



REPUBLIC OF KENYA

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# ***The Career Guidelines for the Kenya Medical Training College***

*PREPARED BY THE MANAGEMENT CONSULTANCY SERVICES DEPARTMENT, MINISTRY OF  
STATE FOR PUBLIC SERVICE, OFFICE OF THE PRIME MINISTER.*

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## **SECTION A: INTRODUCTION**

### **AIMS AND OBJECTIVES**

- (i) To provide for a clearly defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent officers at the Kenya Medical Training College.
- (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 officers understand the requirements of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, competence, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

### **GRADING STRUCTURE**

Each cadre has been designated and graded as shown in the respective Career Progression Guidelines.

### **RESPONSIBILITY FOR ADMINISTRATION**

The Career Progression Guidelines will be administered by the Director of Kenya Medical Training College, in consultation with the KMTC Board of Management. In administering the guidelines, the Director will ensure that the provisions of the guidelines are strictly observed to ensure equitable treatment of officers and that the officers are confirmed in their appointments on successful completion of their probation period.

### **TRAINING SCOPE**

In administering the Career Progression Guidelines, the Director, will ensure that appropriate training opportunities and facilities are provided to assist serving officers to acquire the 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.

### **PROVISION OF POSTS**

The Career Progression Guideline does not constitute authority for creation of posts. Any additional posts required under the new grading structure should be submitted to the Board for consideration.

## **SERVING OFFICERS**

Serving Officers will convert and adopt as appropriate to the new grading structure and designations as provided in the Career Progression Guidelines though they may not be in possession of the requisite minimum qualifications and/or experience specified for the new grade. However, for advancement to higher grades, the officers will be required to obtain minimum qualifications and/or experience prescribed for those grades.

## **INCREMENTAL CREDITS**

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 scale is not exceeded. In granting incremental credits, any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded. However, for advancement to higher grades, the officers will be required to obtain minimum qualifications and/or experience prescribed for those grades.

## **ADVANCEMENT WITHIN THE CAREER PROGRESSION GUIDELINES**

It is emphasized that the qualifications and/or any other conditions set out in the 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; and
- (iii) Approval of the Board of Management provided the candidate is suitable in every respect for promotion.

## **IMPLEMENTATION OF THE CAREER PROGRESSION GUIDELINES**

The Career Progression Guidelines becomes operational following its adoption by KMTC Board of Management with effect from 1<sup>st</sup> October 2012. These Career Progression Guidelines supersede any other existing ones. On implementation, all serving officers embraced in the respective grading structures will automatically become members of the respective Career Progression Guidelines. These Career Progression Guidelines will be due for review after five (5) years or as need arises.

## **GRADES CATEGORIZED AS COMMON ESTABLISHMENT**

This refers to two or more grades, which are combined in a grading structure, normally at the lowest level of a given cadre for the purpose of facilitating advancement of officers without the need to increase the number of approved posts of those levels. This is a good measure to control growth of human resource without hindering advancement of staff. However, even in common establishment posts, an officer must fulfill all the requirements for advancement to the next grade as stipulated in the Career Progression Guidelines. In short, common establishments mean that an officer moves from one grade to another with his/her post and does not leave a vacancy in the previous grade after promotion.

## **DIRECT APPOINTMENT**

Direct appointment refers to appointment of officers from outside the organization. The point of entry is determined by qualification(s) and experience. Direct appointment has been provided for at various levels of the Career Progression Guidelines. The KMTC should not be constrained from recruiting at these levels from the open market. Direct appointment to higher grades may be made, provided a candidate is in possession of the minimum qualifications and experience required for appointment to the applicable grades.

## SECTION B: CAREER PROGRESSION GUIDELINES

### CAREER PROGRESSION GUIDELINE FOR LECTURERS

#### GRADING STRUCTURE

Officers in this Career Progression Guideline will be graded and designated as follows:

<b>Designation</b>	<b>Scale</b>
Lecturer II	M10
Lecturer I	M11
Senior Lecturer	M12
Principal Lecturer	M13
Senior Principal Lecturer	M14
Chief Principal Lecturer	M15
Senior Chief Principal Lecturer	M16

#### CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:

<b>Present Designation</b>	<b>JG</b>	<b>New Designation</b>	<b>JG</b>
Assistant Lecturer	M9	Lecturer II	M10
Lecturer II	M10		
Lecturer I	M11	Lecturer I	M11
Senior Lecturer	M12	Senior Lecturer	M12
Principal Lecturer	M13	Principal Lecturer	M13
Senior Principal Lecturer	M14	Senior Principal Lecturer	M14
Chief Principal Lecturer	M15	Chief Principal Lecturer	M15
Senior Chief Principal Lecturer	M16	Senior Chief Principal Lecturer	M16

**Note:**

*The grades of Lecturer II/I Scale M10/11 for Degree holders and Senior Lecturer/Principal Lecturer Scale M12/13 for Professional Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

#### JOB AND APPOINTMENT SPECIFICATIONS

##### I. LECTURER II, SCALE M10

**(a) Job Summary**

Duties at this level will include: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the

college; assisting senior lecturers in research and development of teaching materials; planning, designing and developing relevant teaching materials; identifying health problems prevalent in the country and conducting surveys; and supervising students in clinical areas

**Key Result Areas**

- (i) Teaching and evaluating relevant subjects;
- (ii) Supervising and assessing students in clinical areas;
- (iii) Organizing extra-curricular activities in the college;
- (iv) Assisting senior lecturers in research and development;
- (v) Planning, designing and developing relevant teaching materials;

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Bachelors Degree in any of the following fields: Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry, Dental Technology, Nutrition and Dietetics, or any other relevant field from a recognized Institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized Institution; and

- a) Practiced in their relevant field for a minimum period of six (6) years; and
  - b) Shown merit and ability as reflected in work performance and results.
- (ii) Been Registered by the relevant professional body where applicable;

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Oral and written skills;
- Budget setting;
- Administrative skills.



## **II. LECTURER 1, SCALE M11**

### **(a) Job Summary**

Duties at this level will involve; participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; guiding and counseling students in matters related to their academic and social welfare; designing and developing instruments to assess health training needs; developing guidelines for evaluation of health teaching materials for different health fields; evaluating training programmes to determine their effectiveness and relevance with present and future health needs in the area of specialization; developing guidelines for reviewing competence based curriculum in the health field; planning and organizing Continuing Education Programmes for health workers in relevant areas; undertaking consultancy in the area of specialization; coordinating research in the area of specialization; formulating and implementing new training strategies; supervising post basic students on research projects; identifying staff development needs; provide clinical services, providing research-related consultancy services, developing guidelines for curriculum development and review.

### **Key Result Areas**

- (i) Teaching and evaluating relevant subjects;
- (ii) Supervising and assessing students in clinical areas;
- (iii) Designing and developing instruments to assess training needs;
- (iv) Developing guidelines for evaluation of health teaching materials;
- (v) Evaluating training programmes to determine their effectiveness and relevance with present and future health needs in the area of specialization;
- (vi) Developing guidelines for reviewing competence based curriculum in the health field;
- (vii) Planning and organizing Continuing Education Programmes for health workers in relevant areas;
- (viii) Undertaking research and consultancy in the area of specialization;
- (ix) Formulating and implementing new training strategies;
- (x) Providing clinical services; and
- (xi) Supervising post basic students on research projects.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Lecturer II or in a comparable & relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry, Dental Technology, Nutrition and Dietetics, or its equivalent field from a recognized institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized institution; and

- (iii) Been registered by the relevant professional body where applicable;
- (iv) Developed at least one (1) teaching manual;
- (v) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences.

**Personal attributes**

- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Supervisory ability;
- Oral and written communication skills;
- Target setting;
- Team leadership; and
- Problem solving.

### **III. SENIOR LECTURER, SCALE M12**

**(a) Job Summary**

Duties at this level will involve:- participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; planning, developing and evaluating relevant and usable teaching materials; identifying health problems; planning and conducting relevant research; planning, developing and evaluating curricular in the specific area of specialization; guiding and counseling students in matters of their academic and social welfare; evaluating teaching and learning activities; providing clinical services and directing and coordinating courses assigned from time to time.

**Key Result Areas**

- (i) Teaching and evaluating relevant subjects;
- (ii) Supervising and assessing students in clinical areas;
- (iii) Planning, developing and evaluating relevant and usable teaching materials;
- (iv) Planning and conducting relevant research;

- (v) Planning, developing and evaluating curricular;
- (vi) Evaluating teaching and learning activities;
- (vii) Providing clinical services; and
- (viii) Directing and coordinating courses assigned from time to time.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) A Bachelor's Degree in any of the following fields: -, or any other equivalent qualifications from a recognized institution; and
- (ii) Been registered by the relevant professional body where applicable;

**Promotion**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Lecturer I or in a comparable & relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other relevant field from a recognized institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized institution; and a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

- (iii) Been registered by the relevant professional body where applicable;
- (iv) Developed at least two (2) teaching manuals;
- (v) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated merit and ability as a reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences.

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Positive working attitude and ability to give and take instruction;
- Interpersonal skills including being a team player; and

- Good communication skills.

#### **Core competences**

- Supervisory management;
- Policy implementation skills;
- Oral and written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

### **IV. PRINCIPAL LECTURER, SCALE M13**

#### **(a) Job Summary**

Duties at this level will involve: - participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; supervision of officers in-charge of Clinical areas; planning and implementation of teaching and practical placement; master rotations for students; designing and developing educational instruments for assessing students; developing guidelines for evaluation of health teaching materials; coordinating training activities for various courses and programmes; conducting high level seminars/workshops or symposium for staff development in the respective training centres; providing clinical services; planning and conducting relevant research; planning schemes of work, lesson plans and lecture materials in the respective departments.

#### **Key Result Areas**

- (i) Teaching and evaluating relevant subjects;
- (ii) Supervising and assessing students in clinical areas;
- (iii) Supervision of other officers;
- (iv) Scheduling of teaching and learning activities;
- (v) Designing and developing assessment instruments;
- (vi) Developing guidelines for evaluation of teaching & learning materials;
- (vii) Providing clinical services;
- (viii) Coordinating training activities for various courses and programmes for students and staff development; and
- (ix) Planning and conducting relevant research;

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Lecturer or in a comparable & relevant position in the Public Service or a reputable Private sector organization for a minimum period of three (3) years;

- (ii) A Bachelor's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Biochemistry, Parasitology, Microbiology, Chemistry or any other relevant field from a recognized institution;

**OR**

A Higher Diploma in any of the following health disciplines: - Clinical Sciences, Diagnostic Sciences, Rehabilitative Sciences, Health Records and Information Technology, Public Health or any other relevant field from a recognized institution; and a Management Course lasting not less than four (4) weeks from a recognized institution.

- (iii) Developed at least three (3) teaching manuals;  
(iv) Been registered by the relevant professional body where applicable;  
(v) At-least a Certificate in teaching methodology course from a recognized institution; and  
(vi) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences.

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Positive working attitude and ability to give and take instruction;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Supervisory management;
- Policy implementation skills;
- Oral and written communication skills;
- Target setting;
- Administrative skills;
- Team leadership;
- Problem solving

**V. SENIOR PRINCIPAL LECTURER, SCALE M14**

**(a) Job Summary**

Duties at this level will involve: participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the college; administration and management of courses; overall development of departments; provision of regular department reports; maintenance of academic standards in a centre; supervision of various sections in the center; coordination and utilization of teaching facilities; liaison matters between departments and amongst students; offer advise and guidance to junior

lecturers; supervise service students on research; and initiation, formulation and implementation of new training strategies.

### **Key Result Areas**

- (i) Teaching and evaluating relevant subjects;
- (ii) Supervising and assessing students in clinical areas;
- (iii) Administration and management of courses;
- (iv) Overall development of departments;
- (v) Provision of regular department reports;
- (vi) Maintenance of academic standards;
- (vii) Coordination of utilization of resources;
- (viii) Liaison matters between departments and amongst students;
- (ix) Offer advice and guidance to junior lecturers;
- (x) Supervise students on research;
- (xi) Initiation, formulation and implementation of new training strategies.

### **(b) Professional qualifications and experience**

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

- (i) Served in the grade of Principal Lecturer or in a comparable & relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Attended a senior management course lasting for not less than four (4) weeks from a recognized institution;
- (iv) Published at least one (1) Publication in a peer research/review journal within the last three (3) years;
- (v) Been registered by the relevant professional body where applicable;
- (vi) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences.

### **Personal attributes**

- Ability to articulate, interpret and implement institutional policies and Development goals;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation;
- Technical Problem solving;
- Resource management skills;
- Integrity and commitment to producing results; and

- Passion for continuous professional development.

#### **Core competences**

- People management;
- Financial management;
- Policy formulation and implementation;
- Planning;
- Coordination; and
- Strategy implementation.

*Note: An officer at this level may be deployed to head a constituent centre as a Principal as follows:*

### **PRINCIPAL**

#### **(a) Job Summary**

An officer at this level will be responsible to the Director for maintaining and promoting efficient management of the respective Constituent Centre and will be the accounting officer for the centre. Duties and responsibilities will entail: overall administration and coordination of academic and non-academic matters in the centre; provision of leadership in teaching, research and consultancy in relevant areas; coordination and evaluation of training programmes; offer professional advice and guidance on best practices to achieve academic excellence in KMTC; development and implementation of curricula; oversee implementation of Academic Board resolutions; quality Assurance / Quality Management Systems; Student admissions, welfare and discipline; Supervise development and implementation of institution's strategies, policies, programmes and projects.

#### **Key Result Areas**

- Overall administration and coordination of academic matters in the constituent centre;
- Provision of leadership in teaching, research and consultancy in relevant areas;
- Coordination and evaluation of training programmes;
- Offer professional advice and guidance on best practices to achieve academic excellence in KMTC;
- Development and implementation of curricular;
- Oversee implementation of Academic Board resolutions;
- Quality Assurance / Quality Management Systems;
- Student admissions, welfare and discipline; and
- Supervise development and implementation of institution's strategies, policies, programmes and projects.

### **VI. CHIEF PRINCIPAL LECTURER, SCALE M15**

**(a) Job Summary**

Duties at this level will involve: - participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricula activities in the college; planning, controlling and coordinating of training activities in the institution; interpreting and implementing government policies as promulgated from time to time by relevant regulatory authorities; developing policies to govern academic and teaching standards within the institution; liaising with other medical, academic and research institutions and; overall development of the institution.

**Key Result Areas**

- (i) Teaching and evaluating relevant subjects;
- (ii) Supervising and assessing students;
- (iii) Planning, controlling and coordinating of training activities in the institution;
- (iv) Interpreting and implementing government policies as promulgated from time to time by relevant regulatory authorities;
- (v) Developing policies to govern academic and teaching standards within the institution;
- (vi) Liaising with other medical, academic and research institutions; and
- (vii) Overall development of the institution.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in grade of Senior Principal Lecturer/Deputy Registrar or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Attended a Strategic Leadership Development Programme from a recognized institution;
- (v) Published at least two (2) Publications in a peer research/review journal;
- (viii) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vi) Demonstrated outstanding professional competence and administrative ability in the overall management of a medical training institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences.

**Personal attributes**



- Ability to articulate, interpret and implement institutional policies and development goals;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation;
- Technical Problem solving;
- Resource management skills;
- Integrity and commitment to producing results;
- Passion for continuous professional development;
- Appreciation and application of technology in the work environment.

#### **Core competences**

- People management;
- Financial management;
- Policy formulation and implementation;
- Planning;
- Coordination; and
- Strategy implementation.

*Note: An officer at this level may be deployed to head a constituent centre as a Principal as follows:*

#### **PRINCIPAL**

##### **(a) Job Summary**

Duties and responsibilities at this level will entail: overall administration and coordination of academic matters in the college; provision of leadership in teaching, research and consultancy in relevant areas; coordination and evaluation of training programmes; offer professional advice and guidance on best practices to achieve academic excellence in KMTC; Development and implementation of curricula; Oversee implementation of Academic Board resolutions; Quality Assurance / Quality Management Systems; Student admissions, welfare and discipline; Supervise development and implementation of institution's strategies, policies, programmes and projects.

#### **Key Result Areas**

- (i) Overall administration and coordination of academic matters in the constituent centre;
- (ii) Provision of leadership in teaching, research and consultancy in relevant areas;
- (iii) Coordination and evaluation of training programmes;
- (iv) Offer professional advise and guidance on best practices to achieve academic excellence in KMTC;
- (v) Development and implementation of curricular;
- (vi) Oversee implementation of Academic Board resolutions;
- (vii) Quality Assurance / Quality Management Systems;
- (viii) Student admissions, welfare and discipline; and

- (ix) Supervise development and implementation of institution's strategies, policies, programmes and projects.

## **VII. SENIOR CHIEF PRINCIPAL LECTURER, SCALE M16**

### **(a) Job summary**

Duties and responsibilities at this level will include: - participating in teaching and evaluating relevant subjects in their discipline areas; assessing students in clinical areas; organizing extra-curricular activities in the college; coordination and utilization of teaching facilities; liaison matters between departments and amongst students; offer advice and guidance to junior lecturers; supervise service students on research; providing clinical services and initiation, formulation and implementation of new training strategies.

#### **Key Result Areas**

- (i) Teaching, evaluating and assessing students;
- (ii) Supervise and coordinate extra-curricular activities in the college;
- (iii) Coordination and utilization of teaching facilities;
- (iv) Initiation, formulation and implementation of new teaching strategies;
- (v) Supervise and coordinate development of curriculum;
- (vi) Monitor and evaluate the implementation of the curriculum;
- (vii) Conduct and supervise research in the college;
- (viii) Maintain student and staff discipline in the college;
- (ix) Providing clinical services; and
- (x) Identify, promote and institutionalize partnerships with stakeholders, academic institutions and strategic partners.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of three (3) years in the grade of Chief Principal Lecturer/ Academic Registrar or in a comparable and relevant position in the Public Service or in a reputable private sector organization;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Attended a Strategic Leadership Development Programme from a recognized institution;
- (v) Published at least three (3) Publications in a peer research/review journal;
- (vi) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vii) Demonstrated outstanding professional competence and administrative ability in the overall management of a medical training institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate, interpret and implement institutional policies and Development goals;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation;
- Technical Problem solving;
- Resource management skills;
- Integrity and commitment to producing results;
- Passion for continuous professional development;
- Appreciation and application of technology in the work environment;
- Leadership, advocacy, relationship building and collaboration, result oriented and self driven; and
- Initiative to achieve expected results.

**Core competences**

- People management;
- Financial management;
- Policy formulation and implementation;
- Planning;
- Coordination; and
- Strategy implementation.

*Note: An officer at this level may be deployed EITHER as Deputy Director (Academic) or Deputy Director (Finance & Administration) or to head a constituent centre as below:*

**I. DEPUTY DIRECTOR (ACADEMIC)**

**(a) Job Summary**

The duties and responsibilities of the Deputy Director (Academic) will include:- the overall administration and coordination of academic matters in the college; initiation, development and implementation of the institutional policies, strategies, procedures and methods that would result in improved academic standards and status of the college; provision of leadership in teaching, research and consultancy in relevant areas; development and implementation of curriculum; coordination and evaluation of training programmes; giving professional advice and guidance on best practices to achieve academic excellence in KMTC and Secretary to the College Academic Board.

**Key Result Areas**

- (i) Overall administration and coordination of academic matters in the college;
- (ii) Initiation, development and implementation of the institutional policies, strategies, procedures and methods that would result in improved academic standards and status of the college;
- (iii) Provision of leadership in teaching, research and consultancy in relevant areas;
- (iv) Coordination and evaluation of training programmes;
- (v) Offer professional advice and guidance on best practices to achieve academic excellence in KMTC;
- (vi) Development and implementation of curricula;
- (vii) Oversee implementation of Academic Board resolutions;
- (viii) Quality Assurance / Quality Management Systems;
- (ix) Student admissions, welfare and discipline;
- (x) Develop citizen focused and results oriented service delivery systems;
- (xi) Supervise development and implementation of institution's strategies, policies, programmes and projects.

**II. DEPUTY DIRECTOR (FINANCE & ADMINISTRATION)****(a) Job Summary**

An officer at this level will be the head of finance and administration and will be responsible to the Director for controlling, coordinating, organizing, management and administration of all funds and assets of the College. The officer will be responsible for general administration and financial matters of the College. In addition, duties will include: initiation, development and implementation of administration policies of the College.

**Key Result Areas**

- (i) Controlling, coordinating, organizing, management and administration of all funds and assets of the College;
- (ii) General administration and financial matters of the College;
- (iii) Initiation, development and implementation of administration policies of the College;
- (iv) Determine, allocate and prudently manage the utilization of physical and financial resources;
- (v) Provide and maintain efficient secretariat for the Board of Management;
- (vi) Coordinate the response to parliamentary issues; and
- (vii) Performance contracting.

### **III. PRINCIPAL**

#### **(a) Job Summary**

Duties and responsibilities at this level will entail: overall administration and coordination of academic matters in the college; provision of leadership in teaching, research and consultancy in relevant areas; coordination and evaluation of training programmes; offer professional advise and guidance on best practices to achieve academic excellence in KMTC; Development and implementation of curricula; Oversee implementation of Academic Board resolutions; Quality Assurance / Quality Management Systems; Student admissions, welfare and discipline; Supervise development and implementation of institution's strategies, policies, programmes and projects.

#### **Key Result Areas**

- (i) Overall administration and coordination of academic matters in the constituent centre;
- (ii) Provision of leadership in teaching, research and consultancy in relevant areas;
- (iii) Coordination and evaluation of training programmes;
- (iv) Offer professional advise and guidance on best practices to achieve academic excellence in KMTC;
- (v) Development and implementation of curricular;
- (vi) Oversee implementation of Academic Board resolutions;
- (vii) Quality Assurance / Quality Management Systems;
- (viii) Student admissions, welfare and discipline; and
- (ix) Supervise development and implementation of institution's strategies, policies, programmes and projects.

## CAREER PROGRESSION GUIDELINE FOR REGISTRARS

### GRADING STRUCTURE

Officers in this Career Progression Guideline will be graded and designated as follows:

Designation	Scale
Deputy Registrar	M14
Registrar	M15

### JOB AND APPOINTMENT SPECIFICATIONS

#### I. DEPUTY REGISTRAR, SCALE M14

##### (a) Job summary

The duties and responsibilities at this level will entail: coordinating the design, development and review of curriculum; mobilization of resources for research activities; coordination of research activities in the college; coordination of college examinations; compiling of academic reports; coordination of curriculum and admission of students; maintenance of students discipline and welfare; advising on best management and administration of students affairs; initiating collaboration and partnership in examinations with relevant institutions; development and maintenance of ethics and professional conduct and standards in the college.

##### Key Result Areas

- (i) Coordinating the design, development and review of curriculum;
- (ii) Mobilization of resources for research activities;
- (iii) Coordination of research activities in the college;
- (iv) Coordination of college examinations;
- (v) Compilation of academic reports;
- (vi) Coordination of curriculum and admission of students;
- (vii) Maintenance of students discipline and welfare; and
- (viii) Development and maintenance of ethics and professional conduct and standards in the college.

##### (b) Professional qualifications and experience

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

- (i) Served in the grade of Principal Lecturer or in a comparable & relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;

- (iii) Attended a senior management course lasting for not less than four (4) weeks from a recognized institution;
- (iv) Published at least one (1) Publication in a peer research/ review journal within the last three (3) years;
- (v) Been registered by the relevant professional body where applicable;
- (vi) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate, interpret and implement institutional policies and Development goals;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation;
- Technical Problem solving;
- Resource management skills;
- Integrity and commitment to producing results; and
- Passion for continuous professional development.

**Core competences**

- People management;
- Financial management;
- Policy formulation and implementation;
- Planning;
- Coordination; and
- Strategy implementation.

*Note: An officer at this level may be deployed to head a constituent centre.*

## **II. REGISTRAR, SCALE M15**

### **(a) Job summary**

The Registrar will be responsible to the Deputy Director (Academic). Duties and responsibilities for the Registrar will include: coordination of the design, development and review of curriculum; implementation of research activities in the college; coordination of college examinations; compiling and coordinating of academic reports; ensuring maintenance of student's discipline and welfare; advising on best management of centres and student affairs; ensuring collaboration and partnerships in research and examinations with relevant institutions; ensuring ethical and professional conduct and standards in the college.

**Key Result Areas**

- (i) Coordination of the design, development and review of curriculum;
- (ii) Implementation of research activities in the college;
- (iii) Coordination of college examinations;
- (iv) Compilation and coordinating of academic reports;
- (v) Ensuring maintenance of student's discipline and welfare;
- (vi) Advising on best management of centres and student affairs;
- (vii) Ensuring collaboration and partnerships in research, examination with relevant institutions; and
- (viii) Ensuring ethical and professional conduct and standards in the college.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Principal Lecturer or Deputy Registrar or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Master's Degree in any of the following fields: - Dentistry, Pharmacy, Medicine, Nursing, Public Health, Physiology, Biochemistry, Parasitology, Microbiology, Chemistry or any other equivalent and relevant qualifications from a recognized institution;
- (iii) Been registered by the relevant professional body where applicable;
- (iv) Published at least two (2) Publications in a peer research/review journal within the last three (3) years;
- (v) Attended a Strategic Leadership Development Programme from a recognized institution;
- (vi) At-least a Certificate in teaching methodology course from a recognized institution; and
- (vii) Demonstrated outstanding professional competence and administrative ability in the overall management of a medical training institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate, interpret and implement institutional policies and Development goals;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation;
- Technical Problem solving;
- Resource management skills;
- Integrity and commitment to producing results;
- passion for continuous professional development; and
- Appreciation and application and technology in the work environment.



**Core competences**

- People management;
- Financial management;
- Policy formulation and implementation;
- Planning;
- Coordination; and
- Strategy implementation.

*Note: An officer at this level may be deployed to head a constituent centre.*

## CAREER PROGRESSION GUIDELINE FOR LIBRARY PERSONNEL

### GRADING STRUCTURE

Officers in this Career Progression Guideline will be graded and designated as follows:

#### LIBRARY ASSISTANTS

##### Designation

Library Assistant II  
Library Assistant I  
Senior Library Assistant  
Chief Library Assistant

#### APPENDIX 'A'

##### Scale

M7  
M8  
M9  
M10

#### LIBRARIANS

##### Designation

Librarian  
Senior Librarian  
Chief Librarian  
Principal Librarian  
Senior Principal Librarian

#### APPENDIX 'B'

##### Scale

M10  
M11  
M12  
M13  
M14

### CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:

Present Designation	JG	New Designation	JG
Librarian II	M9	Librarian	M10
Librarian I	M10		
Senior Librarian	M11	Senior Librarian	M11
Chief Librarian	M12	Chief Librarian	M12
Principal Librarian	M13	Principal Librarian	M13
Senior Principal Librarian	M14	Senior Principal Librarian	M14

**Note:** The grades of Library Assistant II/I/Snr, Scale M7/8/9 for Certificate holders and Library Assistant I/Snr./Chief Scale M8/9/10 for Diploma holders; Librarian / Senior, Scale M10/11 for Degree holders will form common establishment for the purpose of this Career Progression Guideline.

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **LIBRARY ASSISTANTS**

### **APPENDIX 'A'**

#### **I. LIBRARY ASSISTANT II – SCALE M7**

##### **(a) Job Summary**

The officer will work under the supervision of a more senior officer. Duties will involve: sending reminder notices for overdue publications; updating the catalogue; photocopying gazette notices with published standards and circulating to Quality Control Officers; shelving new and returned books; ensuring that shelves are tidy and publications are filed in their right places; purchasing newspapers and magazines and maintaining their records; and assisting users on cataloguing and retrieving information from the library.

##### **Key Result Areas**

- (i) Send reminder notices for overdue publications;
- (ii) Update the catalogue;
- (iii) Photocopy gazette notices with published standards and circulate to quality control officers;
- (iv) Shelf new and returned books;
- (v) Ensure that shelves are tidy and publications are filed in their right places;
- (vi) Purchase newspapers and magazines and maintaining their records; and
- (vii) Assist users on cataloguing and retrieving information from the library.

##### **(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education minimum mean grade C- or its acceptable equivalent with at least a D+ in Mathematics, English or Kiswahili;
- (ii) A Certificate in Library or Information studies or its equivalent from a recognized institution; and
- (iii) Proficiency in computer applications.

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

##### **Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. LIBRARY ASSISTANT I, SCALE M8****(a) Job Summary**

Duties at this level will include: accessioning all new books; classifying and cataloguing books; preparing and filing catalogue cards for books; compiling 'Accessions List' for books and dispatch to all technical officers; assisting the Librarian in the readers service operations; issuing publications to Library users; appending amendments to standards; shelving returned books; and providing data for quarterly reports.

**Key Result Areas**

- (i) Accessioning all new books;
- (ii) Classify and catalogue books;
- (iii) Prepare and file catalogue cards for books;
- (iv) Compile 'accessions list' for books and dispatch to all technical officers;
- (v) Assist the librarian in the readers service operations;
- (vi) Issue publications to library users;
- (vii) Append amendments to standards;
- (viii) Shelf returned books; and
- (ix) Provide data for quarterly reports.

**(b) Professional qualifications and experience****Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) with a mean grade of C (plain) or its equivalent qualification with at least a C in either Mathematics, English or Kiswahili;
- (ii) A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution; and
- (iii) Proficiency in Computer applications.

**Promotion**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Library Assistant II or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Certificate in Library or Information studies or its equivalent from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. SENIOR LIBRARY ASSISTANT, SCALE M9**

**(a) Job Summary**

Duties and responsibilities will involve: maintaining classification and catalogue standards in the library; shelving and circulating periodicals and other publications. An officer at this level will be required to supervise other officers below him/ her.

**Key Result Areas**

- (i) Maintain classification and catalogue standards in the library;
- (ii) Shelf and circulate periodicals and other publications; and
- (iii) Supervise other officers below him/ her.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Library Assistant I or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Certificate in Library or Information studies or its equivalent from a recognized institution;

**OR**

A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution;

- (iii) Proficiency in Computer applications; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. CHIEF LIBRARY ASSISTANT, SCALE M10**

**(a) Job Summary**

An officer at this level will be responsible for the management of Library Information Services, including implementation of Documentation and Library work programmes in a Library / Information Centre within the institution. Specific duties and responsibilities will include: indexing and abstracting journal articles; editing of reports, newsletters and other publications;

selection and purchasing of information and other research materials in consultation with the lecturers.

**Key Result Areas**

- (i) Index and abstract journal articles;
- (ii) Edit reports, newsletters and other publications; and
- (iii) Select and purchase information and other research materials in consultation with the lecturers.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Library Assistant or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Certificate in Library or Information studies or its equivalent from a recognized institution;

**OR**

- A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution;
- (iii) Proficiency in Computer applications; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Supervisory management;
- Policy implementation;
- Punctuality;
- Oral / written communication skills;
- Target setting;
- Administrative skills;

- Team leadership; and
- Problem solving.

## **LIBRARIANS**

## **APPENDIX 'B'**

### **I. LIBRARIAN, SCALE M10**

#### **(a) Job Summary**

This is the entry and training grade for this cadre. An officer at this level will be responsible for the management of Library Information Services in the institution. Duties at this level will include: ordering for new books, journals and any other periodicals/publications and materials needed in the Library; indexing & abstracting journal articles; dealing with Library correspondence; maintaining and updating KMTC data base; editing & compiling quarterly reports for the library section; stock-taking the library collection; and supervising junior staff.

#### **Key Result Areas**

- (i) Order for new books, Journals and any other periodicals/ publications and materials needed in the library;
- (ii) Index and abstract journal articles;
- (iii) Deal with library correspondence;
- (iv) Maintain and update KMTC data base;
- (v) Edit and compile quarterly reports for the library section;
- (vi) Stock-take the library collection; and
- (vii) Supervise junior staff.

#### **(b) Professional qualifications and experience**

##### **Direct Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of a Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized institution; and
- (ii) Have a Certificate in Computer Applications.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

##### **Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with diverse work force;
- Good communication skills;



- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

#### **Core competences**

- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Punctuality;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving

## **II. SENIOR LIBRARIAN, SCALE M11**

### **(a) Job Summary**

Duties and responsibilities will include: ensuring the smooth and efficient running of the Library services; preparing work plans for junior officers and coordinating their activities; preparing departmental quarterly reports; and training and development of library staff.

#### **Key Result Areas**

- (i) Ensure smooth and efficient running of the Library services;
- (ii) Prepare work plans for junior officers and coordinate their activities;
- (iii) Prepare departmental quarterly reports; and
- (iv) Train and develop library staff.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Librarian or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;
- (iii) A Certificate in Computer Applications; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

#### **OR**

- (i) Served in the grade of Chief Library Assistant or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;

- (ii) A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution;
- (iii) A Certificate in Computer Application; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Punctuality;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

### **III. CHIEF LIBRARIAN, SCALE M12**

**(a) Job Summary**

Duties at this level will involve: ensuring smooth and efficient running of the Library Services; preparing work plans for library staff and coordinating their activities; preparing departmental quarterly reports; ensuring the training and development of library staff, including staff appraisal.

**Key Result Areas**

- (i) Ensure smooth and efficient running of the Library Services;
- (ii) Prepare work plans for library staff and coordinate their activities;
- (iii) Prepare departmental quarterly reports; and
- (iv) Ensure the training and development of library staff, including staff appraisal.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Librarian or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;

**OR**

- A Diploma in Library studies or Information Science or their recognized equivalent qualifications; and a Supervisory Skills Course from a recognized institution;
- (iii) A Certificate in Computer Applications; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with diverse work force;
- Good communication skills;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Punctuality;
- Target setting;
- Team leadership; and
- Problem solving.

**IV. PRINCIPAL LIBRARIAN, SCALE M13**

**(a) Job Summary**

Duties and responsibilities at this level will include: financial and administrative management of Library services and facilities; ensuring implementation of work programmes; information retrieval and dissemination; budgeting for Library services; coordinating the establishment of Information centres in the institution; training, supervising and guiding technical staff.

**Key Result Areas**

- (i) Financial and administrative management of Library services and facilities;
- (ii) Ensure implementation of work programmes;
- (iii) Information retrieval and dissemination;
- (iv) Budget for Library services;
- (v) Coordinate the establishment of Information centre in the institution; and
- (vi) Train, supervise and guide technical staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Librarian or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;

**OR**

- A Diploma in Library studies or Information Science or their recognized equivalent qualifications from a recognized institution;
- (iii) A Senior Management Course lasting not less than four (4) weeks;
- (iv) A Certificate in Computer Applications; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Supervisory management;
- Policy implementation;

- Oral / written communication skills;
- Punctuality;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

## **V. SENIOR PRINCIPAL LIBRARIAN, SCALE M14**

### **(a) Job Summary**

An officer at this level will be deployed to head Library Services at the institution and will be responsible to Deputy Director (Academic). Duties and responsibilities will include: coordination of unified list of periodicals in the institution's information centres and libraries; standardization of cataloging, classification, indexing and dissemination of information. In addition the officer will be involved in determining the optimal staffing levels; deployment and re-deployment of staff in the institution, training and development, supervising, guiding and counseling of staff.

#### **Key Result Areas**

- (i) Coordinate unified list of periodicals in the institution's information centres and libraries;
- (ii) Standardize cataloging, classification, indexing and dissemination of information;
- (iii) Determine the optimal staffing levels;
- (iv) Deploy and re-deploy staff in the institution;
- (v) Train and develop staff; and
- (vi) Supervise, guide and counsel staff.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Librarian or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Library Studies or Information Science or equivalent qualification from a recognized Institution;
- (iii) A Masters Degree in Library Studies or Information Science or its equivalent qualification from a recognized institution;
- (iv) A Senior Management Course lasting not less than four (4) weeks;
- (v) A Certificate in Computer Applications; and
- (vi) Demonstrated professional and administrative ability required for efficient performance of duties at this level.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement the institution's policies and development goals;
- Organizational, managerial and decision making skills;
- Conceptual and Analytical;
- Creativity and innovation;
- Technical Problem solving;
- Resources management skills;
- Interpersonal and communication skills; and
- Integrity and commitment to producing results.

**Core competences**

- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy formulation and implementation;
- Planning;
- Coordination; and
- Strategy implementation.

**CAREER PROGRESSION GUIDELINE FOR LEGAL OFFICERS****GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Senior Legal Officer	M12
Chief Legal Officer	M13
Legal Services Manager	M14

## **CONVERSION TO THE NEW GRADING STRUCTURE**

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:-

<b>Present Designation</b>	<b>JG</b>	<b>New Designation</b>	<b>JG</b>
Legal Officer	M11	} Senior Legal Officer	M12
Senior Legal Officer	M12		
Chief Legal Officer	M13	Chief Legal Officer	M13
Legal Services Manager	M14	Legal Services Manager	M14

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. SENIOR LEGAL OFFICER, SCALE M12**

#### **(a) Job Summary**

Specific duties at this level will involve: monitoring compliance with legal regulatory framework; advising on negotiations and taking part in corporate agreements; interpretation of legal opinions and offering guidance on legal requirements; advising on principles of corporate governance; representing the college in law courts and *quasi judicial* tribunals; drawing and execution of letters of offer/contract; preparation and filing of pleadings for and on behalf of the College.

#### **Key Result Areas**

- (i) Monitor compliance with legal regulatory framework;
- (ii) Advise on negotiations and take part in corporate deals;
- (iii) Interpret legal opinions and offer guidance on legal requirements;
- (iv) Advise on principles of corporate governance;
- (v) Represent the college in law courts and *quasi judicial* tribunals;
- (vi) Draw and execute letters of offer/contract; and
- (vii) Prepare and file pleadings for and on behalf of the College.

#### **(b) Professional qualifications and experience**

For appointment to this grade, a candidate must:

- (i) Have a Bachelors degree in Law from a recognized institution;
- (ii) Be an Advocate of the High Court of Kenya; and
- (iii) Have relevant experience for at least six (6) years.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

**II. CHIEF LEGAL OFFICER, SCALE M13**

**(a) Job Summary**

An officer at this level will deputize the Legal Services Manager. Specific duties will involve: monitoring compliance with legal regulatory framework; advising on negotiations and taking part in corporate agreements; interpretation of legal opinions and offering guidance on legal requirements; advising on principles of corporate governance; representing the college in law courts and quasi judicial tribunals.

**Key Result Areas**

- (i) Monitor compliance with legal regulatory framework;
- (ii) Advice on negotiations and take part in corporate deals;
- (iii) Interpret legal opinions and offer guidance on legal requirements;
- (iv) Advice on principles of corporate governance; and
- (v) Represent the college in law courts and quasi judicial tribunals.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of a Senior Legal Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;



- (ii) Have a Bachelors degree in Law from a recognized institution;
- (iii) Be an Advocate of the High Court of Kenya; and
- (iv) Have competency in Computer Applications.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

### **III. LEGAL SERVICES MANAGER, SCALE M14**

**(a) Job Summary**

The Legal Services Manager will be responsible to the Director and shall advise the College on legal and regulatory matters including assisting in board meetings; advising on negotiations and taking part in corporate agreements; advising on principles of corporate governance; prosecution and representing the College in law courts and *quasi judicial* tribunals.

**Key Result Areas**

- (i) Advice the College on legal and regulatory matters including assisting in board meetings;
- (ii) Advice on negotiations and take part in corporate deals;
- (iii) Advice on principles of corporate governance; and
- (iv) Represent the College in law courts and *quasi judicial* tribunals.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Chief Legal Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;

- (ii) Be an Advocate of the High Court of Kenya;
- (iii) Have a Masters degree in Law from a recognized institution;
- (iv) Have a Senior Management course lasting not less than four (4) weeks from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational;
- Analytical, managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

## **CAREER PROGRESSION GUIDELINE FOR PLANNING PERSONNEL**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

**Designation**

**Scale**

Economist/Planning Officer II	M10
Economist/Planning Officer I	M11
Snr. Economist/Planning Officer	M12
Principal Economist/ Planning Officer	M13
Deputy Planning Manager	M14
Planning Manager	M15

***Note:** The grade of Economist/Planning Officer II/I, Scale M10/M11 will form a common establishment for the purpose of this career progression guideline.*

## **I. ECONOMIST/PLANNING OFFICER II, SCALE M10**

### **(a) Job Summary**

This will be the entry grade for Economists/Planning Officers. Duties and responsibilities at this level will include: providing economic planning data; economic analysis; conducting feasibility studies; computerization and analysis of data; writing and submitting reports on specific assignments.

#### **Key Result Areas**

- (i) Provide economic planning data;
- (ii) Conduct economic analysis;
- (iii) Conduct feasibility studies; and
- (iv) Write and submit reports.

### **(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have a minimum of an Upper Second Class Honours degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. ECONOMIST/PLANNING OFFICER I, SCALE M11****(a) Job Summary**

Duties and responsibilities at this level will include: providing economic planning data; economic analysis; conducting feasibility studies, computerization and analysis of data; writing and submitting reports on specific assignments.

**Key Result Areas**

- (i) Provide economic planning data;
- (ii) Conduct economic analysis;
- (iii) Conduct feasibility studies; and
- (iv) Write and submit reports.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Economist/Planning officer II or in a comparable position in the Public Service or a reputable Private sector organization for a minimum period of three (3) years; and
- (ii) A minimum of an Upper Second Class Honours degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution/institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. SENIOR ECONOMIST/PLANNING OFFICER, SCALE M12****(a) Job Summary**

Duties and responsibilities at this level will involve formulation of economic and statistical policies; initiation, implementation and appraisal of College projects, development strategies; supervising and coordinating the activities of staff under him/her.

**Key Result Areas**

- (i) formulate economic and statistical policies;
- (ii) Initiate, implement and appraise College projects;
- (iii) Initiate development strategies; and
- (iv) Supervise and coordinate staff.

**(b) Professional qualifications and experience**

For appointment to this level an officer must have;-

- (i) Served in the grade of Economist/Planning officer I or in a comparable position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A minimum of an Upper Second Class Honours degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. PRINCIPAL PLANNING OFFICER, SCALE M13****(a) Job Summary**

Duties and responsibilities at this level will involve: project monitoring, evaluation and reporting; economic planning; production and compilation of statistical data; initiation of College planning policies, collection and presentation of statistical data in the form of survey reports and bulletins. In addition, the officer will be required to supervise staff working under him/her.

**Key Result Areas**

- (i) Project monitoring, evaluation and reporting;
- (ii) Economic planning;
- (iii) Produce and compile statistical data;
- (iv) Initiate College planning policies;
- (v) Collect and present statistical data; and
- (vi) Supervise staff.

**(b) Professional qualifications and experience**

For appointment to this level an officer must have:-

- (i) Served in the grade of Senior Economist/Senior Planning officer or in a comparable position in the Public Service or a reputable Private sector organization for a minimum period of three (3) years;
- (ii) A minimum of an Upper Second Class Honours degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution/institution;
- (iii) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**V. DEPUTY PLANNING MANAGER, SCALE M14****(a) Job Summary**

A Deputy Planning Manager will deputize the Planning Manager and will be deployed at the KMTC Headquarters. Duties and responsibilities at this level will involve preparation of College development plans, strategies, policies and programmes; monitoring and evaluation of policies and programmes; collection, collation, analysis and presentation of statistical data in form of survey, reports and bulletins. In addition the officer at this level will be involved in supervision and training of staff working under him/her.

**Key Result Areas**

- (i) Prepare College development plans, strategies, policies and programmes;
- (ii) Monitor and evaluate policies and programmes;
- (iii) Collect, collate, analyze and present statistical data; and
- (iv) Supervise and train staff.

**(b) Professional qualifications and experience**

For appointment to this level an officer must have:

- (i) Served in the grade of Principal Planning officer or in a comparable position in the Public Service or a reputable Private sector organization for a minimum period of three (3) years;
- (ii) A minimum of an Upper Second Class Honours degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution/institution;
- (i) A Masters of Arts (MA) Masters of Science(MSC) or Masters of Philosophy (MPhil) or equivalent qualifications from a recognized institution;

- (iii) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**VI. PLANNING MANAGER, SCALE M15**

**(a) Job Summary**

This will be the highest grade in the Economist/Planning cadre. An officer at this level will be responsible for the general direction of the economic planning function and production of statistical data at the College; implementing and appraising College projects preparation of institutional Development plans, strategies, policies and programmes; collection, collation, analysis and presentation of statistical data in the form of survey reports and bulletins; direction, control and coordination of planning activities within the College; and coordination of staff development and training activities within the unit.

**Key Result Areas**

- (i) Direct the economic planning function and produce statistical data at the College;
- (ii) Implement and appraise College projects;
- (iii) Prepare institutional Development plans, strategies, policies and programmes;
- (iv) Collect, collate, analyze and present statistical data;
- (v) Train and develop staff within the unit.

**(b) Professional qualifications and experience**



For appointment to this level an officer must have:

- (ii) Served at the level of Deputy Planning Manager or in a comparable position in the Public Service or a reputable Private sector organization for at least three (3) years;
- (iii) A minimum of an Upper Second Class Honours degree in Economics or Economics and Mathematics, or Economics and Statistics from a recognized institution/institution;
- (iv) Attained qualifications in Economics or statistics of at least Masters of Arts (MA) Masters of Science (MSc.) or Masters of Philosophy (MPhil) or equivalent qualifications from a recognized institution;
- (v) Attended a Strategic Leadership Development Programme from a recognized institution; and
- (vi) Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Care for resources;
- Target setting skills;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **CAREER PROGRESSION GUIDELINE FOR CORPORATE COMMUNICATIONS PERSONNEL**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Senior Corporate Communications Officer	M12

Deputy Corporate Communications Manager  
Corporate Communications Manager

M13  
M14

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. SENIOR CORPORATE COMMUNICATIONS OFFICER, SCALE M12**

#### **(a) Job Summary**

Specific duties and responsibilities at this level will include: initiating and developing appropriate communication strategies; preparations of publication materials; maintaining media database; preparation of annual plans and budget; maintaining mailing list of all stakeholders; managing linkages with other stakeholders; and organizing protocol and media events.

#### **Key Result Areas**

- (i) Initiate and develop appropriate communication strategies;
- (ii) Prepare publication materials;
- (iii) Maintain media database;
- (iv) Prepare annual plans and budget;
- (v) Maintain mailing list of all stakeholders;
- (vi) Manage linkages with other stakeholders; and
- (vii) Organize protocol and media events.

#### **(b) Professional qualifications and experience**

For appointment to this grade, a candidate must:

- (i) Have served in the corporate communications field or in a comparable and relevant position for at least six (6) years;
- (ii) Have a Bachelors Degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iii) Have a clear understanding of the working of the media;
- (iv) Possess advanced Computer Application skills;
- (v) Possess good oral and written communication skills in both English and Kiswahili; and
- (vi) Have demonstrated professional and managerial competence in information work as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

#### **Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;

- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

#### **Core competences**

- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

## **II. DEPUTY CORPORATE COMMUNICATIONS MANAGER, SCALE M13**

### **(a) Job Summary**

An officer at this level will deputize the Corporate Communications Manager. Specific duties and responsibilities will include: initiating and developing appropriate communication strategies; preparations of publication materials; maintaining media database; and preparation of annual plans and budgets.

#### **Key Result Areas**

- (i) Initiate and develop appropriate communication strategies;
- (ii) Prepare publication materials;
- (iii) Maintain media database; and
- (iv) Prepare annual plans and budgets.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Senior Corporate Communications Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelors Degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iii) Have a clear understanding of the working of the media;
- (iv) Possess advanced Computer Application skills;
- (v) Possess good oral and written communication skills in both English and Kiswahili; and
- (vi) Have demonstrated professional and managerial competence in information work as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

**III. CORPORATE COMMUNICATIONS MANAGER, SCALE M14**

**(a) Job Summary**

Duties of the Corporate Communications Manager will include: advising the college on appropriate Corporate Communications policies and strategies; providing interface between the college and other stakeholders; initiating and developing Corporate Social responsibility programmes; monitoring and updating the corporation's policy debate within government, which may affect the operations of the corporation; maintaining positive corporate image; developing of the corporate trend; and coordinating organization of protocol functions and other events.

**Key Result Areas**

- (i) Advise the college on appropriate Corporate Communications policies and strategies;
- (ii) Provide interface between the college and other stakeholders;
- (iii) Initiate and develop Corporate Social responsibility programmes;
- (iv) Monitor and update the corporation's policy debate within government;
- (v) Maintain positive corporate image;
- (vi) Develop the corporate trend; and
- (vii) Coordinate organization of protocol functions and other events.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Deputy Corporate Communications Officer or in a comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelors Degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iii) Have a Masters Degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iv) Have a clear understanding of the working of the media;
- (v) Possess advanced Computer Application skills;
- (vi) Possess good oral and written communication skills in both English and Kiswahili;
- (vii) Have attended a Senior Management Course lasting not less than four (4) weeks; and
- (viii) Have demonstrated professional and managerial competence in information work as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

## **CAREER PROGRESSION GUIDELINE FOR INTERNAL AUDITORS**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Internal Auditor III	M8

Internal Auditor II	M9
Internal Auditor I	M10
Senior Internal Auditor	M11
Chief Internal Auditor	M12
Principal Internal Auditor	M13
Internal Audit manager	M14

**Note:** The grades of Internal Auditor III/II, Scale M8/M9 for Diploma holders in Internal Auditing/CPA I/ CIA II and Internal auditor II/I, Scale M9/M10 for Degree holders in Commerce (Accounting / Finance option)/ CPA II / CIA III will form common establishment for the purpose of this Career Guideline.

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. INTERNAL AUDITOR III, SCALE M8**

#### **(a) Job Summary**

An Officer at this level will work under the direction of a more senior officer. Specific duties and responsibilities will entail: -verifying periodical financial returns that are required to be submitted from time to time such as pending bill return, expenditure return, imprest returns, revenue and Appropriation- In Aid returns, staff return and vehicle returns; ensuring that the College's physical assets, plant and equipment, supplies, stores are appropriately recorded in the relevant registers and are kept under safe custody; and ensuring that revenue (Appropriation-In-Aid) and other receipts due to the College are collected promptly, banked immediately and accounted for and where revenue collectable is not fixed, ensure that pre-audit of the relevant documents is carried out.

#### **Key Result Areas**

- (i) Verify periodic financial returns;
- (ii) Verify all assets recorded in the relevant registers; and
- (iii) Verify that all revenue and other receipts are promptly collected and accounted for.

#### **(b) Professional qualifications and experience**

For appointment to this grade, a candidate must

- (i) Have a Kenya Certificate of Secondary Education mean grade C- (minus)
- (ii) Be in possession of CPA I/Diploma in Internal Auditing or Certified Internal Auditor (CIA) II from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Good knowledge in the professional field of specialization;
- Good communication Skills;
- Ability to take instructions; and
- Ability to get on well with a diverse workforce.

**Core competences**

- Punctuality;
- Accuracy;
- Care for resources;
- Interpersonal skills; and
- Analytical skills.

**II. INTERNAL AUDITOR II, SCALE M9**

**(a) Job Summary**

An officer at this level will be required to undertake the following duties: executing audit programmes; collecting audit evidence; reviewing internal control systems and operations; verifying the existence and safety of the College assets; preparing draft Audit reports; reviewing budgetary controls on the issuance of authority to incur expenditure and commitments; and validating of records and reports.

**Key Result Areas**

- (i) Execute Audit programmes;
- (ii) Collect Audit evidence;
- (iii) Review internal control systems in operation;
- (iv) Verify the existence and safety of the college assets;
- (v) Prepare draft Audit reports;
- (vi) Review budgetary control on the issuance of Authority to incur expenditure and commitments; and
- (vii) Validate Audit records and reports.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must have a Bachelor of Commerce (Accounting / Finance option);

**OR**

Have passed CPA II or Certified Internal Auditor (CIA) III.

**Promotion**

For promotion to this grade an officer must:

- (i) Have served in the grade of Internal Auditor III, for a minimum period of three (3) years;
- (ii) Be in possession of CPA I/ Diploma in Internal Auditing or Certified Internal Auditor (CIA) II from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Good knowledge in the professional field of specialization;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Accuracy;
- Carrying out instructions;
- Analytical skills; and
- Care for resources.

**III. INTERNAL AUDITOR I, SCALE M10**

**(a) Job Summary**

An officer at this level will undertake various audit assignments including: preparation of audit plans, programmes and budgets; reviewing internal control systems on financial and other operations of the College; and ensuring economic, efficient and effective use of the financial and operating systems including computer systems, assets; preparing audit reports and maintaining professional audit standards.

**Key Result Areas**

- (i) Prepare Audit plans and budgets;
- (ii) Review internal control systems, procedures and operations;
- (iii) Ensure economic, efficient and effective use of the financial and operating systems; and
- (iv) Prepare Audit reports and maintain professional Audit standards.

**(b) Professional qualifications and experience**



### **Direct appointment**

For appointment to this grade, a candidate must have:

- (i) A Bachelor of Commerce (Accounting/Finance option) with CPA II or Certified Internal Auditor (CIA) III;

**OR**

- (ii) Passed CPA III or Certified Internal Auditor (CIA) IV

### **Promotion**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Internal Auditor II in a comparable relevant position for a minimum period of three (3) years in the Public Service or in a reputable private sector organization and are in possession of either Bachelor of Commerce (Accounting / Finance option) or CPA II/ Certified Internal Auditor (CIA) III.

**OR**

Possession of CPA I/Certified Internal Auditor (CIA) II or Diploma in Auditing and have served in the grade of Internal Auditor II for at least five (5) years; and

- (ii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

#### **Personal attributes**

- Good knowledge in the professional field of specialization;
- Good communication skills; and
- Ability to work with minimum supervision.

#### **Core competences**

- Punctuality;
- Accuracy;
- Care for resource; and
- Carrying out instructions.

## **IV. SENIOR INTERNAL AUDITOR, SCALE M11**

### **(a) Job summary**

Duties and responsibilities at this level will include: evaluation and implementation of audit reports; reviewing audit working papers; ensuring maintenance of high audit standards and overseeing adherence to plans, budgets and work schedules; ensuring compliance with existing

regulations, instructions and procedures in financial and other operations; verifying and pre-auditing the College Accounts, Statement of assets and liabilities, fund accounts and annual audited statements; carrying out investigations and heading special audit tasks; and preparing annual audit reports/returns for the College.

**Key Result Areas**

- (i) Evaluate and implement Audit reports;
- (ii) Review Audit working papers;
- (iii) Maintain high audit standards;
- (iv) Oversee adherence to plans;
- (v) Verify budget and work schedules;
- (vi) Ensure compliance with existing regulations and procedures;
- (vii) Pre-audit college accounts, statement of assets, liabilities and annual audited statement;
- (viii) Carry out investigations;
- (ix) Head special Audit tasks; and
- (x) Prepare annual audit report for the college.

**(b) Professional qualifications and experience**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Internal Auditor 1 for a minimum period of three (3) years;
- (ii) A Bachelor of Commerce (Accounting/Finance option) or equivalent qualification with CPA II or CIA III;

**OR**

Passed CPA III or Certified Internal Auditor (CIA) IV;

**OR**

- Possession of CPA I/ Certified Internal Auditor (CIA) II or Diploma in Auditing; and
- (iii) Demonstrated a high degree of competence and capabilities in conducting and supervising both financial and management audits.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Good knowledge in the professional field of specialization;
- Good communication skills;
- Good Organization and supervisory skills; and
- Integrity and commitment.

**Core competences**

- Punctuality;
- Accuracy;
- Care for resources; and
- Interpersonal skills.

## **V. CHIEF INTERNAL AUDITOR, SCALE M12**

### **(a) Job Summary**

Duties and responsibilities at this level will entail: identifying activities subject to audit coverage, evaluating their significance and assessing the degree of risk inherent in terms of the audit costs involved; determining adequacy and effectiveness of internal control systems; carrying out investigations on irregularities identified or reported in audit reports; and ensuring the College assets are safeguarded and properly utilized.

#### **Key Result Areas**

- (i) Identify activities for audit coverage;
- (ii) Assess the degree of risks of activities in terms of audit cost;
- (iii) Determine adequacy and effectiveness of audit control systems;
- (iv) Investigate irregularities identified in audit report; and
- (v) Safeguard college assets.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Internal auditor or in a comparable position or relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) CPA Part III or Certified Internal Auditor (CIA) Part IV; and a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

**OR**

Served for four (4) years in the grade of Senior Internal Auditor and have passed CPA Part II or Certified Internal Auditor (CIA) Part III; and a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

**OR**

Served for four (4) years in the grade of Senior Internal Auditor and in possession of a Bachelors of Commerce degree (Auditing/Finance) option and in addition be in possession of post graduate Diploma in Internal Auditing or its equivalent.

- (iii) Demonstrated administrative capabilities and high degree of professional competence in managing internal audit activities.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Resource management skills;
- Good knowledge in the professional field of specialization;
- Integrity and commitment to producing results; and
- A team player and results oriented.

**Core competences**

- Punctuality;
- Financial management;
- Accuracy; and
- Care for resources.

**VI. PRINCIPAL INTERNAL AUDITOR, SCALE M13****(a) Job summary**

Duties and responsibilities at this level will entail: management of audit reports and investigations; budget monitoring and evaluation; participating in planning, designing, development and operations of major computer based systems to determine whether adequate control systems are in place; and ensuring systems testing is performed at appropriate stages.

**Key Result Areas**

- (i) Manage audit reports and investigations;
- (ii) Evaluate and monitor the budget;
- (iii) Develop computer based systems to ensure adequate control systems are in place; and
- (iv) Ensure system testing at appropriate stages.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Chief Internal Auditor or in a comparable position or relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of Bachelors of commerce degree (Accounting/ Finance) option and holds a post graduate Diploma in Auditing or its equivalent;

**OR**

Have served in the grade of Chief Internal Auditor for at least three (3) years and be in possession of CPA Part III or CIA Part IV;

**OR**

Have served in the grade of Chief Internal Auditor for at least five (5) years and be in possession of CPA Part II or CIA Part III;

- (iii) Have attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (iv) Have demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervising financial and management audits as well as running an audit unit effectively.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Organizational management and administrative skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Oral and written skills;
- Administrative skills;
- Supervisory management skills; and
- Budget skills.

## **VII. INTERNAL AUDIT MANAGER, SCALE M14**

### **(a) Job summary**

This will be the head of the unit and will be responsible to the Director for the Internal Audit functions. Duties and responsibilities at this level will entail: advising the Board on commitments entered into without budgetary provisions and adequate funds; carrying out investigations on irregularities identified; and reporting any wastage of College funds resulting from irregular decisions and general misappropriation of financial resources and college property. In addition the officer will be required to assess training needs for Internal Auditors and review audit guidelines and systems.

**Key Result Areas**

- (i) Advise the Board on commitments entered into without budgetary provision and adequate funds;
- (ii) Carry out investigations on irregularities identified;
- (iii) Report any wastage of college funds and properties;
- (iv) Assess training needs for Internal Auditors; and
- (v) Review Audit systems.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Internal Auditor Scale M13 or in a comparable position or relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years.
- (ii) A Masters degree in Business Administration / Masters of Science in Auditing and consultancy or its equivalent;
- (iii) A Bachelors of Commerce degree (Accounting/ Finance) option and holds a post graduate Diploma in Auditing or its equivalent; **Or**  
CPA final or Certified Internal Auditor (CIA) IV;
- (iv) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Been registered by the Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK); and
- (vi) Demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervising financial and management audits as well as running a unit effectively.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Creative and innovative;
- Technical Problem solving;
- Resource management skills;
- Interpersonal and communication skills; and
- Professionalism and integrity.

**Core competences**

- People management;
- Planning;
- Co-ordinating; and
- Financial management.

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

**GRADING STRUCTURE**

Officers in this Career Progression Guideline will be graded and designated as follows:

## HUMAN RESOURCE MANAGEMENT ASSISTANTS

## APPENDIX 'A'

### Designation

Human Resource Management Assistant III  
Human Resource Management Assistant II  
Human Resource Management Assistant I  
Snr. Human Resource Management Assistant  
Chief Human Resource Management Assistant

### Scale

M8  
M9  
M10  
M11  
M12

## HUMAN RESOURCE MANAGEMENT OFFICERS

## APPENDIX 'B'

### Designation

Human Resource Management Officer II  
Human Resource Management Officer I  
Senior Human Resource Management Officer  
Chief Human Resource Management Officer  
Principal Human Resource Management Officer  
Snr. Principal Human Resource Management Officer  
Human Resource Manager

### Scale

M9  
M10  
M11  
M12  
M13  
M14  
M15

***Note:** The grades of Human Resource Management Assistant III/II/I, Scale M8/M9/M10 for diploma holders and Human Resource Management Officer II/I, Scale M9/M10 for degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

## JOB AND APPOINTMENT SPECIFICATIONS

## HUMAN RESOURCE MANAGEMENT ASSISTANTS

## APPENDIX 'A'

### I. HUMAN RESOURCE MANAGEMENT ASSISTANT III, SCALE M8

#### (a) Job Summary

This is the entry grade for this cadre. An officer at this level will be deployed in a Human Resources Management unit and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. In addition, he/she will supervise Clerical Officers and other supportive staff.

#### Key Result Areas

- (i) Implement decisions within the existing rules, regulations and procedures;
- (ii) Supervise Clerical Officers and other supportive staff.

#### (b) Professional qualifications and experience

For appointment to this grade, a candidate must have:

- (i) At least a C- in the Kenya Certificate of Secondary Examination (KCSE); and
- (ii) A Diploma in Human Resource Management/Records Management or its equivalent qualification from a recognized institution;

**OR**

- (i) Served in the grade of Higher Clerical Officer for at least three (3) years; and
- (ii) Be in possession of either of the following qualifications:
  - A Certificate in Human Resources Management / Record Management / Complement control / Pensions / Salaries; or its equivalent from a recognized institution; and
  - Certified Public Secretaries Examination Part I or its accepted equivalent;

**OR**

- A Diploma in Human Resource Management or Records Management or its equivalent from a recognized institution; and
- Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. HUMAN RESOURCE MANAGEMENT ASSISTANT II, SCALE M9**

### **(a) Job Summary**

An officer at this level will be deployed in specialized areas like salaries, pensions and complement control and will be assigned complex clerical tasks of an analytical nature. The officer may be required to implement decisions within the existing rules, regulations and procedures. He/She will supervise Human Resource Management Assistants, Clerical Officers and support staff.



**Key Result Areas**

- (i) Implement decisions within the existing rules, regulations and procedures in specialized areas;
- (ii) Supervise Human Resource Management Assistants, Clerical Officers and support staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have;

- (i) Served in the grade of HRM Assistant III or in a comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Certificate in Human Resource Management / Records Management / Pensions / salaries/Complement Control or its equivalent from a recognized institution; and
- (iii) Certified Public Secretaries Examination Part I or its accepted equivalent;

**OR**

A Diploma in Human Resource Management or Records Management; and

- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. HUMAN RESOURCE MANAGEMENT ASSISTANT I, SCALE M10****(a) Job Summary**

Work at this level will entail: management of complement control, salary administration or pension administration in accordance with the laid down regulations. In addition, the officer will

be required to verify information relating to recruitment, appointment, transfer, human resource management information systems and assist in the implementation of personnel management decisions.

**Key Result Areas**

- (i) Manage complement control;
- (ii) Salary administration or pension administration;
- (iii) Verify information relating to recruitment; appointment, transfer, human resource management information systems; and
- (iv) Supervise Human Resource Management Assistants, Clerical Officers and Support staff.

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of HRM Assistant II or in a comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Diploma in Human Resource Management or its equivalent qualification from a recognized institution;

**OR**

- Certified Public Secretaries (K) Examination Part II or its accepted equivalent; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Team leadership; and

- Problem solving.

#### **IV. SENIOR HUMAN RESOURCE MANAGEMENT ASSISTANT, SCALE M11**

##### **(a) Job Summary**

An officer at this level will provide guidance and advice on appropriate application of human resource management matters. Specifically, duties and responsibilities will entail: coordination and supervision of clerical work in a section; co-ordination of human resource management activities in such areas as appointments, promotions, complement control and staff development within the framework of the existing human resource policies and regulations.

##### **Key Result Areas**

- Coordinate and supervise clerical work in a section;
- Co-ordinate human resource management activities in such areas as appointments, promotions, complement control; and
- Staff development within the framework of the existing human resource policies and regulations.

##### **(b) Professional qualifications and experience**

For appointment to this grade an officer must have:-

- Served in the grade of HRM Assistant I or in a comparable and relevant position in the Public Service or a reputable private sector organization for at least three (3) years;
- A Diploma in Human Resource Management, or its equivalent qualification from a recognized institution;

**OR**

- Certified Public Secretaries Examination Part II or its accepted equivalent; and
- Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

##### **Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Team leadership; and
- Problem solving.

**V. CHIEF HUMAN RESOURCE MANAGEMENT ASSISTANT, SCALE M12****(a) Job Summary**

This is the highest grade in this cadre. An officer at this level will be required to ensure proper application and interpretation of human resource management policies, rules and regulations, procedures and systems. In addition, the officer will oversee and co-ordinate human resource services in the areas of recruitment, promotion, discipline, training and development, placement and staff welfare.

**Key Result Areas**

- (i) Apply and interpret of human resource management policies, rules and regulations, procedures and systems;
- (ii) Oversee and co-ordinate human resource services in the areas of recruitment, promotion, discipline, training and development, placement and staff welfare.

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Senior Human Resource Management Assistant or in a comparable and relevant position in the Public Service or in a reputable sector for a minimum period of three (3) years;
- (ii) A Higher Diploma in Human Resource Management or its equivalent from a recognized institution;

**OR**

- Certified Public Secretaries (K) Examination Part III or its accepted equivalent;
- (iii) Attended a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution; and
- (iv) Demonstrated administrative capability and outstanding work performance.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Team leadership; and
- Problem solving.

**HUMAN RESOURCE MANAGEMENT OFFICERS****APPENDIX 'B'****I. HUMAN RESOURCE MANAGEMENT OFFICER II, SCALE M9****(a) Job Summary**

This is the entry and training grade for this cadre. An officer at this level will deal with a broad range of human resource matters, which will include: staff development and training, recruitment and placement, welfare, salary administration and Industrial Relations.

**Key Result Areas**

- (i) Staff development and training;
- (ii) Recruitment and placement matters; and
- (iii) Salary administration and Industrial Relations matters.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have a Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human Resource/ Human resource Management or any other relevant qualification from a recognized institution.

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Professionalism and integrity; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written skills;
- Budget setting; and
- Administrative skills.

**II. HUMAN RESOURCE MANAGEMENT OFFICER I, SCALE M10****(a) Job Summary**

Work at this level will involve: coordinating human resource management activities, which include, recruitment, deployment, training and development of staff, discipline, Industrial Relations and staff welfare. The officer will also supervise staff working under him/her.

**Key Results Areas**

- (i) Recruit and deploy staff;
- (ii) Train and develop staff;
- (iii) Discipline, Industrial Relations and staff welfare; and
- (iv) Supervise staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Management Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human Resource/ Human resource Management or any other qualification from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Professionalism and integrity; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written skills;
- Budget setting; and
- Administrative skills.

**III. SNR. HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M11**

**(a) Job Summary**

Duties and responsibilities will involve: coordinating human resource activities, which will include: recruitment, deployment, training and development of staff, discipline, Industrial Relations and staff welfare. The officer will also supervise staff working under him/her.

**Key Result Areas**

- (i) Staff recruitment and deployment;
- (ii) Training and development of staff;
- (iii) Discipline matters, Industrial Relations and staff welfare; and
- (iv) Supervision of staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Management Officer I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human resource Management and Part I of CPS; **Or**  
A Diploma in Human Resource Management or Industrial Relations from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Professionalism and integrity; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written skills;
- Budget setting; and
- Administrative skills.

**IV. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M12**

**(a) Job Summary**

An officer at this level will be involved in various human resource management activities, which will include: recruitment, appointment, promotion, remuneration, training, development and welfare of staff for the college. In addition, the officer will be responsible for development, interpretation and updating of human resource management policies and procedures in conjunction with the Heads of Departments within KMTC.

**Key Results Areas**

- (i) Recruit, appoint, promote and remunerate staff;
- (ii) Train and develop staff;
- (iii) Staff welfare matters;
- (iv) Develop and interpret human resource policies and procedures; and
- (v) Liaison with Heads of Department on human resource management issues.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Human Resource Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human Resource/ Human resource Management and part II of CPS or a Diploma in Human Resource Management or Industrial Relations from a recognized institution; and



- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Professionalism and integrity; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written skills;
- Budget setting; and
- Administrative skills.

**V. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M13**

**(a) Job Summary**

An officer at this level will be responsible for the recruitment, placement, development and promotions of staff. Specific duties will include: coordinating budget development for the human resource emoluments; development and transfer of staff; staff discipline; recruitment, placement and promotion of staff; coordinating and controlling staff establishment. The officer will also be involved in updating human resource policies and procedures in conjunction with the Head of the Division.

**Key Result Areas**

- (i) Recruit, place, develop and promote Staff;
- (ii) Coordinate budget development for the personnel emoluments;
- (iii) Transfer of staff and staff disciplinary matters;
- (iv) Control staff establishment; and
- (v) Update human resource management policies and procedures.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Human Resource Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a

minimum period of three (3) years in the Public Service or in a reputable private sector organization;

- (ii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human Resource/ Human resource Management and part II of CPS or a Diploma in Human Resource Management or Industrial Relations from a recognized institution;
- (iii) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (iv) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Professionalism and integrity; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written skills;
- Budget setting; and
- Administrative skills.

**VI. SNR. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, SCALE M14**

**(a) Job Summary**

An officer at this level will deputize the Human Resource Manager in the College. Specific duties will include: preparing budgets for the division and personnel emoluments for the College; training and development of staff; placement, deployment and transfer of staff; discipline and promotion of staff; staff establishment and their optimal utilization in the College. In addition, the officer will ensure that quality management standards are maintained.

**Key Result Areas**

- (i) Develop budgets for the division;
- (ii) Prepare human resource emoluments for the college;
- (iii) Train and develop staff;
- (iv) Place, deploy and transfer staff; and
- (v) Ensure that quality management standards are maintained.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of three (3) years in the grade of Principal Human Resource Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization;
- (ii) A Masters degree in Human Resource Management or Industrial Relations or its equivalent qualification from a recognized institution;
- (iii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human resource Management and CPS (final) or a Diploma in Human Resource Management or Industrial Relations from a recognized institution;
- (iv) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (v) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement institutional mandate;
- Organizational, analytical managerial and decision making skills;
- Creativity and innovation;
- Technical Problem solving; and
- Resource management skills.

**Core competences**

- Punctuality;
- Financial Management;
- People management;
- Policy implementation;
- Planning and coordination; and
- Guidance and Counseling.

**VII. HUMAN RESOURCE MANAGER, SCALE M15**

**(a) Job Summary**

The Human Resource Manager will head the Human Resource Division and will be responsible to the Deputy Director/ Administration and Finance for the efficient operation and management of the human resource function in the College. The officer will initiate, develop and implement appropriate human resource policies and methods that would result in improved human resource management standards.

**Key Result Areas**

- (i) Ensure efficient operational management of the human resource function in the college;
- (ii) Initiate, develop and implement appropriate human resource policies.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of ten (10) years in the relevant field or in a private sector organization three (3) of which must be in the grade of Senior Principal Human Resource Management Officer or in a comparable and relevant position in the Public Service;
- (ii) A Masters degree in Human Resource Management or Industrial Relations or its equivalent qualification from a recognized institution;
- (iii) A Bachelors Degree in any of the following fields: Sociology, Public/ Business Administration, Human Resource/ Human resource Management and CPS (final) or a Diploma in Human Resource Management or Industrial Relations from a recognized institution;
- (iv) Attended a Strategic Leadership Development Programme from a recognized institution; and
- (v) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement institutional mandate;
- Organizational, analytical managerial and decision making skills;
- Creativity and innovation;
- Technical Problem solving; and
- Resource management skills.

**Core competences**

- Financial Management;
- People management;
- Policy implementation;
- Planning and coordination; and
- Guidance and Counseling.

## **CAREER PROGRESSION GUIDELINE FOR ACCOUNTS AND FINANCE PERSONNEL**

### **GRADING STRUCTURE**

This career guideline caters for the Accounts and Finance staff that will be designed and graded as follows: -

<b>Designation</b>	<b>Scale</b>
Accountant II	M9
Accountant I	M10
Senior Accountant	M11
Chief Accountant	M12

Principal Finance Officer	M13
Deputy Finance Manager	M14
Finance Manager	M15

## CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:-

Present Designation	Scale	New Designation	Scale
Accounts Assistant II / I	M7/8	Accountant II	M9
Accountant II	M9		
Accountant I	M10	Accountant I	M10
Senior Accountant	M11	Senior Accountant	M11
Chief Accountant	M12	Chief Accountant	M12
Principal Finance Officer	M13	Principal Finance Officer	M13
Deputy Finance Manager	M14	Deputy Finance Manager	M14
Finance Manager	M15	Finance Manager	M15

### Note:

- There will be no future recruitment in the grade of Accounts Assistant II/I Scale M7/8. Serving officers in the grade of M7/8 will convert to the grade of Accountant II, Scale M9 on implementation of this Career Progression Guideline. For advancement to higher grades, officers should acquire the relevant qualifications.
- The grades of Accountant II/I Scale M9/M10 for degree holders / CPA II will form a common establishment for the purpose of this career guideline.
- The grades of Accountant I/Snr. Scale M10/11 for degree holders with CPA II or holders of CPA III will form a common establishment for the purpose of this career guideline.

## JOB AND APPOINTMENT SPECIFICATIONS

### I. ACCOUNTANT II, SCALE M9

#### (a) Job Summary

An officer at this level will be responsible for performing a variety of Finance/ Accounting work of limited scope and complexity under the guidance of a senior officer. Specifically, work will involve verification of payment vouchers in accordance with the laid down rules and regulations; collation of financial estimates, determination of aggregate expenditure; supervision of the revenue collection processes; control of expenditure and below-the-line group of accounts and general accounting work involving book- keeping knowledge and routine accounting entries.

The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved.

**Key Result Areas**

- (i) Verify payment vouchers in accordance with the laid down rules and regulation;
- (ii) Collation of financial estimates;
- (iii) Determine aggregate expenditure;
- (iv) Supervise the revenue collection processes; and
- (iv) Control expenditure and below-line group and routine accounting entries.

**(b) Professional qualifications and experience**

For appointment to this grade, a Candidate must have:

- (i) A Bachelors Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution;

**OR**

- (ii) Part II of the Certified Public Accountants Examination or its equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. ACCOUNTANT I, SCALE M10**

**(a) Job Summary**

An officer at this level will be responsible for co-ordinating the functions of several accounts sections he/she will assist in the development and implementation of financial controls and procedures within the sections. Work at this level will be subject to occasional checks rather than close supervision. The officer will deal with accountancy procedures and routine matters effectively and without guidance. Responsibility at this level may also include a limited range of management accounting; preparation of final accounts and statements; and general supervision of staff including their training and development.

**Key Result Areas**

- (i) Co-ordinate and rationalize estimates;
- (ii) Cash flow control;
- (iii) Cost analysis;
- (iv) Manage accounting;
- (v) Prepare final accounts and statements; and
- (vi) Supervise staff including their training and development.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) A Bachelor's degree in Commerce (Accounting or Finance option); and  
Passed Part II of Certified Public Accountants (CPA) Examination.

**OR**

- (ii) Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification

**Promotion**

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

- (i) Served in the grade of Accountant II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Passed Part II of the Certified Public Accountant (CPA) Examination or a Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Certificate in Computer Applications; and
- (iv) Demonstrated merit and ability in accounting work as reflected in performance and results.



In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills ;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. SENIOR ACCOUNTANT, SCALE M11**

**(a) Job Summary**

Duties at this level will include: assisting in efficient control and supervision of operations of the Finance/ Accounts unit ; maintenance of high accounting standards in the College; accuracy of accounting procedures; review of accounting procedures and practices; supervision and development of staff under him/her ; and may occasionally be required to undertake ad-hoc assignments relating to accounting services.

**Key Result Areas**

- (i) Control and supervise operations of the Finance / Accounts unit;
- (ii) Maintain high accounting standards in the College;
- (iii) Review accounting procedures and practices; and
- (iv) Supervise and develop staff under him/her;
- (v) Undertake ad-hoc assignments relating to accounting services.

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Accountant I or a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;

- (ii) A Bachelors Degree in Commerce (Accounting option) from a recognized Institution and Part II of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution and having served for at least five years;

**OR**

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification;

- (iii) Certificate in Computer Applications; and  
(iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. CHIEF ACCOUNTANT, SCALE M12**

**(a) Job Summary**

Work at this level involves: organization and management of the Finance / Accounts unit, directing, controlling and co-ordinating both routine and non-routine accounting matters; interpretation and implementation of financial policies, budgeting , management accounting methods and financial returns, and be responsible for training and development of Finance /Accounts staff under him or her.

**Key Result Areas**

- (i) Organize and manage the Finance / Accounts unit;  
(ii) Direct, control and co-ordinate both routine and non-routine accounting matters;

- (iii) Interpret and implement financial policies;
- (iv) Budget;
- (v) Manage accounting methods and financial returns;
- (vi) Train and develop accounting staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Accountant or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in Commerce (Accounting or finance option) from a recognized Institution and Part II of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution;

**OR**

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification; and

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

- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and Innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication Skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

**V. PRINCIPAL FINANCE OFFICER, SCALE M13**

**(a) Job Summary**

Duties at this level will include: organization, direction, control and coordination of the Finance unit; interpretation and implementation of financial policies; budget controls; management accounting and financial accounting. The officer will advise on all financial policies and ensure that sound accounting principles and controls are applied to all financial transactions in the College.

**Key Result Areas**

- (i) Organize, direct, control and coordinate the Finance unit;
- (ii) Interpret and implement financial policies;
- (iii) Budget controls;
- (iv) Advice on financial policies.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Accountant or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in Commerce (Finance/ Accounting Option) and Part II of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution; and a Senior Management course lasting not less than four (4) weeks from a recognized institution;

**OR**

- Passed Part III CPA Certified Public Accountant Examination or its recognized equivalent qualification and a Management course lasting not less than four (4) weeks from a recognized institution;
- (iii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB); and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and Innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication Skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

**VI. DEPUTY FINANCE MANAGER, SCALE M14****(a) Job Summary**

Duties and responsibilities at this level will entail: preparation of budget of recurrent votes, monitoring expenditure on projects and programme implementation on a periodic basis; ensuring timely corrective measures have been undertaken; financial evaluation and processing of major policy changes; communication of approved annual estimates to various departments and ensuring there is timely adjustments of time-plan commensurate with the resources voted in the budget; initiation of proposals seeking funds for additional expenditure and re-allocation of voted funds during the year; preparation of management and statutory reports including final accounts; development of supplementary financial regulations and procedures to enhance internal controls; authorization of payments and signing of cheques subject to limits set by the Board; supervision, training, development and deployment of staff in the Division; and handling disciplinary matters in the Division.

**Key Result Areas**

- (i) Prepare budget;
- (ii) Monitor expenditure on projects and programmes;
- (iii) Financial evaluation and process major policy changes;
- (iv) Communication of approved annual estimates;
- (v) Initiate proposals seeking funds for additional expenditure;
- (vi) Re-allocate voted funds;
- (vii) Prepare management and statutory reports;
- (viii) Enhance internal controls;
- (ix) Authorize payments;
- (x) Sign cheques;
- (xi) Supervise, train, develop and deploy staff; and
- (xii) Handle disciplinary matters in the Division.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Finance Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in Commerce (Accounting or Finance option) from a recognized Institution and Part II of the Certified Public Accountant Examination or its recognized equivalent qualification from a recognized institution;
- (iii) A Masters degree in Business Administration (MBA) or A Masters degree in a Finance related discipline from a recognized institution or its equivalent from a recognized institution;
- (iv) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- (v) A Senior Management course lasting not less than four (4) weeks from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and Innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

**VII. FINANCE MANAGER, SCALE M15**

**(a) Job Summary**

An officer at this level will head the Finance Division and will be responsible to the Deputy Director (Finance & Administration) for financial control and accounting matters. Duties and responsibilities will include planning, co-ordinating, design, implementation and control of financial systems in the college; prioritization of activities, projects and programmes within the college for the purpose of financial allocation in the budget; ensure safe custody of all service performance bonds; developing improved budgetary practices and systems within the college through proper and full costing of all projects and programmes; reviewing financial and physical implementation of major projects and programmes; and initiating corrective action on policy changes with regard to user charges for the services rendered.

In addition, the officer will be responsible for: overall budgetary controls with regard to revenue collection and expenditure; designing and developing accounting standards; providing advice on appropriate financial reporting formats; developing guidelines for accounting staff, ensuring proper banking arrangements are in place; and establishing positive career structures and policies for accounting / finance staff.

#### **Key Result Areas**

- (i) Co-ordinate, design, implement and control of financial systems in the college;
- (ii) Prioritize activities, projects and programmes;
- (iii) Ensure safe custody of all service performance bonds;
- (iv) Develop improved budgetary practices and systems;
- (v) Review financial and physical implementation of major projects and programmes;
- (vi) Initiate corrective action on policy changes;
- (vii) Budgetary control;
- (viii) Design and develop accounting standards;
- (ix) Provide advice on appropriate financial reporting formats;
- (x) Develop guidelines for accounting staff;
- (xi) Ensure proper banking arrangements are in place; and
- (xii) Review of the career guidelines of the accounting / finance staff.

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Finance Manager or in an equivalent and comparable position in a recognized institution;
- (ii) A Bachelors Degree in Commerce (Accounting or finance option) from a recognized Institution and Certified Public Accountant Examination (final) or its recognized equivalent qualification from a recognized institution;
- (iii) A Masters Degree in Business Administration (Finance / Accounts option) or its equivalent from a recognized institution;

- (iv) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- (v) Attended a Strategic Leadership Development Programme from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and Innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication Skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

**GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

**SUPPLY CHAIN MANAGEMENT ASSISTANTS**

**APPENDIX 'A'**

**Designation**

Supply Chain Management Assistant III

**Scale**

M7



Supply Chain Management Assistant II	M8
Supply Chain Management Assistant I	M9
Senior Supply Chain Management Assistant	M10

## SUPPLY CHAIN MANAGEMENT OFFICERS

## APPENDIX 'B'

Designation	Scale
Supply Chain Management Officer II	M9
Supply Chain Management Officer I	M10
Senior Supply Chain Management officer	M11
Chief Supply Chain Management Officer	M12
Principal Supply Chain Management Officer	M13
Deputy Supply Chain Manager	M14
Supply Chain Manager	M15

## CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:

Present Designation	JG	New Designation	JG
Store Keeper II	M6	Supply Chain Management Assistant III	M7
Store Keeper I	M7		
Senior Store Keeper / Procurement Assistant III	M8	Supply Chain Management Assistant II	M8
Procurement Assistant II	M9	Supply Chain Management Assistant I	M9
Procurement Assistant I	M10	Senior Supply Chain Management Assistant	M10

### Note:

- There will be no future recruitment in the grade of Store-Keeper II, Scale M6. Store-Keepers serving in the grades of M6/7 will convert to the grade of Supply Chain Management Assistant III, Scale M7 on implementation of this Career progression Guidelines. For advancement to higher grades, officers should acquire the relevant qualifications.
- The grades of Supply Chain Management Assistant III/II/I, Scale M7/8/9 for certificate holders and Supply Chain Management Assistant II/I/Snr. Scale M8/9/10 for diploma holders will form a common establishment for the purpose of this career progression guidelines.
- The grades of Supply Chain Management Officer II/I, Scale M9/10 for degree holders will form a common establishment for the purpose of this career progression guidelines.

## JOB AND APPOINTMENT SPECIFICATIONS

## SUPPLY CHAIN ASSISTANTS

## APPENDIX 'A'

## **I. SUPPLY CHAIN MANAGEMENT ASSISTANT III, SCALE M7**

### **(a) Job Summary**

A Supply Chain Management Assistant III will work under the supervision of a senior officer. Duties will include: issuing/receiving of stores; preparing and maintaining stores records; supervising warehouse attendants; stocktaking and reconciliation; warehouse security, safety and cleanliness; and proper preservation of stores.

#### **Key Result Areas**

- (i) Issue/receive stores;
- (ii) Prepare and maintain stores records;
- (iii) Supervise warehouse attendants;
- (iv) Stock take and reconciliation;
- (v) Warehouse security, safety and cleanliness; and
- (vi) Proper preservation of stores.

### **(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education mean grade C- or its equivalent qualification from a recognized institution; and
- (ii) A Certificate in Supply Chain Management or its equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

#### **Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;

- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. SUPPLY CHAIN MANAGEMENT ASSISTANT II, SCALE M8**

### **(a) Job Summary**

Duties and responsibilities at this level will include: receiving and issuing of stores; preparing and maintaining stores records; supervising attendants in the store and vehicle loading/unloading operations.

#### **Key Result Areas**

- (i) Receive and issue stores;
- (ii) Prepare and maintain stores records;
- (iii) Supervise stores attendants working under him/her and vehicle loading/unloading operations.

### **(b) Professional qualifications and experience**

#### **Direct Appointment**

For appointment to this grade a candidate must have a Diploma in Supply Chain Management or its equivalent qualification from a recognized institution.

#### **Promotion**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Supply Chain Management Assistant III or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) Advanced certificate in Supply Chain Management or its equivalent from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

#### **Personal attributes**

- Ability to get on well with diverse work force;
- Good communication skills;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and

- Good organizational and supervisory skills.

#### **Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **III. SUPPLY CHAIN MANAGEMENT ASSISTANT I, SCALE M9**

#### **(a) Job Summary**

Duties and responsibilities at this level will include: receiving and issuing of stores and preparing and maintaining stores records; conducting market research and surveys; assisting in preparation of annual procurement plan and periodic and annual supply chain reports; supervising stores attendants working under him/her.

#### **Key Result Areas**

- Receive and issue stores;
- Prepare and proper maintenance of stores records;
- Conduct market research and surveys;
- Prepare annual procurement plan and periodic and annual supply chain reports; and
- Supervise stores attendants working under him/her.

#### **(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- An advanced certificate in Supply Chain Management or its equivalent from a recognized institution;

**OR**

- A Diploma in Supply Chain Management (final stage) from a recognized institution; and
- Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT, SCALE M10**

**(a) Job Summary**

An Officer at this level will supervise and guide Supply Chain Management officers working under him/her. Duties will entail: assist in procurement activities; prepare procurement plans, carry out market survey and research; disposal of stores and equipment in accordance to the laid down regulations and procedures; and prepare periodic and annual supply chain management reports and returns.

**Key Result Areas**

- (i) Prepare procurement plans;
- (ii) Carry out market survey and research;
- (iii) Disposal of stores and equipment; and
- (iv) Prepare periodic and annual supply chain management reports and returns.

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Senior Supply Chain Management Assistant I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

- (ii) Advanced certificate in Supply Chain Management or its equivalent from a recognized institution;

**OR**

A Diploma in Supply Chain Management (final stage) or its equivalent qualification from a recognized institution; and

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

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**Personal attributes**

- Ability to get on well with diverse work force;
- Good communication skills;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills;
- Records management skills.

**SUPPLY CHAIN MANAGEMENT OFFICERS**

**APPENDIX 'B'**

**I. SUPPLY CHAIN MANAGEMENT OFFICER II, SCALE M9**

**(a) Job Summary**

An officer at this level may be deployed to head a large store or sub-section of a large store. Specifically, the officer will be responsible for security, safe custody and rationing of stores; conducting market survey and research; warehousing; distribution management, fleet management, disposal of stores and equipment; inventory and stock control in accordance with the laid down regulations and procedures; and supervising staff working under him/her.

**Key Result Areas**

- (i) Safe custody and rationing of stores;
- (ii) Conduct market survey and research;
- (iii) Warehousing;
- (iv) Distribute and manage fleet;
- (v) Disposal of stores and equipment;
- (vi) Inventory and stock control;
- (vii) Supervise staff working under him/her.

**(b) Professional qualifications**

For appointment to this grade, a candidate must have:

- (i) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or equivalent qualification from a recognized institution; and
- (ii) Computer Proficiency.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

**II. SUPPLY CHAIN MANAGEMENT OFFICER I, SCALE M10**

**(a) Job Summary**

Work at this level will involve: procurement and distribution of supplies; implementation and enforcement of stores regulations, policies, systems and procedures; planning and coordinating supply chain management activities in procurement, warehousing, distribution and fleet management; processing of agenda for the tender committees; processing of contracts; stock control and verification and efficient disposal of stores to the College.

**Key Result Areas**

- (i) Procure and distribute supplies;
- (ii) Implement and enforce stores regulations, policies, systems and procedures;
- (iii) Plan and coordinate supply chain management activities in procurement, warehousing, distribution and fleet management;
- (iv) Process agenda for the tender committees;
- (v) Process contracts; and
- (vi) Stock control, verification and efficient disposal of stores.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Supply Chain Management Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Punctuality;



- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

### **III. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, SCALE M11**

#### **(a) Job Summary**

An officer at this level will be responsible for the initiation of procurement policies for the College; reviewing, up-dating, interpretation and implementation of existing supplies regulations, procedures and systems; preparing and ensuring implementation of the supplies manual; planning and coordinating supply chain management activities in procurement, warehousing, distribution and fleet management; processing of agenda for the tender committees; and processing of contracts.

#### **Key Result Areas**

- (i) Initiate procurement policies;
- (ii) Review, up-date, interpret and implement existing supplies regulations, procedures and systems;
- (iii) Prepare and ensure implementation of the supplies manual;
- (iv) Plan and coordinate supply chain management activities;
- (v) Warehousing, distribution and fleet management;
- (vi) Process agenda for the tender committees; and
- (vii) Process contracts.

#### **(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Supply Chain Management Officer I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution; and  
A Diploma in Supply Chain management or its equivalent from a recognized institution; and
- (iii) Demonstrated a high administrative capability in the management of procurement services.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

**IV. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, SCALE M12**

**(a) Job Summary**

Duties and responsibilities at this level will include: reviewing, up-dating, interpreting and implementing existing supplies regulations, procedures and systems; preparing and ensuring implementation of the supplies manual; initiation of policy review and updating of existing regulations; conducting market survey and research; preparing procurement plans. In addition, the officer will be involved in tender committee secretarial duties and implementation of policy decision.

**Key Result Areas**

- (i) Review, up-date, interpret and implement existing supplies regulations, procedures and systems;
- (ii) Prepare and ensure implementation of the supplies manual;
- (iii) Implement supplies manual;
- (iv) Initiate policy review and update existing regulations;
- (v) Conduct market survey and research;
- (vi) Prepare procurement plans;
- (vii) Tender Committee secretarial duties;

- (viii) Implement policy decisions;
- (ix) Initiate policy review and update existing regulations;
- (x) Supplies management instructions, inspect, train and develop the procurement personnel.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Senior Supply Chain Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution; and  
A Diploma in Supply Chain management or its equivalent; and attended a Supervisory Skills Course from a recognized institution.
- (iii) Demonstrated a high administrative capability in the management procurement services.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with diverse work force;
- Good communication skills;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

**V. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, SCALE M13**

**(a) Job Summary**

Specific duties at this level will involve: planning and co-ordination of supplies management services; enforcement of Government regulations, systems and procedures; preparation of supplies estimates of expenditure and control of the supplies vote; initiation of procurement policy; reviewing and updating of existing procurement regulations, supplies management instructions; monitoring the implementation of supply chain management policies, guidelines, and procedures issued from time to time; training and development of the supply chain management personnel.

**Key Result Areas**

- (i) Plan and co-ordinate supplies management services;
- (ii) Enforce Government regulations, systems and procedures;
- (iii) Prepare supplies estimates of expenditure;
- (iv) Initiate procurement policy;
- (v) Review and update existing procurement regulations;
- (vi) Monitor implementation of supply chain management policies, guidelines, and procedures; and
- (vii) Train and develop staff.

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Chief Supply Chain Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent qualification from a recognized institution;
- (iii) A Diploma in Supply Chain management or its equivalent qualification from a recognized institution;
- (iv) A Senior Management Course lasting not less than four (4) weeks; and
- (v) Demonstrated general administrative ability required for direction, control and implementation for public procurement and Disposal Act.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with diverse work force;
- Good communication skills;
- Creativity and innovativeness;

- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

#### **Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

### **VI. DEPUTY SUPPLY CHAIN MANAGER, SCALE M14**

#### **(a) Job Summary**

Duties and responsibilities at this level will include: initiation and formulation of procurement policies and regulations; ensuring correct interpretation and implementation of Public Procurement and Disposal Act and Regulations; providing direction on the efficient management of inventory, logistics, disposal of stores and assets; handling and distribution of procurement materials. In addition, the Officer will be responsible for training and deployment of staff in the unit.

#### **Key Result Areas**

- (i) Initiate and formulate procurement policies and regulations;
- (ii) Interpret and implement Public Procurement and Disposal Act and Regulations;
- (iii) Manage inventory, logistics and disposal of stores and assets;
- (iv) Handle and distribute procurement materials; and
- (v) Train and deploy staff in the unit.

#### **(b) Professional qualifications and experiences**

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

- (i) Served in the grade of Principal Supply Chain Management Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Masters Degree in any of the following fields: Procurement and Supply Management, Logistics and Supply Chain Management, Business Administration, Commerce or any other relevant field from a recognized institution;
- (iii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution;

- (iv) A Diploma in Supply Chain Management or its equivalent qualification from a recognized institution;
- (v) A Senior Management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Been a registered member of a recognized procurement professional body; and
- (vii) Demonstrated general administrative ability required for direction, control and implementation for public procurement and Disposal Act.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with diverse work force;
- Good communication skills;
- Creativity and innovativeness;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

## **VII. SUPPLY CHAIN MANAGER, SCALE MI5**

### **(a) Job Summary**

The Supply Chain Manager will head the procurement services in the College and will be responsible to the Deputy Director (Finance & Administration). Duties and responsibilities will include: initiating and developing supply chain management policies, procedures and performance improvement strategies; analyzing chain management systems; analyzing the impact of supply chain management policies, rules and regulations; ensuring high professional supply chain management standards; interpretation of laws and statutes that impact on supply chain management; undertaking supply chain risk management; ensuring adequate budgetary

and logistical support for supply and delivery of goods and services. In addition, the Officer will be responsible for training and deployment of staff in the unit.

### **Key Result Areas**

- (i) Coordinate and manage procurement and supplies;
- (ii) Initiate and develop supply chain management policies, procedures and performance improvement strategies;
- (iii) Analyze chain management systems;
- (iv) Analyze the impact of supply chain management policies, rules and regulations;
- (v) Ensure high professional supply chain management standards;
- (vi) Interpret laws and statutes that impact on supply chain management;
- (vii) Undertake supply chain risk management;
- (viii) Ensure adequate budgetary and logistical support for supply and delivery of goods and services; and
- (ix) Train and deploy staff in the unit.

### **(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Deputy Supply Chain Manager or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Masters degree in any of the following fields: Procurement and Supply Management, Logistics and supply chain management, Business Administration, Commerce or any other relevant field from a recognized institution;
- (iii) A Bachelors degree in any of the following fields: Commerce, Business Administration, Procurement or its equivalent from a recognized institution;
- (iv) A Diploma in Supply Chain management or its equivalent from a recognized institution;
- (v) Attended a Strategic Leadership Development Programme from a recognized institution;
- (vi) Been a registered member of a recognized procurement professional body; and
- (vii) Demonstrated a high degree of professional competence, administrative capabilities and initiative in organization and management of Supply Chain Management function and possesses a thorough understanding of the Supply Chain Management policies, rules, regulations and other statutes that impact on supply chain management.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

### **Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to get on well with diverse work force;

- Good communication skills;
- Creativity and innovativeness;
- Conceptual and analytical skills;
- Professionalism and Integrity; and
- Interpersonal skills including being a team player.

#### **Core competences**

- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

## **CAREER PROGRESSION GUIDELINE FOR ADMINISTRATIVE PERSONNEL**

### **GRADING STRUCTURE**

The career guideline caters for the Administrative staff that will be designated and graded as follows: -

<b>Designation</b>	<b>Scale</b>
Administrative Assistant	M8
Administrative Officer II	M9
Administrative Officer I	M10
Senior Administrative Officer	M11
Chief Administrative Officer	M12
Principal Administrative Officer	M13



Deputy Administrative Manager  
Administrative Services Manager

M14  
M15

**Note:**

*The grade of Administrative Assistant / Administrative Officer II, Scale M8/M9 for Diploma holders, Administrative Officer II/I, Scale M9/M10 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. ADMINISTRATIVE ASSISTANT, SCALE M8**

#### **(a) Job Summary**

This will be the entry and training grade for this cadre. An officer at this level will carry out simple general administration duties under close supervision of a senior officer. Duties will entail: assisting in maintenance of buildings and equipment; supervision of security activities; ensuring general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books and insurance covers; provision of office accommodation; overseeing telephone, registry, secretarial and general office services.

#### **Key Result Areas**

- (i) Maintain buildings and equipment;
- (ii) Supervise security services;
- (iii) Maintain general cleanliness;
- (iv) Provide transport;
- (v) Maintain records of all college assets and properties;
- (vi) Oversee telephone, secretarial and registry services;
- (vii) Provide office accommodation; and
- (viii) Provide general office services.

#### **(b) Personal qualifications and experience**

For appointment to this grade a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KCSE), mean grade C- (minus) or its equivalent qualification from a recognized institution;
- (ii) A Diploma in Administration/Business Management or its equivalent qualification from a recognized institution;

**OR**

Part I of the Certified Public Secretaries or their recognized equivalent qualification from a recognized institution.

**Note:**

*Higher Clerical officers, Scale M7, may be appointed to this grade provided they have served for a minimum period of three (3) years; and be in possession of the following qualifications:*

- a) A Certificate in Human Resources Management / Records Management / Business Administration or its equivalent from a recognized institution;*

**OR**

*Certified Public Secretaries Examination Part I or its accepted equivalent; and*

- b) Demonstrated merit and ability as reflected in work performance and results.*

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

**II. ADMINISTRATIVE OFFICER II, SCALE M9**

**(a) Job Summary**

This will be the entry and training grade for this cadre. Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensure general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books and insurance covers; overseeing telephone, registry and secretarial services; and provision of office accommodation. In addition, the officer will assist in the preparation of Budget and Quarterly and Annual reports.

**Key Result Areas**

- (i) Maintain buildings and equipment;
- (ii) Supervise security services;
- (iii) Maintain general cleanliness;
- (iv) Provide transport;
- (v) Maintain records of all college assets and properties;
- (vi) Oversee telephone, secretarial and registry services;

- (vii) Provide office accommodation;
- (viii) Provide general office services;
- (ix) Prepare Budget; and
- (x) Prepare Quarterly and Annual reports.

**(b) Professional qualifications and experience**

**Direct Appointment**

For direct entry to this grade, a candidate must have:

A Bachelors degree in any social science or its equivalent qualification from a recognized institution.

**Promotion**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Administrative Assistant or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent;
- (iii) Been proficient in Computer Applications; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

**III. ADMINISTRATIVE OFFICER I, SCALE M10**

**(a) Job Summary**

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

**Key Result Areas**

- (i) Maintain buildings and equipment;
- (ii) Supervise security services;
- (iii) Maintain general cleanliness;
- (iv) Provide transport;
- (v) Maintain records of all college assets and properties;
- (vi) Oversee telephone, secretarial and registry services;
- (vii) Provide office accommodation;
- (viii) Provide general office services;
- (ix) Prepare Budget; and
- (x) Prepare Quarterly and Annual reports.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Administration Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in any social science or its equivalent from a recognized institution;

**OR**

A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent; and

- (iii) Demonstrated merit and ability as reflected in work performance.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Budget setting;
- Policy implementation skills;
- Interpersonal skills;
- Oral and written skills; and
- Records management.

**IV. SENIOR ADMINISTRATIVE OFFICER, SCALE M11****(a) Job Summary**

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

**Key Result Areas**

- (i) Maintain buildings and equipment;
- (ii) Supervise security services;
- (iii) Maintain general cleanliness;
- (iv) Provide transport;
- (v) Maintain records of all college assets and properties;
- (vi) Oversee telephone, secretarial and registry services;
- (vii) Provide office accommodation;
- (viii) Provide general office services;
- (ix) Prepare Budget; and
- (x) Prepare Quarterly and Annual reports.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Administrative Officer I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in Social Sciences or its equivalent from a recognized institution;

**OR**

- A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent qualification from a recognized Institution; and
- (iii) Be proficient in Computer Applications; and

- (iv) Have demonstrated merit and ability as reflected in work performance and results;

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory and managerial skills;
- Budget setting;
- Policy implementation skills;
- Administrative skills;
- Interpersonal skills; and
- Oral and written communication skills.

**V. CHIEF ADMINISTRATIVE OFFICER, SCALE M12**

**(a) Job Summary**

Duties at this level will entail: maintenance of buildings and equipment; supervision of security activities; ensuring provision of general cleanliness; supervision of transport; maintenance of records of all college assets and properties including title deeds, log books, insurance covers and provision of office accommodation; overseeing telephone, registry, secretarial and general office services; preparation of Budget, Quarterly and Annual reports.

**Key Result Areas**

- (i) Maintain buildings and equipment;
- (ii) Supervise security services;
- (iii) Maintain general cleanliness;
- (iv) Provide transport;
- (v) Maintain records of all college assets and properties;
- (vi) Oversee telephone, secretarial and registry services;
- (vii) Provide office accommodation;
- (viii) Provide general office services;
- (ix) Prepare budget;
- (x) Prepare Quarterly and Annual reports.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Senior Administrative Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;

**OR**

A Diploma in Business Administration or part II of the Certified Public Secretaries Examination or its equivalent qualification from a recognized Institution; and a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

- (iii) Be proficient in Computer Applications; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results;

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory and managerial skills;
- Budget setting;
- Policy implementation skills;
- Administrative skills;
- Interpersonal skills; and
- Oral and written communication skills.

**VI. PRINCIPAL ADMINISTRATIVE OFFICER, SCALE M13**

**(a) Job Summary**

Duties at this level will entail: implementing policies on maintenance of buildings and equipment; preparation of briefs, policies and memos; handling parliamentary queries; review, disseminate and implement college administrative policies; coordination of disaster management and

emergency response; supervision of transport; provision of office accommodation; preparation of Budget, Quarterly and Annual reports.

### **Key Result Areas**

- (i) Implement policies on maintenance of buildings and equipment;
- (ii) Provide transport;
- (iii) Maintain records of all college assets and properties;
- (iv) Provide office accommodation;
- (v) Prepare briefs, policies and memos;
- (vi) Prepare Budget;
- (vii) Prepare Quarterly and Annual reports;
- (viii) Handle parliamentary queries;
- (ix) Review, disseminate and implement college administrative policies; and
- (x) Coordinate disaster management and emergency response;

### **(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Chief Administrative Officer in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;
- (iii) Have a Senior Management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Be proficient in Computer Applications; and
- (v) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

#### **Personal attributes**

- Organizational, Managerial and administrative abilities;
- Ability to get on well with a diverse work force;
- Effective written and oral communication;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

#### **Core competences**

- Punctuality;
- Supervisory and managerial skills;



- Budget setting;
- Policy implementation skills;
- Administrative skills;
- Interpersonal skills; and
- Oral and written communication skills.

## **VII. DEPUTY ADMINISTRATIVE MANAGER, SCALE M14**

### **(a) Job Summary**

An officer at this level will be responsible for initiating, developing and reviewing of policies on maintenance of buildings and equipment; preparation of briefs and memos; handling parliamentary queries; reviewing, disseminating and implementing administrative policies; coordination of disaster management, emergency response activities; coordination of office accommodation; and preparation of Budget, Quarterly and Annual reports.

#### **Key Result Areas**

- (i) Initiate, develop and review policies on maintenance of buildings and equipment;
- (ii) Handle parliamentary queries;
- (iii) Review, disseminate and implement administrative policies;
- (iv) Coordinate office accommodation;
- (v) Prepare briefs and memos;
- (vi) Coordinate disaster management and emergency response activities;
- (vii) Prepare budget; and
- (viii) Prepare Quarterly and Annual reports.

### **(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Principal Administrative Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in Social Sciences or its equivalent qualification from a recognized institution;
- (iii) Have a Masters Degree in any Social Sciences discipline from a recognized institution;
- (iv) Have attended a Senior Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Be proficient in Computer Applications; and
- (vi) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

**VIII. ADMINISTRATIVE SERVICES MANAGER, SCALE M15****(a) Job Summary**

The Administrative Services Manager will head the Administrative services in the College and will be answerable to the Deputy Director (Finance & Administration) for the interpretation and implementation of Administrative policies of the College. Specific duties and responsibilities will include: coordinating services of security of staff and facilities; transport utilization; maintenance of equipment; upkeep of institutional grounds; compiling of reports, speeches and briefs; budgeting for operations, maintenance and development activities; management of college resources and assets; responding to emerging issues and initiatives; customer care; responding to parliamentary business; office management; initiating policy formulation and analysis on general administration; and coordination of college administrative activities.

**Key Result Areas**

- (i) Security of staff and facilities;
- (ii) Manage transport;
- (iii) Maintain buildings and equipment;
- (iv) Manage college resources and assets;
- (v) Compile speeches and briefs;
- (vi) Maintain institutional grounds;
- (vii) Compile administrative reports;
- (viii) Respond to parliamentary business;
- (ix) Initiate administrative policies;
- (x) Manage clerical functions in the college; and
- (xi) Prepare budgets and estimates for the department.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Deputy Administrative Manager or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Social Sciences or its equivalent from a recognized institution;
- (iii) Have a Masters' degree in any Social Sciences discipline from a recognized institution;
- (iv) Have attended a Strategic Leadership Development Programme from a recognized institution;
- (v) Have proficiency in Computer Applications; and
- (vi) Have demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into administrative policies and programmes.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- Punctuality;
- People & Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

**GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Information Communication Technology Officer III	M8
Information Communication Technology Officer II	M9
Information Communication Technology Officer I	M10

Senior Information Communication Technology Officer	M11
Chief Information Communication Technology Officer	M12
Principal Information Communication Technology Officer	M13
Information Communication Technology Manager	M14

**Note:**

*The grades of ICTO III/II, Scale M8/M9 for Diploma holders, ICTO II/I Scale M9/M10 for Higher diploma and degree holders ICTO I/Snr. Scale M10/M11 for Professional degree holders, will form a common establishment for the purpose of this Career Progression Guideline.*

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, SCALE M8**

#### **(a) Job Summary**

This will be the entry and training grade for this cadre. 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.

#### **Key Result Areas**

- (i) Write and test computer programmes;
- (ii) Implement computer programmes;
- (iii) Provide user support;
- (iv) Train users;
- (v) Repair and maintain ICT equipment;
- (vi) Monitor performance of ICT equipment; and
- (vii) Report any faults for further action.

#### **(b) Professional qualifications**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education mean grade C (plain) or its equivalent; and
- (ii) Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), Electrical/Electronics engineering or its equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, SCALE M9****(a) Job Summary**

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.

**Key Result Areas**

- (i) Analyze, design, code, test and implement computer programmes;
- (ii) Provide user support;
- (iii) Maintain support systems;
- (iv) Train end users;
- (v) Repair and maintain ICT equipment; and
- (vi) Receive, install, certify and configure ICT equipment.

**(b) Professional qualifications and experience****Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) Bachelors 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;

**OR**

A Higher Diploma in Computer Science/Information Communication Technology / Systems Administration or its equivalent qualification from a recognized institution.

### **Promotion**

For promotion to this grade, an officer must have:

- (i) Served in the grade of ICT officer III or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) Diploma in Computer Science/ ICT /Systems Administration or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **III. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, SCALE M10**

#### **(a) Job Summary**

Duties and responsibilities at this level 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.

### **Key Result Areas**

- (i) Writing and testing computer programmes;
- (ii) Develop and update application systems;
- (iii) Carry out systems analysis;
- (iv) Configure local area network (LAN) and wide area network (WAN);
- (v) Receive and dispatch all jobs into and out of the computer room;
- (vi) Implement the computer systems and providing user support;
- (vii) Care and safe custody of computers and related equipment;
- (viii) Write programmes for more complex applications and subroutines data entry;
- (ix) Write specifications for programmes;
- (x) Perform technical, systems and user documentation tasks;
- (xi) Process reports for facilitating revenue collection; and
- (xii) Conduct training for the users.

### **(b) Professional qualifications and experience**

#### **Direct Appointment**

For appointment to this grade, a candidate must have a Bachelor's degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering or equivalent qualification from a recognized institution.

#### **Promotion**

For appointment to this grade, an officer must have:

- (i) Served in the grade of ICT officer II or an equivalent position for a minimum period of three (3) years;
- (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;

**OR**

A Higher Diploma in Computer Science/ICT or its equivalent qualification from a recognized institution; and

- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to articulate, interpret and implement National and International Policies and Development goals;
- Organizational, conceptual and analytical, managerial and decisive skills;
- Creativity and innovation;
- Technical Problem solving; and
- Resource management skills.

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Policy formulation and implementation;
- Planning; and
- Coordination.

**IV. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, SCALE M11**

**(a) Job Summary**

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 feasibility studies.

**Key Result Areas**

- (i) Code and test computer programmes;
- (ii) Perform technical and systems documentation tasks on database maintenance;
- (iii) Develop systematic coding systems;
- (iv) Configure local area network (LAN) and wide area network (WAN);
- (v) Carry out systems analysis and design;
- (vi) Carry out programme specifications;
- (vii) Develop, implement and maintain systems projects;
- (viii) Supervise and compile overall systems documentation;
- (ix) Ensure adherence to systems documentation standards;
- (x) Design, schedule and manage training for users;



- (xi) Carry out programming and systems training for the ICT officers;
- (xii) Undertake feasibility studies.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Information Comm. Technology Officer I or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) A 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; and

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

**OR**

A Higher Diploma in Computer Science/ICT / Systems Administration or its equivalent qualification from a recognized institution; and

- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to articulate, interpret and implement National and International Policies and development goals;
- Organizational, conceptual and analytical, managerial and decisive skills;
- Creativity and innovation;
- Technical problem solving;
- Resource management skills;

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Policy formulation and implementation;
- Planning; and
- Coordination.

## **V. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, SCALE M12**

### **(a) Job Summary**

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.

### **Key Result Areas**

- (i) Systems development and implementation;
- (ii) Prepare progress reports on systems development;
- (iii) Configure local area network (LAN) and wide area network (WAN);
- (iv) Design, recommend and evaluate systems;
- (v) Implement, maintain and document systems standards;
- (vi) Prepare performance reports for ICT staff;
- (vii) Plan, monitor and evaluate program activities;
- (viii) Liaise with users for information processing; and
- (ix) Review and evaluate feasibility studies.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior ICT officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A 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; and  
A Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated considerable knowledge and competence in systems analysis and programme design.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to articulate, interpret and implement National and International Policies and development goals;
- Organizational, conceptual and analytical, managerial and decisive skills;
- Creativity and innovation;
- Technical Problem solving; and
- Resource management skills.

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Policy formulation and implementation;
- Planning; and
- Coordination.

**VI. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, SCALE M13****(a) Job Summary**

Duties and responsibilities at this level will involve: systems development, implementation and allocation; co-ordinating 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.

**Key Result Areas**

- (i) Systems development and implementation;
- (ii) Prepare progress reports of the systems development;
- (iii) Design, recommend and evaluate systems;
- (iv) Implement, maintain and document systems standards;
- (v) Prepare performance reports for ICT staff;
- (vi) Plan, monitor and evaluate program activities; and
- (vii) Review and evaluate feasibility studies.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief ICT officer or in a comparable position or in an equivalent and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics / Electrical Engineering from a recognized institution.

**OR**

A 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; and

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

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

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to articulate, interpret and implement National and International Policies and development goals;
- Organizational, conceptual and analytical, managerial and decisive skills;
- Creativity and innovation;
- Technical Problem solving; and
- Resource management skills.

**Core competences**

- People management;
- Financial management;
- Policy formulation and implementation;
- Planning; and
- Coordination.

**VII. INFORMATION COMMUNICATION TECHNOLOGY MANAGER, SCALE M14**

**(a) Job Summary**

This is the highest level for ICT personnel and will be responsible to Deputy Director (Finance and Administration). 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) for KMTC and constituent centres; co-ordinating systems development; evaluating systems and ensuring adherence to established ICT standards; training and preparing staff performance reports; planning, monitoring and evaluating ICT

programmes/activities within the college; 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.

### **Key Result Areas**

- (i) Evaluate systems and ensure adherence to established ICT standards,
- (ii) Train and prepare staff performance reports;
- (iii) Systems development and implementation;
- (iv) Prepare progress reports of the systems development;
- (v) Design, recommend and evaluate systems;
- (vi) Implement, maintain and document systems standards;
- (vii) Plan, monitor and evaluate program activities;
- (viii) Liaise with user management for information processing;
- (ix) Review and evaluate feasibility studies; and
- (x) Ensure adherence to Information Communication Technology standards.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal ICT officer or in a comparable position or in an equivalent and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in any of the following fields; Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution.

#### **OR**

Bachelors 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; and

A Higher Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution; and

- (iii) A Master's Degree in the relevant field from a recognized institution;
- (iv) Attended a Senior Management Course lasting not less than four (4) weeks; and
- (v) Demonstrated considerable knowledge and competence in systems analysis and programme design.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

### **Personal attributes**

- Ability to articulate, interpret and implement National and International Policies and Development goals;
- Organizational, conceptual and analytical, managerial and decisive skills;
- Creativity and innovation;
- Technical Problem solving; and
- Resource management skills.

**Core competences**

- People management;
- Financial management;
- Policy formulation and implementation;
- Planning; and
- Coordination.

**GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

**SECRETARIAL ASSISTANTS**

**APPENDIX 'A'**

**Designation**

Secretarial Assistant II

**Scale**

M7

Secretarial Assistant I	M8
Senior Secretarial Assistant	M9

## PERSONAL SECRETARIES

## APPENDIX 'B'

Designation	Scale
Personal Secretary III	M8
Personal Secretary II	M9
Personal Secretary I	M10
Snr. Personal Secretary	M11
Executive Secretary	M12
Snr. Executive Secretary	M13

## CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:

## SECRETARIAL ASSISTANTS

## APPENDIX 'A'

Present Designation	JG	New Designation	JG
Copy Typist II	M6	Secretarial Assistant II	M7
Copy Typist I / Shorthand Typist II	M7		
Snr. Copy Typist / Shorthand Typist I	M8	Secretarial Assistant I	M8
-----	M9	Senior Secretarial Assistant	M9

## PERSONAL SECRETARIES

## APPENDIX 'B'

Present Designation	JG	New Designation	JG
-----	-	Personal Secretary III	M8
Personal Secretary II	M9	Personal Secretary II	M9
Personal Secretary I	M10	Personal Secretary I	M10
Snr. Personal Secretary	M11	Snr. Personal Secretary	M11
Executive Secretary	M12	Executive Secretary	M12
Snr. Executive Secretary	M13	Snr. Executive Secretary	M13

### Note:

- The grades of Secretarial Assistant II/I/Snr. Scale M7/M8/M9 for Certificate holders, Personal Secretary III/II/I, Scale M8/9/10 for Diploma holders and Personal Secretary II/I, Scale M9/10 for degree holders will form a common establishment for the purpose of this Career Progression Guideline.
- The grade of Copy Typist II, scale M6 becomes obsolete and there shall be no further direct appointment at this level.
- Serving Secretarial Assistants who acquire qualifications for personal secretary cadre shall be considered for re-designation to the appropriate grade.

## JOB AND APPOINTMENT SPECIFICATIONS

**I. SECRETARIAL ASSISTANT II, SCALE M7****(a) Job Summary**

Work at this level will involve: typing; checking typewritten work for correctness and paper layout; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; undertaking routine secretarial office duties including filing and dispatch of mails as well as undertaking other secretarial duties that may be assigned. The officer may be required to work for more than one officer.

**Key Result Areas**

- (i) Typing;
- (ii) Check typewritten work for correctness and paper layout;
- (iii) Operate office equipment;
- (iv) Ensure security of office equipment, documents and records;
- (v) Attend to visitors/clients;
- (vi) Handle telephone calls and appointments; and
- (vii) Undertake routine secretarial office duties.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education mean grade D+ (plus) with at least C in English Language or its approved equivalent qualification from a recognized institution;
- (ii) Passed in the following subjects offered by Kenya National Examinations Council:
  - (a) Typewriting II (40 w.p.m)/Computerized Document Processing II;
  - (b) Office Practice I;
  - (c) Business English I/Communications I;
  - (d) Commerce I; and
- (iii) A certificate in computer applications from a recognized institution;

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills; and
- Ability to take instructions.



**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. SECRETARIAL ASSISTANT I, SCALE M8****(a) Job Summary**

Duties and responsibilities will include: typing; checking typewritten work for correctness and paper layout; operating office equipment; undertaking routine secretarial office duties including filing and dispatch of mails; attending to visitors/clients; handling telephone calls and appointments; ensuring security of office equipment, documents and records; and undertaking any other secretarial duties that may be assigned.

**Key Result Areas**

- (i) Typing;
- (ii) Check typewritten work for correctness and paper layout;
- (iii) Operate office equipment;
- (iv) Undertake routine secretarial office duties including filing and dispatch of mails;
- (v) Attend to visitors/clients;
- (vi) Handle telephone calls and appointment; and
- (vii) Ensure security of office equipment, documents and records.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Secretarial Assistant II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Passed in the following subjects offered by Kenya National Examinations Council: -
  - (a) Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II;
  - (b) Office Practice I;
  - (c) Business English II/Communications I;

- (d) Secretarial Duties II;
- (e) Commerce II; and
- (iii) A certificate in computer applications from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. SENIOR SECRETARIAL ASSISTANT, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will entail: typing from manuscripts; processing data; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking any other secretarial duties that may be assigned.

**Key Result Areas**

- (i) Typing;
- (ii) Process data;
- (iii) Operate office equipment;
- (iv) Ensure security of office equipment, documents and records;
- (v) Attend to visitors/clients; and
- (vi) Handle telephone calls and appointments.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Secretarial Assistant I or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Passed the following subjects from the Kenya National Examinations Council:
  - (a) Typewriting III (minimum 50 w.p.m)/Computerized Document processing III;
  - (b) Business English III /Communications II;
  - (c) Commerce II;
  - (d) Secretarial Duties II;
  - (e) Office management III/Office Administration and Management III; and
- (iii) A certificate in computer applications from a recognized Institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**I. PERSONAL SECRETARY III, SCALE M8****(a) Job Summary**

Duties and responsibilities at this level will entail: recording dictation in shorthand and transcribing it in typewritten form; processing data; managing e-office; ensuring security of office records, documents and equipment; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; and undertaking any other secretarial duties that may be assigned.

**Keys Result Areas**

- (i) Record dictation in shorthand and transcribe in typewritten form;
- (ii) Process data;
- (iii) Manage e-office;
- (iv) Ensure security of office records, documents and equipment;
- (v) Operate office equipment;
- (vi) Manage office protocol;
- (vii) Manage office petty cash; and
- (viii) Handle telephone calls and appointments;

**(b) Professional qualifications and experience****Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C in English Language;
- (ii) Passed the following subjects from Kenya National Examination Council:
  - (a) Typewriting III ( 50 w.p.m) /Computerized Document Processing III;
  - (b) Shorthand II ( 80 w.p.m);
  - (c) Business English II/ Communications I;
  - (d) Office Practice II;
  - (e) Secretarial Duties II;
  - (f) Commerce II; and
  - (g) Office Management III /Office Administration and Management III.

**OR**

- A Diploma/ Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized Institution;
- (iii) A certificate in Computer Applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. PERSONAL SECRETARY II, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will entail: recording dictation in Shorthand and transcribing it in typewritten form; typing from drafts; recording from dictation machines; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; performing general office tasks; management of the office; writing simple routine correspondence; taking charge of documents and files, including classified materials; receiving and attending to visitors; ensuring security of the office records, documents and equipment; undertaking any other secretarial duties that may be assigned and general office tasks. The officer will also supervise junior staff working under him/her.

**Key Result Areas**

- (i) Record dictation in shorthand and transcribe it in typewritten form;
- (ii) Typing;
- (iii) Operate office equipment;
- (iv) Manage office protocol;
- (v) Manage office petty cash;
- (vi) Handle telephone calls and appointments;
- (vii) Manage the office;
- (viii) Write simple routine correspondence;
- (ix) Take charge of documents and files, including classified materials;

- (x) Receive and attend to visitors; and
- (xi) Secure office records, documents and equipment.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) A Bachelor's Degree in Secretarial Studies, or Bachelor of Business and Office Management or its equivalent from a recognized institution; and
- (ii) A certificate in computer applications from a recognized institution.

**Promotion**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Personal Secretary III or Secretarial Assistant I or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Passed the following subjects offered by the Kenya National Examinations Council: -
  - (a) Typewriting III (minimum 50 w.p.m),/Computerized Document Processing III;
  - (b) Shorthand III (100 w.p.m.);
  - (c) Business English III/Communication II;
  - (d) Commerce II;
  - (e) Secretarial Duties II;
  - (f) Office management III /Office Administration and Management III;

**OR**

- A Diploma/ Higher Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualification from a recognized institution;
- (iii) A certificate in computer Applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. PERSONAL SECRETARY I, SCALE M10****(a) Job Summary**

Duties at this level will entail: recording dictation in shorthand and transcribing it in typewritten form; typing from drafts; recording from dictation machines; operating office equipment; performing general office tasks; writing simple routine correspondence; processing data; handling telephone calls and appointments; ensuring security of documents including classified materials; receiving and attending to visitors; and undertaking other secretarial duties as may be assigned.

**Key Result Areas**

- (i) Record dictation in shorthand and transcribe it in typewritten form;
- (ii) Type from drafts;
- (iii) Operate office equipment;
- (iv) Write simple routine correspondence;
- (v) Process data;
- (vi) Handle telephone calls and appointments;
- (vii) Ensure security of documents including classified materials; and
- (viii) Receive and attend to visitors.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Personal Secretary II or Senior Secretarial Assistant or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years.
- (ii) Passed in the following subjects offered by the Kenya National Examinations Council: -
  - (a) Typewriting III (minimum 50 w.p.m),/Computerized Document Processing III;
  - (b) Shorthand III (100 w.p.m.);
  - (c) Business English III/Communication II;
  - (d) Commerce II;
  - (e) Secretarial Duties II;

(f) Office management III /Office Administration and Management III;

**OR**

A Diploma/ Higher Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

A Bachelor's Degree in Secretarial Studies, or Bachelor of Business and Office Management or its equivalent from a recognized institution;

(iii) A certificate in computer Applications from a recognized institution; and

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

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and Innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication Skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

**IV. SENIOR PERSONAL SECRETARY, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will entail: recording dictation in shorthand and transcribing it in typewritten form; typing from drafts, manuscripts or recording from dictation machine; processing data; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence; and undertaking other secretarial duties that may be assigned.

**Key Result Areas**

- (i) Record dictation in shorthand and transcribe it in typewritten form;
- (ii) Type from drafts, manuscripts or record from dictation machine;



- (iii) Process data;
- (iv) Operate office equipment;
- (v) Attend to visitors/clients;
- (vi) Handle telephone calls and appointments;
- (vii) Ensure security of office records; equipment and documents, including classified materials; and
- (viii) Prepare responses to simple routine correspondence.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Personal Secretary I or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution;

**OR**

Passed the following subjects from the Kenya National Examinations Council:

- (a) Typewriting III (minimum 50 w.p.m.)/Computerized Document Processing III;
- (b) Shorthand III (110 w.p.m.);
- (c) Business English III/Communication II;
- (d) Commerce II;
- (e) Secretarial Duties II;
- (f) Office management III /Office Administration and Management III.

**OR**

A Diploma / Higher Diploma in Secretarial Studies from the Kenya National Examination Council or its equivalent from a recognized institution;

- (iii) A certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and Innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

**V. EXECUTIVE SECRETARY, SCALE M12****(a) Job Summary**

An officer at this level will be attached to the office of the Chief Executive or one of the senior offices in the institution and will perform secretarial duties. Work at this level will include: management of the office; supervision, deployment, training, inducting, counseling, mentoring and offering of professional advice to secretarial staff. The officer may also be called upon to assist in managing the secretarial function.

**Key Result Areas**

- (i) Manage the office;
- (ii) Supervise, train and offer professional advice to secretarial staff;
- (iii) Deploy, induct, counsel, and mentor secretarial staff; and
- (iv) Manage secretarial functions in the institution.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Personal Secretary or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution;

**OR**

Passed the following subjects from the Kenya National Examinations Council:

- (a) Typewriting III (minimum 50 w.p.m) / Computerized Document Processing III;
- (b) Shorthand III (120 w.p.m.);
- (c) Business English III/Communication II;
- (d) Commerce II;
- (e) Secretarial Duties II;
- (f) Office management III /Office Administration and Management III;

**OR**

A Diploma /Higher Diploma in Secretarial Studies from the Kenya National Examination Council or its equivalent from a recognized institution;

- (iii) A certificate in computer applications from a recognized institution; and

- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and Innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

**VI. SENIOR EXECUTIVE SECRETARY, SCALE M13**

**(a) Job Summary**

An officer at this level will head the secretarial services in the institution. Work at this level will entail: initiation and development of secretarial service policies, strategies and plans; assisting in secretarial performance management and deployment; performing secretarial duties; supervision, training and offering professional advice to secretarial staff; handling appointments; ensuring security of the office and drafting letters. The officer will play an effective role in media and office protocol; and security of office documents.

**Key Result Areas**

- (i) Initiate and develop secretarial service policies, strategies and plans;
- (ii) Secretarial performance management and deployment;
- (iii) Supervise, train and offer professional advice to secretarial staff;
- (iv) Handle appointments;
- (v) Ensure security of the office;
- (vi) Draft letters;
- (vii) Media and office protocol; and
- (viii) Security of office documents.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Executive Secretary or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in Secretarial Studies or a Bachelor of Business and Office Management or its equivalent qualifications from a recognized institution.

**OR**

Passed the following subjects from the Kenya National Examinations Council:

- (a) Typewriting III (minimum 50 w.p.m)/ Computerized Document Processing III;
- (b) Shorthand III (120 w.p.m.);
- (c) Business English III/ Communication II;
- (d) Commerce III;
- (e) Secretarial Duties II;
- (f) Office management III /Office Administration and Management III;

**OR**

A Diploma /Higher Diploma in Secretarial Studies from the Kenya National Examination Council or its equivalent from a recognized institution;

- (iii) A certificate in computer applications from a recognized institution;
- (iv) Attended a secretarial/senior management course lasting not less than four (4) weeks; and
- (v) Have demonstrated professional competence in management of secretarial services.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instruction;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting; and
- Administrative skills.

## CAREER PROGRESSION GUIDELINE FOR HOUSEKEEPERS / CATERESSES

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Assistant Housekeeper/Cateress	M7
Housekeeper/Cateress III	M8
Housekeeper/Cateress II	M9
Housekeeper/Cateress I	M10
Senior Housekeeper/Cateress	M11
Chief Housekeeper/Cateress	M12
Principal Housekeeper/Cateress	M13

#### **Note:**

*The grades of Assistant Housekeeper/Cateress and Housekeeper/Cateress III/II, Scales M7/8/9 for certificate holders, Housekeeper/Cateress III/II/I, Scales M8/9/10 for Diploma holders and Housekeeper/Cateress II/I, Scales M9/10 for Degree holders will form a common establishment for the purpose of this Career Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### **I. ASSISTANT HOUSEKEEPER/CATERESS, SCALE M7**

##### **(a) Job Summary**

Duties and responsibilities at this level will include: preparation of menus, their costing and food delivery; supervision of cleanliness of catering and hostel facilities; management of laundry; maintenance of linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory; ensuring general welfare of students and patrons; room allocation; and taking responsibility for receipt, storage and issue of foodstuff and sundries.

##### **Key Result Areas**

###### **Housekeeping Services**

- (i) Supervise cleanliness of hostel facilities;
- (ii) Manage laundry;
- (iii) Maintain linen, furniture, bedding and keep proper records of hostel stores/inventory;
- (iv) Ensure general welfare of students and patrons; and
- (v) Receive, store and issue sundries;

###### **Catering Services**

- (i) Prepare menus, their costing and food delivery;
- (ii) Supervise cleanliness of catering facilities;

- (iii) Maintain linen, furniture and keep proper records of catering and stores/inventory;
- (iv) Ensure general welfare of students and patrons; and
- (v) Receive, store and issue foodstuff.

**(b) Professional qualifications and experience**

**Direct Appointment**

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

- (i) A Kenya Certificate of Secondary Education mean grade C- (Minus) or its equivalent qualification from a recognized institution; and
- (ii) Successfully completed a two (2) year Certificate course in Institutional Management/Food Production/Hotel Management or its equivalent qualification from a recognized institution.

**Promotion**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Cook I or any other relevant and comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Successfully completed a two (2) year Certificate course in Institutional Management or its equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and

- Records management skills.

## **II. HOUSEKEEPER/CATERESS III, SCALE M8**

### **(a) Job Summary**

Duties and responsibilities at this level will entail: preparation of menus, their costing and food delivery; supervision of cleanliness of catering and hostel facilities; management of laundry facilities; maintenance of linen, furniture and beddings; keeping proper records of catering and hostel stores/inventory; receipt, storage and issue of foodstuffs and sundries; and supervising and training staff working under him/her. In addition, the officer will be responsible for the proper and efficient organisation and management of meal planning, food production, preparation and delivery.

### **Key Result Areas**

#### **Housekeeping Services**

- (i) Prepare menus, their costing and food delivery;
- (ii) Supervise cleanliness of catering and hostel facilities;
- (iii) Manage laundry;
- (iv) Maintain linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory;
- (v) looking into the general welfare of students and patrons;
- (vi) Take responsibility for receipt, storage and issue of foodstuffs and sundries; and
- (vii) Supervise and train staff working under him/her.

#### **Catering Services**

- (i) Prepare menus, their costing and food delivery;
- (ii) Supervise cleanliness of catering and hostel facilities;
- (iii) Manage laundry;
- (iv) Maintain linen, furniture, bedding and keeping proper records of catering and hostel stores/inventory;
- (v) Look into the general welfare of students and patrons;
- (vi) Take responsibility for receipt, storage and issue of foodstuffs and sundries; and
- (vii) Supervise and train staff working under him/her.

### **(c) Professional qualifications and experience**

#### **Direct appointment**

For direct appointment to this grade a candidate must have a Diploma in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution.

#### **Promotion**

For promotion to this grade, an officer must:

- (i) Have Served in the grade of Assistant Housekeeper/ Cateress for a minimum period of three (3) years; and
- (ii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good Organizational and supervisory skills

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**Note:**

*Senior Cooks who have served for at least three (3) years may be considered for appointment to this grade, provided they possess a two (2) year Certificate in Food Production/ hotel management or its equivalent from a recognized institution and have shown merit and ability as reflected in work performance.*

**III. HOUSEKEEPER/CATERESS II, SCALE M9**

**(a) Job Summary**

Work at this level will involve: ensuring efficient and proper organization and management of catering services; laundry management; maintenance of furniture and linen; control of stock and inventory; and overall supervision of catering and housekeeping services in the kitchens/ dining halls and the hostel(s) respectively.

**Key Result Areas**



**Housekeeping Services**

- (i) Laundry management;
- (ii) Maintain furniture and linen;
- (iii) Control of stock and inventory;
- (iv) Supervise housekeeping services.

**Catering Services**

- (i) Manage catering services;
- (ii) Maintain furniture and linen;
- (iii) Control of stock and inventory;
- (iv) Supervise catering services.

**(c) Professional qualifications and experience****Direct Appointment**

For direct appointment to this grade, a candidate must have a Bachelors degree in Home Economics or its equivalent qualification from a recognized institution.

**Promotion**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Housekeeper/Cateress III for a minimum period of three (3) years;
- (ii) Successfully completed a two (2) year Certificate course in Hotel Management / Institutional Management / Food production or its equivalent qualification from a recognized institution;

**OR**

A Diploma in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution.

- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;

- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

#### **IV. HOUSEKEEPER/CATERESS I, SCALE M10**

##### **(a) Job Summary**

Work at this level will involve: ensuring efficient and proper organization and management of catering services; laundry management; maintenance of furniture and linen; control of stock and inventory; and overall supervision of catering and housekeeping services in the kitchens/ dining halls and the hostel(s) respectively.

##### **Key Result Areas**

##### **Housekeeping Services**

- (i) Laundry management;
- (ii) Maintain furniture and linen;
- (iii) Control of stock and inventory; and
- (iv) Supervise housekeeping services.

##### **Catering Services**

- (i) Manage catering services;
- (ii) Maintain furniture and linen;
- (iii) Control of stock and inventory; and
- (iv) Supervise catering services.

##### **(b) Professional qualifications and experience**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Housekeeper/Cateress II for a minimum period of three (3) years; and
- (ii) A Bachelor's degree in Home Economics or its equivalent from a recognized institution.

**OR**

Successfully completed a two (2) year certificate course in Hotel Management / Institutional Management / Food production or its equivalent qualification from a recognized institution.

**OR**

A Diploma in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution.

- (iii) Demonstrated management capability and competence required in organizing work at this level.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**V. SENIOR HOUSEKEEPER/CATERESS, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will involve: ensuring efficient and proper organization and management of catering services; laundry management; maintenance of furniture and linen; control of stock and inventory; and overall supervision of catering and housekeeping services in the kitchens/dining halls and the hostel(s) respectively. In addition, the officer will direct the daily operations of food and/or hostel services; ensuring general welfare of students and/or patrons; direct, control and train staff working under him/her.

**Key Result Areas**

**Housekeeping Services**

- (i) Manage laundry;
- (ii) Maintain furniture and linen;
- (iii) Control stock and inventory;
- (iv) Supervise housekeeping services and staff;
- (v) Direct daily operations hostel services;
- (vi) Ensure general welfare of students and/or patrons;

- (vii) Direct, control and train staff working under him/her.

#### **Catering Services**

- (i) Organize and manage catering services;
- (ii) Maintain furniture and linen;
- (iii) Control stock and inventory;
- (iv) Supervise catering staff;
- (v) Ensure general welfare of students and/or patrons; and
- (vi) Direct, control and train staff working under him/her.

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Housekeeper/Cateress I or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Home Economics or its equivalent from a recognized institution;

#### **OR**

A Diploma in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution.

- (iii) Attended a Supervisory Development or Management Skills course;
- (iv) Demonstrated outstanding administrative capability in managing housekeeping/catering services in a large institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity
- Interpersonal skills;
- Analytical skills; and

- Records management skills.

## **VI. CHIEF HOUSEKEEPER/CATERESS, SCALE M12**

### **(a) Job Summary**

Duties and responsibilities at this level will involve: ensuring efficient and proper organization and management of catering services; laundry management; maintenance of furniture and linen; control of stock and inventory; ensure compliance with occupational safety and health requirements; maintenance of nutritional standards in menus; ensuring environmental safety; infection control; and overall supervision of catering and housekeeping services in the kitchens/dining halls and the hostel(s) respectively. In addition, the officer will direct the daily operations of food and/or hostel services; ensuring general welfare of students and/or patrons; direct, control and train staff working under him/her.

### **Key Result Areas**

#### **Housekeeping Services**

- (i) Manage laundry;
- (ii) Maintain furniture and linen;
- (iii) Ensure compliance with occupational safety and health requirements;
- (iv) Ensure environmental safety;
- (v) Ensure infection control;
- (vi) Control stock and inventory;
- (vii) Supervise housekeeping services;
- (viii) Supervise housekeeping staff;
- (ix) Direct daily operations hostel services;
- (x) Ensure general welfare of students and/or patrons;
- (xi) Direct, control and train staff working under him/her.

#### **Catering Services**

- (i) Organize and manage catering services;
- (ii) Maintain furniture and linen;
- (iii) Ensure compliance with occupational safety and health requirements;
- (iv) Ensure environmental safety;
- (v) Ensure infection control;
- (vi) Maintain nutritional standards in menus;
- (vii) Control stock and inventory;
- (viii) Supervise catering staff;
- (ix) Ensure general welfare of students and/or patrons; and
- (x) Direct, control and train staff working under him/her.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Housekeeper/Cateress or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Home Economics or its equivalent from a recognized institution.

**OR**

A Diploma in Hotel Management / Institutional Management / Food production or its equivalent from a recognized institution; and attended a Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;

- (iii) Demonstrated outstanding administrative capability in managing housekeeping/catering services in a large institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**VII. PRINCIPAL HOUSEKEEPER/CATERESS, SCALE M13**

**(a) Job Summary**

An officer at this level will be responsible to the Administrative Services Manager for the overall organization and management of the housekeeping and catering services in the College. Duties and responsibilities at this level will involve: ensuring efficient and proper organization and management of catering services; laundry management; maintenance of furniture and linen; control of stock and inventory; ensure compliance with occupational safety and health requirements; maintenance of nutritional standards in menus; ensuring environmental safety;

infection control; and overall supervision of catering and housekeeping services in the kitchens/dining halls and the hostel(s) respectively. In addition, the officer will direct the daily operations of food and/or hostel services; ensuring general welfare of students and/or patrons; direct, control and train staff working under him/her.

### **Key Result Areas**

#### **Housekeeping Services**

- (i) Manage laundry;
- (ii) Maintain furniture and linen;
- (iii) Ensure compliance with occupational safety and health requirements;
- (iv) Ensure environmental safety;
- (v) Ensure infection control;
- (vi) Control stock and inventory;
- (vii) Supervise housekeeping services;
- (viii) Supervise housekeeping staff;
- (ix) Direct daily operations hostel services;
- (x) Ensure general welfare of students and/or patrons; and
- (xi) Direct, control and train staff working under him/her.

#### **Catering Services**

- (i) Organize and manage catering services;
- (ii) Maintain furniture and linen;
- (iii) Ensure compliance with occupational safety and health requirements;
- (iv) Ensure environmental safety;
- (v) Ensure infection control;
- (vi) Maintain nutritional standards in menus;
- (vii) Control stock and inventory;
- (viii) Supervise catering staff;
- (ix) Ensure general welfare of students and/or patrons; and
- (x) Direct, control and train staff working under him/her.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Housekeeper/Cateress or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors Degree in Home Economics or its equivalent from a recognized institution;
- (iii) A Management course lasting not less than four (4) weeks from a recognized institution; and

- (iv) Demonstrated outstanding administrative capability in managing housekeeping/catering services in a large institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.



## CAREER PROGRESSION GUIDELINE FOR COOKS

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

Designation	Scale
Cook III	M4
Cook II	M5
Cook I	M6
Senior Cook	M7

**Note:**

*The grades of Cook III/II/I, Scales M4/M5/M6 will form a common establishment for the purpose of this Career Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### I. COOK III, SCALE M4

##### (a) Job Summary

An officer at this level will perform a variety of routine tasks including preparation and cooking of foods following standard practices and procedures. Duties and responsibilities will include: cutting and washing raw foods, using appropriate tools and equipment and doing the actual cooking of food; identification and reporting defects or problems concerning kitchen equipment, food supplies and other unusual conditions.

##### Key Result Areas

- (i) Cut and wash raw foods;
- (ii) Prepare and cook foods; and
- (iii) Identify and report defects or problems.

##### (b) Professional qualifications and experience

##### Direct Appointment

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education mean grade of D (plain); and
- (ii) Been certified to be medically fit by a medical practitioner from a recognized institution;

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Good work attitude and ability to follow instructions;
- Ability to communicate;
- Ability to get on well with a diverse workforce; and
- Good knowledge in the field of specialization.

**Core competences**

- Punctuality;
- Care for resources;
- Manual dexterity; and
- Carrying out instructions.

**Note:**

*Members of the Support staff deployed as Kitchen Attendants and have served for a period of three (3) years in the relevant grade may also be considered for appointment to this grade provided:*

- i) they are in possession of Kenya Certificate of Secondary Education (KCSE) mean grade of D- (Minus); and*
- ii) they have been certified to be medically fit by a medical practitioner from a recognized institution;*

**II. COOK II, SCALE M5****(a) Job Summary**

Work at this level involves preparation and cooking of a variety of food for meal service following standard practice and procedures; review of menus and assembling food supplies and equipment for daily food preparation; and setting up and preparing equipment for use in food preparation.

**Key Result Areas**

- (i) Prepare and cook food;
- (ii) Review menus;
- (iii) Set up and prepare equipment for use in food preparation.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Cook III, or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Attended at least one (1) month formal course in food production from a recognized institution; and
- (iii) Shown merit and ability in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Good knowledge in the field of specialization;
- Ability to communicate;
- Good work attitude and ability to follow instructions; and
- Ability to get on well with all types of people.

**Core competences**

- Punctuality;
- Care for resources;
- Manual dexterity; and
- Execution of instructions.

**III. COOK I, SCALE M6****(a) Job Summary**

An officer at this level will have thorough knowledge of cooking methods and procedures including cooking, baking, salad preparation and storage of foodstuff. Duties and responsibilities will include: evaluating food preparation and effecting/ recommending changes to improve operations; facilitating work flow in the kitchen and food distribution areas; curving, slicing or otherwise portioning cooked foods to ensure effective portion control and optimum utilization of foodstuff; reporting supply shortages or low stock levels; and detecting and reporting spoiled or unattractive food, defective supplies/equipment or other unusual conditions and recommending corrective action. The officer will also supervise and train all staff working under him/her.

**Key Result Areas**

- (i) Cook and bake;
- (ii) Prepare salads;
- (iii) Evaluate food preparation;
- (iv) Food distribution;
- (v) Curve and slice foodstuff;
- (vi) Portion cooked food;
- (vii) Detect and report defective supplies / equipment; and
- (viii) Train staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of cook II, or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Attended at least one (1) month formal course in Food Production from a recognized Institution; and
- (iii) Shown merit and ability in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Good knowledge in the field of specialization;
- Good work attitude and ability to follow instructions; and
- Ability to get on well with all types of people.

**Core competences**

- Punctuality;
- Care for resources;
- Manual dexterity; and
- Carrying out instructions.

**IV. SENIOR COOK, SCALE M7**

**(a) Job summary**

This is the highest level for this cadre. An officer at this level will be responsible to Cateress for efficient management of cooking services. Duties and responsibilities will include: assisting in developing and implementing procedures and methods for food production; maintaining standard recipes; ensuring proper care of kitchen equipment; and coordinating all vital processes involved in food preparation, cooking, placement and delivery of foodstuff; assisting the Cateress in the revision of menus/ dietary requirements, planning for food orders. In addition, the officer will be responsible for supervision, training and development of staff working in the kitchen.

**Key Result Areas**

- (i) Develop and implement procedures for food production;
- (ii) Maintain standard recipes;
- (iii) Proper care of kitchen equipment;
- (iv) Cook, place and deliver foodstuff;
- (v) Revise menus and dietary requirements;
- (vi) Plan food orders; and
- (vii) Supervise and train staff

**(b) Professional qualifications and experience**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Cook I, or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Attended at least one (1) month formal course in Food Production from a recognized institution; and
- (iii) Shown merit and ability in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Good organizational and supervisory skills;
- Good knowledge in the professional field of specialization; and
- Good communication skills.

**Core competences**

- Punctuality;
- Interpersonal skills;
- Manual dexterity; and
- Records management skills.

## CAREER PROGRESSION GUIDELINE FOR MAINTENANCE PERSONNEL (MECHANICAL, ELECTRICAL & BUILDINGS)

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

Designation	Scale
Maintenance Officer III	M8
Maintenance Officer II	M9
Maintenance Officer I	M10
Senior Maintenance Officer	M11
Chief Maintenance Officer	M12

### CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:

Present Designation	Scale	New Designation	Scale
Assistant Inspector	M8	Maintenance Officer III	M8
Inspector III	M9	Maintenance Officer II	M9
Inspector II	M10	Maintenance Officer I	M10
Inspector I	M11	Snr. Maintenance Officer	M11
Snr. Inspector	M12	Chief Maintenance Officer	M12

#### **Note:**

*The grades of Maintenance Officer III/II, Scale M8/M9 for Diploma Holders and Maintenance Officer II/I, Scale M9/M10 for Degree holders will form a common establishment for the purpose of this career progression guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### **I. MAINTENANCE OFFICER III, SCALE M8**

##### **(a) Job Summary**

This is the entry grade for this cadre. An officer at this level will be based at the constituent campuses and will assist in the repair and maintenance of facilities, buildings, grounds, equipment, motor vehicles and plant; preparing bills of quantities; installation and maintenance of electrical works.

##### **Key Result Areas**

- (i) Repair and maintain infrastructure;
- (ii) Maintain facilities, buildings, grounds, equipment, motor vehicles and plant; and

- (iii) Prepare bills of quantities; and
- (iv) Install and maintain electrical works.

**(b) Professional qualifications**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification;
- (ii) A Diploma in Mechanical, Automotive, Electrical / Electronics, Building or any other relevant fields of specialization from a recognized institution.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of field of specialization;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Carrying out instructions; and
- Interpersonal skills.

**II. MAINTENANCE OFFICER II, SCALE M9**

**(a) Job Summary**

An officer at this level will be in-charge of a section and will be responsible for the repair of buildings, equipment, motor vehicles and plant. Specific duties will include: inspection of buildings, equipment, motor vehicles and plant and verification of the required spare parts and materials; inspection and evaluation of buildings and construction works and motor vehicles; preparing bills of quantities; and installation and maintenance of electrical works.

**Key Result Areas**

- (i) Ensure efficient and effective repair of buildings;
- (ii) Maintain and repair equipment, motor vehicles and plant;
- (iii) Inspect buildings, equipment, motor vehicles and plant;

- (iv) Inspect and evaluate buildings and construction works and motor vehicles;
- (v) Prepare bills of quantities;
- (vi) Install and maintain electrical works; and
- (vii) Verify the required spare parts and materials.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) A Bachelor's Degree in the following fields: Mechanical, Electrical / Electronics, Building or its equivalent qualification from a recognized institution.

**Promotion**

For appointment to this grade an officer must have:

- (i) Served in the grade of Maintenance Officer III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Diploma in Mechanical, Automotive, Electrical / Electronics, Building or other relevant fields of specialization from a recognized institution; and
- (iii) Demonstrated merit and competence as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of field of specialization;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Carrying out instructions; and
- Interpersonal skills.



### **III. MAINTENANCE OFFICER I, SCALE M10**

#### **(a) Job Summary**

An officer at this level will be responsible for all kinds of maintenance and repair work. Duties and responsibilities will involve: repair and maintenance of plant and equipment. In addition, the officer will be required to inspect motor vehicles and plant; carry out valuation of facilities, buildings, equipment and motor vehicles; inspection and evaluation of buildings and construction works and motor vehicles; preparing bills of quantities; and installation and maintenance of electrical works.

#### **Key Result Areas**

- (i) Repair and maintain plant and equipment;
- (ii) Inspect motor vehicles and plant;
- (iii) Prepare bills of quantities;
- (iv) Inspect and evaluate buildings and construction works and motor vehicles;
- (v) Install and maintain electrical works; and
- (vi) Carry out valuation of facilities, buildings, equipment and motor vehicles.

#### **(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Maintenance Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in the following fields: Mechanical, Electrical, Building or its equivalent qualification from a recognized institution;

**OR**

A Diploma in Mechanical, Automotive, Electrical / Electronics, Building or other relevant fields of specialization from a recognized institution or other approved equivalent qualification; and

- (iii) Demonstrated merit and competence as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

#### **Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Interpersonal skills including being a team player;
- Good communication skills; and

- Professionalism and integrity.

#### **Core competences**

- Punctuality;
- Supervisory management;
- Oral and written communication skills;
- Target setting skills;
- Administrative skills;
- Team leadership; and
- Problem solving.

### **IV. SENIOR MAINTENANCE OFFICER, SCALE M11**

#### **(a) Job Summary**

An officer at this level will be deployed in a large and busy section. Duties and responsibilities will involve designing of drawings, specifications, and carrying out cost analysis of buildings, motor vehicles and plant. In addition, the officer will be involved in preparation and installation of mechanical equipment; costing and quality control; installation and maintenance of electrical works; work planning and programming; inspection and evaluation of buildings and construction works and motor vehicles; and supervision of staff.

#### **Key Result Areas**

- Design drawings;
- Carry out cost analysis of College assets;
- Prepare and install mechanical equipment;
- Costing and quality control;
- Install and maintain electrical works;
- Inspect and evaluate buildings and construction works and motor vehicles; and
- Supervise staff.

#### **(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- Served in the grade of Maintenance Officer I or comparable position in the Public Service or reputable private sector organization for a minimum period of three (3) years;
- A Bachelor's degree in the following fields: Mechanical, Automotive, Electrical / Electronics, Building or its equivalent qualification from a recognized institution;

**OR**

A Diploma in Mechanical, Automotive, Electrical / Electronics, Building or other relevant fields of specialization from a recognized institution or other approved equivalent qualification; and

- Demonstrated merit and competence as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Interpersonal skills including being a team player;
- Good communication skills; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory management;
- Oral and written communication skills;
- Target setting skills;
- Administrative skills;
- Team leadership; and
- Problem solving.

**V. CHIEF MAINTENANCE OFFICER, SCALE M12**

**(a) Job Summary**

This is the highest level of this cadre. Duties and responsibilities will involve: designing of drawings, specifications, and carrying out cost analysis of buildings, motor vehicles and plant. In addition, the officer will be involved in preparation and installation of mechanical equipment; costing and quality control; work planning and programming; installation and maintenance of electrical work; inspection and evaluation of buildings and construction works and motor vehicles; and supervision, training and development of staff.

**Key Result Areas**

- (i) Design drawings;
- (ii) Carry out cost analysis of College assets;
- (iii) Prepare and install mechanical equipment;
- (iv) Costing and quality control;
- (v) Install and maintain electrical works;
- (vi) Inspect and evaluate buildings and construction works and motor vehicles; and
- (vii) Supervise, train and develop staff.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Senior Maintenance Officer or comparable position in the Public Service or reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's degree in the following fields: Mechanical, Automotive, Electrical / Electronics, Building or its equivalent qualification from a recognized institution;

**OR**

A Diploma in Mechanical, Automotive, Electrical / Electronics, Building or other relevant fields of specialization from a recognized institution or other approved equivalent qualification; and

- (iii) Demonstrated merit and competence as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Interpersonal skills including being a team player;
- Good communication skills; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory management;
- Oral and written communication skills;
- Target setting skills;
- Administrative skills;
- Team leadership; and
- Problem solving.

## CAREER PROGRESSION GUIDELINE FOR ARTISANS

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Artisan III	M4
Artisan II	M5
Artisan I	M6
Senior Artisan	M7
Charge hand	M8
Senior Charge hand	M9

**Note:**

*The Grades of Artisan III/II/I, Scale M4/M5/M6 will form a common establishment for the purpose of this career progression guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### I. ARTISAN III, SCALE M4

##### (a) Job Summary

Duties and responsibilities at this level will entail: carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works. In addition, an officer will be required to perform basic repair and maintenance of facilities/equipment and be involved in the production of basic tools/equipment.

##### **Key Result Areas**

- (i) Carry out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- (ii) Maintain and repair facilities/equipment; and
- (iii) Produce basic tools/equipment.

##### (b) Professional qualifications and experience

For appointment into this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution;
- (ii) Passed the National Trade Test III certificate of the Directorate of Industrial Training or equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Integrity and commitment;
- Knowledge of the field of specialization;
- Ability to communicate; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Carrying out instructions;
- Interpersonal skills; and
- Multi-skilling skills.

**II. ARTISAN II, SCALE M5**

**(a) Job Summary**

Duties and responsibilities at this level will entail: carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works. In addition an officer will be required to perform basic repair and maintenance of facilities/equipment and be involved in the production of basic tools/equipment.

**Key Result Areas**

- (i) Carry out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- (ii) Maintain and repair facilities/equipment; and
- (iii) Produce basic tools/equipment.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must have:

- (i) Served in the grade of Artisan III or in a comparable position in the Public Service or reputable Private sector organization for a minimum period of three (3) years;
- (ii) Passed the National Trade Test II certificate of the Directorate of Industrial Training or equivalent qualification from a recognized institution;
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Integrity and commitment;
- Knowledge of the field of specialization;
- Ability to communicate;
- Interpersonal relations skills; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing skills;
- Punctuality;
- Care for resources;
- Manual dexterity; and
- Carrying out instructions.

**III. ARTISAN I, SCALE M6**

**(a) Job Summary**

Duties and responsibilities at this level will entail: carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works. In addition an officer will be required to perform basic repair and maintenance of facilities/equipment and be involved in the production of basic tools/equipment.

**Key Result Areas**

- (i) Carry out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- (ii) Maintain and repair facilities/equipment; and
- (iii) Produce basic tools/equipment.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must have:

- (i) Served in the grade of Artisan II or in a comparable position in the Public Service or reputable Private sector organization for a minimum period of three (3) years;
- (ii) Passed the National Trade Test II certificate of the Directorate of Industrial Training or equivalent qualification from a recognized institution.
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to support management and get on well with all types of people; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Carrying out instructions;
- Interpersonal skills; and
- Multi-skilling skills.

**IV. SENIOR ARTISAN, SCALE M7****(a) Job Summary**

Duties and responsibilities at this level will entail: carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works. In addition, an officer will be required to repair and maintain facilities/equipment and be involved in the production of basic tools/equipment. An officer at this level will be required to supervise and train staff working under him/ her.

**Key Result Areas**

- (i) Carry out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- (ii) Maintain and repair of facilities/equipment;
- (iii) Produce basic tools/equipment; and
- (iv) Supervise and train staff.

**(b) Professional qualifications and experience**

For appointment into this grade an officer must have:

- (i) Served in the grade of Artisan I or in a comparable position in the Public Service or reputable Private sector organization for a minimum period of three (3) years;
- (ii) Passed the National Trade Test I Certificate of the Directorate of Industrial Training or Final Certificate of Proficiency or Final Craft Certificate; or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.



In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good Organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**V. CHARGE HAND, SCALE M8**

**(a) Job Summary**

Duties and responsibilities at this level will entail: carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works. In addition, an officer will be required to repair and maintain facilities/equipment and be involved in the production of basic tools/equipment; plan and organize work; train and supervise staff and allocate duties and tasks to officers working under him/her.

**Key Result Areas**

- (i) Carry out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works;
- (ii) Maintain and repair of facilities/equipment;
- (iii) Make basic tools/equipment;
- (iv) Plan and organize work;
- (v) Train and supervise staff; and
- (vi) Allocate duties and tasks.

**(b) Professional qualifications and experience**

For appointment into this grade an officer must have:

- (i) Served in the grade of Senior Artisan or in a comparable position in the Public Service or reputable Private sector organization for a minimum period of three (3) years;
- (ii) Passed the National Trade Test I Certificate of the Directorate of Industrial Training or Final Certificate of Proficiency or Final Craft Certificate; or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**VI. SENIOR CHARGE HAND, SCALE M9**

**(a) Job Summary**

This will be the highest grade in this cadre. Duties and responsibilities will entail: carrying out mechanical, plumbing, electrical, masonry, carpentry, tailoring and building works. In addition, an officer at this level will oversee the repair and maintenance of facilities and equipment; coordinate work; training and supervision of staff.

**Key Result Areas**

- (i) Maintain and repair facilities/equipment;
- (ii) Carry out mechanical, plumbing, electrical, masonry, carpentry and building works;
- (iii) Oversee the repair and maintenance of facilities and equipment;
- (iv) Coordinate work; and

- (v) Training and supervision of staff.

**(b) Professional qualifications and experience**

For appointment into this grade an officer must have:

- (i) Served in the grade of Senior Charge Hand or in a comparable position in the Public Service or reputable Private sector organization for a minimum period of three (3) years;
- (ii) Passed the National Trade Test I Certificate of the Directorate of Industrial Training or Final Certificate of Proficiency or Final Craft Certificate; or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## CAREER PROGRESSION GUIDELINE FOR CLERICAL OFFICERS

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

Designation	Scale
Clerical Officer	M6
Higher Clerical Officer	M7
Senior Clerical Officer	M8
Chief Clerical Officer	M9

### CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:

Present Designation	Scale	New Designation	Scale
Clerical Officer	M5	Clerical Officer	M6
Higher Clerical Officer	M6	Higher Clerical Officer	M7
Senior Clerical Officer	M7	Senior Clerical Officer	M8
-	-	Chief Clerical Officer	M9

**Note:**

*The grades of Clerical Officer/Higher/Senior Clerical Officers, Scale M6/M7/M8 will form a common establishment for the purpose of this Career Progression Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### I. CLERICAL OFFICER, SCALE M6

##### (a) Job Summary

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. An officer at this level will be deployed in the HRM Unit, general registry, supplies, accounts office, or general office services. Duties and responsibilities will include: sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in human resource management; compiling and computation of financial or statistical records based on routine or special source of information; preparing payment vouchers; compiling data and drafting simple letters.

##### Key Result Areas

- (i) Prepare and check documents;
- (ii) Compile and compute financial or statistical data;

- (iii) Sort, file and dispatch letters;
- (iv) Maintain efficient filing system;
- (v) Process appointments, promotions, discipline, transfers
- (vi) Prepare payment vouchers;
- (vii) Compile data and draft simple letters; and
- (viii) Deal with correspondence.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must be in possession of:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent; and
- (ii) Proficiency in computer applications.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to support management and get on well with types of people; and
- Good work attitudes and ability to follow instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Multi- skilling skills.

**II. HIGHER CLERICAL OFFICER, SCALE M7**

**(a) Job Summary**

Duties and responsibilities at this level will entail: sorting out letters and filing them; dispatching letters and maintaining an efficient filing system; processing appointments, promotions, discipline cases, transfers and other related duties in human resource management; compiling and computation of financial or statistical records based on routine special sources of information; preparing payment vouchers; compiling data and drafting simple letters.

**Key Result Areas**

- (i) Prepare and check documents;
- (ii) Compile and compute financial or statistical data;
- (iii) Sort, file and dispatch letters;
- (iv) Maintain efficient filing system;
- (v) Process appointments, promotions, discipline, transfers
- (vi) Prepare payment vouchers;
- (vii) Compile data and draft simple letters; and
- (viii) Deal with correspondence.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Clerical Officer or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) Have passed proficiency examination for clerical officers;
- (iii) Be proficient in computer applications; and
- (iv) Have demonstrated merit and ability in work performance and results

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **III. SENIOR CLERICAL OFFICER, SCALE M8**

#### **(a) Job Summary**

An officer at this level will supervise and provide guidance to officers working under him/her. Duties and responsibilities will include: compiling and computing financial or statistical records from sources of data; verifying compiled statistical records for accuracy; processing of human resource statistics; preparation of indents; processing of pension documents; ensuring implementation of decisions by Committees responsible for Human Resource Management matters; preparation of agenda for meetings; maintenance of stores, records and equipment inventory; preparation of estimates of expenditure for general office services; assisting in expenditure on general office services; assisting in planning office accommodation and layout; preparation of estimates of records; processing of documents for issue of licenses or certificates under relevant Acts; preparation and maintenance of records and ensuring proper maintenance of filing systems.

#### **Key Result Areas**

- (i) Prepare and check documents;
- (ii) Compile and compute financial or statistical records from sources of data;
- (iii) Deal with correspondence;
- (iv) Prepare indents;
- (v) Process pension documents;
- (vi) Prepare agenda for meetings;
- (vii) Maintain stores, records and equipment inventory;
- (viii) Prepare estimates of expenditure for general office services; and
- (ix) Maintain proper filing system.

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Higher Clerical Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Passed Proficiency Examination for Clerical Officers;
- (iii) Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- (iv) An Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, presentation and Databsase; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. CHIEF CLERICAL OFFICER, SCALE M9**

**(a) Job Summary**

This is the highest grade in the cadre. Duties and responsibilities will involve: coordinating clerical work in a section; inducting new Clerical Officers, and supervising and guiding clerical staff; compiling and computing financial or statistical records from sources of data; verifying compiled statistical records for accuracy; preparation of advertisement indents; processing of pension documents; ensuring implementation of decisions by relevant committees; preparation of agenda for meetings; maintenance of stores, records and equipment inventory; preparation of estimates of expenditure; assisting in the preparation of the general office services expenditure; assisting in planning office accommodation and layout; preparation of estimates of records; processing of documents for issue of licenses or certificates under relevant Acts; preparation and maintenance of records and ensuring proper maintenance of filing system.

**(b) Key Result Areas**

- (i) Coordinate clerical work in a section;
- (ii) Induct new Clerical Officers;
- (iii) Supervise and guide clerical staff;
- (iv) Compile and compute financial or statistical records from sources of data;
- (v) Verify compiled statistical records for accuracy;
- (vi) Prepare advertisement indents;
- (vii) Process pension documents;



- (viii) Implement decisions by relevant committees;
- (ix) Prepare agenda for meetings;
- (x) Maintain stores, records and equipment inventory;
- (xi) Prepare estimates of expenditure and records;
- (xii) Prepare the general office services expenditure;
- (xiii) Plan office accommodation and layout;
- (xiv) Process documents for issue of licenses or certificates under relevant Acts;
- (xv) Prepare and maintain records and ensure proper maintenance of filing system.

**(c) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Clerical Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts and Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- (iii) An ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## CAREER PROGRESSION GUIDELINE FOR RECEPTION PERSONNEL

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

#### RECEPTION ASSISTANTS

#### APPENDIX 'A'

Designation	Scale
Reception Assistant II	M5
Reception Assistant I	M6
Receptionist III	M7
Receptionist II	M8
Receptionist I	M9
Senior Receptionist	M10

#### RECEPTION OFFICERS

#### APPENDIX 'B'

Designation	Scale
Reception Officer III	M9
Reception Officer II	M10
Reception Officer I	M11

#### **Note:**

*The grades of Reception Assistant II/I/Receptionist III, Scale M5/6/7 for Certificate holders; Reception III/II/I Scale M7/8/9 for Professional Certificate holders; Receptionist II/I/Snr. Scale M8/9/10 for Diploma holders and Reception Officer III/II Scale M9/M10 for Degree holders will form a common establishment for the purpose of this career progression guidelines.*

#### RECEPTION ASSISTANTS

#### APPENDIX 'A'

#### **I. RECEPTION ASSISTANT II, SCALE M5**

##### **(a) Job Summary**

This is the entry and training grade for this cadre. An officer at this level will undergo an induction course on the reception function which should include basic knowledge in the firefighting equipment. The officer will work under a senior officer and will be required to direct and guide visitors; issue visitors passes; and maintain good public relations in the college.

##### **Key Result Areas**

- (i) Direct and guide visitors;
- (ii) Issue visitors passes; and
- (iii) Maintain good public relations in offices.

**(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Be in possession of the Kenya Certificate of Secondary Education Mean grade D+(Plus) or its equivalent qualification with at least a C- in English or Kiswahili; and
- (ii) Be proficient in Computer Applications

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good communication skills;
- Good knowledge in the professional field of specialization; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Care for resources; and
- Interpersonal skills.

**II. RECEPTION ASSISTANT I, SCALE M6**

**(a) Job Summary**

Work at this level entail maintaining good public relations in college offices; directing visitors; organizing sitting arrangements during college functions; and providing any relevant information as may be required.

**Key Result Areas**

- (i) Direct visitors;
- (ii) Organize sitting arrangements during college functions;

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Reception Assistant II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Sufficient knowledge of security procedures and be conversant with officers in offices within their area of operation;
- (iii) Be proficient in Computer Applications; and
- (iv) Demonstrated merit and ability in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good communication skills;
- Good knowledge in the professional field of specialization; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Care for resources; and
- Interpersonal skills.

**III. RECEPTIONIST III, SCALE M7**

**(a) Job Summary**

Duties and responsibilities at this level will involve maintaining good public relations in college offices; directing visitors; organizing sitting arrangements during college functions; and providing any relevant information as may be required; coordination of reception activities; and supervision, training and development of reception staff.

**Key Result Areas**

- (i) Direct visitors;
- (ii) Organize sitting arrangements during college functions;
- (iii) Provide relevant information as may be required;
- (iv) Coordinate reception activities; and
- (v) Supervise, train and develop staff.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of KCSE Mean grade C- (minus) or its equivalent qualification with at least a C- in English or Kiswahili;
- (ii) Be in possession of a Certificate in Public Relations/Hospitality Management or its equivalent qualification from a recognized institution

## **Promotion**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Reception Assistant I or in a comparable and relevant position in the Public Service or in a reputable private section for a minimum period of three (3) years;
- (ii) Have attended a one (1) month Reception/Telephone Operator Course from a recognized institution;
- (iii) Be proficient in Computer Applications; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

### **Personal attributes**

- Good communication skills;
- Good knowledge in the professional field of specialization; and
- Ability to take instructions.

### **Core competences**

- Punctuality;
- Care for resources; and
- Interpersonal skills.

## **IV. RECEPTIONIST II, SCALE M8**

### **(a) Job Summary**

An officer at this level will be in charge of a college where duties and responsibilities will involve coordination of all reception activities in the college; supervision of Reception Assistants working under him/ her; and receiving and ushering Guests during College functions; directing visitors; organizing sitting arrangements during college functions; providing relevant information as may be required; coordinating reception activities; and supervising, training and development of staff.

### **Key Result Areas**

- (i) Coordinate all reception activities in the College;
- (ii) Supervise Reception Assistants working under him / her;
- (iii) Receive and usher guests during College functions; and
- (iv) Direct visitors;
- (v) Organize sitting arrangements during college functions;
- (vi) Provide relevant information as may be required;
- (vii) Coordinate reception activities; and
- (viii) Supervise, train and develop staff.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of a Diploma in Public Relations/Hospitality Management or its equivalent qualification from a recognized institution; and
- (ii) Have good communication skills.

**Promotion**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Receptionist III or in a comparable and relevant position in a Public Service or in a reputable private sector organization for at least three (3) years;
- (ii) Be in possession of a Certificate in Public Relations/Hospitality Management or its equivalent from a recognized institution;
- (iii) Have attended a course in Customer Care and Effective Receptionist from a recognized institution lasting for not less than one (1) month;
- (iv) Be proficient in Computer Applications; and
- (v) Have demonstrated professional competence in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good communication skills;
- Good knowledge in the professional field of specialization; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Care for resources; and
- Interpersonal skills.

**V. RECEPTIONIST I, SCALE M9**

**(a) Job Summary**

An officer at this level will coordinate reception activities. Duties and responsibilities will involve: supervision and guidance of Reception Assistants working under him/her; receiving and ushering College guests during official functions; directing visitors; organizing sitting arrangements during college functions; providing relevant information as may be required; coordinating reception activities; and supervising, training and development of staff.

**Key Result Areas**

- (i) Supervise and guide Reception Assistants working under him/her;
- (ii) Receive and usher College guests during College functions;
- (iii) Direct visitors;
- (iv) Organize sitting arrangements during college functions;
- (v) Provide relevant information as may be required;
- (vi) Coordinate reception activities; and
- (vii) Supervise, train and develop staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Receptionist II, or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Diploma in Public Relations/Hospitality Management or its equivalent from a recognized institution;

**OR**

Be in possession of a relevant Certificate in Public Relations/Hospitality Management or its equivalent from a recognized institution;

- (iii) Have attended a Supervisory management course;
- (iv) Be proficient in Computer Applications; and
- (v) Have demonstrated professional competence and administrative ability in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the profession field of specialization;
- Good communication skills; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Care for resources;
- Interpersonal skills; and
- Team playing skills.

**VI. SENIOR RECEPTIONIST, SCALE M10**

**(a) Job Summary**

Duties and responsibilities will involve: supervision and guidance of Reception Assistants working under him/her; liaison with the caretaker or other senior officers in matters of VIPs, reception and security in the building; receiving and ushering guests during college functions and liaising with the desk officer; directing visitors; organizing sitting arrangements during college functions; providing relevant information as may be required; coordinating reception activities; and supervising, training and development of staff.

**Key Result Areas**

- (i) Supervise and guide Reception Assistants working under him/her;
- (ii) Receive and usher College guests during College functions;
- (iii) Direct visitors;
- (iv) Organize sitting arrangements during college functions;
- (v) Provide relevant information as may be required;
- (vi) Coordinate reception activities; and
- (vii) Supervise, train and develop staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Receptionist I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Diploma in Public Relations/Hospitality Management or its equivalent from a recognized institution;

**OR**

Be in possession of a relevant Certificate in Public Relations/Hospitality Management or its equivalent from a recognized institution;

- (iii) Have attended a Supervisory management Course; and
- (iv) Have demonstrated professional competence and administrative ability in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the profession field of specialization;
- Good communication skills; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;



- Care for resources;
- Interpersonal skills; and
- Team playing skills.

## RECEPTION OFFICERS

## APPENDIX 'B'

### I. RECEPTION OFFICER III, SCALE M9

#### (a) Job Summary

This is the entry and training grade for this cadre. The officer will undergo an induction course in the reception function. Work at this level will entail: assisting the preparation and up-dating of college guest list and receiving guests during official College celebrations and functions. The officer may also be assigned any other relevant duties from time to time.

#### Key Result Areas

- (i) Prepare and up-date College's guest list; and
- (ii) Receive guests during College official celebrations and functions.

#### (b) Professional qualifications and experience

##### Direct Appointment

For appointment to this grade, a candidate must be in possession of a Bachelor's degree in any of the Social Sciences from a recognized institution.

##### Promotion

For appointment to this grade, an officer must:

- (i) Have served in the grade of Receptionist II, or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Diploma in Public Relations/Hospitality Management or its equivalent from a recognized institution;
- (iii) Be proficient in Computer Applications; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

##### Personal attributes

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and

- Resources management.

#### **Core competences**

- Punctuality;
- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

## **II. RECEPTION OFFICER II, SCALE M10**

### **(a) Job Summary**

Duties and responsibilities at this level will entail: assisting in preparing and updating College guest list and receiving guests during official College celebrations and functions; organizing sitting arrangements during college functions; providing relevant information as may be required; coordinating reception activities; and supervising, training and development of staff. The officer will also supervise and develop reception staff under his/her schedule.

#### **Key Result Areas**

- Prepare and update College's guest list;
- Receive guests during College official celebrations and functions;
- Organize sitting arrangements during college functions;
- Provide relevant information as may be required;
- Coordinate reception activities;
- Supervise, train and develop staff; and
- Supervise and develop reception staff under his/her schedule.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- Have served in the grade of Reception Officer III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- Be in possession of a Bachelor's degree in any of the Social Sciences from a recognized institution;

**OR**

- Be in possession of a Diploma in Public Relations/Hospitality Management or its equivalent from a recognized institution;
- Have attended a Supervisory management course;
  - Be proficient in Computer Applications; and

- (v) Have demonstrated professional competence in work performance and results at this level.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, Analytical, Managerial and decision making abilities;
- Creativity and innovation;
- Technical Problem solving; and
- Resources management.

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

**III. RECEPTION OFFICER I, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will entail: maintenance of an up-to-date College's guest list during College official celebrations and functions, assisting in the preparation of sitting arrangements and ushering visitors; organizing sitting arrangements during college functions; providing relevant information as may be required; coordinating reception activities; and supervising, training and development of staff.

**Key Result Areas**

- (i) Maintain an up-to-date College's guest list;
- (ii) Prepare sitting arrangements and usher visitors;
- (iii) Handle all matters relating to reception work and supervision;
- (iv) Organize sitting arrangements during college functions;
- (v) Provide relevant information as may be required;
- (vi) Coordinate reception activities;
- (vii) Supervise, train and develop staff; and
- (viii) Supervise and develop reception staff under his/her schedule.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Reception Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Bachelor's degree in any of the Social Sciences from a recognized institution;

**OR**

Be in possession of a Diploma in Public Relations/Hospitality Management or its equivalent from a recognized institution;

- (iii) Have attended a Supervisory management course lasting not less than two (2) weeks from a recognized institution;
- (iv) Be proficient in computer applications; and
- (v) Have demonstrated professional competence in work performance and results at this level.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to articulate and implement organizational mandate;
- Organizational, analytical, managerial and decision making abilities;
- Creativity and innovation;
- Technical problem solving; and
- Resources management.

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Supervisory and managerial skills;
- Policy implementation skills;
- Planning; and
- Coordination.

## CAREER PROGRESSION GUIDELINE FOR TELEPHONE OPERATORS

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

Designation	Scale
Telephone Operator II	M5
Telephone Operator I	M6
Senior Telephone Operator	M7
Telephone Supervisor III	M8
Telephone Supervisor II	M9
Telephone Supervisor I	M10
Senior Telephone supervisor	M11

#### **Note:**

*The grades of Telephone Operator II/I/Snr., Scale M5/6/7 for Certificate holders, Snr. Telephone Operator/Telephone Supervisor III/ II, Scale M7/8/9 for Professional Certificate holders, Telephone Supervisor III/ II/I, Scale M8/9/10 for Diploma holders and Telephone Supervisor II/I, Scale M9/10 for Degree holders will form a common establishment for the purpose of this Career Progression Guidelines.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### **I. TELEPHONE OPERATOR II, SCALE M5**

##### **(a) Job Summary**

This will be the entry and training grade in this cadre. On appointment, an officer will be trained on the job and will perform telephone operating duties on the switchboard; clerical work and routine testing of switch board facilities under the supervision of a more experienced officer.

##### **Key Result Areas**

- (i) Perform telephone operating duties on the switch board;
- (ii) Carry out Clerical work; and
- (iii) Routine testing of switch board facilities.

##### **(b) Professional qualifications and experience**

For appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education Mean Grade D+(plus) or its recognized equivalent qualification from a recognized institution;
- (ii) Be proficient in Computer applications; and
- (iii) Possess good oral and written communication skills in both English and Kiswahili.

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to communicate;
- Integrity and commitment; and
- Good attitude and ability to follow instructions.

**Core competences**

- Punctuality;
- Interpersonal skills; and
- Multi- skilling skills.

**II. TELEPHONE OPERATOR I, SCALE M6**

**(a) Job summary**

Duties and responsibilities at this level will involve: telephone operations; clerical work and routine testing of switchboard equipment; billing of officers; maintaining records of official and private calls.

**Key Result Areas**

- (i) Telephone operating duties;
- (ii) Clerical duties;
- (iii) Test switchboard equipment;
- (iv) Bill officers; and
- (v) Maintain records for both official and private calls.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Telephone Operator II or in a comparable and relevant position in the Public Service and a reputable private sector organization for a minimum period of three (3) years;
- (ii) Passed the Occupational examination for Telephone Operators;
- (iii) Good oral and written communication skills in both English and Kiswahili;
- (iv) Proficiency in Computer applications; and
- (v) Demonstrated merit and ability as reflected in work performance and results

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good communication skills;
- Good knowledge in the professional field of specialization;
- Ability to take instructions; and
- Integrity and commitment.

**Core competences**

- Punctuality;
- Care for resources; and
- Interpersonal skills.

**III. SENIOR TELEPHONE OPERATOR, SCALE M7****(a) Job summary**

Duties and responsibilities at this level will involve: telephone operations; testing of the switchboard facilities. In addition, the officer will assist in allocation of duties to telephone officers; and preparation of shift roster.

**Key Result Areas**

- (i) Telephone operations;
- (ii) Test switchboard facilities;
- (iii) Allocate duties to telephone officers; and
- (iv) Prepare shift roster.

**(b) Professional qualifications and experience****Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education mean grade C- (minus) or its recognized equivalent qualification from a recognized institution; and
- (ii) A Certificate in telecommunication operation management or its equivalent qualification from a recognized institution.

**Promotion**

For appointment to this grade an officer must have:

- (i) Served in the grade of Telephone Operator I or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) Passed occupational examination for telephone operators;
- (iii) Good oral and written communication skills in both English and Kiswahili;

- (iv) Proficiency in computer applications; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to communicate;
- Integrity and commitment; and
- Good knowledge in the field of specialization.

**Core competences**

- Punctuality;
- Care for resources; and
- Interpersonal skills.

**IV. TELEPHONE SUPERVISOR III, SCALE M8**

**(a) Job summary**

An officer at this level will be in-charge of a medium size telephone exchange of three to four (3-4) switchboard positions with an approximate capacity of sixty (60) exchange lines and approximately three hundred (300) extension lines. Duties and responsibilities will involve: supervision and direction of work at the switchboard; management of records; assessment and distribution of workload; and preparation of duty/annual leave rosters. The officer will also liaise with maintenance engineers on maintenance of telephone exchange.

**Key Result Areas**

- (i) Supervise and direct work at the switchboard;
- (ii) Ensure proper management of records;
- (iii) Assess and distribute work load;
- (iv) Prepare duty/ annual leave roster; and
- (v) Liaise with maintenance engineers on maintenance of telephone exchange.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education mean grade C or its recognized equivalent from a recognized institution; and
- (ii) A Diploma in telecommunication operation management or its equivalent qualification from a recognized institution;



## **Promotion**

For Promotion to this grade, an officer must:

- (i) Have served in the grade of Senior Telephone Operator, or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have passed a four (4) months Certificate course for Telephone Operators from a recognized institutions;
- (iii) Possess good oral and written communication skills in both English and Kiswahili;
- (iv) Be proficient in computer applications; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

### **Personal attributes**

- Good knowledge in the professional field of specialization;
- Good communication skills; and
- Good organization and supervisory skills.

### **Core competences**

- Punctuality;
- Care for resources;
- Records management skills; and
- Interpersonal skills.

## **V. TELEPHONE SUPERVISOR II, SCALE M9**

### **(a) Job summary**

Duties and responsibilities will include: supervision of all telephone operation work in the exchange; liaise with engineers on matters related to maintenance of telephone exchange; studying and collecting traffic data for determining adequacy of telephone facilities and staffing levels; and training and development of staff working under him/her.

### **Key Result Areas**

- (i) Supervise telephone operations work in the exchange;
- (ii) Liaise with engineers on matters related to maintenance of telephone exchange;
- (iii) Study and collect traffic data;
- (iv) Determine adequacy of telephone facilities and staffing levels; and
- (v) Train and develop staff.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of a Bachelor degree in Telecommunication Technology or its equivalent from a recognized institution;
- (ii) Be proficient in computer applications; and
- (iii) Possess good oral and written communication skills in both English and Kiswahili.

**Promotion**

For appointment to this grade an officer must have:

- (i) Served in the grade of Telephone Supervisor III, or in a comparable and relevant position for a minimum period of three (3) years in the Public Service or a reputable Private sector organization;
- (ii) A Diploma in telecommunication operation management or its equivalent qualification from a recognized institution;
- (iii) Attended an Advanced Supervisory management course or Instructor Training Course; and
- (iv) Good oral and written communication skills in both English and Kiswahili.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the profession field of specialization;
- Good communication skills; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Care for resources;
- Interpersonal skills; and
- Team playing skills.

**VI. TELEPHONE SUPERVISOR I, SCALE M10**

**(a) Job summary**

Duties and responsibilities at this level will include: supervision of all telephone operations work in the exchange. The officer will also liaise with the engineers on matters related to maintenance of telephone exchanges; studying and collecting traffic data for determining adequacy of telephone facilities and staffing levels.

**Key result Areas**

- (i) Supervise telephone operations work in the exchange;
- (ii) Liaise with engineers on matters related to maintenance of telephone exchange;
- (iii) Study and collect traffic data; and
- (iv) Determine adequacy of telephone facilities and staffing levels.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Telephone Supervisor II, or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in Telecommunication Technology or its equivalent qualification from a recognized institution;

**OR**

- A Diploma in Telecommunication Operation Management or its equivalent from a recognized institution;
- (iii) Attended an Advanced Supervisory Management course or Instructor Training Course;
- (iv) Attended and passed an instructor's training course for telephone supervisors lasting not less than four (4) months from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Possess good oral and written communication skills in both English and Kiswahili; and
- (vii) Demonstrated merit and ability in the Management of telephone services.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the profession field of specialization;
- Good communication skills; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Analytical skills;
- Care for resources;
- Interpersonal skills; and
- Team playing skills.

## **VII. SENIOR TELEPHONE SUPERVISOR, SCALE M11**

### **(a) Job summary**

An officer at this level will be the overall in charge of the main switchboard and will report to the Chief Executive Officer. Duties and responsibilities will include: supervision of telephone operation work in the exchange; liaise with engineers on matters related to maintenance of telephone exchange; reconciling telephone utility bills for maintenance of accurate records; studying and collecting traffic data for determining adequacy of telephone facilities and staffing levels; coordinating the procurement and issuance of calling cards as per existing regulations; developing work plans for telephone operation services; and development and mentoring of staff.

### **Key Result Areas**

- (i) Supervise telephone operation work in the exchange;
- (ii) Maintain telephone exchange;
- (iii) Reconcile telephone utility bills;
- (iv) Study and collect traffic data;
- (v) Determine adequacy of telephone facilities and staffing levels;
- (vi) Coordinate procurement and issuance of calling cards;
- (vii) Develop work plans; and
- (viii) Develop and mentor staff.

### **(b) Professional qualifications and experience**

For appointment to this grade an officer must have:

- (i) Served in the grade of Telephone Supervisor I, or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelors degree in Telecommunication Technology or equivalent qualification from a recognized institution;

**OR**

- A Diploma in telecommunication operation management or its equivalent qualification from a recognized institution;
- (iii) Attended an Advanced Supervisory management course or Instructor Training Course;
- (iv) Attended and passed an instructor's training course for telephone supervisors lasting not less than four (4) months from a recognized institution;
- (v) Proficiency in Computer Applications;
- (vi) Possess good oral and written communication skills in both English and Kiswahili; and
- (vii) Demonstrated merit and ability in the Management of telephone services.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the profession field of specialization;
- Good communication skills; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Care for resources;
- Interpersonal skills; and
- Team playing skills.

## CAREER PROGRESSION GUIDELINES FOR RECORDS MANAGEMENT PERSONNEL

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

#### RECORDS MANAGEMENT ASSISTANTS

#### APPENDIX 'A'

Designation	Scale
Records Management Assistant III	M7
Records Management Assistant II	M8
Records Management Assistant I	M9
Senior Records Management Assistant	M10

#### RECORDS MANAGEMENT OFFICERS

#### APPENDIX 'B'

Designation	Scale
Records Management Officer III	M8
Records Management Officer II	M9
Records Management Officer I	M10
Senior Records Management Officer	M11
Chief Records Management Officer	M12

#### Note:

- i) *The grades of Records Management Assistant III/II, Scale M7/M8 for Certificate holders, Records Management Officer III/II, Scale M8/M9 for diploma holders and Records Management Officer II/I, Scale M9/M10 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*
- ii) *Clerical Officers who have served for a minimum period of three (3) years in the relevant grade and are in possession of a Certificate in any of the following fields: Records/Information Management, Information/Library Science or any other equivalent qualification from a recognized institution may be considered for re-designation to the Records Management Assistants' cadre.*

#### RECORDS MANAGEMENT ASSISTANTS

#### APPENDIX 'A'

##### I. RECORDS MANAGEMENT ASSISTANT III, SCALE M7

##### (a) Job Summary

An officer at this level will be deployed in a college registry and will work under supervision of a more senior officer. Duties and responsibilities will include: receiving, sorting, opening, filing, minuting and distribution of mail; dispatching of mail; storage and maintenance of personnel / general files and records.

##### Key Result Areas

- (i) Receive, sort, open, file and minute mail;

- (ii) Distribute mail;
- (iii) Dispatch mail; and
- (iv) Safe custody of files.

**(b) Professional qualifications and experience**

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

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification from a recognized institution; and
- (ii) A Certificate in any of the following: Records/Information Management, Information /Library Science or equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

**II. RECORDS MANAGEMENT ASSISTANT II, SCALE M8**

**(a) Job Summary**

An officer at this level will be deployed in a college registry and will work under supervision of a more senior officer. Duties and responsibilities will include: receiving, sorting, opening, filing, minuting and distribution of mail; dispatching of mail; storage and maintenance of personnel / general files and records.

**Key Result Areas**

- (i) Receive, sort, open, file and minute mail;
- (ii) Distribute mail;
- (iii) Dispatch mail; and
- (iv) Safe custody of files.

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Records Management Assistant III or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Certificate in any of the following: Records/Information Management, Information /Library Science or equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

**III. RECORDS MANAGEMENT ASSISTANT I, SCALE M9**

**(a) Job Summary**

Work at this level will entail: ensuring that letters are appropriately filed and marked to action officers; controlling and opening of files and updating file index; ensuring security of information/files in the registry; up-dating and maintaining up-to-date file movement records; and ensuring the general cleanliness of the registry. The officer will guide and supervise staff working under him or her.

**Key Result Areas**

- (i) Ensure letters are appropriately filed and marked;
- (ii) Control and open files and updating file index;
- (iii) Ensure security of information / files in the registry;
- (iv) Up-date and maintain up-to-date file movement records; and
- (v) Ensure the general cleanliness of the registry.



**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Records Management Assistant II or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- (ii) A Certificate in any of the following: Records/Information Management, Information /Library Science or equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and Integrity.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Budget setting;
- Policy implementation skills;
- Execute of instructions;
- Interpersonal skills;
- Oral and written skills; and
- Records management.

**IV. SENIOR RECORDS MANAGEMENT ASSISTANT, SCALE M10**

**(a) Job Summary**

Duties and responsibilities will entail: ensuring that letters are appropriately filed and marked to action officers; controlling and opening of files and updating file index; ensuring security of information/files in the registry; up-dating and maintaining up-to-date file movement records; preparing disposal schedules and disposing dead files in line with the existing regulations; ensuring proper handling of documents, pending correspondence and bring-ups; maintaining related registers; implementing and maintaining records management information system; and

ensuring the general cleanliness of the registry. The officer will guide and supervise staff working under him or her.

### **Key Result Areas**

- (i) Ensure that letters are appropriately filed and marked to action officers;
- (ii) Control and open files and updating file index;
- (iii) Ensure security of information / files in the registry;
- (iv) Prepare disposal schedules;
- (v) Dispose dead files in line with the existing regulations;
- (vi) Ensure proper handling of documents, pending correspondence and bring-ups;
- (vii) Maintain related registers;
- (viii) Implement and maintain records management information system;
- (ix) Up-date and maintain up-to-date file movement records; and
- (x) Ensure the general cleanliness of the registry.

### **(b) Professional qualifications and experience**

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

- (i) Served in the grade of Records Management Assistant I or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- (ii) A Certificate in any of the following: Records/Information Management, Information /Library Science or equivalent qualification from a recognized institution;
- (iii) A Diploma in Records/ Information Management, Information /Library Science or equivalent qualifications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

#### **Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and Integrity.

#### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Budget setting;

- Policy implementation skills;
- Execution of instructions;
- Interpersonal skills;
- Oral and written skills; and
- Records management.

## RECORDS MANAGEMENT OFFICERS

## APPENDIX 'B'

### I. RECORDS MANAGEMENT OFFICER III, SCALE M8

#### (a) Job Summary

Duties and responsibilities at this level will include: receiving, sorting, opening, filing, minuting and distribution of mail; dispatching of mails; storage and maintenance of personnel / general files and records, files and records disposal; preparing disposal schedules and disposing dead files in line with the existing regulations; ensuring proper handling of documents, pending correspondence and bring-ups; maintaining related registers; implementing and maintaining records management information system;

#### Key Result Areas

- (i) Receive, sort, open, file and minute mail;
- (ii) Distribute mail;
- (iii) Dispatch mail;
- (iv) Safe custody of files;
- (v) Files and records disposal;
- (vi) Prepare disposal schedules;
- (vii) Dispose dead files in line with the existing regulations;
- (viii) Ensure proper handling of documents, pending correspondence and bring-ups;
- (ix) Maintain related registers; and
- (x) Implement and maintain records management information system.

#### (b) Professional qualifications

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

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualifications from a recognized institution; and
- (ii) A Diploma in Records/ Information Management, Information /Library Science or equivalent qualifications from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Execute of instructions;
- Interpersonal skills; and
- Records management.

**Note:**

*Records Management Assistants / Clerical officers who have served for a minimum period of three (3) years in the relevant grade and are in possession of a Diploma in any of the following: Records/Information Management, Information/Library Science or any equivalent qualifications from a recognized institution may be considered for re-designation to the Records Management Officers' cadre.*

**II. RECORDS MANAGEMENT OFFICER II, SCALE M9****(a) Job Summary**

Duties and responsibilities will include: ensuring security of files and documents; renewing file covers; 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 line with the existing regulations; ensuring proper handling of documents, pending correspondence and bring-ups; maintaining related registers; implementing and maintaining records management information system.

**Key Result Areas**

- (i) Ensure security of files and documents;
- (ii) Renew file covers;
- (iii) Handle pending correspondence and bring-ups;
- (iv) Receive, dispatch letters and maintain related registers;
- (v) Prepare disposal schedules and dispose dead files.
- (vi) Maintain related registers; and
- (vii) Implement and maintain records management information system.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must be in possession of a Bachelor's Degree in Information Science/Records Management or any of the Social Sciences from a recognized institution.

**Promotion**

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

- (i) Served in the grade of Records Management Officer III or in a comparable and relevant position in the Public Service for a minimum of three (3) years;
- (ii) A Diploma in Records/ Information Management, Information /Library Science or equivalent qualifications from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

**III. RECORDS MANAGEMENT OFFICER I, SCALE M10****(a) Job Summary**

Duties and responsibilities at this level will entail: ensuring that letters are appropriately filed and marked to action officers; controlling and opening of files and updating file index; ensuring security of information/files in the registry; up-dating and maintaining up-to-date file movement records; and ascertaining the general cleanliness of the registry. The officer will guide, supervise and develop staff working under him or her.

**Key Result Areas**

- (i) Ensure that letters are appropriately filed and marked to action officers;
- (ii) Control, open and update files and files index;
- (iii) Ensure security of information / files in the registry;
- (iv) Up-date and maintain up-to-date file movement records;
- (v) Ascertain the general cleanliness of the registry; and
- (vi) Guide, supervise and develop staff.

**(b) Professional qualifications and experience**

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

- (i) Served in the grade of Records Management Officer II or in a relevant and comparable position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Information Science/Records Management or any of the Social Sciences from a recognized institution;

**OR**

- A Diploma in any of the following: Records/Information Management, Information / Library Science or equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and Integrity.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Budget setting;
- Policy implementation skills;
- Interpersonal skills;
- Oral and written skills; and
- Records management.

#### **IV. SENIOR RECORDS MANAGEMENT OFFICER, SCALE M11**

##### **(a) Job Summary**

Duties and responsibilities at this level will include: ensuring that file covers are well maintained and documents are carefully handled; pending correspondence and bring ups are checked and appropriate action taken; 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 National Archives and Documentation Services; ensure security of information, documents, files and office equipment; and supervise, guide and develop staff working under him/her.

##### **Key Result Areas**

- (i) Maintain file covers;
- (ii) Handle pending correspondence and bring ups;
- (iii) Receive, sort, open and dispatch mail and maintain related registers;
- (iv) Initiate, appraise and dispose files/documents in liaison with National Archives and Documentation Services;
- (v) Ensure security of information, documents, files and office equipment; and
- (vi) Supervise, guide and develop staff.

##### **(b) Professional qualifications and experience**

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

- (i) Served in the grade of Records Management Officer I or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Information Science/Records Management or any of the Social Sciences from a recognized institution;

**OR**

- A Diploma in any of the following: Records/Information Management, Information / Library Science or equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

##### **Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation;

- Ability to take instructions; and
- Professionalism and Integrity.

#### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Budget setting;
- Policy implementation skills;
- Interpersonal skills;
- Oral and written skills; and
- Records management.

### **V. CHIEF RECORDS MANAGEMENT OFFICER, SCALE M12**

#### **(a) Job Summary**

An officer at this level will be responsible for efficient management of registry services. Duties and responsibilities will include: supervision of various registries; development of policies, plans and strategies for the records management function; design and implement appropriate records management information systems and procedures; planning appropriate office accommodation for registries; preparation and submission of budget estimates for the registries; initiating appraisal and disposal of files, documents, and other records in registries. In addition, the officer will be responsible for supervision, guidance and development of staff working under him/her.

#### **Key Result Areas**

- (i) Supervise various registries;
- (ii) Develop policies, plans and strategies for the records management function;
- (iii) Design and implement appropriate records management information systems and procedures;
- (iv) Plan appropriate office accommodation for registries;
- (v) Prepare and submit budget estimates for the registries;
- (vi) Initiate appraisal and disposal of files, documents, and other records in registries; and
- (vii) Supervise, guide and develop staff.

#### **(b) Professional qualifications and experience**

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

- (i) Served in the grade of Senior Records Management Officer or in a relevant and comparable position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Information Science/Records Management or any of the Social Sciences from a recognized institution;



**OR**

A Diploma in any of the following: Records/Information Management, Information/Library Science or equivalent qualification and Attended a Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iii) Demonstrated professional competence and administrative ability in handling records management work.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and Integrity.

**Core competences**

- Punctuality;
- Supervisory and managerial skills;
- Budget setting;
- Policy implementation skills;
- Administrative skills;
- Interpersonal skills; and
- Oral and written communication skills.

## **CAREER PROGRESSION GUIDELINE FOR DRIVERS**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Driver III	M4
Driver II	M5
Driver I	M6
Senior Driver III	M7
Senior Driver II	M8
Senior Driver I	M9
Chief Driver	M10
Principal Driver	M11

### **CONVERSION TO THE NEW GRADING STRUCTURE**

Serving officers will convert and adopt as appropriate to the new designations and grading structure as follows:

<b>Present Designation</b>	<b>JG</b>	<b>New Designation</b>	<b>JG</b>
Driver III	M4	Driver III	M4
Driver II	M5	Driver II	M5
Driver I	M6	Driver I	M6
Senior Driver III	M7	Senior Driver III	M7
Senior Driver II	M8	Senior Driver II	M8
Principal Driver	M9	Senior Driver I	M9
Transport Officer	M10	Chief Driver	M10
Senior Transport Officer	M11	Principal Driver	M11

**Note:**

- (i) *The posts of Driver III/II/I/Snr. Driver/III/II/I, Scale M4/5/6/7/8/9 will form a common establishment for the purpose of this Career Guideline.*
- (ii) *A Practical Test for Drivers will be conducted by the College before re-designation or recruitment of officers into this cadre.*

### **JOB AND APPOINTMENT SPECIFICATIONS**

#### **I. DRIVER III, SCALE M4**

**(a) Job Summary**

This is the entry grade into 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.

**Key Result Areas**

- (i) Detect common mechanical faults;
- (ii) Maintain the vehicle;
- (iii) Carry out minor repairs including oiling and greasing;
- (iv) Maintain work ticket for vehicles assigned; and
- (v) Ensuring safety.

**(b) Professional qualifications and experience**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognized institution;
- (ii) A 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) A valid Certificate of Good Conduct from the Kenya Police; and
- (vii) At least two (2) years driving experience.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to get on well with types of people;
- Good work attitudes; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Multi- skilling skills.

## **II. DRIVER II, SCALE M5**

### **(a) Job Summary**

Duties and responsibilities at this level will involved 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.

#### **Key Result Areas**

- (i) Detect common mechanical faults;
- (ii) Maintain the vehicle;
- (iii) Carry out minor repairs including oiling and greasing;
- (iv) Maintain work ticket for vehicle assigned; and
- (v) Ensure safety of the vehicle on and off the road.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Driver III or in a comparable position in the Public Service or in a reputable private sector organization 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) Accident free record or incase 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) A valid certificate of good conduct from the Kenya Police; and
- (vii) Demonstrated merit and ability in driving and simple maintenance of vehicles.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to support management and get on well with types of people;
- Good work attitude; and
- Ability to follow instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Multi- skilling skills.

**III. DRIVER I, SCALE M6****(a) Job Summary**

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.

**Key Result Areas**

- (i) Carry out minor mechanical repairs;
- (ii) Recognize and report abnormal operations of the vehicle;
- (iii) Security of the vehicle on and off the road;
- (iv) Safety of passengers and /or goods therein;
- (v) Maintain cleanliness of the assigned vehicles.
- (vi) Carry out minor repairs including oiling and greasing;
- (vii) Detect and report malfunctioning of vehicle systems; and
- (viii) Maintain work tickets.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Driver II or in a comparable position in the Public Service or in a reputable private sector organization 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) Demonstrated merit and ability in driving and maintenance of vehicles;
- (v) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (vi) A valid Certificate of Good Conduct from the Kenya Police; and
- (vii) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to support management and get on well with types of people; and
- Good work attitudes; and
- Ability to follow instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Multi- skilling skills.

**IV. SENIOR DRIVER III, SCALE M7**

**(a) Job summary**

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.

**Key Result Areas**

- (i) Drive a motor-vehicle as authorized;

- (ii) Carry out minor mechanical repairs;
- (iii) Recognize and report abnormal operations of the vehicle;
- (iv) Security of the vehicle on and off the road;
- (v) Safety of passengers and /or goods therein;
- (vi) Maintain cleanliness of the assigned vehicles;
- (vii) Detect and report malfunctioning of vehicle systems;
- (viii) Carry out minor repairs including oiling and greasing; and
- (ix) Maintain work tickets.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Driver I or in a comparable position in the Public Service or in a reputable private sector organization 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 I;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) A 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.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;

- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **V. SENIOR DRIVER II, SCALE M8**

### **(a) Job Summary**

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.

#### **Key Result Areas**

- (i) Carry out minor mechanical repairs;
- (ii) Recognize and report abnormal operations of the vehicle;
- (iii) Security of the vehicle on and off the road;
- (iv) Safety of passengers and /or goods therein;
- (i) Maintain cleanliness of the assigned vehicles;
- (ii) Detect and report malfunctioning of vehicle systems;
- (iii) Carry out minor repairs including oiling and greasing; and
- (iv) Maintain work tickets.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Driver III or in a comparable position in the Public Service or in a reputable private sector organization 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 I;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) A 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.



In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**VI. SENIOR DRIVER I, SCALE M9**

**(a) Job Summary**

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.

**Key Result Areas**

- (i) Carry out minor mechanical repairs;
- (ii) Recognize and report abnormal operations of the vehicle;
- (iii) Security of the vehicle on and off the road;
- (iv) Safety of passengers and /or goods therein;
- (v) Maintain cleanliness of the assigned vehicles;
- (vi) Detect and report malfunctioning of vehicle systems;
- (vii) Carry out minor repairs including oiling and greasing; and
- (viii) Maintain work tickets.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Driver II or in a comparable position in the Public Service or in a reputable private sector organization 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 I;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) A 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.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**VII. CHIEF DRIVER, SCALE M10**

**(a) Job Summary**

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.

### **Key Result Areas**

- (i) Carry out minor mechanical repairs;
- (ii) Recognize and report abnormal operations of the vehicle;
- (iii) Security of the vehicle on and off the road;
- (iv) Safety of passengers and /or goods therein;
- (v) Maintain cleanliness of the assigned vehicles;
- (vi) Detect and report malfunctioning of vehicle systems;
- (vii) Carry out minor repairs including oiling and greasing; and
- (viii) Maintain work tickets.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Driver I or in a comparable position in the Public Service or in a reputable private sector organization 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 I;
- (iv) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- (v) A 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.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

### **Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and

- Good organizational and supervisory skills.

#### **Core competences**

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **VIII. PRINCIPAL DRIVER SCALE, M11**

#### **(a) Job Summary**

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.

#### **Key Result Areas**

- Carry 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;
- Maintain cleanliness of the assigned vehicles;
- Detect and report malfunctioning of vehicle systems; and
- Maintain work tickets.

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must have:

- Served in the grade of Chief Driver or in a comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- Passed the Occupational Trade Test Grade I;
- A refresher course for drivers lasting not less than one (1) week within every three (3) years from a recognized institution;

- (v) A 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.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **CAREER PROGRESSION GUIDELINE FOR SECURITY STAFF**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows:-

## SECURITY WARDENS

## APPENDIX 'A'

Designation	Scale
Security Warden III	M4
Security Warden II	M5
Security Warden I	M6
Senior Security Warden	M7

## SECURITY OFFICERS

## APPENDIX 'B'

Designation	Scale
Assistant Security Officer	M8
Security Officer II	M9
Security Officer I	M10
Senior Security Officer	M11
Chief Security Officer	M12

### **Note:**

- i) The grades of Security Warden III/II/I, Scale M4/M5/M6, Security Warden II/I/Snr., Scale M5/M6/M7, Snr. Security Warden/ Assistant Security Officer /Security Officer II, Scale M7/M8/M9, for Professional Certificate holders and Assistant Security Officer / Security Officer II/I, Scale M8/M9/M10 for Diploma holders, will form a common establishment for the purpose of this Career Progression Guideline.
- ii) The grades of Security Officer II/I, Scale M9/10 for Degree holders, will form a common establishment for the purpose of this Career Progression Guideline.

## SECURITY WARDENS

## APPENDIX 'A'

### JOB AND APPOINTMENT SPECIFICATIONS

#### I. SECURITY WARDEN III, SCALE M4

##### (a) Job Summary

This will be the entry and training grade for this cadre. Work 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.

##### **Key Result Areas**

- (i) Guard and patrol duties;
- (ii) Maintain security registers and occurrence books;
- (iii) Vet visitors and direct them accordingly;
- (iv) Guide staff and visitors to their designated parking bays;

- (v) Ascertain the validity of goods leaving the College premises and installations; and
- (vi) Report suspected offenders.

**(b) Professional qualifications**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification from a recognized institution; and
- (ii) A certificate of Good Conduct from the Kenya Police.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Positive work attitude.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

**Note:**

*Subordinate staff deployed as watchmen may be appointed to this grade provided they have served in Scale M3 for a minimum period of three (3) years and demonstrated merit and ability as reflected in work performance and results.*

**II. SECURITY WARDEN II, SCALE M5**

**(a) Job Summary**

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.

### **Key Result Areas**

- (i) Guard and patrol;
- (ii) Maintain security registers and occurrence books;
- (iii) Vet visitors and direct them accordingly;
- (iv) Guide staff and visitors to their designated parking bays;
- (v) Ascertain the validity of goods leaving the College premises and installations; and
- (vi) Report suspected offenders;

## **(b) Professional qualifications and experience**

### **Direct Appointment**

For Direct appointment to this grade, a candidate must:

- (i) Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent qualification;
- (ii) Have a certificate of Good Conduct from the Kenya Police; and
- (iii) Have a relevant vocational training course.

### **Promotion**

For promotion to this grade, an officer must:

- (i) Served in the grade of Security Warden III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a certificate of Good conduct from the Kenya Police;
- (iii) Have 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.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

### **Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to get on well with a diverse work force;



- Good communication skills; and
- Positive work attitude.

#### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

### **III. SECURITY WARDEN I, SCALE M6**

#### **(a) Job Summary**

Work 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.

#### **Key Result Areas**

- (i) Guard and patrol;
- (ii) Maintain security registers and occurrence books;
- (iii) Vet visitors and direct them accordingly;
- (iv) Guide staff and visitors to their designated parking bays;
- (v) Ascertain the validity of goods leaving the College premises and installations;
- (vi) Report suspected offenders;
- (vii) Supervise the work of Security Wardens in programmes; and
- (viii) Ensure that existing regulations / procedures are complied with.

#### **(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Security Warden II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Certificate of Good Conduct from the Kenya Police;
- (iii) Be in possession of a valid Basic First Aid Certificate and have proven experience in First Aid; and
- (iv) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Positive work attitude.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Ability to execute instructions;
- Interpersonal skills; and
- Records management.

#### **IV. SENIOR SECURITY WARDEN, SCALE M7**

**(a) Job Summary**

Duties and responsibilities 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.

**Key Result Areas**

- (i) Supervise wardens in a shift;
- (ii) Maintain security registers and occurrence books;

- (iii) Keep and maintain records of crimes and incidents;
- (iv) Custody and disposal of lost and found articles;
- (v) Inspect and assess threats; and
- (vi) Conduct surveillance.

**(b) Professional qualifications and experience**

**Direct Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification;
- (ii) Have a Certificate in a security related course lasting not less than six (6) months from a recognized institution;
- (iii) Be in possession of a Certificate of Good conduct.

**Promotion**

For appointment to this grade an officer must:

- (i) Have served in the grade of Security Warden I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Certificate of Good Conduct from the Kenya Police;
- (iii) Be in possession of a valid Basic First Aid Certificate and have proven experience in First Aid; and
- (iv) Have demonstrated high degree of discipline and team spirit as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Good knowledge in the field of specialization;
- Ability to communicate;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Positive work attitude.

**Core competences**

- Punctuality;

- Team playing skills;
- Accuracy;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

## SECURITY OFFICERS

## APPENDIX 'B'

### I. ASSISTANT SECURITY OFFICER, SCALE M8

#### (a) Job Summary

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.

#### Key Result Areas

- (i) Coordinate shifts;
- (ii) Investigate activities;
- (iii) Make staff and security appraisal reports;
- (iv) Design security documents and related information;
- (v) Administer emergency operations;
- (vi) Report and control unauthorized persons and vehicles; and
- (vii) Prevent and inspect crimes.

#### (b) Professional qualifications and experience

##### Direct Appointment

For appointment to this grade, a candidate must:

- (i) Have served in the Disciplined Service in the rank of Senior Sergeant or an equivalent rank; and
- (ii) Have a clean record of discharge from the relevant disciplined service;

#### OR

Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and

Have a Diploma in any Social Sciences or in a security related course from a recognized institution;

- (iii) Be in possession of a Certificate of Good conduct.

## **Promotion**

For promotion to this grade, an officer must have:

- (i) Served in the grade of Senior Security Warden or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Attended an Advanced Supervisory Course; and
- (iii) Demonstrated merit and ability in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

### **Personal attributes**

- Good knowledge in the field of specialization;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. SECURITY OFFICER II, SCALE M9**

### **(a) Job Summary**

An officer at this level will assist the Chief Security Officer in the management of security services in the College 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.

### **Key Result Areas**

- (i) Security and discipline;
- (ii) Train and develop security staff;
- (iii) Security inspections;

- (iv) Detect and prevent crimes;
- (v) Crowd control;
- (vi) Detention of unauthorized persons and vehicles;
- (vii) Design security documents and related information;
- (viii) Administer emergency operations; and
- (ix) Prevent and detect crimes.

**(b) Professional qualifications and experience**

**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 Assistant Security officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) A 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) A certificate of Good Conduct from the Kenya Police;
- (v) A 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

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the field of specialization;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. SECURITY OFFICER I, SCALE M10****(a) Job Summary**

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.

**Key Result Areas**

- (i) Maintain records of acts of unlawful interference, crime and incidences;
- (ii) Update emergency procedures and contingency;
- (iii) Organize seminars for security staff;
- (iv) Plan and design security documents for security office use; and
- (v) Train and staff development.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Security Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (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) A certificate of Good Conduct from the Kenya Police;

- (iv) A 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 fledged security section in a large organization.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the field of specialization;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR SECURITY OFFICER, SCALE M11**

**(a) Job Summary**

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.

**Key Result Areas**

- (i) Plan, organize, administer and co-ordinate security matters;
- (ii) Update emergency procedures and contingency planning;
- (iii) Maintain crimes and incidents records and charts;



- (iv) Conduct security surveys and inspections;
- (v) Prepare periodic returns on operational matters;
- (vi) Plan and design security documents;
- (vii) Liaise with relevant security agencies;
- (viii) Carry out investigations and prosecutions;
- (ix) Profile crime cases; and
- (x) Train and develop staff.

**(b) Professional qualifications and experience**

For appointment in this grade, an officer must:-

- (i) Have served in the grade of Security Officer I or in a comparable and relevant position in the Public Service or in a reputable private sector organization 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.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the field of specialization;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Care for resources;

- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **V. CHIEF SECURITY OFFICER, SCALE M12**

### **(a) Job Summary**

An officer at this level will be responsible to the Director for the efficient management and administration of Security Services in the College. 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.

#### **Key Result Areas**

- (i) Undertake risk and disaster management;
- (ii) Deploy, train and develop security personnel;
- (iii) Initiate, develop, review and implement security policies in the college;
- (iv) Coordinate emergency procedures and contingency planning;
- (v) Maintain records and charts of crimes and incidents;
- (vi) Oversee security surveys and inspections;
- (vii) Prepare periodic returns on operational matters;
- (viii) Plan and design security documents e.g. passes, registers;
- (ix) Liaise with relevant security agencies through security meetings and attend management meetings;
- (x) Coordinate investigations and prosecutions;
- (xi) Profile crime cases; and
- (xii) Train and develop staff.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Senior Security Officer or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in any Social Science from a recognized institution;

**OR**

Have a 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) Have undergone six (6) weeks approved security course at Criminal Investigation Department (CID) Training Institution;
- (iv) Have a First Aid Certificate Course;
- (v) Have a Certificate in computer knowledge; and
- (vi) Have demonstrated professional competence and administrative capability in security matters;

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Good knowledge in the field of specialization;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Manual dexterity;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**X**

**GRADING STRUCTURE**

These guidelines cover all categories of the Support / Cleaning staff, who include messengers, cleaners, kitchen attendants and gardeners.

Officers in this Career Progression Guideline will be graded and designated as follows:

<b>Designation</b>	<b>Scale</b>
Support Staff III / Sanitary Cleaner III	M1
Support Staff II / Sanitary Cleaner II	M2
Support Staff I / Cleaner I	M3
Cleaning Supervisor III / Snr. Support Staff / Snr. Sanitary Cleaner	M4
Cleaning Supervisor IIB / Support Staff Supervisor	M5
Cleaning Supervisor IIA	M6
Cleaning Supervisor I	M7
Senior Support Staff Supervisor	M8

## **CONVERSION TO THE NEW GRADING STRUCTURE**

Officers will adopt and convert as appropriate to the new designations and grading structure as follows:

<b>Present Designation</b>	<b>JG</b>	<b>New Designation</b>	<b>JG</b>
Kitchen Attendant Boiler Attendant Grounds-man Auxiliary Staff III	M1	Support Staff III / Sanitary Cleaner III	M1
Auxiliary Staff II	M2	Support Staff II / Sanitary Cleaner II	M2
Auxiliary Staff I	M3	Support Staff I / Cleaner I	M3
Auxiliary Supervisor III	M4	Cleaning Supervisor III / Snr. Support Staff / Snr. Sanitary Cleaner	M4
Auxiliary Supervisor II	M5	Cleaning Supervisor IIB / Support Staff Supervisor	M5
Auxiliary Supervisor I	M6	Cleaning Supervisor IIA	M6
Senior Auxiliary Supervisor I	M7	Cleaning Supervisor I	M7
-	-	Senior Support Staff Supervisor	M8

***Note:** The posts of Support Staff/ Cleaning Staff, Scales M1 to M7 will form a common establishment for the purpose of this Career Progression Guideline.*

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. SUPPORT STAFF III/ SANITARY CLEANER III, SCALE M1**

#### **(a) Job Summary**

This is the entry grade into the Support staff cadre. An officer at this level will perform general routine work as may be assigned by the supervisor in an area of deployment. The officer will work under close supervision and subject to close check by a supervisor.

**Key Result Areas**

Perform general routine work.

**(b) Professional qualifications**

For appointment to this grade, a candidate must have a Kenya Certificate of Secondary Education mean grade D- (minus).

In addition to the above requirements, a candidate must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Ability to support management and get on well with all types of people;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to communicate; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal communication skills; and
- Multi-skilling skills.

**II. SUPPORT STAFF II / SANITARY CLEANER II, SCALE M2****(a) Job Summary**

The duties and responsibilities at this level will be similar to those of the Support Staff III but with a few added responsibilities.

**Key Result Areas**

Perform general routine work.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Support Staff II or in a comparable & relevant position in the public service or in a reputable private sector organization for a minimum period of three (3) years; and

- (ii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Ability to support management and get on well with all types of people;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to communicate; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing in skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal communication skills; and
- Multi-skilling skills.

**III. SUPPORT STAFF I/ SANITARY CLEANER I, SCALE M3**

**(a) Job Summary**

Duties and responsibilities at this level will be similar to those of Support Staff II but the officer will have added responsibilities of handling confidential work.

**Key Result Areas**

- (i) General routine work; and
- (ii) Handling confidential work.

**(b) Professional qualification and experience**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Support Staff II or in a comparable & relevant position in the public service or in a reputable private sector organization for a minimum period of three (3) years; and
- (ii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Ability to support management and get on well with all types of people;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to communicate; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing in skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal communication skills; and
- Multi-skilling skills.

**IV. CLEANING SUPERVISOR III/SENIOR SUPPORT STAFF/SENIOR SANITARY CLEANER, SCALE M4**

**(a) Job Summary**

Duties and responsibilities at this level will be similar to those of Support Staff I but the officer at this level will supervise the Support Staff in a particular section.

**Key Result Areas**

- (i) Perform general routine work; and
- (ii) Supervise Support Staff in a particular section.

**(b) Professional qualification and experience**

**Direct Appointment**

For appointment to this grade, a candidate must have:

A Kenya Certificate of Secondary Education (KCSE) mean grade D or its recognized equivalent qualification from a recognized institution.

**Promotion**

For promotion to this grade, an officer must:

- (i) Have served in the grade of Support Staff I or in a comparable & relevant position in the public service or in a reputable private sector organization for a minimum period of three (3) years; and
- (ii) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Ability to support management and get on well with all types of people;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to communicate; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing in skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal communication skills; and
- Multi-skilling skills.

**V. CLEANING SUPERVISOR IIB / SUPPORT STAFF SUPERVISOR III- SCALE M5**

**(a) Job Summary**

Duties at this level will entail supervision of staff working in a particular section. This will include, preparation of duty schedules for those auxiliary staff and ensuring that due diligence is observed by them.

**Key Result Areas**

- (i) Supervise staff;
- (ii) Prepare duty schedules; and
- (iii) Ensure due diligence is observed by staff.

**(b) Professional qualification and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Support Staff Supervisor III or in a comparable position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years; and



- (ii) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Ability to support management and get on well with all types of people;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to communicate; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing in skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal communication skills; and
- Multi-skilling skills.

**VI. CLEANING SUPERVISOR IIA / SUPPORT STAFF SUPERVISOR II, SCALE M6**

**(a) Job Summary**

Duties at this level will include: drawing up duty schedules and rosters for the staff; initiating and drawing up budgetary requirements for tools and facilities for the support staff; training, development and welfare of the support staff and organizing section meetings.

**Key Result Areas**

- (i) Draw up duty schedules and rosters for staff;
- (ii) Initiate and draw up budgetary requirements for tools and facilities for support staff;
- (iii) Train, develop staff and welfare of support staff; and
- (iv) Organize section meetings.

**(b) Professional qualification and experience**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Support Staff Supervisor IIB/Cleaning Supervisor III or in a comparable & relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Attended a Supervisory Course; and

- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Integrity and commitment;
- Ability to support management and get on well with all types of people;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to communicate; and
- Good work attitude and ability to follow instructions.

**Core competences**

- Team playing in skills;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal communication skills;
- Multi-skilling skills;
- Interpersonal Skills; and
- Records management skills.

**VII. CLEANING SUPERVISOR I/ SUPPORT STAFF SUPERVISOR I, SCALE M7**

**(a) Job Summary**

Duties at this level will involve: assisting in the management and supervision of the support staff working in the institution; planning and implementation of effective support services;

**Key Result Areas**

- (i) Manage and supervise support staff in the institution;
- (ii) Plan and implement effective support services;

**(b) Professional qualification and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Cleaning Supervisor IIA / Support Staff Supervisor II or in a comparable & relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Attended a supervisory course; and

- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Record management skills.

**VIII. SENIOR SUPPORT STAFF SUPERVISOR, SCALE M8**

**(a) Job Summary**

This will be the highest grade in the Support staff cadre. Duties at this level will involve: overall management and supervision of the support staff working in the institution; overall planning and implementation of effective support services; liaising with other heads of department/sections on matters pertaining to Support staff services and effective representation of the Support staff in management meetings.

**Key Result Areas**

- (i) Manage and supervise support staff in the institution;
- (ii) Plan and implement effective support services;
- (iii) Liaison with Departmental/Sectional Heads on matters pertaining to Support Services;
- (iv) Effective representations of the support staff in management meetings.

**(b) Professional qualification and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Cleaning Supervisor I / Support Staff Supervisor I or in a comparable & relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Attended a Senior Supervisory Course; and
- (iii) Demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Ability to communicate;
- Good knowledge in the field of specialization;
- Ability to take instructions;
- Good work attitude and ability to follow instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Team playing skills;
- Accuracy;
- Punctuality;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Record management skills.

## **CAREER PROGRESSION GUIDELINE FOR CLINICAL OFFICERS**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Clinical Officer III	M8

Clinical Officer II	M9
Clinical Officer I	M10
Senior Clinical Officer	M11

**Note:**

*The grade of Clinical Officer III/II/I, Scale M8/M9/M10 for Diploma holders and Clinical Officer I/Snr. Clinical Officer, Scale M10/11 for Degree holders will form a common establishment for the purpose of this career progression guideline.*

## **I. CLINICAL OFFICER III, SCALE M8**

### **(a) Job Summary**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level involve: seeing and examining patients; diagnosis and treatment of their ailments. In addition, the officer will assist in planning and conducting outreach services; training students on attachment in the clinic; supervising and counselling staff and students; and giving support and health education to patients.

#### **Key Result Areas**

- (i) See and examine patients;
- (ii) Diagnose and treat ailments;
- (iii) Plan and conduct outreach services;
- (iv) Train students on attachment;
- (v) Supervise staff;
- (vi) Counsel students; and
- (vii) Provide support and health education to patients.

### **(b) Professional qualifications**

For direct appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with credits in relevant subjects or its equivalent qualification;
- (ii) Be in possession of a Diploma in Clinical Medicine from Kenya Medical Training College or an equivalent qualification from a recognized institution;
- (iii) Be registered by the Clinical Officers Council.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;

- Good communication skills; and
- Ability to take instructions.

#### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. CLINICAL OFFICER II, SCALE M9**

### **(a) Job Summary**

Duties and responsibilities at this level will involve: seeing and examining patients; diagnosing and treating ailments; giving support and health education to the community and patients; training students attached to the clinic; and conducting outreach services.

#### **Key Result Areas**

- (i) See and examine patients;
- (ii) Diagnose and treat ailments;
- (iii) Give support and health education;
- (iv) Train students on attachment; and
- (v) Conduct outreach services.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Clinical Officer III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Diploma in Clinical Medicine from Kenya Medical Training College (KMTC) or an equivalent qualification from a recognized institution;
- (iii) Be registered by the Clinical Officers Council; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

#### **Personal attributes**

- Ability to get on well with a diverse workforce;

- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **III. CLINICAL OFFICER I, SCALE M10**

#### **(a) Job Summary**

Duties and responsibilities at this level will involve: seeing and examining patients; diagnosing and treating ailments; giving support and health education to the community and patients; training students attached to the clinic; and conducting outreach services.

#### **Key Result Areas**

- (i) See and examine patients;
- (ii) Diagnose and treat ailments;
- (iii) Give support and health education;
- (iv) Train students on attachment; and
- (v) Conduct outreach services.

#### **(b) Professional qualifications and experience**

##### **Direct Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of a Bachelor's Degree in Clinical Medicine and Surgery or its equivalent from a recognized institution;
- (ii) Be registered by the Clinical Officers' Council.

##### **Promotion**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Clinical Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Diploma in Clinical Medicine from Kenya Medical Training College or an equivalent qualification from a recognized institution;
- (iii) Be registered by the Clinical Officers Council; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

#### **IV. SENIOR CLINICAL OFFICER, SCALE M11**

**(a) Job Summary**

This will be the highest grade in the Clinical Officers cadre. Duties and responsibilities will involve: seeing and examining patients; diagnosing and treating ailments; giving support and health education to the community and patients; conducting outreach services and overseeing training, counselling and guidance of students.

**Key Result Areas**

- (i) See and examine patients;
- (ii) Diagnose and treat ailments;
- (iii) Give support and health education;
- (iv) Train students on attachment; and
- (v) Conduct outreach services.



**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Clinical officer I or in a comparable position in the Public Service or reputable Private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Bachelor's Degree in Clinical Medicine and Surgery;

**OR**

A Diploma in Clinical Medicine or its equivalent from a recognized institution;

- (iii) Have a specialized qualification in E.N.T., Paediatrics, Anaesthetics, Ophthalmology; Health Education and Promotion;
- (iv) Be registered by the Clinical Officers Council; and
- (v) Have demonstrated competence, ability and efficiency in organizing, managing and rendering clinical services at the level of Clinical Officer I.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **CAREER PROGRESSION GUIDELINE FOR MEDICAL OFFICERS**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows: -

<b>Designation</b>	<b>Scale</b>
Medical/Dental Officer I	M12

Senior Medical/Dental Officer	M13
Chief Medical/Dental Officer	M14

**Note:**

*The grades of Medical Officer I/Senior Medical Officer, Scale M12/M13 will form a common establishment for the purpose of this Career Progression Guideline.*

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. MEDICAL OFFICER I/ DENTAL OFFICER I, SCALE M12**

#### **(a) Job Summary**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will involve: taking care of patients and managing Health Services and VCT Centres in the college. In addition, the officers work will include: supervision of staff under him and will cover various disciplines of medical care including internal medicine, pediatrics, surgery, dental health, obstetrics and gynecology.

#### **Key Result Areas**

- (i) Manage patients;
- (ii) Maintain patients' records; and
- (iii) Supervise staff.

#### **(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Have a Bachelor of Medicine and Bachelor of Surgery or its equivalent qualification from a recognized institution;

**OR**

Have a Bachelor of Dental Surgery or its equivalent qualification from a recognized institution; and

- (ii) Be registered by the Medical Practitioners and Dentists Board.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

#### **Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written skills;
- Budget setting; and
- Administrative skills.

**II. SENIOR MEDICAL OFFICER /DENTAL OFFICER, SCALE M13****(a) Job Summary**

Work at this level will involve: management of medical and health services in the college; provision of medical services to patients. In addition, the officer will provide both formal and informal training to other health personnel working under him/her.

**Key result Areas**

- (i) Manage medical and health services;
- (ii) Provide medical services to patients; and
- (iii) Provide formal and informal training to health personnel.

**(b) Professional qualifications and experience**

For appointment to this a grade, an officer must:

- (i) Have served in the grade of Medical/Dental Officer or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) Be registered by the Medical Practitioners and Dentists Board; and
- (iii) Have a Senior Management course lasting not less than four (4) weeks from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to articulate, interpret and implement National and International Policies and development goals;
- Organizational, conceptual and analytical, managerial and decisive skills;
- Creativity and innovation;
- Technical problem solving; and
- Resource management skills.

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Policy formulation and implementation;
- Planning; and
- Coordination.

**III. CHIEF MEDICAL OFFICER/ DENTAL OFFICER, SCALE M14****(a) Job Summary**

This will be the highest level for the Medical /Dental Officers cadre. Specifically, duties and responsibilities will include: - provision of medical/dental services in the following areas; medicine, pediatrics, surgery, dental health, obstetrics and gynecology. In addition, the officer will be involved in training medical staff and technical support cadres; management of medical stores and plant/equipment.

**Key Result Areas**

- (i) Manage medical and health services;
- (ii) Provide medical services to patients;
- (iii) Overall supervision; and
- (iv) Provide formal and informal training to health personnel.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Senior Medical/Dental Officer or in a comparable and relevant position in the Public Service or reputable Private sector organization for a minimum period of three(3) years;
- (ii) Have a Masters degree in a medical related field;
- (iii) Be registered by the Medical Practitioners and Dentists Board;
- (iv) Have a Senior Management course lasting not less than four (4) weeks from a recognized institution; and
- (v) Have demonstrated professional competence and ability in organizing, directing and executing work at this level.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to articulate, interpret and implement national and international policies and development goals;

- Organizational, managerial and decision-making skills;
- Conceptual and analytical skills;
- Creativity and innovation;
- Technical problem solving; and
- Resource management skills.

**Core competences**

- Punctuality;
- People management;
- Financial management;
- Policy formulation and implementation;
- Planning; and
- Coordination.

## CAREER PROGRESSION GUIDELINE FOR PHARMACISTS

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

Designation	Scale
Pharmacist	M12
Senior Pharmacist	M13

**Note:**

*The grades of Pharmacist / Senior Pharmacist, Scale M12/13 will form a common establishment for the purpose of this Career Progression Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### I. PHARMACIST, SCALE M12

**(a) Job Summary**

Duties at this level will include: examination and filling of prescriptions; drugs quality control; inspection, examination and registration of pharmaceutical supplies for the College.

**Key Result Areas**

- (i) Examine and fill prescriptions;
- (ii) Drugs quality control; and
- (iii) Inspect, examine and register pharmaceutical supplies for the college.

**(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Have a Bachelors degree in Pharmacy from a recognized institution; and
- (ii) Be registered under the Pharmacy and Poisons Board.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory and managerial skills;
- Budget setting;
- Policy implementation skills;
- Administrative skills;
- Interpersonal skills; and
- Oral and written communication skills.

**II. SENIOR PHARMACIST, SCALE M13****(a) Job Summary**

Duties and responsibilities at this level will involve: controlling and managing pharmaceutical services in the college. In addition, an officer at this level will supervise, train and develop staff working under him/her.

**Key Result Areas**

- (i) Control and manage pharmaceutical services; and
- (ii) Supervise, train and develop staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Pharmacist or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelors degree in Pharmacy from a recognized institution;
- (iii) Be registered under the Pharmacy and Poisons Board; and
- (iv) Have demonstrated considerable experience, professional competence and ability in organizing and running pharmaceutical services.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory and managerial skills;
- Budget setting;
- Policy implementation skills;
- Administrative skills;
- Interpersonal skills; and
- Oral and written communication skills.



## CAREER PROGRESSION GUIDELINE FOR PHARMACEUTICAL TECHNOLOGISTS

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

Designation	Scale
Pharmaceutical Technologist III	M8
Pharmaceutical Technologist II	M9
Pharmaceutical Technologist I	M10
Senior Pharmaceutical Technologist	M11

#### **Note:**

*The grades of Pharmaceutical Technologists III/II/I, Scale M8/M9/M10 will form a common establishment for the purpose of this Career Progression Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### **I. PHARMACEUTICAL TECHNOLOGIST III, SCALE M8**

##### **(a) Job Summary**

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: verifying and maintaining information relating to drugs issued to patients; ordering and recording of drugs and other pharmaceutical supplies; assessing and filling patients' prescriptions; keeping records of drugs and other supplies; guiding, supervising and counseling students on clinical attachment.

##### **Key Result Areas**

- (i) Verify and maintain information relating to drugs;
- (ii) Order and record of drugs and pharmaceutical supplies;
- (iii) Assess and fill patients' prescriptions;
- (iv) Keep records of drugs and other supplies; and
- (v) Guide, supervise and counsel students on clinical attachment.

##### **(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or equivalent qualification;
- (ii) Have a Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution; and
- (iii) Be registered under the Pharmacy and Poisons Board as a Pharmaceutical Technologist.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills; and
- Records management.

## **II. PHARMACEUTICAL TECHNOLOGIST II, SCALE M9**

### **(a) Job Summary**

An officer at this level will be in charge of a college clinic pharmacy. Duties and responsibilities will involve: dispensing and compounding medicine; verifying and maintaining information relating to drugs issued to patients; ordering and maintaining records of drugs and other pharmaceutical supplies; supervising and mentoring students on routine clinical attachment.

**Key Result Areas**

- (i) Dispense and compound medicine;
- (ii) Verify and maintain information relating to drugs;
- (iii) Order and maintain records of drugs and pharmaceutical supplies;
- (iv) Mentor and supervise students on clinical attachment; and
- (v) Instruct and guide patients on medication.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Pharmaceutical Technologist III or in a comparable and relevant position in the Public Service or in a reputable Private sector organization organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;
- (iii) Be registered under the Pharmacy and Poisons Board as a Pharmaceutical Technologist; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management.

**III. PHARMACEUTICAL TECHNOLOGIST I, SCALE M10**

**(a) Job Summary**

An officer at this level will provide pharmaceutical services in a clinic. Duties and responsibilities will involve: compounding and dispensing medicine; counseling and guiding students on attachment; and supervision of pharmaceutical and other staff under him/her.

**Key Result Areas**

- (i) Compound and dispense medicine;
- (ii) Supervise of Pharmaceutical Technologists and other staff under him/her; and
- (iii) Train, counsel and guide students on attachment.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Pharmaceutical Technologist II Scale M9 or in a comparable and relevant position in the Public Service or in a reputable Private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;
- (iii) Be registered under the Pharmacy and Poisons Board as a Pharmaceutical Technologist; and

- (iv) Have a demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills; and
- Records management.

**IV. SENIOR PHARMACEUTICAL TECHNOLOGIST , SCALE M11**

**(a) Job Summary**

This will be the highest grade for this cadre. Duties and responsibilities at this level will include: compounding and dispensing medicine; supervision of pharmaceutical technologists; drugs quality control; and guiding and mentoring students on attachment.

**Key Result Areas**

- (i) Compound and dispense medicine;
- (ii) Supervise Pharmaceutical Technologists;
- (iii) Drugs quality control; and
- (iv) Counsel and guide students on attachment.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Pharmaceutical Technologist I, Scale M10 or in a comparable and relevant position in the Public Service / private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Pharmaceutical Technology from the Kenya Medical Training College or any other recognized institution;
- (iii) Be registered under the Pharmacy and Poison Act as a Pharmaceutical Technologist; and
- (iv) Have a demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse work force;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management.

## CAREER PROGRESSION GUIDELINE FOR NURSING PERSONNEL

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows:

#### ENROLLED NURSES

#### APPENDIX "A"

Designation	Scale
Enrolled Community Health Nurse III	M7
Enrolled Community Health Nurse II	M8
Enrolled Community Health Nurse I	M9
Senior Enrolled Community Health Nurse	M10

#### NURSING OFFICERS

#### APPENDIX "B"

Designation	Scale
Nursing Officer III	M8
Nursing Officer II	M9
Nursing Officer I	M10
Senior Nursing Officer	M11

#### **Note:**

*The grade of Enrolled Community Health Nurse III/II/I, Scale M7/M8/M9 for Certificate holders, Nursing Officer III/II/I, Scale M8/M9/M10 for Diploma holders and Nursing Officer I/Snr. Nursing Officer, Scale M10/11 for Degree holders will form a common establishment for the purpose of this career progression guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### ENROLLED COMMUNITY HEALTH NURSES

#### APPENDIX "A"

#### I. ENROLLED COMMUNITY HEALTH NURSE III, SCALE M7

##### (a) Job Summary

This will be the entry and training grade for this cadre. The officer at this level will work under the guidance of a more senior officer. Duties and responsibilities will include: provision and execution of nursing care for individuals or a group of patients. In addition the officer will observe specific procedures.

##### Key Result Areas

- (i) Plan and execute nursing care for individual or a group of patients;
- (ii) Observe specific procedures;

**(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification with passes in the relevant subjects;
- (ii) Have a Kenya Enrolled Community Health Nursing certificate from Kenya Medical Training College or any other recognized institution; and
- (iii) Be enrolled by the Nursing Council of Kenya.

In addition to the above requirements, an officer must have the following key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Ability to take instructions;
- Good knowledge in the professional field of specialization; and
- Good communication skills.

**Core competences**

- Punctuality;
- Accuracy; and
- Records management skills.

**II. ENROLLED COMMUNITY HEALTH NURSE II, SCALE M8**

**(a) Job Summary**

Duties and responsibilities will involve: taking charge of health care services at a constituent centre in the absence of the Clinical Officer. The officer will ensure availability and hold inventory of supplies; and planning and execution of nursing care for individuals or a group of patients.

**Key Result Areas**

- (i) Plan and execute nursing care; and
- (ii) Ensure availability and hold inventory of supplies.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:-

- (i) Have served in the grade of Enrolled Community Health Nurse III, or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three(3) years;

- (ii) Have a Kenya Enrolled Community Health Nursing certificate from Kenya Medical Training College or any other recognized institution;
- (iii) Be enrolled by the Nursing Council of Kenya; and
- (iv) Have demonstrated ability, initiative and competence in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Ability to take instructions;
- Good Knowledge in the professional field of specialization; and
- Good communication skills.

**Core competences**

- Punctuality;
- Accuracy; and
- Records management skills.

**III. ENROLLED COMMUNITY HEALTH NURSE I, SCALE M9**

**(a) Job Summary**

Duties and responsibilities will involve: plan and execute of nursing care for individuals or a group of patients; supervising, evaluating and coordinating nursing care for patients. In addition, assess patients' needs for nursing services; verify and maintain information related to patients; keep records of drugs and other supplies; compiling and maintaining health information records; and guide, supervise and counsel staff and patients.

**Key Result Areas**

- (i) Plan and execute nursing care for individuals or a group of patients;
- (ii) Supervise, evaluate and coordinate nursing care for the patients;
- (iii) Assess patients' needs for nursing services;
- (iv) Verify and maintain information related to patients;
- (v) Keep records of drugs and other supplies;
- (vi) Compile and maintain health information records; and
- (vii) Guide, supervise and counsel staff and patients.



**(b) Professional qualifications and experience**

For appointment to this grade an officer must:-

- (i) Have served in the grade of Enrolled Community Health Nurse II or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Kenya Enrolled Community Health Nursing certificate from Kenya Medical Training College or any other recognized institution;
- (iii) Be enrolled by the Nursing Council of Kenya; and
- (iv) Have demonstrated ability, initiative and competence in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Ability to take instructions;
- Good knowledge in the professional field of specialization; and
- Good communication skills.

**Core competences**

- Punctuality;
- Accuracy; and
- Records management skills.

**IV. SENIOR ENROLLED NURSE, SCALE M10**

**(a) Job Summary**

This is the highest level for this cadre. Duties and responsibilities will involve: planning, supervising, evaluating and coordinating nursing care for patients. In addition, the officer will assess patients' needs for nursing services; verify and maintain information related to patients; keep records of drugs and other supplies; compiling and maintaining health information records; and guide, supervise and counsel staff and patients.

**Key Result Areas**

- (i) Plan, supervise, evaluate and coordinate nursing care for patients;
- (ii) Assess patients' needs for nursing services;
- (iii) Verify and maintain information related to patients;
- (iv) Keep records of drugs and other supplies;
- (v) Compile and maintain health information records; and
- (vi) Guide, supervise and counsel staff and patients.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Enrolled Community Health Nurse I, or in a comparable and relevant position in the Public Service or a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Kenya Enrolled Community Health Nursing certificate from Kenya Medical Training College or any other recognized institution;
- (iii) Be enrolled by the Nursing Council of Kenya; and
- (iv) Have demonstrated ability, initiative and competence in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Ability to take instructions;
- Professionalism and integrity; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written skills;
- Budget setting; and
- Administrative skills.

**JOB AND APPOINTMENT SPECIFICATIONS**

**NURSING OFFICERS**

**APPENDIX "B"**

**I. NURSING OFFICER III, SCALE M8**

**(a) Job Summary**

This will be the entry and training grade for this cadre. Duties and responsibilities will include: provision and supervision of nursing care in a Clinic or VCT Centre; assessing patients' needs; planning and implementing nursing intervention; monitoring and evaluating nursing care outcomes; verifying and maintaining information relating to patients; keeping records of drugs and other supplies and guiding, supervising and counselling staff performing clinical duties.

**Key Result Areas**

- (i) Provide nursing care;
- (ii) Assess patients' needs;
- (iii) Plan, and implement nursing intervention;
- (iv) Monitor and evaluate nursing care outcomes;
- (v) Verify and maintain information relating to patient;
- (vi) Keep records of drugs and other supplies; and
- (vii) Guide, supervise and counsel staff.

**(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education mean grade C (plain) or its equivalent qualification;
- (ii) Have a Diploma in Kenya Registered Nursing (KRN) or Kenya Registered Community Health Nursing (KRCHN) from Kenya Medical Training College or any other recognized institution; and
- (iii) Be registered by the Nursing Council of Kenya.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. NURSING OFFICER II, SCALE M9**

### **(a) Job Summary**

Duties and responsibilities at this level will include: planning, supervising, evaluating and coordinating nursing care at a Clinic or VCT Centre; ensuring availability of supplies and equipment; providing support and health education to patients; and counseling and guiding of patients.

#### **Key Result Areas**

- (i) Plan, supervise, evaluate and coordinate nursing care;
- (ii) Ensure availability of supplies and equipment; and
- (iii) Provide support and health education to patients.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Nursing Officer III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Kenya Registered Nursing (KRN) or Kenya Registered Community Health Nursing (KRCHN) from Kenya Medical Training College or any other recognized institution;
- (iii) Have demonstrated professional competence and ability in organizing and discharging nursing duties at that level; and
- (iv) Be registered by the Nursing Council of Kenya.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;

- Analytical skills; and
- Records management skills.

### **III. NURSING OFFICER I, SCALE M10**

#### **(a) Job Summary**

Duties at this level will involve: overall management of Nursing Services in the Staff / Student Clinic; planning, supervising and coordinating nursing services as well as allocation of duties and deployment of nursing staff to various units; and offering guidance and counseling to patients in the Clinic.

#### **Key Result Areas**

- (i) Plan, supervise, coordinate and manage nursing services;
- (ii) Allocate duties;
- (iii) Deploy nursing staff to various units; and
- (iv) Offer guidance and counsel patients.

#### **(b) Professional qualifications and experience**

##### **Direct Appointment**

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

- (i) Have undergone a one (1) year service as a Nursing Officer Intern;
- (ii) Have a Bachelor of Science Degree (Nursing) from a recognized institution; and
- (iii) Be registered by the Nursing Council of Kenya.

##### **Promotion**

For promotion to this grade, an officer must:

- (i) Have served in the grade of Nursing Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Kenya Registered Nursing (KRN) / Midwifery or Kenya Registered Community Health Nursing (KRCHN), from Kenya Medical Training College or any other recognized institution;
- (iii) Be registered by the Nursing Council of Kenya; and
- (iv) Have a demonstrated professional competence and ability in organizing and discharging nursing duties at that level.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR NURSING OFFICER, SCALE M11****(a) Job Summary**

Duties at this level will involve: formulating, implementing and evaluating nursing policies and programmes; planning, managing, supervising and coordinating nursing services as well as allocation of duties and deployment of nursing staff to various units; undertaking performance appraisals for nursing staff; maintaining nursing standards, ethics and professionalism; and providing guidance and counseling to patients in the Clinic.

**Key result areas**

- (i) Formulate, implement and evaluate nursing policies and programmes;
- (ii) Plan, manage, supervise and coordinate nursing services;
- (iii) Deploy nursing staff to various units;
- (iv) Undertake performance appraisals for nursing staff;
- (v) Maintain nursing standards, ethics and professionalism; and
- (vi) Provide guidance and counseling to patients.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Nursing Officer I, or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor of Science Degree in Nursing from a recognized institution;

**OR**

A Diploma in Kenya Registered Nursing (KRN) / Midwifery or Kenya Registered Community Health Nursing (KRCHN) from Kenya Medical Training College or any other recognized institution;

- (iii) Be registered by the Nursing Council of Kenya; and
- (iv) Have demonstrated professional competence and ability in organizing and discharging nursing duties at that level.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and integrity.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Budget setting; and
- Administrative skills.

## CAREER PROGRESSION GUIDELINE FOR MEDICAL LABORATORY PERSONNEL

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

#### MEDICAL LABORATORY TECHNICIANS

#### APPENDIX "A"

Designation	Scale
Medical Laboratory Technician III	M7
Medical Laboratory Technician II	M8
Medical Laboratory Technician I	M9
Senior Medical Laboratory Technician	M10

#### MEDICAL LABORATORY TECHNOLOGISTS

#### APPENDIX "B"

Designation	Scale
Medical Laboratory Technologist III	M8
Medical Laboratory Technologist II	M9
Medical Laboratory Technologist I	M10
Senior Medical Laboratory Technologist	M11

#### **Note:**

*The grade of Medical Laboratory Technician III/II/I, Scale M7/M8/M9 for Certificate holders; Medical Laboratory Technologist III/II/I, Scale M8/M9/M10 for Diploma holders and Medical Laboratory Technologist I/Senior, Scale M10/M11 for Degree holders will form a common establishment for the purpose of this Career Progression Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### MEDICAL LABORATORY TECHNICIANS

#### APPENDIX "A"

#### I. MEDICAL LABORATORY TECHNICIAN III, SCALE M7

##### (a) Job Summary

An officer at this level will work under supervision and guidance of a senior officer and duties will involve elementary diagnostic technological procedures; and carrying out cleanliness and maintaining equipment and other laboratory facilities.

##### Key Result Areas

- (i) Conduct elementary diagnostic technological procedures; and
- (ii) Carry out cleanliness and maintain equipment and other laboratory facilities.



**(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education Mean grade C- (minus) or its equivalent qualification;
- (ii) Be in possession of Medical Laboratory Certificate from the Kenya Medical Training College or any other recognized institution; and
- (iii) Be registered with Kenya Medical Laboratory Technician and Technologists Board.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. MEDICAL LABORATORY TECHNICIAN II, SCALE M8**

**(a) Job summary**

Duties at this level will involve carrying out diagnostic technological procedure in the laboratory; and carrying out cleanliness and maintaining equipment and other laboratory facilities. The officer will also be required to assist students on attachment in the laboratory.

**Key Result Areas**

- (i) Carry out diagnostic technological procedure in the laboratory;
- (ii) Carry out cleanliness and maintain equipment and other laboratory facilities; and
- (iii) Assist students on attachment in the laboratory.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Medical Laboratory Technician III for a minimum period of three (3) years;
- (ii) Be in possession of Medical Laboratory Certificate from the Kenya Medical Training College or any other recognized institution;
- (iii) Be registered with Kenya Medical Laboratory Technicians and Technologists Board; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. MEDICAL LABORATORY TECHNICIAN I, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will involve: carrying out diagnostic technological procedure in the laboratory. In addition, the officer will oversee cleanliness and proper maintenance of equipment and other laboratory facilities in the area of work; and assist students on attachment in the laboratory.

**Key Result Areas**

- (i) Carry out diagnostic technological procedure in the laboratory;
- (ii) Oversee cleanliness and proper maintenance of equipment and other laboratory facilities in the area of work; and
- (iii) Assist students on attachment in the laboratory;

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Medical Laboratory Technician II, for a minimum period of three (3) years;
- (ii) Be in possession of a Medical Laboratory Certificate from Kenya Medical Training College or any other recognized institution;
- (iii) Be registered with Kenya Medical Laboratory Technicians and Technologists Board; and
- (iv) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR MEDICAL LABORATORY TECHNICIAN, SCALE M10**

**(a) Job Summary**

Duties and responsibilities at this level will include: advanced laboratory investigations at any of the Medical Training Centre laboratories. The officer may also participate in teaching students on practical attachment to the laboratory.

**Key Result Areas**

- (i) Conduct advanced laboratory investigations;
- (ii) Participate in teaching students on practical attachment to the laboratory; and
- (iii) Train and supervise medical laboratory staff.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

- (i) Have served in the grade of Medical Laboratory Technician I, Scale M9 or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years; and
- (i) Be in possession of a Medical Laboratory Certificate from Kenya Medical Training College or any other recognized institution;
- (ii) Be registered with Kenya Medical Laboratory Technician and Technologists Board; and
- (ii) Have demonstrated a high degree of ability, initiative and competence in organizing, directing and discharging work at that level.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

**I. MEDICAL LABORATORY TECHNOLOGIST III, SCALE M8****(a) Job Summary**

An officer at this level will be responsible for provision of clinical/ entomological laboratory services; ordering and maintaining records of supplies; guiding, supervising and counseling staff. In addition, the officer will assist students attached to laboratories.

**Key Result Areas**

- (i) Provide clinical or entomological laboratory services;
- (ii) Assist students attached to laboratories;
- (iii) Order and maintain records of supplies; and
- (iv) Guide, supervise and counsel staff.

**(b) Professional qualifications**

For appointment to the grade of Medical Laboratory technologist III, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification;
- (ii) Be in possession of a Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other recognized institution; and
- (iii) Be registered with the Kenya Medical Laboratory Technician and Technologists Board.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. MEDICAL LABORATORY TECHNOLOGIST II, SCALE M9**

### **(a) Job Summary**

An officer at this level will be responsible for planning, supervising, evaluating and coordinating provision of laboratory services at a clinic. In addition, the officer will ensure availability of supplies and equipment and train students attached to the laboratories.

#### **Key Result Areas**

- (i) Plan, supervise, evaluate and co-ordinate provision of laboratory services;
- (ii) Ensure availability of supplies and equipment; and
- (iii) Train students attached to the laboratories.

### **(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

- (i) Have served in the grade of Medical Laboratory Technologist III for a minimum period of three (3) years at least three years;
- (ii) Be in possession of a Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other recognized institution;
- (iii) Be registered with the Kenya Medical Laboratory Technician and Technologists Board; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Punctuality;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **III. MEDICAL LABORATORY TECHNOLOGIST I, SCALE M10**

#### **(a) Job Summary**

Duties and responsibilities at this level will include: planning, supervising and coordinating laboratory services; ensuring availability of supplies and equipment and training and counseling of staff working in the units.

#### **Key Result Areas**

- (i) Plan, supervise and coordinate laboratory services;
- (ii) Ensure availability of supplies and equipment;
- (iii) Supervise staff; and
- (iv) Train, counsel and guide students on attachment.

#### **(b) Professional qualifications and experience**

##### **Direct Appointment**

For appointment to this grade, a candidate must:

- (i) Have a Bachelor's Degree in Medical Laboratory Sciences; and
- (ii) Be registered with the Medical Laboratory Technician and Technologists Board.

##### **Promotion**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Medical Laboratory Technologist II, for a minimum period of three (3) years;
- (ii) Be in possession of a Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other recognized institution;
- (iii) Be registered by the Kenya Medical Laboratory Technicians and Technologists Board;
- (iv) Have demonstrated capability and efficiency in organizing work and discharging responsibilities at this level.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

##### **Personal attributes**

- Positive work attitude;
- Ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and

- Good communication skills.

#### **Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

### **IV. SENIOR MEDICAL LABORATORY TECHNOLOGIST, SCALE M11**

#### **(a) Job Summary**

Duties and responsibilities will include: management of medical laboratory services; planning, implementation and evaluation of laboratory services; coordinating training of students attached in the laboratories; ensuring availability of supplies and equipment; and conducting research; staff training, development and appraisal.

#### **Key Result Areas**

- Manage medical laboratory services;
- Plan, implement and evaluate laboratory services;
- Train, develop and appraise staff;
- Train students attached in the laboratories;
- Ensure availability of supplies and equipment; and
- Conduct research.

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- Have served in the grade of Medical Laboratory Technologist I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three(3) years;
- Have a Bachelor's Degree in Medical Laboratory Sciences;

#### **OR**

A Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other recognized institution;

- Be registered with Kenya Medical Laboratory Technician and Technologists Board; and
- Have demonstrated capability and efficiency in organizing work and discharging responsibilities at this level.



In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive work attitude;
- Ability to give and take instructions;
- Ability to work without supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation;
- Oral / written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

## CAREER PROGRESSION GUIDELINE FOR SCIENCE LABORATORY PERSONNEL

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows:

### JOB AND APPOINTMENT SPECIFICATIONS

#### SCIENCE LABORATORY TECHNICIANS

#### APPENDIX "A"

Designation	Scale
Science Laboratory Technician III	M7
Science Laboratory Technician II	M8
Science Laboratory Technician I	M9
Senior Science Laboratory Technician	M10

#### SCIENCE LABORATORY TECHNOLOGISTS

#### APPENDIX "B"

Designation	Scale
Science Laboratory Technologist III	M8
Science Laboratory Technologist II	M9
Science Laboratory Technologist I	M10
Senior Science Laboratory Technologist	M11

#### **Note:**

*The grade of Science Laboratory Technician III/II/I, Scale M7/8/9 for Certificate holders, Science Laboratory Technologist III/II/I, Scale M8/9/10 for Diploma holders and Science Laboratory Technologist II/I, Scale M9/10 for Degree holders will form a common establishment for the purpose of this career progression guideline.*

#### SCIENCE LABORATORY TECHNICIANS

#### APPENDIX "A"

#### **I. SCIENCE LABORATORY TECHNICIAN III, SCALE M7**

##### **(a) Job Summary**

An officer at this level will work under supervision and guidance of a senior officer. Duties and responsibilities will entail: maintenance of simple cultures; keeping of laboratory records; storage of glassware, samples and chemicals. In addition, the officer will be involved in general laboratory routine work such as sterilization and solution making.

##### **Key Result Areas**

- (i) Cultures maintenance;
- (ii) Keep laboratory records;
- (iii) Storage of glassware, samples and chemicals; and

- (iv) Carry out general laboratory work.

**(b) Professional qualifications**

For appointment into this position, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification; and
- (ii) Be in possession of a certificate in Applied Sciences or other equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. SCIENCE LABORATORY TECHNICIAN II, SCALE M8**

**(a) Job summary**

Duties and responsibilities at this level will involve: media preparation; maintenance of laboratory records; storage; collection and preparation of samples and specimens; and maintenance of cultures of insect, bacteria and fungi or laboratory animals.

**Key Result Areas**

- (i) Media preparation;
- (ii) Maintain laboratory records;
- (iii) Storage of laboratory equipment and chemicals/reagents;
- (iv) Collect and prepare samples and specimens; and
- (v) Maintain cultures of insect, bacteria and fungi or laboratory animals.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Science Laboratory Technician III for a minimum period of three (3) years;
- (ii) Be in possession of an Applied Sciences Certificate or other equivalent qualification from a recognized institution; and
- (iii) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. SCIENCE LABORATORY TECHNICIAN I, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will involve: media preparation; maintenance of laboratory records; storage; collection and preparation of samples and specimens; maintenance of cultures of insect, bacteria and fungi or laboratory animals.

**Key Result Areas**

- (i) Media preparation;
- (ii) Maintain laboratory records;
- (iii) Store laboratory equipment and chemicals/reagents;
- (iv) Collect and prepare samples and specimens;
- (v) Carry out elementary diagnostic work;
- (vi) Maintain cultures of insect, bacteria and fungi or laboratory animals; and

(vii) Supervise staff.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

- (i) Have served in the grade of Science Laboratory Technician II for a minimum period of three (3) years;
- (ii) Be in possession of an Applied Sciences Certificate or other equivalent qualification from a recognized institution; and
- (iii) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR SCIENCE LABORATORY TECHNICIAN, SCALE M10**

**(a) Job Summary**

This is the highest grade for the Science Laboratory Technician cadre. Duties and responsibilities at this level will involve: media preparation; maintenance of laboratory records; storage; collection and preparation of samples and specimens; maintenance of cultures of insect, bacteria and fungi or laboratory animals. In addition, the officer will be responsible for supervision and training of staff engaged in laboratory work and students attached to the laboratories.

**Key Result Areas**

- (i) Media preparation;
- (ii) Maintain laboratory records;
- (iii) Store laboratory equipment and chemicals/reagents;
- (iv) Collect and prepare samples and specimens;
- (v) Maintain cultures of insect, bacteria and fungi or laboratory animals;
- (vi) Train students attached to laboratory; and
- (vii) Supervise and train staff engaged in laboratory work.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

- (i) Have served in the grade of Science Laboratory Technician I, or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of an Applied Sciences or its equivalent qualification from a recognized Institution ; and
- (iii) Have demonstrated a high degree of ability, initiative and competence in organizing, directing and discharging work at that level.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive working attitude;
- Ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovation;
- Professionalism and integrity;
- Interpersonal skills including being team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Policy implementation skills;
- Oral and written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

**I. SCIENCE LABORATORY TECHNOLOGIST III, SCALE M8****(a) Job Summary**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will involve: media preparation; maintenance of laboratory records; storage; collection and preparation of samples and specimens; maintenance of cultures of insect, bacteria and fungi or laboratory animals.

**Key Result Areas**

- (i) Media preparation;
- (ii) Maintain cultures of insects, bacteria, fungi or other laboratory animals;
- (iii) Maintain laboratory records; and
- (iv) Collect and prepare samples and specimens.

**(b) Professional qualifications**

For appointment to this grade, an officer must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification; and
- (ii) Be in possession of a Diploma in Applied Sciences or its equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. SCIENCE LABORATORY TECHNOLOGIST II, SCALE M9**

### **(a) Job Summary**

Duties and responsibilities at this level will involve: media preparation; maintenance of laboratory records; storage of specimens; collection and preparation of samples and specimens; maintenance of cultures of insects, bacteria and fungi or laboratory animals. In addition, the officer will train, develop and supervise staff.

#### **Key Result Areas**

- (i) Media preparation;
- (ii) Maintain cultures of insects, bacteria, fungi or other laboratory animals;
- (iii) Store specimens;
- (iv) Collect and prepare samples and specimens;
- (v) Maintain laboratory records; and
- (vi) Train and supervise staff.

### **(b) Professional qualifications and experience**

#### **Direct Appointment**

For appointment to this grade, a candidate must have:

A Bachelor's Degree in Applied Sciences from a recognized institution.

#### **Promotion**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Science Laboratory Technologist III for a minimum period of three(3) years;
- (ii) Be in possession of a Diploma in Applied Sciences or its equivalent qualification from a recognized Institution; and
- (iii) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.



**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. SCIENCE LABORATORY TECHNOLOGIST I, SCALE M10****(a) Job Summary**

Duties and responsibilities at this level will involve: planning, supervision, evaluation and coordination of laboratory work in the area of specification, such as Science Laboratory, Biological Laboratory, and Instrumentation Laboratory. In addition, the officer will order and maintain records of supplies; train students attached to the Laboratory; and supervise, train and develop staff.

**Key Result Areas**

- (i) Plan, evaluate and coordinate laboratory work;
- (ii) Order and maintain records of supplies;
- (iii) Train students attached to the Laboratory;
- (iv) Supervise staff; and
- (v) Train and develop staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Science Laboratory Technologist II for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in Applied Sciences from a recognized institution;

**OR**

Be in possession of a Diploma in Applied Sciences or its equivalent qualification from a recognized Institution; and

- (iii) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Positive work attitude;
- Ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovation;
- Professionalism and integrity;
- Interpersonal skills including being team player;
- Communication skills; and
- Organizational, managerial and administrative skills.

#### **Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Oral and written communication skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

### **IV. SENIOR SCIENCE LABORATORY TECHNOLOGIST, SCALE M11**

#### **(a) Job Summary**

This will be the highest grade for the Science Laboratory Technologists cadre. Duties and responsibilities at this level will include: coordinating the provision of laboratory services as well as allocation of duties and distribution of staff in various units. In addition, the officer will ensure availability of laboratory supplies; maintenance of laboratory equipment; training and supervise staff and students attached to the Laboratory.

#### **Key Result Areas**

- (i) Provide laboratory services;
- (ii) Distribute staff in various laboratories;
- (iii) Avail laboratory supplies;
- (iv) Maintain laboratory equipment;
- (v) Train and supervise staff; and
- (vi) Train students attached to the Laboratory.

#### **(b) Professional qualifications and experience**

For appointment to this level a candidate must:

- (i) Have served in the grade of Science Laboratory Technologist I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in Applied Sciences from a recognized institution;

**OR**

Be in possession of a Diploma in Applied Sciences or its equivalent qualification from a recognized Institution; and

- (iii) Have demonstrated considerable capabilities and efficiency in management of Laboratory work.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Positive work attitude;
- Ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovation;
- Professionalism and integrity;
- Interpersonal skills including being team player; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Policy implementation skills;
- Target setting;
- Administrative skills;
- Team leadership; and
- Problem solving.

## CAREER PROGRESSION GUIDELINE FOR MEDICAL ENGINEERING PERSONNEL

### GRADING STRUCTURE

Officers in this Career Progression Guideline will be graded and designated as follows:

#### MEDICAL ENGINEERING TECHNICIANS

#### APPENDIX "A"

Designation	Scale
Medical Engineering Technician III	M7
Medical Engineering Technician II	M8
Medical Engineering Technician I	M9
Senior Medical Engineering Technician	M10

#### MEDICAL ENGINEERING TECHNOLOGISTS

#### APPENDIX "B"

Designation	Scale
Medical Engineering Technologist III	M8
Medical Engineering Technologist II	M9
Medical Engineering Technologist I	M10
Snr. Medical Engineering Technologist	M11

#### *Note:*

*The grade of Medical Engineering Technician III/II/I, Scale M7/M8/M9 for Certificate holders, Medical Engineering Technologist III/II/I, Scale M8/M9/M10 for Diploma holders will form a common establishment for the purpose of this career progression guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### MEDICAL ENGINEERING TECHNICIANS

#### APPENDIX "A"

#### I. MEDICAL ENGINEERING TECHNICIAN III, SCALE M7

##### (a) Job Summary

This is the entry grade into the Medical Engineering Technicians cadre. Duties and responsibilities at this level will involve: undertaking routine maintenance and repairs of medical equipment under the guidance of an experienced Technician or Technologist.

##### Key Result Areas

Undertake routine maintenance and repairs of medical equipment.

## **Professional qualifications and experience**

### **Direct Appointment**

For appointment into this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification from a recognized institution; and
- (ii) A certificate in Medical Engineering from the Kenya Medical Training College or its equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Ability to take instructions;
- Knowledge of the field of specialization; and
- Good communication skills.

#### **Core competences**

- Punctuality;
- Accuracy; and
- Records management skills.

## **II. MEDICAL ENGINEERING TECHNICIAN II, SCALE M8**

### **(a) Job Summary**

Duties and responsibilities at this level will entail: undertaking maintenance and repair of medical equipment; ordering spare parts and consumables required in the workshop.

#### **Key Result Areas**

- (i) Undertake maintenance and repair of medical equipment; and
- (ii) Order spare parts and consumables.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Medical Engineering Technician III for a minimum period of three (3) years;
- (ii) Be in possession of a certificate in Medical Engineering from the Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have demonstrated merit and ability in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. MEDICAL ENGINEERING TECHNICIAN I, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will entail: undertaking maintenance and repair of medical equipment; ordering spare parts and consumables required in the workshop; and demonstrate the equipment's safe operation procedures to the users. In addition, an officer at this level will supervise and train staff and students on attachment in the workshop.

**Key Result Areas**

- (i) Maintain and repair medical equipment;
- (ii) Order spare parts and consumables;
- (iii) Prepare maintenance records;
- (iv) Demonstrate the equipment's safe operation procedures to the users; and
- (v) Train students on attachment.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

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

- (ii) Have a certificate in Medical Engineering from the Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have demonstrated merit and ability in work performance and results.

In addition to the above requirements, an officer must have the following Key Personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Ability to take instructions;
- Knowledge of the field of specialization; and
- Good communication skills.

**Core competences**

- Punctuality;
- Accuracy; and
- Records management skills.

#### **IV. SENIOR MEDICAL ENGINEERING TECHNICIAN, SCALE M10**

**(a) Job Summary**

This will be the highest grade in the Medical Engineering Technicians Cadre. Duties and responsibilities at this level will involve: maintenance and repair of medical equipment and systems; demonstration to the user on the proper and safe operation of the equipment; ordering of spare parts and consumables for equipment under repair; supervision and training of staff and students on attachment in the workshop.

**Key Result Areas**

- (i) Maintain and repair medical equipment and systems;
- (ii) Demonstrate to the user on the proper and safe operation of the equipment;
- (iii) Order spare parts and consumables for equipment under repair;
- (iv) Supervise and train officers under him/her; and
- (v) Assist students on attachment in the workshop.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

- (i) Have served in the grade of Medical Engineering Technician I or in a relevant and comparable position in the Public Service or reputable private sector organization for a minimum period of three years;
- (ii) Have a certificate in Medical Engineering from the Kenya Medical Training College or equivalent qualification from a recognized institution.

- (iii) Have demonstrated merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to work with minimum supervision;
- Professionalism and integrity; and
- Good communication skills.

**Core competences**

- Punctuality;
- Supervisory management;
- Oral and written skills;
- Target setting; and
- Administrative skills.

**MEDICAL ENGINEERING TECHNOLOGISTS**

**APPENDIX "B"**

**I. MEDICAL ENGINEERING TECHNOLOGIST III, SCALE M8**

**(a) Job Summary**

This will be the entry and training grade to this cadre. Duties and responsibilities at this level will involve: equipment fault diagnosis; repair and maintenance of equipment.

**Key Result Areas**

- (i) Equipment fault diagnosis; and
- (ii) Repair and maintenance of equipment.

**(b) Professional qualifications**

For direct appointment into this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) with a mean grade of C (plain) or its equivalent qualification from a recognized institution; and
- (ii) Have a Diploma in Medical Engineering from Kenya Medical Training College or its equivalent qualification from a recognized institution.

**OR**

A Diploma in Electrical, Electronics or Mechanical Engineering from a recognized institution.



In addition to the above requirements, an officer must have the following personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. MEDICAL ENGINEERING TECHNOLOGIST II, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will involve: maintenance and repair of equipment; ordering of spare parts and consumables; calibration of equipment; supervision and training of staff and students on attachment in the workshop.

**Key Result Areas**

- (i) Calibrate equipment;
- (ii) Maintain and repair equipment;
- (iii) Order spare parts and consumables;
- (iv) Supervise staff; and
- (v) Train students on attachment.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Medical Engineering Technologist III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Medical Engineering from Kenya Medical Training College or its equivalent qualification from a recognized institution.

**OR**

A Diploma in Electrical, Electronics or Mechanical Engineering from a recognized institution; and

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

In addition to the above requirements, an officer must have the following personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills; and
- Ability to take instructions.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. MEDICAL ENGINEERING TECHNOLOGIST I, SCALE M10**

**(a) Job Summary**

Duties and responsibilities at this level will involve: planning and organizing repairs and maintenance of medical equipment. In addition, an officer at this level will supervise, train and develop staff and students on attachment in the workshop.

**Key Result Areas**

- (i) Plan and organize repairs;
- (ii) Maintain medical equipment;
- (iii) Supervise and train staff; and
- (iv) Train students on attachment.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

- (i) Have served in the grade of Medical Engineering Technologist II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Medical Engineering from Kenya Medical Training College or its equivalent qualification from a recognized institution;

**OR**

A Diploma in Electrical, Electronics or Mechanical Engineering from a recognized institution; and

- (iii) Have demonstrated competence and ability in organization and implementation of the maintenance and repair of medical equipment.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR MEDICAL ENGINEERING TECHNOLOGIST, SCALE M11**

**(a) Job Summary**

This will be the highest grade of the Medical Engineering Technologists Cadre. Duties and responsibilities at this level will involve: planning and organizing repairs and maintenance of medical equipment. In addition, an officer at this level will oversee supervision, training and development of staff and students on attachment in the workshop.

**Key Result Areas**

- (i) Plan and organize repairs and maintenance of medical equipment; and
- (ii) Supervise, train and develop staff and students.

**(b) Professional qualifications and experience**

For appointment into this grade, an officer must:

- (i) Have served in the grade of Medical Engineering Technologist I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Medical Engineering from Kenya Medical Training College or its equivalent qualification from a recognized institution;

**OR**

A Diploma in Electrical, Electronics or Mechanical Engineering from a recognized institution; and

- (iii) Have a considerable experience and have shown competence, ability and efficiency in organizing and managing maintenance services at the level of Medical Engineering Technologist I.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## CAREER PROGRESSION GUIDELINES FOR HEALTH RECORDS AND INFORMATION PERSONNEL

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

#### HEALTH RECORDS AND INFORMATION TECHNICIANS

#### APPENDIX "A"

##### Designation

##### Scale

Health Records and Information Technician III

M7

Health Records and Information Technician II

M8

Health Records and Information Technician I

M9

Senior Health Records and Information Technician

M10

#### HEALTH RECORDS AND INFORMATION OFFICERS

#### APPENDIX "B"

Health Records and Information Officer III

M8

Health Records and Information Officer II

M9

Health Records and Information Officer I

M10

Snr. Health Records and Information Officer

M11

#### Note:

*The posts of Health Records and Information Technician III/II/I, scale M7/8/9 for Certificate holders, Health Records and Information Officer III/II/I, Scale M8/9/10 for Diploma holders, will form a common establishment for the purpose of this Career Progression Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### HEALTH RECORDS AND INFORMATION TECHNICIANS

#### APPENDIX "A"

#### I. HEALTH RECORDS AND INFORMATION TECHNICIAN III, SCALE M7

##### (a) Job Summary

Duties and responsibilities at this level will include: reception, registration and scheduling of out-patient and in-patients; maintenance of patients' master index; preparing patients' appointments; initiation of patients' medical records; patient admission documentation and other related procedures; storage and retrieval of medical records, x-ray films, pathological and radiological records; coding and indexing of diseases and surgical procedures; and collection of medical statistics.

##### Key Result Areas

- (i) Receive, register and schedule patients;
- (ii) Maintain patients' master index;

- (iii) Prepare patients' appointments;
- (iv) Initiate patients' medical records;
- (v) Store and retrieve medical records;
- (vi) Code and index diseases and surgical procedures; and
- (vii) Collect medical statistics.

**(b) Professional qualifications**

For appointment to this grade, an officer must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) with aggregate C- (minus) or its equivalent qualification;
- (ii) Be in possession of a Health Records and Information Certificate from Kenya Medical Training College or any other equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. HEALTH RECORDS AND INFORMATION TECHNICIAN II, SCALE M8**

**(a) Job Summary**

Duties and responsibility at this level will entail: collection and tabulation of medical statistical data from the section; admission procedures and making appointments for patients to the Institution's Clinics; aid in research as requested by other medical staff; and be custodian of health records and information in the institution.

**Key Result Areas**

- (i) Collect and tabulate medical statistical data;
- (ii) Admit and make appointments for patients;
- (iii) Aid in research ; and
- (iv) Keep health records and information.

**(b) Professional qualifications and experience**

For appointment to the grade, an officer must:

- (i) Have served in the grade in Health Records and Information Technician III or in a comparable position in the Public Service or a reputable private sector organization for at least three (3) years;
- (ii) Be in possession of a Health Records and Information Certificate from Kenya Medical Training College or any other equivalent qualification from a recognized institution; and
- (iii) Have demonstrated a high degree of integrity and course of responsibility in performing his duties.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. HEALTH RECORDS AND INFORMATION TECHNICIAN I, SCALE M9****(a) Job Summary**

Duties and responsibilities at this level will involve: management of health records and information services in the institution; administering health records and information services;

compiling and providing statistical report (data) to the institution's clinics; planning in liaison with the Medical Officer on the staffing, space and equipment required for the health records and information department; participating in the training of allied personnel in the use of health records and information; enforcing policies concerning the medical legal rules as regards health records and information; participating in research of medical records content on patients information systems; institute medical and surgical classification and provide appropriate information to all medical staff; organizing methods of reception, registration, appointment, admission, storage and retrieval of health records and information.

### **Key Result Areas**

- (i) Administer the health records and information services;
- (ii) Compile and provide statistical report / data;
- (iii) Plan in liaison with the Medical Officer on the staffing, space and equipment required;
- (iv) Train allied personnel in the use of health records and information;
- (v) Enforce policies concerning the medical legal rules;
- (vi) Participate in research of medical records content on patients' information systems;
- (vii) Institute medical and surgical classification systems; and
- (viii) Organize methods of reception, registration, appointment, admission, storage and retrieval of health records and information.

### **(b) Professional qualifications and experience**

For appointment to the grade an officer must:

- (i) Have served in the grade of Health Records and Information Technician II or in a comparable position in the Public Service or a reputable private sector organization for at least three (3) years;
- (ii) Be in possession of a Health Records and Information Certificate from Kenya Medical Training College or any other equivalent qualification from a recognized institution; and
- (iii) Have demonstrated merit, ability and competence in organizing, performing and discharging duties and responsibilities at the Health Records and Information Technician II level.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:

### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.



**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR HEALTH RECORDS AND INFORMATION TECHNICIAN, SCALE M10****(a) Job Summary**

Duties and responsibilities at this level will involve: management of health records and information services in the institution; administering the health records and information services; supervising quality and quantity of information from the institution's clinics; providing statistical reports (data) as required to the institution's medical officer; planning in liaison with the Medical Officer on staffing, space and equipment requirement; coordinating and conducting, as required, in-service training programmes for medical records human resource and to participating in training of allied personnel in the use of medical records information; advising on medical legal policies as regards health records and information.

**Key Result Areas**

- (i) Administer health records and information services;
- (ii) Supervise quality and quantity of information from the institution's clinics;
- (iii) Provide statistical reports/ data;
- (iv) Plan in liaison with the Medical Officer on staffing, space and equipment requirement;
- (v) Co-ordinate and conduct in-service training programmes;
- (vi) Participate in training allied personnel in medical records; and
- (vii) Advise on medical legal policies regarding records.

**(b) Professional qualifications and experience**

For appointment to the grade, an officer must:

- (i) Have served in the grade of Health Records and Information Technician I or in a comparable position in the Public Service or a reputable private sector organization for at least three (3) years;
- (ii) Be in possession of a Health Records and Information Certificate from Kenya Medical Training College or any other equivalent qualification from a recognised institution; and
- (iii) Have demonstrated ability and competence in organizing, performing and discharging duties and responsibilities as Health Records and Information Technician I.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**HEALTH RECORDS AND INFORMATION OFFICERS**

**APPENDIX “B”**

**I. HEALTH RECORDS AND INFORMATION OFFICER III, SCALE M8**

**(a) Job Summary**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will involve: management of Health Records and Information; management of casualty records, X-ray records, diagnostic and consultation clinic services.

**Key Result Areas**

- (i) Manage Health Records and Information;
- (ii) Manage casualty records, X-ray records; and
- (iii) Manage diagnostic and consultation clinic records.

**(b) Professional qualifications**

For appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of Secondary Education (KCSE) with a mean grade of C (plain); and
- (ii) Have a Diploma in Health Records and Information Management from Kenya Medical Training College or its equivalent from a recognized medical training institution.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **II. HEALTH RECORDS AND INFORMATION OFFICER II, SCALE M9**

### **(a) Job Summary**

Duties and responsibilities at this level will involve: management of Health Records and Information; management of casualty records, X-ray records, and diagnostic and consultation clinic services.

**Key Result Areas**

- (i) Manage Health Records and Information;
- (ii) Manage casualty records, X-ray records;
- (iii) Manage diagnostic and consultation clinic records.

### **(b) Professional qualifications and experience**

For appointment to the grade, an Officer must:

- (i) Have served in the grade of Health Records and Information Officer III or in a comparable position in the Public Service or a reputable private sector organization for at least three (3) years;
- (ii) Have a Diploma in Health Records and Information Management from Kenya Medical Training College or its equivalent from a recognized medical training institution; and
- (iii) Have demonstrated merit and ability as reflected in work results and performance.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. HEALTH RECORDS AND INFORMATION OFFICER I, SCALE M10**

**(a) Job Summary**

Work at this level may involve: management of Health Records and Information in the College; management of casualty records, X-ray records, and diagnostic and consultation clinic services.

**Key Result Areas**

- (i) Manage Health Records and Information;
- (ii) Manage casualty records, X-ray records; and
- (iii) Manage diagnostic and consultation clinic records.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Health Records and Information Officer II or in a comparable position in the Public Service or a reputable Private sector organization for at least three (3) years;
- (ii) Have a Diploma in Health Records and Information Management from Kenya Medical Training College or its equivalent from a recognized medical training institution; and
- (iii) Have demonstrated merit and ability as reflected in work results and performance.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity; and
- Interpersonal skills.

**IV. SENIOR HEALTH RECORDS AND INFORMATION OFFICER, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will involve: management and coordination of health records and information services in the College; implementation of administrative policies regarding health records and information; planning, organizing, coordinating and controlling health records and information services in the college; plan and conduct in-service training programmes for health records and information personnel; participate in training of other health personnel in the uses of health records and information; advice on legal aspects of Health Records and Information; manage health information system, maternal health /family planning records in the institution.

**Key Result Areas**

- (i) Implement and administer policies regarding health records and information;
- (ii) Plan, organize, coordinate and control health records and information services;
- (iii) Plan and conduct in-service training programmes;
- (iv) Participate and train allied health personnel in the uses of health records and information;
- (v) Advise on legal aspects of health records and information; and
- (vi) Manage health information system.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Health Records and Information Officer I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Health Records and Information Management from Kenya Medical Training College or its equivalent from a recognized medical training institution; and
- (iii) Have demonstrated merit and ability as reflected in work results and performance.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## CAREER PROGRESSION GUIDELINES FOR PUBLIC HEALTH PERSONNEL

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows: -

#### PUBLIC HEALTH TECHNICIANS

#### APPENDIX 'A'

##### Designation

Public Health Technician III  
Public Health Technician II  
Public Health Technician I  
Senior Public Health Technician

##### Scale

M7  
M8  
M9  
M10

### CONVERSION TO THE NEW GRADING STRUCTURE

Serving officers will adopt as appropriate to the new designations and grading structure as follows:

Present Designation	JG	New Designation	JG
Public Health Technician III Demonstrator III	M7	Public Health Technician III	M7
Public Health Technician II	M8	Public Health Technician II	M8
Public Health Technician I	M9	Public Health Technician I	M9
Senior Public Health Technician	M10	Senior Public Health Technician	M10

#### PUBLIC HEALTH OFFICERS

#### APPENDIX 'B'

##### Designation

Public Health Officer III  
Public Health Officer II  
Public Health Officer I  
Senior Public Health Officer

##### Scale

M8  
M9  
M10  
M11

#### Note:

*The posts of Public Health Technician III/II/I, scale M7/M8/M9 for Certificate holders, Public Health Officer III/II, scale M8/M9 for Diploma holders will form a common establishment for purposes of this Career Progression Guideline.*

### I. PUBLIC HEALTH TECHNICIAN III, SCALE M7

#### (a) Job Summary

This will be the entry and training grade for this cadre. Duties and responsibilities will involve: participation in immunization programmes; inspection of constituent centres; siting of compost pits for refuse disposal; siting of pit latrines where appropriate and supervising their

construction; inspection of water storage facilities to ensure that they are properly maintained and protected as safe sources of drinking water; and siting of grain stores and giving advice on vectors and rodent control.

**Key Result Areas**

- (i) Participate in immunization programmes;
- (ii) Site compost pits for refuse disposal;
- (iii) Site of pit latrines and supervise their construction;
- (iv) Inspect water storage facilities; and
- (v) Vectors and rodent control.

**(b) Professional qualifications**

For appointment to this grade, a candidate must:-

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification; and
- (ii) Be in possession of a Certificate in Public Health from Kenya Medical Training College or equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.



## **II. PUBLIC HEALTH TECHNICIAN II, SCALE M8**

### **(a) Job Summary**

Duties and responsibilities at this level will include: inspection of constituent centres; advising on solid waste collection; storage and disposal to ensure that general cleanliness and sanitary requirements are maintained; advising on the planning and construction of buildings to ensure that they are adequately lighted and ventilated; inspection of meat and other foods in the college; inspection of water storage facilities; participation in the immunization programmes; advising on control of insect vectors and vermin; disease surveillance, prevention and control.

#### **Key Result Areas**

- (i) Solid waste collection, storage and disposal;
- (ii) Inspect foods in the college;
- (iii) Inspect water storage facilities;
- (iv) Participate in the immunization programmes;
- (v) Control of insect vectors and vermin;
- (vi) Disease surveillance, prevention and control; and
- (vii) Conduct health education programmes.

### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Public Health Technician III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Public Health Technician Certificate from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Punctuality;
- Team playing skills;

- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **III. PUBLIC HEALTH TECHNICIAN I, SCALE M9**

#### **(a) Job Summary**

Duties and responsibilities at this level will include: inspection of the institution's constituent centres to ensure that general cleanliness and sanitary standards are maintained; ensuring proper collection and disposal of solid waste in the colleges and inspection of meat and other foods in the college; participation in immunization programmes; provision of health education as well as maintaining high sanitary standards by making regular visits; disease surveillance, prevention and control.

#### **Key Result Areas**

- (i) Solid waste collection, storage and disposal;
- (ii) Inspect foods in the college;
- (iii) Inspect water storage facilities;
- (iv) Participate in the immunization programmes;
- (v) Control of insect vectors and vermin;
- (vi) Disease surveillance, prevention and control; and
- (vii) Conduct health education programmes.

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Public Health Technician II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Public Health Technician Certificate from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit, competence and ability in discharging duties at this level.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

#### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;

- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

#### **Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources; and
- Manual dexterity.

### **IV. SENIOR PUBLIC HEALTH TECHNICIAN, SCALE M10**

#### **(a) Job Summary**

This is the highest level in this cadre. Duties and responsibilities will involve: collecting and storing of Public Health data; planning, directing and controlling public health activities in the college; planning and organizing practical training for public health trainees; collecting of water and food samples for bacteriological and chemical analyses; enforcing of public health regulations, preventive maintenance of buildings; food quality control and improvement of water supplies including integrated disease surveillance, prevention and response.

#### **Key Result Areas**

- (i) Collect and store of public health data;
- (ii) Plan, direct and control public health activities in the college;
- (iii) Plan and organize practical training for public health trainees;
- (iv) Collect water and food samples for bacteriological and chemical analyses;
- (v) Enforce public health regulations;
- (vi) Prevent maintenance of buildings;
- (vii) Food quality control; and
- (viii) Improve water supplies including integrated disease surveillance, prevention and response.

#### **(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Public Health Technician I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Be in possession of a Certificate in Public Health from Kenya Medical Training College or equivalent qualification from a recognized institution;
- (iii) Have a post basic professional course in their field of specialization from a recognized training institution; and

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

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity; and
- Interpersonal skills.

**PUBLIC HEALTH OFFICERS**

**APPENDIX 'B'**

**I. PUBLIC HEALTH OFFICER III, SCALE M8**

**(a) Job Summary**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include: improvement of sanitation in the college, by ensuring proper disposal of solid wastes; investigation and control of insect vectors for diseases and rodents; general administration of Public Health services; planning and participating in health education activities including prevention and control of communicable diseases; participation in immunization programmes; supervision of Public Health Technicians and other staff working under him/her.

**Key Result Areas**

- (i) Improve sanitation in the college;
- (ii) Investigate and control of insect vectors for diseases and rodents;
- (iii) Plan and conduct health education activities;
- (iv) Prevent and control of communicable diseases;
- (v) Participate in immunization programmes; and
- (vi) Supervise Public Health Technicians and other staff.

**(b) Professional qualifications**

For appointment to the grade of Public Health Officer III, a candidate must have:-

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent from a recognized institution; and
- (ii) A Diploma in Environmental Health Science from Kenya Medical Training College or equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. PUBLIC HEALTH OFFICER II, SCALE M9**

**(a) Job Summary**

Work at this level will involve: execution and implementation of public health services in the college; enforcement of the Public Health Act (Cap 242); Food, Drugs and other Chemical Substances Act (Cap 254) and other pertinent regulations in force; investigations and taking action in the prevention and control of communicable diseases and epidemics/disasters; maintenance of health standards in public institutions within the area of his/her jurisdiction; control of food quality by systematic inspection and sampling; planning and protection of springs and wells; monitoring the quality of water; research work and co-ordination and supervision of the activities of Public Health Officers and Public Health Technicians working under him/her.

**Key Result Areas**

- (i) Prevent and control communicable diseases and epidemics/disasters;

- (ii) Maintain health standards in the college;
- (iii) Control food quality;
- (iv) Plan, protect and monitor quality of water; and
- (v) Supervise Public Health Officers and Public Health Technicians.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Public Health Officer III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Environmental Health Science from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources; and
- Manual dexterity.

**III. PUBLIC HEALTH OFFICER I, SCALE M10**

**(a) Job Summary**

Work at this level will involve: planning, administration and implementation of Public Health programmes in a busy institution; interpretation and enforcement of public health and environmental laws and regulations; collection and interpretation of data related to public health; vetting and approval of building and plans; carry out preventive maintenance of buildings; supervision of water supply systems; water supply quality control; food quality and safety control; control of communicable diseases and suppression of epidemics such as yellow fever,

cholera, plague etc.; organization and implementation of mass immunization programmes and environmental research.

### **Key Result Areas**

- (i) Collect and interpret data related to public health;
- (ii) Vet and approve building and plans;
- (iii) Carry out preventive maintenance of buildings;
- (iv) Supervise water supply systems;
- (v) Conduct water supply quality control;
- (vi) Food quality and safety control;
- (vii) Control of communicable diseases and suppression of epidemics; and
- (viii) Organize and implement immunization programmes and environmental research.

## **(b) Professional qualifications and experience**

### **Direct Appointment**

For direct appointment, a candidate must have:-

- (i) A Bachelor of Science (BSc) degree in Environmental Health or its equivalent qualification from a recognized institution; and
- (ii) A Certificate of competence from the Association of Public Health Officers and the Ministry of Health for degree holders.

### **Promotion**

For promotion to this grade, an officer must:

- (i) Have served in the grade of Public Health Officer II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Environmental Health Science from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following personal attributes and core competencies:-

### **Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity; and
- Interpersonal skills.

**IV. SENIOR PUBLIC HEALTH OFFICER, SCALE M11****(a) Job Summary**

Duties and responsibilities at this level will involve: administration, implementation and provision of public health services in the colleges; rendering public health services in consultation with the Chief Public Health Officer in the Ministry responsible for Health; advise the administration on collection and disposal of solid wastes in constituent centres; participate in planning of institutional health programmes; monitoring and control of all forms of pollution. In addition, the officer will participate in all environmental health research activities in his/her area of operation and disaster management and response; train, counsel and guide public health trainees on attachments.

**Key Result Areas**

- (i) Plan and implement public health services;
- (ii) Participate in planning of institutional health programmes;
- (iii) Monitor and control all forms of pollution; and
- (iv) Train, counsel and guide public health trainees on attachments.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Public Health Officer I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Environmental Health Science from Kenya Medical Training College or equivalent qualification from a recognized institution and a post basic professional course in the field of specialization from a recognized training institution;

**OR**

- A Bachelor of Science (BSc) degree in Environmental Health or its equivalent qualification from a recognized institution and a Certificate of competence from the Association of Public Health Officers and the Ministry of Health for degree holders; and
- (iii) Have shown merit and ability as reflected in work performance and results.



In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with a diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and Integrity.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Budget setting;
- Policy implementation skills;
- Interpersonal skills;
- Oral and written skills; and
- Records management.

## CAREER PROGRESSION GUIDELINE FOR DENTAL TECHNOLOGISTS

### GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows:

Designation	Scale
Dental Technologist III	M8
Dental Technologist II	M9
Dental Technologist I	M10
Senior Dental Technologist	M11

**Note:**

*The grades of Dental Technologist III/II/I, Scale M8/M9/M10 will form a common establishment for the purpose of this Career Progression Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### I. DENTAL TECHNOLOGIST III, SCALE M8

##### (a) Job Summary

This is the entry and training grade for this cadre. Duties and responsibilities will involve: provision of supportive services in dentistry; preparing appliances required in dentistry; assessing patients' needs; verifying and maintaining information relating to patients; ordering and maintaining records of supplies as well as guiding; supervising and counseling staff.

##### Key Result Areas

- (i) Provide supportive services in dentistry;
- (ii) Prepare appliances required in dentistry;
- (iii) Assess patients' needs;
- (iv) Verify and maintain information relating to patients;
- (v) Order and maintain records of supplies; and
- (vi) Guide, supervise and counsel staff.

##### (b) Professional qualifications

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or equivalent qualification; and
- (ii) A Diploma in Dental Technology from Kenya Medical Training College or equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. DENTAL TECHNOLOGIST II, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will entail: planning, supervising, evaluating, coordinating and managing supportive services in dentistry for patients in the Clinic; ensure availability of supplies and equipment for a dental laboratory; and training, counseling and guiding students.

**Key Result Areas**

- (i) Plan, supervise, evaluate, coordinate and manage supportive services in dentistry;
- (ii) Ensure availability of supplies and equipment for a dental laboratory; and
- (iii) Train, counsel and guide students.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Dental Technologist III or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Dental Technology from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. DENTAL TECHNOLOGIST I, SCALE M10**

**(a) Job Summary**

Duties and responsibilities at this level will include: planning, supervising, coordinating and managing supportive services in dentistry; allocation of duties; ensure availability of supplies and equipment for a dental laboratory; and training, counseling and guiding students.

**Key Result Areas**

- (i) Plan, supervise, evaluate, coordinate and manage supportive services in dentistry;
- (ii) Ensure availability of supplies and equipment for a dental laboratory; and
- (iii) Train, counsel and guide students.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Dental Technologist II or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Dental Technology from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR DENTAL TECHNOLOGIST, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will include: planning, supervising, coordinating and managing supportive services in dentistry; allocation of duties; ensure availability of supplies and equipment for a dental laboratory; and training, counseling and guiding students.

**Key Result Areas**

- (i) Plan, supervise, evaluate, coordinate and manage supportive services in dentistry;
- (ii) Ensure availability of supplies and equipment for a dental laboratory; and
- (iii) Train, counsel and guide students.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Dental Technologist I or in a comparable and relevant position in the Public Service or in a reputable private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Dental Technology from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Organizational, managerial and administrative skills;
- Ability to get on well with diverse work force;
- Good communication skills;
- Ability to work with minimum supervision;
- Creativity and innovation; and
- Professionalism and Integrity.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Budget setting;
- Policy implementation skills;
- Interpersonal skills;
- Oral and written skills; and
- Records management.

# CAREER PROGRESSION GUIDELINE FOR MEDICAL IMAGING TECHNOLOGISTS

## GRADING STRUCTURE

Officers in this career guideline will be graded and designated as follows:

Designation	Scale
Medical Imaging Technologist III	M8
Medical Imaging Technologist II	M9
Medical Imaging Technologist I	M10
Senior Medical Imaging Technologist	M11

### **Note:**

*The grades of Medical Imaging Technologist III/II/I, Scale M8/M9/M10 will form a common establishment for the purpose of this Career Progression Guideline.*

## JOB AND APPOINTMENT SPECIFICATIONS

### **I. MEDICAL IMAGING TECHNOLOGIST III, SCALE M8**

#### **(a) Job Summary**

This is the entry and training grade for this cadre. Duties and responsibilities will involve: providing radiographic services to patients in the clinic; process, verifying and maintaining information relating to patients; order and maintain records or radiographic and photographic equipment and other supplies.

#### **Key Result Areas**

- (i) Provide radiographic services to patients in the clinic;
- (ii) Process, verify and maintain information relating to patients; and
- (iii) Order and maintain records or radiographic and photographic equipment and other supplies.

#### **(b) Professional qualifications**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification; and
- (ii) A Diploma in Medical Imaging Science from Kenya Medical Training College or its equivalent qualification from a recognized institution;

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. MEDICAL IMAGING TECHNOLOGIST II, SCALE M9****(a) Job Summary**

Duties and responsibilities at this level will involve: providing radiographic services to patients in the clinic; processing, verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies; taking charge of radiation machine, equipment and accessories in the X-ray unit; and giving guidance to newly recruited Medical Imaging Technologists.

**Key Result Areas**

- (i) Provide radiographic services to patients in the clinic;
- (ii) Process, verify and maintain information relating to patients; and
- (iii) Order and maintain records or radiographic and photographic equipment and other supplies.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Medical Imaging Technologist III or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Medical Imaging Sciences from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:



**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**III. MEDICAL IMAGING TECHNOLOGIST I, SCALE M10****(a) Job Summary**

Duties and responsibilities at this level will involve: providing radiographic services to patients in the clinic; processing, verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies; take charge of radiation machine, equipment and accessories in the X-ray unit; maintaining and evaluating radiation safety measures in the clinic or X-ray unit; training, guiding and counselling students; participating in induction of new students and maintaining patients' records.

**Key Result Areas**

- (i) Provide radiographic services to patients in the clinic;
- (ii) Process, verify and maintain information relating to patients;
- (iii) Order and maintain records or radiographic and photographic equipment and other supplies;
- (iv) Maintain and evaluate radiation safety measures in the clinic or X-ray unit; and
- (v) Train, guide and counsel students.

**(b) Professional qualifications and experience**

For appointment to this grade an officer must:

- (i) Have served in the grade of Medical Imaging Technologist II or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Medical Imaging Sciences from Kenya Medical Training College or its equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

#### **IV. SENIOR MEDICAL IMAGING TECHNOLOGIST, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will involve: providing radiographic services to patients in the clinic; processing, verifying and maintaining information relating to patients; ordering and maintaining records or radiographic and photographic equipment and other supplies; taking charge of radiation machine, equipment and accessories in the X-ray unit; maintaining and evaluating radiation safety measures in the clinic or X-ray unit; training, guiding and counselling students; and participating in induction of new students and maintaining patients' records.

**Key Result Areas**

- (i) Provide radiographic services to patients in the clinic;
- (ii) Process, verify and maintain information relating to patients;
- (iii) Order and maintain records or radiographic and photographic equipment and other supplies;

- (iv) Maintain and evaluate radiation safety measures in the clinic or X-ray unit; and
- (v) Train, guide and counsel students.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Medical Imaging Technologist I or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Medical Imaging Sciences from Kenya Medical Training College or its equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

## **CAREER PROGRESSION GUIDELINE FOR ORTHOPAEDIC TECHNOLOGISTS**

### **GRADING STRUCTURE**

Officers in this career guideline will be graded and designated as follows:

<b>Designation</b>	<b>Scale</b>
Orthopaedic Technologist III	M8
Orthopaedic Technologist II	M9
Orthopaedic Technologist I	M10
Senior Orthopaedic Technologist	M11

**Note:**

*The grades of Orthopaedic Technologist III/II/I, Scale M8/M9/M10 will form a common establishment for the purpose of this Career Progression Guideline.*

## **JOB AND APPOINTMENT SPECIFICATIONS**

### **I. ORTHOPAEDIC TECHNOLOGIST III, SCALE M8**

#### **(a) Job Summary**

This is the entry and training grade for this cadre. Duties and responsibilities involve: provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; and guiding, supervising and counselling of staff.

#### **Key Result Areas**

- (i) Provide supportive services in orthopaedics;
- (ii) Prepare and fit appliances that are required in orthopaedics;
- (iii) Assess patients' needs;
- (iv) Verify and maintain information relating to patients' orders;
- (v) Maintain records of supplies; and
- (vi) Guide, supervise and counsel staff.

#### **(b) Professional qualifications**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification; and
- (ii) A Diploma in Orthopaedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. ORTHOPAEDIC TECHNOLOGIST II, SCALE M9****(a) Job Summary**

Duties and responsibilities at this level will involve: provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; and guiding, supervising and counselling of staff.

**Key Result Areas**

- (i) Provide supportive services in orthopaedics;
- (ii) Prepare and fit appliances that are required in orthopaedics;
- (iii) Assess patients' needs;
- (iv) Verify and maintain information relating to patients' orders;
- (v) Maintain records of supplies; and
- (vi) Guide, supervise and counsel staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Orthopaedic Technologist III or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Orthopaedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### III. ORTHOPAEDIC TECHNOLOGIST I, SCALE M10

**(a) Job Summary**

Duties and responsibilities at this level will involve: provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; and guiding, supervising and counselling of staff.

**Key Result Areas**

- (i) Provide supportive services in orthopaedics;
- (ii) Prepare and fit appliances that are required in orthopaedics;
- (iii) Assess patients' needs;
- (iv) Verify and maintain information relating to patients' orders;
- (v) Maintain records of supplies; and
- (vi) Guide, supervise and counsel staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Orthopaedic Technologist II or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Orthopaedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR ORTHOPAEDIC TECHNOLOGIST, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will involve: provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics; assessing patients' needs; verifying and maintaining information relating to patients' orders; maintaining records of supplies; participating in planning, supervising and co-ordinating orthopaedic supportive services; ensuring availability of supplies and equipment; and guiding, supervising and counselling staff.

**Key Result Areas**

- (i) Provide supportive services in orthopaedics;

- (ii) Prepare and fit appliances that are required in orthopaedics;
- (iii) Assess patients' needs;
- (iv) Verify and maintain information relating to patients' orders;
- (v) Maintain records of supplies;
- (vi) Plan, supervise and coordinate orthopaedic supportive services;
- (vii) Ensure availability of supplies and equipment; and
- (viii) Guide, supervise and counsel staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Orthopaedic Technologist I or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Orthopaedic Technology from Kenya Medical Training College or its equivalent qualification from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.



## CAREER PROGRESSION GUIDELINE FOR PHYSIOTHERAPIST/OCCUPATIONAL THERAPIST

### GRADING STRUCTURE

Officers in this Career Guideline will be graded and designated as follows:

Designation	Scale
Physiotherapist/Occupational Therapist III	M8
Physiotherapist/Occupational Therapist II	M9
Physiotherapist/Occupational Therapist I	M10
Snr. Physiotherapist/Occupational Therapist	M11

#### **Note:**

*The grades of Physiotherapist / Occupational Therapist III/II/I, Scale M8/M9/M10 will form a common establishment for the purpose of this Career Progression Guideline.*

### JOB AND APPOINTMENT SPECIFICATIONS

#### **I. PHYSIOTHERAPIST / OCCUPATIONAL THERAPIST III, SCALE M8**

##### **(a) Job Summary**

This will be the entry and training for this cadre. Duties and responsibilities at this level will involve: planning and supervision for provision of physiotherapy or occupational therapy services to patients referred for physiotherapy / occupational therapy in a clinic; assessing patients' needs including rehabilitation; verifying and maintaining information relating to patients' orders; maintaining records of relevant supplies; and guiding, supervising and counselling staff.

##### **Key Result Areas**

- (i) Plan and supervise physiotherapy or occupational therapy services;
- (ii) Assess patients' needs including rehabilitation;
- (iii) Verify and maintain information relating to patients;
- (iv) Order and maintain records of supplies; and
- (v) Guide, supervise and counsel staff.

##### **(b) Professional qualifications**

For appointment to this grade, a candidate must have:

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or equivalent qualification; and
- (ii) A Diploma in Physiotherapy / Occupational therapy from Kenya Medical Training College or equivalent qualification from a recognized institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**II. PHYSIOTHERAPIST / OCCUPATIONAL THERAPIST II, SCALE M9**

**(a) Job Summary**

Duties and responsibilities at this level will involve: planning and supervision for provision of physiotherapy or occupational therapy services to patients referred for physiotherapy / occupational therapy in a clinic; assessing patients' needs including rehabilitation; verifying and maintaining information relating to patients' orders; maintaining records of relevant supplies; and guiding, supervising and counselling staff.

**Key Result Areas**

- (i) Plan and supervise physiotherapy or occupational therapy services;
- (ii) Assess patients' needs including rehabilitation;
- (iii) Verify and maintain information relating to patients;
- (iv) Order and maintain records of supplies; and
- (v) Guide, supervise and counsel staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Physiotherapist / Occupational therapist III or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Physiotherapy / Occupational therapy from Kenya Medical Training College or equivalent qualifications from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

### **III. PHYSIOTHERAPIST/OCCUPATIONAL THERAPIST I, SCALE M10**

**(a) Job Summary**

Duties and responsibilities at this level will involve: planning and supervising the provision of physiotherapy or occupational therapy services to patients referred for physiotherapy / occupational therapy in a clinic; assessing patients' needs including rehabilitation; verifying and maintaining information relating to patients; ordering and maintaining records of relevant supplies; ensuring availability of relevant supplies and equipment; sale of articles made at an occupational therapy department; and guiding, supervising and counselling staff.

**Key Result Areas**

- (i) Plan and supervise physiotherapy or occupational therapy services;
- (ii) Assess patients' needs including rehabilitation;
- (iii) Verify and maintain information relating to patients;
- (iv) Order and maintain records of supplies;
- (v) Sale of articles made at an occupational therapy department; and
- (vi) Guide, supervise and counsel staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Physiotherapist / Occupational therapist II or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Physiotherapy / Occupational therapy from Kenya Medical Training College or equivalent qualifications from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Interpersonal skills;
- Analytical skills; and
- Records management skills.

**IV. SENIOR PHYSIOTHERAPIST/OCCUPATIONAL THERAPIST, SCALE M11**

**(a) Job Summary**

Duties and responsibilities at this level will involve: planning and supervising the provision of physiotherapy or occupational therapy services to patients referred for physiotherapy / occupational therapy in a clinic; assessing patients' needs including rehabilitation; verifying and maintaining information relating to patients; ordering and maintaining records of relevant supplies; ensuring availability of relevant supplies and equipment; and sale of articles made at an occupational therapy department; and guiding, supervising and counselling staff.

**Key Result Areas**

- (i) Plan and supervise physiotherapy or occupational therapy services;
- (ii) Assess patients' needs including rehabilitation;
- (iii) Verify and maintain information relating to patients;
- (iv) Order and maintain records of supplies;
- (v) Sale of articles made at an occupational therapy department; and
- (vi) Guide, supervise and counsel staff.

**(b) Professional qualifications and experience**

For appointment to this grade, an officer must:

- (i) Have served in the grade of Physiotherapist / Occupational therapist I or in a relevant and comparable position in the Public Service or private sector organization for a minimum period of three (3) years;
- (ii) Have a Diploma in Physiotherapy / Occupational therapy from Kenya Medical Training College or equivalent qualifications from a recognized institution; and
- (iii) Have shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

**Personal attributes**

- Ability to get on well with a diverse workforce;
- Knowledge of the field of specialization;
- Good communication skills;
- Ability to take instructions; and
- Good organizational and supervisory skills.

**Core competences**

- Punctuality;
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;

- Interpersonal skills;
- Analytical skills; and
- Records management skills.