain adherence to building specifications/standards and monitoring of work progress. The officer will also coordinate supervision of repairs and alterations in depots.

In addition, the officer will supervise all staff working under him.



**(b) Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Superintendent (Buildings) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution;
- (iii) attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) attended a Management Course lasting not less than four (4) weeks from a recognized Institution or its equivalent;
- (v) administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office;
- (vi) No active disciplinary case; and
- (vii) shown merit and ability as reflected in work performance and results.

**VII. SENIOR PRINCIPAL SUPERINTENDENT (BUILDINGS), JOB GRADE CPSB 5**

**(a) Duties and Responsibilities**

An officer at this level will be deployed at the headquarters and will be responsible to the head of department for coordination of site supervision of construction and maintenance programmes in the department. Duties and responsibilities will entail; enforcement of site supervision standards for building maintenance and construction works; implementation of policies on improvement of site supervision; checking on monthly/weekly progress reports submitted by Clerks of Works and recommending appropriate action.

In addition, the officer will allocate duties and recommend appropriate training for staff development in this cadre.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Superintendent (Buildings) or in a comparable and relevant position in the Public Service for a at least three (3) years;



- (ii) Diploma or Technician Certificate Part III in any of the following disciplines: Building/Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution.
- (iii) Higher Diploma in any of the following disciplines; Building/Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized Institution;
- (iv) attended a Supervisory Management Course lasting not less than four (4) weeks from a recognized Institution;
- (v) attended a Management Course lasting not less than four (4) weeks from a recognized Institution or its equivalent;
- (vi) attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution;
- (vii) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution or its equivalent;
- (viii) shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office;
- (ix) No active disciplinary case; and
- (x) shown merit and ability as reflected in work performance and results.



### **30.0 CAREER PROGRESSION GUIDELINES FOR INSPECTORS (ELECTRICAL, ELECTRONICS AND MECHANICAL - [BUILDING SERVICES])**

#### **1. ELECTRICAL, ELECTRONICS AND MECHANICAL (BS) INSPECTION FUNCTION**

##### **ELECTRICAL (BS) INSPECTION**

The function entails: inspection and repair of electrical installations; maintenance of electrical controls related to fire detection equipment, cookers, water heaters, lifts, boilers, power generating plants and machinery; interpretation of electrical contracts and installation drawings and specifications; site supervision of construction and electrical maintenance works; preparation of design drawings and specifications under direction of electrical engineers; control and accounting for electrical maintenance materials and test equipment; digitization of drawings; storage and retrieval of drawings; and recommending replacement of unserviceable equipment.

##### **ELECTRONICS (BS) INSPECTION**

The function entails: inspection and repair of electronic equipment, telephone and communication systems; interpretation of contract and installation drawings and specifications; preparation of design drawings and specifications under direction of electrical engineers; site supervision of construction works; evaluation of performance, of electronic systems; control and accounting for electronics maintenance materials and test equipment and recommending replacement of unserviceable equipment.

##### **MECHANICAL (BS) INSPECTION**

The function entails: inspection and repair of mechanical installations including power generating engines, firefighting equipment, refrigeration and air conditioning plants in public buildings and institutions; interpretation of mechanical contracts and installation drawings and specifications; site supervision of construction works and mechanical maintenance works; preparation of design drawings and specifications under direction of mechanical engineers (BS); control and accounting for mechanical maintenance materials and test equipment; digitization of drawings, storage and retrieval of drawings; and recommending replacement of unserviceable equipment.

#### **2. GRADING STRUCTURE**

The career progression guideline establishes Six (6) grades of Inspectors (Electrical); Six (6) grades of Inspectors (Electronics); and Six (6) grades of Inspectors (Mechanical) and graded as follows:



# INSPECTORS – ELECTRICALS (BS)

## APPENDIX A

Cadre	Designation	Job Grade CPSB	Job Group
Inspectors (Electrical)	Inspector (Electrical)	11	H
	Senior Inspector (Electrical)	10	J
	Superintendent (Electrical)	9	K
	Senior Superintendent (Electrical)	8	L
	Chief Superintendent (Electrical)	7	M
	Principal Superintendent (Electrical)	6	N

# INSPECTORS – ELECTRONICS (BS)

## APPENDIX B

Cadre	Designation	Job Grade CPSB	Job Group
Inspectors (Electronics)	Inspector (Electronics)	11	H
	Senior Inspector (Electronics)	10	J
	Superintendent (Electronics)	9	K
	Senior Superintendent (Electronics)	8	L
	Chief Superintendent (Electronics)	7	M
	Principal Superintendent (Electronics)	6	N

# INSPECTORS – MECHANICAL (BS)

## APPENDIX C

Cadre	Designation	Job Grade CPSB	Job Group
Inspectors (Mechanical)	Inspector (Mechanical)	11	H
	Senior Inspector (Mechanical)	10	J
	Superintendent (Mechanical)	9	K
	Senior Superintendent (Mechanical)	8	L
	Chief Superintendent (Mechanical)	7	M
	Principal Superintendent (Mechanical)	6	N

**Note:** The Grades of Inspector/Senior Inspector/Superintendent, Job Grades CPSB '11/10/9' will form a common establishment for the purpose of this Scheme of Service.



### **3. RECOGNIZED QUALIFICATIONS**

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

- (i) Technician Certificate Part III in Electrical, Electronics or Mechanical Engineering.
- (ii) Diploma in Electrical, Electronics or Mechanical Engineering or its equivalent and relevant qualification from a recognized institution.
- (iii) Higher Diploma in Electrical, Electronics or Mechanical Engineering or its equivalent and relevant qualification from a recognized institution.
- (iv) Supervisory Management Course.
- (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**

#### **INSPECTORS (ELECTRICAL)**

#### **APPENDIX 'A'**

#### **I. INSPECTOR(ELECTRICAL), JOB GRADE CPSB 11**

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

This is the entry and training grade into this cadre. An officer at this level will be on-the-job training and will work under the supervision of an experienced officer. Specific duties will involve the inspection and maintenance of electrical installations in Public buildings and Government Quarters; testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters and general domestic appliances; inspection and maintenance of electrical controls in power generating plants and machinery.

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

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

- (i) Diploma in Electrical, Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution.

#### **II. SENIOR INSPECTOR (ELECTRICAL), JOB GRADE CPSB 10**

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



An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection, and maintenance of electrical installations in Public buildings and Government Quarters; testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters and general domestic appliances; inspection and maintenance of electrical controls in power generating plants and machinery; testing and maintenance of low and medium voltage distribution systems, repair and maintenance of electrical installations and controls related to catering equipment, lifts, boilers, cookers, water-heaters and general domestic appliances.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Inspector (Electrical) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

**III. SUPERINTENDENT (ELECTRICAL), JOB GRADE CPSB 9**

**(a) Duties and Responsibilities**

An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection, and maintenance of electrical installations in Public buildings and Government Quarters; commissioning, testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters and general domestic appliances; inspection and maintenance of electrical controls in power generating plants and machinery, catering equipment, lifts, boilers, cookers, water-heaters and general domestic appliances; testing and maintenance of low and medium voltage distribution systems.

In addition, no officer may be deployed in a design office where work involves preparation of design drawings and specifications and making estimates for electrical installations for supply of power to public buildings, hospitals and other institutions under direction of Electrical Engineer.

**(b) Requirements for Appointment**

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



- (i) served in the grade of Senior Inspector (Electrical) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

#### **IV. SENIOR SUPERINTENDENT (ELECTRICAL), JOB GRADE CPSB 8**

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

An officer at this level may be deployed in a unit/design office at headquarters or in a district. Specific duties will involve the supervision of inspections; maintenance of electrical installations in public buildings and Government quarters; commissioning, testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters, general domestic appliances, power generating plants and machinery, catering equipment and low/medium voltage distribution systems. The officer will also supervise staff working under him/her.

In a design office, an officer will be involved in the preparation of design drawings and specifications and making estimates for electrical installations for supply of power to public buildings, hospitals and other institutions under direction of Electrical Engineer.

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

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

- (i) served in the grade of Superintendent (Electrical) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

#### **V. CHIEF SUPERINTENDENT (ELECTRICAL), JOB GRADE CPSB 7**

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

An officer at this level may be deployed in a unit/design office at headquarters or in a province. Specific duties will involve the supervision of inspections;



maintenance of electrical installations in public buildings and Government quarters; commissioning, testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters, general domestic appliances, power generating plants and machinery, catering equipment and low/medium voltage distribution systems; undertaking field activities including surveys, commissioning and acceptance of electrical equipment; assessment of equipment performance and making recommendations where necessary for replacement of unserviceable equipment. The officer will also supervise staff working under him/her.

In addition, an officer may be deployed in a design office where work will involve preparation of design drawings and preparing estimates for electrical installations for supply of power to public buildings, hospitals and other institutions in consultation with Electrical Engineer.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Superintendent (Electrical) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) Supervisory Management Course;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.

**VI. PRINCIPAL SUPERINTENDENT (ELECTRICAL), JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

An officer at this level will be deployed at the headquarters and be responsible to for planning and coordinating site supervision on electrical installations and maintenance programmes in the department. Enforcing site supervision standards for electrical maintenance and construction works; implementing policies on improvement of site supervision; checking on monthly/quarterly progress reports submitted from the districts and provinces and recommending appropriate action.

In addition, the officer will be overall in charge of this cadre. He/she will allocate duties and recommend appropriate training for staff development; preparing budgetary and establishment proposals for this cadre.

**(b) Requirements for Appointment**



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

- (i) served in the grade of Senior Superintendent (Electrical) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) Supervisory Management Course;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.



**I. INSPECTOR (ELECTRONICS), JOB GRADE CPSB 11****(a) Duties and Responsibilities**

This is the entry and training grade to the cadre. An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection and maintenance of electronic equipment used in lifts, public address systems, computers, electronic scoreboards, Private Automatic Branch Exchanges (PABX's) and any other electronic equipment in Government buildings and institutions.

**(b) Requirements for Appointment**

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

- (i) a Diploma in Electronics Engineering or Electronics Technician Certificate Part III or equivalent qualification from a recognized institution.

**II. SENIOR INSPECTOR (ELECTRONICS), JOB GRADE CPSB 10****(a) Duties and Responsibilities**

An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection and maintenance of electronic equipment used in lifts, public address systems, computers, electronic scoreboards, Private Automatic Branch Exchanges (PABX's) and any other electronic equipment in Government buildings and institutions.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Inspector (electronics) or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electronics Engineering or Electronics Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

**III. SUPERINTENDENT(ELECTRONICS), JOB GRADE CPSB 9****(a) Duties and Responsibilities**



An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection, installation and maintenance of electronic equipment used in lifts, public address systems, computers, electronic scoreboards, Private Automatic Branch Exchanges (PABX's) and any other electronic equipment in Government buildings and institutions.

In addition, an officer may be deployed in a design office where work involves preparation of design drawings and specifications and making estimates for electronics installations in public buildings and institutions under direction of Electrical Engineer.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Inspector (electronics) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electronics Engineering or Electronics Technician Certificate 1 III or equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

**IV. SENIOR SUPERINTENDENT (ELECTRONICS), JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

An officer at this level may be deployed in a unit/design office at headquarters or in a district. Specific duties will involve the supervision of inspections; repair, maintenance of electronic equipment used in lifts, public address systems, electronic scoreboards, Private Automatic Branch Exchanges (PABX's and any other electronic equipment in Government buildings and institutions. The officer will also supervise staff working under him/her.

In a design office work will involve preparation of design drawings and preparing estimates for electronics installations in consultation with electrical/electronics engineers under direction of Electrical Engineer.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Superintendent (electronics) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electronics Engineering or Electronics Technician Certificate



Part III or equivalent and relevant qualification from a recognized institution;

(iii) No active disciplinary case; and

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

## **V. CHIEF SUPERINTENDENT (ELECTRONICS), JOB GRADE CPSB 7**

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

An officer at this level may be deployed in a unit/design office at headquarters or in a province. Specific duties will involve the supervision of inspections; maintenance of electronics installations in public buildings and Government institutions; undertaking field activities including surveys and report writing; installations, commissioning and acceptance of electronic equipment; assessment of equipment performance and making recommendations where necessary for replacement of unserviceable equipment. The officer will also supervise staff working under him/her.

In a design office work will involve preparation of design drawings and preparing estimates for electronics installations in consultation with Electrical Engineer.

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

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

(i) served in the grade of Senior Superintendent (electronics) or comparable and relevant position in the Public Service for at least three (3) years;

(ii) Diploma in Electronics Engineering or Electronics Technician Certificate Part III or equivalent and relevant qualification from a- recognized institution;

(iii) Supervisory Management Course;

(iv) No active disciplinary case; and

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

## **VI. PRINCIPAL SUPERINTENDENT (ELECTRONICS), JOB GRADE CPSB 6**

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

An officer at this level will be deployed at the headquarters and will be responsible to the head of department for planning and coordinating site supervision of electronics installations and maintenance programmes in the



department. Duties and responsibilities will entail; enforcing site supervision standards for electronics maintenance and construction works; implementing policies on improvement of site supervision; checking on monthly/quarterly progress reports submitted from the districts and provinces and recommending appropriate action.

In addition, the officer will be overall in charge of this cadre. He/she will allocate duties and recommend appropriate training for staff development, and preparing budgetary and establishment proposals for this cadre.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Chief Superintendent (Electronics) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Electronics Engineering or Electronics Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) Supervisory Management Course;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.



## **INSPECTORS [MECHANICAL (BUILDING SERVICES)]**

**APPENDIX 'C'**

### **I. INSPECTOR [MECHANICAL (BS)], JOB GRADE CPSB 11**

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

This is the entry and training grade to the cadre. An officer at this level will be on-the-job training and will work under the supervision of an experienced officer. Specific duties will involve the inspection, repair and maintenance of mechanical installations including power generating engines, fire-fighting equipment, refrigeration and air-conditioning plants in public buildings, hospitals and institutions.

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

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

- (i) Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution.

### **II. SENIOR INSPECTOR [MECHANICAL (BS)], JOB GRADE CPSB 10**

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

An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection, repair and maintenance of mechanical installations including power generating engines, fire-fighting equipment, and refrigeration and air-conditioning plants in public buildings, hospitals, complex conference centres and institutions.

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

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

- (i) served in the grade of Inspector [Mechanical (BS)] or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

### **III. SUPERINTENDENT [MECHANICAL (BS)], JOB GRADE CPSB 9**



**(a) Duties and Responsibilities**

An officer at this level will work under the supervision of an experienced officer. Specific duties will involve the inspection, repair and maintenance of mechanical installations including power generating engines, fire-fighting equipment, refrigeration and air-conditioning plants in public buildings, hospitals, complex conference centres and institutions. In addition, the officer may be deployed in a design office where work involves the preparation of design drawings and specifications; making estimates for mechanical installations in public buildings, hospitals and other institutions under direction of Mechanical Engineers (BS).

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Inspector (Mechanical (BS)) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution,
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

**IV. SENIOR SUPERINTENDENT [MECHANICAL (BS)], JOB GRADE CPSB 8**

**(a) Duties and Responsibilities**

An officer at this level may be deployed in a unit/design office at headquarters or in a district. Specific duties will involve the supervision of inspections; repair and maintenance of mechanical installations including power generating engines, boilers, fire-fighting equipment, refrigeration and air-conditioning, catering and laundry equipment in public buildings, hospitals, complex conference centres and institutions. The officer will also supervise staff working under him/her.

In addition, an officer may be deployed in a design office where work involves preparation of design drawings and specifications; making estimates for mechanical installations in public buildings, hospitals and other institutions under direction of Mechanical Engineer (BS).

**(b) Requirements for Appointment**

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



- (i) served in the grade of Superintendent (Mechanical (BS)) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or equivalent qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

## **V. CHIEF SUPERINTENDENT [MECHANICAL (BS)], JOB GRADE CPSB 7**

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

An officer at this level may be deployed in a unit/design office at headquarters or in a province. Specific duties will involve the supervision of inspections; maintenance of mechanical installations in public buildings, hospitals and institutions; undertaking field activities including surveys, installations, commissioning and acceptance of mechanical equipment; assessment of equipment performance and making recommendations where necessary for replacement of unserviceable equipment. The officer will also supervise staff working under him/her.

In addition, an officer may be deployed in a design office where work will involve preparation of design drawings and specifications; and preparing estimates for mechanical installations in consultation with Mechanical Engineer (BS).

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

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

- (i) served in the grade of Senior Superintendent (Mechanical (BS)) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) Supervisory Management Course;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.

## **VI. PRINCIPAL SUPERINTENDENT [MECHANICAL (BS)], JOB GRADE CPSB 6**



**(a) Duties and Responsibilities**

An officer at this level will be deployed at the Headquarters and will be responsible to the head of department for planning and coordinating site supervision on mechanical installations and maintenance programmes in the department. Duties and responsibilities will entail; enforcing site supervision standards for mechanical maintenance and construction works; ensuring compliance on site supervision policies; checking on monthly/quarterly progress reports submitted from the districts and provinces and recommending appropriate action.

In addition, the officer will be overall in charge of this cadre. He/she will allocate duties and recommend appropriate training for staff development; preparing budgetary and establishment proposals for this cadre.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Chief Superintendent [Mechanical (BS)] or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- (iii) Supervisory Management Course;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.



### 31.0 CAREER PROGRESSION GUIDELINES FOR INSPECTORS (MECHANICAL AND ELECTRICAL – MOTOR VEHICLE AND PLANT)

#### 1. MECHANICAL AND ELECTRICAL (MOTOR VEHICLE AND PLANT) INSPECTION FUNCTION

The function entails: servicing, repair and maintenance of motor vehicles, plant machinery and equipment; inspection of vehicles, plant machinery and equipment; valuation of vehicles; conducting proficiency tests for drivers; and inspection of motor vehicle garages for approval and verification of the required spare parts.

#### 2. GRADING STRUCTURE

The career progression guideline establishes six (6) grades each of Inspectors (Mechanical-Motor Vehicle and Plant) and Electrical (Motor Vehicle and Plant), who will be designated and graded as follows: -

#### INSPECTORS (ELECTRICAL-MOTOR VEHICLE AND PLANT) APPENDIX A

Cadre	Designation	Job Grade CPSB	Job Group
Inspectors (Mechanical-Motor Vehicle and Plant)	Inspector [Electrical-MVP]	11	H
	Senior Inspector [Electrical-MVP]	10	J
	Superintendent [Electrical-MVP]	9	K
	Senior Superintendent [Electrical-MVP]	8	L
	Chief Superintendent [Electrical-MVP]	7	M
	Principal Superintendent [Electrical-MVP]	6	N

#### INSPECTORS (MECHANICAL-MOTOR VEHICLE AND PLANT) APPENDIX B

Cadre	Designation	Job Grade CPSB	Job Group
Electrical (Motor Vehicle and Plant)	Inspector (Mechanical - MVP)	11	H
	Senior Inspector (Mechanical-MVP)	10	J
	Superintendent (Mechanical -MVP)	9	K
	Senior Superintendent (Mechanical-MVP)	8	L
	Chief Superintendent (Mechanical-MVP)	7	M
	Principal Superintendent (Mechanical-MVP)	6	N



**Note:** The grades of Inspector/Senior Inspector/Superintendent, Job Grades CPSB '11/10/9' will form a common establishment for the purpose of this Scheme of Service.

### **3. RECOGNISED QUALIFICATIONS**

The following are the recognized qualifications for the purpose of this CPG:

- (i) Technician Certificate Part III in Mechanical Engineering.
- (ii) Technician Certificate Part III in Automotive Engineering.
- (iii) Diploma in Automotive Engineering
- (iv) Diploma in Mechanical Engineering.
- (v) Higher Diploma in Automotive Engineering.
- (vi) Higher Diploma in Mechanical Engineering.
- (vii) Supervisory skills course.
- (viii) A valid Driving License free from any current endorsements.
- (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**

#### **INSPECTOR (ELECTRICAL-MOTOR VEHICLE AND PLANT)**

**APPENDIX 'A'**

#### **I. INSPECTOR [ELECTRICAL-MVP], JOB GRADE CPSB 11**

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

This is the entry and training grade for this cadre. An officer at this level will be deployed in the County/Sub-County/Ward Workshops and will work under a senior officer. The duties will entail servicing and carrying out minor repairs on electrical components such as alternators, generators, starter motors, small battery charging units, condensers, etc. Other duties also include maintenance and repair of Motor Vehicle/Plant batteries, and carrying out fitting of electrical components and electrical wiring.

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

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

- (i) a Diploma in either Automotive/ Mechanical Engineering or Technician



Certificate Part III in Mechanical Engineering or Automotive Engineering or its equivalent and relevant qualification from a recognized institution.

## **II. SENIOR INSPECTOR [ELECTRICAL-MVP], JOB GRADE CPSB 10**

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

An officer at this level will be deployed in a section within the County Workshop or Sub-County Workshop. The duties include fitting of electrical components; carrying out electrical repairs; fabricating and testing of electrical instruments such as voltmeters, starters, torque testers, voltage regulators, characteristics testers among others and interpretation of simple electrical wiring sketches.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Inspector (Electrical) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma in either Automotive/Mechanical Engineering or Technician Certificate Part III in Mechanical Engineering or Automotive Engineering or its equivalent and relevant qualification from a recognized institution;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

## **III. SUPERINTENDENT (ELECTRICAL-MVP), JOB GRADE CPSB 9**

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

An officer at this level will work under the supervision of a senior officer within the county workshops or sub-county workshops. The duties will entail: interpretation and preparation of wiring diagrams from sketches; testing of alternator relays, armature resistance and continuity; repair of battery charging plants; examination of batteries for slugging, sulphation and repair of radio interferences.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Inspector (Electrical) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma in either Automotive/Mechanical Engineering or Technician



Certificate Part III in Mechanical Engineering or Automotive Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) No active disciplinary case; and

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

#### **IV. SENIOR SUPERINTENDENT (ELECTRICAL-MVP), JOB GRADE CPSB 8**

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

An officer at this level will be deployed in the design office, in a section within county/sub-county/ward workshops. In the design office, the officer will be involved in preparation of electrical wiring sketches.

Duties will entail: testing of alternator relays, armature resistance and continuity; repair of battery charging plants; examination of batteries for slugging, sulphation and repair of radio interference; fitting of electrical components; carrying out electrical repairs; fabricating and testing of electrical instruments such as voltmeters, starters, torque testers, voltage regulators and characteristics testers among others.

In a county workshop, the officer will also oversee all repairs and maintenance works of vehicles and plant machinery.

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

The appointment to this grade, an officer must have:

(i) served in the grade of Superintendent (Electrical-MVP) or in a comparable and relevant position in the Public service for at least three (3) years;

(ii) a Diploma in either Automotive/Mechanical Engineering or Technician Certificate Part III in Mechanical Engineering or Automotive Engineering or its equivalent and relevant qualification from a recognized institution;

(iii) No active disciplinary case; and

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

#### **V. CHIEF SUPERINTENDENT (ELECTRICAL-MVP), JOB GRADE CPSB 7**

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

An officer at this level will be deployed in the county/sub-county workshops. The duties will entail: preparation of costs estimates, monitoring materials and spare parts usage and supervision of staff working under him/her.

At the sub-county workshop, the officer will also be involved in the monitoring



and supervision of equipment usage under the Mechanical Transport Fund.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Superintendent (Electrical-MVP) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma in either Automotive/Mechanical Engineering or Technician Certificate Part III in Mechanical Engineering or Automotive Engineering its equivalent and relevant qualification from a recognized institution;
- (iii) Supervisory skills course;
- (iv) shown merit and ability as reflected in work performance and results;
- (v) No active disciplinary case; and
- (vi) shown administrative ability by being conversant with Government procedures.

**VI. PRINCIPAL SUPERINTENDENT (ELECTRICAL-MVP), JOB GRADE CPSB 6**

**(a) Duties and Responsibilities**

An officer at this level will be deployed to be a section head in the county workshops. The duties will entail: checking of costs estimates, monitoring materials and spare parts usage; participating in the preparation of tender documents and budgetary schedules; and implementation of new working techniques, revision of existing techniques and supervision of junior staff. The officer will also handle personnel matters and training of officers working under him/her. He/she will oversee compliance and quality assurance in operations, administration, technical and development activities of this cadre.

**(b) Requirements for Appointment**

The appointment to this grade, an officer must have:

- (i) served in the grade of Chief Superintendent (Electrical-MVP) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma in either Automotive/Mechanical Engineering or Technician Certificate Part III in Mechanical Engineering or Automotive Engineering



- its equivalent and relevant qualification from a recognized institution;
- (iii) Supervisory skills course;
  - (iv) shown merit and ability as reflected in work performance and results;
  - (v) No active disciplinary case; and
  - (vi) shown administrative ability by being conversant with Government procedures.



## **INSPECTOR (MECHANICAL-MOTOR VEHICLE AND PLANT)      APPENDIX 'B'**

### **I.      INSPECTOR (MECHANICAL-MVP), JOB GRADE CPSB 11**

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

This is the entry grade for this cadre. An officer at this level will be based in the County/Sub-County/Ward Workshops and will be attached to a small motor vehicle or plant repair section. The officer will be supervised by a senior officer in the repair and maintenance of motor vehicles and plant; the officer will inspect, and test vehicles and equipment before and after repairs; the officer will conduct proficiency test for drivers.

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

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

- (i)    a Diploma (Automotive) or other approved equivalent qualification; and
- (ii)   a valid Driving License.

### **II.     SENIOR INSPECTOR (MECHANICAL-MVP), JOB GRADE CPSB 10**

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

An officer at this level will be deployed in a section within the County/Sub-County/Ward Workshops. The officer will be supervised by a senior officer in the repair of motor vehicles and plant machinery; his duties will include inspection of motor vehicles and plant/verification of the required spare parts; testing of vehicles and equipment before and after repair; conducting proficiency test for drivers; supervision of junior staff.

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

For promotion to this grade, a candidate must have:

- (i)    satisfactorily served for at least three (3) years in the grade of Inspector (Mechanical);
- (ii)   a Diploma (Automotive) or other approved equivalent qualification;
- (iii)   a Driving License;
- (iv)   No active disciplinary case; and
- (v)   shown merit and ability in work performance.



### **III. SUPERINTENDENT (MECHANICAL-MVP), JOB GRADE CPSB 9**

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

An office in this grade will be deployed within the County/Sub-County/Ward Workshops. An officer at this level will work under the supervision of a senior officer in carrying out the repair work on Motor Vehicles and plant machinery within a given station; the officer will be required to inspect motor vehicles and plants with a view to repairing or boarding; he is also required to inspect and give valuation reports on motor vehicles as required. The officer may also be deployed to carry out duties in a transport office. The officer will supervise junior staff.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Inspector (mechanical) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma (Automotive) or other approved equivalent qualification;
- (iii) a Driving License;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.

### **IV. SENIOR SUPERINTENDENT (MECHANICAL-MVP), JOB GRADE CPSB 8**

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

An officer at this level will be deployed in a large and busy section of a County/Sub-County Workshop; or may be deployed in a large and busy workshop. The officer will use design drawings and specifications to carry out cost analysis in relation to Motor Vehicle and Plant body design and manufacture; other duties will include preparation and installation of mechanical equipment; cost and quality control; work planning and programming; inspection and valuation of motor vehicles as required. The officer may be deployed to the transport office. The officer will supervise junior staff.

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

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

- (i) served in the grade of Superintendent (Mechanical) or in a comparable



- and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma in Mechanical Engineering, (Automotive) from the Kenya National Examinations Council or its approved equivalent;
- (iii) No active disciplinary case; and
- (iv) shown merit and ability as reflected in work performance and results.

## **V. CHIEF SUPERINTENDENT (MECHANICAL-MVP), JOB GRADE CPSB 7**

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

An officer at this level will be responsible for the supervision of the design section. The officer will also be responsible for the preparation of tender documents, budget control, and implementation of new working techniques. The officer will be responsible to the Principal Superintendent (Mechanical) for planning, co-ordination of technical operations in the workshop, training and staff development and supervision of personnel. At this level the officer will be deployed in the county/sub-county workshop. He/she may also be deployed to be in charge of transport in a Department.

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

For appointment to this grade, a candidate must have:

- (i) served in the grade of Senior Superintendent (Mechanical) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) Diploma in Mechanical Engineering (Automotive) or any other relevant qualification from a recognized institution;
- (iii) Supervisory skills course;
- (iv) No active disciplinary case; and
- (v) Have shown professional competence and skills as reflected in work performance and results.

## **VI. PRINCIPAL SUPERINTENDENT (MECHANICAL-MVP), JOB GRADE CPSB 6**

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

At this level an officer will be deployed at the Headquarters of the Mechanical and Transport Department. His duties shall include preparation of Tender Documents and Budgetary Schedules and assist on technical compliance and



Quality control Assurance in Operations, Administration, Technical and Development activities.  
The officer will also handle personnel matters and training of officers working under him/her.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Superintendent (Mechanical) or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma in Mechanical Engineering (Automotive) or any other approved equivalent;
- (iii) Supervisory skills course;
- (iv) No active disciplinary case; and
- (v) shown administrative ability by being conversant with Government procedures.



## 32.0 CAREER PROGRESSION GUIDELINES FOR ELECTRICIANS

### 1. ELECTRICAL FUNCTION

The Electrical Function entails: repair and maintenance of electrical works and equipment; ensure continuous electrical power supply; and carry out routine checks on electrical works and equipment.

Specifically, this entails: interpretation of drawings; undertake wiring of buildings; check electrical bills; and liaise with Kenya Power and Lighting Company.

### 2. GRADING STRUCTURE

The Career Progression Guidelines establishes five (5) grades of Electricians who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Electricians	Electrician III	14	E
	Electrician II	13	F
	Electrician I	12	G
	Charge Hand (Electrical)	11	H
	Senior Charge Hand (Electrical)	10	J

**Note:**

*The positions of Electrician III/II, Job Grades CPSB 14/13 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) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution.
- (ii) Government Trade Test Certificate Grade III/II/I in the respective craft.
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (iv) Certificate in computer applications.



- (v) Meet the requirements of chapter six (6) of the Constitution.
- (vi) No active disciplinary case.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. ELECTRICIAN III, JOB GRADE CPSB 14**

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

This is the entry and training grade for this cadre. An Electrician at this level will work under the guidance of a senior electrician.

Duties and responsibilities will entail: repairing and maintaining electrical works and equipment; carrying out routine checks on electrical works and equipment; interpreting drawings; undertaking wiring of buildings; and checking electrical bills.

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

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
- (ii) Government Trade Test Certificate Grade III in the respective craft; and
- (iii) Certificate in computer applications.

##### **II. ELECTRICIAN II, JOB GRADE CPSB 13**

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

Duties and responsibilities in the area of specialization will entail: repairing and maintaining electrical works and equipment; carrying out routine checks on electrical works and equipment; interpreting drawings; checking electrical bills; and undertaking wiring of buildings.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Electrician III for a minimum period of three



(3)years;

- (ii) Government Trade Test Certificate Grade III in the respective craft;
- (iii) Met the requirements of chapter six (6) of the Constitution;
- (iv) Certificate in computer applications;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

### **III. ELECTRICIAN I, JOB GRADE CPSB 12**

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

Duties and responsibilities in the area of specialization will entail: repairing and maintaining electrical works and equipment; ensuring continuous electrical power supply; carrying out routine checks on electrical works and equipment; interpreting drawings; undertaking wiring of buildings; checking electrical bills; and liaising with Kenya Power and Lighting Company.

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

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

- (i) Served in the grade of Electrician II for a minimum period of three (3)years;
- (ii) Government Trade Test Certificate Grade II in the respective craft;
- (iii) Met the requirements of chapter six (6) of the Constitution;
- (iv) Certificate in computer applications;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

### **IV. CHARGE HAND (ELECTRICAL), JOB GRADE CPSB 11**

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

Duties and responsibilities in the area of specialization will entail: repairing and maintaining electrical works and equipment; liaising with



Kenya Power and Lighting Company; carrying out routine checks on electrical works and equipment; interpreting drawings; undertaking wiring of buildings; checking electrical bills; and ensuring continuous electrical power supply.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Electrician I for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Met the requirements of chapter six (6) of the Constitution;
- (v) Certificate in computer applications;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.

**V. SENIOR CHARGE HAND (ELECTRICAL), JOB GRADE CPSB 10**

**(a) Duties and Responsibilities**

This is the highest grade for this cadre. The Senior Charge Hand (Electrical) at this level will ensure proper management and administration of installations.

Duties and responsibilities in the area of specialization will entail: coordinating the repairs and maintenance of electrical works and equipment; ensuring continuous electrical power supply; overseeing the routine checks on electrical works and equipment; coordinating wiring of buildings; checking electrical bills; coordinating the processing and assembling of materials for works; undertaking procurement and selection of materials for works; maintaining and ensuring safe custody of working tools; interpreting of works requisition and drawings; ensuring that work performed adheres to the specifications; developing work programmes and schedules in a workstation; maintaining monthly progress reports in a workstation; ensuring standards are maintained in all operational areas;



oversees selection/location of materials for specified works; and liaising with Kenya Power and Lighting Company.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Charge Hand (Electrical) for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Met the requirements of chapter six (6) of the Constitution;
- (v) Certificate in computer applications;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.



### 33.0 CAREER PROGRESSION GUIDELINES FOR PLANT OPERATORS

#### 1. PLANT OPERATION FUNCTION

The Plant Operation Function entails: operate, service and maintenance of plant; identification of mechanical faults for repair; and interpretation of works requisition and drawings.

#### 2. GRADING STRUCTURE AND SCOPE

The Career Progression Guidelines establishes five (5) grades of Plant Operators who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Plant Operators	Plant Operator III	14	E
	Plant Operator II	13	F
	Plant Operator I	12	G
	Charge Hand	11	H
	Senior Charge Hand	10	J

**Note:**

The positions of Plant Operator III/II, Job Grades CPSB 14/13 will form a common establishment for the purpose of these Career Progression Guidelines.

#### 3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of these career progression guidelines.

- (i) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution.
- (ii) Government Trade Test Certificate Grade I in the respective craft.
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (iv) Meet the requirements of chapter six (6) of the Constitution;
- (v) Certificate in computer applications.
- (vi) No active disciplinary case.
- (vii) Meet the requirements of chapter six (6) of the Constitution.



#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. PLANT OPERATOR III, JOB GRADE CPSB 14**

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

This is the entry and training grade for this cadre. A Plant Operator at this level will work under guidance of a senior Plant Operator.

Duties and responsibilities will entail: operating, servicing and maintaining plant; identifying mechanical faults for repair; and maintaining and ensuring safe custody of working tools.

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

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
- (ii) Government Trade Test Certificate Grade III in the respective craft; and
- (iii) Certificate in computer applications.

##### **II. PLANT OPERATOR II, JOB GRADE CPSB 13**

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

Duties and responsibilities in the area of specialization will entail: identifying mechanical faults for repair; maintaining and ensuring safe custody of working tools; participating in procurement and selection of materials for works; and operating, servicing and maintaining plant.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Plant Operator III for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade III in the respective craft;
- (iii) Met the requirements of chapter six (6) of the Constitution;



- (iv) Certificate in computer applications;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

### **III. PLANT OPERATOR I, JOB GRADE CPSB 12**

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

Duties and responsibilities in the area of specialization will entail: operating, servicing and maintaining plant; identifying mechanical faults for repair; maintaining and ensuring safe custody of working tools; and participating in procurement and selection of materials for works.

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

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

- (i) Served in the grade of Plant Operator II for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade II in the respective craft;
- (iii) Met the requirements of chapter six (6) of the Constitution;
- (iv) Certificate in computer applications;
- (v) No active disciplinary case; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

### **IV. CHARGE HAND, JOB GRADE CPSB 11**

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

Duties and responsibilities will entail: operating, servicing and maintaining plant; identifying mechanical faults for repair; participating in procurement and selection of materials for works; maintaining and ensuring safe custody of working tools; and interpreting of works requisition and drawings.

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

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



- (i) Served in the grade of Plant Operator I for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications;
- (v) Met the requirements of chapter six (6) of the Constitution;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.

## **V. SENIOR CHARGE HAND, JOB GRADE CPSB 10**

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

This is the highest grade for this cadre. A Senior Charge Hand at this level will ensure proper management and administration of installations. Duties and responsibilities in the area of specialization will entail: overseeing routine checks for repairs and maintenance; coordinating the processing and assembling of materials for works; overseeing operations, servicing and maintenance plant; undertaking procurement and selection of materials for works; maintaining and ensuring safe custody of working tools; interpreting of works requisition and drawings; ensuring that work performed adheres to the specifications; developing work programmes and schedules in a workstation; maintaining monthly progress reports in a workstation; ensuring standards are maintained in all operational areas; and overseeing selection/location of materials for specified works.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Charge Hand for a minimum period of three (3) years;
- (ii) Government Trade Test Certificate Grade I in the respective craft;
- (iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;



- (iv) Met the requirements of chapter six (6) of the Constitution;
- (v) Certificate in computer applications;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and shown ability as reflected in work performance and results.

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## **34.0 CAREER PROGRESSION GUIDELINES FOR GARDENERS**

### **1. THE GARDENING FUNCTION**

The Gardening function entails:- design, development, establishment and maintenance of green spaces; rehabilitation of soft (flora) and hard landscapes; promotion of sustainable environmental management practices; management of plants nursery and kitchen garden activities; control pests and diseases; organization of the outdoor spaces for activities; undertake silvicultural practices within the landscape; maintenance of drainage, paths, earth roads and soil conservation; maintenance of gardening tools equipment and implements; identification and requisition of gardening inputs such as seeds, manure, fertilizers, chemicals, tools and equipment; undertake indoor gardening and floral decoration; determination of pesticides for relevant application; and management and maintenance of landscape elements.

### **2. GRADING STRUCTURE**

The Career Progression Guideline establishes six (6) grades of Gardeners and six (6) grades of Superintendent Gardens personnel who will be designated and graded as follows:

#### **GARDENERS**

#### **APPENDIX "A"**

<b>Cadre</b>	<b>Designation</b>	<b>Job Grade (CPSB)</b>	<b>Job Group</b>
Gardeners	Gardener III	15	D
	Gardener II	14	E
	Gardener I	13	F
	Senior Gardener III	12	G
	Senior Gardener II	11	H
	Senior Gardener I	10	J



## SUPERINTENDENT (GARDENS)

## APPENDIX "B"

Cadre	Designation	Job Grade (CPSB)	Job Group
Superintendent Gardens	Superintendent (Gardens) III	11	H
	Superintendent (Gardens) II	10	J
	Superintendent (Gardens) I	9	K
	Senior Superintendent (Gardens)	8	L
	Chief Superintendent (Gardens)	7	M
	Principal Superintendent (Gardens)	6	N

**Note:**

The grades of Gardener III/II, CPSB 15/14 for KCSE certificate holders, Gardener I/Senior Gardener III, CPSB 12/11 for Certificate holders and Superintendent Gardens III/II, CPSB 11/10 for Diploma holders will form common establishment for the purpose of this Career Progression Guidelines.

### 3. RECOGNISED QUALIFICATIONS

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

- Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent.
- Certificate in Gardening Course lasting not less than two (2) months or equivalent qualification from a recognized institution.
- Certificate in any of the following fields:- Forestry, Agriculture, Horticulture, Environmental Science or equivalent qualification from a recognized institution.
- Diploma in any of the following fields:- Forestry, Horticulture, Environmental Science, Agriculture or equivalent qualification from a recognized institution.
- Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- Certificate in computer application skills.



- (vii) No active disciplinary case.
- (viii) Such other qualifications as may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **GARDENERS**

##### **APPENDIX "A"**

#### **I. GARDENER III, JOB GRADE CPSB 15**

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

This is the entry and training for this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will entail:- preparing land including digging, levelling, breaking of soil clods to obtain appropriate planting tilth; weeding and watering of lawns, flowerbeds, flower borders and other plants; mulching of herbaceous and non-herbaceous plants; raking of lawns; collecting of garbage and litter; sweeping, cleaning pavements, walkways, driveways and water features; and undertaking varied works relating to gardening.

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

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

- (i) Kenya Certificate of Secondary Education (KSCE) mean grade D or equivalent qualification; and
- (ii) Certificate in computer application skills.

#### **II. GARDENER II, JOB GRADE CPSB14**

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

Duties and responsibilities at this level will entail: collecting and assembling planting media (soil and soilless medium); sourcing of propagation materials (seed and seedless); carrying out propagation works; tendering of seedlings; hedge trimming and pruning; and establishing of lawns, flowerbeds and borders.

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



For appointment to this grade, an officer must have:

- (i) Served in the grade of Gardener III for a minimum period three (3) years;
- (ii) Certificate in Gardening lasting not less than two (2) months 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. GARDENER I, JOB GRADE CPSB 13**

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

Duties and responsibilities at this level will entail:- scouting for pests and diseases; carrying out spraying, fumigation, and solarization among others; carrying out machine operation activities such as mowing, slashing, ploughing, harrowing among others; keeping records on all gardening tools and equipment; carrying out indoor gardening such as planting, manuring, watering, spraying; carrying out litter/garbage disposal; and propagating and protecting of seedlings/plants and harvesting of mature trees.

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

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

- (i) Served in the grade of Gardener II for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent qualification;
- (iii) Certificate in Gardening lasting not less than two (2) months or its equivalent qualification from a recognized institution;
- (iv) Certificate in any of the following fields:- Forestry, Agriculture Horticulture, Environmental Science, or equivalent qualification 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 GARDENER III, JOB GRADE CPSB 12**

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

An officer at this level will be in-charge of gardening functional unit. Duties and responsibilities at this level will entail:- carrying out environmental and conservation activities such as tree planting, terracing, mulching, retaining walls and gabions; establishing of lawns, flower beds and borders; mowing lawns and other gardening activities such as weeding, gapping, pruning, watering, sweeping; maintaining hedges, shrubs, flowers and other plants; issuing of garden stores; and maintaining daily work registers for gardeners.

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

For appointment to this grade an officer must have:-

- (i) Served in the grade of Gardener I for a minimum period of one (1) year;
- (ii) Certificate in Gardening lasting not less than two (2) months or its equivalent qualification from a recognized institution;
- (iii) Certificate in any of the following field:- Forestry, Agriculture, Horticulture, Environmental Science or equivalent qualification 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. SENIOR GARDENER II, JOB GRADE CPSB11**



**(a) Duties and Responsibilities**

An officer at this level will be in-charge of one of the gardening function section, (nursery practices, kitchen gardening, machine operation, layout, lawns etc.) units. Duties and responsibilities at this level will entail:- ensuring general cleanliness of the compound; ensuring proper waste handling and disposal in line with relevant provisions; ensuring effective use of garden stores, equipment and their security; preparing schedule of duties and programmes for junior gardeners; and advising on pests and disease control products.

**(b) Requirements for appointment**

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

- (i) Served in the grade of Senior Gardener III for at least three (3) years;
- (ii) Certificate in any of the following field Forestry:- Agriculture, Horticulture, Environmental Science or equivalent qualification from a recognized institution;
- (iii) Certificate in Gardening lasting not less than two (2) months or its equivalent qualification 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. SENIOR GARDENER I, JOB GRADE CPSB10**

**(a) Duties and Responsibilities**

An officer at this level will be in-charge of one of the gardening functional section. Duties and responsibilities at this level will entail:- inspecting gardens services and issuing instructions and guidance to the gardeners; monitoring and evaluation of plant nursery activities; ensuring proper use of gardens stores and equipment; identifying and supervising of landscape rehabilitation and facelifts; ensuring effective implementation of gardening programmes; ensuring proper waste management; compiling work progress reports; identifying staff training needs; guiding and supervising staff under him/her; and carrying out staff appraisal.

**(b) Requirements for appointment**



For appointment to this grade an officer must have:-

- (i) Served in the grade of Senior Gardener II for at least three (3) years;
- (ii) Certificate in any of the following field:- Forestry, Agriculture, Horticulture, Environmental Science or equivalent qualification from a recognized institution;
- (iii) Certificate in Gardening lasting not less than two (2) months or its equivalent qualification 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.



**I. SUPERINTENDENT III (GARDENS), 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 at this level will entail:- carrying out formative pruning of trees, shrubs and hedges; mixing of pesticides; identifying pests and disease in the landscape; carrying out segregation of waste; carrying out composting; undertaking soil enrichment activities such as manuring, fertilizer application, foliar feed application; carrying out plant propagation such as sourcing of plant propagules, rooting and potting; and undertaking kitchen gardening activities such as crop rotation, fallowing among others.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Diploma in any of the following fields:- Forestry, Horticulture, Environmental Science, Agriculture or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer applications.

**II. SUPERINTENDENT II (GARDENS), JOB GRADE CPSB10****(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- establishing of lawns, live hedges and shrubs; implementing approved designs within the landscape; advising on landscape safety such as removal of dangerous trees, overhanging branches, diseased and dead trees; identifying areas that need rehabilitation within the landscape; supervising proper use of gardening machines and equipment; organizing outdoor spaces for functions and activities; and advising on indoor gardening such as choice of plants for indoor.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Superintendent III (Gardens) for a minimum



period of three (3) years;

- (ii) Diploma in any of the following fields:- Forestry Horticulture, Environmental Science, Agriculture 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. SUPERINTENDENT I (GARDENS), JOB GRADE CPSB9**

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

An officer at this level will head a sub section of gardening functions. Duties and responsibilities at this level will entail:- ensuring availability of gardening requirements such as machinery, tools, plants materials and relevant equipment; supervising the technical works on landscape rehabilitation and facelift; ordering outdoor open spaces for gardening function; undertaking indoor gardening and floral decoration; undertaking maintenance of drainage, paths, earth roads and walkways; undertaking silvicultural practices within the landscape; implementing environmental mitigation measures; monitoring and evaluation of gardening works; and supervising staff under the officer

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

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

- (i) Served in the grade of Superintendent II (Gardens) for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Forestry, Horticulture, Environmental Science, Agriculture or equivalent qualification from a recognized institution;
- (iii) Departmental Certificate in Gardening lasting not less than two (2) months or its equivalent qualification from a recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than four (4) 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 SUPERINTENDENT (GARDENS), JOB GRADE CPSB 8**

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

Duties and responsibilities at this level will entail:- planning and implementing landscape plans; implementing gardening programmes and strategies; implementing environmental legal requirements such as wetland management, pollution control, fragile eco-systems among others; conducting dendrological surveys-nomenclature to establish species in the landscape; supervising maintenance of drainage, paths, walkways and earth roads; ensuring effective management of plants nursery and kitchen garden management activities; supervising control of pests and disease; planning and organizing outdoor spaces for activities; and supervising silvicultural practices within the landscape.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Superintendent I (Gardens) for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Forestry, Horticulture, Environmental Science, Agriculture or equivalent qualification from a recognized institution;
- (iii) Departmental Certificate in Gardening lasting not less than two (2) months 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 computer application skills;
- (vi) No active disciplinary case; and
- (vii) Shown merit and ability as reflected in work performance and results.



## **V. CHIEF SUPERINTENDENT (GARDENS), JOB GRADE CPSB7**

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

An officer at this level will be answerable to the head of gardening function. Duties and responsibilities at this level will entail:- initiating the formulation, implementation and review of gardening policies, strategies and programmes; designing, developing, establishing and maintaining of green spaces; implementing rehabilitation of soft (flora) and hard landscapes; ensuring sustainable environmental management; ensuring effective management of plants nursery and kitchen garden management activities; supervising control of pests and disease; planning and organizing outdoor spaces for activities; supervising silvicultural practices within the landscape; ensuring maintenance of gardening tools equipment and implements; developing proper framework for identification and requisition of gardening inputs such as seeds, manure, fertilizers, chemicals, tools and equipment; coordinating setting of targets and preparation of work plans; planning and implementing environmental mitigation measures; providing specifications for procurement of gardening requirements; and coaching and mentoring of staff.

### **(b) Requirement for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Superintendent (Gardens) for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Forestry, Horticulture, Environmental Science, Agriculture or equivalent qualification from a recognized institution;
- (iii) Departmental Certificate in Gardening lasting not less than two (2) months or its equivalent qualification 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 SUPERINTENDENT (GARDENS), JOB GRADE CPSB 6**



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

This will be the highest level for this cadre. An officer at this level will be responsible to the head of administration for coordination and management of gardening function. Duties and responsibilities at this level will entail:- formulating, implementing and reviewing gardening policies, strategies and programmes; overseeing design, development, establishment and maintenance of green spaces; coordinating rehabilitation of soft (flora) and hard landscapes; ensuring sustainable environmental management; overseeing management of plants nursery and kitchen garden management activities; coordinating control of pests and disease; overseeing of organization outdoor spaces for activities; coordinating silvicultural practices within the landscape; ensuring maintenance of drainage, paths, earth roads and soil conservation; overseeing maintenance of gardening tools, equipment and implements; coordinating identification and requisition of gardening inputs such as seeds, manure, fertilizers, chemicals, tools and equipment; coordinating indoor gardening and floral decoration; overseeing the formulation of pesticides; coordinating management and maintenance of landscape elements; ensuring capacity building for in gardening function; coordinating the development of work plans and programmes within the gardening functions; ensuring all gardening functions and activities are undertaken to the high standards commensurate to the organization; and coordinating joint functions with other stakeholders.

### **(b) Requirement for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Superintendent (Gardens) for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields:- Forestry, Horticulture, Environmental Science, Agriculture or equivalent qualification from a recognized institution;
- (iii) Departmental Certificate in Gardening lasting not less than two (2) months or its equivalent qualification 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.



## 35.0 CAREER PROGRESSION GUIDELINES FOR SOCIAL WELFARE PERSONNEL

### 1. SOCIAL WELFARE OFFICERS' FUNCTION

The Social welfare Officers' Function entails; formulation and review of social policies; development and advocacy of policies and strategies that promote social justice; further, they assess client needs, counselling, implement treatment plan, monitor and evaluate clients improvement; serve as client advocate; case management; research and referrals of clients; develop and conduct support to individuals, groups and families; develop and deliver specialized programs, services and cultural activities; prepare and maintain assessments and statistical reports; solicit for grants and funds; work with volunteers to support and enhance program goals; promotion and management of social welfare programs in the County. The function further involves; designing, implementing and evaluating social service programs and initiatives to meet community needs and promote positive outcomes; Coordinating rehabilitative services and support for clients; mobilizing community members, building coalitions and advocating for policy changes to address social issues and promote equity; Give support to the vulnerable population; mobilizing the community on awareness of pandemic diseases, drug and substance abuse and intervening during crisis occasioned by natural disasters.

### 2. GRADING STRUCTURE

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

Cadre	Designation	Job Grade CPSB	Job Group
Social Welfare Officers	Social Welfare Officer III	11	H
	Social Welfare Officer II	10	J
	Social Welfare Officer I	9	K
	Senior Social Welfare Officer	8	L
	Chief Social Welfare Officer	7	M
	Principal Social Welfare Officer	6	N
	Assistant Director, Social Welfare	5	P
	Deputy Director, Social Welfare	4	Q

**Note:**

The grades of Social Welfare Officer III/II CPSB 11/10 for Diploma holders and Social Welfare Officer II/I CPSB 10/9 for graduates 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 Scheme of Service.

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- or its recognized equivalent qualifications.
- (ii) Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Counselling, Mental Health or other equivalent qualification from a recognized Institution.
- (iii) Bachelor of Arts Degree in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution.
- (iv) Master's degree in any of the following disciplines: Sociology, Social work, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution.
- (v) Certificate in a 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 for 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) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

### **4. JOB AND APPOINTMENT SPECIFICATIONS**

#### **I. SOCIAL WELFARE OFFICER III, JOB GRADE CPSB 11**

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

This will be the entry grade for Diploma Holders. At this level, an officer will be deployed in a Rehabilitation Centre or Departments/Agencies. Duties and responsibilities will involve taking statistics on matters pertaining to social rehabilitation; welfare services; individual counseling of the affected



community. The officer will also be involved in mobilizing the community on awareness of pandemic diseases, drug and substance abuse and intervening during crisis occasioned by natural disasters.

**(b) Requirements for Appointment**

**Direct Appointment**

For appointment to this grade, a candidate must have:

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

**II. SOCIAL WELFARE OFFICER II, JOB GRADE CPSB 10**

**(a) Duties and responsibilities**

An officer at this level will assist in taking charge of social welfare duties in Youth Rehabilitation Centre or Departments/Agencies. Specific duties will entail counselling; assessing client needs; building relationships; create and implement treatment plan, monitor and evaluate clients improvement ; act as a link between the rehabilitation patients and their relatives or handling social problems; develop and deliver specialized programs and services; The officer will also be involved in mobilizing the community on awareness of pandemic diseases, drug and substance abuse and intervening during crisis occasioned by natural disasters.

**(b) Requirements for Appointment**

**Direct appointment**

For direct appointment to this grade, a candidate must have;

- (i) Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counseling or other equivalent qualification from a recognized institution;
- (ii) Certificate in Computer applications; and
- (iii) No active disciplinary case.



### **Promotion**

For appointment to this grade, an officer must have;

- (i) served in the grade of Social Welfare Officer III for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution.
- (iii) Certificate in computer applications;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.

### **III. SOCIAL WELFARE OFFICER I, JOB GRADE CPSB 09**

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

An officer at this level may be required to take charge of Social Welfare duties in Rehabilitation Centres or Departments/Agencies. Specifically, the officer will convene reception boards and make follow up. In addition, the officer will evaluate monthly reports and supervise staff and trainees working under their supervision.

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

For appointment to this grade, an officer-must have

- (i) served in the grade of Social Welfare Officer II for a minimum period of three (3) years;
- (ii) Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counselling or other equivalent qualification from a recognized institution;
- (iii) Certificate in Computer applications;
- (iv) No active disciplinary case; and
- (v) shown outstanding competence, ability and initiative in work performance and results.

### **IV. SENIOR SOCIAL WELFARE OFFICER, JOB GRADE CPSB 08**



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

An officer at this level will be expected to take charge of welfare programmes relating to clients and staff. Duties will include convening reception boards regularly; organize and initiate community action; prepare community health plans; develop and deliver specialized programs and activities in the community; prepare and maintain assessment and statistical reports; supervising staff and trainees working under them.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Social Welfare Officer I for a minimum period of three (3) years;
- (ii) Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counseling or other equivalent qualification from a recognized institution
- (iii) Certificate in Computer applications;
- (iv) No active disciplinary case; and
- (v) demonstrated competence, ability and initiative in work performance and results.

### **V. CHIEF SOCIAL WELFARE OFFICER, JOB GRADE CPSB 07**

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

An officer at this level may be deployed to a Sub -County to coordinate social welfare related activities and programs. Specific Duties include; liaison with Government / Non-Governmental Organizations at the Sub-County level regarding donations /grants; formulation of Social justice policies and strategies; work with volunteers to support and enhance program goals; work with individuals, groups and families at the Sub-County level on social welfare programs.

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

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Social Welfare Officer for a minimum period of three (3) years;



- (ii) Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counseling or other equivalent qualification from a recognized institution;
- (iii) Certificate in Computer applications;
- (iv) No active disciplinary case; and
- (v) Demonstrated competence, ability and initiative in work performance and results.

## **VI. PRINCIPAL SOCIAL WELFARE OFFICER, JOB GRADE CPSB O6**

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

A Principal Social Welfare Officer may be deployed at the Sub-County/Departmental Headquarters and will be responsible for the efficient management and administration of social welfare programmes. The Officer will be expected to be fully conversant with the Government policy on rehabilitation and treatment of clients; giving technical advice; ensuring implementation of policies on social welfare programmes among communities; liaison with Government / Non-Governmental Organizations regarding donations /grants; formulation of Social justice policies and strategies. The officer will also co-ordinate and participate in social services programmes; prepare social welfare reports.

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

For appointment to this grade, an officer must:

- (i) have served in the grade of Chief Social Welfare Officer for a minimum period of three (3) years;
- (ii) Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counseling or other equivalent qualification from a recognized institution
- (iii) be fully conversant with Government Policy on social welfare rehabilitation.
- (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) have demonstrated proven competence, ability and initiative in work performance and results.

## **VII. ASSISTANT DIRECTOR, SOCIAL WELFARE, JOB GRADE CPSB 05**

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

An Assistant Director, Social Welfare will be stationed at the Departmental Headquarters. An officer at this level will be responsible to the Director in the formulation, implementation, coordination and supervision of Social Welfare Programmes. Specific responsibilities will entail co-ordination of both Government and Non-Governmental Organizations involved in Social Welfare work and delivery of welfare care services; coordinate policy as well as management of any donor funded support; Manage the procurement and distribution of education/medical and recreational materials and equipment. In addition, the officer will assist in coordination of general administrative duties; and dealing with human resource matters in the division.

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

For appointment to this grade, an officer must:

- (i) have served in the grade of Principal Social Welfare Officer for a minimum period of three (3) years;
- (ii) have Bachelor's Degree in any of the following disciplines; Social work So Sociology, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution;
- (iii) have Master's Degree in any of the following disciplines; Sociology, Social work, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution;
- (iv) be fully conversant with the Government policy on Social Welfare and rehabilitation;
- (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) have demonstrate high degree of professional competence and administrative capability.



## **VIII. DEPUTY DIRECTOR, SOCIAL WELFARE – JOB GRADE CPSB 04**

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

A Deputy Director, Social Welfare will be the head of the division and will be responsible to the Chief Officer. Duties and responsibilities will include assisting the chief officer in policy implementation on matters related to rehabilitation programmes; co-ordinating the formulation, development and implementation of Social Welfare policies as well as management of any donor funded support for the division; and co-ordinate staff development programmes in the division; responsible for social welfare matters in the County; and drawing up budget estimates for the division.

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

For appointment to this grade an officer must:-

- (i) have served in the grade of Assistant Director, Social Welfare for a minimum period of three (3) years;
- (ii) have Bachelor's Degree in any of the following disciplines; Social work, Sociology, Psychology, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution;
- (iii) have Master's Degree in any of the following disciplines; Sociology, Social work, Mental Health, Anthropology, Counselling or other equivalent qualification from a recognized institution;
- (iv) be fully conversant with the Government policy on Social Welfare and rehabilitation;
- (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;
- (vii) Certificate in computer application skills;
- (viii) No active disciplinary case; and
- (ix) have demonstrated administrative ability and professional competence as reflected in work performance and results.



### 36.0 CAREER PROGRESSION GUIDELINES FOR GENDER AND SOCIAL DEVELOPMENT PERSONNEL

#### 1. GENDER AND SOCIAL DEVELOPMENT OFFICERS' FUNCTION

The Gender Function entails: developing, reviewing, interpreting, implementation and monitoring of gender policies, programs and plans, designing and facilitating programs/projects that promote gender equality, coordination of gender mainstreaming into the national development agenda, institutionalization of gender mainstreaming in Departments and Agencies; promotion of gender socio-economic empowerment, sensitization of stakeholders on gender related issues; monitoring the implementation of gender related Funds, undertaking research on gender issues; management of the Gender Research and Documentation Centre, monitoring prevalence of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV), coordination of programs for elimination of incidences of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV); development and maintenance of gender dis-aggregated data and management information systems, promotion of partnership with stakeholders on gender related matters; monitoring and validating impact of gender programs and projects, negotiation, domestication and reporting on gender related international and regional treaties, protocols and conventions, and community mobilization on gender issues.

#### 2. GRADING STRUCTURE

The Career Progression Guideline establishes eight (8) grades of Gender Officers who will be designated and graded as follows:-

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

**Note:**

The grades of Gender Officer II/I, CPSB 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) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution.
- (ii) Master's Degree in any of the following fields:- Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant qualification from a recognized institution.
- (iii) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four (4) weeks in aggregate 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 Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.
- (vi) Membership to a relevant professional body where applicable.
- (vii) Certificate in computer application skills.
- (viii) No active disciplinary case.
- (ix) Any other qualification as may be approved by the County Public Service Board.

### **4. JOB AND APPOINTMENT SPECIFICATIONS**

#### **I. GENDER OFFICER II, JOB GRADE CPSB 10**

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

This is the entry and training grade for Gender Officers. An officer at this level will work under a more senior and experienced officer. Duties and responsibilities at this level will entail: collecting data on Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation



and Sexual and Gender Based Violence programmes and projects; handling logistic issues relating to administration of training programmes on gender mainstreaming, social economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; and counselling victims of Gender Based Violence.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution; and
- (ii) Certificate in computer application skills.

**II. GENDER OFFICER I, JOB GRADE CPSB 09**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: collecting and collating data on Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence projects and programmes; undertaking logistics tasks in the administration of training programmes on gender mainstreaming, social economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; creating awareness on gender mainstreaming and socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence policies, projects and programmes; liaising with organisations handling gender issues; guiding and counselling victims of Gender Based Violence; and compiling gender disaggregated data for Departments and County Agencies.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Gender Officer II for a minimum period of one (1) year;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration



(Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution;

- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

### **III. SENIOR GENDER OFFICER, JOB GRADE CPSB 08**

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

Duties and responsibilities at this level will entail: facilitating and monitoring gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence activities; implementing gender mainstreaming and socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects; collecting, collating and analysing data on Female Genital Mutilation and Sexual and Gender Based Violence prevalence; collecting, compiling and analysing Gender disaggregated data on Departments, and Counties Agencies; identifying opportunities and documenting practices for upscaling and replication of gender programmes; follow-up with gender-violence victims for the expediency of justice; liaising with organisations handling gender issues; and disseminating information on gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence policies, projects and programmes.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Gender Officer I for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution;
- (iii) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four



- (4) weeks in aggregate from a recognized institution;
- (iv) Membership to a relevant professional body where applicable;
- (v) Certificate in computer application skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

#### **IV. CHIEF GENDER OFFICER, JOB GRADE CPSB 07**

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

Duties and responsibilities at this level will entail: implementing gender, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence projects and programmes; collecting, compiling and analysing gender disaggregated data on Departments and County Agencies; following-up Gender Based Violence cases for conclusive resolution; analysing Departments and County Agencies reports on appointments, nominations and promotions to establish the level of compliance with the Two Thirds Gender Principle; developing data banks for gender programmes and projects; liaising with organisations handling gender issues; disseminating information on gender mainstreaming and socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence policies, programmes and projects; monitoring the prevalence of Female Genital Mutilation and Gender Based Violence and identifying programmes to address them; and sensitizing stakeholders on gender related issues including Female Genital Mutilation (FGM) and Gender Based Violence (GBV).

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Gender Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized



institution;

- (iii) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four (4) weeks in aggregate from a recognized institution;
- (iv) Membership to a relevant professional body where applicable;
- (v) Certificate in computer application skills;
- (vi) No active disciplinary case; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

## **V. PRINCIPAL GENDER OFFICER, JOB GRADE CPSB 06**

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

An officer at this level may be deployed at Headquarters or in the Counties. Duties and responsibilities at this level will entail: implementing gender policies, projects and programmes; facilitating gender mainstreaming activities in Departments and County Agencies; liaising with organisations handling gender issues; undertaking research on gender issues, including baseline survey on Female Genital Mutilation and Gender Based Violence; development of gender disaggregated data and management information systems; establishing the level of compliance with the Two Thirds Gender Principle in Departments and County Agencies; sensitizing stakeholders on gender related issues including Female Genital Mutilation and Gender Based Violence; facilitating formation of community level structure; and mobilizing communities to participate in field activities promoting gender equity and elimination of Female Genital Mutilation and Gender Based Violence.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Gender Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized



institution;

- (iii) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four (4) weeks in aggregate 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 where applicable;
- (vi) Certificate in computer application skills;
- (vii) No active disciplinary case; and
- (viii) Demonstrated professional competence in gender work as reflected in work performance and results.

## **VI. ASSISTANT DIRECTOR, GENDER, JOB GRADE CPSB 05**

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

Duties and responsibilities at this level will entail: implementation of gender policies, projects and programmes; facilitating gender mainstreaming activities in Departments and County Agencies ; promoting gender socio-economic empowerment; undertaking sensitization/awareness creation on gender programmes and projects; undertaking research on gender issues, including baseline survey on Female Genital Mutilation and Gender Based Violence; coordinating collection and development of gender disaggregated data and management information systems; monitoring gender mainstreaming, socio- economic empowerment and Female Genital Mutilation and Sexual and Gender Based Violence projects and programmes establishing the level of compliance with the Two Third Gender Principle in Departments and County Agencies ; providing budget estimates on Gender Mainstreaming Programmes/projects; monitoring gender related Funds; monitoring prevalence of Female Genital Mutilation and Sexual and Gender Based Violence; engaging with partners and stakeholders on Gender related matters; guiding and facilitating formation of community level structures on Anti-Female Genital Mutilation and Gender Based Violence groups; maintaining a complaints and grievance mechanism on gender related matters at the County; and preparing monthly, quarterly, bi-annual and annual reports on gender programmes/projects.

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



For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Gender Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution;
- (iii) Master's Degree in any of the following fields:- Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant qualification from a recognized institution;
- (iv) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four (4) weeks in aggregate 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) Membership to a relevant professional body where applicable;
- (vii) Certificate in computer application skills;
- (viii) No active disciplinary case; and
- (ix) Demonstrated professional competence in gender work as reflected in work performance and results.

## **VII. DEPUTY DIRECTOR, GENDER, JOB GRADE CPSB 04**

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

Duties and responsibilities at this level will entail: facilitating and monitoring gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence activities; undertaking research on gender issues, including baseline survey on Female Genital Mutilation and Gender Based Violence; coordinating collection and development of gender disaggregated data and management information



systems; coordinating gender focal points across sectors; identification of gender related programmes for implementation; monitoring prevalence of Female Genital Mutilation and Sexual and Gender Based Violence; identifying relevant stakeholders and partners to promote and implement gender programs and projects; establishing the level of compliance with the Two Thirds Gender Principle; coordinating programmes for the reduction of Female Genital Mutilation and Sexual and Gender Based Violence; developing data banks for gender programmes; participating and reporting on international and regional forums on gender; monitoring and reporting on funding of gender programmes/projects; engaging with partners and stakeholders on gender related matters; and supervising, coaching, mentoring and developing staff working in the Department.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, Gender for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution;
- (iii) Master's Degree in any of the following fields:- Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant qualification from a recognized institution;
- (iv) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four (4) weeks in aggregate 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) Membership to a relevant professional body where applicable;
- (vii) Certificate in computer application skills;
- (ix) No active disciplinary case; and
- (viii) Demonstrated professional competence and managerial ability as



reflected in work performance and results.

### **VIII. DIRECTOR GENDER, JOB GRADE CPSB 03**

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

Duties and responsibilities at this level will entail: interpreting and coordinating the implementation of gender policies; identifying, designing and implementing programmes/projects that promote Gender mainstreaming, socio-economic empowerment, and mitigate against Female Genital Mutilation and Sexual and Gender Based Violence; monitoring prevalence of Female Genital Mutilation and Sexual and Gender Based Violence; conducting appraisal on policies, programmes and practices across sectors to establish the level of gender responsiveness; overseeing the implementation of gender related Funds; participating in national, regional and international meetings, conferences and conventions on gender; researching and benchmarking on gender issues; overseeing the operations of the Gender Research and Documentation Centre; facilitating the development of gender disaggregated data; promoting partnership with stakeholders on gender related matters; developing performance targets and annual work plans for the Department; and supervising, mentoring and development of staff in the Department.

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

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director, Gender for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology Economics, Law or any other relevant Social Science from a recognized institution;
- (iii) Master's Degree in any of the following fields:- Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant qualification from a recognized institution;
- (iv) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four (4) weeks in aggregate from a recognized institution;



- (v) Have certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;
- (vi) Membership to a relevant professional body where applicable;
- (vii) Have certificate in computer application skills;
- (viii) Demonstrated outstanding professional and managerial competence in management of the Gender Function;
- (ix) Be conversant with emerging issues in the field of gender mainstreaming, social economic empowerment as well as gender related violence and female genital mutilation;
- (x) No active disciplinary case; and
- (xi) Demonstrated a clear understanding of National development goals, policies and objectives and the role of the Gender Function in realization of the same.



### 37.0 CAREER PROGRESSION GUIDELINES FOR YOUTH DEVELOPMENT PERSONNEL

#### 1. YOUTH DEVELOPMENT OFFICERS' FUNCTION

The Youth Development Officers function entails; initiating; formulating and implementing policies, programs and activities that promote youth development; mainstreaming youth affairs at local, national and international levels; researching and disseminating information on youth employment, health, crime, drug abuse, gender, special needs, environmental conservation, empowerment, enterprise development, leisure/recreation and community service; undertaking research and consultancy on youth development issues; establishing and operationalizing youth empowerment centers; developing and promoting an integrated information system for the youth.

#### 2. GRADING STRUCTURE

The career progression guideline establishes eight (8) grades of Youth Development Officers who will be designated and graded as follows:-

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

**Note:** The grades of Youth Development Officer II/I CPSB 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 Scheme of Service:-



- (i) Bachelor's Degree in Social Sciences from a recognized institution.
- (ii) Master's Degree in Social Sciences from a recognized institution.
- (iii) Promotional Course in Youth Development Studies lasting not less than four (4) weeks or equivalent qualifications from a recognized institution.
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent qualifications from a recognized institution or its equivalent.
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent qualifications from a recognized institution or its equivalent.
- (vi) Certificate in Computer Applications.
- (vii) No active disciplinary case.
- (viii) Any other qualification that may be approved by the County Public Service Board.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. YOUTH DEVELOPMENT OFFICER II, JOB GRADE CPSB 10**

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

This will be the entry and training grade for the Youth Development Officers' cadre. An officer at this level will work under the guidance and supervision of a more senior officer. Duties and responsibilities will involve: collection, collation and submission of data on youth and health, gender mainstreaming, employment, drugs, crime, leisure, recreation and community services; and participate in training and engaging the youth on issues related to environmental conservation, gender, special needs, empowerment and participation.

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

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in Social Sciences from a recognized institution; and



- (ii) Certificate in Computer Applications.

## **II. YOUTH DEVELOPMENT OFFICER I, JOB GRADE CPSB 09**

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

An officer at this level will be responsible for implementing youth programmes and activities. Specific duties and responsibilities will entail: sensitizing youth on health, employment, youth empowerment and participation, enterprise development, gender mainstreaming, drug abuse, crime, special needs, recreation/leisure and community services; participating in data collection and preparation of reports on youth issues; and liaising with local, public, and private sector stakeholders to promote mainstreaming of the youth agenda.

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

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

- (i) served in the grade of Youth Development Officer II or in a relevant and equivalent position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iii) Certificate in Computer Applications;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.

## **III. SENIOR YOUTH DEVELOPMENT OFFICER, JOB GRADE CPSB 08**

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

An officer at this level will be responsible for implementing youth programmes and activities in a Ward Youth Development Office. Specific duties and responsibilities will entail: sensitizing youth on health, employment, youth empowerment and participation, enterprise development, gender mainstreaming, drug abuse, crime, special needs, recreation/leisure and community services; coordinating collection and collation of data and preparation of reports on youth programmes and activities; participating in the establishment of youth empowerment centers; coordinating youth participation in environmental conservation; liaising with stakeholders to undertake surveys and disseminate information on youth development issues,



internship and volunteerism; and coordinating preparation of work plans for youth activities.

**(b) Requirements for appointment**

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

- (i) served in the grade of Youth Development Officer I or in a relevant and equivalent position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iii) Promotional Course in Youth Development Studies lasting not less than four (4) weeks or equivalent qualifications from a recognized institution;
- (iv) Certificate in Computer Applications;
- (v) No active disciplinary case; and
- (vi) shown merit and ability as reflected in work performance and results.

**IV. CHIEF YOUTH DEVELOPMENT OFFICER, JOB GRADE CPSB 07**

**(a) Duties and Responsibilities**

An officer at this level will be deployed in a Sub-County Youth Development Office. Duties and responsibilities will involve: coordinating implementation of youth programmes and projects within the sub-county; sensitizing youth on health, employment, empowerment and participation, enterprise development, gender mainstreaming, drug abuse, crime, special needs, recreation, leisure and community services; liaising with stakeholders to undertake surveys and disseminate information on youth development issues concerning youth employment and participation, health, crime, drugs, entrepreneurship, internship, volunteerism, environmental conservation, leisure, recreation, and community service; participating in the establishment of youth empowerment centers; and coordinating and monitoring the preparation of annual work plans and reports on youth activities in the district.

**(b) Requirements for appointment**

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

- (i) served in the grade of Senior Youth Development Officer or in a



relevant and equivalent position in the Public Service for a minimum period of three (3) years;

- (ii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iii) Promotional Course in Youth Development Studies lasting not less than four (4) weeks or equivalent qualifications from a recognized institution;
- (iv) Certificate in Computer Applications;
- (v) No active disciplinary case; and
- (vi) shown merit and ability as reflected in work performance and results.

## **V. PRINCIPAL YOUTH DEVELOPMENT OFFICER, JOB GRADE CPSB 06**

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

An officer at this level will be deployed to head a Sub-County Youth Development Office to coordinate implementation of youth activities and programmes in the sub-county. Specific duties and responsibilities will entail: liaising with stakeholders to undertake surveys and disseminate information on absorption of youth into employment, entrepreneurship, internship and volunteerism; sensitizing youth on health, employment, youth empowerment and participation, enterprise development, gender mainstreaming, drug abuse, crime, special needs, recreation/leisure and community services; coordinating youth participation in environmental conservation; ensuring Youth Empowerment Centers are established and availed to the youth in the sub-county; coordinating preparation of annual work plans and budgets for youth programmes and activities; coordinating and monitoring preparation of quarterly and annual reports on youth programmes and activities; and overseeing staff supervision, management and development.

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

For appointment to this grade, an officer must have;

- (i) served in the grade of Chief Youth Development Officer or in a relevant and equivalent position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iii) Promotional Course in Youth Development Studies lasting not less than



- four (4) weeks or equivalent qualifications from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent qualifications from a recognized institution or its equivalent;
- (v) Certificate in Computer Applications;
- (vi) No active disciplinary case; and
- (vii) shown merit and ability as reflected in work performance and results.

## **VI. ASSISTANT DIRECTOR, YOUTH DEVELOPMENT, JOB GRADE CPSB 05**

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

An officer at this level will be deployed to a County Youth Development Office to coordinate the implementation of youth development programmes within the County. Specific duties and responsibilities will involve: liaising with stakeholders on research and dissemination of information on youth development issues; participating in the development of guidelines to strengthen linkages and dynamic partnership with stakeholders on absorption of youth into employment, internship and volunteerism; coordinating youth participation in environmental conservation; monitoring and following up on the implementation of youth development activities and programmes; coordinating preparation of performance management reports; and supervising and coordinating staff management, training and development.

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

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

- (i) served in the grade of Principal Youth Development Officer or in a relevant and equivalent position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iii) Master's Degree in Social Science from a recognized institution;
- (iv) Promotional Course in Youth Development Studies lasting not less than four (4) weeks or equivalent qualifications from a recognized institution;
- (v) Certificate in Senior Management Course lasting not less than four (4)



weeks or its equivalent qualifications from a recognized institution or its equivalent;

- (vi) Certificate in Computer Applications;
- (vii) No active disciplinary case; and
- (viii) shown merit and ability as reflected in work performance and results.

## **VII. DEPUTY DIRECTOR, YOUTH DEVELOPMENT, JOB GRADE CPSB 04**

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

An officer at this level will be deployed in a technical division at the Departmental Headquarters. Specific duties and responsibilities at this level will involve: participating in the review of youth development policies and programmes; undertaking research, consultancy and dissemination of relevant information on youth development issues; planning, promoting and coordinating youth programmes to increase awareness; participating in environmental conservation, enterprise development, health, volunteerism, career development and community service; analyzing and acting on reports on youth programmes and activities; liaising with stakeholders to create linkages and dynamic partnerships; coordinating and monitoring implementation of youth development programmes and activities; identifying staff training needs; designing relevant training programmes; and coordinating capacity building for staff in the department.

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

For appointment to this grade, an officer must have;

- (i) served in the grade of Assistant Director, Youth Development or in a relevant and equivalent position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iii) Master's Degree in Social Science from a recognized institution;
- (iv) Promotional Course in Youth Development Studies lasting not less than four (4) weeks or equivalent qualifications from a recognized institution;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent qualifications from a recognized institution or



its equivalent;

- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent qualifications from a recognized institution or its equivalent;
- (vii) Certificate in Computer Applications;
- (viii) No active disciplinary case; and
- (ix) shown merit and ability as reflected in work Performance and results.

### **VIII. DIRECTOR, YOUTH DEVELOPMENT, JOB GRADE CPSB 03**

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

An officer at this level will be responsible to the Chief Officer for the administration and co-ordination of Youth development programmes and activities in the Department. Specific duties and responsibilities will include: coordinating the formulation and implementation of policies, programmes, strategies, plans and activities that promote youth development; mainstreaming youth affairs at local, national and international levels; undertaking research and consultancy and disseminating information on youth development issues; coordinating the development of guidelines to strengthen linkages and dynamic partnership between stakeholders on absorption of youth into employment, internship and volunteerism; ensuring that an integrated youth information system is developed; and coordinating staff performance management, training and development.

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

For appointment to this grade, an officer must have;

- (i) served in the grade of Deputy Director Youth Development or in a relevant and equivalent position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iii) Master's Degree in Social Sciences from a recognized institution;
- (iv) Promotional Course in Youth Development Studies lasting not less than four (4) weeks or equivalent qualifications from a recognized institution;
- (v) Certificate in Senior Management Course lasting not less than four (4)



weeks or its equivalent qualifications from a recognized institution or its equivalent;

- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent qualifications from a recognized institution or its equivalent;
- (vii) Certificate in Computer Applications;
- (viii) No active disciplinary case; and
- (ix) shown merit and ability as reflected in work performance and results.



## 38.0 CAREER PROGRESSION GUIDELINES FOR CULTURAL PERSONNEL

### 1. THE CULTURAL FUNCTION

The cultural function entails the following:- developing policies and legislation to guide the culture sub-sector; mobilizing funds for the cultural development programs; establishing and developing physical and institutional cultural infrastructure for cultural expressions of tangible and intangible cultural heritage; promoting Kiswahili, indigenous languages and other languages in conjunction with stakeholders; safeguarding cultural heritage through research, documentation and dissemination; promoting local, regional and global integration and appreciation of cultural diversity; coordinating, managing, regulating and monitoring cultural exchange programs; implementing regional, continental and international cultural agenda; empowering cultural practitioners for socio-economic development; promoting cultural values and practices in harmony with national goals and aspirations; partnering with stake holders in promotion and development of cultural programs; providing technical assistance to the public on cultural programs; registering cultural practitioners for recognition, monitoring and planning purposes; promoting and developing Kenya's in indigenous knowledge systems; liaising with relevant organizations on protection of cultural rights; promoting and developing creative cultural industries; recommending national heroes and heroines in the culture sector for awards and honours; and offering consultancy services on cultural matters.

### 2. GRADING STRUCTURE

The Career Progression Guideline establishes eight (8) grades of Cultural Officers who will be designated and graded as follows:-

Cadre	Designation	Job Grade CPSB	Job Group
Cultural Officers	Cultural Officer II	10	J
	Cultural Officer I	9	K
	Senior Cultural Officer	8	L
	Chief Cultural Officer	7	M
	Principal Cultural Officer	6	N
	Assistant Director of Culture	5	P
	Deputy Director of Culture	4	Q
	Director of Culture	3	R

**Note:** The grade of Cultural Officer II/A CPSB 10/9 will form a common establishment for purposes of this Career Progression Guideline.



### **3. RECOGNIZED QUALIFICATION**

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

- (i) Bachelor's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous Languages or its equivalent from a recognized institution
- (ii) Master's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism, Regional Planning and Resource Development, Project Planning and Management, Development Studies, International Studies, Rural Economic and Extension Education or its equivalent from a recognized institution.
- (iii) Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.
- (iv) Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent.
- (v) Certificate in computer applications.
- (vi) No active disciplinary case.
- (vii) Such other qualifications as may be approved by the County Public Service Board.

### **4. JOB AND APPOINTMENT SPECIFICATIONS**

#### **I. CULTURAL 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 supervision and guidance of a senior officer. Duties and responsibilities will entail: - participating in identification and registration of cultural practitioners; encouraging formation of associations and committees by cultural practitioners; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; and participating in



cultural development activities and preparing periodic reports.

**(b) Requirements for Appointment**

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

- (i) Bachelor's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution; and
- (ii) certificate in computer applications.

**II. CULTURAL OFFICER I, JOB GRADE CPSB 09**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: participating in identification and registration of cultural practitioners; encouraging formation of associations and committees by cultural practitioners; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; participating in cultural development activities and preparing periodic reports; sensitizing communities to safeguard and appreciate cultural diversity; and educating the public on cultural rights.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have;

- (i) Served in the grade of Cultural Officer II for a minimum period of Three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) certificate in computer applications;
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.



### **III. SENIOR CULTURAL OFFICER, JOB GRADE CPSB 08**

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

Duties and responsibilities at this level will entail: - identifying and verifying cultural practitioners for registration; guiding cultural practitioners on formation of associations and committees; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; Initiating and participating in cultural development activities and preparing periodic reports; sensitizing communities to safeguard and appreciate cultural diversity; educating the public on cultural rights; organizing community cultural festivals and the Kenya Music and Cultural Festival; conducting workshops, seminars, exhibitions, concerts, competitions and festivals to promote culture; mobilizing cultural groups during public functions; and participating in identification of viable elements of intangible cultural heritage for inscription and safeguarding.

#### **(b) Requirement for Appointment**

- (i) Served in the grade of Cultural, Officer I for a minimum period of three (3) years;
- (ii) Bachelors. degree in any of the Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) Certificate in computer applications;
- (iv) No active disciplinary case; and
- (v) Shown merit and ability as reflected in work performance and results.

### **IV. CHIEF CULTURAL OFFICER, JOB GRADE CPSB 07**

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

Duties and responsibilities at this level will entail: - endorsing registration forms for cultural practitioners; guiding cultural practitioners on formation of associations and committees; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; initiating and participating in cultural development activities and preparing periodic reports; sensitizing communities to safeguard and appreciate cultural diversity; educating the public on cultural rights; organizing community cultural festivals and the Kenya Music and Cultural Festival; conducting



workshops, seminars, exhibitions, concerts, competitions and festivals to promote culture; mobilizing cultural groups during public functions; participating in identification of viable elements of intangible cultural heritage for inscription and safeguarding; planning, coordinating and implementing cultural programs and preparing periodic reports; participating in the promotion of creative cultural industries; identifying persons to be recommended for awards and honours as national heroes and heroines; sensitizing communities to preserve and promote tangible and intangible cultural diversity; and participating in the empowerment of cultural practitioners.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Cultural Officer for a minimum period of three (3) years;
- (ii) Bachelors. degree in any of the Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) certificate in computer applications
- (iv) No active disciplinary case; and
- (v) shown merit and ability as reflected in work performance and results.

**V. PRINCIPAL CULTURAL OFFICER, JOB GRADE CPSB 06**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - endorsing registration forms for cultural practitioners; guiding cultural practitioners on formation of associations and committees; promoting Kiswahili and indigenous languages; disseminating cultural information to the community; initiating and participating in cultural development activities; sensitizing communities to safeguard and appreciate cultural diversity; educating the public on cultural rights; organizing community cultural festivals and the Kenya Music and Cultural Festival; conducting workshops, seminars, exhibitions, concerts, competitions and festivals to promote culture; and vetting cultural groups to participate during public functions.

In addition, duties and responsibilities will entail:- identifying and



documenting viable elements of intangible cultural heritage for inscription and safeguarding; planning, coordinating and implementing cultural programs and preparing periodic reports; promoting creative cultural industries; recommending persons for awards and honors as national heroes and heroines; mobilizing resources to empower cultural practitioners; sensitizing communities to preserve and promote tangible and intangible cultural diversity; and identifying development partners and strengthening existing linkages with stakeholders for cultural development and posterity.

**(b) Requirements for Appointment**

For appointment to the grade the Officer must have:

- (i) Served in the Grade of Chief Cultural Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized Institution or its equivalent;
- (iv) Certificate in computer applications;
- (v) No active disciplinary case; and
- (vi) Shown outstanding professional competence and administrative ability as reflected in work performance and results.

**VI. ASSISTANT DIRECTOR OF CULTURE, JOB GRADE CPSB 05**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - verifying and endorsing registration forms for cultural practitioners; ensuring that cultural practitioners form associations and committees for effective service delivery; promoting Kiswahili and indigenous languages; Disseminating Cultural information to the community; initiating and participating in cultural development activities; coordinating community activities to preserve and promote tangible and intangible cultural diversity; educating the public on cultural rights; undertaking capacity building workshops, seminars, symposia, exhibitions, concerts, festivals, competitions, and research, meetings and disbursement of cultural grants; and preparing cultural groups to participate during National



and international functions

In addition, duties and responsibilities will entail: documenting viable elements of intangible cultural heritage for inscription and safeguarding; planning, coordinating and implementing cultural programs and preparing periodic reports; ensuring the development of creative cultural industries; recommending persons for awards and honors as National Heroes and Heroines; Mobilizing resources to empower cultural practitioners ;Identifying development partners and strengthening existing linkages with stakeholders for cultural development and posterity; Writing cultural proposals for research and funding; establishing and managing the community cultural centre; and participating in cultural cooperation protocol meetings and organizing local, regional and international cultural exchange programs.

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

For appointment to this grade, an officer must have;

- (i) Served in the grade of Principal Cultural Officer for a minimum period of three (3) years;
- (ii) Bachelors. degree in any of the Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) Master's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History; Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts? Literature, Theatre and Film Studies, Kiswahili and Literary Studies; Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- (iv) Certificate in computer applications;
- (v) No active disciplinary case; and
- (vi) Shown outstanding and administrative ability as reflected in work performance and results.

### **VII. DEPUTY DIRECTOR OF CULTURE, JOB GRADE CPSB 04**

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

An officer at this level will be responsible for effective coordination of a



Division and field activities. Specific duties and responsibilities will entail: coordinating the establishment of the County Council for Culture and Heritage, Endowment Fund for Cultural practitioners and cultural committees; writing and reviewing proposals aimed at empowerment of cultural practitioners; ensuring implementation of programs on the County policy on culture and heritage; identifying strategies for the promotion of Kiswahili, indigenous language and other languages; monitoring and evaluating cultural programs and preparing periodic reports; coordinating the establishment and management of community cultural centers, art galleries and research institutes; liaising with stakeholders to forge partnership for involvement and participation in cultural programs; ensuring that capacity building workshops seminars, symposia, exhibitions, concerts, festivals, competitions and research meetings and disbursements of cultural grants are undertaken, verifying and validating documentation of viable elements of intangible cultural heritage for inscription and safeguarding, validating the list of the recommended persons for awards and honors as National heroes and heroines; Preparing cultural cooperation agreements; participating in cultural cooperation protocol meetings and organizing local, regional and international cultural exchange programs; and offering consultancy services on cultural matters.

In addition, the officer will be responsible for developing and implementing departmental budget and strategic/work plans; preparing the department performance appraisal systems and contracts; and deployment, training and development of staff in the department.

**(b) Requirements for Appointment**

- (i) Served in the grade of Principal Cultural Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- (iii) Master's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts? Literature, Theatre and Film Studies, Kiswahili and Literary Studies; Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- (iv) Attended a Strategic Leadership Development Course lasting not less



than six (6) weeks or its equivalent.

- (v) Certificate in computer applications;
- (vi) No active disciplinary case; and
- (vii) Demonstrated managerial, administrative and professional competence and work performance and exhibited a thorough understanding of County goals, policies, objectives, and abilities to relate them to cultural functions.

### **VIII. DIRECTOR OF CULTURE, JOB GRADE CPSB 03**

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

The Director of Culture will be answerable to the Chief Officer for the overall administrative and coordinative functions of the department. Duties and responsibilities will involve: - overseeing the formulation and implementation of cultural policies, strategies and programmes. Specific duties will entail: implementation of bilateral and multilateral cultural matters; ensuring the establishment and management of community cultural centres, art galleries and research institutes; overseeing monitoring and evaluation of cultural programmes and submit periodic reports; spearheading the establishment of the County Council for Culture and Heritage, Endowment Fund for Cultural Practitioners and cultural committees; endorsing proposals to development partners aimed at empowerment of cultural practitioners; registering cultural practitioners; endorsing nomination documents of viable elements of intangible cultural heritage for inscription and safeguarding; recommending Outstanding cultural personalities for awards and honors as National heroes and heroines; liaising with stakeholders in the preparation of cultural cooperation agreements, ratification and domestication of cultural conventions; initiating and participating in cultural cooperation protocol meetings and implementing local, regional and international cultural exchange programs; being a board member of institutions related to cultural matters, participating in East African Community (EAC), African Union (AU), United Nations Educational Scientific and Cultural Organization (UNESCO) meetings and other cultural meetings and implementing decisions related to culture; and offering consultancy services on cultural matters.

In addition, the Director will be responsible for: implementing the Department's performance appraisal systems and contracts, overseeing the financial and assets management of the Department; instituting



operational accountability and overall supervision, control, discipline, recruitment, staff training and development.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Deputy Director of Culture; for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, Indigenous Languages or its equivalent from a recognized institution;
- (iii) Master's Degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- (iv) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution or its equivalent;
- (v) certificate in computer applications;
- (vi) No active disciplinary case; and
- (vii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of County goals, policies, objectives and ability to relate them to cultural function.



## 39.0 CAREER PROGRESSION GUIDELINES FOR SPORTS PERSONNEL

### 1. SPORTS OFFICERS FUNCTION

The Sports Personnel Function entails:- planning, formulating and implementing sports and recreation policies; developing and promoting sports activities through identifying talent; training and exposing sportsmen and sportswomen; coaching and officiating sports activities; organizing and coordinating sports functions and events at the grassroots, national and international levels; undertaking research and innovation in sports activities; mobilizing financial resources for sports programmes and activities; establishing Youth Sports Centres; registering sports clubs; collaborating with the relevant public and private institutions on development of sports facilities; controlling doping and drugs/subsistence abuse in sports; identifying and strengthening sports technical cooperation; cleaning, caring, acquiring and maintaining sports equipment and implements; ensuring care and safety of sports facility users; organizing and coordinating training for sports technical and administration personnel; and overseeing the management of sports facilities/institutions.

### 2. GRADING STRUCTURE

This Career Progression Guideline establishes seven (7) grades of Sports Officers who will be graded and designated as follows:

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

**Note:**

*The posts of Sports Officers 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) Bachelor's Degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution.

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution.

- (ii) Master's Degree in any of the following disciplines: Physical Education, Recreation Management, Exercise and Sports Science from a recognized institution.

**OR**

Master's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution.

- (iii) Post Graduate Diploma in Sports Administration and Management lasting not less than two (2) years from a recognized institution.
- (iv) Certificate in Sports Administration and Management lasting not less than one (1) year or equivalent qualification from a recognized institution.
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent qualification from a recognized institution or its equivalent.
- (vi) Certificate in Management Course lasting not less than four (4) weeks or its equivalent qualification from a recognized institution or its equivalent.
- (vii) Certificate in Senior Management Course lasting not less than four (4) or its equivalent qualification weeks from a recognized institution or its equivalent.
- (viii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks or its equivalent qualification from a recognized institution;
- (ix) Certificate in First Aid from a recognized institution.
- (x) Certificate in Computer Applications.



- (xi) No active disciplinary case.
- (xii) Any other qualification that may be approved by the County Public Service Board

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. SPORTS OFFICER, JOB GRADE CPSB 09**

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

This is the entry and training grade for the Sports Officers cadre. An officer at this level will be deployed to work under the supervision of a senior officer. Duties and responsibilities will involve: developing and promoting sports activities in the County; identifying sports talent; mobilizing and sensitizing local community to participate in sports; organizing matches; liaising with volunteers to support sports programmes; collecting data and preparing reports on sports functions and competitions.

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

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

- (i) Bachelor's Degree in any of the following disciplines: Physical Education; Sports Science; Leisure and Recreation Management or any other relevant and equivalent qualification from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution; and

- (ii) Certificate in Computer Applications.

##### **II. SENIOR SPORTS OFFICER, JOB GRADE CPSB 08**

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

An officer at this level will be deployed in a County Sports Office. Duties and responsibilities will entail: coordinating and evaluating fitness testing for trainees; maintaining and updating documentation centres for sports; developing sports talents in the County; preparing teams and organizing sports competitions; advising on use of County sports facilities and equipment;



recommending exceptionally talented athletes to the County Sports office, Sports Federation, clubs or sports academies for further training; coordinating activities of sports federation in the district; sensitizing sports fraternity on matters of national interest relating to HIV/AIDS, drugs and substance abuse; and coordinating programmes for vulnerable sports groups.

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

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

- (i) served in the grade of Sports Officer for a minimum period of one (1) year;
- (ii) Bachelor's Degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iii) Certificate in Computer Applications;
- (iv) No active disciplinary case; and
- (v) demonstrated merit and ability as reflected in work performance and results.

### **III. CHIEF SPORTS OFFICER, JOB GRADE CPSB 07**

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

An officer at this level will be deployed in a County Sports Office. Duties and responsibilities will entail: participating in articulating sports policy initiatives, programmes and activities in the County; Liaising with sub-branches of Sports Federations, clubs and teams in conducting clinics on the set sports standard; preparing and organizing teams for matches and championships, coordinating coaching of teams clubs, coaches, trainers, and sport administrators; identifying and developing sports talent in the County; and officiating in sports competitions. In addition, the officer will participate in sensitizing teams and club on cross cutting issues such as HIV/AIDS, Drugs and substance abuse; coordinating maintenance of inventory of sports tools, equipment and



facilities in the County, addressing staff welfare matters; participating in preparation of budget, work plans and sports highlights; and monitoring and evaluating sport programmes and activities in the County.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Sports Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iii) Certificate in Computer Application;
- (iv) No active disciplinary case; and
- (v) demonstrated merit and ability as reflected in work performance and results.

**IV. PRINCIPAL SPORTS OFFICER, JOB GRADE CPSB 06**

**(a) Duties and Responsibilities**

An officer at this level will be deployed to head a County Sports Office. Duties and responsibilities will entail coordinating preparation of sports annual and quarterly work plans, sports highlights and reports; liaising with relevant stakeholders in identifying land for sports infrastructure development; partnering with public and private organizations in developing sports facilities and related infrastructure; liaising with sub-branches of Sports Federations, clubs and teams in conducting clinics on the set sports standards; recommending exceptionally talented persons to the County Sports office, Federations, clubs, or Sports Academies for further training; coordinating Ex-officio membership activities in Sports Federations in the County; managing budget preparations, staff management, training and development, and monitoring and evaluating sports programmes in the County.



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

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

- (i) served in the grade of Chief Sports Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution:

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution:

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent qualification from a recognized institution or its equivalent;
- (iv) Certificate in Computer Application;
- (v) No active disciplinary case; and
- (vi) demonstrated merit and ability as reflected in work performance and results.

## **V. ASSISTANT DIRECTOR, SPORTS, JOB GRADE CPSB 05**

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

An officer at this level will be deployed to head a County Sports Office. Duties and responsibilities will entail: coordinating preparation of sports annual work plans, sports highlights and reports; organizing sports championships; coordinating establishment of Youth Sports Centers; selecting teams and individuals for national competitions; partnering with public and private organizations and individuals in developing sports facilities in the County; liaising with Sports Federations, clubs and teams in conducting clinics to promote sports standards; recommending exceptionally talented individuals to Sports Department Headquarters, Sports Federations, clubs or sports academies; collaborating with Sports Federations to monitor doping in sports; conducting sports seminars, workshops, clinics, retreats and symposia for



sports officials; coordinating budget preparation, human resource management and development; and serving as Secretary to the County Sports Council.

In addition, the officer will coordinate acquisition, distribution and maintenance of sports equipment and implements; participate in addressing sports complaints, petitions and disciplinary matters from sports federations and field offices; ensure maintenance of standards of sports goods and equipment; and participate in monitoring and evaluating sports programmes and activities in the County.

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

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

- (i) served in the grade of Principal Sports Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iii) Master's Degree in any of the following disciplines: Physical Education, Recreation Management, Exercise and Sports Science from a recognized institution;

**OR**

Master's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent qualification from a recognized institution or its equivalent;
- (v) Certificate in Computer Application;
- (vi) No active disciplinary case; and



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

## **VI. DEPUTY DIRECTOR, SPORTS, JOB GRADE CPSB 04**

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

An officer at this level will be responsible to the Director, Sports for the administration and coordination of sports programmes and activities in the Department. Duties and responsibilities will entail: coordinating design, implementation, monitoring and evaluation of sports programmes and activities; liaising with relevant stakeholders in mobilizing resources for sports programmes and activities; coordinating research and innovation in sports; ensuring annual work plans, procurement plans, and budgeting for the department is undertaken; coordinating Cash Awards and Honours Scheme for sportsmen, sportswomen and veterans; mainstreaming of sports affairs at local, national and international levels; liaising with stakeholders in the development of sports infrastructure; and ensuring efficient staff management, training and development.

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

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

- (i) served in the grade of Assistant Director Sports for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iii) Master's Degree in any of the following disciplines: Physical Education, Recreation Management, Exercise and Sports Science from a recognized institution;

**OR**



Master's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent qualification from a recognized institution or its equivalent;
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) or its equivalent qualification weeks from a recognized institution or its equivalent;
- (vi) Certificate in Computer Application;
- (vii) No active disciplinary case; and
- (viii) demonstrated merit and ability reflected in work performance and results.

## **VII. DIRECTOR SPORTS, JOB GRADE CPSB 03**

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

The Director Sports will be responsible to the Chief Officer for the Planning, coordinating and administration of sports activities and programmes in the County. Specific duties and responsibilities will involve: initiating, formulating, interpreting and reviewing policies, programmes and activities that promote sports development; mainstreaming sports affairs at local, national and international levels; mobilizing resources for sports programmes; initiating development of Youth Sports Centres; forging technical cooperation with local, national and international agencies and governments in the development of sports; spearheading and disseminating sports research findings through publications and presentations; and coordinating Cash Awards and Honours Schemes for sportsmen/women and veterans. In addition, the officer will be responsible for monitoring and evaluating sports programmes and activities; overseeing the preparation of departmental budgets and work plans; coordinating Ex-Officio membership in Sports Federations in the County; and supervising, managing, training and developing staff in the department.

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

For appointment to this grade, an officer must have;



- (i) Served in the grade of Deputy Director Sports for minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

**OR**

Bachelor's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iii) Master's Degree in any of the following disciplines: Physical Education, Recreation Management, Exercise and Sports Science from a recognized institution;

**OR**

Master's Degree in Social Sciences **with** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent qualification from a recognized institution or its equivalent;
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent qualification from a recognized institution or its equivalent;
- (vi) Certificate in Computer Application;
- (vii) No active disciplinary case; and
- (viii) demonstrated a thorough understanding of the national goals, policies and programmes and ability to relate them to sports development.



## **40.0 CAREER PROGRESSION GUIDELINES FOR TRADE AND INDUSTRY PERSONNEL**

### **1. TRADE DEVELOPMENT FUNCTION**

The Trade Development function entails:-formulating and implementing County Trade Policy; monitoring the impact of international trade policies on domestic trade and proposing interventions; undertaking business mapping, providing technical and financial support to the business community through the Joint Loan Boards (JLBs); disseminating business information to the public; facilitating the development of business information and solution centres; facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs); collaborating with local and international trade support institutions on matters relating trade activities in the county; identifying business and investment opportunities in the domestic market for trade and investment promotion; promoting entrepreneurial culture and growth; improving business environment; promoting and facilitating cross border and inter- county trade; facilitating trade and investment through trade fairs and exhibitions; promoting the development of wholesale hubs, wholesale markets and tier 1 retail markets; promoting public-private sector partnership for trade development; conducting research and undertaking economic and market intelligence for trade development; promoting E-commerce; developing programs to respond to emerging government policy and development initiatives; developing Special Economic Zones (SEZS) participating and organising trade interactive forums; and offering consultancy and extension services on trade issues.

### **2. GRADING STRUCTURE**

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



## TRADE DEVELOPMENT OFFICERS

Cadre	Designation	Job Grade CPSB	Job Group
Trade Development Officers	Trade Development Officer II	10	J
	Trade Development Officer I	9	K
	Senior Trade Development Officer	8	L
	Chief Trade Development Officer	7	M
	Principal Trade Development Officer	6	N
	Assistant Director Internal Trade	5	P
	Deputy Director Internal Trade	4	Q
	Director Internal Trade	3	R

**Note:**

The grades of Trade Development Officer II/I/CPSB 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) Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Accounting, Business Administration,
- (ii) Business Information and Technology, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent from a recognized institution.
- (iii) Master's Degree in any of the following disciplines:- Commerce, Accounting, Marketing, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Trade Law, Economics, International Trade/Business/Relations or its equivalent from a recognized institution.
- (iv) Senior Management course lasting not less than four (4) weeks from a recognized institution or its equivalent.
- (v) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.
- (vi) Certificate in Computer applications from a recognized institution.
- (vii) No active disciplinary case.
- (viii) Any other qualifications that may be approved by the County Public Service Board.



#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. TRADE DEVELOPMENT OFFICER II, JOB GRADE CPSB 10**

###### **(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: collecting and compiling economic and trade related data; disseminating trade information; compiling data on recovery of loans owed to the Joint Loans Board (JLB); and facilitating trade promotion activities. The officer will also be required to participate in the implementation of trade related development projects.

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

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

- (i) Bachelor's Degree in any of the following disciplines:- Commerce, Marketing, Accounting, Business Administration, Business Information and Technology, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution; and
- (ii) certificate in computer applications from a recognized institution.

##### **II. TRADE DEVELOPMENT OFFICER I, JOB GRADE CPSB 09**

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

Duties and responsibilities at this level will entail- collecting compiling and analyzing economic and trade related data, disseminating business information; facilitating trade, promotion activities; participating and organizing trade interactive forums conduct business counseling sessions; conducting surveys of various business activities; Wetting of Joint Loan Board (JLB) applicants sensitizing the business community on sources of credit available to Micro, Small and Medium Enterprises (MSMEs); compiling and analyzing data on recovery of loans owed to the Joint Loans Board (JLB); and promoting entrepreneurial venture creation, facilitating the growth and development of Micro, Small and Medium Enterprises (MSMEs); and participating in management of business information and solution centers. In addition, the officer will be required to participate in the implementation of trade related development projects and mobilize the business community to participate in trade fairs and exhibitions.

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



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

- (i) served in the grade of Trade Development Officer II for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Accounting, Business Administration, Business Information and Technology, Entrepreneurship, Economics of International Trade/Business/Relations from a recognized institution;
- (iii) certificate in computer applications from a recognized institution;
- (iv) No active disciplinary case; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

### **III. SENIOR TRADE DEVELOPMENT OFFICER, JOB GRADE CPSB 08**

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

Duties and responsibilities at this level will entail:- collecting, compiling and analyzing economic and trades related data; disseminating business information; and facilitating trade promotion activities; participating and organizing trade interactive forums, promoting entrepreneurial venture creation and growth; facilitating the growth and development of Micro, Small and Medium Enterprises (MSMEs); undertaking market intelligence for domestic trade development; providing business counseling, training and extension services on trade matters; preparing background papers and briefs on trade issues, conducting surveys and mapping of various business activities, vetting of Joint Loan Board (JLB) applicants, and sensitizing the business community on sources of available to Micro, Small and Medium Enterprises (MSMEs) credit.

In addition, the officer will be required to recover loans owed to the Joint Loans Board (JLB); maintaining Joint Loan Board (JLB) books of accounts; participating in the management of business information and solution centres; implementing trade related development projects; and mobilizing the business community to participate in trade fairs and exhibitions.

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

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



- (ii) served in the grade of Trade Development Officer I for a minimum period of three (3) years;
- (iii) Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Accounting, Business Administration, Business Information and Technology, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- (iv) certificate in computer applications from a recognized institution;
- (v) No active disciplinary case; and
- (vi) demonstrated merit and shown ability as reflected in work performance and results.

#### **IV. CHIEF TRADE DEVELOPMENT OFFICER, JOB GRADE CPSB 07**

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

Duties and responsibilities at Headquarters will entail; compiling and analyzing economic and trade related data; disseminating business information, facilitating trade promotion activities; promoting entrepreneurial culture, growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs); undertaking market intelligence for trade development; providing training, consultancy and extension services on trade issues, preparing background papers and briefs on trade issues; participating in trade fairs and exhibitions; providing information on government policies for trade promotion and development; conducting surveys and mapping of various activities; sensitizing the business community on business sources of credit available to Micro, Small and Medium Enterprises (MSMEs); carrying out inspection of Joint Loan Board (LB) activities and preparing reports; initial setting up of business information and solution centers; and mobilizing the business community to participate in trade fairs and exhibitions.

Other duties include participating in initial drafting of policy documents, position and concept papers, responding to County Assembly questions, intra and inter-departmental liaison on trade matters; facilitating the settlement trade disputes and responding to public complaints and issues, of customer care

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

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

- (i) served in the grade of Senior Trade Development Officer for a minimum period of three (3) years;



- (ii) Bachelor's Degree in any of the following disciplines:- Commerce, Marketing, Accounting, Business Administration, Business Information and Technology Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- (iii) certificate in computer applications from a recognized institution;
- (iv) No active disciplinary case; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

## **V. PRINCIPAL TRADE DEVELOPMENT OFFICER, JOB GRADE CPSB 06**

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

Duties and responsibilities will entail: Analyzing economic and trade data and reports, disseminating business information, facilitating trade promotion activities; conducting of various business activities; sensitizing the analyzing surveys and mapping business community sources of credit available to Micro, Small and Medium Enterprises (MSMEs), promoting entrepreneurial development and venture graduation Micro, Small and creation, growth, Medium Enterprises (MSMEs); providing training, consultancy and extension services on trade issues; monitoring and analyzing price and supply trends of essential commodities in the domestic market, administering the Joint Loan Board (JLB) Scheme; providing information on government policies for trade promotion and development and managing business information and solution centres; on

In addition, the officer will be required to identify business opportunities in the domestic market; undertaking research and carry out intelligence for trade development, monitor the practices; advise Development Committees on trade periodic field reports and returns on trade impact of matters: activities, public-private sector partnership; carrying out inspection Loan Board (JLB) activities and preparing reports; mobilizing business community to participate in trade fairs and exhibitions; preparation of background papers and briefs on trade issues; intra and inter-departmental liaison on trade matters for trade development; and prepare the Development Plan chapter relating to domestic trade in the CIDP ; administration and management of resources.

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

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

- (i) served in the grade of Chief Trade Development Officer for a minimum period of three (3) years;



- (ii) Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Accounting, Business Administration, Business Information and Technology, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- (iii) attended a Senior 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 professional competencies and outstanding administrative and managerial capability in trade development services.

## **VI. ASSISTANT DIRECTOR OF TRADE, JOB GRADE CPSB 05**

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

Duties and responsibilities at the will entail:- monitoring and evaluating trade activities and programmes; analysing and interpreting and analysis reports and field returns; monitoring impact of trade practices and making recommendations; undertaking the research and market intelligence; participating in the preparation of the national business mapping directory; preparing briefs and position papers; interpreting and analysing of the Joint Loan Board(JLB) quarterly returns and periodic inspections reports; promoting activities of public- private sector partnership for trade development; and co-ordinating the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain; other duties will include; coordinating preparation of individual work plans; facilitating the settlement of trade disputes and address to public complaints/customer-care undertaking business counselling and consultancy services; facilitating the settlement of trade disputes and responding to public complaints/customer care issues; monitoring the impact of trade practices and make recommendations; and undertaking business counselling and consultancy services.

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

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

- (i) served in the grade of Principal Trade Development Officer for a minimum period of three (3) years,



- (ii) Bachelor's Degree in any of the following disciplines: - Commerce, Marketing, Accounting, Business Administration, Business Information and Technology, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: - Commerce, Accounting, Marketing, Business Administration, Business Management, Business and information Technology, Entrepreneurship, Trade Law, Economics or International Trade/Business/Relations from a recognized institution;
- (iv) attended a Senior 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; and
- (vii) demonstrated professional competence and outstanding administrative and managerial capability in trade development services.

## **VII. DEPUTY DIRECTOR TRADE, JOB GRADE CPSB 04**

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

Duties and responsibilities will entail:- guiding and supervising the implementation of County government policies, strategies and programmes on domestic trade and investment, providing consultancy and technical guidance on trade issues to the business community; co-ordinating the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain, managing business information data bank in the division; and facilitating the settlement of trade disputes and responding to public complaints/customer care issues; coordinate planning and administration functions of the division; and coordinate preparation of divisional work plans, setting performance targets and budget estimates for the Department and guide and supervise staff in the division, coordinate the preparation of County work plans, setting of performance targets and budget estimates; and guiding and supervising staff in the county.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have: -

- (i) served in the grade of Assistant Director of Trade for a minimum period of three (3) years;



- (ii) Bachelor's Degree in any of the following disciplines: Commerce, Accounting, Marketing, Accounting, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Trade Law, Economics or International Trade/Business/Relations from a recognized institution;
- (iv) attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;
- (v) attended a Strategic Leadership Development Programme from a recognized institution lasting not less than six (6) weeks or its equivalent;
- (vi) certificate in computer applications from a recognized institution;
- (vii) No active disciplinary case; and
- (viii) demonstrated professional competence and outstanding administrative and managerial capability in trade development services.

## **VIII. DIRECTOR OF TRADE, JOB GRADE CPSB 03**

### **(a) Duties and Responsibilities**

An Officer at this level will be the head of the Department of Trade and will be answerable to the Chief Officer for the overall management and administration of the department. Specific duties and responsibilities will entail: Formulating and implementing domestic policies, assessing the impact of regional and multi-lateral trade policies on trade and investment activities; analyzing trade policy and the impact of regulatory instruments on the business environment; overseeing trade and investment promotion activities through trade fairs and exhibitions; facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs); directing policies, strategies and programmes on E-commerce; and overseeing the establishment of business information and solution centres;

coordinating activities of public- private sector partnership for formalization of trade development; overseeing value chain to increase efficiency by promoting the development of wholesale hubs, wholesale markets and tier 1 retail markets; and the management of Joint Loan Board (JLB) scheme;

Co-ordinate research and market intelligence for domestic trade



development, oversee training and extension issues, services; and provide consultancy on trade

The officer will also be in charge of the implementation of the department's strategic objectives, performance appraisal systems and contracts, oversee the financial and asset management issues of the Department; institute operational accountability; and overall supervision, control, discipline, recruitment, training and development of staff.

**(b) Requirement for Appointment:**

For appointment to this grade, an officer must have: -

- (i) served as Deputy Director of Trade for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Accounting, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Economics or International Trade/Business/Relations from a recognized institution;
- (iii) Master's Degree in any of the following disciplines:- Commerce, Accounting Marketing, Business Administration, Business Management Business and Information Technology Entrepreneurship, Trade Law Economics or International Trade/Business/Relations from a recognized institution;
- (iv) attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent;
- (v) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent;
- (vi) certificate in computer applications from a recognized institution;
- (vii) No active disciplinary case; and
- (viii) demonstrated a thorough understanding of national goals, policies and development objectives and the ability to translate them into trade development programmes/projects.



## 41.0 CAREER PROGRESSION GUIDELINES FOR TOURISM PERSONNEL

### 1. TOURISM FUNCTION

The Tourism Personnel Function entails: formulation, implementation, co-ordination, monitoring and review of policies and strategies related to tourism; analysis of tourism data and projection, development and promotion of tourism products; creation of an enabling environment for sustainable tourism development; initiation, coordination and implementation of bilateral, regional and multilateral agreements and protocols on tourism; and maintenance of standards of facilities and services as well as regulated tourism industry by administering and enforcing the Tourist Industry Licensing Act (Cap.381) and the Hotels and Restaurant Act (Cap 494) laws of Kenya.

### 2. GRADING STRUCTURE

The Career Progression Guideline establishes eight (8) grades of Tourism officers who will be designated and graded as follows:

#### TOURISM OFFICERS

Cadre	Designation	Job Grade (CPSB)	Job Group
Tourism Officers	Tourism Officer II	10	J
	Tourism Officer I	9	K
	Senior Tourism Officer	8	L
	Chief Tourism Officer	7	M
	Principal Tourism Officer	6	N
	Assistant Director of Tourism	5	P
	Deputy Director Of Tourism	4	Q
	Director Tourism	3	R

**Note:** The grades of Tourism Officer II/I, Job Grade CPSB, 10/9 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) A Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or its equivalent qualification in a related field from a recognized institution.



- (ii) Master's Degree in any of the following fields:- Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or an equivalent qualification in a related field from a recognized institution.
- (iii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent.
- (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 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. TOURISM OFFICER II, JOB GRADE CPSB 10**

###### **(a) Duties and Responsibilities**

This will be the entry and training grade for Tourism Officers. An officer at this level will be deployed at the headquarters or at the field office and will be assigned duties of limited scope and complexity under the guidance of an experienced officer. Specific duties will include; revenue collection, inspection and investigation; responding to routine matters on Tourism, assisting in carrying out domestic tourism promotion activities in various aspects; and liaising with trade associations, Non-Governmental Organizations (NGOs), Government Departments and Institutions on issues related to tourism.

###### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- (i) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a



- related field from a recognized Institution; and
- (ii) Certificate in computer application skills.

## **II. TOURISM OFFICER I, JOB GRADE CPSB 9**

### **(a) Duties and Responsibilities**

Work at this level will entail; coordination of tourism data collection, analysis and production of key tourism statistics and indicators; assisting in carrying out research and tourism intelligence surveys and in identification and development of tourism products.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Tourism Officer II for at least three (3) years; and
- (ii) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a related field from a recognized Institution
- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) demonstrated competence as reflected in work performance and results.

## **III. SENIOR TOURISM OFFICER, JOB GRADE CPSB 8**

### **(a) Duties and Responsibilities**

An officer at this level will be deployed at the Headquarters or in a field office. Duties and responsibilities will include; evaluation, analysis and interpretation of monthly, quarterly and annual tourism reports and statistics; initiating intelligence surveys and research activities; and preparing reports thereon for establishing new tourism products and circuits; assist in preparation of background papers and briefs for Domestic and International tourism promotion in liaison with relevant Departments and institutions, planning and organizing exhibitions and local shows. In addition, the officer will carry out classification of hotels, tented camps, restaurants and other tourist establishments.



### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Tourism Officer I for a minimum period of three (3) years; and
- (ii) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a related field 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 TOURISM OFFICER, JOB GRADE CPSB 7**

### **(a) Duties and Responsibilities**

Work at this level will entail; initial action in preparation of market reports and briefs; undertaking surveys and research activities on development and diversification of tourism products and source markets; Implementation and follow-up on programmes and projects aimed at stimulating and promoting domestic and international tourism; liaising with relevant Public and Private sector stakeholders and communities to establish partnerships in development and promotion of tourism products; facilitation at conferences and seminars; and organizing familiarization trips for tour operators, travel agents and travel writers. In addition, the officer may carry out classification of hotels, tented camps, restaurants and other tourist establishments; and assist in evaluation of Environmental Impact Assessment and Audit reports.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Tourism Officer for a minimum period of three (3) years; and
- (ii) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a



- related field from a recognized Institution
- (iii) Certificate in computer application skills;
- (iv) No active disciplinary case; and
- (v) demonstrated competence as reflected in work performance and results.

## **V. PRINCIPAL TOURISM OFFICER, JOB GRADE CPSB 6**

### **(a) Duties and Responsibilities**

An officer at this level will be deployed at the headquarters or may head a field office. Duties and responsibilities will include: initial preparation and implementation of tourism policy, provision of technical advisory services to encourage investment in the tourism sector; coordinating hospitality matters for international meetings, conferences and exhibitions held in the County; undertaking the promotion of youth tourism, domestic and international tourism; follow-up on the implementation of bilateral and multi-lateral tourism agreements/protocols; conduct research and preparation of project proposals in liaison with other relevant Departments and key stakeholders; evaluate Environmental Impact Assessment and Audit reports; classification of hotels, tented camps, restaurants and other tourist establishments. Additional duties will involve supervision and development of staff

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Tourism Officer or for at least three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a 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) Certificate in computer application skills;
- (v) No active disciplinary case; and



- (vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

## **VI. ASSISTANT DIRECTOR OF TOURISM, JOB GRADE CPSB 5**

### **(a) Duties and Responsibilities**

An officer at this level will be deployed at the Headquarters to deputize Head of a Division within the Tourism Department or may head a busy field-office. Specific duties and responsibilities will include: liaising with Kenya Missions abroad and United Nations World Tourism Organization and other stakeholders in matters related to tourism development and promotion; undertaking market surveys and other tourism research; preparing reports and briefs; co-ordination and implementation of tourism product development, diversification and sustainability programmes; coordinating and promoting activities for domestic, regional, and international programs; overseeing the organization of international fairs, meetings, conferences and exhibitions, coordinate classification of hotels, tented camps, restaurants and other tourist establishments; and maintaining linkages with tourism stakeholders such as parastatals, and travel trade associations.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Principal Tourism Officer for at least three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a related field from a recognized Institution
- (iii) Master's Degree in any of the following fields: -Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or any other equivalent qualification in a related field from a recognized Institution; and
- (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 managerial capability as reflected in work performance and results.

## **VII. DEPUTY DIRECTOR OF TOURISM, JOB GRADE CPSB 4**

### **(a) Duties and Responsibilities**

The Deputy Director of Tourism will deputize the Director. Specific duties and responsibilities at this level will include; facilitating, coordinating and monitoring activities performed by all divisions for efficient functioning of the Department; undertake special duties and programmes in the Tourism sector, responding to critical issues and initiatives such as tourism safety concerns, crisis management and Wildlife management policy implementation and reviews, coordinating tourism sustainability strategies; ensure regular surveys on impact of tourism on economic growth; and coordinate preparation of tourism strategic plans. The officer will also initiate Tourism policy reviews and procedures; respond to County Assembly business; preparation of reports and briefs, coordinating local and foreign investment programmes in tourism; reviewing and implementation of bilateral and multi-lateral tourism agreements/protocols; maintenance of necessary linkages between the Department and other stakeholders such as parastatals and international organizations concerned with Tourism. In addition, the officer will be in charge of all administrative matters in the Department including staff establishment and development, training, coaching and mentoring.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Director of Tourism or for at least three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a related field from a recognized Institution
- (iii) Master's Degree in any of the following fields:-Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or any other equivalent qualification in a related field from a recognized Institution; and
- (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 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; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

### **VIII. DIRECTOR OF TOURISM, JOB GRADE CPSB 3**

#### **(a) Duties and Responsibilities**

The Director of Tourism will be the Head of Department and will be responsible to the Chief Officer for the overall management and control of tourism activities in the county. Duties and responsibilities will entail; providing technical advice on matters pertaining to Tourism, overall planning; direction, overseeing coordination, evaluation and implementation of programmes/projects of the Department; initiation, formulation, review and implementation of tourism policies, integrating the CIDP into the tourism functions. Coordinating and consulting with local, regional and international bodies on matters relating to tourism as well as developing appropriate vision for the Department. In addition, the Director of Tourism will represent the Chief Officer in relevant Boards and Council.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Deputy Director of Tourism or for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or equivalent qualification in a related field from a recognized Institution
- (iii) Master's Degree in any of the following fields:-Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, International Relations or any other equivalent qualification in a related field from a recognized Institution; and



- (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 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; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.



## 42.0 CAREER PROGRESSION GUIDELINES FOR COOKS PERSONNEL

### 1. COOKS FUNCTION

The Cooks functions entails;- preparation of raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleanliness of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment; replenishing of food stuffs; maintaining correct stock levels of food; ordering of food stuff from the main store; reporting spoilt or unattractive raw food materials; ensuring efficient and proper organization and management of food production services; reviewing menus as necessary; receiving fresh produce and checking for required specification; identifying staff for training and carrying out on- the- job training for staff.

### 2. GRADING STRUCTURE

This Career Progression Guideline establishes five (5) grades of Cooks who will be graded and designated as follows:

Cadre	Designation	Job Grade (CPSB)	Job Group
Cooks	Cook III	14	E
	Cook II	13	F
	Cook I	12	G
	Assistant Chef	11	H
	Chef	10	J

**Note:** The grades of Cook III/II CPSB 14/13 will form a common establishment for the purpose of this Career Progression Guidelines.

### 3. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purposes of this Career Progression Guidelines:-

- Kenya Certificate of Secondary Education(KCSE) mean grade 'D' Plain or its equivalent qualification from a recognized institution; and
- Craft certificate in food and beverage production, sales and service or its equivalent qualification from a recognized institution;

**OR**

Attended a formal Course lasting not less than two (2) months in food



production organized by the Kenya Utalii Collage or other recognized institutions.

- (iii) Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification from a recognized institution;
- (iv) Diploma in any of the following fields; Catering and Hotel Management; Food and Beverage Production and Service or Hospitality Management or any other equivalent qualification from a recognized institution
- (v) A valid food handlers' medical certificate.
- (vi) Certificate in computer application skills.
- (vii) No active disciplinary case.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **I. COOK III, JOB GRADE CPSB 14**

###### **(a) Duties and Responsibilities**

This will be the entry grade for the Cooks cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include: preparation of raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

###### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- (ii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

**OR**

Attended a formal course lasting not less than two (2) months in Food



Production organized by the Kenya Utalii College or other recognized institution.

## **II. COOK II, JOB GRADE CPSB 13**

### **(a) Duties and Responsibilities**

Duties at this level will include: assembling food supplies and equipment for daily preparation; preparing raw foods for cooking; cleaning equipment used in production; maintaining hygiene by ensuring cleaning of kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and reporting on any defective equipment.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Cook III for at least three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- (iii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

**OR**

Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution.

- (iv) attended an induction course lasting not less than two (2) weeks;
- (v) No active disciplinary case; and
- (vi) demonstrated knowledge and skills in institutional food preparation.

## **III. COOK I, JOB GRADE CPSB 12**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level include: proper storage of foodstuffs; setting up buffet service areas; placement of foods in serving line; replenishing of foodstuffs during service; reporting low stock levels; detecting and



reporting spoilt or unattractive foods; and detecting defective equipment and reporting the same to the supervisor.

#### **(b) Requirements for Appointment**

##### **Direct Appointment**

Direct appointment to the grade of Cook I will be made from candidates who:

- (i) are in possession of the Kenya Certificate of Secondary Education with a mean grade C - or its equivalent qualification from a recognized institution; and
- (ii) have attended a course lasting not less than one (1) year and awarded a Certificate in Food Production or its equivalent qualification from a recognized institution.

##### **Promotion**

For promotion to the grade of Cook I, an officer must have:

- (i) served in the grade of Cook II for at least three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution;
- (iii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

**OR**

Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution;

- (iv) demonstrated knowledge and skills in institutional food preparation; and
- (v) No active disciplinary case;

#### **IV. ASSISTANT CHEF, JOB GRADE CPSB 11**

##### **(a) Duties and Responsibilities**



Duties and responsibilities at this level will include: food preparation and production; setting up and directing placement of foods in serving line; replenishing of foodstuffs in the buffet service line; maintaining correct stock levels; detecting and reporting spoilt or unattractive raw food materials; ensuring proper stock rotation; ordering of foodstuffs from the main store; carrying out on-the-job training for staff; and filling work order forms for defective equipment.

#### **(b) Requirements for Appointment**

##### **Direct Appointment**

Direct appointment to the grade of Assistant Chef will be made from candidates who are in possession of:

- (i) Diploma in any of the following fields; Catering and Hotel Management; Food and Beverage Production and Service or Hospitality Management or any other equivalent qualification from a recognized institution;
- (ii) No active disciplinary case; and
- (iii) Certificate in computer applications.

##### **Promotion**

For promotion to this grade, an officer must have:

- (i) served in the grade of Cook I for at least three (3) years;
- (ii) No active disciplinary case; and
- (iii) demonstrated knowledge and skills in institutional food preparation.

#### **V. CHEF, JOB GRADE CPSB 10**

##### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: efficient and proper organisation and management of food production services; ensuring that all raw foods to be used in production are assembled in good time; issuing dry goods from the store; taking stock monthly; receiving fresh produce and checking for required specifications; ensuring proper placement of food in the buffet service; following up on work orders for defective equipment; ensuring proper use of equipment; reviewing menus as necessary; identifying staff for training; and carrying out on-the-job training for staff.



**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) satisfactorily served in the grade of Assistant Chef for at least three (3) years;
- (ii) No active disciplinary case;
- (iii) demonstrated knowledge and skills in institutional food preparation.



## 43.0 CAREER PROGRESSION GUIDELINES FOR CATERESSES PERSONNEL

### 1. CATERESSES FUNCTIONS

The Cateresses functions entails;-developing and coordinating the implementation of the catering procedures and guidelines; ordering of daily patient food and rations; receiving of diet sheets; receiving of foods and ration from the hospital store; compiling monthly consumption report for hospital foods and rations; maintaining a monthly inventory of kitchen equipment; tasting the quality of food prepared; participating in hospital management committees; responsible for proper and efficient organization and management of meal planning, food production, preparation and delivery; overall supervision of catering services in the kitchen; ensuring compliance with occupational requirements regarding health and safety at work.

### 2. GRADING STRUCTURE

This Career Progression Guideline establishes five (5) grades of Cateresses who will be graded and designated as follows:

Cadre	Designation	Job Grade (CPSB)	Job Group
Cateresses	Cateress Assistant III	11	H
	Cateress Assistant II	10	J
	Cateress Assistant I	9	K
	Senior Cateress Assistant	8	L
	Chief Cateress Assistant	7	M
	Principal Cateress Assistant	6	N

**Note:** The grades of Cateress Assistant III/II 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 purposes of this Career Progression Guidelines:-

- Diploma in any of the following; catering and hotel management; food and beverage production and service; food and beverage management; institutional and catering management and hospitality management; or any other equivalent qualification from a recognized institution.
- Possess a valid food handler's medical certificate
- Certificate in Senior Management Course lasting not less than four (4)



weeks from a recognize institution or its equivalent.

- (iv) Two (2) weeks supervisory skill course from a recognized institution;
- (v) Management course lasting not less than Four (4) weeks or its equivalent;
- (vi) Certificate in computer application skills; and
- (vii) No active disciplinary case.

#### **4. JOB AND APPOINTMENT SPECIFICATIONS**

##### **CATERESSES**

##### **I. CATERESS 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 of a senior officer. Duties and responsibilities will entail: Proper and efficient organization of meal planning, food production, preparation and delivery; supervise cleanliness of catering facilities; and oversee kitchen organization.

###### **(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following; catering and hotel management; food and beverage production and service; food and beverage management; institutional and catering management and hospitality management; or any other equivalent qualification from a recognized institution;
- (ii) Possess a valid food handler's medical certificate; and
- (iii) Certificate in computer application skills.

##### **II. CATERESS ASSISTANT II, JOB GRADE CPSB 10**

###### **(a) Duties and Responsibilities**

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: Proper and efficient organization of meal planning, food production, preparation and delivery; supervise cleanliness of



catering facilities; and oversee kitchen organization; overall supervision of catering services in the kitchen.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Cateress Assistant III for a minimum period of three (3) years;
- (ii) Diploma in any of the following; catering and hotel management; food and beverage production and service; food and beverage management; institutional and catering management and hospitality management; or any other equivalent qualification from a recognized institution;
- (iii) Possess a valid food handler's medical certificate;
- (iv) Certificate in computer application skills; and
- (v) No active disciplinary case.

**III. CATERESS ASSISTANT I, JOB GRADE CPSB 09**

**(a) Duties and Responsibilities**

Responsibilities at this level will be characterized by the variety, complexity and importance of catering duties such as: coordination of the various vital sections involved in food service; supervise and develop staff working under him/her.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Cateress Assistant II for a minimum period of three (3) years;
- (ii) Diploma in any of the following; catering and hotel management; food and beverage production and service; food and beverage management; institutional and catering management and hospitality management; or any other equivalent qualification from a recognized institution;
- (iii) Possess a valid food handler's medical certificate;



- (iv) Two (2) weeks supervisory skill course from a recognized institution;
- (v) Certificate in computer application skills;
- (vi) No active disciplinary case; and
- (vii) Has proven merit and ability in work performance.

#### **IV. SENIOR CATERESS ASSISTANT, JOB GRADE CPSB 08**

##### **(a) Duties and Responsibilities**

Responsibilities at this level entails; directing the daily operations of the food services; compiling monthly consumption reports for food and rations; maintaining a monthly inventory of kitchen equipment; tasting the quality of food prepared; receiving of diet sheets; supervise and develop staff working under him/her.

##### **(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Cateress Assistant I for a minimum period of three (3) years;
- (ii) Diploma in any of the following; catering and hotel management; food and beverage production and service; food and beverage management; institutional and catering management and hospitality management; or any other equivalent qualification from a recognized institution.
- (iii) Two (2) weeks supervisory skill course from a recognized institution;
- (iv) Management course lasting not less than Four (4) weeks or its equivalent;
- (v) Possess a valid food handler's medical certificate;
- (vi) Certificate in computer application skills;
- (vii) No active disciplinary case; and
- (viii) Has proven merit and ability in work performance.

#### **V. CHIEF CATERESS ASSISTANT, JOB GRADE CPSB 07**

##### **(a) Duties and Responsibilities**



Responsibilities at this level entails;-directing the daily operations of the food services; compiling monthly consumption reports for food and rations; maintaining a monthly inventory of kitchen equipment; tasting the quality of food prepared; receiving of diet sheets; supervise and develop staff working under him/her; ensuring compliance with occupational requirements regarding health and safety at work.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Senior Cateress Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following; catering and hotel management; food and beverage production and service; food and beverage management; institutional and catering management and hospitality management; or any other equivalent qualification from a recognized institution;
- (iii) Possess a valid food handler's medical certificate;
- (iv) Two (2) weeks supervisory skill course from a recognized institution;
- (v) Management course lasting not less than Four (4) weeks;
- (vi) Certificate in computer application skills;
- (vii) No active disciplinary case; and
- (viii) Has proven merit and ability in work performance.

**VI. PRINCIPAL CATERESS ASSISTANT, JOB GRADE CPSB 06**

**(a) Duties and Responsibilities**

Responsibilities at this level entails;-Overall organization and management of all catering services; ensuring compliance with occupational requirements regarding health and safety at work; preparation of budget estimates and provide specification for the procurement of catering equipment and materials; appraisal of all staff working under him/her.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Chief Cateress Assistant for a minimum period



of three (3) years;

- (ii) Diploma in any of the following; catering and hotel management; food and beverage production and service; food and beverage management; institutional and catering management and hospitality management; or any other equivalent qualification from a recognized institution;
- (iii) Possess a valid food handler's medical certificate
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognize institution;
- (v) Two (2) weeks supervisory skill course from a recognized institution;
- (vi) Management course lasting not less than Four (4) weeks or its equivalent;
- (vii) Certificate in computer application skills;
- (viii) No active disciplinary case; and
- (ix) Has proven merit and ability in work performance.