

REPUBLIC OF KENYA



DRAFT
GENERIC CAREER PROGRESSION GUIDELINES
FOR COUNTY GOVERNMENTS

VOLUME TWO (2)

By

Ministry of Public Service and Gender
State Department for Public Service
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TABLE OF CONTENTS

SECTION ONE: INTRODUCTION	1
1. AIMS AND OBJECTIVES.....	1
2. ADMINISTRATION AND TRAINING SCOPE.....	1
3. GRADING STRUCTURE.....	1
4. PROVISION OF POSTS.....	2
5. SERVING OFFICERS.....	2
6. INCREMENTAL CREDIT.....	2
7. ADVANCEMENT WITHIN THE CAREER PROGRESSION GUIDELINES.....	2
8. DIRECT APPOINTMENT.....	2
9. RECOGNIZED QUALIFICATIONS.....	3
10. RECOGNIZED QUALIFICATIONS AND TRAINING INSTITUTIONS.....	3
11. IMPLEMENTATION OF THE CAREER PROGRESSION GUIDELINES.....	3
12. JOB AND APPOINTMENT SPECIFICATIONS.....	4
13. MONITORING, EVALUATION AND REVIEW.....	4
SECTION TWO: JOB AND APPOINTMENT SPECIFICATIONS	5
1.0 CAREER PROGRESSION GUIDELINE FOR HUMAN RESOURCE MANAGEMENT PERSONNEL.....	5
2.0 CAREER PROGRESSION GUIDELINE FOR ADMINISTRATION OFFICERS.....	24
3.0 CAREER PROGRESSION GUIDELINE FOR INTERNAL AUDITORS.....	32
4.0 CAREER PROGRESSION GUIDELINE FOR FINANCE OFFICERS.....	42
5.0 CAREER PROGRESSION GUIDELINE FOR SUPPLY CHAIN MANAGEMENT PERSONNEL.....	52
6.0 CAREER PROGRESSION GUIDELINE FOR ACCOUNTANTS.....	67
7.0 CAREER PROGRESSION GUIDELINES FOR ECONOMISTS/ STATISTICIANS.....	79
8.0 CAREER PROGRESSION GUIDELINES FOR LEGAL PERSONNEL.....	88
9.0 CAREER PROGRESSION GUIDELINE FOR INFORMATION TECHNOLOGY PERSONNEL.....	102
10.0 CAREER PROGRESSION GUIDELINES FOR PHOTOJOURNALISTS.....	117
11.0 CAREER PROGRESSION GUIDELINES FOR PUBLIC COMMUNICATIONS OFFICERS.....	131
12.0 CAREER PROGRESSION GUIDELINES FOR INFORMATION OFFICERS.....	145
13.0 CAREER PROGRESSION GUIDELINES FOR HEALTH RECORDS AND INFORMATION PERSONNEL.....	161
14.0 CAREER PROGRESSION GUIDELINE FOR RECORDS MANAGEMENT OFFICERS.....	183
15.0 CAREER PROGRESSION FOR LIBRARY PERSONNEL.....	192
16.0 CAREER PROGRESSION GUIDELINES FOR FIRE SERVICE PERSONNEL.....	208

17.0	CAREER PROGRESSION GUIDELINES FOR ENFORCEMENT PERSONNEL	219
18.0	CAREER PROGRESSION GUIDELINE FOR SECURITY STAFF	240
19.0	CAREER PROGRESSION GUIDELINE FOR CLERICAL OFFICERS	253
20.0	CAREER PROGRESSION GUIDELINE FOR DRIVERS	259
21.0	CAREER PROGRESSION GUIDELINE FOR SUPPORT STAFF	266
22.0	CAREER PROGRESSION GUIDELINES FOR RECEPTION PERSONNEL	269
23.0	CAREER PROGRESSION GUIDELINES FOR ARTISANS	285
24.0	CAREER PROGRESSION GUIDELINES FOR MECHANICS (AUTOMOTIVE)	291
25.0	CAREER PROGRESSION GUIDELINES FOR ELECTRICIANS.....	296
26.0	CAREER PROGRESSION GUIDELINES FOR PLANT OPERATORS.....	301
27.0	CAREER PROGRESSION GUIDELINES FOR GARDENERS	305

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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 County 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. Grading Structure

The grading structure in each career progression guidelines stipulates the

number of grades, designations and grading levels for each cadre.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. Recognized Qualifications

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

10. 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.

11. 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.

12. Job and Appointment Specifications

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

13. Monitoring, Evaluation and Review

The State Department responsible for Public Service in consultation with County Public Service Board will undertake monitoring, evaluation and review after every three (3) years to ensure efficient and effective implementation of the career progression guidelines.

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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'**

Designation	Job Grade (CPSB)
Human Resource Management Assistant III	11
Human Resource Management Assistant II	10
Human Resource Management Assistant I	9
Senior Human Resource Management Assistant	8
Chief Human Resource Management Assistant	7
Principal Human Resource Management Assistant	6

HUMAN RESOURCE MANAGEMENT OFFICERS**APPENDIX 'B'**

Designation	Job Grade (CPSB)
Human Resource Management Officer II	10
Human Resource Management Officer I	9
Senior Human Resource Management Officer	8
Chief Human Resource Management Officer	7
Principal Human Resource Management Officer	6
Assistant Director, Human Resource Management	5
Deputy Director Human Resource Management	4
Director Human Resource Management	3

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 Public Secretaries Examination Part I, II, III (K) or its equivalent qualification.
- (vii) Membership to the Institute of Human Resource Management in good standing.
- (viii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (ix) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognize institution.
- (x) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (xi) Certificate in computer application skills.

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 Public 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 Public Secretaries Examination Part II or its equivalent qualification;

- (iii) Certificate in computer application skills; and

- (iv) 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 Public Secretaries Examination Part III (K) or its equivalent qualification;
- (iii) Certificate in computer application skills; and
- (iv) 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 Public Secretaries Examination Part III (K) or its equivalent qualification;

- (iii) Certificate in computer application skills; and
- (iv) 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 Public Secretaries (K) Examination Part III 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; and

- (v) 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 Public Secretaries (K) Examination Part III 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; and
- (v) Demonstrated administrative capability and outstanding work performance.

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HUMAN RESOURCE MANAGEMENT OFFICERS APPENDIX 'B'

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

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
Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iv) 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

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iv) 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
Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iv) 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**
- (iii) Bachelor's Degree in Human Resource Management 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;
- (vi) Certificate in computer application skills; 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

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;
- (vi) Certificate in computer application skills; and
- (vii) 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
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;
- (vi) Certificate in computer application skills; and
- (vii) 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

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;
- (vi) Certificate in computer application skills; and
- (vii) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

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2.0 CAREER PROGRESSION GUIDELINE 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; and coordinate maintenance and repair services in the County.

2. GRADING STRUCTURE

This Career Progression Guideline establishes eight (8) grades of Administration Officers who will be designated and graded as follows:-

Designation	Job Grade CPSB
Administration Officer II	10
Administration Officer I	9
Senior Administration Officer	8
Chief Administration Officer	7
Principal Administration Officer	6
Assistant Director, Administrative Services	5
Deputy Director, Administrative Services	4
Director, Administrative Services	3

Note: The grade of Administration Officer II/I, Job Grade CPSB 10/9 will form a common establishment for the purpose of this Career Progression Guidelines.

3. RECOGNIZED QUALIFICATIONS

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

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

- (ii) Master's degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution.
- (iii) Membership with a relevant professional body.
- (iv) Certificate in a Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (v) Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution.
- (vi) Certificate in computer application skills.
- (vii) Such other equivalent qualification(s) as may be adjudged by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

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; and
- (iv) 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; and
- (iv) 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; and
- (iv) 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) Job Specifications

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;
- (iv) Certificate in computer application skills; and
- (v) 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) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills; and
- (v) 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) Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- (iv) Certificate in computer application skills; and
- (v) 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) Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer application skills;
- (vi) Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Administrative services; and
- (vii) 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 GUIDELINE 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:-

Designation	Job Grade CPSB
Internal Auditor	9
Senior Internal Auditor	8
Chief Internal Auditor	7
Principal Internal Auditor	6
Assistant Director, Internal Audit	5
Deputy Director, Internal Audit	4
Director, Internal Audit	3

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.
- (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.
- (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) 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; and
- (iv) 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; and
- (v) 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; and
- (vi) 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) 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;
- (viii) Certificate in computer application skills; and
- (ix) 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;
- (i) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- (viii) 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;

- (ix) Demonstrated high degree of professional competence and administrative capability required for the effective planning and coordination of the Internal Audit Function; and
- (x) Thorough understanding of national goals, policies and objectives and ability to relate them to the Internal Audit Function and aspirations of Vision 2030.

DRAFT

4.0 CAREER PROGRESSION GUIDELINE 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:

Designation	Job Grade CPSB
Finance Officer II	10
Finance Officer I	9
Senior Finance Officer	8
Chief Finance Officer	7
Principal Finance Officer	6
Assistant Director, Finance	5
Deputy Director, Finance	4
Director, Finance	3

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

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; and
- (iii) Certificate in computer applications skills.

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; and
- (iv) 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; and
- (v) 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;
- (v) Certificate in computer application skills; and
- (vi) 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; and
- (vi) 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;
- (vi) Certificate in computer application skills; and
- (vii) 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;
- (vii) Certificate in computer application skills; and
- (viii) Demonstrated a high degree of professional and managerial ability as reflected in work performance and results.

5.0 CAREER PROGRESSION GUIDELINE 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'

Designation	Job Grade CPSB
Assistant Supply Chain Management Officer III	11
Assistant Supply Chain Management Officer II	10
Assistant Supply Chain Management Officer I	9
Senior Assistant Supply Chain Management Officer	8
Chief Assistant Supply Chain Management Officer	7
Principal Assistant Supply Chain Management Officer	6

SUPPLY CHAIN MANAGEMENT OFFICERS**APPENDIX 'B'**

Designation	Job Grade CPSB
Supply Chain Management Officer	9
Senior Supply Chain Management Officer	8
Chief Supply Chain Management Officer	7
Principal Supply Chain Management Officer	6
Assistant Director, Supply Chain Management	5
Deputy Director, Supply Chain Management	4
Director, Supply Chain Management	3

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

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

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 (FOS) **or** Diploma in Chartered Institute of Procurement and Supply (CIPS);
- (iv) Certificate in computer applications skills; and
- (v) 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; and
- (vi) 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;
- (vi) Certificate in computer application skills; and
- (vii) Shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT, JOB GRADE CPSB 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 prequalifying 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) 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 Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- (vi) Certificate in computer application skills; and
- (vii) Shown merit and ability as reflected in work performance and results.

VI. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT, JOB GRADE CPSB 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;
- (vii) Certificate in computer application skills; and
- (viii) 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;
 - (vii) Certificate in computer application skills; and
 - (viii) Demonstrated high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management Function.

6.0 CAREER PROGRESSION GUIDELINE 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:-

Designation	Job Grade CPSB
Accountant II	10
Accountant I	9
Senior Accountant	8
Chief Accountant	7
Principal Accountant	6
Assistant Director, Accounting Services	5
Deputy Director, Accounting Services	4
Director, Accounting Services	3

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.
- (vi) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution.
- (vii) Certificate in computer applications skills.
- (viii) 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; and

- (ii) Certificate in computer applications skills.

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; and

- (iii) Certificate in computer applications skills.

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; and
- (iv) 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 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;

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; and
- (iv) 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;
- (iv) Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution; and

(v) 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; and
- (vii) 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 cheques signatories 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;
- (vii) Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution; and
- (viii) 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) Masters 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;
- (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; and
- (ix) 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, political 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:-

Designation	Job Grade CPSB
Economist II/Statistician II	9
Economist I/Statistician I	8
Senior Economist II/Senior Statistician II	7
Senior Economist I/Senior Statistician I	6
Principal Economist/Principal Statistician	5
Deputy Chief Economist/ Deputy Chief Statistician	4
Chief Economist/Chief Statistician	3

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.
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (v) Membership to a relevant professional body.
- (vi) Certificate in computer application skills.
- (vii) 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; and
- (v) 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; and
- (v) 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;
- (iv) Membership to a relevant professional body;
- (v) Certificate in computer application skills; and
- (vi) 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;
- (v) Membership to a relevant professional body;
- (vi) Certificate in computer application skills; and
- (vii) 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;
- (v) Membership to a relevant professional body;
- (vi) Certificate in computer application skills; and
- (vii) 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;
- (v) Membership to a relevant professional body;
- (vi) Certificate in computer application skills;
- (vii) Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Economic Planning Function; and

- (viii) Demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Economic Planning Function.

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8.0 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 Court Clerks and seven (7) grades of Legal Officers who will be designated and graded as follows:-

COURT CLERKS

APPENDIX 'A'

Designation	Job Grade CPSB
Court Clerk III	11
Court Clerk II	10
Court Clerk I	9
Senior Court Clerk	8
Chief Court Clerk	7
Principal Court Clerk	6

LEGAL OFFICERS

APPENDIX 'B'

Designation	Job Grade CPSB
Legal Officer	9
Senior Legal Officer	8
Chief Legal Officer	7
Principal Legal Officer	6
Assistant Director, Legal Services	5
Deputy Director, Legal Services	4

Director, Legal Services	3
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Note: The grade of Court 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.
- (xi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (xii) Certificate in computer application skills.

- (xiii) Such other qualifications that may be approved by County Public Service Board.

4. JOB DESCRIPTIONS AND JOB SPECIFICATIONS

COURT CLERKS

APPENDIX 'A'

I. COURT 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. COURT 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; and
- (v) Shown merit and ability as reflected in work performance and results.

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

IV. SENIOR COURT 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; and
- (vi) Shown merit and ability as reflected in work performance and results.

V. CHIEF COURT 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; and
- (vi) Shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL COURT 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; and
- (vi) Shown merit and ability as reflected in work performance and results.

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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; and
- (viii) 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; and
- (vi) 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;
- (vi) Certificate in computer application skills; and
- (vii) 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 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 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; and
- (vii) 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 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 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;
- (vii) Certificate in computer application skills; and
- (viii) Demonstrated professional competence and merit as reflected in work performance and results.

VI. 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;
- (vii) Certificate in computer application skills; and
- (viii) Demonstrated professional competence and merit as reflected in work performance and results.

9.0 CAREER PROGRESSION GUIDELINE FOR INFORMATION TECHNOLOGY PERSONNEL

1. INFORMATION TECHNOLOGY FUNCTION

The Information Communication Technology (ICT) function entails:- Development of departmental websites; coordination of the development of the County ICT policy and regulatory framework; provision of advisory services to county departments on all matters related to ICT; implementation of ICT policies, procedures and systems; plan, design, implement and align ICT strategies for effective management of services at all levels; oversee intranet and internet issues; advise management on institutionalization of effective ICT governance structures; provide specifications and standards in the procurement of ICT software and equipment; provision of hardware maintenance support services; liaise with hardware vendors for administration of guarantees and warranties; Carrying out research and development on ICT standards, guidelines and approaches; plan, develop, review and implement ICT business disaster recovery strategy; ensure compliance with established Information Communication Technology standards, procedures and regulations; and computerization effort in the County public sector; and provide technical support services to computer users; and provision of training on the use of computers, relevant software packages and developing customized applications;

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:-

ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICERS

APPENDIX 'A'

DESIGNATION	Job Grade CPSB
Assistant Information Communication Technology Officer III	11
Assistant Information Communication Technology Officer II	10
Assistant Information Communication Technology Officer I	9
Senior Assistant Information Communication Technology Officer	8

Chief Assistant Information Communication Technology Officer	7
Principal Assistant Information Communication Technology Officer	6

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

Designation	Job Grade CPSB
Information Communication Technology Officer I	8
Senior Information Communication Technology Officer	7
Chief Information Communication Technology Officer	6
Principal Information Communication Technology	5
Assistant Director Information Communication Technology	4
Deputy Director, Information Communication Technology	3
Director, Information Communication Technology	2

Note: The grades of Assistant ICTO III/II, Job Grade 11/10 for Diploma holders and ICTO I/Senior, Job Grade 8/7 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 Communication and Technology (ICT), Systems Administration, Electrical/Electronics engineering or its equivalent qualification from a recognized institution.
- (ii) Bachelor's degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering or equivalent qualification from a recognized institution.

OR

- (iii) Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology or its equivalent

qualification from a recognized institution PLUS a Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution.

- (iv) Master's Degree in the relevant field from a recognized institution.
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution.
- (vii) Certificate of membership to a professional body from a recognized institution.

4. JOB AND APPOINTMENT SPECIFICATIONS

I. ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY 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 include: writing and testing computer programmes according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Electrical/Electronics Engineering or its equivalent qualification from a recognized institution; and
- (ii) Certificate of membership to a professional body from a recognized institution.

II. ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GRADE CPSB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: writing and testing computer programmes according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Assistant ICT Officer III for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Electrical/Electronics engineering or its equivalent qualification from a recognized institution
- (iii) Demonstrated merit and ability as reflected in work performance and results; and
- (iv) Certificate of membership to a professional body from a recognized institution.

III. ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, GRADE CPSB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: analyzing, designing, coding, testing, implementing computer programmes; providing user support and maintaining support systems and training of users; repairing and maintaining of information communication technology equipment and associated peripherals; receiving, installing and certifying of Information Communication Technology equipment; and configuring of new ICT equipment.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant ICT Officer II for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Electrical/Electronics engineering or its equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate of membership to a professional body from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

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

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: designing, coding, testing, implementing computer programmes; performing technical and systems documentation tasks on database maintenance; developing a systematic coding system; carrying out systems analysis; configuration of local area network (LAN) and wide area network (WAN); design and programme specifications in direct liaison with users; development, implementation and maintenance of systems projects; supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards; designing, scheduling and managing training for users; carrying out programming and systems training for the officers; and assisting in conducting feasibility studies.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant ICT Officer I for a minimum period of three (3) years;

- (ii) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Electrical/Electronics engineering or its equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate of membership to a professional body from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

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

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: coding and testing computer programmes; performing technical and systems documentation tasks on database maintenance; developing a systematic coding system; carrying out systems analysis; configuration of local area network (LAN) and wide area network (WAN); design and programme specifications in direct liaison with users; development, implementation and maintenance of systems projects; supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards; designing, scheduling and managing training for users; carrying out programming and systems training for the officers; and assisting in conducting feasibility studies.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Assistant ICT Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Electrical/Electronics engineering or its equivalent qualification from a recognized institution;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate of membership to a professional body from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

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

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: systems development and implementation; carrying out feasibility studies for areas to be computerized; preparing progress reports on systems development; configuration of local area network (LAN) and wide area network (WAN); designing, evaluating and recommending systems to ensure compliance with performance standards; implementation, maintenance and documentation of systems standards; preparing performance reports for ICT staff; planning, monitoring and evaluating program activities; ensuring that program/organization goals and systems standards are maintained; liaising with users for information processing; and reviewing and evaluating feasibility studies.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Assistant ICT Officer for a minimum period of three (3) years;
- (ii) Certificate of membership to a professional body from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Systems Administration, Electrical/Electronics engineering or its equivalent qualification from a recognized institution;
- (v) Demonstrated merit and ability as reflected in work performance and results.

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

**I. INFORMATION COMMUNICATION TECHNOLOGY OFFICER, GRADE
CPSB 8**

(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: writing and testing computer programmes according to instructions and specifications; developing and updating application systems; carrying out systems analysis; configuration of local area network (LAN) and wide area network (WAN); receiving and dispatching all jobs into and out of the computer room; assisting in the implementation of the computer systems and providing user support; care and safe custody of computers and related equipment; writing programmes for more complex applications and subroutines data entry; writing specifications for programmes; performing technical, systems and user documentation tasks such as reports produced regarding statistics, destination, volumes, values; process reports for facilitating revenue collection; and conducting training for the users.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering or equivalent qualification from a recognized institution;
- OR**
- (ii) Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology or its equivalent qualification from a recognized institution PLUS a Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution; and
- (iii) Certificate of membership to a professional body from a recognized institution.

II. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: coding and testing computer programmes; performing technical and systems documentation tasks on database maintenance; developing a systematic coding system; carrying out systems analysis; configuration of local area network (LAN) and wide area network (WAN); design and programme specifications in direct liaison with users; development, implementation and maintenance of systems projects; supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards; designing, scheduling and managing training for users; carrying out programming and systems training for the officers; and assisting in conducting feasibility studies.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Information Communication Technology Officer for a minimum period of one (1) year;
- (ii) Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution.

OR

- Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology or its equivalent qualification from a recognized institution **PLUS** a Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;
- (iii) Demonstrated merit and ability as reflected in work performance and results;
 - (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and

- (v) Certificate of membership to a professional body from a recognized institution.

III. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, GRADE CPSB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementation, maintenance and documentation of systems standards; carrying out feasibility studies for areas to be computerized; systems development and implementation; preparing progress reports on systems development; configuration of local area network (LAN) and wide area network (WAN); designing, evaluating and recommending systems to ensure compliance with performance standards; ensuring that program/organization goals and systems standards are maintained; liaising with users for information processing; preparing performance reports for ICT staff; planning, monitoring and evaluating program activities; and reviewing and evaluating feasibility studies.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior ICT Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution;

OR

Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology, or its equivalent qualification from a recognized institution **PLUS** A Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution;

- (iii) Demonstrated considerable knowledge and competence in systems analysis and programme design;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution

IV. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, GRADE CPSB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: systems development and implementation; carrying out feasibility studies for areas to be computerized; preparing progress reports on systems development; configuration of local area network (LAN) and wide area network (WAN); designing, evaluating and recommending systems to ensure compliance with performance standards; implementation, maintenance and documentation of systems standards; preparing performance reports for ICT staff; planning, monitoring and evaluating program activities; ensuring that program/organization goals and systems standards are maintained; liaising with users for information processing; and reviewing and evaluating feasibility studies

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief ICT Officer or a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution;

OR

Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology, or its equivalent qualification from a recognized institution **PLUS** A Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution;

- (iii) Demonstrated considerable knowledge and competence in systems analysis and programme design; and
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

V. ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, GRADE CPSB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: systems development, implementation and allocation; coordinating systems development; evaluating systems and ensuring adherence to established ICT Standards; training and preparing staff performance reports; planning, monitoring and evaluating programmes/activities within an Information Communication Technology division/unit; ensuring adherence to Information Communication Technology Standards; liaising with user departments to ensure effective maintenance of hardware; communication technology equipment; reviewing and evaluating feasibility studies and detailed specifications before implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal ICT Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution;

OR

Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology, or its equivalent qualification from a recognized institution **PLUS** a Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution; and
- (v) Demonstrated considerable knowledge and competence in systems analysis and programme design.

VI. DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, GRADE CPSB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: systems development, implementation and allocation; overseeing the development of local area network (LAN) and wide area network (WAN); coordinating systems development; evaluating systems and ensuring adherence to established ICT standards; training and preparing staff performance reports; planning, monitoring and evaluating ICT programmes/activities; ensuring adherence to Information Communication Technology standards and other statutory requirements; liaising with user departments to ensure effective maintenance of hardware for communication technology equipment; safe custody of computer catalogues, manuals and licensed software; reviewing and evaluating feasibility studies and detailed specifications before implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, ICT for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields; Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution.

OR

Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology or its equivalent qualification from a recognized institution **plus a** Higher Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution;

- (iii) Master's Degree in the relevant field from a recognized institution;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;

- (vi) Demonstrated considerable knowledge and competence in systems analysis and programme design.

VII. DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE CPSB 4

(a) Duties and Responsibilities

The Director will be responsible for coordinating the Information Communication Technology (ICT) function and staff. Duties and responsibilities will entail:- overseeing the Development of departmental websites; coordinating the development of the County ICT policy and regulatory framework; providing advisory services to county departments on all matters related to ICT; ensuring the implementation of ICT policies, procedures and systems; coordinating the planning, designing, implementation and alignment of ICT strategies for effective management of services at all levels; overseeing intranet and internet issues; advising the management on institutionalization of effective ICT governance structures.

In addition, duties will involve:- advising on specifications and standards in the procurement of ICT software and equipment; ensuring provision of hardware maintenance support services; liaising with hardware vendors for administration of guarantees and warranties; overseeing research and development on ICT standards, guidelines and approaches; coordinating, planning, development, review and implementation of ICT business disaster recovery strategy; ensuring compliance with established Information Communication Technology standards, procedures and regulations; spearheading computerization effort in the County public sector; and providing technical support services to computer users; and overseeing the of training on the use of computers, relevant software packages and developing customized applications.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director, ICT for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following fields; Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution;

OR

Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology or its equivalent qualification from a recognized institution **plus a** Higher Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution;

- (iii) Master's Degree in the relevant field from a recognized institution;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- (vi) Demonstrated considerable knowledge and competence in systems analysis and programme design.

10.0 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'

Designation	Job Grade CPSB
Photojournalist Assistant III	11
Photojournalist Assistant II	10
Photojournalist Assistant I	9
Senior Photojournalist Assistant	8
Chief Photojournalist Assistant	7
Principal Photojournalist Assistant	6

PHOTOJOURNALISTS

APPENDIX 'B'

Designation	Job Grade CPSB
Photojournalist II	10
Photojournalist I	9
Senior Photojournalist	8
Principal Photojournalist	7
Chief Photojournalist	6
Assistant Director, Photojournalism	5

Deputy Director, Photojournalism	4
Director, Photojournalism	3

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) 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.
- (viii) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

- (ix) Certificate in Computer application skills from a recognized institution.
- (x) Any other equivalent qualification that may be approved by Public Service Commission.

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; 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;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) 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;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) 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;
- (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; and
- (vi) 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;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) 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
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated professional and managerial competence in photojournalism work as reflected in work performance and results.

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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; 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;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) 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;
- (iv) Certificate in computer application skills from a recognized institution; and

- (v) 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;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) 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;
- (iv) Certificate of membership to a professional body from a recognized institution;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) 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;
- (v) Certificate of membership to a professional body from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) 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;
- (v) Certificate of membership to a professional body from a recognized institution;
- (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; and
- (viii) 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 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;
- (v) Certificate of membership to a professional body from a recognized institution;
- (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; and
- (viii) Professional and managerial competence in photojournalism as reflected in work performance and results.

11.0 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 Ministries, 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 Government Portal and management of content generation in Ministerial/Departmental websites.

2. GRADING STRUCTURE

The Career Progression Guidelines establishes five (5) 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'

Designation	Job Grade CPSB
Public Communications Assistant III	10
Public Communications Assistant II	9
Public Communications Assistant I	8
Senior Public Communications Assistant	7
Principal Public Communications Assistant	6

PUBLIC COMMUNICATIONS OFFICERS**APPENDIX 'B'**

Designation	Job Grade CPSB
Public Communications Officer II	9
Public Communications Officer I	8
Senior Public Communications Officer	7
Principal Public Communications Officer	6
Assistant Director, Public Communications	5
Deputy Director, Public Communications	4
Director, Public Communications	3

Notes: The grades of Public Communications Assistant III/II, Job Grade CPSB 10/9 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.

- (vi) Certificate in computer application skills.
- (vii) Certificate of membership to a professional body from a recognized institution.

4. JOB AND APPOINTMENT SPECIFICATIONS APPENDIX 'A'

PUBLIC COMMUNICATIONS ASSISTANT

I. PUBLIC COMMUNICATIONS ASSISTANT III, 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: 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 9

(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; and
- (iv) Certificate in computer application skills.

III. PUBLIC COMMUNICATIONS ASSISTANT I, JOB GRADE CPSB 8

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

IV. SENIOR PUBLIC COMMUNICATIONS ASSISTANT, JOB GRADE CPSB 7

(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; and

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

V. 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 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;
- (iv) Certificate in computer applications skills;
- (v) Excellent oral and written communication skills; and
- (vi) Demonstrated professional competence and managerial capability as reflected in work performance and results.

I. PUBLIC COMMUNICATIONS OFFICER II, JOB GRADE CPSB 9**(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under 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. PUBLIC COMMUNICATIONS OFFICER I, 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 II 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; and
- (vi) Shown merit and ability as reflected in work performance and results.

III. SENIOR 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 Public Communications Officer I 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; and
- (vi) 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 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, 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;
 - (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; and
 - (vii) 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;
 - (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; and
 - (viii) 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;
- (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; and

- (ix) 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;
- (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; and
- (viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

12.0 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, *ad hoc* 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'

Designation	Job Grade CPSB
Information Assistant III	11
Information Assistant II	10
Information Assistant I	9
Senior Information Assistant	8
Chief Information Assistant	7
Principal Information Assistant	6

INFORMATION OFFICERS

APPENDIX 'B'

Designation	Job Grade CPSB
Information Officer II	10
Information Officer I	9
Senior Information Officer	8
Chief Information Officer	7

Principal Information Officer	6
Assistant Director, Information	5
Snr Asst. Director, Information	4
Director, Information	3

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.
- (vii) Senior Management Course lasting not less than four (4) weeks from a recognized institution.

- (viii) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in computer application skills.
- (x) Any other equivalent qualification that may be approved by Public Service Commission.

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; and
- (vi) 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; and
- (vi) 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; and
- (vi) 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; and
- (vi) 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;
- (iv) Excellent oral and written communication skills;
- (v) Certificate in computer application skills; and
- (vi) 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; and
 - (vi) 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;
 - (vi) Excellent oral and written communication skills; and
 - (vii) 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; and
 - (vi) 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 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 in Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
- (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; and
- (vii) Shown merit and ability as reflected in work performance and results.

VI. ASSISTANT DIRECTOR, INFORMATION, JOB GRADE CPSB 6

(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;
- (vii) Excellent oral and written communication skills; and
- (viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

VII. DEPUTY DIRECTOR, INFORMATION, JOB GRADE CPSB 5

(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;
- (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; and
- (ix) 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;
- (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; and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

13.0 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'

Designation	Job Grade CPSB
Health Records and Information Technician III	12
Health Records and Information Technician II	11
Health Records and Information Technician, I	10
Senior Health Records and Information Technician	9

HEALTH RECORDS AND INFORMATION TECHNOLOGIST APPENDIX 'B'

Designation	Job Grade CPSB
Health Records and Information Technologist III	11
Health Records and Information Technologist II	10

Health Records and Information Technologist, I	9
Senior Health Records and Information Technologist	8
Chief Health Records Information Technologist	7
Principal Health Records Information Technologists	6
Senior Principal Health Records Information Technologists	5

HEALTH RECORDS AND INFORMATION OFFICERS APPENDIX 'C'

Designation	Job Grade CPSB
Health Records and Information Officer	9
Senior Health Records and Information Officer	8
Chief Health Records and Information Officer	7
Principal Health Records and Information Officer	6
Assistant Director, Health Records and Information Services	5
Deputy Director, Health Records and Information Services	4
Director, Health Records and Information Services	3

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.
- (ix) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (x) Certificate in Computer Application skills.

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

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HEALTH RECORDS AND INFORMATION TECHNOLOGIST APPENDIX 'B'

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

V. CHIEF HEALTH RECORDS AND INFORMATION TECHNOLOGIST, JOB GRADE CPSB 7

(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; and
- (vii) 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;
- (vii) Certificate in computer application skills; and
- (viii) 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;
- (viii) Certificate in computer application skills; and
- (ix) Shown merit and ability as reflected in work performance and results.

HEALTH RECORDS AND INFORMATION OFFICERS APPENDIX 'C'

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; and
- (vi) 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; and
- (vi) 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;
- (vi) Certificate in computer application skills; and
- (vii) Demonstrated professional competence and administrative ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION, JOB GRADE CPSB 5

(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;
- (vii) Certificate in computer application skills; and
- (viii) 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;
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Certificate in computer application skills; and
- (ix) 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;
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Certificate in computer application skills;
- (ix) demonstrated professional competence and administrative ability as reflected in work performance and results; and
- (x) Thorough understanding of national values, goals, policies and objectives and ability to relate them to the Health Records and Information aspirations.

14.0 CAREER PROGRESSION GUIDELINE 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:-

Designation	Job Grade CPSB
Records Management Officer III	11
Records Management Officer II	10
Records Management Officer I	9
Senior Records Management Officer	8
Chief Records Management Officer	7
Principal Records Management Officer	6
Assistant Director, Records Management	5
Deputy Director, Records Management	4

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:-

- (i) 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.
- (viii) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in computer application skills.
- (x) 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

II. RECORDS MANAGEMENT OFFICER II, JOB GROUP 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; and
- (ii) Certificate in computer applications skills.

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; and
- (iii) 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; and

- (iv) 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; and
- (v) 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; and
- (iv) 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

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

- (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;
- (iv) Certificate in computer application skills; and
- (v) 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; and
- (v) 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.
- (v) Certificate in computer applications skills; and
- (vi) Demonstrated professional competence and administrative ability in managing the records function.

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15.0 CAREER PROGRESSION 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 Ministries/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'

New Designation	Job Grade CPSB
Library Assistant III	11
Library Assistant II	10
Library Assistant I	9
Senior Library Assistant	8
Chief Library Assistant	7
Principal Library Assistant	6

LIBRARIANS

APPENDIX 'B'

New Designation	Job Grade CPSB
Librarian	9

Senior Librarian	8
Chief Librarian	7
Principal Librarian	6
Assistant Director, Library Services	5
Deputy Director, Library Services	4
Director, Library Services	3

Note: The grades of Library Assistant III/II, Job Group '11/10' for Diploma holders and Librarian/Senior Librarian, Job Group '8/9' 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 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) Bachelors 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) Bachelors Degree in Library Studies/Library and Information Science;
- (iv) Bachelors 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) Masters 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.
- (viii) Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in Computer Application skills.
- (x) 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; and
- (iv) 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 labeling 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; cataloging 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; and
- (iv) 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; and
- (iv) 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; and
- (v) 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;
- (v) Certificate in computer application skills; and
- (iv) 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 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; 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) Bachelors Degree in Library Studies/Library and Information Science;

OR

Bachelors 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

Bachelors 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 labeling 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) Bachelors Degree in Library Studies/Library and Information Science;
OR
Bachelors 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
Bachelors 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; and
- (iv) 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 conversation 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) Bachelors Degree in Library Studies/Library and Information;
OR
Bachelors 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; and
- (iv) 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) Bachelors Degree in Library Studies/Library and Information Science;
OR
Bachelors 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
Bachelors 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;
- (iv) Certificate in computer application skills; and
- (v) 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) Bachelors Degree in Library Studies/Library and Information Science;
OR
Bachelors 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
Bachelors 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) Masters 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;
- (v) Certificate in computer application skills; and
- (vi) 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) Bachelors Degree in Library Studies/Library and Information Science;

OR

Bachelors 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

Bachelors 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) Masters 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;
- (v) Certificate in computer application skills; and
- (vi) 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) Bachelors Degree in Library Studies/Library and Information Science;
OR
Bachelors 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
Bachelors 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) Masters 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;
- (v) Certificate in computer application skills;
- (vi) Demonstrated a high degree of professional competence and administrative capability in the management of library information services function; and

- (vii) Demonstrated a thorough understanding of national goals, policies, objectives and ability to relate them to the library information service function.

DRAFT

16.0 CAREER PROGRESSION GUIDELINES FOR FIRE SERVICE PERSONNEL

1. THE FIRE SERVICE FUNCTION

The Fire 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 AND SCOPE

The Career Progression Guidelines establishes four (4) grades of Firemen and seven (7) grades of Assistant Fire Officers who will be designated and graded as follows:-

FIREMEN

APPENDIX 'A'

Designation	Job Grade CPSB
Fireman III	15
Fireman II	14
Fireman I	13
Senior Fireman	12

FIRE ASSISTANT

APPENDIX 'B'

Designation	Job Grade CPSB
Assistant Fire Officer III	11
Assistant Fire Officer II	10
Assistant Fire Officer I	9
Senior Assistant Fire Officer	8
Chief Assistant Fire Officer	7
Principal Assistant Fire Officer	6
Assistant Director, Fire Services	5

Notes: The grades of Fireman III/II, Job Grade CPSB 15/14 and Assistant Fire 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: 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) 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) Heavy Commercial Driving License.
- (viii) Certificate in computer applications.
- (ix) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (x) Any other relevant equivalent qualification that may be approved by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

FIREMEN

APPENDIX 'A'

I. FIREMAN 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: driving and operating appliances on land, sea and inland waters;

managing and operating communication equipment; attending to emergency cases; and patrolling fire station premises at night to ensure security.

(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;
- (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. FIREMAN 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 Fireman 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; and
- (ix) Shown merit and ability as reflected in work performance and results.

III. FIREMAN 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 Fireman 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; and
- (ix) Shown merit and ability as reflected in work performance and results.

IV. SENIOR FIREMAN, 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 Fireman 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; and
- (ix) Shown merit and ability as reflected in work performance and results.

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; and
- (vii) 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; and
- (vii) 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; and

(vii) 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; and
- (vii) 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 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; and
- (viii) 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; and
- (viii) Demonstrated merit and shown ability as reflected in work performance and results.

17.0 CAREER PROGRESSION GUIDELINES FOR ENFORCEMENT PERSONNEL

1. THE ENFORCEMENT 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 Assistants, six (6) grades of Assistant Enforcement Officers and eight (8) grades of Enforcement Officers who will be designated and graded as follows:-

ENFORCEMENT ASSISTANTS

APPENDIX 'A'

Designation	Job Grade CPSB
Enforcement Assistant III	13
Enforcement Assistant II	12
Enforcement Assistant I	11
Senior Assistant Enforcement	10

ASSISTANT ENFORCEMENT OFFICERS

APPENDIX 'B'

Designation	Job Grade CPSB
Assistant Enforcement Officer III	11
Assistant Enforcement Officer II	10
Assistant Enforcement Officer I	9
Senior Assistant Enforcement Officer	8
Chief Assistant Enforcement Officer	7
Principal Assistant Enforcement Officer	6

ENFORCEMENT OFFICERS**APPENDIX 'C'**

Designation	Job Grade CPSB
Enforcement Officer II	10
Enforcement Officer I	9
Senior Enforcement Officer	8
Chief Enforcement Office	7
Principal Enforcement Officer	6
Assistant Director Enforcement	5
Deputy Director Enforcement	4
Director Enforcement	3

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.
- (vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (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) Any other qualifications that may be approved by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

ENFORCEMENT ASSISTANT

APPENDIX (A)

I. ENFORCEMENT 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 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; and

- (vii) Have Certificate in computer applications.

Promotion

For appointment to this grade, one must have:-

- (i) Served as an Enforcement Assistant III 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) 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; and
- (viii) Shown merit and ability as reflected work performance and results.

III. ENFORCEMENT 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 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; and
- (viii) Shown merit and ability as reflected work performance and results.

IV. SENIOR ENFORCEMENT 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 Assistant Officer I 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 Directorate of Criminal Investigation;

- (vii) Certificate in computer applications; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

DRAFT

I. ASSISTANT ENFORCEMENT 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 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; and
- (vii) Demonstrated merit and shown ability as reflected work performance and results.

II. ASSISTANT ENFORCEMENT 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 Officer III for a minimum period of three (3) years;
- (ii) Kenya Certificate of Educations 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; and
- (viii) Shown merit and ability in work performance and results.

III. ASSISTANT ENFORCEMENT 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 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; and
- (vii) Demonstrated merit and shown ability as reflected work performance and results.

IV. SENIOR ASSISTANT ENFORCEMENT 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 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; and
- (ix) Demonstrated merit and shown ability as reflected work performance and results.

V. CHIEF ASSISTANT ENFORCEMENT 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 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; and
- (ix) Demonstrated merit and shown ability as reflected work performance and results.

VI. PRINCIPAL ASSISTANT ENFORCEMENT 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 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; and
- (ix) Demonstrated merit and shown ability as reflected work performance and results.

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I. ENFORCEMENT 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 Local Authority Training held at Dagoretti Training Institute or other relevant training/institutions;
- (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 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 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; and
- (vii) Demonstrated merit and shown ability as reflected work performance and results.

III. SENIOR ENFORCEMENT 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 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; and
- (vii) Demonstrated merit and shown ability as reflected work performance and results.

IV. CHIEF ENFORCEMENT 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 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; and
- (vii) Demonstrated merit and shown ability as reflected work performance and results.

V. PRINCIPAL ENFORCEMENT 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 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; and
- (vii) Demonstrated merit and shown ability as reflected work performance and results.

VI. ASSISTANT DIRECTOR, ENFORCEMENT, 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 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;
- (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; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

VII. DEPUTY DIRECTOR, ENFORCEMENT, 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 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;
- (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; and
- (viii) Demonstrated merit and shown ability as reflected work performance and results.

VIII. DIRECTOR, ENFORCEMENT, 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 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;
- (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; and
- (viii) Demonstrated merit and shown ability as reflected work performance

18.0 CAREER PROGRESSION GUIDELINE 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'

Designation	Job Grade CPSB
Assistant Security Warden III	14
Assistant Security Warden II	13
Assistant Security Warden I	12
Assistant Senior Security Warden	11

SECURITY WARDENS

APPENDIX 'B'

Designation	Job Grade CPSB
Security Warden III	11
Security Warden II	10
Security Warden I	9
Senior Security Warden	8

SECURITY OFFICER

APPENDIX 'C'

Designation	Job Grade CPSB
Security Officer III	10
Security Officer II	9
Security Officer I	8
Senior Security Officer	7

Chief Security Officer	6
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Note:

- (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 CPSB10/9 for Degree holders, will form a common establishment for the purpose of this Career Progression Guidelines.*
- (ii) *Subordinate staff deployed as watchmen may be appointed to the grade of Security Officer 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 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.

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 (plain) 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 (plain) or its equivalent qualification from a recognized institution;

Certificate of Good conduct from the Kenya Police;

- (iii) Undergone an approved Basic Security Course, at the Administration Police Training College or other approved equivalent training; and
- (iv) 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 (plain) 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; and
- (v) 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 (plain) 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) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.

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; and
- (v) 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; and
- (v) 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; and
- (vi) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.

I. SECURITY OFFICER III, JOB GRADE CPSB 10**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be responsible to the Senior Security Officer for training the Security Wardens and maintaining close liaison with the local administration and Kenya Police personnel. In addition, work at this level will include: coordinating shifts, investigative activities; and making staff and security appraisal reports; designing security documents and related information; administration of emergency operations; reporting and controlling unauthorized persons and vehicles; and prevention and inspection of crimes.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Have served in the grade of Senior Security Warden or in the Disciplined Service in the rank of Senior Sergeant or an equivalent rank;
- (ii) Have a clean record of discharge from the relevant disciplined service;
- (iii) Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification;
- (iv) Have a Diploma in any Social Sciences or in security related course from a recognized institution;
- (v) Be in possession of a Certificate of Good conduct;
- (vi) Have attended an Advanced Supervisory Course; and
- (vii) Have demonstrated merit and ability in work performance and results.

II. 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; and
- (vii) Demonstrated merit and ability in work performance and results.

III. 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; and
- (v) Consistently demonstrated administrative capability in controlling a full fledge security section in a large organization.

IV. 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; and
- (vi) Have a Certificate in computer knowledge.

V. CHIEF SECURITY OFFICER, JOB GRADE CSG 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;
- (vi) Certificate in computer knowledge; and
- (vii) Demonstrated professional competence and administrative capability in security matters.

19.0 CAREER PROGRESSION GUIDELINE 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:-

Designation	Job Grade CPSB
Clerical Officer II	13
Clerical Officer I	12
Senior Clerical Officer	11
Chief Clerical Officer	10
Principal Clerical Officer	9

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.

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

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 Pay Change 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) Passed the Proficiency Examination for Clerical Officers;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) 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; 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; and
- (v) 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;
- (iv) 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;
 - (i) Certificate in computer application skills from a recognized institution; and
 - (ii) 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) 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) Passed the Proficiency Examination for Clerical Officers;
- (vi) Certificate in computer application skills; and
- (vii) Shown merit and ability as reflected in work performance and results.

20.0 CAREER PROGRESSION GUIDELINE 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:-

Designation	Job Grade CPSB
Driver III	15
Driver II	14
Driver I	13
Senior Driver	12
Chief Driver	11
Principal Driver	10

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) 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; and
- (viii) 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 and;
- (viii) 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; and
- (ix) 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; and
- (ix) 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; and
- (viii) Demonstrated merit and ability in driving and maintenance of vehicles.

21.0 CAREER PROGRESSION GUIDELINE 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:

Designation	Job Grade CPSB
Support Staff III	17
Support Staff II	16
Support Staff I	15
Senior Support Staff	14

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.

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

22.0 CAREER PROGRESSION GUIDELINES FOR RECEPTION 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; 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 car stickers 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 ASSISTANT

APPENDIX 'A'

Designation	Job Grade CPSB
Reception Assistant III	12
Reception Assistant II	11
Reception Assistant I	10
Senior Reception Assistant	9

ASSISTANT RECEPTION OFFICERS

APPENDIX 'B'

Designation	Job Grade CPSB
Assistant Reception Officer III	11

Assistant Reception Officer II	10
Assistant Reception Officer I	9
Senior Assistant Reception Officer	8
Chief Assistant Reception Officer	7
Principal Assistant Reception Officer	6

RECEPTION OFFICERS

APPENDIX 'C'

Designation Job Group	Job Grade CPSB
Reception Officer II	10
Reception Officer I	9
Senior Reception Officer	8
Chief Reception Officer	7
Principal Reception Officer	6
Assistant Director, Reception Services	5

Note:

The grades of Reception Assistant III/II, CPSB 12/11 for certificate holders; Assistant Reception Officer III/II, CPSB 11/10 for diploma holders; and Reception 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:

- (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.
- (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.
- (vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (viii) Certificate in computer application skills.
- (ix) Any other qualification as may be approved by the County Public Service Board.

4. JOB AND APPOINTMENT SPECIFICATIONS

RECEPTION ASSISTANTS

APPENDIX 'A'

I. RECEPTION 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.

(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 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Reception 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

III. RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Reception 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;
- (v) Certificate in computer application skills; and
- (iv) Shown merit and ability as reflected in work performance and results.

IV. SENIOR RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Reception 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

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I. ASSISTANT RECEPTION 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.

(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 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Reception 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

III. ASSISTANT RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Reception 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Reception 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

V. CHIEF ASSISTANT RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Assistant Reception 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; and
- (v) Shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Assistant Reception 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;
- (v) Certificate in computer application skills; and
- (vi) Shown merit and ability as reflected in work performance and results.

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I. RECEPTION 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.

(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 OFFICER I, 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; 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 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

III. SENIOR RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Reception 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

IV. CHIEF RECEPTION 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.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Reception 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; and
- (iv) Shown merit and ability as reflected in work performance and results.

V. PRINCIPAL RECEPTION 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 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; and
- (v) Shown merit and ability as reflected in work performance and results.

VI. ASSISTANT DIRECTOR, RECEPTION 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 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 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; and
- (vi) Demonstrated professional competence and leadership capability in work performance and results.

23.0 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 metal works; 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:-

Designation	Job Grade CPSB
Artisan III	14
Artisan II	13
Artisan I	12
Charge Hand	11
Senior Charge Hand	10

***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.
- (i) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (iii) Certificate in Computer applications.
- (iv) Meet the requirements of Chapter Six (6) of the Constitution.

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; and
- (v) 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; and
- (v) 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; and
- (vi) 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; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

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24.0 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:-

Designation	Job Grade CPSB
Mechanic III (Automotive)	14
Mechanic II (Automotive)	13
Mechanic I (Automotive)	12
Charge Hand (Automotive)	11
Senior Charge Hand (Automotive)	10

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.

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; and
- (v) 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; and
- (v) 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; and
- (vi) 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; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

25.0 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:-

Designation	Job Grade CPSB
Electrician III	14
Electrician II	13
Electrician I	12
Charge Hand (Electrical)	11
Senior Charge Hand (Electrical)	10

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.

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; and
- (v) 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; and
- (v) 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; and
- (vi) 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; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

DRAFT

26.0 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:-

Designation	Job Grade CPSB
Plant Operator III	14
Plant Operator II	13
Plant Operator I	12
Charge Hand	11
Senior Charge Hand	10

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) 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; and

- (v) 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; and
- (v) 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; and
- (vi) 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; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

27.0 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"

Designation	Job Grade (CPSB)
Gardener III	15
Gardener II	14
Gardener I	13
Senior Gardener III	12
Senior Gardener II	11
Senior Gardener I	10

SUPERINTENDENT (GARDENS)

APPENDIX "B"

Designation	Job Grade (CPSB)
Superintendent (Gardens) III	11
Superintendent (Gardens) II	10
Superintendent (Gardens) I	9
Senior Superintendent (Gardens)	8
Chief Superintendent (Gardens)	7
Principal Superintendent (Gardens)	6

Note:

The grades of Gardener III/II, CPSB 15/14 for KCSE certificates 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 QUALIFICTIONS

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent.
- (ii) Certificate in Gardening Course lasting not less than two (2) months or equivalent qualification from a recognized institution.
- (iii) Certificate in any of the following fields:- Forestry, Agriculture, Horticulture, Environmental Science or equivalent qualification from a recognized institution.
- (iv) Diploma in any of the following fields:- Forestry, Horticulture, Environmental Science, Agriculture or equivalent qualification from a recognized institution.
- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Certificate in computer application skills.
- (vii) 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, leveling, 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; and
- (iv) 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 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; and
- (vi) 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; and
- (v) 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; and
- (v) 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; and
- (v) 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, over hanging 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; and
- (iv) 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; and

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

VII. 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 human resource 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; and
- (v) Shown merit and ability as reflected in work performance and results.