REPUBLIC OF KENYA

GENERIC CAREER GUIDELINES FOR PUBLIC UNIVERSITIES & UNIVERSITY CONSTITUENT COLLEGES IN KENYA

APPROVED BY:

PUBLIC SERVICE COMMISSION

JULY 2026

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

APPROVED BY PSC

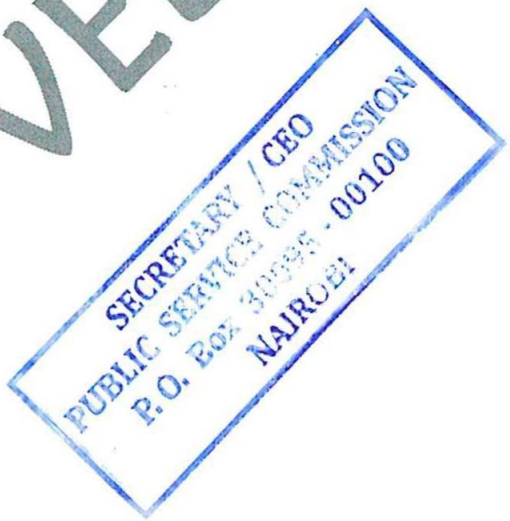


TABLE OF CONTENTS

FOREWORD v
PREFACE vi
GENERIC CAREER GUIDELINES FOR PUBLIC UNIVERSITIES & CONSTITUENT COLLEGES 7
SECTION 1:INTRODUCTION 7
1.1 Aims and Objectives 7
1.2 Responsibility for Administration 7
1.3 Training Scope 7
1.4 Provision of Posts 7
1.5 Entry into the Career Guideline 7
1.6 Advancement within the Career Guidelines 8
1.7 Grade categorisation as common establishment 8
1.8 Recognised Qualifications 8
1.9 Conversion to Job Titles and Grading Structure 9
1.10 Implementation of the Career Guidelines 9
1.11 Job Descriptions and Specifications 9
1.12 Review of the Career Guidelines 9
1.13 Qualification Matrix for Public Universities and University Constituent Colleges 9
1.14 Publication Points 19
1.15 Weighted Score Table 20
SECTION 2:JOB DESCRIPTION AND APPOINTMENT SPECIFICATION 21
2.1 JOB DESCRIPTION AND SPECIFICATION FOR VICE-CHANCELLOR, GRADE 1 21
2.2 JOB DESCRIPTION AND SPECIFICATION FOR PRINCIPAL, CONSTITUENT COLLEGE, GRADE 2 23
2.3 JOB DESCRIPTION AND SPECIFICATION FOR DEPUTY VICE CHANCELLOR, GRADE 2 26
2.4 JOB DESCRIPTION AND SPECIFICATION FOR DEPUTY PRINCIPAL CONSTITUENT COLLEGE 28
2.5 JOB DESCRIPTION AND SPECIFICATION FOR PRINCIPAL COLLEGE CAMPUS 30
2.6 CAREER GUIDELINES FOR ACADEMIC STAFF 32
2.7 DEPLOYMENT POSITIONS 40
2.8 CAREER GUIDELINES FOR ADMINISTRATIVE OFFICERS 43
2.9 CAREER GUIDELINE FOR LIBRARY PERSONNEL 52
2.10 CAREER GUIDELINE FOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) PERSONNEL 67
2.11 CAREER GUIDELINES FOR LABORATORY PERSONNEL 82
2.12 CAREER GUIDELINES FOR MEDICAL LABORATORY TECHNOLOGISTS 95

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 6010 NAIROBI

2.13 CAREER GUIDELINES FOR PHARMACEUTICAL TECHNOLOGISTS AND PHARMACISTS 106
2.14 CAREER GUIDELINES FOR PUBLIC HEALTH OFFICERS 115
2.15 CAREER GUIDELINE FOR MEDICAL OFFICERS 126
2.16 CAREER GUIDELINE FOR DENTAL PERSONNEL 131
2.17 CAREER GUIDELINES FOR CLINICAL PERSONNEL 138
2.18 CAREER GUIDELINES FOR NURSING OFFICERS 147
2.19 CAREER GUIDELINE FOR NUTRITION AND DIETETICS PERSONNEL 155
2.20 CAREER GUIDELINES FOR PHYSIOTHERAPISTS 163
2.21 CAREER GUIDELINES FOR HEALTH RECORDS AND INFORMATION PERSONNEL 172
2.22 CAREER GUIDELINE FOR MORTICIANS 183
2.23 CAREER GUIDELINE FOR UNIVERSITY CHAPLAINCY PERSONNEL 190
2.24 CAREER GUIDELINES FOR GAMES AND SPORTS PERSONNEL 194
2.25 CAREER GUIDELINES FOR COUNSELLORS 207
2.26 CAREER GUIDELINE FOR DEANS' STUDENTS AFFAIRS PERSONNEL 212
2.27 CAREER GUIDELINES FOR CATERING SERVICES PERSONNEL 217
2.28 CAREER GUIDELINES FOR HOUSEKEEPING PERSONNEL 229
2.29 CAREER GUIDELINES FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT PERSONNEL 245
2.30 CAREER GUIDELINE FOR RECORDS MANAGEMENT PERSONNEL 259
2.31 CAREER GUIDELINES FOR CLERICAL OFFICERS 269
2.32 CAREER GUIDELINE FOR OFFICE ADMINISTRATIVE PERSONNEL 273
2.33 CAREER GUIDELINES FOR FINANCE AND ACCOUNTING PERSONNEL 282
2.34 CAREER GUIDELINES FOR SUPPLY CHAIN MANAGEMENT PERSONNEL 295
2.35 CAREER GUIDELINES FOR PLANNING OFFICERS 308
2.36 CAREER GUIDELINES FOR LEGAL PERSONNEL 316
2.37 CAREER GUIDELINES FOR INTERNAL AUDITORS 327
2.38 CAREER GUIDELINE FOR CORPORATE COMMUNICATION PERSONNEL 336
2.39 CAREER GUIDELINES FOR ESTATE PERSONNEL 347
2.40 CAREER GUIDELINES FOR ARTISANS 357
2.41 CAREER GUIDELINES FOR SECURITY OFFICERS 362
2.42 CAREER GUIDELINE FOR GRAPHIC DESIGNERS 373
2.43 CAREER GUIDELINES FOR BINDING ATTENDANTS 378
2.44 CAREER GUIDELINES FOR DRIVERS 382
2.45 CAREER GUIDELINES FOR OFFICE ASSISTANTS 388
2.46 CAREER GUIDELINES FOR FARM PERSONNEL 392

APPROVED BY PSC

FOREWORD

I am pleased to present the Generic Career Guidelines for Public Universities and Constituent Colleges.

These Career Guidelines have been developed in fulfilment of the Public Service Commission's constitutional mandate to ensure that personnel practices in the Public Service, including public universities, adhere to uniform norms and standards. The Guidelines are also aligned with the Values and Principles of Public Service as enshrined in our Constitution.

Career progression is fundamental to staff motivation, retention, and institutional performance. For too long, public universities have operated with disparate career progression frameworks, creating challenges in staff mobility, career development, and equitable treatment across institutions. These Generic Career Guidelines address these gaps by providing a standardised framework that ensures consistency, transparency, and fairness.

The Guidelines provide clear pathways for career advancement across all cadres of academic teaching staff, academic administrative staff, and shared services personnel. By establishing uniform qualification requirements, we create an environment where staff can plan their careers with certainty and aspire to growth based on competence, performance, and professional development.

Importantly, these Guidelines facilitate seamless mobility of staff across public universities, promoting cross-institutional collaboration and enabling universities to benefit from diverse expertise and experiences. This ultimately enriches the quality of education, research, and community service.

I call upon all public universities and constituent colleges to adopt and implement these Guidelines, while customising them where necessary to address their unique needs. I thank all stakeholders who contributed to the development of these Guidelines for their dedication towards creating a brighter future for higher education in Kenya.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. BOX 30095 - 00100
NAIROBI

Prof. Bosire Mwebi
Chairperson, IPUCCF of FKE, and
Chairperson of Council, University of Kabianga

PREFACE

On behalf of the Vice Chancellors' Committee, I am honoured to present the Generic Career Guidelines for Public Universities and Constituent Colleges.

These Career Guidelines represent a significant milestone in professionalising human resource management in the public university sector. They are born from the recognition that our universities, while diverse in their contexts, share common challenges in managing staff careers and must work together to create an enabling environment for talent development and retention.

In an increasingly competitive global environment, clear, transparent, and equitable career progression pathways are essential for attracting and retaining qualified staff and for institutional effectiveness in delivering our core mandate of teaching, research, and community outreach.

The absence of harmonised career guidelines previously created disparities that limited staff mobility. These Generic Career Guidelines provide a common framework that respects institutional autonomy while ensuring consistency in qualification requirements, competency expectations, and progression criteria.

I thank all stakeholders who contributed to the development of the Generic Career Guidelines. As we implement these Guidelines, let us remain committed to working together to ensure continuous improvement and focus on building world-class public universities that produce skilled graduates, generate impactful research, and contribute positively to Kenya's socio-economic transformation.

APPROVED BY PSC



Prof. Daniel Mugendi, EBS,
Secretary, IPUCCF of FKE,
Chairperson, Vice Chancellors' Committee, and
Vice-Chancellor, University of Embu.

GENERIC CAREER GUIDELINES FOR PUBLIC UNIVERSITIES & CONSTITUENT COLLEGES

The Universities embarked on the process of reviewing policy documents to inform terms and conditions of service for both administrative and academic staff.

SECTION 1: INTRODUCTION

1.1 Aims and Objectives

The aims and objectives of these Career Guidelines include the following: -

(i) To provide for a well-defined career structure that will attract, motivate and facilitate retention of suitably qualified staff;
(ii) To provide for well-defined job descriptions and specifications with clear delineation of job descriptions at all levels within the career structure, which will ensure proper deployment, advancement and utilisation of personnel;
(iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, experience, merit and ability as reflected in work performance and results; and
(iv) To ensure appropriate career planning and succession management.

1.2 Responsibility for Administration

These Career Guidelines will be administered by the Vice Chancellor/Principal (CEO) in conjunction with the University Council. In implementing these guidelines, the CEO will ensure that their provisions are strictly observed for fair and equitable treatment of staff.

1.3 Training Scope

The Vice Chancellor/Principal in conjunction with the Council will administer the Career Guidelines, ensure that appropriate induction, coaching, mentoring, training opportunities and facilities are provided to assist serving officers to acquire the necessary additional qualifications/skills, knowledge, competence and experience required for both efficient performance of their duties and advancement within the Career structure. Staff should also be encouraged to undertake training privately for self-development.

1.4 Provision of Posts

The Career Guidelines do not constitute authority for creation or upgrading of posts or vacancies. Any new or additional posts required under the approved grading structure must be submitted to the Council and Public Service Commission for approval.

1.5 Entry into the Career Guideline

(a) Direct Appointment

Direct appointment refers to an entry point for new recruits joining the University. The point of entry will be determined by qualification(s) and experience. Provision of direct

appointment has been made at various levels within the grading structures. The University shall not be constrained from recruiting from the open market provided that eligible and suitable serving staff are not disadvantaged through such appointments.

(b) Incremental Credit

On first appointment to any entry grade, an officer shall be placed at the minimum point of the applicable salary scale. However, incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the Grade is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

1.6 Advancement within the Career Guidelines

The Career Guidelines set out the minimum qualifications and/or experience required for advancement from one grade to another. It is however, emphasised that these are minimum requirements entitling an officer for consideration for appointment to the grade. In addition, advancement from one grade to another will depend on: -

(i) Existence of a vacancy in authorised establishment;
(ii) Budget provision subject to availability of funds;
(iii) Merit and ability as reflected in the work performance;
(iv) Acquiring additional competencies and skills as required under these Guidelines;
(v) Experience; and
(vi) The approval of the University Council.

1.7 Grade categorisation 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 at those levels. This is a good measure to control growth in numbers of personnel without hindering advancement of staff. However, even in common establishment posts, serving officers will be required to fulfil all the requirements for advancement to the next grade as stipulated in these Career Guidelines.

1.8 Recognised Qualifications

Recognised Qualifications will be those attained from accredited institutions and Government approved Examination Bodies. The university / college councils will recognise qualifications obtained from recognised institutions, colleges and government approved bodies. These will include the following: -

(i) Recognised universities and institutions;
(ii) Kenya National Examination Council;
(iii) Professional bodies such as KASNEB, KSG, IHRM;
(iv) National Polytechnics;
(v) Government Technical & Vocational Educational (TVET) Institutions; and

APPROVED BY PSC

(vi) Any other accredited institution by the Commission for University Education (CUE) or the relevant Government Departments as examining bodies.

1.9 Conversion to Job Titles and Grading Structure

Serving staff will convert and adapt to the approved grading structure and job title as provided in the Career Guidelines even though they may not be in possession of the reviewed minimum qualifications and/or experience required for appointment to the grades. However, for advancement to higher grades, these officers must possess the prescribed minimum qualifications and/or experience required for the grade.

1.10 Implementation of the Career Guidelines

The Career Guidelines will become operational with effect from the date of approval by the University Council and Public Service Commission and shall supersede any other existing Career Guidelines. On implementation, all serving staff will automatically become members of respective Career Guidelines.

1.11 Job Descriptions and Specifications

The Career Guideline sets out at each level, the job grade, duties and responsibilities, and the Job Specifications.

1.12 Review of the Career Guidelines

The Career Guidelines shall be reviewed in consultation with the relevant stakeholders and approved by University Council and the Public Service Commission as and when it is deemed necessary.

1.13 Qualification Matrix for Public Universities and University Constituent Colleges

Qualification Matrix is a tool used to keep track of the qualifications of employees. It ensures that every task is performed by qualified staff with clearly defined skill levels. The Qualification Matrix is informed by regulations and guidelines from the PSC and CUE. It is further informed by regulations provided by professional bodies that regulate various professions in the country. The cumulative years of relevant work experience, professional and relevant qualifications, common establishment provided in the first two grades within every cadre are among the criteria considered in the qualification matrix.

(i) Qualification Matrix for the Academic Staff

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
University Management			
Vice-Chancellor	1	CSG 3 / JG 'U'	• Be a professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university.

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			• Have at least fifteen (15) years of relevant administrative, academic and research experience, three (3) of which must be at the level of a DVC or Principal of a Constituent College. • Relevant industry experience • Be an accomplished scholar with a proven track record of research and publications in peer-reviewed journals, monographs and books publications and supervision record with demonstrable evidence in formulating and managing academic programmes, supervising and mentoring Masters and PhD students. • Demonstrable knowledge and experience in structural, legislative and regulatory framework for administering University Education. • Membership to a professional body where applicable. • Leadership course lasting not less than four (4) weeks from a recognised and accredited institution. • Demonstrated merit and ability as reflected in work performance and results.
Principal of a Constituent College	2	CSG 4 / JG 'T'	• Be a professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university. • Have at least fifteen (15) years of relevant administrative, academic and research experience, three (3) of which must be at the level of Dean, Academic Director, Chair of department or in a comparable position. • Be an accomplished scholar with a proven track record of research and publications in peer-reviewed journals, monographs and books publications and supervision record with demonstrable evidence in formulating and managing academic programmes, supervising and mentoring Masters and PhD students. • Demonstrable knowledge and experience in structural, legislative and regulatory framework for administering University Education. • Membership to a professional body where applicable. • Leadership course lasting not less than four (4) weeks from a recognised and accredited institution. • Demonstrated merit and ability as reflected in work performance and results.
Deputy Vice-Chancellor	2	CSG 4 / JG 'T'	• Be at least an Associate Professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university. • Have a minimum of twelve (12) years of relevant administrative, academic and research experience three (3) of which must be at the level of Dean,

APPROVED BY PSC

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			Academic Director, Chair of department or in a comparable position. • Have a proven track record of research and publications in peer-reviewed journals, monographs and books. • Understand the structural, legislative and regulatory framework for administering University Education in Kenya. • Membership to a professional body where applicable. • Leadership course lasting not less than four (4) weeks from a recognised and accredited institution. • Demonstrated merit and ability as reflected in work performance and results.
Deputy Principal of Constituent College/ Principal of Campus College	3	CSG 5/JG 'S'	• Be at least an Associate Professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university. • Have a minimum of twelve (12) years of relevant administrative, academic and research experience, three (3) of which must be at the level of Dean, Academic Director, Chair of department or in a comparable position. • Have a proven track record of research and publications in peer-reviewed journals, monographs and books. • Understand the structural, legislative and regulatory framework for administering University Education in Kenya. • Membership to a professional body where applicable. • Leadership course lasting not less than four (4) weeks from a recognised and accredited institution. • Demonstrated merit and ability as reflected in work performance and results.
Academic Staff			
Professor / Research Professor	3	CSG 4 / JG 'T'	• Be a holder of an earned PhD or equivalent degree qualification in the relevant area from a recognised and accredited university. • At least three (3) years teaching and research experience since being appointed Associate Professor/Associate Research Professor. • A minimum of sixty (60) publication points since attaining Associate Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals. • Supervised at least six (6) postgraduate students to completion, two (2) of whom must be doctoral students since attaining Associate Professorship or equivalent. • Attracted research or development funds since attaining Associate Professorship

APPROVED BY PSC

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			• Be registered with the relevant professional body (where applicable). • Demonstrated merit and ability as reflected in work performance and results.
Associate Professor / Associate Research Professor	4	CSG 5/ JG 'S'	• Be a holder of an earned PhD or equivalent degree qualification in the relevant area from a recognised and accredited university. • At least three (3) years teaching/ research experience at the university level as a Senior lecturer/Senior Research Fellow/Senior Researcher /Industry Experience or equivalent. • A minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent of which thirty-two (32) should be from refereed scholarly journals. • Supervised at least four (4) postgraduate students to completion, including one doctoral student as a Senior Lecturer / Senior Research Fellow. • Attracted research or development funds as a Senior Lecturer/Senior Research Fellow. • Be registered with the relevant professional body (where applicable). • Demonstrated merit and ability as reflected in work performance and results.
Senior Lecturer / Senior Research Fellow	5	CSG 6/ JG 'R'	• An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases – Pharmacy, Engineering, Architecture, medicine) in the relevant area from recognised and accredited university. • At least three (3) years teaching/research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience. • A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals. • Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow. • Be registered or registrable with the relevant professional body (where applicable) • Demonstrated merit and ability as reflected in work performance and results.
Lecturer / Research Fellow	6	CSG 7/ JG 'P'	**Entry Level for Lecturers** • An earned PhD or equivalent degree qualification (or a Master's degree qualification in special cases) in the relevant area from a recognised and accredited university. • Those with Master's degree (in special areas) must have at least three (3) years' teaching experience at university level or three (3) years' experience in research or in industry. • A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers.

APPROVED BY PSC

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
Tutorial Fellow / Junior Research Fellow	7	CSG 8/ JG 'N'	• Be registered or registrable with the relevant professional body (where applicable). • Bachelor's degree from a recognised and accredited university in the relevant field. • Master's degree from a recognised and accredited university in the relevant field. • Be registered for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification. • Be registered or registrable with the relevant professional body (where applicable) • Demonstrated merit and ability as reflected in work performance and results.
Graduate Assistant I/ Research Assistant	8	CSG 9/ JG 'L'	• Cumulative service period of three (3) years' relevant work experience at the grade of Graduate Assistant II. • Bachelor's degree in the relevant field with at least an Upper Second-Class Honours from a recognised and accredited university. • Master's degree from a recognised and accredited university in the relevant field.
Graduate Assistant II	9	CSG 10/JG 'K'	• Bachelor's degree in the relevant field with at least an Upper Second-Class Honours from a recognised and accredited university. • Be registered for a Master's Degree programme.

Note: *The position of Graduate Assistant and Tutorial Fellow are on contractual terms.*

(ii) Qualification Matrix for Administrative Staff

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
Registrar /Director	4	CSG 5/JG 'S'	• Cumulative service period of fifteen (15) years' work experience, three (3) of which should have been at the grade of Deputy Director or in a comparable position. • Bachelor's degree in relevant field from a recognised and accredited institution. • Master's degree in relevant field from a recognised and accredited institution. • PhD in relevant area from a recognised institution, (where applicable). • Membership to a professional body and in good standing, where applicable. • Leadership course lasting not less than four (4) weeks from a recognised and accredited institution. • Demonstrated merit and ability as reflected in work performance and results.
Deputy Registrar/Deputy Director	5	CSG 6/JG 'R'	• Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director or in a comparable position.

APPROVED BY PSC

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			• Bachelor's degree in relevant field from a recognised and accredited institution. • Master's degree in relevant field from a recognised and accredited institution. • Membership to a professional body and in good standing (where applicable). • Leadership course lasting not less than four (4) weeks from a recognised and accredited institution. • Demonstrated merit and ability as reflected in work performance and results.
Assistant Registrar/ Assistant Director	6	CSG 7/JG 'P'	• Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Officer I or in a comparable position. • Bachelor's degree in relevant field from a recognised and accredited institution. • Master's degree in relevant field from a recognised and accredited institution. • Membership to a professional body and in good standing where applicable. • Leadership course lasting not less than four (4) weeks from a recognised and accredited institution. • Demonstrated merit and ability as reflected in work performance, leadership and results.
Senior Officer I/Senior Assistant Officer I	7	CSG 8/JG 'N'	**Serving Degree Holders** • Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Officer II or in a comparable position. • Bachelor's degree in relevant field from a recognised and accredited institution. • Membership to a professional body and in good standing where applicable. • Management course lasting not less than four (4) weeks from a recognised institution. • Demonstrated merit and ability as reflected in work performance and results. **Serving Diploma Holder** • Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Senior Assistant Officer II or in a comparable position. • Diploma in the relevant field from an accredited examination body; • Higher National Diploma in the relevant field from an accredited examination body or comparable qualification. • Supervisory Course lasting not less than two (2) weeks from a recognised institution. • Membership to a professional body and in good standing where applicable.

APPROVED BY PSC

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			• Demonstrated merit and ability as reflected in work performance and results.
Senior Officer II/Senior Assistant Officer II	8	CSG 9/JG 'L'	**Serving Degree Holders** • Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Officer I or in a comparable position. • Bachelor's degree in relevant field from a recognised and accredited institution. • Membership to a professional body and in good standing where applicable. • Demonstrated merit and ability as reflected in work performance and results. **Serving Diploma Holder** • Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Assistant Officer I or in a comparable position. • Diploma in the relevant field from an accredited examination body; • Higher National Diploma in the relevant field from an accredited examination body or comparable qualification. • Demonstrated merit and ability as reflected in work performance and results.
Officer I / Assistant Officer I / Senior Technician /	9	CSG 10/JG 'K'	**Serving Degree Holders** • Cumulative service period of three (3) years' relevant work experience at the grade of Officer II or in a comparable position • Bachelor's degree in relevant field from a recognised institution • Membership to a professional body and in good standing where applicable. • Demonstrated merit and ability as reflected in work performance and results. **Serving Diploma Holders** • Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Assistant Officer II or in a comparable position. • Diploma in the relevant field from an accredited examination body; • Demonstrated merit and ability as reflected in work performance and results. **Serving Professional Certificate Holders** • Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Officer Assistant I or in a comparable position. • Professional Certificate in the relevant field, lasting not less than one year or equivalent from an accredited examination body; • Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
Officer II/ Assistant Officer II/ Technician I/ Senior Clerical Officer/Chief Driver/ Chargehand	10	CSG 11/JG 'J'	**Entry Level for Degree Holders** • Bachelor's degree in relevant field from a recognised institution. • Membership to a professional body and in good standing (where applicable). **Serving Diploma Holders** • Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Officer III or in a comparable position. • Diploma in the relevant field from an accredited examination body; • Demonstrated merit and ability as reflected in work performance and results. **Serving Professional Certificate Holders** • Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Officer Assistant II or in a comparable position. • Professional Certificate in the relevant field, lasting not less than one year or equivalent from an accredited examination body; • Demonstrated merit and ability as reflected in work performance and results. **Serving Clerical Officers** • Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Clerical Officer I or in a comparable position. • KCSE mean grade C- minus or its equivalent qualification. • Certificate in a relevant area lasting not less than six (6) months from an accredited institution. • Demonstrated merit and ability as reflected in work performance and results. **Serving Craft Certificate** • Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Artisan or in a comparable position. • Craft Certificate. • Relevant professional short course certification. • Demonstrated merit and ability as reflected in work performance and results. **Serving Drivers** • Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Driver or in a comparable position. • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution. • Passed Occupational Trade Test I for Drivers. • Public Service Vehicle (PSV) certificate;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095-00100 NAIROBI

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			• Demonstrated merit and ability as reflected in work performance and results.
Assistant Officer III/ Technician II/ Clerical Officer I/ Senior Driver/ Senior Artisan	11	CSG 12/JG 'H'	**Entry Level for Diploma Holders** • Diploma in the relevant field from an accredited examination body; **Serving Professional Certificate** • Cumulative service period of three (3) years' relevant work experience at the grade of Officer Assistant III or in a comparable position. • Professional Certificate in the relevant field, lasting not less than one (1) year or equivalent from an accredited examination body; • Demonstrated merit and ability as reflected in work performance and results. **Serving Clerical Officer** • Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Clerical Officer II or in a comparable position. • KCSE mean grade C- minus or its equivalent qualification. • Certificate in a relevant area lasting not less than six (6) months from an accredited institution. • Demonstrated merit and ability as reflected in work performance and results. **Serving Craft Certificate** • Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Artisan I or in a comparable position. • Craft Certificate. • Demonstrated merit and ability as reflected in work performance and results. **Serving Drivers** • Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Driver I or in a comparable position. • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution. • Passed Occupational Trade Test I for Drivers. • Demonstrated merit and ability as reflected in work performance and results.
Technician III/ Clerical Officer II/ Artisan I/ Driver I/ Senior Office Assistant	12	CSG 13/JG 'G'	**Entry Level for Professional Certificate** • Professional Certificate in the relevant field, lasting not less than one (1) year, or equivalent from an accredited examination body; **Serving Clerical Officers** • Cumulative service period of three (3) years' relevant work experience at the grade of Clerical Officer III or in a comparable position. • KCSE mean grade C- minus or its equivalent qualification.

APPROVED BY PSC

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			• Certificate in a relevant area lasting not less than six (6) months from an accredited institution. • Demonstrated merit and ability as reflected in work performance and results. **Serving Craft Certificate** • Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Artisan II or a comparable position. • Craft Certificate. • Demonstrated merit and ability as reflected in work performance and results. **Serving Drivers** • Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Driver II or in a comparable position. • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution. • Passed Occupational Trade Test II for Drivers. • Demonstrated merit and ability as reflected in work performance and results. **Serving Office Assistants** • Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Office Assistant I or in a comparable position. • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution. • Relevant short course certificate. • Demonstrated merit and ability as reflected in work performance and results.
Clerical Officer III / Artisan II / Driver II / Office Assistant I	13	CSG 14/JG 'F'	**Entry Level for Clerical Officers** • KCSE mean grade C- minus or its equivalent qualification. **Serving Craft Certificate** • Cumulative service period of three (3) years' relevant work experience at the Grade of Artisan III or a comparable position. • Craft Certificate. • Demonstrated merit and ability as reflected in work performance and results. **Serving Drivers** • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution • Cumulative service period of three (3) years' relevant work experience at the Grade of Driver III or a comparable position. • Passed Occupational Trade Test III for Drivers. • Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095-00100

Designation	Job Grade	Equivalent Civil Service Grade (for purposes of allowances)	Minimum Qualifications
			Serving Office Assistants • Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Office Assistant II or in a comparable position. • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution. • Demonstrated merit and ability as reflected in work performance and results.
Artisan III / Driver III / Office Assistant II	14	CSG 15/JG 'E'	**Entry level for Craft Certificate holders** • Trade Craft Certificate from an accredited examination body. **Entry level for Drivers** • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution • Passed Suitability Trade Test III for Drivers. • At least three (3) years' driving experience. **Serving Office Assistants** • Cumulative service period of three (3) years' relevant work experience at the grade of Office Assistant III or a comparable position • KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution • Demonstrated merit and ability as reflected in work performance and results.
Office Assistant III	15	CSG 16/JG 'D'	**Entry level for Office Assistants** • KCSE grade D (plain) or its equivalent qualification from a recognised institution.

1.14 Publication Points

Public Universities and University Constituent Colleges shall adopt the Publication Points applicable to the Academic Staff.

S/No	Type of Publication and other Scholarly Output	Publication Points
1.	One University Level Scholarly Book in area of specialisation	24
2.	Patented Invention or Innovation	24
3.	One Article in a Refereed Journal	8
4.	One Tertiary Level Scholarly Book	8
5.	Refereed Exhibitions and Performances	8
6.	Book Chapter in a University Level Scholarly Book	6
7.	Refereed Learning Modules	6
8.	One Reviewed Conference Paper	4
9.	One Secondary School level Textbook	4
10.	Short Communication in a Refereed/Scholarly Journal	4
11.	Consultancy and Project Reports	4
12.	One Non-Reviewed Conference Paper	2
13.	Any other relevant Book	2

APPROVED BY PSC

14.	Editorship of a Book or Conference Proceedings	2
15.	Scholarly Presentations at Conference/ Workshops/ Seminars	2
16.	Book Review Published in Refereed Journals	1

The points will be shared equally among all authors

1.15 Weighted Score Table

Public Universities and University Constituent Colleges shall adopt the Weighted Score Table applicable to the Academic Staff.

Area of contribution	Relative weighted points			
	Lecturer	Senior lecturer	Associate professor	Professor
Research and Publications	35	45	55	60
Teaching and Instruction	35	30	25	20
Professional/Consulting/Collaboration/ Industry	-	10	10	10
Administration/Responsibility	20	10	05	05
Community Engagement /Networking /other contributions	10	05	05	05
Total score (percent)	**100**	**100**	**100**	**100**

For academic staff from Research Institutions and Practice/Industry, the relative weighted points are as specified in the tables for each category.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

SECTION 2: JOB DESCRIPTION AND APPOINTMENT SPECIFICATION

These Career Guidelines cater for various cadres whose job descriptions and specifications are stipulated in this section.

2.1 JOB DESCRIPTION AND SPECIFICATION FOR VICE-CHANCELLOR, GRADE 1

(a) Job Purpose

The Office of the Vice-Chancellor is established pursuant to Sections 35 (1) (a) (v) and 39 (1) (a) of the Universities Act, 2012 and The Statute Law (Miscellaneous Amendments) Act, 2018. The Vice-Chancellor shall be the principal spokesperson, Authorised and Accounting Officer of the University and Secretary to the Council. In addition, the Vice-Chancellor shall be responsible for the day-to-day management and administration of the University.

(b) Functions

The Office of the Vice-Chancellor is responsible for the following functions: -

(i) Accounting Officer of the University;
(ii) Authorised Officer of the University;
(iii) Ex-officio member and Secretary to the Council;
(iv) Responsible for the strategic and policy direction, organisation, administration and programmes of the University;
(v) Chair to the Management Board;
(vi) Chair to the Senate;
(vii) Responsible for policy formulation and implementation;
(viii) Spearhead research and managing intellectual property in the University;
(ix) Promote good governance in the University;
(x) Responsible for promotion of quality assurance and audit matters; and
(xi) Undertake such other responsibilities and duties as may be provided for in the Act, Charter and Statutes.
(xii) Custodian of the seal, legal order, logo and the statutes of the University.

(c) Grading Structure

The Career Guideline establishes one (1) grade of the Vice-Chancellor, who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Vice-Chancellor	20	Vice-Chancellor	1

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Accounting and Authorised Officer of the University;
(ii) Spearheading research and managing intellectual property in the University;
(iii) Overall responsible for policy formulation and implementation;
(iv) Overall responsible for academic affairs matters of the University;
(v) Spearheading fund-raising for general development of the University;
(vi) Overseeing prudent management of finance and resource allocation in the University;
(vii) Overseeing development of the Strategic Plan and general planning of the University;
(viii) Overseeing effective management of physical and human resource matters in the University;
(ix) Responsible for overall management of legal and security matters in the University;
(x) Safeguarding and promoting academic programmes of the University;
(xi) Promoting good governance in the University;
(xii) Responsible for promotion of quality assurance and audit matters;
(xiii) Secretary to the Council;
(xiv) Chair to the Management Board and Senate committees as may be provided by the statute;
(xv) Promoting the Corporate image of the University;
(xvi) Overseeing the development of and recommending to Council short- and long-term strategy, business plans, annual operating budgets, and establishing proper internal monitoring control systems and procedures;
(xvii) Ensuring continuous improvements in the quality and value of services and products provided by the University; and
(xviii) Being the spokesperson of the University.

(b) Job Specifications

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

(i) Be a professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university;
(ii) Have at least fifteen (15) years of relevant administrative, academic and research experience, three (3) of which must be at the level of a DVC or Principal of a Constituent College;
(iii) Be an accomplished scholar with a proven track record of research and publications in peer-reviewed journals, monographs and books publications and supervision record with demonstrable evidence in formulating and managing academic programmes, supervising and mentoring Masters and PhD students;
(iv) Demonstrable knowledge and experience in structural, legislative and regulatory framework for administering University Education;
(v) Demonstrated merit and ability as reflected in work performance and results;
(vi) Membership to a professional body where applicable;
(vii) Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(viii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them within the university's strategic framework.

APPROVED BY PSC

2.2 JOB DESCRIPTION AND SPECIFICATION FOR PRINCIPAL, CONSTITUENT COLLEGE, GRADE 2

(a) Job Purpose

The Principal Constituent College shall have the overall responsibility for the management and administration of the Constituent College.

(b) Functions

The Principal Constituent College is responsible for the following functions: -

(i) The Chief Executive of the Constituent College and the Head of Academic and Administrative Affairs of the Constituent College.
(ii) Being Accounting Officer of the Constituent College.
(iii) Being Secretary and ex-officio member of the Constituent College Council.
(iv) Responsible to the Constituent College Council in achieving the mandate of the Constituent College.
(v) Provide leadership and clear strategic vision to the Constituent College.
(vi) Responsible for development, review and implementation of policies, procedures and programmes.
(vii) Provide leadership in creating and maintaining academic standards and policies that promote culture of research and innovation.
(viii) Responsible to the Council for promoting academic development and excellence, and for maintaining the efficiency and good order of the Constituent College.
(ix) Responsible for resource mobilisation for the Constituent College.
(x) Responsible to the Constituent College Council on prudent utilisation of the resources.
(xi) Responsible for stakeholders' management and enhancement of the corporate image of the Constituent College.
(xii) Facilitate effective communication between the Constituent College and the stakeholders.
(xiii) Chairperson of Constituent College Academic Board and the Constituent College Management Board.
(xiv) Custodian of the seal, legal order, logo and the statutes of the Constituent College.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION NAIROBI

(c) Grading Structure

The Career Guideline establishes one (1) grade of the Principal of a Constituent College, who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Principal of Constituent College	19	Principal of Constituent College	2

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Accounting and Authorised Officer of the Constituent College;
(ii) Spearheading research and managing intellectual property in the Constituent College;
(iii) Overall responsible for policy formulation and implementation;
(iv) Overall responsible for academic affairs matters of the Constituent College;
(v) Spearheading fund-raising for general development of the Constituent College;
(vi) Overseeing prudent management of finance and resource allocation in the Constituent College;
(vii) Overseeing development of the Strategic Plan and general planning of the Constituent College;
(viii) Overseeing effective management of physical and human resource matters in the Constituent College;
(ix) Overseeing the overall management of legal and security matters in the Constituent College;
(x) Safeguarding and promoting academic programmes of the Constituent College;
(xi) Promoting good governance in the Constituent College;
(xii) Overseeing the promotion of quality assurance and audit matters;
(xiii) Acting as a Secretary to the Council;
(xiv) Acting as a chair to the Management and College Academic Boards as may be provided by the statute;
(xv) Promoting the Corporate image of the Constituent College;
(xvi) Carrying out day to day business of the Constituent College;
(xvii) Recommending to Council short- and long-term strategy, business plans, annual operating budgets, and establishing proper internal monitoring control systems and procedures;
(xviii) Ensuring continuous improvements in the quality and value of services and products provided by the Constituent College; and
(xix) Being the spokesperson of the Constituent College.

(b) Job Specifications

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

(i) Be a professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university;
(ii) Have at least fifteen (15) years of relevant administrative, academic and research experience, three (3) of which must be at the level of a Dean, Academic Director, Chair of department or in a comparable position;
(iii) Be an accomplished scholar with a proven track record of research and publications in peer-reviewed journals, monographs and books publications and supervision record with demonstrable evidence in formulating and managing academic programmes, supervising and mentoring Masters and PhD students;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30433 - 00100 NAIROBI

(iv) Demonstrable knowledge and experience in structural, legislative and regulatory framework for administering University Education;

(v) Membership to a professional body where applicable;

(vi) Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and

(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them within the constituent college's strategic framework.

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.3 JOB DESCRIPTION AND SPECIFICATION FOR DEPUTY VICE CHANCELLOR, GRADE 2

(a) Job Purpose

The Deputy Vice Chancellor will be responsible for assisting the Vice Chancellor in providing leadership in coordination of the university functions.

(b) Functions

The Office of the Deputy Vice Chancellor is responsible for the following functions: -

(i) Provide strategic leadership and direction.
(ii) Oversee the development and implementation of programmes.
(iii) Coordinate the efficient and effective management of university enterprises.
(iv) Coordinate the preparation and implementation of university budgets, strategic plans and annual work plans.
(v) Oversee development, implementation and review of policies, procedures, regulations and standards.
(vi) Coordinate implementation of appropriate quality assurance interventions.
(vii) Ensure a conducive teaching and learning environment.

(c) Grading Structure

The Career Guideline establishes one (1) grade of the Deputy Vice-Chancellor, who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Deputy Vice-Chancellor	18	Deputy Vice-Chancellor	2

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Providing strategic leadership and direction;
(ii) Overseeing the development and implementation of programmes;
(iii) Coordinating the efficient and effective management of university enterprises;
(iv) Coordinating preparation and implementation of university budgets, strategic plans and annual work plans;
(v) Overseeing development, implementation and review of policies, procedures, regulations and standards;
(vi) Coordinating implementation of appropriate quality assurance interventions; and
(vii) Ensuring a conducive teaching and learning environment.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Be at least an Associate Professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university;
(ii) Have a minimum of twelve (12) years of relevant administrative, academic and research experience, three (3) of which must be at the level of Dean, Academic Director, Chair of department or in a comparable position;
(iii) Have a proven track record of research and publications in peer-reviewed journals, monographs and books;
(iv) Understand the structural, legislative and regulatory framework for administering University Education in Kenya;
(v) Membership to a professional body where applicable;
(vi) Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them within the university's strategic framework.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.4 JOB DESCRIPTION AND SPECIFICATION FOR DEPUTY PRINCIPAL CONSTITUENT COLLEGE

(a) Job Purpose

The Deputy Principal Constituent College will be responsible for assisting the Principal in providing leadership in coordination of the university functions.

(b) Functions

The Office of the Deputy Principal Constituent College is responsible for the following functions: -

(i) Provide strategic leadership and direction.
(ii) Oversee the development and implementation of programmes.
(iii) Coordinate the efficient and effective management of Constituent College enterprises.
(iv) Coordinate the preparation and implementation of university budgets, strategic plans and annual work plans.
(v) Oversee development, implementation and review of policies, procedures, regulations and standards.
(vi) Coordinate implementation of appropriate quality assurance interventions.
(vii) Ensure a conducive teaching and learning environment.

(c) Grading Structure

The Career Guideline establishes one (1) grade for Deputy Principal who will be designated and graded as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Deputy Principal Constituent College	17	Deputy Principal Constituent College	3

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Providing strategic leadership and direction;
(ii) Overseeing the development and implementation of programmes;
(iii) Coordinating the efficient and effective management of university enterprises;
(iv) Coordinating preparation and implementation of university budgets, strategic plans and annual work plans;
(v) Overseeing development, implementation and review of policies, procedures, regulations and standards;
(vi) Coordinating implementation of appropriate quality assurance interventions; and
(vii) Ensuring a conducive teaching and learning environment.

APPROVED BY PSC

(b) Job Specifications

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

(i) Be at least an Associate Professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university;
(ii) Have a minimum of twelve (12) years of relevant administrative, academic and research experience, three (3) of which must be at the level of Dean, Academic Director, Chair of department or in a comparable position;
(iii) Have a proven track record of research and publications in peer-reviewed journals, monographs and books;
(iv) Understand the structural, legislative and regulatory framework for administering University Education in Kenya;
(v) Membership to a professional body where applicable;
(vi) Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them within the constituent college's strategic framework.

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.5 JOB DESCRIPTION AND SPECIFICATION FOR PRINCIPAL COLLEGE CAMPUS

(a) Job Purpose

This position will be subject to a university having a college campus.

The Principal College Campus will be responsible for assisting the Principal in providing leadership in coordination of the university functions.

(b) Functions

The Office of the Principal College Campus is responsible for the following functions: -

(i) Provide strategic leadership and direction.
(ii) Oversee the development and implementation of programmes.
(iii) Coordinate the efficient and effective management of College campus enterprises.
(iv) Coordinate the preparation and implementation of College campus budgets, strategic plans and annual work plans.
(v) Oversee development, implementation and review of policies, procedures, regulations and standards.
(vi) Coordinate implementation of appropriate quality assurance interventions.
(vii) Ensure a conducive teaching and learning environment.

(c) Grading Structure

The Career Guideline establishes one (1) grade for Principal of college campus who will be designated and graded as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Principal of College Campus	17	Principal	3

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Providing strategic leadership and direction;
(ii) Overseeing the development and implementation of programmes;
(iii) Coordinating the efficient and effective management of university enterprises within the college campus;
(iv) Coordinating preparation and implementation of university budgets, strategic plans and annual work plans;
(v) Overseeing development, implementation and review of policies, procedures, regulations and standards;
(vi) Coordinating implementation of appropriate quality assurance interventions; and
(vii) Ensuring a conducive teaching and learning environment.

APPROVED BY PSC

(b) Job Specifications

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

(i) Be at least an Associate Professor and a holder of an earned doctorate degree or equivalent qualification from a recognised and accredited university;
(ii) Have a minimum of twelve (12) years of relevant administrative, academic and research experience, three (3) of which must be at the level of Dean, Academic Director, Chair of department or in a comparable position;
(iii) Have a proven track record of research and publications in peer-reviewed journals, monographs and books;
(iv) Understand the structural, legislative and regulatory framework for administering University Education in Kenya;
(v) Membership to a professional body where applicable;
(vi) Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them within the constituent college's strategic framework.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.6 CAREER GUIDELINES FOR ACADEMIC STAFF

(a) Job Purpose

To oversee and lead the design, development, planning and delivery of a range of programmes to students, within the quality assurance framework of the University and generation of revenue for the University;

(b) Functions

Academic staff are responsible for carrying out the following functions: -

(i) Develop, implement and review academic programmes, research strategy, and lead research activity within the specific academic disciplines.
(ii) Spearhead the development of research projects to extend knowledge of the relevant subject area; by publishing peer-reviewed outputs, and generating and securing, where relevant, intellectual property.
(iii) Maintain and promote efficient management of the Faculty/School and academic programmes as required by Senate to ensure that acceptable standards of teaching and research are maintained.
(iv) Articulate and implement the mission and objectives of the University and Faculty/School.
(v) Undertake mentorship, counselling and coaching of students.
(vi) Attract research funds.
(vii) Prepare appropriate academic the Faculty/School Reports.
(viii) Make recommendations with respect to discipline, probation, advancement, and promotion of academic staff within the Faculty/School.
(ix) Promote proficiency in teaching and learning and advance the activities in research; innovation; collaboration; community and extension services.

(c) Grading Structure

The Career Guideline establishes six (6) grades of Academic staff who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Graduate Assistant/Teaching Assistant/Research Assistant	10	Graduate Assistant II	9
		Graduate Assistant I / Research Assistant	8
Tutorial/Junior Research Fellow	11	Tutorial/Junior Research Fellow	7
Lecturer/Research Fellow	12	Lecturer/Research Fellow	6
Senior Lecturer/Senior Research Fellow	13	Senior Lecturer/Senior Research Fellow	5

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Associate Professor/ Associate Research Professor	14	Associate Professor/Associate Research Professor	4
Professor/ Research Professor	15	Professor/Research Professor	3

(d) Recognised Qualifications

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

(i) Bachelor's degree in the relevant field with at least an Upper Second Class Honours or equivalent from a recognised and accredited university.
(ii) Master's degree from a recognised and accredited university in the relevant field.
(iii) An earned PhD, or equivalent degree qualification (or a Master's degree qualification in special cases - **Pharmacy, Dentistry, Medicine, Architecture, Engineering**) in the relevant area from a recognised and accredited university.
(iv) Those with Master's degree (in special areas) must have at least three (3) years' teaching experience at university level or three (3) years' experience in research or in industry.
(v) Publication points from refereed scholarly journals.
(vi) Supervision of postgraduate students.
(vii) Attraction of research or development funds.
(viii) Registered with relevant professional bodies (where applicable).

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.6.1 GRADUATE ASSISTANT II, GRADE 9

(a) Job Descriptions

This is an entry position for this cadre on contractual terms of service. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Lecturing in the area of specialisation in accordance with the curriculum up to diploma level;
(ii) Preparing teaching and learning materials;
(iii) Setting and marking of examinations;
(iv) Carrying out research work under the guidance and supervision of a senior lecturer; and
(v) Preparing students' progress reports.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(i) Bachelor's degree in the relevant field with at least an Upper Second Class Honours from a recognised and accredited university; and
(ii) Be registered for a Master's Degree programme.

2.6.2 GRADUATE ASSISTANT I/ RESEARCH ASSISTANT GRADE 8

(a) Job Descriptions

This is a contractual position. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Lecturing in the area of specialisation in accordance with the curriculum up to diploma level;
(ii) Preparing teaching and learning materials;
(iii) Setting and marking of examinations;
(iv) Carrying out research work under the guidance and supervision of a senior lecturer; and
(v) Preparing students' progress reports.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the Grade of Graduate Assistant II or in a comparable position;
(ii) Bachelor's degree in the relevant field with at least an Upper Second Class Honours from a recognised and accredited university;
(iii) Master's degree from a recognised and accredited university in the relevant field;
(iv) Be registrable for a Master's Degree programme; and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 00100 NAIROBI

2.6.3 TUTORIAL FELLOW / JUNIOR RESEARCH FELLOW, GRADE 7

(a) Job Descriptions

An officer serving at this level will be on contractual terms of service for a period of three (3) years renewable once.

Duties and Responsibilities at this level will entail: -

(i) Lecturing in area of specialisation in accordance with the curriculum up to Bachelor's level;
(ii) Preparing teaching/learning materials;
(iii) Setting, invigilating and marking examination/assignments;

(iv) Carrying out research work under the guidance and supervision of a senior academic member of staff;
(v) Preparing students' progress reports; and
(vi) Preparing publications and/or books.

(b) Job Specifications

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

(i) Bachelor's degree from a recognised and accredited university in the relevant field;
(ii) Master's degree from a recognised and accredited university in the relevant field;
(iii) Registered or Registrable for a Doctor of Philosophy (PhD) or equivalent Doctoral degree qualification;
(iv) Be registered or registrable with the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.6.4 LECTURER / RESEARCH FELLOW, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Lecturing in area of specialisation in accordance with the syllabus;
(ii) Coordinating course projects and practical work;
(iii) Preparing teaching/learning materials;
(iv) Setting, invigilating and marking examinations/assignments;
(v) Carrying out research work in relevant field or specialisation;
(vi) Preparing students' progress reports;
(vii) Developing proposals for research funding;
(viii) Undertaking consultancy services and community engagement;
(ix) Writing journal articles and books;
(x) Presenting academic papers in conferences/seminars/workshops or symposia;
(xi) Developing and reviewing academic programmes/curricula; and
(xii) Supervising Tutorial/Junior Research Fellows and students.

(b) Job Specifications

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

(1) Direct Appointment

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

(i) An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases - Pharmacy, **Dentistry, Medicine, Architecture, Engineering**) from a recognised / accredited university;

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 00100
NAIROBI

(ii) Those with Master's degree (in special areas) must have at least three (3) years' teaching experience at university level or three (3) years' experience in research or in industry;
(iii) A minimum of 24 publication points, of which sixteen (16) should be from refereed journal papers;
(iv) Be registered or registrable with the relevant professional body (where applicable); and
(v) Demonstrated potential for teaching and research.

(2) Promotion

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

(i) An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases - Pharmacy, **Dentistry, Medicine, Architecture, Engineering**) from a recognised and accredited university;
(ii) Those with Master's degree (in special areas) must have at least three (3) years' teaching experience at university level or three (3) years' experience in research or in industry;
(iii) Be registered or registrable with the relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.6.5 SENIOR LECTURER / SENIOR RESEARCH FELLOW, GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Lecturing specific units of specialisation in accordance with the curriculum;
(ii) Preparing students' progress reports;
(iii) Carrying out research work in relevant field or specialisation;
(iv) Conducting seminars/workshops or symposia;
(v) Coordinating courses, projects and practical work;
(vi) Preparing teaching/learning materials;
(vii) Setting, invigilating and marking examination/assignments;
(viii) Developing proposals to attract research grants;
(ix) Undertaking consultancy services and community engagement;
(x) Writing journal articles and books;
(xi) Presenting academic papers in conferences / seminars / workshops or symposia;
(xii) Peer-reviewing of publications in academic journals;
(xiii) Developing and reviewing academic programmes / curricula;
(xiv) Supervising Lecturers, Tutorial / Junior Research Fellows, and students;
(xv) Developing linkages and collaborations for student exchange programmes; and
(xvi) Undertaking consultancy services and community engagement.

(b) Job Specifications

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

APPROVED BY PSC

(i) An earned PhD, or equivalent degree qualification in the relevant area (or a Master's degree qualification in special cases - Pharmacy, **Dentistry, Medicine, Architecture, Engineering**) from a recognised and accredited university;
(ii) At least three (3) years teaching / research experience at the university level as a lecturer/Research Fellow or six (6) years research / industry experience;
(iii) A minimum of thirty-two (32) publication points as a Lecturer or equivalent of which twenty-four (24) should be from refereed scholarly journals;
(iv) Supervised at least three (3) postgraduate students to completion as a Lecturer/Research Fellow;
(v) Been registered or registrable with the relevant professional body (where applicable);
(vi) A valid practising professional certificate (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.6.6 ASSOCIATE PROFESSOR/ASSOCIATE RESEARCH PROFESSOR, GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Lecturing specific units of specialisation in accordance with the curriculum;
(ii) Setting, invigilating and marking examination / assignments;
(iii) Preparing students' progress reports;
(iv) Coordinating research and training activities;
(v) Providing specialised inputs in lecturing, training modules and curriculum development;
(vi) Presenting academic papers in conferences/seminars/workshops or symposia;
(vii) Coordinating courses, projects and practical work;
(viii) Developing proposals to attract research grants;
(ix) Writing journal articles and books;
(x) Peer-reviewing of publications in academic journals;
(xi) Developing and reviewing academic programmes/curricula;
(xii) Undertaking consultancy services, community engagement and related research work;
(xiii) Supervising Senior Lecturers, Lecturers, Tutorial / Junior Research Fellows and students;
(xiv) Providing academic and administrative leadership and mentorship programmes;
(xv) Undertaking consultancy services and community engagement; and
(xvi) Developing linkages and collaborations for student exchange programmes.

(b) Job Specifications

For appointment to this grade, an Officer must have: -
(i) Be a holder of an earned PhD or equivalent degree qualification in the relevant area from a recognised and accredited university;
(ii) At least three (3) years teaching / research experience at the university level as a Senior Lecturer / Senior Research Fellow / Senior Researcher/ Industry Experience or equivalent;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30242 - 00100 NAIROBI

(iii) A minimum of forty-eight (48) publication points as a Senior Lecturer or equivalent of which thirty-two (32) should be from refereed scholarly journals;
(iv) Supervised at least four (4) postgraduate students to completion, including one doctoral student as a Senior Lecturer / Senior Research Fellow;
(v) Attracted research or development funds as a Senior Lecturer / Senior Research Fellow;
(vi) Be registered with the relevant professional body (where applicable);
(vii) A valid practising professional certificate (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.6.7 PROFESSOR/RESEARCH PROFESSOR, GRADE 3

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Lecturing specific units of specialisation in accordance with the curriculum;
(ii) Setting, invigilating and marking examination/assignments;
(iii) Assessing student's performance and preparing students' progress reports;
(iv) Offering expertise in planning, directing, organising and coordinating;
(v) Coordinating research and training activities;
(vi) Providing specialised inputs in lecturing, designing and development, preparing of unit course and training materials;
(vii) Offering mentorship for Academic and Administrative staff;
(viii) Presenting academic papers in seminars/workshops or symposia;
(ix) Providing consultancy work, community engagement and related research work;
(x) Representing School, Faculty and Institute in different University fora within and without;
(xi) Offering expertise and review of the academic programmes/curricula;
(xii) Supervising students' projects, field trips and placements;
(xiii) Coordinating course, project and practical work;
(xiv) Developing proposals to attract research grants;
(xv) Undertaking consultancy services and community engagement;
(xvi) Writing journal articles and books;
(xvii) Peer-reviewing of publications in academic journals; and
(xviii) Developing linkages and collaborations for staff and student exchange programmes.

(b) Job Specifications

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

(i) Be a holder of an earned PhD or equivalent degree qualification in the relevant area from a recognised and accredited university
(ii) At least three (3) years teaching and research experience since being appointed Associate Professor/Associate Research Professor
(iii) A minimum of sixty (60) publication points since attaining Associate Professorship or equivalent of which at least forty (40) should be from refereed scholarly journals.
(iv) Supervised at least six (6) postgraduate students to completion, two (2) of whom must be doctoral students since attaining Associate Professorship or equivalent.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(v) Attracted research or development funds since attaining Associate Professorship
(vi) Be registered with the relevant professional body (where applicable):
(vii) A valid practising professional certificate (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.7 DEPLOYMENT POSITIONS

2.7.1 DEANS OF SCHOOLS / FACULTIES

(a) Job Descriptions

Over and above teaching, research and other Job Descriptions, the Dean shall: -

(i) Constitute School Boards and committees as per statutes and ensure that they are functional;
(ii) Ensure that Departmental Committee's meetings are held every month as per departmental schedule;
(iii) Participate in the development of the University strategic plan and oversee its implementation at school level to ensure it is in line with the policies and guidelines of the university;
(iv) Designing, implementing and monitoring the School / faculty Strategic Plan within the Overall framework of the University Strategic and Vision Plan;
(v) Prepare School annual work plans as per the University Strategic Plan and Performance contracts;
(vi) Establish School / faculty databases of resources (available and required) for each programme;
(vii) Ensuring efficient administration, processing and integrity of examination;
(viii) Chair the school management board and school board of examiners;
(ix) Represent the school in the senate;
(x) Promote and maintain a conducive working environment in the school by ensuring proper resource allocation and use for effective service delivery;
(xi) Performance contracting, review and appraisal for departmental staff to evaluate progress and reward performance to inform departmental goals;
(xii) Coordinate the development and submission of the school's procurement plan to ensure the right quality and quantities of goods are purchased; and
(xiii) Prepare and plan the schools' budget by compiling various departmental budgets for inclusion in the University's final budget.

(b) Job Specifications

This is an elective position.

To qualify for this position, a candidate must: -

(i) Be a holder of an earned PhD or equivalent degree qualification in a relevant area from a recognised and accredited university;
(ii) Be at least a Senior Lecturer who has had experience in management; and

A Dean shall hold office for a period of three (3) years and is eligible for re-election once for a further term of three (3) years.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.7.2 ACADEMIC DIRECTOR

(a) Job Descriptions

Over and above teaching, research and other Job Descriptions, the Academic Director shall be expected to be well versed with University policies in general and have access to various corporate forums and be current with legal issues affecting the Unit. The Academic Director is generally expected to manage and coordinate all the directorate work, ensuring correct, fully transparent and accountable financial, administrative and operational procedures are followed.

The specific Job Descriptions are as outlined in the organisational structure, grading and staff establishment.

(b) Job Specifications

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

(i) Be a holder of an earned PhD or equivalent degree qualification in a relevant area from a recognised and accredited university;
(ii) Be at least a Senior Lecturer who has had experience in management; and
(iii) Shall have served at least in a leadership position in the department or school/faculty.

Academic Director shall hold office for a period of three (3) years, renewable once subject to satisfactory performance.

Any person who will have served as an Academic Director shall not be eligible for re-appointment within three (3) years immediately following the lapse of the last appointment.

2.7.3 CHAIRPERSON OF DEPARTMENTS

(a) Job Descriptions

Over and above teaching, research and other Job Descriptions, the Chairperson of a Department shall: -

(i) Articulate and implement the vision, mission and objectives of the Department;
(ii) Convene and chair Departmental Board meetings;
(iii) Represent the Department in the School/Institute/Centre/Board/Senate and any other bodies of the University as required;
(iv) Promote and maintain a conducive working environment in the Department;
(v) Plan and budget for the Department;
(vi) Prepare the Departmental Reports;
(vii) Be the chief examiner of the Department;
(viii) Manage the academic programmes in the Department as required by Senate under various rules and regulations to ensure that acceptable standards of teaching and research are maintained;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(ix) Supervise academic and other staff of the Department; and
(x) Make recommendations with respect to discipline, probation, advancement and promotion of academic staff within the Department.

(b) Job Specifications

For appointment to this position, a candidate must: -

(i) Be a holder of an earned PhD or equivalent degree qualification in a relevant area from a recognised and accredited university;
(ii) Be at least a Senior Lecturer;
(iii) Have served in Departmental or School committees or positions;

A Chair of Department shall hold office for a period of three (3) years, renewable once subject to satisfactory performance.

Any person who will have served as a Chair of Department shall not be eligible for re-appointment within three years immediately following the lapse of the last appointment.

2.7.4 ADJUNCT STAFF

The University Senate and Council should institutionalise positions of Adjunct Academic Staff as per the provisions of the Human Resource Policies and Procedures Manual.

2.7.5 VISITING ACADEMIC STAFF

The University Senate and Council should institutionalise positions of Visiting Academic Staff as per the provisions of the Human Resource Policies and Procedures Manual.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.8 CAREER GUIDELINES FOR ADMINISTRATIVE OFFICERS

(a) Job Purpose

This Cadre is responsible for providing administrative support services to divisions, schools/faculties, Directorates, departments, sections and units in the university.

(b) Functions

The administrative functions will be to: -

(i) Provide administrative support services in the university for efficient and effective services.
(ii) Organise and schedule meetings and appointments.
(iii) Provide secretariat services during meetings.
(iv) Implement administrative functions.
(v) Prepare and analyse reports.
(vi) Perform administrative operational duties in specific area of assignment.
(vii) Prepare reports and records as may be required.
(viii) Coordinate administrative activities.
(ix) Participate in quality audits.

(c) Grading Structure

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

CURRENT DESIGNATION	CURRENT GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Administrative Assistant III	7	Administrative Officer II	10
Administrative Assistant II	8	Administrative Officer I	9
Administrative Assistant I	9	Senior Administrative Officer II	8
Senior Administrative Assistant II	10	Senior Administrative Officer I	7
Senior Administrative Assistant I	11		
Assistant Registrar	12	Assistant Registrar/Assistant Director Administration	6
Senior Assistant Registrar	13	Deputy Registrar/ Deputy Director Administration	5
Deputy Registrar	14		
Registrar	15	Registrar/Director Administration	4

Note: *The grades of Administration Officer II/I, Job Grades 10/9 for Degree holders will form a common establishment for the purpose of this Career Guideline.*

APPROVED BY PSC

(d) Recognised Qualifications

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

(i) Bachelor's degree from a recognised and accredited institution.
(ii) Master's degree from a recognised and accredited institution.
(iii) An earned PhD from a recognised and accredited institution.
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(vii) Registered with a relevant professional body (where applicable).
(viii) Valid practising licence from the relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

2.8.1 ADMINISTRATIVE OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the supervision and guidance of a designated officer. Duties and Responsibilities at this level will entail: -

(i) Providing administrative support services in the university;
(ii) Organising and scheduling meetings and appointments;
(iii) Implementing policies and strategies;
(iv) Providing secretariat services during meetings;
(v) Implementing administrative functions;
(vi) Preparing and analysing reports;
(vii) Performing administrative operational duties in specific area of assignment;
(viii) Preparing reports and records as may be required;
(ix) Coordinating administrative activities; and
(x) Participating in quality audits.

(b) Job Specifications

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

(i) Bachelor's degree from a recognised and accredited institution.

2.8.2 ADMINISTRATIVE OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Providing administrative support services in the university;

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

(ii) Implementing policies and strategies;
(iii) Organising and scheduling meetings and appointments;
(iv) Providing secretariat services during meetings;
(v) Implementing administrative functions;
(vi) Preparing and analysing reports;
(vii) Performing administrative operational duties in specific area of assignment;
(viii) Coordinating administrative activities;
(ix) Participating in quality audits; and
(x) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Administrative Officer II or in a comparable position;
(ii) Bachelor's degree from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.8.3 SENIOR ADMINISTRATIVE OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Providing administrative support services in the university;
(ii) Implementing policies and strategies;
(iii) Organising and scheduling meetings and appointments;
(iv) Providing secretariat services during meetings;
(v) Implementing administrative functions;
(vi) Preparing and analysing reports;
(vii) Performing administrative operational duties in specific area of assignment;
(viii) Coordinating administrative activities;
(ix) Participating in quality audits; and
(x) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Administrative Officer I or in a comparable position;
(ii) Bachelor's degree from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.8.4 SENIOR ADMINISTRATIVE OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Providing administrative support services in the university;
(ii) Implementing and evaluating policies and strategies;
(iii) Organising and scheduling meetings and appointments;
(iv) Providing secretariat services during meetings;
(v) Implementing administrative functions;
(vi) Preparing and analysing reports;
(vii) Performing administrative operational duties in specific area of assignment;
(viii) Coordinating administrative activities;
(ix) Participating in quality audits; and
(x) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Senior Administrative Officer II or in a comparable position;
(ii) Bachelor's degree from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.8.5 ASSISTANT REGISTRAR/ASSISTANT DIRECTOR ADMINISTRATION, GRADE 6

(a) Job Descriptions

An officer at this level may be deployed in the following functional areas:
(1) General Administration;
(2) Admissions and Placement; and
(3) Examinations and Certification.

(1) General Administration

Duties and Responsibilities at this level will entail: -

(i) Coordinating administrative support services in the university;
(ii) Implementing and evaluating policies and strategies;
(iii) Overseeing the scheduling of meetings and appointments;
(iv) Coordinating secretariat services during meetings;
(v) Overseeing implementation of administrative functions;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(vi) Analysing, reviewing and briefing on reports;
(vii) Coordinating administrative activities;
(viii) Coordinating quality audits; and
(ix) Supervising assigned staff.

(2) Admissions and Placement

Duties and Responsibilities at this level will entail: -

(i) Implementing admission policies, regulations, standards and guidelines;
(ii) Processing of student applications;
(iii) Processing admissions and placements into various academic programmes;
(iv) Updating admissions, and registration databases;
(v) Ensuring adherence to ethical and professional conduct and compliance to relevant standards in admission;
(vi) Drafting correspondence for interfaculty transfers, deferments, withdrawals and appeals for trainees;
(vii) Supervising production, packaging, storage, dispatch and collection of examination scripts;
(viii) Orienting and inducting of new trainees;
(ix) Preparing programmes for academics and placements;
(x) Preparing returns to Kenya Universities and Colleges Central Placement Services (KUCCPS), sponsors and other stakeholders; and
(xi) Preparing reports.

(3) Examinations and Certification

Duties and Responsibilities at this level will entail: -

(i) Implementing examination policies, regulations, standards and guidelines;
(ii) Maintaining assessment results and graduation databases;
(iii) Ensuring adherence to ethical and professional conduct and compliance to relevant standards in examination processes;
(iv) Organising for administration of examinations/assessments, marking, grading and release of results;
(v) Implementing examination/assessment timetables and schedules;
(vi) Receiving and processing of examinations;
(vii) Organising production, packaging, storage, dispatch and collection of examination scripts;
(viii) Printing of academic transcripts and certificates;
(ix) Organising logistical support and materials for examinations;
(x) Planning for graduation ceremonies;
(xi) Preparing examination cards for all eligible students;
(xii) Confirming marks entry into the portal and correct grading;
(xiii) Preparing the result slips of all the continuing students; and
(xiv) Preparing reports.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Senior Administrative Officer I or in a comparable position;
(ii) Bachelor's degree from a recognised and accredited institution;
(iii) Master's degree from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Relevant technical and professional certification from a recognised institution;
(vi) Registered with a relevant professional body (where applicable);
(vii) Valid practising licence from the relevant professional body (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.8.6 DEPUTY REGISTRAR /DEPUTY DIRECTOR ADMINISTRATION, GRADE 5

(a) Job Descriptions

An officer at this level may be deployed in the following functional areas:

(1) General Administration;
(2) Admissions and Placement; and
(3) Examinations and Certification.

(1) General Administration

Duties and Responsibilities at this level will entail: -

(i) Overseeing administrative support services;
(ii) Coordinating the design, development, implementation and evaluation of policies and strategies;
(iii) Overseeing the scheduling of meetings and appointments;
(iv) Coordinating secretariat services during meetings;
(v) Overseeing implementation of administrative functions;
(vi) Analysing, reviewing and briefing on reports;
(vii) Coordinating administrative activities;
(viii) Coordinating quality audits; and
(ix) Overseeing administrative staff of the university.

(2) Admissions and Placement

Duties and Responsibilities at this level will entail: -

(i) Developing and implementing admission policies, regulations, standards and guidelines;
(ii) Processing of student applications;
(iii) Processing admissions and placements into various academic programmes;
(iv) Coordinating admissions, registration and updating of the databases;

APPROVED BY PSC

(v) Ensuring adherence to ethical and professional conduct and compliance to relevant standards in admission;
(vi) Verifying correspondence for inter-faculty transfers, deferments, withdrawals and appeals for trainees;
(vii) Supervising production, packaging, storage, dispatch and collection of examination scripts;
(viii) Orienting and inducting of new trainees;
(ix) Verifying programmes for admissions and placements;
(x) Preparing returns to Universities Placement body (currently Kenya Universities and Colleges Central Placement Services (KUCCPS)), sponsors and other stakeholders; and
(xi) Preparing reports.

(3) Examinations and Certification

Duties and Responsibilities at this level will entail: -

(i) Developing and implementing examination policies, regulations, standards and guidelines;
(ii) Maintaining assessment results and graduation databases;
(iii) Ensuring adherence to ethical and professional conduct and compliance to relevant standards in examination processes;
(iv) Organising for administration of examinations/assessments, marking, grading and release of results;
(v) Developing and implementing examination/assessment timetables and schedules;
(vi) Receiving and processing of examinations;
(vii) Organising production, packaging, storage, dispatch and collection of examination scripts;
(viii) Printing of academic transcripts and certificates;
(ix) Organising logistical support and materials for examinations;
(x) Planning for graduation ceremonies;
(xi) Coordinating the preparation of examination cards for all eligible students;
(xii) Confirming marks entry into the portal and correct grading;
(xiii) Preparing the result slips of all the continuing students; and
(xiv) Preparing reports.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should be at Assistant Registrar/Assistant Director, Administration or in a comparable position;
(ii) Bachelor's degree from a recognised and accredited institution;
(iii) Master's degree from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Relevant technical and professional certification from a recognised institution;
(vi) Registered with a relevant professional body (where applicable);

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30... 00100 NAIROBI

(vii) Valid practising licence from the relevant professional body (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.8.7 REGISTRAR/DIRECTOR, GRADE 4

An officer at this level may be deployed in the following functional areas: -

(1) Administration; and
(2) Academics

(1) Registrar /Director Administration

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overall responsibility of administrative services;
(ii) Overseeing the design, development, implementation and evaluation of policies and strategies;
(iii) Overseeing administrative support services in the university;
(iv) Overseeing the scheduling of meetings and appointments;
(v) Coordinating secretariat services during meetings;
(vi) Analysing, reviewing and briefing on reports;
(vii) Coordinating administrative activities;
(viii) Coordinating and implementing quality audits; and
(ix) Overseeing administrative staff of the university.

(2) Academics

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing the design, development, implementation and evaluation of policies and strategies related to Academics;
(ii) Overseeing administrative support services in the Academic Division;
(iii) Analysing, reviewing and briefing on academic reports;
(iv) Coordinating and implementing quality audits;
(v) Ensuring adherence to ethical and professional conduct and compliance to relevant standards in examination processes;
(vi) Organising for administration of examinations/assessments, marking, grading and release of results;
(vii) Coordinating the travel, accommodation arrangements and payments of External Examiners;
(viii) Supervising the process of audit, transfers, graduation and certification of the University's degrees, degree verification and production of official transcripts;
(ix) Coordinating the preparation of graduation ceremonies and all activities related to graduation matters; and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(x) Coordinating programmes and programme capacities declaration for students' placements and admissions.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should be at Deputy Registrar/Deputy Director, Administration or in a comparable position;
(ii) Bachelor's degree from a recognised and accredited institution;
(iii) Master's degree from a recognised and accredited institution;
(iv) An earned PhD from a recognised and accredited institution (for academic and research services);
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Relevant technical and professional certification from a recognised institution;
(vii) Registered with a relevant professional body (where applicable);
(viii) Valid practising licence from the relevant professional body (where applicable); and
(ix) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in administrative functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.9 CAREER GUIDELINE FOR LIBRARY PERSONNEL

(a) Job Purpose

This cadre is responsible for coordinating and administering library operations through acquisition, dissemination and preservation of information resources to support research, teaching and learning.

(b) Functions

The library functions will be to: -

(i) Develop and manage the University libraries and information resources and facilities.
(ii) Provide technical specification to guide the development of the University libraries facilities.
(iii) Develop and implement library policies.
(iv) Manage day-to-day running of the University Libraries, including overseeing the acquisition, processing and circulation of library materials.
(v) Prepare work plan and budget for Library Services.
(vi) Establish and implement best practice in all library services within the University
(vii) Establish and facilitate the use of the e-Library.
(viii) Facilitate the networking and exchange of materials with other local and international libraries.
(ix) Manage and maintain a quality assurance system to ensure academic integrity (to deter plagiarism and improve quality of publication).
(x) Promote provision of library support services.
(xi) Provide secretarial services to the Library Committee of the Senate.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Library Attendants, five (5) grades of Library Assistants, seven (7) grades of Librarians who will be graded and designated as follows: -

LIBRARY ATTENDANTS **APPENDIX 'A'**

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
……	3	Library Attendant III	12
Library Attendant II	4	Library Attendant II	11
Library Attendant I	5	Library Attendant I	10
……	6		
Senior Library Attendant	7	Senior Library Attendant	9

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 00100 NAIROBI

ASSISTANT LIBRARY OFFICER APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Library Assistant III	5	Assistant Library Officer III	11
……	6		
Library Assistant II	7	Assistant Library Officer II	10
Library Assistant I	8	Assistant Library Officer I	9
Senior Library Assistant II	9	Senior Assistant Library Officer II	8
Senior Library Assistant I	10	Senior Assistant Library Officer I	7
……	11		

LIBRARIANS APPENDIX 'C'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
……	7	Librarian II	10
…….	8	Librarian I	9
…….	9	Senior Librarian II	8
Senior Library Assistant	10	Senior Librarian I	7
Assistant Librarian	11		
Librarian	12	Assistant Director, Library and Information Services	6
Senior Librarian	13	Deputy Director, Library and Information Services	5
Deputy University Librarian	14		
University Librarian	15	Director, Library and Information Services	4

Note: *The grades of Library Attendant III/II, Job Grades 12/11 for Certificate holders, Assistant Library Officer III/II the grades 11/10, for Diploma holders and Librarian II/I Job Grades 10/9 for Degree holders will form common establishment for the purpose of this Career Guidelines.*

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(d) Recognised Qualifications

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

(i) Certificate in Information Science or equivalent qualification lasting not less than one (1) year from a recognised institution.
(ii) Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body;
(iii) Higher Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body;
(iv) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution.
(v) Master's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution.
(vi) An earned PhD degree in Library Studies, Library Science, Information Science or equivalent degree qualification from a recognised and accredited institution.

(vii) Articles in peer-reviewed journals.
(viii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(x) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(xi) Registered with a relevant professional body (where applicable).

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

LIBRARY ATTENDANTS **APPENDIX "A"**

2.9.1 LIBRARY ATTENDANT III, GRADE 12

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated officer.

Duties and Responsibilities at this level will entail: -

(i) Shelving new and returned books;
(ii) Circulation tasks;
(iii) Searching information for library users;
(iv) Issuing and receiving books;
(v) Compiling statistics of borrowed books;
(vi) Handling general inquiries;
(vii) Filing of borrowing cards;
(viii) Photocopying gazette notices with published standards and circulating to quality control officers;
(ix) Ensuring that shelves are tidy, and publications are filed in their right places;
(x) Receiving newspapers and magazines and maintaining their records; and
(xi) Manning the circulation area.

(b) Job Specifications

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

(i) Certificate in Information Science or equivalent qualification lasting not less than one (1) year from a recognised institution.

2.9.2 LIBRARY ATTENDANT II, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / HEO
PUBLIC SERVICE COMMISSION
P.O. Box 00108
NAIROBI

(i) Shelving new and returned books;
(ii) Circulation tasks;
(iii) Searching information for library users;
(iv) Issuing and receiving books;
(v) Compiling statistics of borrowed books;
(vi) Handling general inquiries;
(vii) Filing of borrowing cards;
(viii) Photocopying gazette notices with published standards and circulating to quality control officers;
(ix) Ensuring that shelves are tidy, and publications are filed in their right places;
(x) Receiving newspapers and magazines and maintaining their records; and
(xi) Manning the circulation area.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience, at the grade of Library Attendant III or in a comparable position;
(ii) Certificate in Information Science or equivalent qualification lasting not less than one (1) year from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.9.3 LIBRARY ATTENDANT I, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Issuing and receiving books;
(ii) Compiling statistics of borrowed books;
(iii) Assisting users to track reading materials;
(iv) Compiling of past papers;
(v) Handling general inquiries;
(vi) Filing of borrowing cards;
(vii) Sending reminder notices for overdue publications;
(viii) Updating the catalogue;
(ix) Photocopying gazette notices with published standards and circulating to quality control officers;
(x) Shelving new and returned books;
(xi) Ensuring that shelves are tidy, and publications are filed in their right places;
(xii) Receiving newspapers and magazines and maintaining their records;
(xiii) Manning the circulation area; and
(xiv) Cataloguing & classification.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Library Attendant II or in a comparable position;
(ii) Certificate in Information Science or equivalent qualification lasting not less than one (1) year from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.9.4 SENIOR LIBRARY ATTENDANT, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Issuing and receiving books;
(ii) Compiling statistics of borrowed books;
(iii) Assisting users to track reading materials;
(iv) Compiling of past papers;
(v) Handling general inquiries;
(vi) Conducting orientation and registering new library users;
(vii) Filing of borrowing cards;
(viii) Sending reminder notices for overdue publications;
(ix) Updating the catalogue;
(x) Photocopying gazette notices with published standards and circulating to quality control officers;
(xi) Shelving new and returned books;
(xii) Ensuring that shelves are tidy, and publications are filed in their right places;
(xiii) Receiving newspapers and magazines and maintaining their records;
(xiv) Assisting users to access the catalogue and retrieving information from the library;
(xv) Grouping information materials accordingly through classification and cataloguing systems; and
(xvi) Supervising Library Attendants.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been in the grade of Library Attendant I or in a comparable position;
(ii) Certificate in Information Science or equivalent qualification lasting not less than one (1) year from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.9.5 ASSISTANT LIBRARY OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Issuing and receiving books;
(ii) Compiling statistics of borrowed books;
(iii) Assisting users to track reading materials;
(iv) Compiling of past papers
(v) Handling general inquiries;
(vi) Conducting orientation and registering new library users;
(vii) Filing of borrowing cards;
(viii) Sending reminder notices for overdue publications;
(ix) Updating the catalogue;
(x) Photocopying gazette notices with published standards and circulating to quality control officers;
(xi) Shelving new and returned books;
(xii) Ensuring that shelves are tidy, and publications are filed in their right places;
(xiii) Receiving newspapers and magazines and maintaining their records;
(xiv) Assisting users to access the catalogue and retrieving information from the library;
(xv) Grouping information materials accordingly through classification and cataloguing systems; and
(xvi) Manning the circulation area.

(b) Job Specifications

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

(i) Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body.

2.9.6 ASSISTANT LIBRARY OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Accessioning all new books;
(ii) Classifying and cataloguing books;
(iii) Preparing and filing catalogue cards for books;
(iv) Compiling accessions list for books and dispatch to all technical officers;
(v) Conducting orientation and registering new patrons;
(vi) Filing of borrowing cards;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(vii) Sending reminder notices for overdue publications;
(viii) Updating the catalogue;
(ix) Photocopying gazette notices with published standards and circulating to quality control officers;
(x) Ensuring that shelves are tidy, and publications are filed in their right places;
(xi) Receiving newspapers and magazines and maintaining their records;
(xii) Compiling overdue materials lists;
(xiii) Updating fines' records of user accounts;
(xiv) Manning the circulation area;
(xv) Assisting in providing reference information services;
(xvi) Providing library user education; and
(xvii) Library clearance of students and staff.

(b) Job Specifications

For appointment to this grade, an Officer must have:
(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Library Officer III or in a comparable position;
(ii) Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.9.7 ASSISTANT LIBRARY OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Accessioning all new books;
(ii) Classifying and cataloguing books;
(iii) Preparing and filing catalogue cards for books;
(iv) Compiling accessions list for books and dispatch to all technical officers;
(v) Conducting orientation and registering new patrons;
(vi) Filing of borrowing cards;
(vii) Sending reminder notices for overdue publications;
(viii) Updating the catalogue;
(ix) Photocopying gazette notices with published standards and circulating to quality control officers;
(x) Ensuring that shelves are tidy, and publications are filed in their right places;
(xi) Receiving newspapers and magazines and maintaining their records;
(xii) Compiling overdue materials lists;
(xiii) Updating fines' records of user accounts;
(xiv) Manning the circulation area;
(xv) Assisting in providing reference information services;
(xvi) Providing library user education; and
(xvii) Library clearance of students and staff.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Library Officer II or in a comparable position;
(ii) Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.9.8 SENIOR ASSISTANT LIBRARY OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Issuing publications to library users;
(ii) Appending amendments to standards;
(iii) Providing data for quarterly reports;
(iv) Maintaining classification and catalogue standards in the library;
(v) Shelving and circulating periodicals, books and other publications;
(vi) Compiling overdue materials lists;
(vii) Clearing fines of user accounts upon payment;
(viii) Manning the circulation area;
(ix) Providing reference information services to the users;
(x) Providing library user education; and
(xi) Library clearance of students and staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Library Officer I or in a comparable position;
(ii) Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body;
(iii) Higher Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.9.9 SENIOR ASSISTANT LIBRARY OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Maintaining classification and catalogue standards in the library;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(ii) Shelving and circulating periodicals and other publications;
(iii) Indexing and abstracting journal articles;
(iv) Editing of reports, newsletters and other publications;
(v) Selecting and purchasing of information and other research materials in consultation with the Lecturers;
(vi) Managing library database;
(vii) Providing reference and referral services;
(viii) Managing the online catalogue system; and
(ix) Coaching and mentoring staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Library Officer II or in a comparable position;
(ii) Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body;
(iii) Higher Diploma in Library Studies or Information Science or equivalent qualifications from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.9.10 LIBRARIAN II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Ordering for new books, journals and any other periodicals/publications and materials needed in the library;
(ii) Indexing and abstracting journal articles;
(iii) Dealing with Library correspondence;
(iv) Maintaining and updating University database;
(v) Charging and discharging library information resources to users;
(vi) Providing reference and referral services to library patrons;
(vii) Distributing publishers' cataloguers to faculty deans and heads of departments;
(viii) Processing of interlibrary loan requests;
(ix) Cataloguing and classification of newly acquired information resources;
(x) Verifying bibliographic details of library materials;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(xi) Supervising of Library Assistants;
(xii) Identification of information needs for various types of users;
(xiii) Maintaining and interpreting information on library use;
(xiv) Conducting user education programmes;
(xv) Providing ICT services including all electronic information; and
(xvi) Offering ICT services to various categories of users.

(b) Job Specifications

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

(i) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution.

2.9.11 LIBRARIAN I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Ordering for new books, journals and any other periodicals/publications and materials needed in the library;
(ii) Indexing and abstracting journal articles;
(iii) Maintaining and updating University database;
(iv) Editing & compiling quarterly reports for the library section;
(v) Stock-taking the library collection;
(vi) Charging and discharging library information resources to users;
(vii) Providing reference and referral services to library patrons;
(viii) Distributing publishers' cataloguers to faculty deans and heads of departments;
(ix) Processing of inter-library loan requests;
(x) Cataloguing and classification of newly acquired information resources;
(xi) Verifying bibliographic details of library materials;
(xii) Maintaining user profiles;
(xiii) Selective Dissemination of Information (SDI);
(xiv) Teaching library skills and user education; and
(xv) Offering ICT services to various categories of users.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Librarian II or in a comparable position;
(ii) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.9.12 SENIOR LIBRARIAN II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Ensuring the smooth and efficient running of the library services;
(ii) Indexing and abstracting journal articles;
(iii) Preparing work plans for junior officers and coordinating their activities;
(iv) Preparing departmental quarterly reports;
(v) Maintenance of the Library database;
(vi) Supervising charging and discharging of library information resources to users;
(vii) Coordinating provision of reference and referral services to library patrons;
(viii) Ensuring distribution of publishers' cataloguers to faculty deans and heads of departments;
(ix) Facilitating processing of interlibrary loan requests;
(x) Cataloguing and classification of newly acquired information resources;
(xi) Verifying bibliographic details of library materials;
(xii) Maintaining and operating library management systems;
(xiii) Stock editing;
(xiv) Teaching library skills and user education; and
(xv) Offering ICT services to various categories of users.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Librarian I or in a comparable position;
(ii) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iii) Registered with relevant professional body (where applicable);
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.9.13 SENIOR LIBRARIAN I GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Ensuring smooth and efficient running of the Library Services;
(ii) Ensuring indexing and abstracting of journal articles;
(iii) Supervising maintenance of the library database;
(iv) Monitoring publishing trends to advise on procurement of latest library information materials;
(v) Communicating and interpreting library policies, procedures to users;
(vi) Ensuring safe custody of the library facilities;
(vii) Supervising, weeding and discarding of library materials;

APPROVED BY PSC
SECRETARY/CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095-00100
NAIROBI

(viii) Cataloguing data for library materials in line with established international standards;
(ix) Providing input in the development and review of library technical service manual;
(x) Managing library systems within the University Library;
(xi) Planning and managing of systems development; and
(xii) Designing and realising of bibliographic databases.

(b) Job Specifications

For appointment to this grade an officer must have: -

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Librarian II or in a comparable position;
(ii) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.9.14 ASSISTANT DIRECTOR, LIBRARY AND INFORMATION SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Financial and administrative management of library services and facilities;
(ii) Ensuring implementation of work programmes;
(iii) Information retrieval and dissemination;
(iv) Budgeting for library services;
(v) Supervising the establishment of Information Centres in the institution;
(vi) Providing input in the development and maintenance of the library database;
(vii) Monitoring publishing trends to advise on procurement of latest library information materials;
(viii) Communicating and interpreting library policies, procedures to users;
(ix) Coordinating, weeding and discarding of library materials;
(x) Facilitating cataloguing of data for library materials in line with established international standards;
(xi) Providing input in the development and review of library technical service manual;
(xii) Preparing work plans and quarterly reports for the library;
(xiii) Coaching and mentoring staff;
(xiv) Providing library user education;
(xv) Attending to all ICT and library management systems operations of the library;
(xvi) Formulating of library related ICT policies;
(xvii) Planning and managing of information systems, database management and Decision support systems (DSS); and
(xviii) Coordinating Office supporting systems (OSS) within the University Library services and other library services.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Librarian I or in a comparable position;
(ii) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.9.15 DEPUTY DIRECTOR, LIBRARY AND INFORMATION SERVICES, GRADE 5

(a) Job Descriptions

An officer at this level will be deployed to head Library Services at the University Library and will be responsible to the University Librarian.

Duties and Responsibilities at this level will entail:

(i) Coordinating of unified list of periodicals in the University's Information Centres and libraries;
(ii) Standardising of cataloguing, classification, indexing and dissemination of information;
(iii) Managing the establishment of Library Information Centres in the institution;
(iv) Supervising, guiding and counselling of library staff;
(v) Monitoring publishing trends to advise on procurement of latest library information materials;
(vi) Communicating and interpreting library policies, procedures to users;
(vii) Coordinating, weeding and discarding of library materials;
(viii) Facilitating cataloguing of data for library materials in line with established international standards;
(ix) Providing input in the development and review of library technical service manual;
(x) Preparing work plans and quarterly reports for the library;
(xi) Managing the Library web site;
(xii) Monitoring and evaluation of the library management system;
(xiii) Ensuring that service points function effectively; and
(xiv) Promoting innovation and keeping abreast with new technological trends.

(b) Job Specifications

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

APPROVED BY PSC

(i) Cumulative service period of fifteen (15) years' relevant experience, three (3) of which should have been at Assistant Director, Library and Information Services or in a comparable position;
(ii) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iv) An earned PhD degree or equivalent degree qualification from a recognised and accredited institution;
(v) A minimum of two (2) articles in refereed journals;
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vii) Registered with a relevant professional body (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.9.16 DIRECTOR, LIBRARY AND INFORMATION SERVICES, GRADE 4

(a) Job Descriptions

The Director, Library Services will be the head of Library Services. Duties and Responsibilities at this level will entail: -

(i) Being the custodian of academic resources of the University;
(ii) Regularly reviewing academic resources and submitting a report;
(iii) Making proposals for developing library policies;
(iv) Implementing Library policy;
(v) Coordinating all the Library services in the University;
(vi) Preparing and submitting proposals for acquisition of library materials;
(vii) Acquiring and conserving library research materials;
(viii) Be responsible for organising and operating library services;
(ix) Adopting and adhering to library standards;
(x) Managing the provision of conducive reading space for library users;
(xi) Establishing and facilitating the use of the e-Library;
(xii) Facilitating the networking and exchanging of materials with other libraries locally and internationally;
(xiii) Making proposals for acquisition and conservation of library research materials;
(xiv) Promoting provision of library supporting services; and
(xv) Undertaking such other official assignments as may be assigned from time to time by the Vice-Chancellor or his/her authorised officer.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant experience, three (3) of which should have been at Deputy Director, Library and Information Services or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(ii) Bachelor's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in library studies, Library Science, Information Science or equivalent qualification from a recognised and accredited institution;
(iv) An earned PhD degree or equivalent degree qualification from a recognised and accredited institution;
(v) A minimum of three (3) articles in refereed journals;
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vii) Registered with a relevant professional body (where applicable); and
(viii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in library functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.10 CAREER GUIDELINE FOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) PERSONNEL

(a) Job Purpose

This cadre is responsible for promoting and providing ICT support in delivery of services towards realisation of the University's mandate.

(b) Functions

The ICT functions will be to: -

(i) Formulate and implement the University's ICT policies, strategies, procedures and systems.
(ii) Plan, design, implement and align ICT strategies for effective management of services.
(iii) Manage network, software, communication infrastructure, and computer hardware.
(iv) Oversee the University's intranet and internet.
(v) Develop and maintain the systems infrastructure, define standards and protocol for data exchange, communications, software and interconnection of the University's information systems.
(vi) Advise management on institutionalisation of effective ICT governance structures.
(vii) Install, configure and maintain network and communication infrastructure.
(viii) Provide specifications and standards in the procurement of ICT software, hardware and equipment.
(ix) Plan, develop, review and implement ICT business disaster recovery strategy.
(x) Ensure establishment and implementation of ICT quality control standards and security systems.
(xi) Coordinate the implementation of Information Security Management Systems (ISMS) guidelines.
(xii) Advise on service level agreements (SLAs) on implementation and maintenance of ICT solutions.
(xiii) Provide technical support services and training to computer users.
(xiv) Web search and provide digital resources for the University.

(c) Grading Structure

The Career Guideline establishes five (5) grades of ICT Assistants and seven (7) grades of ICT Officers who will be designated and graded as follows: -

ASSISTANT ICT OFFICER **APPENDIX "A"**

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
ICT Assistant/ ICT Technician/ICT Technologists	5	Assistant ICT Officer III	11
.....	6		

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior ICT Assistant / Technician/ Technologist	7	Assistant ICT Officer II	10
……	8	Assistant ICT Officer I	9
ICT/ Computer Technologist II/ Assistant	9	Senior Assistant ICT Officer II	8
……..	……	Senior Assistant ICT Officer I	7

ICT OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
ICT Officer II/ Network Administrator II/ Webmaster / Database Administrator II/ Computer Technologist I/	7	ICT Officer II	10
ICT Officer I/Network Administrator I/ Webmaster / Database Administrator I/ Computer Technologist I/	9	ICT Officer I	9
		Senior ICT Officer II	8
Senior ICT Officer	10	Senior ICT Officer I	7
—----------	11		
Deputy ICT Manager	12	Assistant Director, ICT Services	6
ICT Manager/ ICT Director	13	Deputy Director, ICT Services	5
ICT Director	14		
	15	Director ICT	4

Note: The grades of Assistant ICT Officer III/II, Job Grades 11/10 for Diploma holders and the grades of ICT Officer II/I, Job Grades 10/9 for Degree holders will form a common establishment for the purpose of this Career Guideline.

APPROVED BY PSC
PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(d) Recognised Qualifications

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

(i) Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body;

(ii) Higher Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and

Information Technology or equivalent qualification from an accredited examination body;

(iii) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution.

(iv) Master's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems.

(v) Relevant technical and professional certification from a recognised institution;

(vi) Registered with a relevant professional body (where applicable).

(vii) Valid practising licence from the relevant professional body (where applicable).

(viii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.

(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.

(x) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATION

ASSISTANT ICT OFFICER **APPENDIX "A"**

2.10.1 ASSISTANT ICT OFFICER III, JOB GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Implementing ICT policies, strategies, regulations, standards and procedures;

(ii) Repairing Information Communication Technology equipment and associated peripherals;

(iii) Configuring and testing computer hardware, networking software and operating system software;

(iv) Installing necessary hardware and software upgrades into ICT network;

(v) Implementing framework and formats to standardise digitisation of University's records and procedures;

(vi) Creating new users in the Active Directory following laid out policies;

(vii) Implementing digital solutions, such as automation tools, cloud services, and data analytics;

(viii) Implementing flexible IT strategies for facilitation of deployment and scaling of the services of the University;

(ix) Implementing LANS and WAN to ensure uninterrupted connectivity to University's systems and online resources;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box - 00100 NAIROBI

(x) Updating the University's website and other customer facing systems;
(xi) Implementing ICT business disaster recovery strategy;
(xii) Implementing Security Systems to secure the University's ICT Assets and systems;
(xiii) Providing technical support services, guidance and training to computer users on University ICT systems; and
(xiv) Keeping up to date with emerging information communication technological trends.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body.

2.10.2 ASSISTANT ICT OFFICER II, JOB GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Implementing ICT policies, strategies, regulations, standards and procedures;
(ii) Repairing Information Communication Technology equipment and associated peripherals;
(iii) Configuring and testing computer hardware, networking software and operating system software;
(iv) Installing necessary hardware and software upgrades into ICT network;
(v) Implementing framework and formats to standardise digitisation of University's records and procedures;
(vi) Creating new users in the Active Directory following laid out policies;
(vii) Implementing frameworks and formats to standardise digitisation of University's records and procedures;
(viii) Implementing digital solutions, such as automation tools, cloud services, and data analytics;
(ix) Implementing flexible IT strategies for facilitation of deployment and scaling of the services of the University;
(x) Implementing LANS and WAN to ensure uninterrupted connectivity to University's systems and online resources;
(xi) Updating the University's website and other customer facing systems;
(xii) Implementing ICT business disaster recovery strategy;
(xiii) Implementing security systems to secure the University's ICT Assets and systems;
(xiv) Providing technical support services, guidance and training to computer users on University's ICT systems; and
(xv) Keeping up to date with emerging information communication technological trends.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095-00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant ICT Officer III or in a comparable position;
(ii) Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.10.3 ASSISTANT ICT OFFICER I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing ICT policies, strategies, regulations, standards and procedures;
(ii) Repairing Information Communication Technology equipment and associated peripherals;
(iii) Configuring and testing computer hardware, networking software and operating system software;
(iv) Installing necessary hardware and software upgrades into ICT network;
(v) Implementing framework and formats to standardise digitisation of University's records and procedures;
(vi) Creating new users in the Active Directory following laid out policies;
(vii) Implementing frameworks and formats to standardise digitisation of University's records and procedures;
(viii) Implementing digital solutions, such as automation tools, cloud services, and data analytics;
(ix) Implementing flexible IT strategies for facilitation of deployment and scaling of the services of the University;
(x) Implementing LANS and WAN to ensure uninterrupted connectivity to University's systems and online resources;
(xi) Updating the University's website and other customer facing systems;
(xii) Implementing ICT business disaster recovery strategy;
(xiii) Implementing security systems to secure the University's ICT Assets and systems;
(xiv) Providing technical support services, guidance and training to computer users on University's ICT systems; and
(xv) Keeping up to date with emerging information communication technological trends.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant ICT Officer II or in a comparable position;
(ii) Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.10.4 SENIOR ASSISTANT ICT OFFICER II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing ICT policies, strategies, regulations, standards and procedures;
(ii) Repairing Information Communication Technology equipment and associated peripherals;
(iii) Configuring and testing computer hardware, networking software and operating system software;
(iv) Installing necessary hardware and software upgrades into ICT network;
(v) Maintaining effective communication systems in the University, including, email, voice and data networks;
(vi) Implementing framework and formats to standardise digitisation of University's records and procedures;
(vii) Creating new users in the Active Directory following laid out policies;
(viii) Implementing frameworks and formats to standardise digitisation of University's records and procedures;
(ix) Implementing digital solutions, such as automation tools, cloud services, and data analytics;
(x) Implementing flexible IT strategies for facilitation of deployment and scaling of the services of the University;
(xi) Implementing LANS and WAN to ensure uninterrupted connectivity to University's systems and online resources;
(xii) Updating the University's website and other customer facing systems;
(xiii) Implementing ICT business disaster recovery strategy;
(xiv) Implementing Security Systems to secure the University's ICT Assets and systems;
(xv) Providing technical support services, guidance and training to computer users on University's ICT systems and LMS; and
(xvi) Keeping up to date with emerging information communication technological trends.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30... - 00100 NAIROBI

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant ICT Officer I or in a comparable position;
(ii) Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.10.5 SENIOR ASSISTANT ICT OFFICER I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing ICT policies, strategies, regulations, standards and procedures;
(ii) Repairing Information Communication Technology equipment and associated peripherals;
(iii) Configuring and testing computer hardware, networking software and operating system software;
(iv) Installing necessary hardware and software upgrades into ICT network;
(v) Maintaining effective communication systems in the University, including, email, voice and data networks;
(vi) Implementing framework and formats to standardise digitisation of University's records and procedures;
(vii) Creating new users in the Active Directory following laid out policies;
(viii) Implementing frameworks and formats to standardise digitisation of University's records and procedures;
(ix) Implementing digital solutions, such as automation tools, cloud services, and data analytics;
(x) Implementing flexible IT strategies for facilitation of deployment and scaling of the services of the University;
(xi) Implementing LANS and WAN to ensure uninterrupted connectivity to University's systems and online resources;
(xii) Updating the University's website and other customer facing systems;
(xiii) Implementing ICT business disaster recovery strategy;
(xiv) Implementing Security Systems to secure the University's ICT Assets and systems;
(xv) Providing technical support services, guidance and training to computer users on University's ICT systems;
(xvi) Preparing ICT status reports; and
(xvii) Keeping up to date with emerging information communication technological trends.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box NAIROBI 00100

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant ICT Officer II or in a comparable position;
(ii) Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.10.6 ICT OFFICER II, JOB GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and responsibilities at this level will entail: -

(i) Implementing ICT policies, strategies, regulations, standards and procedures;
(ii) Configuring and testing computer hardware, networking software and operating system software;
(iii) Installing necessary hardware and software upgrades into ICT network;
(iv) Implementing framework and formats to standardise digitisation of University's records and procedures;
(v) Creating new users in the active directory following laid out policies;
(vi) Implementing frameworks and formats to standardise digitisation of University's records and procedures;
(vii) Implementing digital solutions, such as automation tools, cloud services, and data analytics;
(viii) Implementing flexible IT strategies for facilitation of deployment and scaling of the services of the University;
(ix) Implementing LANS and WAN to ensure uninterrupted connectivity to University's systems and online resources;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box - 00100 NAIROBI

(x) Supporting LMS services;
(xi) Updating the University website and other customer facing systems;
(xii) Implementing ICT business disaster recovery strategy;
(xiii) Implementing security systems to secure the University's ICT assets and systems, (firewall, antivirus, CCTV, uninterruptible power systems (UPS));
(xiv) Providing technical support services, guidance and training to computer users on University's ICT systems; and
(xv) Keeping up to date with emerging information communication technological trends.

(b) Job Specifications

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

(i) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution.

2.10.7 ICT OFFICER I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Implementing ICT policies, strategies, regulations, standards and procedures;
(ii) Configuring and testing computer hardware, networking software and operating system software;
(iii) Installing necessary hardware and software upgrades into ICT network;
(iv) Implementing framework and formats to standardise digitisation of University's records and procedures;
(v) Creating new users in the active directory following laid out policies;
(vi) Implementing frameworks and formats to standardise digitisation of University's records and procedures;
(vii) Implementing digital solutions, such as automation tools, cloud services, and data analytics;
(viii) Implementing flexible IT strategies for facilitation of deployment and scaling of the services of the University;
(ix) Implementing LANS and WAN to ensure uninterrupted connectivity to University's systems and online resources;
(x) Managing LMS services;
(xi) Updating the University website and other customer facing systems;
(xii) Implementing ICT business disaster recovery strategy;
(xiii) Implementing security systems to secure the University's ICT assets and systems;
(xiv) Providing technical support services, guidance and training to computer users on University's ICT systems; and
(xv) Keeping up to date with emerging information communication technological trends.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30026-00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of ICT Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.10.8 SENIOR ICT OFFICER II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing ICT policies, strategies, regulations, standards and procedures;
(ii) Providing support in the development of framework and formats to standardise digitisation of University's records and procedures;
(iii) Ensuring security of the University's data and information;
(iv) Implementing flexible information technology strategies for facilitation of deployment and scaling of the services of the University;
(v) Designing, developing and implementing cost-effective technology solutions;
(vi) Developing and implementing LANS and WAN and ensuring uninterrupted connectivity to University's systems and online resources;
(vii) Providing support in the development of communication systems in the University, including, email, voice and data networks;
(viii) Updating and maintaining the University's website and other customer facing systems;
(ix) Providing support in the development of ICT business disaster recovery strategy;
(x) Implementing security systems to secure the University's ICT assets and systems;
(xi) Managing LMS services;
(xii) Coordinating digital filming;
(xiii) Implementing digital solutions, such as automation tools, cloud services, and data analytics;
(xiv) Implementing security systems to secure the University's ICT assets and systems, (firewall, antivirus, CCTV, uninterruptible power systems (UPS) etc.);
(xv) Providing technical support services, guidance and training to computer users on University's ICT systems; and
(xvi) Keeping up to date with emerging information communication technological trends.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of ICT Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body (where applicable).
(v) Demonstrated merit and ability as reflected in work performance and results.

2.10.9 SENIOR ICT OFFICER I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating ICT policies, strategies, regulations, standards and procedures;
(ii) Providing support in the development of framework and formats to standardise digitisation of University's records and procedures;
(iii) Ensuring security of the University's data and information;
(iv) Implementing flexible information technology strategies for facilitation of deployment and scaling of the services of the University;
(v) Designing, developing and implementing cost-effective technology solutions;
(vi) Developing and implementing LANS and WAN and ensuring uninterrupted connectivity to University's systems and online resources;
(vii) Providing support in the development of communication systems in the University, including, email, voice and data networks;
(viii) Supervising the updating and maintaining of the University's website and other customer facing systems;
(ix) Designing, developing and implementing ICT business disaster recovery strategy;
(x) Coordinating digital filming;
(xi) Designing, developing and implementing digital solutions, such as automation tools, cloud services, and data analytics;
(xii) Implementing security systems to secure the University's ICT Assets and systems;
(xiii) Coordinating technical support services, guidance and training to computer users on University's ICT systems; and
(xiv) Keeping up to date with emerging information communication technological trends.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior ICT Officer II or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30743 - 00100 NAIROBI

(ii) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.10.10 ASSISTANT DIRECTOR, ICT SERVICES, JOB GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Developing, implementing and reviewing the University's ICT policies, regulations, standards and procedures;
(ii) Developing framework and formats to standardise digitisation of University's records and procedures;
(iii) Coordinating contracted service providers in the development and implementation of ICT infrastructure;
(iv) Managing the digital infrastructure of the University in the provision of its services;
(v) Coordinating implementation of digital solutions, such as automation tools, cloud services, and data analytics;
(vi) Designing measures and strategies to safeguard and protect the University's data, information and systems from cyber threats and attacks;
(vii) Coordinating capacity building of the staff of the University in cybersecurity, data analytics and digital transformation in the provision of its services;
(viii) Managing and securing the University's data and information and ensuring its integrity and use;
(ix) Designing and implementing flexible information technology strategies for facilitation of deployment and scaling of the services of the University;
(x) Coordinating the implementation of cost-effective technology solutions;
(xi) Designing and developing LMS;
(xii) Coordinating the development and implementation of LANS and WAN and ensuring uninterrupted connectivity to University's systems and online resources;
(xiii) Developing and maintaining effective communication systems in the University, including, email, voice and data networks;
(xiv) Developing and maintaining the University's website and other customer facing systems;
(xv) Developing, implementing and reviewing ICT business disaster recovery strategy;
(xvi) Designing and implementing security systems to secure the University's ICT Assets;
(xvii) Designing and implementing a secure means of accessing and storing University's data as well as preventing data loss;
(xviii) Coordinating provision of technical support services to computer users in the University; and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(xix) Spearheading preparation of ICT status reports through various formats including formal and technological.

(b) Job Specifications

For appointment to this grade, an Officer must have:

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior ICT Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution.
(iii) Master's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable);
(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(viii) Demonstrated merit and ability as reflected in work performance, leadership and results.

2.10.11 DEPUTY DIRECTOR, ICT SERVICES, JOB GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the development, implementation and review of the University's ICT policies, strategies, regulations, standards and procedures;
(ii) Advising management on institutionalisation of effective ICT governance structures;
(iii) Facilitating the development of framework to standardise digitisation of University's records and procedures;
(iv) Overseeing service providers in the development and implementation of the appropriate ICT infrastructure;
(v) Promoting the digital infrastructure of the University in the provision of its services;
(vi) Streamlining operational processes in the University through implementation of digital solutions;
(vii) Overseeing the designing of measures and strategies to safeguard and protect the University's data, information and systems;
(viii) Facilitating capacity building of the staff of the University in ICT matters;
(ix) Consolidating the University's operating systems through adoption of cost-effective technology solutions;
(x) Overseeing the development and maintenance of effective communication systems in the University;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(xi) Facilitating development and maintenance of the University's website and other customer facing systems;
(xii) Overseeing the development, implementation and review of ICT business disaster recovery strategy;
(xiii) Spearheading the design and implementation of security systems to secure the University's ICT Assets and systems;
(xiv) Overseeing the preparation of ICT status reports;
(xv) Spearheading development and implementation of the division's strategic plans, budgets and performance contract;
(xvi) Ensuring compliance with good governance; and
(xvii) Mentoring and coaching staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Information Communication Technology Services or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution.
(iii) Master's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems,
(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable);
(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(viii) Demonstrated merit and ability as reflected in work performance, leadership and results.

2.10.12 DIRECTOR, ICT SERVICES, JOB GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overall head / in charge of ICT services in the University;
(ii) Coordinating the development, implementation and review of the University's ICT policies, strategies, regulations, standards and procedures;
(iii) Advising management on institutionalisation of effective ICT governance structures;
(iv) Facilitating the development of framework and formats to standardise digitisation of University's records and procedures;
(v) Overseeing service providers in the development and implementation of the appropriate ICT infrastructure;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(vi) Promoting the digital infrastructure of the University in the provision of its services;
(vii) Streamlining operational processes in the University through implementation of digital solutions, such as automation tools, cloud services, and data analytics;
(viii) Providing lead in the designing of measures and strategies to safeguard and protect the University's data, information and systems;
(ix) Facilitating capacity building of the staff of the University in cybersecurity, data analytics and digital transformation in the provision of its services;
(x) Consolidating the University's operating systems through adoption of cost-effective technology solutions and optimisation of cloud spending;
(xi) Overseeing the development and maintenance of effective communication systems in the University;
(xii) Facilitating development and maintenance of the University's website and other customer facing systems;
(xiii) Overseeing the development, implementation and review of ICT business disaster recovery strategy;
(xiv) Spearheading the design and implementation of security systems to secure the University's ICT Assets and systems;
(xv) Overseeing the preparation of ICT status reports;
(xvi) Spearheading development and implementation of the division's strategic plans, budgets and performance contract;
(xvii) Ensuring compliance with good governance; and
(xviii) Managing and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of at least fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Deputy Director, Information Communication Technology Services or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems, Business Management and Information Technology or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable);
(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(viii) Demonstrated merit and ability as reflected in work performance, leadership and results; and
(ix) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in information communication technology functions.

APPROVED BY PSC

2.11 CAREER GUIDELINES FOR LABORATORY PERSONNEL

(a) Job Purpose

To prepare and conduct practicals for undergraduate and post-graduate students, maintenance of chemical stores, assisting in research, field work and acquisition of teaching materials, safe disposal of laboratory waste, expired chemicals, and unserviceable and obsolete equipment.

(b) Functions

The laboratory functions will be to: -

(i) Plan, supervise, evaluate and coordinate laboratory work in the area of specialisation.
(ii) Prepare annual procurement plans for the section.
(iii) Participate in procuring teaching materials.
(iv) Support and oversee the conduct of undergraduate and postgraduate practicals.
(v) Maintain records of supplies for all the laboratories within the division.
(vi) Ensure laboratory equipment are well maintained and calibrated.
(vii) Safe custody of reagents, apparatus and equipment.
(viii) Coordinate research activities in the Laboratory.
(ix) Prepare laboratory reports.
(x) Ensure safe disposal of waste.
(xi) Identify obsolete machines and equipment for disposal.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Laboratory Technicians, five (5) grades of Technologist and Seven (7) grades of Laboratory Analysts who will be graded and designated as follows: -

LABORATORY TECHNICIANS APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Laboratory Attendant / Assistant II	1	Laboratory Technician III	12
……	2	Laboratory Technician II	11
Laboratory Attendant / Assistant I	3	Laboratory Technician I	10
Senior Laboratory Assistant	4	Senior Laboratory Technician	9

ASSITANT LABORATORY TECHNOLOGISTS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Technologist III	5		11

APPROVED BY PSC

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
		Assistant Laboratory Technologist III	
Assistant Technologist II	6		
Assistant Technologist I	7	Assistant Laboratory Technologist II	10
	8	Assistant Laboratory Technologist I	9
……	9	Senior Assistant Laboratory Technologist II	8
	10	Senior Assistant Laboratory Technologist I	7
……	11		

LABORATORY TECHNOLOGISTS APPENDIX "C"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Technologist III	7	Laboratory Technologist II	10
	8	Laboratory Technologist I	9
Technologist II	9	Senior Laboratory Technologist II	8
Technologist I	10	Senior Laboratory Technologist I	7
Senior Technologist	11		
Chief Technologist	12	Chief Technologist II	6
----------	----	Chief Technologist I	5

Note: *The grade of Laboratory Technician II/I Job Grade 12/11 for Certificate holders, Assistant Laboratory Technologist III/II Job Grade 11/10 for Diploma holders and Laboratory Technologist II/I Job Grade 10/9 for Degree Holders will form a common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualification

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

(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or its equivalent from an accredited examination body;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Bachelor's degree in the relevant area of specialisation from a recognised and accredited institution.
(v) Master's degree in the relevant area of specialisation from a recognised and accredited institution.
(vi) Registered with a relevant professional body (where applicable).

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095-00100 NAIROBI

(vii) Valid practising licence from the relevant professional body (where applicable).
(viii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.
(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(x) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

LABORATORY TECHNICIANS **APPENDIX "A"**

2.11.1 LABORATORY TECHNICIAN III, GRADE 12

(a) Job Descriptions

This will be the entry and training grade for this cadre. An Officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing teaching materials;
(ii) Ensuring that the laboratory is kept clean and tidy always;
(iii) Keeping and maintaining laboratory/workshop equipment in good order;
(iv) Cleaning laboratory workshop ware and keeping them safe;
(v) Ensuring that the chemical/equipment stores are kept clean;
(vi) Sterilising contaminated cultures/media and ensuring safe disposal;
(vii) Ensuring laboratory benches are kept clean and sterilised;
(viii) Updating laboratory chemical/consumables and equipment inventory; and
(ix) General routine laboratory work.

(b) Job Specifications

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

(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or its equivalent from an accredited examining body.

2.11.2 LABORATORY TECHNICIAN II, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing teaching materials;
(ii) Ensuring that the laboratory is kept clean and tidy always;
(iii) Keeping and maintaining laboratory/workshop equipment in good order;
(iv) Cleaning laboratory workshop ware and keeping them safe;
(v) Ensuring that the chemical/equipment stores are kept clean;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(vi) Sterilising contaminated cultures/media and ensuring safe disposal;
(vii) Ensuring laboratory benches are kept clean and sterilised; and
(viii) Updating laboratory chemical/consumables and equipment inventory.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Laboratory Technician III, or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or its equivalent from an accredited examining body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.11.3 LABORATORY TECHNICIAN I, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing teaching materials;
(ii) Ensuring that the laboratory is kept clean and tidy always;
(iii) Keeping and maintaining laboratory/workshop equipment in good order;
(iv) Cleaning laboratory workshop ware and keeping them safe;
(v) Ensuring that the chemical/equipment stores are kept clean;
(vi) Sterilising contaminated cultures/media and ensuring safe disposal;
(vii) Ensuring laboratory benches are kept clean and sterilised;
(viii) Supervision of assigned staff;
(ix) Updating laboratory chemical/consumables and equipment inventory; and
(x) General routine laboratory work.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Laboratory Technician II or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year from an accredited examining body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.11.4 SENIOR LABORATORY TECHNICIAN, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing teaching materials;
(ii) Ensuring that the laboratory is kept clean and tidy always;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(iii) Keeping and maintaining laboratory / workshop equipment in good order;
(iv) Cleaning laboratory workshop ware and keeping them safe;
(v) Ensuring that the chemical / equipment stores are kept clean;
(vi) Sterilising contaminated cultures / media and ensuring safe disposal;
(vii) Ensuring laboratory benches are kept clean and sterilised;
(viii) Supervision and mentoring of assigned staff;
(ix) Updating laboratory chemical / consumables and equipment inventory; and
(x) General routine laboratory work.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Laboratory Technician I or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or its equivalent from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.11.5 ASSISTANT LABORATORY TECHNOLOGIST III, GRADE 11

(a) Job Descriptions

This will be the entry and training grade for this cadre. An Officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing teaching materials;
(ii) Conducting laboratory practicals and demonstrations to undergraduates;
(iii) Participating in research activities in the laboratory;
(iv) Ensuring that laboratory ware including chemicals, glass and plastic ware and equipment are kept in good order;
(v) Ensuring that laboratory and workshops are kept clean and tidy;
(vi) Keeping and maintaining laboratory records;
(vii) Receiving, processing and analysing samples;
(viii) Ensuring safe use and disposal of chemicals and laboratory waste; and
(ix) General laboratory routine.

(b) Job Specifications

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

(i) Diploma in the relevant area of specialisation from an accredited examination body;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.11.6 ASSISTANT LABORATORY TECHNOLOGIST II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing laboratory/ workshop equipment and teaching materials;
(ii) Conducting laboratory practicals and demonstrations to undergraduates;
(iii) Participating in research activities in the laboratory;
(iv) Ensuring that laboratory ware including chemicals, glass and plastic ware and equipment are kept in good order;
(v) Ensuring that laboratory and workshops are kept clean and tidy;
(vi) Keeping and maintaining laboratory records;
(vii) Ensuring safe use and disposal of chemicals and laboratory waste;
(viii) Receiving, processing and analysing samples;
(ix) Supervising assigned laboratory staff; and
(x) General laboratory routine.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Laboratory Technologist III or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.11.7 ASSISTANT LABORATORY TECHNOLOGIST I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing laboratory/workshop equipment and teaching materials;
(ii) Conducting laboratory practicals and demonstrations to undergraduates;
(iii) Participating in research activities in the laboratory;
(iv) Ensuring that laboratory ware including chemicals, glass and plastic ware and equipment are kept in good order;
(v) Ensuring that laboratory and workshops are kept clean and tidy;
(vi) Keeping and maintaining laboratory records;
(vii) Ensuring safe use and disposal of chemicals and laboratory waste;
(viii) Receiving, processing and analysing samples;
(ix) Supervising assigned laboratory staff; and
(x) General laboratory routine.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Laboratory Technologist II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.11.8 SENIOR ASSISTANT LABORATORY TECHNOLOGIST II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing teaching materials;
(ii) Keeping and maintaining laboratory records (chemicals, plastic and glassware, equipment and other consumables);
(iii) Conducting laboratory practicals and demonstrations to undergraduates;
(iv) Ensuring laboratory equipment are kept in good order;
(v) Collecting, preparing and setting up machines and equipment;
(vi) Ensuring laboratory machines and equipment are serviced, repaired, tested and maintained;
(vii) Supervising and training of junior laboratory staff, students and attachees engaged in laboratory work;
(viii) Ensuring safe use and disposal of chemicals and laboratory waste;
(ix) Receiving, processing and analysing samples;
(x) Overseeing the cleaning and maintenance of the laboratory / workshop equipment, including re-calibration of equipment;
(xi) Supervising assigned laboratory staff; and
(xii) Participating in research projects.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Laboratory Technologist II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.11.9 SENIOR ASSISTANT LABORATORY TECHNOLOGIST I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and preparing teaching materials;
(ii) Keeping and maintaining laboratory records (chemicals, plastic and glassware, equipment and other consumables);
(iii) Conducting laboratory practicals and demonstrations to undergraduates;
(iv) Ensuring laboratory equipment are kept in good order;
(v) Collecting, preparing and setting up machines and equipment;
(vi) Ensuring laboratory machines and equipment are serviced, repaired, tested and maintained;
(vii) Supervising and training of junior laboratory staff, students and attachees engaged in laboratory work;
(viii) Ensuring safe use and disposal of chemicals and laboratory waste;
(ix) Overseeing the cleaning and maintenance of the laboratory / workshop equipment, including re-calibration of equipment;
(x) Receiving, processing and analysing samples;
(xi) Keeping and managing inventory, implementing quality assurance standards; and
(xii) Participating in research projects.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be in the grade of Senior Assistant Laboratory Technologist II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.11.10 LABORATORY TECHNOLOGIST II, GRADE 10

(a) Job Descriptions

This will be the entry and training grade for this cadre. An Officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Conducting laboratory practicals and demonstrations to undergraduates;
(ii) Participating in research activities;
(iii) Preparing the list of chemicals, equipment and other consumables to be procured in the laboratory;
(iv) Keeping and managing inventory and implementing quality assurance standards;
(v) Overseeing the cleaning and maintenance of the laboratory / workshop equipment, including re-calibration of equipment;
(vi) Overseeing provision of laboratory services as well as allocation of duties to junior laboratory staff;
(vii) Supervising and training of junior laboratory staff, students, interns and attachees engaged in laboratory work;
(viii) Planning, supervising, evaluating and coordinating laboratory work in the area of specialisation;
(ix) Preparing the budget for laboratory equipment;
(x) Ordering and maintaining records of supplies (consumables); and
(xi) Ensuring laboratory equipment are secure and accessible.

(b) Job Specifications

For appointment to this grade, a candidate must have: -
(i) Bachelor's degree in a relevant area of specialisation from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.11.11 LABORATORY TECHNOLOGIST I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Conducting laboratory practicals and demonstrations to undergraduates;
(ii) Participating in departmental research activities;
(iii) Preparing the list of chemicals, equipment and other consumables to be procured in the laboratory;
(iv) Ensuring an inventory for equipment, chemicals and other consumables is caused and maintained in the laboratory;
(v) Overseeing the cleaning and maintenance of the laboratory / workshop equipment, including re-calibration of equipment;
(vi) Overseeing provision of laboratory services as well as allocation of duties to junior laboratory staff;
(vii) Supervising and training of junior laboratory staff, students, interns and attachees engaged in laboratory work;
(viii) Keeping and managing inventory and implementing quality assurance standards;
(ix) Planning, supervising, evaluating and coordinating laboratory work in the area of specialisation;
(x) Preparing the budget and procurement plan for laboratory requirements;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(xi) Ordering and maintaining records of laboratory supplies; and
(xii) Ensuring laboratory equipment are secure and accessible.

(b) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Laboratory Technologist II or in a comparable position;
(ii) Bachelor's degree in a relevant area of specialisation from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.11.12 SENIOR LABORATORY TECHNOLOGIST II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Planning, supervising, evaluating and coordinating laboratory work in the area of specialisation;
(ii) Preparing annual procurement plans for the section;
(iii) Procuring teaching materials for the laboratory;
(iv) Conducting laboratory practicals and demonstrations to undergraduates;
(v) Preparing the budget for laboratory equipment;
(vi) Ensuring laboratory equipment are well maintained and calibrated according to standards applicable;
(vii) Keeping and managing inventory and implementing quality assurance standards;
(viii) Overseeing provision of laboratory services as well as allocation of Job Descriptions to laboratory staff;
(ix) Supervising and training of junior laboratory staff, students, interns and attachees engaged in laboratory work; and
(x) Participating in departmental research activities.

(b) Job Specifications

For appointment to this grade an officer must have: -

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Laboratory Technologist I or in a comparable position;
(ii) Bachelor's degree in a relevant area of specialisation from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.11.13 SENIOR LABORATORY TECHNOLOGIST I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Planning, supervising, evaluating and coordinating laboratory work in the area of specialisation;
(ii) Preparing annual procurement plans for the section;
(iii) Procuring teaching materials for the laboratory;
(iv) Conducting laboratory practicals and demonstrations to undergraduates;
(v) Preparing the budget for laboratory equipment and consumables;
(vi) Keeping and managing inventory and implementing quality assurance standards;
(vii) Ensuring laboratory equipment are well maintained and calibrated according to standards applicable;
(viii) Overseeing provision of laboratory services as well as allocation of Job Descriptions to laboratory staff;
(ix) Keeping and managing inventory and implementing quality assurance standards;
(x) Supervising and training of junior laboratory staff, students, interns and attachees engaged in laboratory work;
(xi) Ensuring procedural disposal of laboratory machines and equipment;
(xii) Participating in departmental research activities; and
(xiii) Preparing laboratory reports.

(b) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Laboratory Technologist II or in a comparable position;
(ii) Bachelor's degree in a relevant area of specialisation from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.11.14 CHIEF LABORATORY TECHNOLOGIST II, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the provision of laboratory services as well as allocation of Job Descriptions to laboratory staff;
(ii) Training students, attachees, interns and other Laboratory staff;

APPROVED BY PSC

(iii) Planning, supervising, evaluating and coordinating laboratory work in the area of specialisation;
(iv) Coordinating the preparation and implementation of annual procurement plans for the laboratories;
(v) Procuring teaching materials for the laboratory;
(vi) Conducting laboratory practicals and demonstrations to undergraduates;
(vii) Preparing the budget for laboratory equipment and consumables;
(viii) Managing inventory and implementing quality assurance standards;
(ix) Ensuring laboratory equipment are well maintained and calibrated according to standards applicable;
(x) Coordinating research activities in the laboratory; analysing laboratory reports and compiling briefs;
(xi) Ensuring safe disposal of machines, equipment and laboratory waste;
(xii) Providing guidance on relevant standard operating procedures and regulatory requirements to ensure compliance with the relevant laws; and
(xiii) Ensuring Material Safety Data Sheets (MSDS) are maintained for all laboratories.

(b) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of twelve (12) years' relevant work experience of which three (3) should have been at the grade of Senior Laboratory Technologist I or in a comparable position;
(ii) Bachelor's degree in a relevant area of specialisation from a recognised and accredited institution;
(iii) Master's degree in the relevant area of specialisation from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable);
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vii) Demonstrated merit and ability as reflected in work performance, leadership and results.

2.11.15 CHIEF LABORATORY TECHNOLOGIST I, GRADE 5

(c) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing provision of laboratory services as well as allocation of Job Descriptions to laboratory staff;
(ii) Training students, attachees, interns and other Laboratory staff;
(iii) Responsible for the overall administration of laboratories of the department;
(iv) Planning, supervising, evaluating and coordinating laboratory work in the area of specialisation;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 00100 NAIROBI

(v) Overseeing the preparation and implementation of annual procurement plans for the laboratories;
(vi) Procuring teaching materials for the laboratory;
(vii) Conducting laboratory practicals and demonstrations to undergraduates;
(viii) Validating the budget for laboratory equipment and consumables;
(ix) Managing inventory and implementing quality assurance standards;
(x) Ensuring laboratory equipment are well maintained and calibrated according to standards applicable;
(xi) Coordinating research activities in the laboratory; analysing laboratory reports and compiling briefs;
(xii) Ensuring safe disposal of machines, equipment and laboratory waste;
(xiii) Providing guidance on relevant standard operating procedures and regulatory requirements to ensure compliance with the relevant laws;
(xiv) Ensuring Material Safety Data Sheets (MSDS) are maintained for all laboratories;
(xv) Ensuring adherence to Specific Standard Operating Procedures (SOP); and
(xvi) Oversee Compliance with required statutory obligations.

(d) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of fifteen (15) years' relevant work experience of which three (3) should have been at the grade of Chief Laboratory Technologist I or in a comparable position;
(ii) Bachelor's degree in a relevant area of specialisation from a recognised and accredited institution;
(iii) Master's degree in the relevant area of specialisation from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable);
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vii) Demonstrated merit and ability as reflected in work performance, leadership and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.12 CAREER GUIDELINES FOR MEDICAL LABORATORY TECHNOLOGISTS

(a) Job Purpose

Performs general medical laboratory procedures for pathological collection, investigation and postage of results and maintaining laboratory reports.

(b) Functions

The medical laboratory functions will be to: -

(i) Receive and scrutinise laboratory requisition forms and specimens.
(ii) Prepare clients for the collection of specimens.
(iii) Receive, collect, label and register specimens.
(iv) Disaggregate specimens for processing and analyses.
(v) Prepare stains.
(vi) Maintaining equipment and reagents for vector insecticide application.
(vii) Monitor and evaluate laboratory processes.
(viii) Prepare media for culture and sensitivity testing.
(ix) Examine specimens for quality.
(x) Write and record laboratory findings and results.
(xi) Dispatch results for use in clinical management.
(xii) Prepare reagents.
(xiii) Prepare blood products.
(xiv) Collect and analysing data.
(xv) Process specimen according to Specific Standard Operating Procedures (SOP).
(xvi) Prepare periodical reports.

(c) Grading Structure

The Career Guidelines establishes five (5) grades of Medical Technologists Laboratory and five (5) grades of Medical Laboratory Analysts who will be graded and designated as follows: -

ASSISTANT MEDICAL LABORATORY TECHNOLOGISTS **APPENDIX "A"**

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Medical Laboratory Technologist III	5	Assistant Medical Laboratory Technologist III	11
Assistant Medical Laboratory Technologist II	6		
Assistant Medical Laboratory Technologist I	7	Assistant Medical Laboratory Technologist II	10
Medical Laboratory Technologist II	8	Assistant Medical Laboratory Technologist I	9

APPROVED BY PSC

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Medical Laboratory Technologist I	9	Senior Assistant Medical Laboratory Technologist II	8
Medical Laboratory Technologist	10	Senior Assistant Medical Laboratory Technologist I	7

MEDICAL LABORATORY TECHNOLOGISTS APPENDIX "B"

CURRENT DESIGNATION	CURRENT GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Medical Laboratory Technologist III/II	7	Medical Laboratory Technologist II	10
Medical Laboratory Technologist II/I	8	Medical Laboratory Technologist I	9
Medical Laboratory Technologist I	9	Senior Medical Laboratory Technologist II	8
Senior Medical Laboratory Technologist	10	Senior Medical Laboratory Technologist I	7
……..	11		
Chief Medical Laboratory Technologist	12	Chief Medical Laboratory Technologist	6

Note: *The grades of Assistant Medical Laboratory Technologist III/II, Job Grade 11/10 for Diploma Holders and Medical Laboratory Technologist II/I, Job Grade 10/9 for Degree holders, will form a common establishment for the purpose of this Career Guideline.*

APPROVED BY PSC

SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(d) Recognised Qualifications

The following are the recognised qualifications for the purpose of this career guideline: -

(i) Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;

(ii) Higher Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;

(iii) Bachelor's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognised and accredited institution.

(iv) Master's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualifications from a recognised and accredited institution.

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

(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.

(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(viii) Registered with a relevant professional body (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

ASSISTANT MEDICAL LABORATORY TECHNOLOGISTS APPENDIX "A"

2.12.1 ASSISTANT MEDICAL LABORATORY TECHNOLOGIST III, GRADE 11

(a) Job Descriptions

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Collecting, analysing and preserving test samples;
(ii) Carrying out blood grouping;
(iii) Storing blood products according to their requirements;
(iv) Screening for blood transfusion infections;
(v) Issuing blood and blood products to peripheral health facilities as per requests;
(vi) Preparing blood products for safe custody or use;
(vii) Decontaminating working benches;
(viii) Receiving and scrutinising laboratory requisition forms and specimens;
(ix) Preparing clients for the collection of specimens;
(x) Receiving, collecting, labelling and registering specimens;
(xi) Disaggregating specimens for processing and analyses;
(xii) Preparing stains;
(xiii) Dispatching results for use in clinical management;
(xiv) Preparing reagents;
(xv) Examining specimens;
(xvi) Writing and recording of results;
(xvii) Maintaining analytical database, laboratory stores, records and equipment; and
(xviii) Writing laboratory reports.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.12.2 ASSISTANT MEDICAL LABORATORY TECHNOLOGIST II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting, analysing and preserving test samples;
(ii) Carrying out blood grouping;
(iii) Storing blood products according to their requirements;
(iv) Screening for blood transfusion infections;
(v) Issuing blood and blood products to peripheral health facilities as per requests;
(vi) Preparing blood products for safe custody or use;
(vii) Decontaminating working benches;
(viii) Receiving and scrutinising laboratory requisition forms and specimens;
(ix) Preparing clients for the collection of specimens;
(x) Receiving, collecting, labelling and registering specimens;
(xi) Disaggregating specimens for processing and analyses;
(xii) Preparing stains;
(xiii) Dispatching results for use in clinical management;
(xiv) Preparing reagents;
(xv) Examining specimens;
(xvi) Writing and recording of results;
(xvii) Maintaining analytical database, laboratory stores, records and equipment; and
(xviii) Writing laboratory reports.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Medical Laboratory Technologist III or in a comparable position;
(ii) Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.12.3 ASSISTANT MEDICAL LABORATORY TECHNOLOGIST I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting, analysing and preserving test samples;
(ii) Carrying out blood grouping;
(iii) Storing blood products according to their requirements;
(iv) Screening for blood transfusion infections;
(v) Issuing blood and blood products to peripheral health facilities as per requests;

APPROVED BY PSC

(vi) Preparing blood products for safe custody or use;
(vii) Decontaminating working benches;
(viii) Receiving and scrutinising laboratory requisition forms and specimens;
(ix) Preparing clients for the collection of specimens;
(x) Receiving, collecting, labelling and registering specimens;
(xi) Disaggregating specimens for processing and analyses;
(xii) Preparing stains;
(xiii) Dispatching results for use in clinical management;
(xiv) Preparing reagents;
(xv) Examining specimens;
(xvi) Writing and recording of results;
(xvii) Maintaining analytical database, laboratory stores, records and equipment; and
(xviii) Writing laboratory reports.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Medical Laboratory Technologist II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.12.4 SENIOR ASSISTANT MEDICAL LABORATORY TECHNOLOGIST II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting, analysing and preserving test samples;
(ii) Carrying out blood grouping;
(iii) Storing blood products according to their requirements;
(iv) Screening for blood transfusion infections;
(v) Issuing blood and blood products to peripheral health facilities as per requests;
(vi) Preparing blood products for safe custody or use;
(vii) Decontaminating working benches;
(viii) Receiving and scrutinising laboratory requisition forms and specimens;
(ix) Preparing clients for the collection of specimens;
(x) Receiving, collecting, labelling and registering specimens;
(xi) Disaggregating specimens for processing and analyses;
(xii) Preparing stains;
(xiii) Dispatching results for use in clinical management;
(xiv) Preparing reagents;
(xv) Examining specimens;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(xvi) Writing and recording of results;
(xvii) Maintaining analytical database, laboratory stores, records and equipment; and
(xviii) Writing laboratory reports.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Medical Laboratory Technologist I or in a comparable position;
(ii) Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.12.5 SENIOR ASSISTANT MEDICAL LABORATORY TECHNOLOGIST I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting, analysing and preserving test samples;
(ii) Carrying out blood grouping;
(iii) Storing blood products according to their requirements;
(iv) Screening for blood transfusion infections;
(v) Issuing blood and blood products to peripheral health facilities as per requests;
(vi) Preparing blood products for safe custody or use;
(vii) Decontaminating working benches;
(viii) Receiving and scrutinising laboratory requisition forms and specimens;
(ix) Preparing clients for the collection of specimens;
(x) Receiving, collecting, labelling and registering specimens;
(xi) Disaggregating specimens for processing and analyses;
(xii) Preparing stains and reagents;
(xiii) Dispatching results for use in clinical management;
(xiv) Examining specimens and recording of results;
(xv) Maintaining analytical database, laboratory stores, records and equipment;
(xvi) Writing laboratory reports; and
(xvii) Supervising assigned staff.

(b) Job Specifications

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

APPROVED BY PSC

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Medical Laboratory Technologist II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body; and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.12.6 MEDICAL LABORATORY TECHNOLOGIST II, GRADE 10

(a) Job Descriptions

This will be the entry and training grade for this cadre. An Officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Collecting, analysing and preserving test samples;
(ii) Carrying out blood grouping;
(iii) Storing blood products according to their requirements;
(iv) Screening for blood transfusion infections;
(v) Issuing blood and blood products to peripheral health facilities as per requests;
(vi) Preparing blood products for safe custody or use;
(vii) Decontaminating working benches;
(viii) Receiving and scrutinising laboratory requisition forms and specimens;
(ix) Preparing clients for the collection of specimens;
(x) Receiving, collecting, labelling and registering specimens;
(xi) Disaggregating specimens for processing and analyses;
(xii) Preparing stains and reagents;
(xiii) Dispatching results for use in clinical management;
(xiv) Examining specimens and recording of results;
(xv) Maintaining analytical database, laboratory stores, records and equipment;
(xvi) Writing laboratory reports; and
(xvii) Implementing safety protocols, including proper handling and disposal of hazardous materials.

APPROVED BY PSC

(b) Job Specifications

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

(i) Bachelor's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognised and accredited institution.
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.12.7 MEDICAL LABORATORY TECHNOLOGIST I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating provision of laboratory services;
(ii) Preparing schedules for laboratory activities;
(iii) Submitting samples to reference laboratories and institutes for further analysis;
(iv) Preparing laboratory manuals and quality specifications;
(v) Supervising safe laboratory waste disposal;
(vi) Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment;
(vii) Formulating technical laboratory standards;
(viii) Ensuring the statutory compliance;
(ix) Maintaining analytical database, laboratory stores, records and inventory;
(x) Approving laboratory reports and work plans;
(xi) Developing new laboratory Technologies and procedures;
(xii) Supervising assigned staff; and
(xiii) Implementing safety protocols, including proper handling and disposal of hazardous materials.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Medical Laboratory Technologist II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.12.8 SENIOR MEDICAL LABORATORY TECHNOLOGIST II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving and scrutinising laboratory requisition forms and specimens;
(ii) Preparing clients for the collection of specimens;
(iii) Receiving, collecting, labelling and registering specimens;
(iv) Disaggregating specimens for processing and analyses;
(v) Preparing stains;
(vi) Supervising the disinfection, washing and sterilisation of apparatus;
(vii) Maintaining equipment and reagents for vector insecticide application;
(viii) Ensuring the statutory compliance;
(ix) Preparing media for culture and sensitivity testing;
(x) Examining specimens for quality;
(xi) Writing and recording of laboratory findings and results;
(xii) Implementing safety protocols, including proper handling and disposal of hazardous materials;
(xiii) Dispatching results for use in clinical management;
(xiv) Preparing reagents;
(xv) Preparing blood products;
(xvi) Processing specimen according to Specific Standard Operating Procedures (SOP);
(xvii) Mentoring and coaching trainees on practical attachment;
(xviii) Supervising assigned staff; and
(xix) Preparing periodical reports.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Medical Laboratory Technologist I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.12.9 SENIOR MEDICAL LABORATORY TECHNOLOGIST I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing Laboratory policies, guidelines, strategies and programmes;
(ii) Coordinating preparation of media for culture and sensitivity testing;

APPROVED BY PSC

(iii) Investigating disease outbreaks in liaison with other health care providers;
(iv) Archiving specimen of medical importance for reference;
(v) Mentoring and coaching trainees on attachment and interns;
(vi) Coordinating the preparation of reagents, stains and examining of specimens;
(vii) Verifying and approving results;
(viii) Coordinating screening of blood transfusion transmissible infections;
(ix) Coordinating compliance with safety protocols, including proper handling and disposal of hazardous materials;
(x) Supervising the disinfection, washing and sterilisation of apparatus;
(xi) Carrying out operational laboratory research;
(xii) Coordinating preparation of procurement laboratory work plans;
(xiii) Providing technical specification for procurement of medical laboratory reagents, apparatus and equipment;
(xiv) Processing specimen according to Specific Standard Operating Procedures (SOP);
(xv) Supervising assigned staff; and
(xvi) Preparing periodical laboratory reports;
(xvii) Ensuring proper calibration and functionality and follow up on maintenance of equipment;
(xviii) Performing Internal Quality Audits to ensure quality and accurate test results.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Medical Laboratory Technologist II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.12.10 CHIEF MEDICAL LABORATORY TECHNOLOGIST, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -
(i) Overseeing the formulation and implementation of Laboratory policies, guidelines, strategies and programmes;
(ii) Overseeing the preparation of media for culture and sensitivity testing;
(iii) Coordinating provisions of medical laboratory services;
(iv) Investigating disease outbreaks in liaison with other health care providers;
(v) Overseeing the archiving of specimen of medical importance for reference;
(vi) Mentoring and coaching trainees on internship and attachment;
(vii) Coordinating the preparation of reagents, stains and examining of specimens;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(viii) Verifying and approving results;
(ix) Coordinating screening of blood transfusion transmissible infections;
(x) Supervising the disinfection, washing and sterilisation of apparatus;
(xi) Carrying out operational laboratory research;
(xii) Coordinating preparation of procurement laboratory work plans;
(xiii) Providing technical specification for procurement of medical laboratory reagents, apparatus and equipment;
(xiv) Oversee compliance with safety protocols, including proper handling and disposal of hazardous materials;
(xv) Validating and calibrating laboratory equipment;
(xvi) Supervising staff in the Medical Laboratory;
(xvii) Analysing laboratory reports and compiling briefs;
(xviii) Ensuring proper calibration and functionality and follow up on maintenance of equipment;
(xix) Processing specimen according to Specific Standard Operating Procedures (SOP); and
(xx) Performing Internal Quality Audits to ensure quality and accurate test results.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be in the grade of Senior Medical Laboratory Technologist I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Laboratory Science, Medical Laboratory Technology, Biomedical Science or equivalent qualifications from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit, ability and leadership as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

2.13 CAREER GUIDELINES FOR PHARMACEUTICAL TECHNOLOGISTS AND PHARMACISTS

(a) Job Purpose

To determine the type of medication and dosage for a patient, taking inventory of pharmaceutical drugs to reorder them based on demand and interacting with pharmacy patients to give them their prescriptions and answer medication questions.

(b) Functions

The pharmaceutical functions will be to: -

(i) Prepare and dispense prescribed drugs.
(ii) Receive, interpret and process prescriptions.
(iii) Pre-package, repack and write instruction labels.
(iv) Verify and maintain information relating to drugs issued to patients.
(v) Acquire drugs / medicines for the health facility.
(vi) Promote rational drug / medicines use.
(vii) Provide health education on rational use of drugs / medicines.
(viii) Stock-taking of drugs / medicinal and non-pharmaceuticals.
(ix) Acquire drugs / medicines for the health facility.
(x) Receive complaints and report on adverse drug reaction.
(xi) Report poor quality medicine.
(xii) Maintain books / registers of drugs / medicines in the health facility.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Pharmaceutical Technologists and four (4) grades of Pharmacists who will be graded and designated as follows: -

PHARMACEUTICAL TECHNOLOGISTS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Pharmaceutical Technologist III	5	Pharmaceutical Technologist III	11
Assistant Pharmaceutical Technologist II	6		
Assistant Pharmaceutical Technologist I	7	Pharmaceutical Technologist II	10
……	8	Pharmaceutical Technologist I	9
……..	9	Senior Pharmaceutical Technologist II	8
……	10	Senior Pharmaceutical Technologist I	7

APPROVED BY PSC

PHARMACISTS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Pharmaceutical Technologist II	8	Pharmacist	9
Pharmaceutical Technologist I	9	Senior Pharmacist II	8
……	10	Senior Pharmacist I	7
……	11		
……	12	Assistant Director Pharmaceutical Services	6

Note: The grade of Pharmaceutical Technologist III/II Job Grade 11/10 for Diploma Holders will form common establishment for the purpose of this Career Guideline.

(d) Recognised Qualifications

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

(i) Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(ii) Higher Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(iii) Bachelor's degree in Pharmacy or its equivalent qualification from a recognised and accredited institution.
(iv) Master's degree in Pharmacy or its equivalent qualification from a recognised and accredited institution.
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(vii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(viii) Registered with a relevant professional body (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable).

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

PHARMACEUTICAL TECHNOLOGISTS APPENDIX "A"

2.13.1 PHARMACEUTICAL TECHNOLOGIST III, GRADE 11

(a) Job Descriptions

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Receiving, interpreting and processing prescriptions;
(ii) Recording prescriptions in a pharmacy unit;
(iii) Pre-packing, repacking and writing instruction labels;
(iv) Verifying and maintaining information relating to drugs issued to patients;
(v) Quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies;
(vi) Assessing and filling patients' prescriptions;
(vii) Accounting for consumption of drugs/medicines;
(viii) Keeping distribution records of drugs/medicines;
(ix) Maintaining accurate and up to date drugs/medicines movement records/registers; and
(x) Stock-taking of drugs and medicinal devices on a monthly basis.

(b) Job Specifications

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

(i) Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.13.2 PHARMACEUTICAL TECHNOLOGIST II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, interpreting and processing prescriptions;
(ii) Pre-packing, repacking and writing instruction labels;
(iii) Verifying and maintaining information relating to drugs issued to patients;
(iv) Quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies; assessing and filling patients' prescriptions;
(v) Accounting for consumption of drugs/medicines;
(vi) Keeping distribution records of drugs/medicines;
(vii) Determining accurate drugs/medicines required to treat most common ailments;
(viii) Maintaining accurate and up to date drugs/ medicines movement records/registers;
(ix) Stock-taking of drugs and medicinal devices; and
(x) Supervising interns and students on clinical attachment.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Pharmaceutical Technologist III, or in a comparable position;

APPROVED BY PSC

(ii) Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.13.3 PHARMACEUTICAL TECHNOLOGIST I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, interpreting and processing prescriptions;
(ii) Pre-packing, repacking and writing instruction labels;
(iii) Verifying and maintaining information relating to drugs issued to patients;
(iv) Quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies; assessing and filling patients' prescriptions;
(v) Accounting for consumption of drugs/medicines;
(vi) Keeping distribution records of drugs/medicines;
(vii) Determining accurate drugs/medicines required to treat most common ailments;
(viii) Maintaining accurate and up to date drugs/ medicines movement records/registers;
(ix) Stock-taking of drugs and medicinal devices; and
(x) Supervising interns and students on clinical attachment.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Pharmaceutical Technologist II, or in a comparable position;
(ii) Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.13.4 SENIOR PHARMACEUTICAL TECHNOLOGIST II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, interpreting and processing prescriptions;
(ii) Pre-packing, repacking and writing instruction labels;
(iii) Verifying and maintaining information relating to drugs issued to patients;
(iv) Acquiring drugs/medicines for the health facility;
(v) Promoting rational drug/medicines use;
(vi) Providing health education on rational use of drugs/medicines;

APPROVED BY PSC

(vii) Stock-taking of drugs/medicinal and non-pharmaceuticals;
(viii) Acquiring drugs/medicines for the health facility;
(ix) Receiving complaints and reporting on adverse drug reaction;
(x) Reporting poor quality medicine;
(xi) Preparation of pharmaceutical reports;
(xii) Maintaining books/registers of drugs/medicines in the health facility; and
(xiii) Supervising and mentoring students on routine clinical attachment.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' work experience three (3) of which should have been at the grade of Pharmaceutical Technologist I or in a comparable position;
(ii) Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(iii) Higher Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.13.5 SENIOR PHARMACEUTICAL TECHNOLOGIST I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, interpreting and processing prescriptions;
(ii) Pre-packing, repacking and writing instruction labels;
(iii) Verifying and maintaining information relating to drugs issued to patients;
(iv) Acquiring drugs/medicines for the health facility;
(v) Promoting rational drug/medicines use;
(vi) Providing health education on rational use of drugs/medicines;
(vii) Stock-taking of drugs/medicinal and non-pharmaceuticals;
(viii) Acquiring drugs/medicines for the health facility;
(ix) Receiving complaints and reporting on adverse drug reaction;
(x) Reporting poor quality medicine;
(xi) Preparation of pharmaceutical reports;
(xii) Maintaining books/registers of drugs/medicines in the health facility;
(xiii) Supervising assigned staff; and
(xiv) Supervising and mentoring students on routine clinical attachment.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Pharmaceutical Technologist II or in a comparable position;

APPROVED BY PSC

(ii) Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(iii) Higher Diploma in Pharmaceutical Technology or its equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable);
(vi) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.13.6 PHARMACIST, GRADE 9

(a) Job Descriptions

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Examining and filing of prescriptions;
(ii) Receiving, interpreting and processing prescriptions;
(iii) Recording prescriptions in a pharmacy unit;
(iv) Pre-packing, repacking and writing instruction labels;
(v) Verifying and maintaining information relating to drugs issued to patients;
(vi) Quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies;
(vii) Assessing and filling patients' prescriptions;
(viii) Accounting for consumption of drugs/medicines;
(ix) Keeping distribution records of drugs/medicines;
(x) Maintaining accurate and up to date drugs/medicines movement records/registers; and
(xi) Stock-taking of drugs and medicinal devices on a monthly basis.

(b) Job Specifications

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

(i) Bachelor's degree in Pharmacy or its equivalent qualification from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

2.13.7 SENIOR PHARMACIST II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Examining and filing of prescriptions;
(ii) Receiving, interpreting and processing prescriptions;
(iii) Pre-packing, repacking and writing instruction labels;
(iv) Verifying and maintaining information relating to drugs issued to patients;
(v) Coordinating the quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies; assessing and filling patients' prescriptions;
(vi) Accounting for consumption of drugs/medicines;
(vii) Ensuring distribution records of drugs/medicines are kept;
(viii) Determining accurate drugs/medicines required to treat most common ailments;
(ix) Maintaining accurate and up to date drugs/ medicines movement records/registers;
(x) Coordinating stock-taking of drugs and medicinal devices;
(xi) Reviewing pharmaceutical reports;
(xii) Supervising assigned staff; and
(xiii) Supervising interns and students on clinical attachment.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' work experience at the grade of Pharmacist or in a comparable position;
(ii) Bachelor's degree in Pharmacy or its equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.13.8 SENIOR PHARMACIST I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Examining and filing of prescriptions;
(ii) Receiving, interpreting and processing prescriptions;
(iii) Pre-packing, repacking and writing instruction labels;
(iv) Verifying and maintaining information relating to drugs issued to patients;
(v) Coordinating the quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies; assessing and filling patients' prescriptions;
(vi) Accounting for consumption of drugs / medicines;
(vii) Ensuring distribution records of drugs / medicines are kept;
(viii) Determining accurate drugs / medicines required to treat most common ailments;
(ix) Maintaining accurate and up to date drugs / medicines movement records/registers;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(x) Coordinating stock-taking of drugs and medicinal devices;
(xi) Reviewing pharmaceutical reports;
(xii) Supervising assigned staff; and
(xiii) Supervising interns and students on clinical attachment.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Senior Pharmacist II or in a comparable position;
(ii) Bachelor's degree in Pharmacy or its equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable);
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.13.9 ASSISTANT DIRECTOR, PHARMACEUTICAL SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overall responsibility of the unit;
(ii) Examining and filing of prescriptions;
(iii) Developing and reviewing strategies and policies;
(iv) Overseeing development of budgets and work plans for the unit;
(v) Receiving, interpreting and processing prescriptions;
(vi) Pre-packing, repacking and writing instruction labels;
(vii) Verifying and maintaining information relating to drugs issued to patients;
(viii) Coordinating the quantifying, ordering, receiving and recording of drugs and other pharmaceutical supplies; assessing and filling patients' prescriptions;
(ix) Accounting for consumption of drugs / medicines;
(x) Ensuring distribution records of drugs / medicines are kept;
(xi) Determining accurate drugs / medicines required to treat most common ailments;
(xii) Maintaining accurate and up to date drugs / medicines movement records/registers;
(xiii) Coordinating stock-taking of drugs and medicinal devices;
(xiv) Reviewing, analysing and briefing on pharmaceutical reports;
(xv) Supervising assigned staff;
(xvi) Ensuring adherence to Specific Standard Operating Procedures (SOP);
(xvii) Overseeing compliance with necessary statutory obligations;
(xviii) Performing Internal Quality Audits to ensure quality and accurate results; and
(xix) Supervising interns and students on clinical attachment.

APPROVED BY PSC

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be in the grade of Senior Pharmacist I or in a comparable position;
(ii) Bachelor's degree in Pharmacy or its equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in Pharmacy or its equivalent qualification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable);
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in pharmaceutical services functions.

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.14 CAREER GUIDELINES FOR PUBLIC HEALTH OFFICERS

(a) Job Purpose

Overseeing and maintaining of public health standards of the University and community by implementing and coordinating relevant programmes and activities.

(b) Functions

The public health functions will be to: -

(i) Monitoring and evaluating environmental health risks;
(ii) Implementing promotive and preventive health programmes;
(iii) Monitoring and evaluating compliance to sanitation standards in workplaces;
(iv) Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
(v) Promoting hygiene education including school health programmes;
(vi) Implementing health regulations and rules;
(vii) Providing education on public health and safety at the workplace;
(viii) Coordinating public health care programmes;
(ix) Carrying out surveillance on environmental health pollutants;
(x) Advising on prevention and control of disease incidences and outbreaks;
(xi) Liaising with other stakeholders in carrying out disaster preparedness and response;
(xii) Compiling and analysing public health data and research reports on public health; and
(xiii) Promoting modern information and communication technology in the provision of public health services.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Assistant Public Health Officers and five (5) grades of Public Health Officers who will be graded and designated as follows: -

ASSISTANT PUBLIC HEALTH OFFICERS **APPENDIX "A"**

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
.....	5	Assistant Public Health Officer III	11
.....	6		
.....	7	Assistant Public Health Officer II	10
.....	8	Assistant Public Health Officer I	9
.....	9	Senior Assistant Public Health Officer II	8

APPROVED BY PSC

……	10	Senior Assistant Public Health Officer I	7

PUBLIC HEALTH OFFICER APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Public Health Officer III	7	Public Health Officer II	10
Public Health Officer II	8	Public Health Officer I	9
Public Health Officer I	9	Senior Public Health Officer II	8
Senior Public Health Officer II	10	Senior Public Health Officer I	7
Senior Public Health Officer I	11		
Chief Public Health Officer	12	Assistant Director, Public Health Services	6

Note: *The grades of Assistant Public Health Officer III/II, Grade 11/10 for Diploma Holders and Public Health Officer II/I, Grade 10/9 for Degree holders, will form a common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

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

(i) Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body.
(ii) Higher Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body.
(iii) Bachelor's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution.
(iv) Master's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution.
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(vi) Certificate in management Course lasting not less than four (4) weeks from a recognised institution.
(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(viii) Registered with a relevant professional body (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable).
(x) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

ASSISTANT PUBLIC HEALTH OFFICERS APPENDIX "A"

2.14.1 ASSISTANT PUBLIC HEALTH OFFICER III, GRADE 11

(a) Job Descriptions

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Identifying environmental health issues;
(ii) Maintaining up to date records of services rendered;
(iii) Implementing vector, vermin and rodent control measures;
(iv) Issuing of statutory notices;
(v) Inspecting all sources of water and ensuring testing to ascertain safe drinking water;
(vi) Undertaking inspection for preventive maintenance of health care facilities;
(vii) Overseeing construction of sanitary facilities;
(viii) Collecting food samples for bacteriological and chemical analysis;
(ix) Initiating and implementing Public Health Care Programmes;
(x) Implementing integrated mosquito control and other public health strategies;
(xi) Following up on proper collection and disposal of solid/liquid waste;
(xii) Coordinating fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution;
(xiii) Taking wastewater samples for testing to determine degree of effluence;
(xiv) Maintaining records on disease outbreaks;
(xv) Coordinating outreach programmes; and
(xvi) Preparing and issuing of certificate of inspection to all buildings within the institution.

APPROVED BY PSC

SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.14.2 ASSISTANT PUBLIC HEALTH OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Inspecting of food, food premises and Hostels;

(ii) Ensuring Environmental Sanitation;
(iii) Inspecting wastewater;
(iv) Participating in quality management activities;
(v) Taking waste and freshwater samples for testing to determine degree of effluence;
(vi) Undertaking routine inspection of food handlers' and advising them on matters of health;
(vii) Ensuring high standards of Public Health Hygiene;
(viii) Maintaining records of disease outbreaks;
(ix) Preparing and submitting Quarterly Public Health Report on morbidity;
(x) Ensuring exhausting of filled pit latrines;
(xi) Inspecting of new building construction site and physical structures to ensure conformity to Public Health standards before occupation;
(xii) Preparing and issuing of certificate of inspection to all buildings within the institution;
(xiii) Participating in Quality Assurance audits where necessary;
(xiv) Coordinating quarterly fumigation of halls of residence and any other building within the Institution; and
(xv) Issuing statutory notices where necessary to avoid health hazards or disease outbreaks.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience, three (3) of which should be in the grade of Assistant Public Health Officer III or in a comparable position;
(ii) Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.14.3 ASSISTANT PUBLIC HEALTH OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Inspecting of food, food premises and Hostels;
(ii) Ensuring Environmental Sanitation;
(iii) Inspecting wastewater;
(iv) Taking waste and freshwater samples for testing to determine degree of effluence;
(v) Undertaking routine inspection of food handlers' and advising them on matters of health;
(vi) Participating in quality management activities;
(vii) Ensuring high standards of Public Health Hygiene;
(viii) Maintaining records of disease outbreaks;
(ix) Preparing and submitting Quarterly Public Health Report on morbidity;

APPROVED BY PSC

(x) Ensuring exhausting of filled pit latrines;
(xi) Inspecting of new building construction site and physical structures to ensure conformity to Public Health standards before occupation;
(xii) Preparing and issuing of certificate of inspection to all buildings within the institution;
(xiii) Participating in Quality Assurance audits where necessary;
(xiv) Coordinating quarterly fumigation of halls of residence and any other building within the Institution; and
(xv) Issuing of statutory notices where necessary to avoid health hazards or disease outbreaks.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Public Health Officer II or in a comparable position;
(ii) Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.14.4 SENIOR ASSISTANT PUBLIC HEALTH OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Inspecting of food, food premises and Hostels;
(ii) Ensuring Environmental Sanitation;
(iii) Inspecting wastewater;
(iv) Taking waste and freshwater samples for testing to determine degree of effluence;
(v) Carrying out routine inspection of food handlers and advising them on matters of health;
(vi) Participating in quality management activities;
(vii) Ensuring high standards of Public Health Hygiene;
(viii) Maintaining records of disease outbreaks;
(ix) Preparing and submitting Quarterly Public Health Report on morbidity;
(x) Ensuring exhausting of filled pit latrines;
(xi) Inspecting of new building construction site and physical structures to ensure conforming to required Public Health standards before occupation;
(xii) Preparing and issuing of certificate of inspection to all buildings within the institution;
(xiii) Supervising students on attachment;
(xiv) Coordinating quarterly fumigation of halls of residence and any other building within the Institution; and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30027 - 00100 NAIROBI

(xv) Issuing statutory notices where necessary to avoid health hazards or disease outbreaks.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be in the grade of Assistant Public Health Officer I or in a comparable position;
(ii) Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
(iii) Higher Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.14.5 SENIOR ASSISTANT PUBLIC HEALTH OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Inspecting of food, food premises and Hostels;
(ii) Ensuring Environmental Sanitation;
(iii) Inspecting wastewater;
(iv) Taking waste and freshwater samples for testing to determine degree of effluence;
(v) Carrying out routine inspection of food handlers and advising them on matters of health;
(vi) Ensuring high standards of Public Health Hygiene;
(vii) Maintaining records of disease outbreaks;
(viii) Preparing and submitting Quarterly Public Health Report on morbidity;
(ix) Coordinating public health outreach programmes;
(x) Exhausting of filled pit latrines;
(xi) Inspecting of new building construction site and physical structures to ensure conforming to required Public Health standards before occupation;
(xii) Preparing and issuance of certificate of inspection to all buildings within the institution;
(xiii) Participating in quality management activities;
(xiv) Coordinating fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution; and
(xv) Issuing of statutory notices where necessary to avoid health hazards or disease outbreaks;
(xvi) Preparing Public Health reports;
(xvii) Supervising assigned staff; and
(xviii) Supervising and mentoring students on internship and attachment.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Public Health Officer II or in a comparable position;
(ii) Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
(iii) Higher Diploma in Environmental Health or Public Health or its equivalent from an accredited examining body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.14.6 PUBLIC HEALTH OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Identifying environmental health issues;
(ii) Maintaining up to date records of services rendered;
(iii) Implementing vector, vermin and rodent control measures and strategies;
(iv) Issuing of statutory notices;
(v) Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
(vi) Undertaking quality management activities;
(vii) Undertaking inspection for preventive maintenance of health care facilities;
(viii) Overseeing construction of sanitary facilities;
(ix) Collecting water and food samples for bacteriological and chemical analysis;
(x) Initiating and implementing Public Health Care Programmes;
(xi) Following up on proper collection and disposal of liquid/solid waste;
(xii) Coordinating fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution;
(xiii) Taking waste and freshwater samples for testing to determine degree of effluence;
(xiv) Maintaining records of disease outbreaks;
(xv) Coordinating Public Health outreach programmes; and
(xvi) Preparing and issuing of certificate of inspection to all buildings within the institution.

APPROVED BY PSC

(b) Job Specifications

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

(i) Bachelor's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.14.7 PUBLIC HEALTH OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Inspecting of food, food premises and Hostels;
(ii) Ensuring Environmental Sanitation;
(iii) Inspecting wastewater;
(iv) Ensuring waste and freshwater samples are taken for testing to determine degree of effluence;
(v) Carrying out routine inspection of food handlers and advising them on matters of health;
(vi) Undertaking quality management activities;
(vii) Ensuring high standards of Public Health Hygiene;
(viii) Analysing records of disease outbreaks;
(ix) Reviewing Quarterly Public Health Reports on morbidity;
(x) Coordinating public health outreach programmes;
(xi) Ensuring exhausting of filled pit latrines;
(xii) Inspecting new building construction site and physical structures to ensure conforming to required Public Health standards before occupation;
(xiii) Preparing and issuing certificate of inspection to all buildings within the institution;
(xiv) Coordinating fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution; and
(xv) Issuing statutory notices where necessary to avoid health hazards or disease outbreaks.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Public Health Officer II or in a comparable position;
(ii) Bachelor's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.14.8 SENIOR PUBLIC HEALTH OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Monitoring and evaluating environmental health risks;
(ii) Implementing promotive and preventive health programmes;
(iii) Monitoring and evaluating compliance to sanitation standards in workplaces;
(iv) Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
(v) Promoting hygiene education including school health programmes;
(vi) Implementing health regulations and rules;
(vii) Coordinating in quality management activities;
(viii) Educating the public on health and safety at workplace;
(ix) Coordinating community-based health care programmes;
(x) Carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks;
(xi) Liaising with other stakeholders in carrying out disaster preparedness and response;
(xii) Compiling research reports on public health;
(xiii) Compiling and analysing public health data and reports;
(xiv) Promoting modern information and communication technology in the provision of public health services;
(xv) Coordinating fumigation services to ensure quarterly fumigation of halls of residence and any other building within the Institution; and
(xvi) Issuing of statutory notices where necessary to avoid health hazards or disease outbreaks.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be in the grade of Public Health Officer I or in a comparable position;
(ii) Bachelor's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.14.9 SENIOR PUBLIC HEALTH OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the monitoring and evaluation of environmental health risks;
(ii) Overseeing the implementation of promotive and preventive health programmes;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(iii) Ensuring compliance to sanitation standards in workplaces and public health regulations;
(iv) Coordinating the management of solid/liquid and other hazardous wastes;
(v) Overseeing hygiene education promotion including school health programmes;
(vi) Ensuring compliance and implementation of international health regulations and rules;
(vii) Educating the public on health and safety at workplace;
(viii) Coordinating in quality management activities;
(ix) Coordinating community-based health care programmes;
(x) Coordinating surveillance on environmental health pollutants;
(xi) Advising on prevention and control of disease incidences and outbreaks;
(xii) Coordinating stakeholders in carrying out disaster preparedness and response;
(xiii) Overseeing the compilation of research reports on public health and submitting to relevant stakeholders;
(xiv) Interpreting public health data and reports; and
(xv) Promoting modern information and communication technology in the provision of public health services.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Public Health Officer II or in a comparable position;
(ii) Bachelor's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.14.10 ASSISTANT DIRECTOR, PUBLIC HEALTH SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the monitoring and evaluation of environmental health risks;
(ii) Overseeing the implementation of promotive and preventive health programmes;
(iii) Ensuring compliance to sanitation standards in workplaces and public health regulations;
(iv) Coordinating the management of solid/liquid and other hazardous wastes;
(v) Overseeing quality management activities;
(vi) Overseeing hygiene education promotion including school health programmes;
(vii) Ensuring compliance and implementation of international health regulations and rules;
(viii) Educating the public on health and safety at workplace;

APPROVED BY PSC
SECRETARY / CRO
PUBLIC SERVICE COMMISSION
P.O. Box 3[illegible]
NAIROBI

(ix) Coordinating community-based health care programmes;
(x) Coordinating surveillance on environmental health pollutants;
(xi) Advising on prevention and control of disease incidences and outbreaks;
(xii) Coordinating stakeholders in carrying out disaster preparedness and response;
(xiii) Overseeing the compilation of research reports on public health and submitting to relevant stakeholders;
(xiv) Interpreting public health data and reports;
(xv) Analysing and submitting relevant reports; and
(xvi) Promoting modern information and communication technology in the provision of public health services.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Public Health Officer I or in a comparable position;
(ii) Bachelor's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution;
(iii) Master's Degree in Environmental / Public Health Sciences or its equivalent qualification from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in public health services functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.15 CAREER GUIDELINE FOR MEDICAL OFFICERS

(a) Job Purpose

This cadre of staff is responsible for performing general and specialised medical duties by adhering to highest standards of quality and services as per established protocols.

(b) Functions

The medical functions will be to: -

(i) Offer medical and nursing services.
(ii) Undertake and recommend treatment options.
(iii) Carry out/refer patients for appropriate procedures and interventions.
(iv) Screen and assess risks for early detection of illness, disease and disability.
(v) Collaborate and partner with other Health workers in prevention and control of communicable diseases.
(vi) Provide care and support to people with chronic and terminal conditions.
(vii) Formulate, develop, implement and review Clinical Medicine Policies, Procedures and Guidelines.
(viii) Set standards and quality assurance systems in the provision of medical services.
(ix) Formulate, develop and review reports and assessments in conjunction with relevant university officers.
(x) Liaise with relevant agencies for disease surveillance and mitigation.
(xi) Develop monitoring and evaluation strategies for the management of clinical services.
(xii) Develop capacity for disaster preparedness and emergency health care services.
(xiii) Organise health camps for university community.
(xiv) Manage health records.

(c) Grading Structure

The Career Guideline establishes three (3) grades of Medical Officers who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Medical Officer	10	Medical Officer	7
Senior Medical Officer	11		
Principal Medical Officer	12	Assistant Director, Medical Services	6
……	…….	Deputy Director, Medical Services	5

(d) Recognised Qualifications

The following are the recognised qualifications for entry into this Career Guideline: -

(i) Bachelor's Degree in Medicine and Surgery or equivalent qualification from an accredited and recognised institution.

APPROVED BY PSC

(ii) Master's Degree in Medicine and Surgery or equivalent qualification from an accredited and recognised institution.
(iii) Certificate in management Course lasting not less than four (4) weeks from a recognised institution.
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(v) Registered with a relevant professional body (where applicable).
(vi) Valid practising licence from the relevant professional body (where applicable).
(vii) Demonstrated merit and ability as reflected in work performance and results.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.15.1 MEDICAL OFFICER, GRADE 7

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Offering medical and nursing services;
(ii) Evaluating client's health status to determine treatment options or referral;
(iii) Collaborating and partnering with other health workers in prevention and control of communicable diseases;
(iv) Providing care and support to people with chronic and terminal conditions;
(v) Formulating, developing, implementing and reviewing Clinical Medicine Policies, Procedures and Guidelines;
(vi) Setting standards and quality assurance systems in the provision of medical services;
(vii) Developing reports on patients' care and progress for proper medication;
(viii) Formulating, developing and reviewing medico-legal reports and assessments in liaison with relevant authorities;
(ix) Diagnosing, treating and monitoring the patients' healing progression through observations and clinical assessments to guide in management;
(x) Developing monitoring and evaluating strategies for the management of clinical services;
(xi) Developing capacity for disaster preparedness and providing emergency health care services, in conjunction with other relevant stakeholders;
(xii) Offering surgical procedures for ailments to patients and also referring them appropriately;
(xiii) Maintaining and managing records and organisational systems for quality services;
(xiv) Facilitating effective communication within the clinical professionals and all other disciplines; and
(xv) Engaging actively with frontline clinical staff to provide leadership and encourage teamwork.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 23133 WINDHOEK 0010 NAMIBIA

(b) Job Specifications

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

(i) Bachelor's Degree in Medicine and Surgery or equivalent from an accredited and recognised institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.15.2 ASSISTANT DIRECTOR MEDICAL SERVICES, GRADE 6

(a) Job Descriptions

Job Descriptions for this grade will entail: -

(i) Exercising overall supervision of the health personnel;
(ii) Supporting and developing a culture of medical practice through training allied workers to a broader quality agenda;
(iii) Contributing to the overall operation and strategic development;
(iv) Managing medical and nursing services;
(v) Identifying and coordinating referral of patients for further management;
(vi) Collaborating and partnering with other health workers in prevention and control of communicable diseases;
(vii) Ensuring provision of care and support to people with chronic and terminal conditions;
(viii) Coordinating, developing, implementing and reviewing Clinical Medicine Policies, Procedures and Guidelines;
(ix) Conducting internal quality audit checks at the Health Unit;
(x) Coordinating and administering relevant and timely continuous medical updates to staff and students;
(xi) Implementing reports on patient care and progress for proper management;
(xii) Coordinating, developing and reviewing medico-legal reports and assessments in liaison with other relevant authorities;
(xiii) Advising, treating and monitoring the patients' healing progression through observations and clinical assessments to guide in management;
(xiv) Monitoring and evaluating strategies for the management of clinical services;
(xv) Undertaking surgical procedures for ailments to patients;
(xvi) Supervising management of records and organisational systems for quality services;
(xvii) Facilitating effective communication within the clinical professionals and all other disciplines so as to foster good working relationships and quicken service delivery;
(xviii) Engaging actively with frontline clinical staff to provide leadership;
(xix) Supervising and mentoring students on internship and attachment;
(xx) Coordinating Quality Audits where necessary;
(xxi) Compiling and analysing medical data and reports;
(xxii) Reviewing, analysing and briefing on medical reports;
(xxiii) Supervising assigned staff;
(xxiv) Ensuring adherence to Specific Standard Operating Procedures (SOP); and
(xxv) Overseeing compliance with necessary statutory obligations.

APPROVED BY PSC

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Senior Medical Officer or in a comparable position;
(ii) Bachelor's Degree in Medicine and Surgery or equivalent from an accredited and recognised institution;
(iii) Master's Degree in Medicine and Surgery or equivalent from an accredited and recognised institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.15.3 DEPUTY DIRECTOR, MEDICAL SERVICES, GRADE 5

(a) Job Descriptions

Job Descriptions for this grade will entail: -

(i) Exercising overall supervision of the health personnel;
(ii) Supporting and developing a culture of medical practice through training allied workers to a broader quality agenda;
(iii) Contributing to the overall operation and strategic development of University Health care;
(iv) Managing medical and nursing services;
(v) Identifying and coordinating referral of patients for further management;
(vi) Collaborating and partnering with other health workers in prevention and control of communicable diseases;
(vii) Ensuring provision of care and support to people with chronic and terminal conditions;
(viii) Coordinating, developing, implementing and reviewing Clinical Medicine Policies, Procedures and Guidelines;
(ix) Conducting internal quality audit checks at the Health Unit;
(x) Coordinating and administering relevant and timely continuous medical updates to staff and students;
(xi) Implementing reports on patients care and progress for proper management;
(xii) Coordinating, developing and reviewing medico-legal reports and assessments in liaison with other relevant authorities;
(xiii) Advising, treating and monitoring the patients' healing progression through observations and clinical assessments to guide in management;
(xiv) Monitoring and evaluating strategies for the management of clinical services;
(xv) Undertaking surgical procedures for ailments to patients;
(xvi) Supervising management of records and organisational systems for quality services;
(xvii) Facilitating effective communication within the clinical professionals and all other disciplines so as to foster good working relationships and quicken service delivery;
(xviii) Engaging actively with frontline clinical staff to provide leadership and encourage teamwork;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(xix) Supervising and mentoring students on internship and attachment;
(xx) Participating in Quality Audits where necessary;
(xxi) Compiling and analysing medical data and reports;
(xxii) Reviewing, analysing and briefing on medical reports;
(xxiii) Supervising assigned staff;
(xxiv) Ensuring adherence to Specific Standard Operating Procedures (SOP); and
(xxv) Overseeing compliance with necessary statutory obligations.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Medical Service or in a comparable position;
(ii) Bachelor's Degree in Medicine and Surgery or equivalent from an accredited and recognised institution;
(iii) Master's Degree in Medicine and Surgery or equivalent from an accredited and recognised institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in medical functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.16 CAREER GUIDELINE FOR DENTAL PERSONNEL

(a) Job purpose

The cadre is responsible for providing Professional dental treatment and hygiene by examining, treating, cleaning patients' teeth and providing education to patients on how to care effectively for their teeth and gums, and the effects of diet on oral health.

(b) Functions

The dental Functions will be to: -

(c) Grading Structure

The Career Guideline establishes four (4) grades of Dental Technologist and three (3) grades of Dental Officers who will be graded and designated as follows: -

DENTAL TECHNOLOGIST APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Dental Technologist	7	Dental Technologist II	10
.....	8		
.....	9	Dental Technologist I	9
Senior Dental technologist	10	Senior Dental Technologist II	8
Principal Dental Technologist	11		
Chief Dental Technologist	12	Senior Dental Technologist I	7

DENTAL OFFICERS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
.....	10	Dental Officer	7
Dental Officer	11		
Senior Dental officer	12	Assistant Director Dental Services	6
Principal Dental Officer	13	Deputy Director Dental Services	5
Chief Dental Officer	14		

(d) Recognised Qualifications

The following are the recognised qualifications for the purpose of these Career Guidelines: -

(i) Diploma in Dental Technology or its equivalent qualification from an accredited examination body;

APPROVED BY PSC

(ii) Higher Diploma in Dental Technology or its equivalent from an accredited examination body;
(iii) Bachelor's degree in Dental Surgery (BDS) or its equivalent qualification from an institution recognised and accredited institution.
(iv) Master's degree in Dental Surgery (MDS) in any of the following disciplines: - Pediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial /Dental Radiology and Community Dentistry or any other equivalent qualification from a recognised and accredited institution.
(v) Registered with a relevant professional body.
(vi) Valid practising licence from the relevant professional body.
(vii) Relevant technical and professional certification from a recognised and accredited institution.
(viii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(x) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

DENTAL TECHNOLOGISTS APPENDIX 'A'

2.16.1 DENTAL TECHNOLOGIST II GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Ordering dental laboratory materials through the dentist to facilitate dental treatment;
(ii) Keeping records of the dental laboratory equipment and materials;
(iii) Participating in oral dental programmes in educating the public about dental health;
(iv) Fabricating models for patients to use in setting dentures and for correcting dental malocclusion;
(v) Fabricating models for the patients to use to set up dentures;
(vi) Replacing partial or total loss of natural teeth by constructing partial or full dentures (metal and non-metal);
(vii) Providing diagnostic information by exposing and developing radiographic studies; pouring, trimming, and polishing study casts;
(viii) Maintaining patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ix) Educating patients by giving oral hygiene, plaque control, and postoperative instructions.

(b) Job Specifications

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

(i) Diploma in Dental Technology or its equivalent qualification from an accredited examination body;
(ii) Registered with a relevant professional body; and
(iii) Valid practising licence from the relevant professional body.

2.16.2 DENTAL TECHNOLOGIST I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Ordering dental laboratory instruments and materials in order to have required dental equipment to enable treatment;
(ii) Fabricating models to set up dentures;
(iii) Replacing partial or total loss of natural teeth by constructing partial or full dentures (metal and non-metal);
(iv) Restoring natural teeth by fabricating crowns and bridges;
(v) Curving designs casts crown and bridges for patients, trims polishes for delivery for replacement of missing teeth;
(vi) Constructing prostheses by following the dentist prescription;
(vii) Making models of the mouth and teeth from impressions of the patient's mouth as directed by the dentist; and
(viii) Participating in quality management processes.

(b) Job Specifications

For appointment to this grade, an Officer must have:

(i) Cumulative service period of three (3) years relevant working experience at the grade of Dental Technologist II or in a comparable position;
(ii) Diploma in Dental Technology or its equivalent qualification from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.16.3 SENIOR DENTAL TECHNOLOGIST II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(i) Ordering dental laboratory materials through the dentist;
(ii) Keeping records of the dental laboratory equipment and materials;
(iii) Participating in oral dental programmes in educating the public about dental health;
(iv) Fabricating models for setting dentures and for correcting dental malocclusion;
(v) Fabricating study models for use in treatment plans;
(vi) Training dental technology interns in making dentures and appliances;
(vii) Replacing partial or total loss of natural teeth by constructing partial or full dentures (metal and non-metal);
(viii) Restoring natural teeth by fabricating crowns and bridges;
(ix) Fabricating models for the patients to use in setting up of dentures;
(x) Designing and creating appliances for patients used to correct dental malocclusion;
(xi) Providing diagnostic information by exposing and developing radiographic studies; pouring, trimming, and polishing study casts;
(xii) Maintaining patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances.
(xiii) Assisting dentists manage dental and medical emergencies; and
(xiv) Educating patients by giving oral hygiene, plaque control, and postoperative instructions.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years relevant working experience three (3) of which should be at the grade of Dental Technologist I or in a comparable position;
(ii) Diploma in Dental Technology or its equivalent qualification from an accredited examination body;
(iii) Registered with a relevant professional body;
(iv) Valid practising licence from the relevant professional body; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.16.4 SENIOR DENTAL TECHNOLOGIST I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing procurement of dental laboratory supplies in liaison with the dentist;
(ii) Updating dental laboratory technician job knowledge and skills by participating in educational;
(iii) Participating in oral dental programmes in educating the public about dental health;
(iv) Coordinating fabrication of models for patients to use in setting dentures and for correcting dental malocclusion;
(v) Coordinating training of dental technology interns in making dentures;
(vi) Replacing partial or total loss of natural teeth by constructing partial or full dentures (metal and non-metal);
(vii) Restoring natural teeth by fabricating crowns and bridges;
(viii) Fabricating models for the patients to use in setting up of dentures;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ix) Designing and creating appliances for correcting dental malocclusion;
(x) Helping dentist manage dental and medical emergencies;
(xi) Coordinating patients' education on oral hygiene and postoperative instructions; and
(xii) Ensuring operation of dental equipment by completing preventive maintenance requirements.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years relevant working experience three (3) of which should be at the grade of Senior Dental Technologist II or in a comparable position;
(ii) Diploma in Dental Technology or its equivalent qualification from an accredited examination body;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body;
(v) Valid practising licence from the relevant professional body; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

DENTAL OFFICERS **APPENDIX "B"**

2.16.5 DENTAL OFFICER, GRADE 7

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Taking x-rays and interpreting the findings to give proper treatment after correct diagnosis;
(ii) Creating treatment plans for oral health problem;
(iii) Performing surgical procedures on teeth, bones and soft tissues;
(iv) Administering local anesthesia to enable a variety of treatment on the teeth;
(v) Making oral and radiographic examinations of the oral cavity, and a diagnosis of pathological or irregular conditions;
(vi) Performing restoration of simple and compound cavities with standard and prescribed material (cement, amalgam, silicate, etc.);
(vii) Attending to calls and emergencies especially in cases of injuries;
(viii) Testing the functionality of the dental equipment to ensure they are in good working conditions;
(ix) Participating in community outreach; and
(x) Participating in quality management processes.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(b) Job Specifications

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

(i) Bachelor's degree in Dental Surgery (BDS) or its equivalent qualification from a recognised and accredited institution;
(ii) Registered with a relevant professional body; and
(iii) Valid practising licence from the relevant professional body.

2.16.6 ASSISTANT DIRECTOR, DENTAL SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Providing dental services to patients;
(ii) Undertaking oral and Maxillofacial surgery; prosthetics, orthodontics, periodontics;
(iii) Periodontology and conservative dentistry;
(iv) Carrying out dental examinations, age assessment, and writing dental reports;
(v) Participating in community sensitisation and outreach programmes on dental health care;
(vi) Collecting information and updating dental health information system;
(vii) Providing informal training, and supervising other health workers;
(viii) Writing discharge summaries and follow-up of patients; diagnosing;
(ix) Providing both formal and informal training to dental health personnel;
(x) Participating in quality management processes; and
(xi) Interpreting government policies and implementation.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years at the grade of Dental Officer or in a comparable position;
(ii) Bachelor's degree in Dental Surgery (BDS) or its equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in Dental Surgery (MDS) in any of the following disciplines: - Pediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial /Dental Radiology and Community Dentistry or any other equivalent qualification from a recognised and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body;
(vi) Valid practising licence from the relevant professional body; and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

2.16.7 DEPUTY DIRECTOR, DENTAL SERVICES, GRADE 5

(a) Job Descriptions

The Duties and Responsibilities at this level will entail: -

(i) Overseeing formulation, implementation, interpretation, and review of dental health policies, guidelines, strategies and programmes;
(ii) Managing dental health facility inventories of buildings, stores, plant and equipment;
(iii) Coordinating provision of medical/dental services in dental health;
(iv) Coordinating training in the dental section;
(v) Coordinating management of medical stores and plant/equipment;
(vi) Providing formal and informal training to health personnel; referring complex cases;
(vii) Educating and creating awareness on prevention of dental diseases and dental health;
(viii) Maintaining up-to-date dental health patients' records and bio data;
(ix) Ensuring the implementation of quality management systems in dental health services;
(x) Facilitating dental research;
(xi) Custodian of dental patients and institutional records;
(xii) Coordinating outreach activities and services;
(xiii) Mentoring, coaching and developing dental interns, students and staff; and
(xiv) Ensuring that dental health reports are prepared and submitted.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Dental Services or in a comparable position;
(ii) Bachelor's degree in Dental Surgery (BDS) or its equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in Dental Surgery (MDS) in any of the following disciplines:- Pediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial /Dental Radiology and Community Dentistry or any other equivalent qualification from a recognised and accredited institution by the Medical Practitioners and Dentists Board;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body;
(vi) Valid practising licence from the relevant professional body; and
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in medical functions.

APPROVED BY PSC

2.17 CAREER GUIDELINES FOR CLINICAL PERSONNEL

(a) Job Purpose

Provides clinical services and makes decisions on patient care, treatment and rehabilitation.

(b) Functions

The clinical functions will be to: -

(i) Formulate and implement policy for operations and development of health services.
(ii) Control and coordinate health services at the University Medical facility.
(iii) Direct and develop Health Services (Curative, Preventive and Promotive).
(iv) Prepare budgets for the Health Facility.
(v) Develop work plans of the Health Facility.
(vi) Manage health services to the University Community in respect to treatment, referrals for specialised treatment and follow up of referrals.
(vii) Manage Staff and Students medical records.
(viii) Liaise with other Health Facilities/Professionals for purposes of establishing contacts for referrals.
(ix) Advise the University on cost effective ways and methods of staffing, health services and equipping health facility.
(x) Manage Medical equipment and the Medical Drug store(s) as appropriate.
(xi) Supervise staff working at the health facility.
(xii) Be the University advisor on matters related to health.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Registered Clinical Officers and four (4) grades of Clinical Officers who will be graded and designated as follows: -

REGISTERED CLINICAL OFFICERS APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Clinical Officer III	7	Registered Clinical Officer II	10
Assistant Clinical Officer II	8	Registered Clinical Officer I	9
Assistant Clinical Officer I	9	Senior Registered Clinical Officer II	8
Senior Assistant Clinical Officer	10	Senior Registered Clinical Officer I	7
Principal Assistant Clinical Officer	11	……	

APPROVED BY PSC

CLINICAL OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Clinical Officer III	8	Clinical Officer	9
Clinical Officer II	9	Senior Clinical Officer II	8
Clinical Officer I	10	Senior Clinical Officer I	7
Senior Clinical Officer	11		
Chief Clinical Officer	12	Assistant Director, Clinical Services	6

(d) Recognised Qualification

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

(i) Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(ii) Higher Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(iii) Bachelor's degree in Clinical Medicine or its equivalent from a recognised and accredited institution.
(iv) Master's degree in Clinical Medicine or its equivalent from a recognised and accredited institution.
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(vii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(viii) Registered with a relevant professional body (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

REGISTERED CLINICAL OFFICERS APPENDIX "A"

2.17.1 REGISTERED CLINICAL OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and responsibilities at this level will entail: -

(i) Attending to patients;
(ii) Diagnosing and treating patients' ailments at University's clinics;
(iii) Planning and conducting primary health care activities;

APPROVED BY PSC

(iv) Attending to patients and referring them for further medical attention, where necessary;
(v) Counselling patients in the clinic;
(vi) Providing routine patient care and support, including health education;
(vii) Maintaining appropriate staff records;
(viii) Performing minor surgical and medical procedures as part of treatment; and
(ix) Compiling periodic reports as required.

(b) Job Specifications

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

(i) Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.17.2 REGISTERED CLINICAL OFFICER I, GRADE 9

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Attending to patients;
(ii) Diagnosing and treating patients' ailments at the University's clinics;
(iii) Planning and conducting primary health care activities;
(iv) Attending to patients and referring them for further medical attention, where necessary;
(v) Counselling patients in the clinic;
(vi) Providing routine patient care and support, including health education;
(vii) Maintaining appropriate health records;
(viii) Performing minor surgical and medical procedures;
(ix) Consulting with other clinicians to provide the optimum level of care in collaboration with other members of the clinical team, including other health personnel;
(x) Implementing clinical services plans and policies;
(xi) Compiling medical reports; and
(xii) Screening patients for diseases.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience, at the grade of Registered Clinical Officer II or in a comparable position;
(ii) Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

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

2.17.3 SENIOR REGISTERED CLINICAL OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Supervising and guiding staff in the clinic;
(ii) Attending to patients;
(iii) Diagnosing and treating patient's ailments at the University facility;
(iv) Planning and conducting primary health care activities;
(v) Attending to patients and referring them for further medical attention, where necessary;
(vi) Counselling patients in the clinic;
(vii) Providing routine patient care and support, including health education;
(viii) Maintaining appropriate health records;
(ix) Performing minor surgical and medical procedures;
(x) Implementing clinical services plans and policies;
(xi) Compiling reports; and
(xii) Screening patients for diseases.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Registered Clinical Officer I or in a comparable position;
(ii) Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(iii) Higher Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.17.4 SENIOR REGISTERED CLINICAL OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing clinical services plans and policies;
(ii) Maintaining clinical standards and ethics;
(iii) Training, developing and mentoring of clinical staff;
(iv) Compiling of periodic reports;
(v) Diagnosing and treating patients' ailments in the university facility;

APPROVED BY PSC

(vi) Planning and conducting primary health care activities;
(vii) Attending to patients and referring them for further medical attention, where necessary;
(viii) Counselling of patients in the clinic;
(ix) Providing routine patient care and support, including health education;
(x) Maintaining appropriate staff records;
(xi) Formulating clinical services plans and policies;
(xii) Collating and analysing data on diseases treated at the clinic and making recommendations to the management and appropriate health authority;
(xiii) Preparing appropriate reports;
(xiv) Participating in quality audits;
(xv) Supervising, guiding and appraising staff;
(xvi) Coordinating primary health care activities;
(xvii) Interpreting Laboratory and Radiology reports;
(xviii) Screening patients for diseases;
(xix) Overseeing preparation of the health facility budget and work plans;
(xx) Ensuring compliance with relevant statutory provisions;
(xxi) Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers; and
(xxii) Interpreting Laboratory and Radiology reports.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Registered Clinical Officer II or in a comparable position;
(ii) Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(iii) Higher Diploma in Clinical Medicine or its equivalent from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

2.17.5 CLINICAL OFFICER, GRADE 9

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and responsibilities at this level will entail: -

(i) Attending to patients;
(ii) Diagnosing and treating patients' ailments at the University health facility;
(iii) Planning and conducting primary health care activities;
(iv) Attending to patients and referring them for further medical attention, where necessary;
(v) Counselling of patients in the clinic;
(vi) Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers;
(vii) Providing routine patient care and support, including health education;
(viii) Maintaining appropriate health records;
(ix) Performing minor surgical and medical procedures as part of treatment; and
(x) Compiling periodic reports as required to plan for the section.

(b) Job Specifications

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

(i) Bachelor's Degree in Clinical Medicine or in an equivalent from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.17.6 SENIOR CLINICAL OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Attending to patients;
(ii) Diagnosing and treating patients' ailments at the University's health facility;
(iii) Planning and conducting primary healthcare activities;
(iv) Attending to patients and referring them for further medical attention, where necessary;
(v) Counselling of patients in the clinic;
(vi) Providing routine patient care and support, including health education;
(vii) Maintaining appropriate staff records;
(viii) Participating in quality audits;
(ix) Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers;
(x) Performing minor surgical and medical procedures;
(xi) Implementing clinical services plans and policies;
(xii) Compiling reports; and
(xiii) Screening patients for diseases.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Clinical Officer II or in a comparable position;
(ii) Bachelor's Degree in Clinical Medicine or its equivalent from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.17.7 SENIOR CLINICAL OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Supervising and guiding staff in the clinic;
(ii) Attending to patients;
(iii) Diagnosing and treating patients' ailments at the university's health facility;
(iv) Planning and conducting primary health care activities;
(v) Attending to patients and referring them for further medical attention, where necessary;
(vi) Counselling of patients in the clinic;
(vii) Providing routine patient care and support, including health education;
(viii) Maintaining appropriate staff records;
(ix) Performing minor surgical and medical procedures;
(x) Implementing clinical services plans and policies;
(xi) Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers;
(xii) Participating in community health outreach as appropriate;
(xiii) Compiling reports;
(xiv) Coaching and mentoring staff; and
(xv) Screening patients for diseases.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Senior Clinical Officer II or in a comparable position;
(ii) Bachelor's Degree in Clinical Medicine or its equivalent qualification from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

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

2.17.8 ASSISTANT DIRECTOR, CLINICAL SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Formulating clinical services plans and policies;
(ii) Overseeing implementation of clinical services plans and policies;
(iii) Overseeing maintenance of clinical standards and ethics;
(iv) Coordinating training, developing and mentoring of clinical staff;
(v) Diagnosing and treating patients' ailments at the University's Clinic;
(vi) Counselling of patients in the clinic;
(vii) Attending to patients and referring them for further medical attention, where necessary;
(viii) Providing routine patient care and support, including health education;
(ix) Maintaining appropriate staff records;
(x) Collating and analysing data on diseases treated at the clinic and making recommendations to the management and appropriate health authority;
(xi) Supervising, guiding and appraising staff;
(xii) Coordinating primary health care activities;
(xiii) Overseeing community health outreach as appropriate;
(xiv) Interpreting Laboratory and Radiology reports;
(xv) Screening patients for diseases;
(xvi) Overseeing preparation of the health centre budget and work plans;
(xvii) Ensuring compliance with all statutory provisions relating to Health Services delivery and Medical staff registration and retention in professional registers; and
(xviii) Supervising and mentoring students on internship and attachment;
(xix) Participating in Quality Audits where necessary;
(xx) Compiling and analysing clinical data and research reports;
(xxi) Reviewing, analysing and briefing on clinical reports;
(xxii) Supervising assigned staff;
(xxiii) Ensuring adherence to Specific Standard Operating Procedures (SOP);
(xxiv) Overseeing compliance with necessary statutory obligations.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Senior Clinical Officer I or in a comparable position;
(ii) Bachelor's Degree in Clinical Medicine or its equivalent qualification from a recognised and accredited institution;
(iii) Master's Degree in Clinical Medicine or its equivalent from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);

APPROVED BY PSC

(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.18 CAREER GUIDELINES FOR NURSING OFFICERS

(a) Job Purpose

To provide promotive, preventive, curative, rehabilitative and palliative nursing care services to meet needs of clients/patients by adhering to highest standards as per established protocols.

(b) Functions

The nursing function will be to: -

(i) Plan, supervise, evaluate and coordinate nursing care at university health facility.
(ii) Provide health education to patients.
(iii) Provide maternal child health services.
(iv) Counsel Patient/clients.
(v) Undertake performance appraisals for nursing staff.
(vi) Participate in outreach activities.
(vii) Refer and escort clients and patients to various hospitals for further management.
(viii) Treat minor ailments.
(ix) Assess students in clinical rotations.
(x) Instruct students in skills labs.
(xi) Demonstrate procedures and teaching critical practical concepts.
(xii) Evaluate students' performance after a particular experience exposure for quality.
(xiii) Support and guide students through their community outreaches and rural experiences.
(xiv) Conduct clinical assessments and providing feedback to students.
(xv) Prepare, organise and administer clinical exams/evaluation.
(xvi) Participate in the development and review of curriculum on Clinical Nursing.
(xvii) Respond to emergency situations, to save life and offer prompt treatment.
(xviii) Carry out screening to create awareness for early detection treatment of ailments.
(xix) Provide immunisation as per Ministry of Health Campaigns to prevent disease prevalence as per Kenya expanded programmes on immunisation
(xx) Counsel and test clients.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Registered Nursing Officers and four (4) grades of Nursing Officers who will be graded and designated as follows: -

REGISTERED NURSING OFFICERS APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Nursing Officer III	7	Registered Nurse II	10
Assistant Nursing Officer II	8	Registered Nurse I	9
Assistant Nursing Officer I	9	Senior Registered Nurse II	8
Senior Assistant Nursing Officer	10	Senior Registered Nurse I	7
	11		

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

NURSING OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Nursing Officer III	8	Nursing Officer	9
Nursing Officer II	9	Senior Nursing Officer II	8
Nursing Officer I	10	Senior Nursing Officer I	7
Senior Nursing Officer	11		
Chief Nursing Officer	12	Assistant Director, Nursing Services	6

(d) Recognised Qualification

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

(i) Diploma in Nursing or a comparable qualification from an accredited examination body;
(ii) Higher Diploma or a comparable qualification in Nursing accredited examination body;
(iii) Bachelor's Degree in Nursing or its equivalent from a recognised and accredited institution.
(iv) Master's Degree in Nursing or its equivalent from a recognised and accredited institution.
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(viii) Registered with a relevant professional body (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

REGISTERED NURSING OFFICER APPENDIX "A"

2.18.1 REGISTERED NURSE II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Administering drugs to patients;

APPROVED BY PSC

(ii) Keeping records of drugs administered;
(iii) Treating minor ailments;
(iv) Participating in triaging;
(v) Counselling staff, patients/clients;
(vi) Assessing patients' needs for nursing services; and
(vii) Administering drugs to patients.

(b) Job Specifications

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

(i) Diploma in Nursing or a comparable qualification from an accredited examination body;
(ii) Registered with a relevant professional body; and
(iii) Valid practising licence from the relevant professional body.

2.18.2 REGISTERED NURSE I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Administering drugs to patients;
(ii) Keeping records of drugs administered;
(iii) Treating minor ailments;
(iv) Planning, supervising, evaluating and coordinating nursing care at the university's health facility;
(v) Ensuring availability of supplies and equipment;
(vi) Providing immunisation as appropriate;
(vii) Providing support and health education to patients; and
(viii) Counselling and guiding of patients.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Registered Nurse II or in a comparable position;
(ii) Diploma in Nursing or a comparable qualification from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.18.3 SENIOR REGISTERED NURSE II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Administering drugs to patients;
(ii) Keeping records of drugs administered;
(iii) Treating minor ailments;
(iv) Planning, supervising, evaluating and coordinating nursing care at a university's health facility;
(v) Ensuring availability of supplies and equipment;
(vi) Participating in quality audits;
(vii) Providing support and health education to patients; and
(viii) Counselling and guiding of patients.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Registered Nurse I or in a comparable position;
(ii) Diploma in Nursing or a comparable qualification from an accredited examination body;
(iii) Higher Diploma in Nursing or a comparable qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.18.4 SENIOR REGISTERED NURSE I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Treating minor ailments;
(ii) Preparing work plans and budgets for nursing services;
(iii) Allocating duties, supervising, mentoring and appraising nursing staff;
(iv) Requisitioning for drugs and other medical supplies;
(v) Planning, supervising, evaluating and coordinating nursing care at university's health facility;
(vi) Providing health education to patients;
(vii) Counselling of patients/clients;
(viii) Undertaking performance appraisals for nursing staff;
(ix) Monitoring and evaluating nursing services;
(x) Requisitioning nursing medical supplies;
(xi) Providing health education to patients as a preventive measure;
(xii) Responding to emergency situations, to save life and offer prompt treatment;
(xiii) Participating in quality audits;
(xiv) Carrying out Cervical cancer screening to create awareness for early detection treatment of patients; and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box - 00100 NAIROBI

(xv) Counselling and testing of clients;
(xvi) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Registered Nurse II or in a comparable position;
(ii) Diploma in Nursing or a comparable qualification from an accredited examination body;
(iii) Higher Diploma in Nursing or a comparable qualification from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.18.5 NURSING OFFICER, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Administering drugs to patients;
(ii) Keeping records of drugs administered;
(iii) Treating minor ailments;
(iv) Counselling staff, patients/clients; and
(v) Assessing patients' needs for nursing services.

(b) Job Specifications

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

(i) Bachelor's Degree in Nursing or its equivalent from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.18.6 SENIOR NURSING OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Administering drugs to patients;
(ii) Keeping records of drugs administered;
(iii) Treating minor ailments;
(iv) Planning, supervising, evaluating and coordinating nursing care at the university's health facility;
(v) Ensuring availability of supplies and equipment;
(vi) Participating in quality audits;
(vii) Providing support and health education to patients;
(viii) Answering patient calls; and
(ix) Counselling and guiding of patients.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience, at the grade of Nursing Officer or in a comparable position;
(ii) Bachelor's Degree in Nursing or its equivalent from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.18.7 SENIOR NURSING OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Requisitioning for drugs and other medical supplies;
(ii) Planning, supervising, evaluating and coordinating nursing care at university's health facility;
(iii) Monitoring and evaluating nursing services;
(iv) Providing health education to patients;
(v) Counselling and testing of patients/clients;
(vi) Undertaking performance appraisals for nursing staff;
(vii) Overseeing preparation of work plans and budgets for nursing services;
(viii) Supervising nursing staff;
(ix) Carrying out quality audits;
(x) Providing health education to patients as a preventive measure;
(xi) Treating minor ailments;
(xii) Responding to emergency situations, to save life and offer prompt treatment;
(xiii) Carrying out screening services to create awareness for early detection of ailments;
(xiv) Feeding patients and documenting their food and liquid intake;
(xv) Checking patients' vital signs such as blood pressure and heart rate;
(xvi) Answering patient calls; and
(xvii) Mentoring and coaching of staff.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Senior Nursing Officer II or in a comparable position;
(ii) Bachelor's Degree in Nursing or its equivalent from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.18.8 ASSISTANT DIRECTOR, NURSING SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing the formulation of strategies and policies for operation and development;
(ii) Overseeing the requisitioning for drugs and other medical supplies;
(iii) Planning, supervising, evaluating and coordinating nursing care at the university's health facility;
(iv) Monitoring and evaluating nursing services;
(v) Facilitating provision of health education to patients;
(vi) Counselling and testing of patients/clients;
(vii) Overseeing preparation of work plans and budgets for nursing services;
(viii) Supervising nursing staff;
(ix) Coordinating provision of health education to patients as a preventive measure;
(x) Treating minor ailments;
(xi) Coordinating response to emergency situations to save life and offer prompt treatment;
(xii) Overseeing carrying out of screening services to create awareness for early detection of ailments;
(xiii) Ensuring compliance with appropriate statutory obligations;
(xiv) Feeding patients and documenting their food and liquid intake;
(xv) Providing triaging services; and
(xvi) Mentoring and coaching of staff.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Nursing Officer I or in a comparable position;
(ii) Bachelor's Degree in Nursing or its equivalent from a recognised and accredited institution;
(iii) Master's Degree in Nursing or its equivalent from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in nursing functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.19 CAREER GUIDELINE FOR NUTRITION AND DIETETICS PERSONNEL

(a) Job Purpose

To provides preventive, curative, rehabilitative and performance-based nutritional care services within the University.

(b) Functions

The Nutrition and Dietetics functions will be to:

(i) Formulate, implement and review nutrition and dietetics policies, guidelines and standards;
(ii) Coordinate nutrition and dietetic services at the University health facility, sports and academic units;
(iii) Ensure compliance with relevant laws, regulations and professional standards;
(iv) Conduct nutritional needs assessment and develop and implement nutrition care plans;
(v) Provide medical nutrition therapy and rehabilitative nutrition services;
(vi) Provide sports and performance nutrition support to athletes and sports science programmes;
(vii) Provide nutrition counselling, education and promote healthy diets and lifestyles;
(viii) Support teaching, clinical attachment and research in nutrition and dietetics;
(ix) Monitor, mitigate and control nutrition-related diseases; and
(x) Manage nutrition data, commodities and records.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Nutrition and Dietetics Nutrition and Dietetics Assistants and four (4) grades of Nutrition and Dietetics and Dietetics Officers who will be graded and designated as follows:-

NUTRITION AND DIETETICS NUTRITION AND DIETETICS ASSISTANTS
APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
----------	7	Nutrition and Dietetics Assistant II	10
----------	8	Nutrition and Dietetics Assistant I	9
----------	9	Senior Nutrition and Dietetics Assistant II	8
----------	10	Senior Nutrition and Dietetics Assistant I	7

APPROVED BY PSC

NUTRITION AND DIETETICS OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
----------	8	Nutrition and Dietetics Officer	9
----------	9	Senior Nutrition and Dietetics Officer II	8
----------	10	Senior Nutrition and Dietetics Officer I	7
----------	11		
---------	12	Assistant Director, Nutrition and Dietetics Services	6

(d) Recognised Qualification

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

(i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(ii) Higher Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(iii) Bachelor's degree the following disciplines: - in Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics, or its equivalent from a recognised and accredited institution.
(iv) Master's degree in the following disciplines: - Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics, or its equivalent from a recognised and accredited institution.
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(vii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(viii) Registered with a relevant professional body (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

NUTRITION AND DIETETICS ASSISTANTS APPENDIX 'A'

2.19.1 NUTRITION AND DIETETICS ASSISTANT II, GRADE 10

(a) Job Descriptions

This is the entry grade for this cadre. An officer at this level will work under the guidance of a designated officer. Duties and responsibilities at this level will entail: -

APPROVED BY PSC

(i) Implementing nutrition intervention programmes;
(ii) Implementing nutrition intervention programmes;
(iii) Taking anthropometric measurements and monitoring growth;
(iv) Filling and filing diet sheets and nutrition records;
(v) Collecting nutrition data for planning;
(vi) Providing basic nutrition counselling to clients;
(vii) Supervising feeding of clients; and
(viii) Preparing periodic reports.

(b) Job Specifications

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

(i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.19.2 NUTRITION AND DIETETICS ASSISTANT I, GRADE 9

(a) Job Descriptions

Duties and responsibilities at this level will entail:

(i) Participating in planning, formulating and managing therapeutic diets for patients;
(ii) Assessing and screening clients for nutritional needs;
(iii) Participating in planning and managing therapeutic diets;
(iv) Providing nutrition health education;
(v) Counselling clients and athletes on healthy dietary choices;
(vi) Monitoring growth and feeding of clients;
(vii) Compiling nutrition and dietetic data; and
(viii) Preparing periodic reports.

(b) Job Specifications

For appointment to this grade, an Officer must have:

(i) Cumulative service period of three (3) years' relevant work experience, at the grade of Nutrition and Dietetics Assistant II or in a comparable position;
(ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095-00100 NAIROBI

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

2.19.3 SENIOR NUTRITION AND DIETETICS ASSISTANT II, GRADE 8

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Assessing and screening clients and developing nutrition care plans;
(ii) Planning, formulating and managing therapeutic diets;
(iii) Conducting nutrition health education sessions;
(iv) Evaluating outcomes of nutrition interventions;
(v) Supporting sports and performance nutrition activities;
(vi) Participating in developing nutrition education resources;
(vii) Compiling nutrition and dietetic data; and
(viii) Preparing periodic reports.

(b) Job Specifications

For appointment to this grade, an Officer must have:

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Nutrition and Dietetics Assistant I or in a comparable position;
(ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(iii) Higher Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.19.4 SENIOR NUTRITION AND DIETETICS ASSISTANT I, GRADE 7

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Coordinating assessment, screening and development of nutrition care plans;
(ii) Managing therapeutic and performance diets;
(iii) Conducting Nutrition Health Education programmes;
(iv) Developing and disseminating nutrition education resources;
(v) Implementing nutrition health programmes;

APPROVED BY PSC

(vi) Coordinating compilation of data and preparation of periodic reports;
(vii) Undertaking training and research on nutrition and dietetics.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Nutrition and Dietetics Assistant II or in a comparable position;
(ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(iii) Higher Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.19.5 NUTRITION AND DIETETICS OFFICER, GRADE 9

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and responsibilities at this level will entail: -

(i) Implementing the nutrition care process, including screening and assessment;
(ii) Planning, formulating and managing therapeutic diets;
(iii) Counselling clients using specialised, nutritionally modified products;
(iv) Providing sports and performance nutrition support to athletes;
(v) Participating in multidisciplinary patient assessment and care planning;
(vi) Undertaking training and research on nutrition health education;
(vii) Analysing and compiling nutrition data; and
(viii) Preparing periodic reports.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Bachelor's degree in the following disciplines: - Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics, or its equivalent from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.19.6 SENIOR NUTRITION AND DIETETICS OFFICER II, GRADE 8

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Providing therapeutic medical nutrition therapy and dietetic services;
(ii) Reviewing and standardising therapeutic and performance diet protocols;
(iii) Coordinating sports nutrition programmes for athletes and sports science units;
(iv) Undertaking nutrition health education and lifestyle promotion programmes;
(v) Undertaking training and research on nutrition health education;
(vi) Coordinating multidisciplinary care and nutrition research projects;
(vii) Supervising, coaching and mentoring of staff and student attachment;
(viii) Monitoring and evaluating nutrition programmes and interventions; and
(ix) Coordinating compilation, analysis and reporting of nutrition data.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience, at the grade of Nutrition and Dietetics Officer or in a comparable position;
(ii) Bachelor's degree in the following disciplines: - Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics, or its equivalent from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.19.7 SENIOR NUTRITION AND DIETETICS OFFICER I, GRADE 7

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

APPROVED BY PSC

(i) Providing therapeutic medical nutrition therapy and dietetic services;
(ii) Reviewing and standardising therapeutic and performance diet protocols;
(iii) Coordinating sports nutrition programmes for athletes and sports science units;
(iv) Coordinating nutrition health education and lifestyle promotion programmes;
(v) Undertaking training and research on nutrition health education;
(vi) Coordinating multidisciplinary care and nutrition research projects;
(vii) Offering technical advice to matters related to nutrition and dietetics;
(viii) Supervising, coaching and mentoring of staff and student attachment;
(ix) Monitoring and evaluating nutrition programmes and interventions; and
(x) Coordinating compilation, analysis and reporting of nutrition data.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Senior Nutrition and Dietetics Officer II or in a comparable position;
(ii) Bachelor's degree in the following disciplines: - Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics, or its equivalent from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.19.8 ASSISTANT DIRECTOR, NUTRITION AND DIETETICS SERVICES GRADE 6

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Ensuring compliance with laws, regulations and policies related to nutrition and dietetic services;
(ii) Overseeing the implementation of strategies, guidelines and procedures related to nutrition and dietetic services;
(iii) Overseeing the development and implementation of nutritional health commodities management plan;
(iv) Providing leadership in the development of nutrition related educational resources;
(v) Overseeing the preparation of budget and workplan for the nutrition and dietetics services;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(vi) Facilitating the assessment of nutritional needs and developing and implementing nutrition care plans;
(vii) Offering technical advice to matters related to nutrition and dietetics;
(viii) Supervising, coaching and mentoring of staff and student attachment;
(ix) Providing guidance on nutritional counselling and education;
(x) Overseeing the promotion of healthy diets and lifestyles;
(xi) Providing leadership in mitigation and control of nutrition related diseases; and
(xii) Coordinating training and research in nutrition and dietetics.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Nutrition and Dietetics Officer I or in a comparable position;
(ii) Bachelor's degree in the following disciplines: - Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or its equivalent from a recognised and accredited institution;
(iii) Master's degree in the following disciplines: - Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or its equivalent from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.20 CAREER GUIDELINES FOR PHYSIOTHERAPISTS

(a) Job Purpose

This cadre of staff is responsible for performing specialised physiotherapy duties by adhering to highest standards of quality and services as per established protocols.

(b) Functions

The physiotherapy functions entails: -

(i) Implementation of Physiotherapy Act;
(ii) Formulation, implementation and review of Physiotherapy policies, standard procedures and clinical practice guidelines;
(iii) Provision of health promotion and education to patients/clients on neuro - musculoskeletal, cardiopulmonary disorders, sports injuries and healthy living for prevention of non- communicable diseases;
(iv) Assessment of patients/clients;
(v) Design and implementation of treatment plans and evaluation of treatment outcomes;
(vi) Management of patients/clients; provision of rehabilitative services through devising appropriate physiotherapy programmes;
(vii) Provision of Physiotherapy services to institutions of learning and Community; coordination of disability mainstreaming within the University;
(viii) Promotion and provision of knowledge on use of assistive/supportive devices and technologies;
(ix) Categorisation of persons with physical disabilities and impairments for purposes of registration for services accessibility;
(x) Maintenance of up-to-date data base for physiotherapy services for in-putting into the integrated health information system;
(xi) And collaboration with other stakeholders in support of physiotherapy programmes including training, research and standards of practice.
(xii) Quality assurance in physiotherapy.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 00100 NAIROBI

(c) Grading Structure

This Career Guideline establishes four (4) grades of Assistant Physiotherapist Officer and four (4) grades of Physiotherapists who will be designated and graded as follows: -

PHYSIOTHERAPY ASSISTANTS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Physiotherapist III	7	Assistant Physiotherapist Officer II	10
Assistant Physiotherapist II	8	Assistant Physiotherapist Officer	9

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
		I	
Assistant Physiotherapist I	9	Senior Assistant Physiotherapist Officer II	8
Senior Assistant Physiotherapist II	10	Senior Assistant Physiotherapist Officer I	7
Senior Assistant Physiotherapist I	11		

PHYSIOTHERAPY OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Physiotherapist	8	Physiotherapist	9
……	9	Senior Physiotherapist II	8
……	10	Senior Physiotherapist I	7
……	11		
……	12	Assistant Director, Physiotherapy Services	6

(d) Recognised Qualifications

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

(i) Diploma in Physiotherapy or its equivalent qualification from an accredited examination body;
(ii) Higher national diploma or its equivalent qualification from an accredited examination body;
(iii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognised and accredited institution.
(iv) Master's degree in Physiotherapy or its equivalent qualification from a recognised and accredited institution.
(v) Registered with a relevant professional body (where applicable).
(vi) Valid practising licence from the relevant professional body (where applicable).
(vii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognised institution.
(viii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(ix) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

ASSISTANT PHYSIOTHERAPY OFFICERS APPENDIX "A"

2.20.1 ASSISTANT PHYSIOTHERAPISTS OFFICER II, JOB GRADE 10

(a) Job Descriptions

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Providing physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
(ii) Assessing patient needs including rehabilitation;
(iii) Verifying and maintaining information and records relating to patients;
(iv) Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
(v) Collecting data for operational research;
(vi) Participating in quality assurance activities;
(vii) Sensitising the community on physiotherapy issues;
(viii) Preparing periodic reports.

(b) Job Specifications

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

(i) Diploma in Physiotherapy or its equivalent qualification from an accredited examination body;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

2.20.2 ASSISTANT PHYSIOTHERAPIST OFFICER I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment;
(ii) Planning and providing Physiotherapy services to outpatients at an inpatient and outpatient unit/ward/health institution;
(iii) Verifying and maintaining information and records relating to patients;

APPROVED BY PSC

(iv) Ensuring availability of supplies and equipment as well as giving support and health education to patients and relatives in hospital;
(v) Carrying out home visits and following up on patient's progress;
(vi) Sensitising the community on physiotherapy issues; maintaining patients/clients progress notes; collecting data for operational research; and preparing periodic reports;
(vii) Participating in quality assurance activities in the department.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' experience in the grade of Assistant Physiotherapist Officer II or in a comparable position;
(ii) Diploma in Physiotherapy or its equivalent qualification from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable);
(iv) Valid practising licence from the relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.20.3 SENIOR ASSISTANT PHYSIOTHERAPIST OFFICER II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Treating and rehabilitating patients/clients using Physiotherapy interventions i.e. Electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community;
(ii) Planning and organising group Physiotherapy treatments/sessions for patients and clients;
(iii) Evaluating treatment outcomes for review, placement, referral or discharge;
(iv) Carrying out physical disability assessments for categorisation, registration and other support;
(v) Providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases; maintaining information and records relating to patients;
(vi) Inducting students on practical training on Physiotherapy therapy services;
(vii) Requisitioning and ensuring availability and proper utilisation of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; maintaining equipment and inventory;
(viii) Analysing data and preparing reports; and
(ix) Coaching and mentoring of assigned staff.

(b) Job Specifications

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

APPROVED BY PSC

(i) Cumulative service period of six (6) years relevant experience three (3) of which should have been at the grade of Assistant Physiotherapist Officer I or in a comparable position;
(ii) Diploma in Physiotherapy or its equivalent qualification from an accredited examination body;
(iii) Higher National Diploma or its equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.20.4 SENIOR ASSISTANT PHYSIOTHERAPIST OFFICER I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Treating and rehabilitating patients/clients using Physiotherapy interventions i.e. Electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community;
(ii) Planning and organising group Physiotherapy treatments/sessions for patients and clients;
(iii) Evaluating treatment outcomes for review, placement, referral or discharge;
(iv) Initiating community disability assessment outreach programmes; liaising with other stakeholders in providing appropriate advice to patients/clients on exercises, posture and movement;
(v) Providing health promotion and education to patients/clients on neuro-musculoskeletal disorders and health;
(vi) Maintaining an up-to-date data base for Physiotherapy services for input into the integrated health information system;
(vii) Inducting students on practical training on Physiotherapy services;
(viii) Requisitioning and ensuring availability and proper utilisation of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
(ix) Analysing data and preparing reports; and
(x) Mentoring and coaching of assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of six (9) years relevant experience, three (3) years of which should have been at the grade of Senior Assistant Physiotherapist Officer II or in a comparable position;

APPROVED BY PSC

(ii) Diploma in Physiotherapy or its equivalent qualification from an accredited examination body;
(iii) Higher National Diploma or its equivalent qualification from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable);
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.20.5 PHYSIOTHERAPIST, JOB GRADE 9

(a) Job Descriptions

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Assessing and evaluating patients with neuromuscular skeletal and cardiorespiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
(ii) Carrying out physical disability assessments for categorisation, registration and other support; providing health promotion and education to patients/clients on neuro-musculoskeletal disorders and healthy living;
(iii) Verifying and maintaining information, records and progress reports relating to patients;
(iv) Ensuring availability of physiotherapy supplies and equipment, and keeping and maintaining inventory;
(v) Monitoring patients' outcomes on physiotherapy treatment;
(vi) Sensitising the community on physiotherapy issues;
(vii) Participating in quality assurance activities;
(viii) Collating and compiling data for research; and preparing periodic reports.

(b) Job Specifications

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

(i) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Valid practising licence from the relevant professional body (where applicable).

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.20.6 SENIOR PHYSIOTHERAPIST II JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Assessing and evaluating patients with neuro-musculoskeletal and cardiorespiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; monitoring patients' outcomes on Physiotherapy treatment;
(ii) Carrying out physical disability assessments for categorisation, registration and other support; providing health promotion and education to patients/clients on neuro-musculoskeletal disorders and health living;
(iii) Training, counselling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review; verifying and maintaining information, records and progress reports relating to patients;
(iv) Ensuring availability of Physiotherapy supplies and equipment's, and keeping and maintaining inventory;
(v) Analysing data for research; and preparing periodic reports.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years relevant experience as Physiotherapist or in a comparable position;
(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.20.7 SENIOR PHYSIOTHERAPIST I JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Devising appropriate physiotherapy programmes with the aim of preventing/minimising disability and promoting maximum independence and full integration in all aspects of life;
(ii) Analysing research results from various neuro-musculoskeletal and

APPROVED BY PSC

cardiorespiratory articles for use in treatment of physiotherapy patients/clients;

(iii) Performing specialised physiotherapy techniques like chest physiotherapy, for clients in critical care units; using specialised physiotherapy techniques following cardiac, neuro and plastic surgery to restore patients' health and wellbeing;

(iv) Establishing and operationalising community-based rehabilitation for persons with physical disabilities under disability mainstreaming indicator;

(v) Coordinating assessment and categorisation of persons with disabilities; developing and availing knowledge on use of assistive/supportive devices and technologies (including resettlement of spinal of spinal cord injury cases and other clients);

(vi) Developing health promotion and education materials for sensitisation on neuro - musculoskeletal disorders and health living; carrying out research on emerging trends and issues in physiotherapy;

(vii) Maintaining an up-to-date data base for physiotherapy services for in-putting into the integrated health information system; assessing and evaluating students on clinical attachment;

(viii) Mentoring and coaching of assigned staff; and

(ix) Participating in quality assurance activities in the department.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Senior Physiotherapist II or in a comparable position;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognised and accredited institution;

(iii) Relevant technical and professional certification from a recognised and accredited institution;

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;

(v) Registered with a relevant professional body (where applicable);

(vi) Valid practising licence from the relevant professional body (where applicable); and

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

2.20.8 ASSISTANT DIRECTOR, PHYSIOTHERAPY SERVICES, JOB GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing and implementing policies, standards, guidelines and procedures in the provision of Physiotherapy services;

(ii) Coordinating stakeholders in disability mainstreaming and rehabilitation;

(iii) Devising appropriate Physiotherapy programmes with the aim of preventing/minimising disability and promoting maximum independence and

APPROVED BY PSC

full integration in all aspects of life;

(iv) Promoting and availing knowledge on use of assistive/supportive devices and technologies (including resettlement of spinal cord injury cases and other clients);

(v) Coordinating development of health promotion and education materials for sensitisation on neuro - musculoskeletal disorders and health living; ensuring provision of holistic Physiotherapy services to institutions of learning, community, industrial and sports setting;

(vi) Conducting research on emerging trends and issues in Physiotherapy;

(vii) Managing an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system;

(viii) Assessing and evaluating students on clinical attachment; monitoring and evaluating physical disability and Physiotherapy programmes and projects;

(ix) Coordinating preparation of strategic/work plans;

(x) Coordinating quality assurance activities in the department; and

(xi) Mentoring and coaching of assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Physiotherapist I or in a comparable position;

(ii) Bachelors of Science degree in Physiotherapy or its equivalent qualification from a recognised and accredited institution;

(iii) Master's degree in Physiotherapy or its equivalent qualification from a recognised and accredited institution;

(iv) Relevant technical and professional certification from a recognised and accredited institution;

(v) Registered with a relevant professional body (where applicable);

(vi) Valid practising licence from the relevant professional body (where applicable);

(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and

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

APPROVED BY PSC
SECRETARY (HRD)
PUBLIC SERVICE COMMISSION
P.O. Box 3243, 900100
NAIROBI

2.21 CAREER GUIDELINES FOR HEALTH RECORDS AND INFORMATION PERSONNEL

(a) Job Purpose

This cadre is responsible for keeping patients' medical records up to date and making sure that the information is available to the relevant authorities on need basis.

(b) Functions

The health records and information functions will be to: -

(i) Formulate health records and information policies and guidelines.
(ii) Advise on disclosure, confidentiality, security and exchange of health records and information.
(iii) Manage health records in the Health Unit.
(iv) Analyse health data.
(v) Design medical and surgical indices.
(vi) Develop health data quality audit tools.
(vii) Design monitoring and evaluation tools.
(viii) Maintain record safety and confidentiality.
(ix) Maintain diagnostic and surgical indices.
(x) Maintain master index.
(xi) Review medical records.
(xii) Compile medical and census data.
(xiii) Maintain and utilise health record index, storage and retrieval systems.
(xiv) Coding of outpatient diseases for appropriate intervention.
(xv) Ensure confidentiality and protection of information as per established protocols.
(xvi) Ensure compliance with legal and regulatory requirements and adherence to the best practice in the management of health records.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Health Records and Information Management Assistant and five (5) grades of Health Records and Information Management Officers who will be graded and designated as follows: -

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Health Records and Information Management Officer III	5	Assistant Health Records and Information Management Officer III	11
Assistant Health Records and Information Management Officer II	6		

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

Assistant Health Records and Information Management Officer I	7	Assistant Health Records and Information Management Officer II	10
…….	8	Assistant Health Records and Information Management Officer I	9
……..	9	Senior Assistant Health Records and Information Management Officer II	8
……	10	Senior Assistant Health Records and Information Management Officer I	7

HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Health Records and Information Management Officer III	7	Health Records and Information Management Officer II	10
Health Records and Information Management Officer II	8	Health Records and Information Management Officer I	9
Health Records and Information Management Officer I	9	Senior Health Records and Information Management Officer II	8
Senior Health Records and Information Management Officer	10	Senior Health Records and Information Management Officer I	7
…….	11		
…….	……	Assistant Director, Health Records and Information Services	6

Note: *The grade of Assistant Health Records and Information Management Officer III/II, Job Grade 11/10 for Diploma holders and Health Records and Information Management Officer II/I, Job Grade 10/9 for degree holders, will form a common establishment for the purpose of this Career Guideline.*

APPROVED B... PSC

(d) Recognised Qualification

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

(i) Diploma in Health Records and Information Management or its equivalent from an accredited examination body;

(ii) Higher Diploma in Health Records and Information Management or its equivalent from an accredited examination body;
(iii) Bachelors of Science in Health Records and Information Management or its equivalent from a recognised and accredited institution.
(iv) Masters of Science in Health Records and Information Management or its equivalent from a recognised and accredited institution.
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(viii) Registered with a relevant professional body (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable)

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS APPENDIX "A"

2.21.1 ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated officer.

Duties and Responsibilities at this level will entail: -

(i) Capturing and compiling health records;
(ii) Implementing health records and information policies and guidelines;
(iii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iv) Carrying out health records and information system review; capturing data from service points;
(v) Disseminating health information where necessary;
(vi) Preparing medical record reports;
(vii) Ensuring record safety and confidentiality;
(viii) Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
(ix) Indexing diseases and surgical procedures.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX ... - 00100 NAIROBI

(i) Diploma in Health Records and Information Management or its equivalent from an accredited examination body; and
(ii) Registered with a relevant professional body (where applicable).

2.21.2 ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Capturing and compiling health records;
(ii) Implementing health records and information policies and guidelines;
(iii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iv) Analysing health records data;
(v) Carrying out health records and information system review; capturing data from service points;
(vi) Disseminating health information where necessary;
(vii) Preparing medical record reports;
(viii) Maintaining record safety and confidentiality;
(ix) Maintaining diagnostic and surgical indices;
(x) Maintaining master index;
(xi) Participating in quality audits;
(xii) Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
(xiii) Indexing diseases and surgical procedures.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Health Records and Information Management Officer III or in a comparable position;
(ii) Diploma in Health Records and Information Management or its equivalent from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.21.3 ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(i) Capturing and compiling health records;
(ii) Implementing health records and information policies and guidelines;
(iii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iv) Analysing health records data;
(v) Carrying out health records and information system review; capturing data from service points;
(vi) Disseminating health information where necessary;
(vii) Preparing medical record reports;
(viii) Maintaining record safety and confidentiality;
(ix) Maintaining diagnostic and surgical indices;
(x) Maintaining master index;
(xi) Participating in quality audits;
(xii) Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
(xiii) Indexing diseases and surgical procedures.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Health Records and Information Management Officer II or in a comparable position;
(ii) Diploma in Health Records and Information Management or its equivalent from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.21.4 SENIOR ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Capturing and compiling health records;
(ii) Implementing health records and information policies and guidelines;
(iii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iv) Analysing health records data;
(v) Carrying out health records and information system review; capturing data from service points;
(vi) Disseminating health information where necessary;
(vii) Preparing medical record reports;
(viii) Maintaining record safety and confidentiality;
(ix) Maintaining diagnostic and surgical indices;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(x) Maintaining master index;
(xi) Participating in quality audits;
(xii) Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
(xiii) Indexing diseases and surgical procedures.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Assistant Health Records and Information Management Officer I or in a comparable position;
(ii) Diploma in Health Records and Information Management or its equivalent from an accredited examination body;
(iii) Higher Diploma in Health Records and Information Management or its equivalent from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.21.5 SENIOR ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Capturing and compiling health records data;
(ii) Implementing health records and information policies and guidelines;
(iii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iv) Analysing health records data;
(v) Carrying out health records and information system review; capturing data from service points;
(vi) Disseminating health information where necessary;
(vii) Preparing medical record reports;
(viii) Maintaining record safety and confidentiality;
(ix) Maintaining diagnostic and surgical indices;
(x) Maintaining master index;
(xi) Participating in quality assurance audits;
(xii) Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
(xiii) Indexing diseases and surgical procedures.

(b) Job Specifications

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

APPROVED BY PSC

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Health Records and Information Management Officer II or in a comparable position;
(ii) Diploma in Health Records and Information Management or its equivalent from an accredited examination body;
(iii) Higher Diploma in Health Records and Information Management or its equivalent from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS APPENDIX "B"

2.21.6 HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated officer.

Duties and Responsibilities at this level will entail: -

(i) Capturing and compiling health records;
(ii) Implementing health records and information policies and guidelines;
(iii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iv) Analysing health records data;
(v) Carrying out health records and information system review; capturing data from service points;
(vi) Disseminating health information where necessary;
(vii) Preparing medical record reports;
(viii) Maintaining record safety and confidentiality;
(ix) Maintaining diagnostic and surgical indices;
(x) Maintaining master index;
(xi) Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
(xii) Indexing diseases and surgical procedures.

(b) Job Specifications

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

(i) Bachelor of Science in Health Records and Information Management or equivalent qualification from a recognised and accredited institution; and
(ii) Registered with a relevant professional body (where applicable).

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.21.7 HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, I GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Capturing and compiling health records;
(ii) Implementing health records and information policies and guidelines;
(iii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iv) Analysing health records data;
(v) Carrying out health records and information system review; capturing data from service points;
(vi) Disseminating health information where necessary;
(vii) Preparing medical record reports;
(viii) Maintaining record safety and confidentiality;
(ix) Maintaining diagnostic and surgical indices;
(x) Maintaining master index;
(xi) Participating in quality audits;
(xii) Ensuring compliance with relevant statutory and regulatory requirements;
(xiii) Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
(xiv) Indexing diseases and surgical procedures.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Health Records and Information Management Officer II or in a comparable position;
(ii) Bachelor's Degree in Health Records and Information Management or equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.21.8 SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing health records and information policies and guidelines;
(ii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iii) Analysing health data;

APPROVED BY PSC

(iv) Reviewing health records and information system;
(v) Developing health data quality audit tools;
(vi) Supervising assigned staff;
(vii) Designing medical and surgical indices;
(viii) Disseminating health information;
(ix) Maintaining record safety and confidentiality;
(x) Maintaining diagnostic and surgical indices;
(xi) Participating in quality assurance audits;
(xii) Ensuring compliance with relevant statutory and regulatory requirements;
(xiii) Coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
(xiv) Indexing diseases and surgical procedures.

(b) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Health Records and Information Management Officer I or in a comparable position;
(ii) Bachelor's Degree in Health Records and Information Management or equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.21.9 SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing health records and information strategies, policies and guidelines;
(ii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iii) Analysing health data;
(iv) Carrying out health records and information system review;
(v) Developing health data quality audit tools;
(vi) Designing medical and surgical indices;
(vii) Disseminating health information;
(viii) Maintaining record safety and confidentiality;
(ix) Maintaining diagnostic and surgical indices;
(x) Supervising assigned staff, interns and attachees;
(xi) Participating in quality assurance audits;
(xii) Ensuring compliance with relevant statutory and regulatory requirements;
(xiii) Coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
(xiv) Indexing diseases and surgical procedures.

APPROVED BY PSC

(b) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Senior Health Records and Information Management Officer II or in a comparable position;
(ii) Bachelor's Degree in Health Records and Information Management or equivalent qualification from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.21.10 ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION MANAGEMENT, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing health records and information strategies, policies and guidelines;
(ii) Providing advice on disclosure, confidentiality, security and exchange of health records and information;
(iii) Analysing health data;
(iv) Carrying out health records and information system review;
(v) Developing health data quality audit tools;
(vi) Designing medical and surgical indices;
(vii) Disseminating health information;
(viii) Overseeing health record registry;
(ix) Maintaining record safety and confidentiality;
(x) Maintaining diagnostic and surgical indices;
(xi) Participating in quality assurance audits;
(xii) Ensuring compliance with relevant statutory and regulatory requirements;
(xiii) Coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
(xiv) Indexing diseases and surgical procedures.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Senior Health Records and Information Management Officer I or in a comparable position;
(ii) Bachelor's Degree in Health Records and Information Management or equivalent qualification from a recognised and accredited institution;

APPROVED - PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(iii) Master's Degree in Health Records and Information Management or equivalent qualification from a recognised and accredited institution;
(iv) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in health records and information functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.22 CAREER GUIDELINE FOR MORTICIANS

(a) Job Purpose

This cadre is responsible to receive, prepare, preserve and dispatch bodies; handle grieving families and assist in funeral arrangement.

(b) Functions

The mortician functions will be to: -

(i) Receive, prepare, preserve and dispatch bodies.
(ii) Ensure that the farewell home preservation equipment and other machinery are in the right condition.
(iii) Liaise with the relevant authorities in the implementation of health and sanitation policies, procedures and practices.
(iv) Documentation of legal requirements.
(v) Provide proper record keeping and safe custody of documentation.
(vi) Maintain the proper cleanliness, hygiene and sanitation of the facilities and grounds.
(vii) To assist in postmortem where appropriate.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Morgue Attendant and four (4) grades of Mortician Assistant who will be graded and designated as follows: -

MORTICIAN ATTENDANT APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Mortician	4	Mortician Attendant III	12
……	5	Mortician Attendant II	11
……..		Mortician Attendant I	10
……		Senior Mortician Attendant	9

ASSISTANT MORTICIAN OFFICERS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
	5	Assistant Mortician Officer III	11
	6		
	7	Assistant Mortician Officer II	10
	8	Assistant Mortician Officer I	9
	9	Senior Assistant Mortician II	8
	10	Senior Assistant Mortician I	7

Note: *The grades of Mortician Attendant III/II, Job Grade 12/11 for Certificate holders*

APPROVED BY PSC

and Assistant Mortician Officers II/I Job Grade 11/10 for Diploma holders, will form a common establishment for the purpose of this Career Guideline.

(d) Recognised Qualification

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

(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(v) Registered with a relevant professional body (where applicable).

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

MORTICIAN ATTENDANTS APPENDIX "A"

2.22.1 MORTICIAN ATTENDANT III, GRADE 12

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Receiving, preparing, preserving and dispatching bodies;
(ii) Assisting in documentation;
(iii) Undertaking cleanliness, hygiene and sanitation of the facilities and grounds, and basic maintenance of equipment; and
(iv) Assisting in postmortem where appropriate.

(b) Job Specifications

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

(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body.

APPROVED BY PSC

2.22.2 MORTICIAN ATTENDANT II, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, preparing, preserving and dispatching bodies;
(ii) Assisting in documentation;
(iii) Undertaking cleanliness, hygiene and sanitation of the facilities and grounds, and basic maintenance of equipment; and
(iv) Assisting in postmortem where appropriate.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Mortician Attendant III or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.22.3 MORTICIAN ATTENDANT I, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, preparing, preserving and dispatching bodies;
(ii) Ensuring that the farewell home preservation equipment and other machinery are in the right condition;
(iii) Liaising with the relevant authorities in the implementation of health and sanitation policies, procedures and practices;
(iv) Assisting in documenting legal requirements;
(v) Providing proper record keeping and safe custody of documentation;
(vi) Maintaining the proper cleanliness, hygiene and sanitation of the facilities and grounds;
(vii) Assisting in postmortem where appropriate; and
(viii) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Mortician Attendant II or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and

APPROVED BY PSC

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

2.22.4 SENIOR MORTICIAN ATTENDANT, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, preparing, preserving and dispatching bodies;
(ii) Ensuring that the farewell home preservation equipment, chemicals and other machinery are in the right condition;
(iii) Ensuring the facility has appropriate stock;
(iv) Liaising with the relevant authorities in the implementation of health and sanitation policies, procedures and practices;
(v) Documenting legal requirements;
(vi) Providing proper record keeping and safe custody of documentation;
(vii) Maintaining proper cleanliness, hygiene and sanitation of the facilities and grounds;
(viii) Assisting in postmortem where appropriate.
(ix) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Mortuary Attendant I or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

ASSISTANT MORTICIAN OFFICERS APPENDIX "B"

2.22.5 ASSISTANT MORTICIAN OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Receiving, preparing, preserving and dispatching bodies;
(ii) Ensuring that the farewell home preservation equipment and other machinery are in the right condition;

(iii) Liaising with the relevant authorities in the implementation of health and sanitation policies, procedures and practices;
(iv) Documenting legal requirements;
(v) Providing proper record keeping and safe custody of documentation;
(vi) Maintaining the proper cleanliness, hygiene and sanitation of the facilities and grounds; and
(vii) Assisting in postmortem where appropriate.

(b) Job Specifications

For appointment to this grade, a candidate must have: -
(i) Diploma in the relevant area of specialisation from an accredited examination body; and
(ii) Registered with a relevant professional body (where applicable).

2.22.6 ASSISTANT MORTICIAN OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -
(i) Receiving, preparing, preserving and dispatching bodies;
(ii) Ensuring that the farewell home preservation equipment and other machinery are in the right condition;
(iii) Liaising with the relevant authorities in the implementation of health and sanitation policies, procedures and practices;
(iv) Participating in quality audits;
(v) Documenting legal requirements;
(vi) Providing proper record keeping and safe custody of documentation;
(vii) Maintaining the proper cleanliness, hygiene and sanitation of the facilities and grounds; and
(viii) Assisting in postmortem where appropriate.

(b) Job Specifications

For appointment to this grade, an Officer must have: -
(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Mortician Officer III or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.22.7 ASSISTANT MORTICIAN OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(i) Receiving, preparing, preserving and dispatching bodies;
(ii) Ensuring that the farewell home preservation equipment and other machinery are in the right condition;
(iii) Liaising with the relevant authorities in the implementation of health and sanitation policies, procedures and practices;
(iv) Participating in quality audits;
(v) Documenting legal requirements;
(vi) Providing proper record keeping and safe custody of documentation;
(vii) Maintaining the proper cleanliness, hygiene and sanitation of the facilities and grounds;
(viii) Assisting in postmortem where appropriate.

(b) Job Specifications

For appointment to this grade, an Officer must have: -
(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Mortician Officer II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.22.8 SENIOR ASSISTANT MORTICIAN OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the preparation, preserving and dispatching bodies;
(ii) Ensuring that the farewell home preservation equipment and other machinery are in the right condition;
(iii) Liaising with the relevant authorities in the implementation of health and sanitation policies, procedures and practices;
(iv) Participating in quality audits;
(v) Documenting legal requirements;
(vi) Providing proper record keeping and safe custody of documentation;
(vii) Overseeing proper cleanliness, hygiene and sanitation of the facilities and grounds;
(viii) Assisting in postmortem where appropriate;
(ix) Supervising assigned staff.

(b) Job Specifications

For appointment to this grade, an Officer must have: -
(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Assistant Mortician Officer I or in a comparable position;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.22.9 SENIOR ASSISTANT MORTICIAN OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the preparation, preserving and dispatching bodies;
(ii) Ensuring that the farewell home preservation equipment and other machinery are in the right condition;
(iii) Liaising with the relevant authorities in the implementation of health and sanitation policies, procedures and practices;
(iv) Documenting legal requirements and briefing;
(v) Ensuring proper record keeping and safe custody of documents;
(vi) Overseeing proper cleanliness, hygiene and sanitation of the facilities and grounds;
(vii) Participating in the conduct of postmortem where appropriate;
(viii) Coordinating quality audits;
(ix) Analysing, reviewing and briefing on reports;
(x) Overseeing staff in the facility.

(b) Job Specifications

For appointment to this grade, an Officer must have: -
(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Mortician Assistant I or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30100 NAIROBI

2.23 CAREER GUIDELINE FOR UNIVERSITY CHAPLAINCY PERSONNEL

(a) Job Purpose

The position exists to supervise and coordinate spiritual services for mentorship, instilling values and interventions for holistic development and creation of an enabling environment to university students and staff for teaching and learning.

(b) Functions

The chaplaincy function will be to: -

(i) Manage places of worship within the University.
(ii) Management and administration of spiritual welfare programmes.
(iii) Spiritual guidance, counselling, training and religious leadership in the University.
(iv) Administer religious rites, ceremonies and other functions related to the chaplaincy.
(v) Facilitate the establishment of formal linkages between the religious groups registered.
(vi) Compile a list of religious and spiritual groups operating in the University.
(vii) Create mechanisms for university staff to play active mentoring roles in these organised groups.
(viii) Create opportunities for leadership development of the members of the religious groups.
(ix) Develop and implement strategic plans for the growth of the Chaplaincy.

(c) Grading Structure

The Career Guideline establishes four (4) grades of University Chaplains who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
.....		Chaplain II	10
Assistant Chaplain	11	Chaplain I	9
Chaplain	12	Senior Chaplain II	8
Senior Chaplain	13	Senior Chaplain I	7

Note: *The grades of Chaplain II/I, Job Grade 10/9 for Degree holders, will form a common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualification

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

(i) Bachelor's Degree in a Theology or Religious Studies or its equivalent from a recognised and accredited institution.
(ii) Master's Degree in a Theology or Religious Studies or its equivalent from a recognised and accredited institution.
(iii) Ordination certification from the relevant religious institute.

APPROVED BY PSC

(iv) Certificate in management Course lasting not less than four (4) weeks from a recognised institution.
(v) Registered with a relevant professional body (where applicable).
(vi) Valid practising licence (where applicable)

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.23.1 CHAPLAIN II, GRADE 10

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Providing counselling and theological reflection in accordance with particular denominational regulations and beliefs;
(ii) Performing religious ceremonies in liaison with the university Senior Chaplain;
(iii) Fostering a sense of belonging and responsibility with the denominational ordinances; and any other duties as may be assigned by a senior officer.

(b) Job Specifications

For appointment to this grade, a candidate must have: -
(i) Bachelor's Degree in a Theology or Religious Studies or its equivalent from a recognised and accredited institution;
(ii) Ordination certification from the relevant religious institute;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Valid practising licence (where applicable).

2.23.2 CHAPLAIN I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Providing counselling and theological reflection in accordance with particular denominational regulations and beliefs;
(ii) Performing religious ceremonies in liaison with the university Senior Chaplain;
(iii) Fostering a sense of belonging and responsibility with the denominational ordinances; and any other duties as may be assigned by a senior officer.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

(i) Cumulative relevant experience of three (3) years at the grade of Chaplain II or in a comparable position;
(ii) Bachelor's Degree in a Theology or Religious Studies or its equivalent from a recognised and accredited institution;
(iii) Ordination certification from the relevant religious institute;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.23.3 SENIOR CHAPLAIN II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing the totality of the University Chaplaincy and general administration; providing pastoral support, guidance, training and religious leadership in the University (Staff and Students);
(ii) Performing religious ceremonies;
(iii) Developing budget and procurement plans for the department;
(iv) Providing pastoral visits;
(v) Visiting the indisposed at home and the hospitals; and
(vi) Participating in community-based projects (religious and social).

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Chaplain I or in a comparable position;
(ii) Bachelor's Degree in a Theology or Religious Studies or its equivalent from a recognised and accredited institution;
(iii) Ordination certification from the relevant religious institute;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.23.4 SENIOR CHAPLAIN I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing the totality of the University Chaplaincy and general administration; providing pastoral support, guidance, training and religious leadership in the University (Staff and Students);

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30100 NAIROBI

(ii) Performing religious ceremonies within the University Community;
(iii) Overseeing the Budgeting and procurement process in the department;
(iv) Providing pastoral visits;
(v) Visiting the indisposed at home and the hospitals;
(vi) Supervising staff in the department; and
(vii) Participating in community-based projects (religious and social).

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Chaplain II or in a comparable position;
(ii) Bachelor's Degree in a Theology or Religious Studies or its equivalent from a recognised and accredited institution;
(iii) Ordination certification from the relevant religious institute;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.24 CAREER GUIDELINES FOR GAMES AND SPORTS PERSONNEL

(a) Job Purpose

This cadre is responsible for conducting sporting related activities in the University.

(b) Functions

The sports and games functions will be to: -

(i) Ensure that all sports equipment is organised, stored and maintained appropriately and treated with due care by all users.
(ii) Formulate and implement sports related policies rules and regulations.
(iii) Prepare games calendar periodically for different sports and ensure that participants have enough time to prepare for the same.
(iv) Carry out coaching and training programmes on a daily basis to ensure players of different sports are well prepared for the sports events.
(v) Liaise with other Universities or institutions in organising inter-university and other institutions tournaments to encourage interaction and cohesion within the student bodies of different institution.
(vi) Advise staff on matters related to physical fitness as requested to encourage healthy living among the staff.
(vii) Coordinate routine maintenance of all sports physical facilities to ensure they are in good working conditions at all times.
(viii) Monitor bookings of the sports facilities and resolve issues that may occur on a daily basis so as to ensure coordination within the department.
(ix) Organise and take students for academic and sports trips to provide opportunity to apply practically theoretic knowledge.
(x) Archive sports information, records and artefacts in the University to keep up to date records for future reference.

(c) Grading Structure

The Career Guidelines establishes four (4) grades of Games & Sports Attendants, five (5) grades of Assistant Games and Sports Officers and five (5) grades of Games & Sports Officers who will be graded and designated as follows: -

GAMES AND SPORTS ATTENDANTS APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Games & Sports Attendant III	2	Games & Sports Attendant III	12
Games & Sports Attendant II	3	Games & Sports Attendant II	11
Games & Sports Attendant I	4	Games & Sports Attendant I	10

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
……	…….	Senior Games & Sports Attendant	9

ASSISTANT GAMES AND SPORTS OFFICERS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Games & Sports Officer III	5	Assistant Games & Sports Officer III	11
Assistant Games & Sports Officer II	6		
Assistant Games & Sports Officer I	7	Assistant Games & Sports Officer II	10
Senior Assistant Games & Sports Officer	8	Assistant Games & Sports Officer I	9
……	…….	Senior Assistant Games & Sports Officer II	8
……	…….	Senior Assistant Games & Sports Officer I	7

GAMES AND SPORTS OFFICERS APPENDIX "C"

CURRENT DESIGNATION	JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Games & Sports Officer III	7	Games & Sports Officer II	10
Games & Sports Officer II	8	Games & Sports Officer I	9
Games & Sports Officer I	9	Senior Games & Sports Officer II	8
Senior Games & Sports Officer III	10	Senior Games & Sports Officer I	7
Senior Games & Sports Officer II	11		
……	…….	Assistant Director Games and Sports	6

Note: *The grades of Games & Sports Attendant II/I Job Grade 12/11 for certificate holders, Assistant Games & Sports Officers III Job Grade 11/10 for diploma holders and Games & Sports Officer II/I, Job Grade 10/9 for degree holders will form common establishment for the purpose of this Career Guideline.*

APPROVED BY PSC

PUBLIC SERVICE COMMISSION SECRETARY/CEO P.O. BOX 30095 - 00100 NAIROBI

(d) Recognised Qualification

The following is the recognised qualifications for the purpose of this Career Guideline: -

(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Bachelor's degree in Physical Education / Sports Science or equivalent qualification from a recognised and accredited institution.
(v) Master's degree in Physical Education / Sports Science or equivalent qualification from a recognised and accredited institution.
(vi) Relevant technical and professional certification from a recognised and accredited institution.
(vii) Technical / coaching competence in at least one sports discipline from accredited authority.
(viii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(x) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(xi) A valid practising licence from a relevant professional body (where applicable).
(xii) Registered with a relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

GAMES AND SPORTS ATTENDANTS — APPENDIX "A"

2.24.1 GAMES AND SPORTS ATTENDANT III, GRADE 12

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Treating swimming pool water;
(ii) Maintaining the playground to the required standards;
(iii) Monitoring athletics track or cleaning / polishing the gymnasium arena;
(iv) Keeping safe custody of the tools and chemicals;
(v) Maintaining sports equipment in good order and condition;
(vi) Carrying the equipment to the sports ground; and
(vii) Distributing sports' wear and equipment on a regular basis;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body.

2.24.2 GAMES AND SPORTS ATTENDANT II, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Treating swimming pool water;
(ii) Maintaining the playground to the required standards;
(iii) Monitoring athletics track or cleaning / polishing the gymnasium arena;
(iv) Keeping safe custody of the tools and chemicals;
(v) Maintaining sports equipment in good order and condition;
(vi) Carrying the equipment to the sports ground; and
(vii) Distributing sports' wear and equipment as required;

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Games & Sports Attendant III or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.24.3 GAMES AND SPORTS ATTENDANT I, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Treating swimming pool water;
(ii) Maintaining the playground to the required standards;
(iii) Monitoring athletics track or cleaning / polishing the gymnasium arena;
(iv) Keeping safe custody of the tools and chemicals;
(v) Maintaining sports equipment in good order and condition;
(vi) Carrying the equipment to the sports ground;
(vii) Distributing sports' wear and equipment on a regular basis;
(viii) Organising daily sports training programmes for students to ensure that students are trained effectively in readiness for competitions as scheduled;
(ix) Booking transport for sports outing on a need basis to ensure that participants attend sports and games in time; and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(x) Inspecting sports fields and their usability to ensure that any problems are fixed, and they are properly utilised.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Games & Sports Attendant II or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.24.4 SENIOR GAMES AND SPORTS ATTENDANT, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Maintaining the University Fields;
(ii) Maintaining games and sports facilities and equipment;
(iii) Assisting in training/coaching during games as directed by coach;
(iv) Collecting of training materials during and after games and returning them to the store;
(v) Supervising the marking of all fields, courts and pitches;
(vi) Supervising putting up and removing of various nets;
(vii) Ensuring sports equipment is in proper condition for use;
(viii) Requisitioning of coaching equipment in respect of swimming/gymnasium from sports store; and
(ix) Participating in quality audits.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Games & Sports Attendant I or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.24.5 ASSISTANT GAMES AND SPORTS OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Coaching of students under supervision;
(ii) Supervising of teams during training and match days;
(iii) Implementing training programme for respective teams;
(iv) Liaising with other sports coaches in order to increase participation and performance;
(v) Treating swimming pool water;
(vi) Maintaining the playground to the required standards;
(vii) Monitoring athletics track or cleaning/polishing the gymnasium arena; and
(viii) Keeping safe custody of the tools and chemicals.

(b) Job Specifications

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

(i) Diploma in the relevant area of specialisation from an accredited examination body.

2.24.6 ASSISTANT GAMES AND SPORTS OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coaching of students and staff participating in sports;
(ii) Marking/setting and ensuring the environs are safe for use;
(iii) Carrying the equipment to sports ground;
(iv) Collecting and archiving sports information, records and artefacts;
(v) Facilitating demonstration of physical exercises to students; and
(vi) Safe custody of sports equipment;
(vii) Participating in quality audits;

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Games & Sports Officer III or in a comparable position; and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(ii) Diploma in the relevant area of specialisation from an accredited examination body.

2.24.7 ASSISTANT GAMES AND SPORTS OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coaching of students and staff participating in sports;
(ii) Marking/setting and ensuring the environs are safe for use;
(iii) Carrying the equipment to sports ground;
(iv) Collecting and archiving sports information, records and artefacts;
(v) Facilitating demonstration of physical exercises to students;
(vi) Safe custody of sports equipment; and
(vii) Participating in quality audits.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Games & Sports Officer II or in a comparable position; and
(ii) Diploma in the relevant area of specialisation from an accredited examination body.

2.24.8 SENIOR ASSISTANT GAMES AND SPORTS OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Assisting in promoting sports programmes;
(ii) Maintaining standards for sports;
(iii) Collating sports and games information and preparing reports;
(iv) Preparing training programmes for university teams;
(v) Archiving sports information, records and artefacts in the University to keep up to date records for future reference;
(vi) Providing recreational and leisure time sports and games opportunities for both students and staff;
(vii) Initiating the procurement of games and sports equipment;
(viii) Preparing and registering teams in local, national and international championships to represent the University;
(ix) Participating in the formulation and implementation of sports related policies, rules and regulations;
(x) Participating in the preparation of annual budget estimates for the Games and Sports Section for inclusion into the University main budget;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(xi) Preparing games calendar periodically for different sports;
(xii) Supervising marking/setting and ensure environs are safe for use;
(xiii) Coaching /Training sports facility users;
(xiv) Facilitating demonstration of physical exercise to students;
(xv) Ensuring that all the users of sports facilities are accorded optimum safety; and
(xvi) Ensuring First Aid Box/Kits are in place.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Games and Sports Officer I or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.24.9 SENIOR ASSISTANT GAMES AND SPORTS OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Promoting sports programmes;
(ii) Maintaining standards for sports;
(iii) Collating sports and games information and preparing reports;
(iv) Preparing training programmes for university teams;
(v) Archiving sports information, records and artefacts in the University to keep up to date records for future reference;
(vi) Providing recreational and leisure time sports and games opportunities for both students and staff;
(vii) Initiating the procurement of games and sports equipment;
(viii) Preparing and registering teams in local, national and international championships to represent the University;
(ix) Participating in the formulation and implementation of sports related policies, rules and regulations;
(x) Participating in the preparation of annual budget estimates for the Games and Sports Section for inclusion into the University main budget;
(xi) Preparing games calendar periodically for different sports;
(xii) Supervising marking/setting and ensure environs are safe for use;
(xiii) Coaching /Training sports facility users;
(xiv) Facilitating demonstration of physical exercise to students;
(xv) Ensuring that all the users of sports facilities are accorded optimum safety;
(xvi) Ensuring First Aid Box/Kits are in place; and

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30100 NAIROBI

(xvii) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Games and Sports Officer II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

GAMES AND SPORTS OFFICERS **APPENDIX "C"**

2.24.10 GAMES AND SPORTS OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry level for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Coaching, identifying individual talent;
(ii) Preparing teams in their sport activities of specialisation;
(iii) Advising on development and use of sports facilities and equipment;
(iv) Analysing sports and games information and preparing action briefs;
(v) Organising sports competition in conjunction with relevant sports associations; and
(vi) Requisitioning of coaching equipment.

(b) Job Specifications

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

(i) Bachelor's degree in Physical Education/ Sports Science or equivalent qualification from a recognised and accredited institution;

APPROVED BY PSC
PUBLIC SERVICE COMMISSION SECRETARY / CEO P.O. BOX 30095 - 00100 NAIROBI

(ii) Technical / coaching competence in at least one sports discipline from accredited authority; and
(iii) Registered with a relevant professional body (where applicable);

2.24.11 GAMES AND SPORTS OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coaching, identifying individual talent, preparing teams in their sport activities of specialisation;
(ii) Organising sports competition in conjunction with relevant sports associations;
(iii) Scouting, identifying, organising and developing coaching talents;
(iv) Archiving sports information, records and artefacts;
(v) Participating in quality audits; and
(vi) Liaising with sports associations to facilitate the University's participation in sports activities.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Games and Sports Officer II or in a comparable position;
(ii) Bachelor's degree in Physical Education/ Sports Science or equivalent qualification from a recognised and accredited institution;
(iii) Technical / coaching competence in at least one sports discipline from accredited authority;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.24.12 SENIOR GAMES AND SPORTS OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating and coaching in various sports disciplines and identifying individual talents;
(ii) Preparing and registering teams and organising sports competition at local, national and international levels;
(iii) Archiving sports information, records and artefacts;
(iv) Preparing and promoting sports programmes;
(v) Maintaining standards for sport;
(vi) Collating sports and games information and preparing reports;
(vii) Providing recreational and leisure time sports and games opportunities for both students and staff;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(viii) Preparing procurement plans and annual budgets of games and sports equipment;
(ix) Participating in the formulation and implementation of sports related policies, rules and regulations;
(x) Supervising preparation of games calendar for different sports;
(xi) Supervising marking / setting and ensure environs are safe for use;
(xii) Coaching / Training sports facility users;
(xiii) Facilitating demonstration of physical exercise to students;
(xiv) Ensuring that all the users of sports facilities are accorded optimum safety;
(xv) Ensuring First Aid Box/Kits are in place; and
(xvi) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Games and Sports Officer I or in a comparable position;
(ii) Bachelor's degree in Physical Education/ Sports Science or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.24.13 SENIOR GAMES AND SPORTS OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Coordinating coaching in various sports disciplines and identifying individual talents;
(ii) Coordinating the preparation and registration of teams and organising sports competition at local, national and international levels;
(iii) Supervising the archiving of sports information, records and artefacts;
(iv) Promoting sports programmes;
(v) Overseeing the maintenance of standards for sports;
(vi) Analysing sports and games information and prepare action briefs;
(vii) Providing recreational and leisure time sports and games opportunities for both students and staff;
(viii) Coordinating the preparation of procurement plans and annual budgets of games and sports equipment;
(ix) Coordinating the formulation and implementation of sports related policies, rules and regulations;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(x) Supervising preparation of games calendar for different sports
(xi) Coordinating marking / setting and ensure environs are safe for use;
(xii) Coaching / Training sports facility users;
(xiii) Facilitating demonstration of physical exercise to students;
(xiv) Setting and reviewing safety standards for sports facilities;
(xv) Training students, attachees, interns and games and sports staff; and
(xvi) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Games and Sports Officer II or in a comparable position;
(ii) Bachelor's degree in Physical Education / Sports Science or equivalent qualification from a recognised and accredited institution;
(iii) Technical / coaching competence in at least one sports discipline from accredited authority;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered with a relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.24.14 ASSISTANT DIRECTOR GAMES AND SPORTS, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating coaching in various sports disciplines and identifying individual talents;
(ii) Overseeing the preparation and registration of teams and organising sports competition at local, national and international levels;
(iii) Supervising the archiving of sports information, records and artefacts;
(iv) Promoting sports programmes;
(v) Overseeing the maintenance of standards for sports;
(vi) Analysing sports and games information and prepare action briefs;
(vii) Providing recreational and leisure time sports and games opportunities for both students and staff;
(viii) Coordinating preparation of procurement plans and annual budgets of games and sports equipment;
(ix) Formulating and overseeing implementation of sports related policies, rules and regulations;
(x) Supervising preparation of games calendar for different sports;
(xi) Coordinating marking / setting and ensure environs are safe for use;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(xii) Coaching / Training sports facility users;
(xiii) Facilitating demonstration of physical exercise to students;
(xiv) Setting and reviewing safety standards for sports facilities;
(xv) Training students, attachees, interns and games and sports staff; and
(xvi) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Games & Sports Officer I or in a comparable position;
(ii) Bachelor's degree in Physical Education/ Sports Science or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in Physical Education/ Sports Science or equivalent qualification from a recognised and accredited institution;
(iv) Technical / coaching competence in at least one sports discipline from accredited authority;
(v) Relevant technical and professional certification from a recognised and accredited institution;
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vii) Registered with a relevant professional body (where applicable); and
(viii) Demonstrated merit, ability and leadership as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.25 CAREER GUIDELINES FOR COUNSELLORS

(a) Job Purpose

This cadre is responsible for the provision of Counselling Services for University students, staff and their immediate families.

(b) Functions

The counselling functions will entail: -

(i) Offer guidance and counselling services.
(ii) Develop and implement peer education programmes.
(iii) Maintain accurate up to date and systematic records of counselling sessions.
(iv) Respond to emergencies and consultation requests from students and staff on counselling.
(v) Refer cases to specialists.
(vi) Develop and run wellness programmes.
(vii) Assess students' mental and physical status for further recommendation.
(viii) Conduct outreach programmes.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Counsellors who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Student Counsellor III	7	Counsellor II	10
Counsellor III	8	Counsellor I	9
Counsellor II	9	Senior Counsellor II	8
…….	10	Senior Counsellor I	7
…….	11		
…….	12	Assistant Director Counselling Services	6

Note: *The grade of Counsellor II/I Grade 10/9 for Degree holders will form a common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

The following is the recognised qualifications for the purpose of this Career Guideline: -

(i) Bachelor's degree in Counselling, Psychology, Psychiatry or its equivalent qualification from a recognised and accredited institution.
(ii) Master's Degree in Counselling, Psychology, Psychiatry or equivalent qualification from a recognised and accredited institution.

APPROVED BY PSC

(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body (where applicable).
(v) Valid practising licence from the relevant professional body (where applicable).
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.25.1 COUNSELLOR II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Conducting client intake and individual counselling and guidance sessions;
(ii) Maintaining consistent follow-up with the students to ensure sustainable improvement;
(iii) Preparing materials to assist in organising seminars and workshops;
(iv) Participating in student's orientation exercise to familiarise them with counselling services at the University;
(v) Documenting and updating clients' records;
(vi) Maintaining safe custody and confidentiality of counselling records; and
(vii) Participating in the recruitment and training of peer educators.

(b) Job Specifications

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

(i) Bachelor's degree in Counselling, Psychology, Psychiatry or its equivalent qualification from a recognised and accredited institution;
(ii) Relevant technical and professional certification from a recognised institution;
(iii) Valid practising licence from the relevant professional body; and
(iv) Registered with a relevant professional body.

2.25.2 COUNSELLOR I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. BOX 30095 - 00100
NAIROBI

(i) Implementing and reviewing counselling policies strategy, standards and guidelines;
(ii) Providing counselling and guidance services;
(iii) Coordinating activities of the peer counsellors in the University;
(iv) Participating in the student's orientation exercise to familiarise them with counselling services at the University;
(v) Maintaining follow-up with the students to ensure sustainable improvement;
(vi) Referring special cases to specialists;
(vii) Documenting and updating clients' records; and
(viii) Maintaining safe custody and confidentiality of counselling records.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Counsellor II or in a comparable position;
(ii) Bachelor's degree in Counselling, Psychology, Psychiatry or its equivalent qualification from a recognised and accredited institution;
(iii) Valid practising licence from the relevant professional body;
(iv) Registered with a relevant professional body; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.25.3 SENIOR COUNSELLOR II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing, implementing and reviewing, counselling policies strategy, standards and guidelines;
(ii) Conducting both individual and group counselling and guidance services;
(iii) Identifying employees and staff with social psychological or health related problems;
(iv) Participating in the student's orientation exercise to familiarise them with counselling services at the University;
(v) Providing family life education including HIV and AIDS;
(vi) Planning, organising and facilitating seminars and workshops on guidance and counselling matters;
(vii) Leading teams of staff and students in standing with bereaved students to provide emotional and spiritual support;
(viii) Providing preventive and interventional services to vulnerable groups in the university;
(ix) Offering mentorship and coaching programmes;
(x) Referring special cases to specialists;
(xi) Moderating conflict resolution among students;
(xii) Ensuring safe custody and confidentiality of counselling records.

APPROVED BY PSC

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Counsellor I or in a comparable position;
(ii) Bachelor's degree in Counselling, Psychology, Psychiatry or its equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Valid practising licence from the relevant professional body;
(v) Registered with a relevant professional body; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.25.4 SENIOR COUNSELLOR I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the development, implementation and review of counselling policies strategy, standards and guidelines;
(ii) Providing individual and group counselling and guidance services;
(iii) Identifying students with social psychological or health related problems;
(iv) Referring special cases to specialists;
(v) Liaising with the Wardens in counselling and advising students on personal and social matter within the halls of residence;
(vi) Leading teams of staff and students in standing with bereaved students to provide emotional and spiritual support;
(vii) Conducting counselling outreach activities and other interventions among the university community;
(viii) Coordinating development of peer education programmes;
(ix) Offering mentorship and coaching programmes;
(x) Coordinating the daily work of the counsellors; and
(xi) Ensuring confidentiality of customer/client privilege is adhered to for compliance with statutory provisions.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Counsellor II or in a comparable position;
(ii) Bachelor's degree in Counselling, Psychology, Psychiatry or its equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;

APPROVED BY PSC

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Valid practising licence from the relevant professional body;
(vi) Registered with a relevant professional body; and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.25.5 ASSISTANT DIRECTOR, COUNSELLING SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing the development, implementation and review of counselling policies strategy, standards and guidelines;
(ii) Developing sectional annual work plan to enable effective running of activities and management of resources;
(iii) Preparing quarterly reports for management;
(iv) Supervising staff in the counselling unit to ensure service delivery is of high quality;
(v) Coordinating counselling activities in the department on a daily basis for facilitation of student welfare;
(vi) Ensuring confidentiality of customer/client privilege is adhered to;
(vii) Referring special cases to specialists;
(viii) Organising workshops in the University to sensitise the student community;
(ix) Evaluating students' mental and physical health, addiction, or problem behaviour and assess their readiness for treatment;
(x) Conducting outreach programmes within the university and community; and
(xi) Offering mentorship and coaching programmes.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Counsellor I or in a comparable position;
(ii) Bachelor's degree in Counselling, Psychology, Psychiatry or its equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in Counselling, Psychology, Psychiatry or its equivalent qualification from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(vi) Valid practising licence from the relevant professional body;
(vii) Registered with a relevant professional body; and
(viii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.26 CAREER GUIDELINE FOR DEANS' STUDENTS AFFAIRS PERSONNEL

(a) Job Purpose

The cadre is responsible for coordination of students' welfare and social activities.

(b) Functions

The deans' functions will be to: -

(i) Coordinate chaplaincy and counselling services.
(ii) Coordinate mentorship and personal development activities;
(iii) Coordinate the growth and development of sports and other recreational activities.
(iv) Raise the level of student's educational and cultural awareness.
(v) Provide career guidance services.
(vi) Promote a sense of community belonging within the halls of residence.
(vii) Oversee student discipline within the university precincts.
(viii) Administer Students' Organisation elections.
(ix) Plan and coordinate the Induction of Student Governing Council (SGC).
(x) Manage operations of clubs and professional associations.
(xi) Coordinate student outreach engagements.
(xii) Clear internal and external students' correspondence.
(xiii) In conjunction with the students' organisation coordinate their entertainment.
(xiv) Participate in student disciplinary hearings.
(xv) Supervise students' publication.
(xvi) Maintain a communication between the University Management and the students.
(xvii) Assist in clearing students leaving the country in conjunction with the relevant authorities.
(xviii) Facilitate procurement and maintenance of students' organisation equipment.
(xix) Custodian of all students' organisations equipment.
(xx) Management of Students Centre facilities.

(c) Grading Structures

The Career Guideline establishes three (3) grades of Student Affairs Personnel, who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Dean of Students Affairs	12	Assistant Dean, Student Affairs/Assistant Director, Student Affairs	6

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Assistant Dean of Students Affairs	13	Deputy Dean, Student Affairs / Deputy Director Student Affairs	5
Deputy Dean of Students Affairs	14		
Dean of Students Affairs	15	Dean, Student Affairs / Director, Student Affairs	4

(d) Recognised Qualification

The following is the recognised qualifications for the purpose of this Career Guideline: -

(i) Bachelor's degree in Education, Counselling, Psychology, Management, Social Sciences or equivalent from recognised and accredited university.
(ii) Master's Degree in Education, Counselling, Psychology, Management, Social Sciences, or equivalent qualification from a recognised and accredited university.
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body (where applicable).
(v) Valid practising licence from the relevant professional body (where applicable).
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.26.1 ASSISTANT DEAN, STUDENT AFFAIRS /ASSISTANT DIRECTOR, STUDENTS AFFAIRS - GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing university policies, procedures, standards and regulations;
(ii) Planning and preparing students' welfare activities;
(iii) Supervising students' publication;
(iv) Participating in students' disciplinary hearings;
(v) Assisting in clearing students leaving the county to other countries in conjunction with the Ministry of Education;
(vi) Ensuring safe custody of students' body equipment and maintaining their records;
(vii) Assisting in coordinating student extra curricula activities;
(viii) Participating in quality management and performance contracting processes;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ix) Coordinating student discipline within the university precincts;
(x) Administering Students' Organisation elections;
(xi) Ensuring smooth transition of students' leadership;
(xii) Planning the Induction of Student Governing Council (SGC);
(xiii) Managing operations of clubs and professional associations;
(xiv) Coordinating student outreach engagements;
(xv) Clearing internal and external students' correspondence;
(xvi) Coordinating entertainment in conjunction with the students' organisation;
(xvii) Facilitating procurement and maintenance of students' organisation equipment; and
(xviii) Ensuring safe custody of all students' organisations equipment.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Administrative Officer I or Senior Counsellor I or in a comparable position;
(ii) Bachelor's degree in Education, Counselling, Psychology, Management, Social Sciences or equivalent from recognised and accredited university;
(iii) Master's Degree in Education, Counselling, Psychology, Management, Social Sciences, or equivalent qualification from a recognised and accredited university;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Valid practising licence from the relevant professional body (where applicable);
(vii) Registered with a relevant professional body (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.26.2 DEPUTY DEAN, STUDENT AFFAIRS /DEPUTY DIRECTOR, STUDENTS AFFAIRS - GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Participating in the development of university policies, procedures, standards and regulations on welfare of students;
(ii) Supervising students' publication;
(iii) Participating in students' disciplinary hearings;
(iv) Assisting in clearing students leaving the county to other countries in conjunction with the Ministry of Education;
(v) Ensuring safe custody of students' body equipment and maintaining their records;
(vi) Coordinating the implementation of quality management and performance contracting processes;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(vii) Coordinating student discipline within the university precincts;
(viii) Administering Students' Organisation elections;
(ix) Coordinating University student general elections and ensuring a smooth handing over of offices;
(x) Coordinating the Student Governing Council (SGC) Induction;
(xi) Managing operations of clubs and professional associations;
(xii) Coordinating student outreach engagements;
(xiii) Clearing internal and external students' correspondence;
(xiv) Coordinating entertainment in conjunction with the students' organisation;
(xv) Facilitating procurement and maintenance of students' organisation equipment;
(xvi) Ensuring safe custody of all students' organisations equipment.
(xvii) Coordinating students' extra curricula activities; and
(xviii) Coaching, mentoring and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Dean, Student Affairs /Assistant Director, Students Affairs or in a comparable position;
(ii) Bachelor's degree in Education, Counselling, Psychology, Management, Social Sciences or equivalent from recognised and accredited university;
(iii) Master's Degree in Education, Counselling, Psychology, Management, Social Sciences, or equivalent qualification from a recognised and accredited university;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered with a relevant professional body (where applicable);
(vii) Valid practising licence from the relevant professional body (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance, leadership and results.

2.26.3 DEAN, STUDENT AFFAIRS/DIRECTOR, STUDENT AFFAIRS, GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Participating in the development of university policies, procedures, standards and regulations on welfare of students;
(ii) Acting as a link between University Administration and students;
(iii) Overseeing the coordination of Students Welfare Services;
(iv) Participating in student disciplinary committee;
(v) Overseeing student discipline within the university precincts;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 00100 NAIROBI

(vi) Overseeing University student general elections and ensuring a smooth handing over of offices;
(vii) Coordinating students Guidance and Counselling services in the University;
(viii) Coordinating all religious activities involving students and Chaplaincy;
(ix) Overseeing registration of student clubs, societies or organisations and supervising annual elections;
(x) Coordinating students' community outreach activities;
(xi) Coordinating extra-curricular activities relating to sports, clubs, societies and organisations.
(xii) Coordinating activities of wardenship;
(xiii) Liaising with other service departments on matters relating to students' welfare;
(xiv) Enforcing regulations governing the Conduct and Discipline of the Students of the University;
(xv) Spearheading the implementation of quality management and performance contracting processes;
(xvi) Custodian of all students' organisations equipment;
(xvii) Clearing internal and external students' correspondence;
(xviii) Supervising students' publication;
(xix) Facilitating procurement and maintenance of students' organisation equipment;
(xx) Managing Students Centre facilities; and
(xxi) Coaching, mentoring and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Deputy Dean, Student Affairs /Deputy Director, Students Affairs or a comparable position;
(ii) Bachelor's degree in Education, Counselling, Psychology, Management, Social Sciences or equivalent from recognised and accredited university;
(iii) Master's Degree in Education, Counselling, Psychology, Management, Social Sciences, or equivalent qualification from a recognised and accredited university;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution.
(vi) Registered with a relevant professional body (where applicable);
(vii) Valid practising licence from the relevant professional body (where applicable);
(viii) Demonstrated merit and ability as reflected in work performance, leadership and results; and
(ix) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in functions of the dean.

APPROVED BY PSC

2.27 CAREER GUIDELINES FOR CATERING SERVICES PERSONNEL

(a) Job Purpose

The cadre is responsible for providing effective catering services to all clients of the University.

(b) Functions

The catering functions will be to: -

(i) Coordinate all the catering services within the University.
(ii) Prepare quarterly income and expenditure reports.
(iii) Present regular reports on operational matters.
(iv) Develop and review catering policies, procedures and processes.
(v) Prepare annual budgets, procurement and work plans.
(vi) Organise health examination for food handlers to ensure compliance; and
(vii) Maintain inventory control to ensure stock levels are adequate.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Kitchen Attendants, five (5) grades of cooks/waiters and five (5) grades of Catering Officers who will be designated and graded as follows: -

KITCHEN ATTENDANTS APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Kitchen Attendant/ Dining Hall Attendant III	2	Kitchen Attendant III	12
Kitchen Assistant/Dining Hall Assistant II	3	Kitchen Attendant II	11
Cook/Waiter II	4	Kitchen Attendant I	10
……	……	Senior Kitchen Attendant	9

COOK/WAITER APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Cook/Waiters I	5	Cook/ Assistant Waiter III	11
Senior Cook/ Dining Hall Supervisor	6		
		Cook/ Assistant Waiter II	10

APPROVED BY PSC

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
……	……	Cook/ Assistant Waiter I	9
		Senior Cook/ Senior Assistant Waiter II	8
…… …	……	Senior Cook/ Senior Assistant Waiter I	7

CATERING OFFICERS APPENDIX "C"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Cateress	8	Catering Officer II	10
Assistant Catering Officer	9	Catering Officer I	9
Assistant Catering Officer	10	Senior Catering Officer II	8
Catering Officer	11		
Senior Catering Officer	12	Senior Catering Officer I	7
Catering Manager	13	Assistant Director, Catering Services	6

Note: *The grades for Kitchen Attendant III/II, Job Grade 12/11 for Certificate holders, Cook/ Assistant Waiter III/II, Job Grade 11/10 for Diploma holders and Catering Officer II/I grade 10/9 for Degree holders will form a common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualification

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

(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;

(ii) Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;

(iii) Higher Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;

(iv) Bachelor's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution.

(v) Master's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P. O. Box 00100 NAIROBI

(vi) Relevant technical and professional certification from a recognised and accredited institutions.
(vii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.
(viii) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(ix) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution;
(x) Registered with a relevant professional body (where applicable).
(xi) Valid practising licence from the relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

KITCHEN ATTENDANT APPENDIX 'A'

2.27.1 KITCHEN ATTENDANT III, GRADE 12

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Undertaking cleaning duties in the kitchen;
(ii) Regularly collecting and disposing of trash/debris from the kitchens to designated dump points;
(iii) Storing food materials in an orderly manner; and
(iv) Assisting in preparation of food.

(b) Job Specifications

For appointment to this grade, a candidate must have: -
(i) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body; and
(ii) Food handling certificate.

2.27.2 KITCHEN ATTENDANT II, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Undertaking cleaning duties in the kitchen;
(ii) Regularly collecting and disposing of trash/debris from the kitchens to designated dump points;
(iii) Storing food materials in an orderly manner;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(iv) Assisting in preparation of food; and
(v) Ensuring equipment in the kitchen is clean and in good working condition.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Kitchen Attendant III or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(iii) Food handling certificate; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.27.3 KITCHEN ATTENDANT I, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Undertaking cleaning duties in the kitchen;
(ii) Regularly collecting and disposing of trash/debris from the kitchens to designated dump points;
(iii) Storing food materials in an orderly manner;
(iv) Preparing food;
(v) Ensuring equipment in the kitchen is clean and in good working condition;
(vi) Supervising assigned staff; and
(vii) Recording stock levels.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Kitchen Attendant II or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(iii) Food handling certificate; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.27.4 SENIOR KITCHEN ATTENDANT, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating cleaning duties in the kitchen;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(ii) Ensuring trash/debris from the kitchens are disposed off to designated points;
(iii) Storing food materials in an orderly manner;
(iv) Preparing food;
(v) Ensuring equipment in the kitchen is clean and in good working condition; and
(vi) Requesting for stock replenishment.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Kitchen Attendant I or in a comparable position;
(ii) Certificate in the relevant area of specialisation lasting not less than one (1) year or equivalent from an accredited examination body;
(iii) Food handling certificate;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(v) Demonstrated merit and ability as reflected in work performance and results.

COOK/WAITER APPENDIX 'B'

2.27.5 COOK/ ASSISTANT WAITER III, GRADE 11
(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Cleaning materials during food and beverage preparation, production and services;
(ii) Serving of food and beverages;
(iii) Maintaining order during food and beverage service at the counter through appropriate service delivery proportional to incoming customers;
(iv) Keeping food and beverage service areas within set hygienic and presentation standards;
(v) Collecting customer feedback relating to the service delivery; and
(vi) Clearing of cookware and any other equipment used for production.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 00100 NAIROBI

(i) Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;
(ii) Food handling certificate.

2.27.6 COOK/ ASSISTANT WAITER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Cleaning materials during food and beverage preparation, production and services;
(ii) Serving of food and beverages;
(iii) Maintaining order during food and beverage service at the counter through appropriate service delivery proportional to incoming customers;
(iv) Keeping food and beverage service areas within set hygienic and presentation standard;
(v) Collecting customer feedback relating to the service delivery; and
(vi) Clearing of cookware and any other equipment used for production.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Cook/ Assistant Waiter III or in a comparable position;
(ii) Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;
(iii) Food handling certificate; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.27.7 COOK/ ASSISTANT WAITER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Cleaning materials during food and beverage preparation, production and services;
(ii) Serving of food and beverages;
(iii) Maintaining order during food and beverage service at the counter through appropriate service delivery proportional to incoming customers;
(iv) Keeping food and beverage service areas within set hygienic and presentation standard;
(v) Collecting customer feedback relating to the service delivery; and
(vi) Clearing of cookware and any other equipment used for production.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Cook/Waiter Assistant II or in a comparable position;
(ii) Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;
(iii) Food handling certificate; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.27.8 SENIOR COOK/ SENIOR ASSISTANT WAITER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Ensuring cleaning of materials during food and beverage preparation, production and services;
(ii) Serving of food and beverages;
(iii) Ensuring order during food and beverage service at the counter through appropriate service delivery proportional to incoming customers;
(iv) Ensuring food and beverage service areas are kept within set hygienic and presentation standard;
(v) Collecting and compiling customer feedback relating to the service delivery;
(vi) Ensuring cookware and any other equipment used for production are cleared, cleaned and stored; and
(vii) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Cook/ Assistant Waiter I or in a comparable position;
(ii) Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;
(iv) Food handling certificate; and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P. O. Box 30095 - 00100 NAIROBI

2.27.9 SENIOR COOK/SENIOR ASSISTANT WAITER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Ensuring cleaning of materials during food and beverage preparation, production and services;
(ii) Serving of food and beverages;
(iii) Ensuring order during food and beverage service at the counter through appropriate service delivery proportional to incoming customers;
(iv) Ensuring food and beverage service areas are kept within set hygienic and presentation standard;
(v) Collecting and compiling customer feedback relating to the service delivery;
(vi) Ensuring cookware and any other equipment used for production are cleared, cleaned and stored; and
(vii) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Senior Cook/Senior Waiter Assistant II or in a comparable position;
(ii) Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from an accredited examination body;
(iv) Food handling certificate;
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.27.10 CATERING OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Interpreting menus to cooks and kitchen assistants in consultation with the designated supervisor to ensure production of quality food and beverage;
(ii) Facilitating proper use of equipment and cleaning material through directing on appropriate usage procedures;
(iii) Maintaining high standards of cleanliness and hygiene during food and beverage production and service through observation and inspection;
(iv) Monitoring economical use of foodstuff, fuel and water through kitchen operation checks and daily record keeping;
(v) Maintaining the daily record keeping of cutlery and crockery through daily updates of the utensils register;
(vi) Requesting daily foodstuff and cleaning materials from the stores; and
(vii) Assisting in production of meals in line with planned menus to ensure adherence to outlined menus.

(b) Job Specifications

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

(i) Bachelor's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution;
(ii) Registered with a relevant professional body (where applicable); and
(iii) Food handling certificate.

2.27.11 CATERING OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Interpreting menus to cooks and kitchen assistants in consultation with the designated supervisor to ensure production of quality food and beverage;
(ii) Facilitating proper use of equipment and cleaning material through directing on appropriate usage procedures;
(iii) Maintaining high standards of cleanliness and hygiene during food and beverage production and service through observation and inspection;
(iv) Monitoring economical use of foodstuff, fuel and water through kitchen operation checks and daily record keeping;
(v) Maintaining the daily record keeping of cutlery and crockery through daily updates of the utensils register;
(vi) Requesting daily foodstuff and cleaning materials from the stores;
(vii) Assisting in production of meals in line with planned menus to ensure adherence to outlined menus; and
(viii) Ensuring inventory control through coordinating departmental stock taking.

(b) Job Specifications

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

APPROVED BY PSC

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Catering Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable);
(iv) Food handling certificate; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.27.12 SENIOR CATERING OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Preparing menus to cook and kitchen assistants in consultation with the designated supervisor to ensure production of quality food and beverage;
(ii) Facilitating proper use of equipment and cleaning material through directing on appropriate usage procedures;
(iii) Maintaining high standards of cleanliness and hygiene during food and beverage production and service through observation and inspection;
(iv) Monitoring economical use of foodstuff, fuel and water through kitchen operation checks and daily record keeping;
(v) Maintaining the daily record keeping of cutlery and crockery through daily updates of the utensils register;
(vi) Requesting daily foodstuff and cleaning materials from the stores;
(vii) Assisting in production of meals in line with planned menus to ensure adherence to outlined menus;
(viii) Ensuring inventory control through coordinating departmental stock;
(ix) Preparing annual procurement, budget and work plan;
(x) Participating in quality assurance and performance contracting activities; and
(xi) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Catering Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Valid practising licence from the relevant professional body (where applicable);

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(vi) Food handling certificate; and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.27.13 SENIOR CATERING OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Preparing menus to cook and kitchen assistants in consultation with the designated supervisor to ensure production of quality food and beverage;
(ii) Facilitating proper use of equipment and cleaning material through directing on appropriate usage procedures;
(iii) Maintaining high standards of cleanliness and hygiene during food and beverage production and service through observation and inspection;
(iv) Monitoring economical use of foodstuff, fuel and water through kitchen operation checks and daily record keeping;
(v) Maintaining the daily record keeping of cutlery and crockery through daily updates of the utensils register;
(vi) Requesting daily foodstuff and cleaning materials from the stores;
(vii) Assisting in production of meals in line with planned menus to ensure adherence to outlined menus;
(viii) Ensuring inventory control through coordinating departmental stock; Supervising assigned staff;
(ix) Preparing reports;
(x) Coordinating development of annual procurement, budget and work plans;
(xi) Coordinating the implementation of policies concerning Catering services;
(xii) Participating in quality assurance and performance contracting activities; and
(xiii) Mentoring and coaching of staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Catering Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Valid practising licence from the relevant professional body (where applicable);
(vii) Food handling certificate; and
(viii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.27.14 ASSISTANT DIRECTOR CATERING SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Approving menus to cooks and kitchen assistants in consultation with the designated supervisor to ensure production of quality food and beverage;
(ii) Overseeing the implementation of policies concerning Catering services;
(iii) Controlling departmental expenditure with a view to cut down on costs;
(iv) Coordinating the preparation of departmental annual budget estimates;
(v) Overseeing the coordination of the requisition of daily foodstuff and cleaning materials from the stores;
(vi) Overseeing the coordination of direction of production of meals in line with planned menus to ensure adherence to outlined menus;
(vii) Overseeing the inventory control through coordinating departmental stock take;
(viii) Overseeing the preparation of the quarterly income and expenditure departmental reports;
(ix) Allocating work staff in the catering unit;
(x) Mentoring and coaching of staff;
(xi) Ensuring regular food handler's examination of staff in line with food handlers Act to ensure compliance;
(xii) Ensuring repair and maintenance of kitchen equipment;
(xiii) Overseeing development of annual procurement, budget and work plans;
(xiv) Overseeing quality assurance and performance contracting activities; and
(xv) Overseeing statutory compliance.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Catering Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: Institutional Management, Hospitality, Hotel & Restaurant Management and Home Economics or its equivalent from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(vi) Registered with a relevant professional body (where applicable);
(vii) Valid practising licence from the relevant professional body (where applicable);
(viii) Food handling certificate; and
(ix) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.28 CAREER GUIDELINES FOR HOUSEKEEPING PERSONNEL

(a) Job Purpose

The Officers engaged in this position are expected to provide quality services to clients who use the University's hostels and other accommodation facilities.

(b) Functions

The Housekeeping functions will be to: -

(i) Ensure that housekeeping standards are constantly maintained.
(ii) Take charge of the general welfare of the students in the hostels.
(iii) Ensure cleaning of accommodation area in the university.
(iv) Ensure safe custody of housekeeping equipment.
(v) Identify and prepare report on damaged property such as beds, chairs, doors.
(vi) Assist in students' registration to the halls of residence and ensuring that students sign in the rooms allotted.
(vii) Issue cleaning materials to cleaners to foster accountability for the same through proper utilisation.
(viii) Collect, record and surrender to the housekeeper misplaced items for logging into the lost and found inventory and to facilitate recovery by the respective owners.
(ix) Fumigate students' rooms when required in accordance with the fumigation procedure.
(x) Collect and prepare hostel linen at the end of every semester.
(xi) Perform daily patrols in the hostels to locate any challenges to students associated to hostels' facilities to provide solutions where possible or escalate the same for intervention.
(xii) Liaise with security guards to man the hostel doors after operating hours to ensure security in the halls of residence.
(xiii) Ensure accommodation rules are adhered to by students to foster discipline and proper co-existence among students on a daily basis.
(xiv) Attend to reported emergencies within the hostels.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Housekeeping Attendant, five (5) grades of Assistant Housekeepers and five (5) grades of Housekeepers officers who will be graded and designated as follows: -

HOUSEKEEPER ATTENDANT APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Hostel Attendant	3	Housekeeper Attendant III	12

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30135 - 00100 NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Housekeeper III/Janitor III	4	Housekeeper Attendant II	11
Janitor II		Housekeeper Attendant I	10
Janitor I		Senior Housekeeper Attendant	9

ASSISTANT HOUSEKEEPER APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Housekeeper II/ Janitor I	5	Assistant Housekeeper III	11
Housekeeper I/ Head Janitor I	6		
Senior Housekeeper II	7	Assistant Housekeeper II	10
Senior Housekeeper I	8	Assistant Housekeeper I	9
Assistant Hostels Officer II	9	Senior Housekeeper II	8
Assistant Hostels Officer I	10	Senior Housekeeper I	7

HOUSEKEEPER APPENDIX 'C'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Housekeeper II	7	Housekeeper II	10
Senior Housekeeper I	8	Housekeeper I	9
Assistant Hostels Officer II	9	Senior Housekeeper II	8
Assistant Hostels Officer I	10	Senior Housekeeper I	7
Hostels Officer	11		
Senior Hostels Officer I	12	Assistant Director Housekeeping Services	6

Note: *The grade of Housekeeper Attendant III/II Job Grade 12/11 for Certificate holders, grade of Assistant Housekeeper III/II grade 11/10 for Diploma holders and Housekeeper II/I Job Grade 10/9 for Degree holders, will form a common establishment for the purpose of this Career Guideline.*

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(d) Recognised Qualifications

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

(i) Certificate in any of the following Courses: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification from a recognised and accredited institution.
(ii) Diploma in any of the following disciplines: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification from a recognised and accredited institution.
(iii) Higher Diploma in any of the following disciplines: - Housekeeping, Hotel & Restaurant Management, Food & Nutrition and Home Economics or equivalent qualification lasting not less from a recognised and accredited institution.
(iv) Bachelor's degree in any of the following disciplines: - Institutional Management, Hotel & Restaurant Management, Foods & Nutrition, and Home Economics or equivalent qualification from a recognised and accredited institution.
(v) Master's Degree in Institutional Management, Foods & Nutrition, Hotel & Restaurant or equivalent qualification from a recognised and accredited institution.
(vi) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution.
(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution.
(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution.

(e) Deployment

Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.
(iii) Janitor.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P. O. Box 30095 - 00100 NAIROBI

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

HOUSEKEEPER ATTENDANTS APPENDIX "A"

2.28.1 HOUSEKEEPER ATTENDANT III, GRADE 12

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor. Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.
(iii) Janitor.

Duties and Responsibilities at this level will entail: -

(i) Assisting in setting up conferencing facilities;
(ii) Carrying out general cleaning;
(iii) Spreading beds;
(iv) Operating laundry equipment;
(v) Washing cleaning materials and equipment; and
(vi) Dusting and cleaning rooms, windows and corridors.

(b) Job Specifications

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

(i) Certificate in any of the following Courses: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification lasting not less than six (6) months from a recognised and accredited institution.

2.28.2 HOUSEKEEPER ATTENDANT II, GRADE 11

(a) Job Descriptions

Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.
(iii) Janitor.

Duties and Responsibilities at this level will entail: -

(i) Assisting in setting up conferencing facilities;
(ii) Carrying out general cleaning;
(iii) Spreading beds;
(iv) Operating laundry equipment;
(v) Washing cleaning materials and equipment;
(vi) Maintaining cleaning equipment; and
(vii) Dusting and cleaning rooms, windows and corridors.

(b) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of three (3) years' relevant work experience in the grade of Housekeeper Attendant III or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

(ii) Certificate in any of the following Courses: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification lasting not less than six (6) months from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.28.3 HOUSEKEEPER ATTENDANT I, GRADE 10

(a) Job Descriptions

Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.
(iii) Janitor.

Duties and Responsibilities at this level will entail: -

(i) Setting up and replenishing conferencing facilities;
(ii) Servicing conference rooms;
(iii) Carrying out general cleaning;
(iv) Spreading and replenishing beds;
(v) Operating laundry equipment;
(vi) Washing cleaning materials and equipment;
(vii) Maintaining cleaning equipment and inventory; and
(viii) Dusting and cleaning rooms, windows and corridors.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Housekeeper Attendant II or in a comparable position;
(ii) Certificate in any of the following Courses: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification lasting not less than six (6) months from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.28.4 SENIOR HOUSEKEEPER ATTENDANT, GRADE 9

(a) Job Descriptions

Officers in this cadre may be deployed in either of the following functional areas:

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Housekeeping.
(ii) Laundry.
(iii) Janitor.

Job Descriptions at this level will include: -

(i) Setting up and replenishing conferencing facilities;
(ii) Servicing conference rooms;
(iii) Carrying out general cleaning;
(iv) Spreading and replenishing beds;
(v) Operating laundry equipment;
(vi) Maintaining cleaning equipment and inventory;
(vii) Collecting and issuing linen;
(viii) Preparing and maintaining work order forms;
(ix) Reporting losses, breakages and defects;
(x) Requisitioning for cleaning materials and equipment;
(xi) Preparing reports;
(xii) Supervising staff working under the officer.

(b) Job Specifications

For appointment to this grade an Officer must have: -

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Housekeeper Attendant I or in a comparable position;
(ii) Certificate in any of the following Courses: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification lasting not less than six (6) months from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P. O. Box 30095 - 00100 NAIROBI

ASSISTANT HOUSEKEEPERS APPENDIX "B"

2.28.5 ASSISTANT HOUSEKEEPER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor. Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.

Duties and Responsibilities at this level will entail: -

(i) Identifying and preparing report on damaged property such as beds, chairs, doors;
(ii) Assisting in students' registration to the halls of residence and ensuring that students sign in the rooms allotted;
(iii) Issuing cleaning materials to cleaners;
(iv) Collecting, recording and surrendering to the housekeeper misplaced items for logging into the lost and found inventory and to facilitate recovery by the respective owners;
(v) Fumigating students' rooms when required in accordance with the fumigation procedure; and
(vi) Collecting and preparing hostel linen at the end of every semester.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or its equivalent from a recognised and accredited institution.

2.28.6 ASSISTANT HOUSEKEEPER II, GRADE 10

(a) Job Descriptions

Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.

Duties and Responsibilities at this level will entail: -

(i) Taking charge of the general welfare of the students in the hostels;
(ii) Overseeing cleaning of accommodation area through supervising cleaners to ensure optimal hygienic environment in the university halls of residence;
(iii) Identifying and preparing report on damaged property such as beds, chairs, doors;
(iv) Assisting in students' registration to the halls of residence and ensuring that students sign in the rooms allotted;
(v) Issuing cleaning materials to cleaners and ensure proper utilisation;
(vi) Collecting, recording and surrendering to the housekeeper misplaced items for logging into the lost and found inventory and to facilitate recovery by the respective owners;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(vii) Fumigating students' rooms when required in accordance with the fumigation procedure; and
(viii) Collecting and preparing hostel linen at the end of every semester.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Housekeeper III or in a comparable position; and
(ii) Diploma in any of the following disciplines: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or its equivalent from a recognised and accredited institution.

2.28.7 ASSISTANT HOUSEKEEPER I, GRADE 9

(a) Job Descriptions

Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.

Duties and Responsibilities at this level will entail: -

(i) Coordinating cleaning of accommodation area through supervising cleaners to ensure optimal hygienic environment in the university halls of residence;
(ii) Identifying and preparing report on damaged property such as beds, chairs, doors;
(iii) Assisting in students' registration to the halls of residence and ensuring that students sign in the rooms allotted;
(iv) Issuing cleaning materials to cleaners to foster accountability for the same through proper utilisation;
(v) Collecting, recording and surrendering to the housekeeper misplaced items for logging into the lost and found inventory and to facilitate recovery by the respective owners;
(vi) Fumigating students' rooms when required in accordance with the fumigation procedure; and
(vii) Collecting and preparing hostel linen at the end of every semester.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Assistant Housekeeper II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or its equivalent from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.28.8 SENIOR ASSISTANT HOUSEKEEPER II, GRADE 8

(a) Job Descriptions

Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.

Duties and Responsibilities at this level will entail: -

(i) Assisting in students' registration to the halls of residence and ensuring that students sign in the rooms allotted;
(ii) Ensuring optimal hygienic environment in the university halls of residence;
(iii) Taking charge of the general welfare of the students in the hostels;
(iv) Issuing cleaning materials and ensure proper utilisation;
(v) Collecting, recording and surrendering to the housekeeper misplaced items for logging into the lost and found inventory and to facilitate recovery by the respective owners;
(vi) Fumigating students' rooms when required in accordance with the fumigation procedure;
(vii) Collecting and preparing hostel linen at the end of every semester;
(viii) Assisting in keeping records of hostel equipments;
(ix) Preparing reports;
(x) Performing daily patrols in the hostels to locate any challenges to students associated to hostels' facilities to provide solutions where possible or escalate the same for intervention;
(xi) Attending to reported emergencies within the hostels; and
(xii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Assistant Housekeeper I or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(ii) Diploma in any of the following disciplines: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or its equivalent from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.28.9 SENIOR ASSISTANT HOUSEKEEPER I GRADE 7

(a) Job Descriptions

Officers in this cadre may be deployed in either of the following functional areas:

(i) Housekeeping.
(ii) Laundry.

Duties and Responsibilities at this level will entail: -

(i) Taking charge of the general welfare of the students in the hostels;
(ii) Overseeing cleaning of accommodation area and university halls of residence;
(iii) Assisting in students' registration to the halls of residence and ensuring that students sign in the rooms allotted;
(iv) Issuing of cleaning materials and ensure proper utilisation;
(v) Collecting, recording and surrendering to the housekeeper misplaced items for logging into the lost and found inventory and to facilitate recovery by the respective owners;
(vi) Fumigating students' rooms when required in accordance with the fumigation procedure;
(vii) Coordinating the collecting hostel linen at the end of every semester;
(viii) Ensuring maintenance of housekeeping equipment;
(ix) Balancing staff work schedules to meet peak and slack periods;
(x) Making frequent daily inspections of all areas to maintain high housekeeping standards taking care of the general welfare of the students in the hostel;
(xi) Issuing room utilities in line with approved relevant document to ensure proper and correct allocation and to facilitate conducive student living condition;
(xii) Undertaking daily patrols in the hostels to locate any challenges to students associated to hostels' facilities to provide solutions where possible or escalate the same for intervention;
(xiii) Liaising with security guards to man the hostel doors after operating hours to ensure security in the halls of residence;
(xiv) Ensuring accommodation rules are adhered to by students to foster discipline and proper co-existence among students on a daily basis;
(xv) Attending to reported emergencies within the hostels; and
(xvi) Participating in quality management and performance contracting processes.

(b) Requirements of Appointment

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

APPROVED BY PSC

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Senior Assistant Housekeeper II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Catering and Hotel Management, Housekeeping and Front Office Management, Housekeeping and Laundry or equivalent qualification from a recognised and accredited institution;
(iii) Higher Diploma in any of the following disciplines: - Foods & Nutrition, Hotel & Restaurant Management and Home Economics or equivalent qualification lasting not less from a recognised and accredited institution;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.28.10 HOUSEKEEPER II GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Issuing room utilities in line with approved relevant document to ensure that the right students are allocated the right utility and facilitate conducive student living condition;
(ii) Overseeing proper use of accommodation utilities through hall checks and inspection to avoid damage and wastage by university students;
(iii) Reporting any unauthorised activity of students in the halls of residence so as to take appropriate action according to the rules and regulations governing student conduct in the halls of residence;
(iv) Assisting in recording and updating of students' records within hostels;
(v) Following up on maintenance works within hostels regularly so as to ensure that hostel facilities are in habitable condition;
(vi) Overseeing laundry and proper storage of hostel linen;
(vii) Ensuring that the store requisitions are issued in accordance with laid down financial regulations;
(viii) Preparing reports; and
(ix) Coordinating the supply of necessary cleaning materials and detergents to facilitate smooth housekeeping operations.

(b) Requirements of Appointment

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX NAIROBI

(i) Bachelor's degree in any of the following disciplines: - Institutional Management, Hotel & Restaurant Management Foods & Nutrition, and Home Economics or equivalent qualification from a recognised and accredited institution.

2.28.11 HOUSEKEEPER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating with senior officers, to ensure that smooth flow of supplies and necessary repair works are carried out in the institution's hostels;
(ii) Ensuring high maintenance standard of cleanliness in the hostels;
(iii) Preparing work plans;
(iv) Preparing reports;
(v) Investigating incidences relating to students and their behaviour within the halls of residence;
(vi) Analysing and evaluating resident student database in line with student accommodation module so as to ensure that all records kept are up-to-date, and are accurately complete;
(vii) Carrying out room capacity analysis within university managed hostels;
(viii) Responding to queries relating to accommodation;
(ix) Ensuring maintenance of hygiene levels in accommodation areas in line with Health and Safety legislations to ensure high standards of safety, hygiene and cleanliness;
(x) Allocating and clearance of accommodation services to university students;
(xi) Supervising activities of students in the halls of residence to ensure compliance with the university code of conduct in the halls of residence; and
(xii) Attending to reported emergencies within the hostels.

(b) Requirements of Appointment

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

(i) Cumulative service period of three (3) years' relevant work experience in the grade of Housekeeper II or a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Institutional Management, Hotel & Restaurant Management Foods & Nutrition, and Home Economics or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.28.12 SENIOR HOUSEKEEPER II GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Carrying out frequent checks and inspections of hostels, grounds and the environs to ensure high standard of cleanliness is maintained;
(ii) Undertaking follow-up on cases of repairs and maintenance in consultation with the hostels officer;
(iii) Preparing workplans;
(iv) Preparing reports;
(v) Investigating incidences relating to students and their behaviour within the halls of residence;
(vi) Evaluating and analysing the resident student database;
(vii) Carrying out room capacity analysis within university managed hostels;
(viii) Responding to queries relating to accommodation ensure that concerns are addressed effectively;
(ix) Overseeing maintenance of hygiene levels in accommodation areas in line with Health and Safety legislations to ensure high standards of safety, hygiene and cleanliness;
(x) Overseeing maintenance of room utilities and fittings within the halls of residence;
(xi) Overseeing the allocation and clearance of accommodation services to university students;
(xii) Supervising activities of students in the halls of residence to ensure compliance with the university code of conduct in the halls of residence;
(xiii) Attending to reported emergencies within the hostels; and
(xiv) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Housekeeper I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Institutional Management, Hotel & Restaurant Management Foods & Nutrition, and Home Economics or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.28.13 SENIOR HOUSEKEEPER I - GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Carrying out frequent checks and inspections of hostels, grounds and the environs to ensure high standard of cleanliness is maintained;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(ii) Undertaking follow-up on cases of repairs and maintenance in consultation with the hostels officer;
(iii) Taking charge in the organisation and management of a section in housekeeping services;
(iv) Verifying workplans;
(v) Verifying reports;
(vi) Investigating incidences relating to students and their behaviour within the halls of residence;
(vii) Evaluating and analysing the resident student database;
(viii) Carrying out room capacity analysis within university managed hostels;
(ix) Responding to queries relating to accommodation ensure that concerns are addressed effectively;
(x) Overseeing maintenance of hygiene levels in accommodation areas in line with Health and Safety legislations to ensure high standards of safety, hygiene and cleanliness;
(xi) Overseeing maintenance of room utilities and fittings within the halls of residence;
(xii) Overseeing the allocation and clearance of accommodation services to university students;
(xiii) Supervising activities of students in the halls of residence to ensure compliance with the university code of conduct in the halls of residence;
(xiv) Attending to reported emergencies within the hostels;
(xv) Mentoring, coaching and developing staff;
(xvi) Coordinating the implementation of quality management and performance contracting processes; and
(xvii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Housekeeper II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Institutional Management, Hotel & Restaurant Management Foods & Nutrition, and Home Economics or equivalent qualification from a recognised and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.28.14 ASSISTANT DIRECTOR, HOUSEKEEPING SERVICES- GRADE 6

(a) Job Descriptions

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 62359 - 00100 NAIROBI

Duties and Responsibilities at this level will entail: -

(i) Ensuring that all staff comply with occupational safety, objectives, environmental and inspection control;
(ii) Responsible for clearing students from the hostels of residence and recommend surcharge action for any damage(s) caused on the university property;
(iii) Coordinate purchases for the department in liaison with the procurement department;
(iv) Validating reports;
(v) Carrying out frequent checks and inspections of hostels, grounds and the environs to ensure high standard of cleanliness is maintained;
(vi) Undertaking follow-up on cases of repairs and maintenance in consultation with the hostels officer;
(vii) Investigating incidences relating to students and their behaviour within the halls of residence;
(viii) Evaluating and analysing the resident student database in line with student accommodation module so as to ensure that all records kept are up to date, are accurately complete;
(ix) Carrying out room capacity analysis within university managed hostels using appropriate analytical tools so as to provide the management with necessary performance data to aid in decision making;
(x) Responding to queries relating to accommodation through face-to-face dialogue, telephone and email so ensure that concerns are addressed effectively;
(xi) Overseeing the maintenance of hygiene levels in accommodation areas in line with Health and Safety legislations to ensure high standards of safety, hygiene and cleanliness;
(xii) Overseeing maintenance of room utilities and fittings within the halls of residence;
(xiii) Overseeing the allocation and clearance of accommodation services to university students;
(xiv) Overseeing the preparation of work plans;
(xv) Overseeing the implementation of quality management and performance contracting processes.
(xvi) Mentoring, coaching and developing staff in the unit;

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Housekeeper I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Institutional Management, Hotel & Restaurant Management, Foods & Nutrition, and Home Economics or equivalent qualification from a recognised and accredited institution;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(iii) Master's degree in any of the following disciplines: - Institutional Management, Foods & Nutrition, Hotel & Restaurant or equivalent qualification from a recognised and accredited institution;
(iv) Certificate in leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Relevant technical and professional certification from a recognised institution;
(vi) Registered with a relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.29 CAREER GUIDELINES FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT PERSONNEL

(a) Job Purpose

This cadre is responsible for effective coordination of human resource management and development functions.

(b) Functions

The human resource management and development functions will be to: -

(i) Manage staff recruitment, promotion and discipline.
(ii) Develop and implement human resource policies, strategies, procedures and programmes.
(iii) Interpret human resource policies and circulars.
(iv) Develop and maintain human resource management information system.
(v) Maintain human resource records in accordance with the existing laws and regulations.
(vi) Implement Human Resource Planning and succession management.
(vii) Manage employee relations.
(viii) Implement performance management system.
(ix) Conduct training and development for staff.
(x) Develop and implement change management.
(xi) Ensure efficient operational management of the human resource function in the University.
(xii) Prepare human resource emoluments for the University.
(xiii) Placing, deploying and transferring staff.

(c) Grading Structure

The Career Guidelines establishes five (5) grades of Assistant Human Resource Management Officers and seven (7) grades of Human Resource Management Officers who will be designated and graded as follows: -

ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICERS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Human Resource Management Assistant III	5	Assistant Human Resource Management Officer III	11
Human Resource Management Assistant II	6		
Human Resource Management Assistant I	7	Assistant Human Resource Management Officer II	10

APPROVED BY PSC

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Human Resource Management Assistant	8	Assistant Human Resource Management Officer I	9
	9	Senior Assistant Human Resource Management Officer II	8
……	……..	Senior Assistant Human Resource Management Officer I	7

HUMAN RESOURCE MANAGEMENT OFFICERS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Human Resource Management Officer III/II	7	Human Resource Management Officer II	10
Human Resource Management Officer I	8	Human Resource Management Officer I	9
Senior Human Resource Management Officer III	9	Senior Human Resource Management Officer II	8
Senior Human Resource Management Officer II	10	Senior Human Resource Management Officer I	7
Senior Human Resource Management Officer I	11		
Deputy Chief Human Resource Management Officer		Assistant Director, Human Resource Management & Development	6
		Deputy Director, Human Resource Management Development	5
----------		Director, Human Resource Management Development	4

Note: *The grades of Assistant Human Resource Management Officer III/II Job Grade 11/10 for Diploma holders and Human Resource Management Officer II/I, Job Grade*

APPROVED BY PSC

10/9 for Degree holders will form a common establishment for the purpose of this Career Guideline.

(d) Recognised Qualification

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

(i) Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body;
(ii) Higher Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body;
(iii) Bachelor's degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Industrial Relations or equivalent qualification from a recognised and accredited institution.
(iv) Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; or equivalent qualification from a recognised and accredited institution.
(v) Relevant technical and professional certification from a recognised institution;
(vi) Registered with a relevant professional body (where applicable).
(vii) Valid practising licence from the relevant professional body (where applicable).
(viii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.
(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(x) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICERS APPENDIX "A"

2.29.1 ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Assisting in the recruitment and selection process;
(ii) Assisting in preparation of staff induction and orientation programmes;

APPROVED BY PSC

(iii) Issuing staff identity and medical cards;
(iv) Capturing, updating and maintaining up to date human resource information database;
(v) Providing support in inputting payroll data;
(vi) Drafting routine correspondence;
(vii) Processing leave applications;
(viii) Responding to job enquiries;
(ix) Processing employee claims; and
(x) Compiling routine reports.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body.

2.29.2 ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Assisting in the recruitment and selection process;
(ii) Assisting in preparation of staff induction and orientation programmes;
(iii) Participating in planning for trainings;
(iv) Issuing staff identity and medical cards;
(v) Capturing, updating and maintaining up to date human resource information database;
(vi) Providing support in inputting payroll data;
(vii) Drafting routine correspondence;
(viii) Processing leave applications;
(ix) Responding to job enquiries;
(x) Processing employee claims;
(xi) Compiling routine reports; and
(xii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Human Resource Management Officer III or in a comparable position;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ii) Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.29.3 ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Assisting in the recruitment and selection process;
(ii) Assisting in preparation of staff induction and orientation programmes;
(iii) Participating in planning for trainings;
(iv) Issuing staff identity and medical cards;
(v) Capturing, updating and maintaining up to date human resource information database;
(vi) Providing support in inputting payroll data;
(vii) Drafting routine correspondence;
(viii) Processing leave applications;
(ix) Responding to job enquiries;
(x) Processing employee claims;
(xi) Compiling routine reports; and
(xii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Human Resource Management Officer II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.29.4 SENIOR ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Compiling the recruitment and selection data;
(ii) Assisting in preparation of staff induction and orientation programmes;

APPROVED BY PSC

(iii) Participating in planning for trainings;
(iv) Issuing staff identity and medical cards;
(v) Capturing, updating and maintaining up to date human resource information database;
(vi) Providing support in inputting payroll data;
(vii) Drafting routine correspondence;
(viii) Processing leave applications;
(ix) Responding to job enquiries;
(x) Processing employee claims;
(xi) Compiling routine reports; and
(xii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Human Resource Management Officer I, or in a comparable position;
(ii) Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.29.5 SENIOR ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Validating the accuracy of payroll data;
(ii) Processing employee recruitment, promotion and exit documents;
(iii) Coordinating processing of leave applications;
(iv) Verifying and updating employees' biodata;
(v) Ensuring sick sheets and sick offs are verified;
(vi) Coordinating drafting and verification of routine correspondences;
(vii) Ensuring regular updating of Statutory records;
(viii) Maintaining a human resource database;
(ix) Collating and analysing training applications;
(x) Analysing data on work environment and employees' satisfaction surveys;
(xi) Maintaining Human Resource Information System (HRIS);
(xii) Complying with regulatory requirements and ethical standards relating to human resource;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(xiii) Supervising assigned staff; and
(xiv) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Human Resource Management Officer II, or in a comparable position;
(ii) Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body;
(iii) Higher Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body;
(iv) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

HUMAN RESOURCE MANAGEMENT OFFICER APPENDIX 'B'

2.29.6 HUMAN RESOURCE MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Capturing and inputting data in the HR system;
(ii) Compiling and updating employees' records;
(iii) Inputting payroll data;
(iv) Processing leave applications;
(v) Compiling routine reports;
(vi) Processing employee claims;
(vii) Processing employee recruitment, promotion and exit documents;
(viii) Verifying and updating employees' biodata;
(ix) Verifying sick sheets and sick offs;
(x) Updating Statutory records;
(xi) Verifying staff claims;
(xii) Maintaining Human Resource Information System (HRIS); and

SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(xiii) Complying with regulatory requirements and ethical standards relating to human resources.
(xiv) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognised and accredited institution.

2.29.7 HUMAN RESOURCE MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing workplace health and safety;
(ii) Administering compensation and benefit scheme;
(iii) Preparing notices and advertisement for vacant staff position;
(iv) Capturing and updating payroll and complement control data;
(v) Compiling information relating to recruitment, appointment and transfers;
(vi) Implementing human resource management policies, regulations, procedures and systems;
(vii) Preparing human resource reports;
(viii) Implementing human resource decisions within existing rules, regulations and procedure;
(ix) Coordinating training programmes;
(x) Updating human resource database;
(xi) Conducting staff induction and orientation; and
(xii) Complying with Human Resource statutory and regulatory requirements.
(xiii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Human Resource Management Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095-00100 NAIROBI

2.29.8 SENIOR HUMAN RESOURCE MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Verifying information relating to recruitment, appointment and transfers;
(ii) Interpreting and implementing human resource management policies, regulations, procedures and systems;
(iii) Compiling human resource reports;
(iv) Preparing cases for review by Management Advisory Committee;
(v) Implementing human resource decisions within existing rules, regulations and procedure;
(vi) Verifying payroll and complement control data;
(vii) Processing pension payments;
(viii) Compiling training projections, programmes and plans;
(ix) Maintaining human resource database;
(x) Carrying out staff welfare management;
(xi) Implementing workplace health and safety; and
(xii) Complying with Human Resource statutory and regulatory requirements.
(xiii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Human Resource Management Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body;
(v) Valid practising licence from the relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.29.9 SENIOR HUMAN RESOURCE MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and collating information to inform human resource management and development policies in the university;
(ii) Analysing utilisation of human resources in the organisation;
(iii) Preparing training projections and plans;

APPROVED BY PSC

(iv) Implementing training plans and programmes based on identified needs;
(v) Preparing personal emolument budget;
(vi) Developing and maintaining human resource database;
(vii) Participating in staff recruitments, appointments, selection process, transfers and discipline;
(viii) Implementing performance appraisal process;
(ix) Implementing human resource plans;
(x) Coordinating industrial relations and staff welfare;
(xi) Implementing training and development programmes; and
(xii) Complying with Human Resource statutory and regulatory requirements.
(xiii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Human Resource Management Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body;
(vi) Valid practising licence from the relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

2.29.10 ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
(ii) Developing, implementation and reviewing human resource policies, procedures, standards and regulations;
(iii) Undertaking staff establishment and career planning;
(iv) Identifying, designing and coordinating the implementation of training programmes;
(v) Providing guidance on development and updating of the human resource database;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(vi) Monitoring the implementation of training and human resource development plans;
(vii) Preparing Personnel Emolument Budget for the University;
(viii) Updating and maintaining skills inventory;
(ix) Participating in the development of knowledge management;
(x) Analysing impact of human resource policies on performance;
(xi) Coordinating performance management;
(xii) Overseeing development and maintenance of human resource database;
(xiii) Implementing and reviewing human resource plans;
(xiv) Coordinating industrial relations and staff welfare;
(xv) Providing advice to staff on pay and benefit system;
(xvi) Ensuring compliance with statutory and regulatory requirements relating to Human Resource; and
(xvii) Coordinating quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be at the grade of Senior Human Resource Management Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered with a relevant professional body;
(vii) Valid practising licence from the relevant professional body; and
(viii) Demonstrated merit, ability and leadership as reflected in work performance and results.

2.29.11 DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT SERVICES, GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
(ii) Planning, organising, coordinating and administering all human resource and administration activities in the university;

APPROVED BY PSC
SECRETARY/ CEO PUBLIC SERVICE COMMISSION P. O. Box 30095 - 00100 NAIROBI

(iii) Coordinating the development and review of human resource and administration policies, rules and regulations;
(iv) Coordinating development of human resource plans and strategies;
(v) Monitoring and coordinating implementation of human resource management policies, rules and regulations;
(vi) Coordinating the preparation of Personnel Emolument Budget for the University;
(vii) Establishing skills inventory;
(viii) Developing knowledge management policy for the university;
(ix) Developing and institutionalising performance management;
(x) Advising on human resource planning and succession management;
(xi) Advising on career development and review of Career Guidelines;
(xii) Coordinating organisational development and job reviews;
(xiii) Interpreting labour laws and other statutes that impact on human resource in the organisation;
(xiv) Monitoring industrial relations and staff welfare;
(xv) Coordinating the development and implementation of human resource management system;
(xvi) Preparing budget allocation and optimal utilisation of training resources and opportunities;
(xvii) Advising on review of terms and conditions of service;
(xviii) Ensuring proper utilisation of human resources in the organisation and advising on proper deployment;
(xix) Ensuring compliance with all the statutory and regulatory requirements relating to Human Resource and Administration;
(xx) Coordinating quality management and performance contracting processes; and
(xxi) Mentoring and coaching of staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at Assistant Director, Human Resource Management Services or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered with a relevant professional body;
(vii) Valid practising licence from the relevant professional body; and
(viii) Demonstrated merit, ability and leadership as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.29.12 DIRECTOR, HUMAN RESOURCE MANAGEMENT SERVICES GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing staff recruitments, appointments, selection, promotion, transfers, discipline and separation;
(ii) Overseeing payroll and salary administration;
(iii) Participating in the development and review of human resource and administration policies, rules and regulations;
(iv) Spearheading the development of human resource plans and strategies;
(v) Leading the institution's performance management process;
(vi) Advising on human resource planning and succession management;
(vii) Advising on career development and review of Career Guidelines;
(viii) Interpreting labour laws and other statutes that impact on human resource in the organisation;
(ix) Overseeing industrial relations and staff welfare;
(x) Spearheading the development and implementation of human resource management system;
(xi) Spearheading the budgeting, process for the university;
(xii) Reviewing terms and conditions of service;
(xiii) Ensuring proper utilisation of human resources in the institution and advising on proper deployment;
(xiv) Overseeing the quality management and performance contracting processes;
(xv) Ensuring safe custody and maintenance personnel and other records;
(xvi) Providing Secretariat services to committees of University Management Board; and
(xvii) Coaching, mentoring and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should be at Deputy Director, Human Resource Management Services or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Industrial Relations or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; or equivalent qualification from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(vi) Registered with a relevant professional body;
(vii) Valid practising licence from the relevant professional body; and
(viii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in human resource functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.30 CAREER GUIDELINE FOR RECORDS MANAGEMENT PERSONNEL

(a) Job Purpose

The Records Management Officers are responsible for ensuring the flow of documents and safety of records.

(b) Functions

The Record Management personnel functions will be to: -

(i) Maintain records management systems;
(ii) Store and maintain files and records;
(iii) Receipt and dispatch of mail;
(iv) Sort and classify documents for filing;
(v) Update and maintain personnel records and file indexes;
(vi) Open confidential and secret files;
(vii) Ensure security of information and records; and
(viii) Liaise with relevant Government agencies on appraisal and disposal of dormant documents and files.

(c) Grading Structure

The Career Guidelines establishes five (5) grades of Records Management Assistant and five (5) grades of Records Management Officers who will be designated and graded as follows:

ASSISTANT RECORDS MANAGEMENT OFFICERS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Records Management Assistant III/II/I		Assistant Records Management Officer III	11
Senior Records Management Assistant		Assistant Records Management Officer II	10
		Assistant Records Management Officer I	9
		Senior Assistant Records Management Officer II	8
		Senior Assistant Records Management Officer I	7

APPROVED BY PSC

RECORDS MANAGEMENT OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Records Management Officer III/II	8/9	Records Management Officer II	10
Records Management Officer I	10	Records Management Officer I	9
Senior Records Management Officer III	11	Senior Records Management Officer	8
…… ……..		Principal Records Management Officer	7
…… …….		Assistant Director, Records Management	6

Note: *The grades of Assistant Records Management Officer III/II, Job Grade 11/10 for Diploma holders and the grades of Records Management Officer II/I, Job Grade 10/9 for Degree holders will form common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

The following are the recognised qualification for the purposed of this career guideline: -

(i) Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body;

(ii) Higher Diploma in any of the following disciplines: - Human Resource Management/Development; Industrial Relations; Business Management; Business Administration or equivalent qualification from an accredited examination body;

(iii) Bachelor's degree in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualifications from a recognised and accredited institution.

(iv) Master's degree in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualifications from a recognised and accredited institution.

(v) Relevant technical and professional certification from a recognised institution;

(vi) Registered with a relevant professional body (where applicable).

(vii) Valid practising licence from the relevant professional body (where applicable).

(viii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.

(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.

APPROVED BY PSC

(x) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

ASSISTANT RECORDS MANAGEMENT OFFICERS APPENDIX "A"

2.30.1 ASSISTANT RECORDS MANAGEMENT OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Receiving, opening, sorting and recording mails;
(ii) Opening and labelling files;
(iii) Dispatching mails and maintaining related registers;
(iv) Ensuring security of files and documents;
(v) Redressing of files;
(vi) Ensuring proper handling of documents;
(vii) Filing of correspondences to respective files;
(viii) Implementing policies and procedures on records management; and
(ix) Implementing disposal schedules and disposing closed files in accordance with relevant government regulations.

(b) Job Specifications

For appointment to this grade, a candidate must have:

(i) Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body.

2.30.2 ASSISTANT RECORDS MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Receiving, opening, sorting and recording mails;

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. BOX 30095 - 00100
NAIROBI

(ii) Opening and labelling files;
(iii) Dispatching mails and maintaining related registers;
(iv) Ensuring security of files and documents;
(v) Redressing of files;
(vi) Ensuring proper handling of documents;
(vii) Bringing-up pending correspondence;
(viii) Updating Record Information database;
(ix) Implementing policies and procedures on records management; and
(x) Implementing disposal schedules and disposing closed files in accordance with relevant government regulations.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Records Management Officer III or in a comparable position;
(ii) Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.30.3 ASSISTANT RECORDS MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Dispatching mails and maintaining related registers;
(ii) Ensuring security of files and documents;
(iii) Redressing of files;
(iv) Ensuring proper handling of documents;
(v) Bringing-up pending correspondence;
(vi) Updating Record Information database;
(vii) Implementing policies and procedures on records management; and
(viii) Implementing disposal schedules and disposing closed files in accordance with relevant Government regulations.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be in the grade of Assistant Records Management Officer II or in a comparable position;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ii) Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.30.4 SENIOR ASSISTANT RECORDS MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Ensuring mails are dispatched and register maintained;
(ii) Ensuring security of files and documents;
(iii) Redressing of files;
(iv) Ensuring proper handling of documents;
(v) Bringing-up pending correspondence;
(vi) Maintaining Record Information System;
(vii) Implementing policies and procedures on records management; and
(viii) Implementing disposal schedules and disposing closed files in accordance with relevant Government regulations.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be in the grade of Assistant Records Management Officer I, or in a comparable position;
(ii) Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body;
(iii) Higher National Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.30.5 SENIOR ASSISTANT RECORDS MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating receiving, sorting, opening and dispatching of mails and related registers are maintained;

APPROVED BY PSC

(ii) Ensuring security of files and documents;
(iii) Redressing of files;
(iv) Ensuring proper handling of documents;
(v) Bringing-up pending correspondence;
(vi) Implementing policies and procedures on records management;
(vii) Implementing disposal schedules and disposing closed files in accordance with relevant Government regulations.
(viii) Maintaining Record Information System;
(ix) Supervising assigned staff; and
(x) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be in the grade of Senior Assistant Records Management Officer II or in a comparable position;
(ii) Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body;
(iii) Higher National Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable).
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.30.6 RECORDS MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Checking and taking appropriate action on pending correspondence and bring-ups;

(ii) Preparing indexes, classified descriptive lists, location guides and inventory lists;
(iii) Implementing policies and procedures on records management;
(iv) Preserving and controlling records;
(v) Maintaining databases for control and retrieval of records;
(vi) Receiving, sorting, opening and dispatching of mails and maintaining related registers;
(vii) Participating in proper storage, custody and preservation of archives;
(viii) Ensuring security of information, documents, files and office equipment;
(ix) Initiating appraisal and disposal of files and document; and
(x) Weeding of ephemeral records.

(b) Job Specifications

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

(i) Bachelor's degree in any of the following disciplines: - Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognised and accredited institution.

2.30.7 RECORDS MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Checking and taking appropriate action on pending correspondence and bring-ups;
(ii) Preparing indexes, classified descriptive lists, location guides and inventory lists;
(iii) Implementing policies and procedures on records management;
(iv) Developing classification scheme;
(v) Preserving and controlling records;
(vi) Maintaining databases for control and retrieval of records;
(vii) Receiving, sorting, opening and dispatching of mails and maintaining related registers;
(viii) Participating in proper storage, custody and preservation of archives;
(ix) Ensuring security of information, documents, files and office equipment;
(x) Initiating appraisal and disposal of files and document; and
(xi) Weeding of ephemeral records.

(b) Job Specifications

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

APPROVED BY PSC

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Records Management Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.30.8 SENIOR RECORDS MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing and reviewing policies and procedures on records management;
(ii) Advising on care, preservation and control of records;
(iii) Developing mail management procedures, file classification and indexing;
(iv) Organising and streamlining registry operations;
(v) Creating and maintaining databases for control and retrieval of records;
(vi) Ensuring receiving, sorting, opening and dispatching of mails and related registers are maintained;
(vii) Ensuring pending correspondence and bring-ups are checked and appropriate action taken;
(viii) Supervising proper storage, custody and preservation of archives;
(ix) Ensuring security of information, documents, files and office equipment;
(x) Coordinating maintenance of files, records and registry;
(xi) Appraising and disposing of files and document in liaison with National Archives and Documentation Services;
(xii) Transferring records to the national archives and documentation centre;
(xiii) Participating in quality management and performance contracting processes; and
(xiv) Preparing work plans, and budget estimates for the unit.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Records Management Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.30.9 SENIOR RECORDS MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing and reviewing policies and procedures on records management;
(ii) Advising on care, preservation and control of records;
(iii) Developing mail management procedures, file classification and indexing;
(iv) Organising and streamlining registry operations;
(v) Creating and maintaining databases for control and retrieval of records;
(vi) Ensuring receiving, sorting, opening and dispatching of mails and related registers are maintained;
(vii) Ensuring pending correspondence and bring-ups are checked and appropriate action taken;
(viii) Overseeing proper storage, custody and preservation of archives;
(ix) Ensuring security of information, documents, files and office equipment;
(x) Overseeing maintenance of files, records and registry;
(xi) Appraising and disposing of files and document in liaison with National Archives and Documentation Services;
(xii) Transferring records to the national archives and documentation centre;
(xiii) Participating in quality management and performance contracting processes; and
(xiv) Coordinating preparation work plans, and budget estimates for the unit.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Records Management Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.30.10 ASSISTANT DIRECTOR, RECORDS MANAGEMENT, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC

(i) Coordinating the development and review of policies and procedures on records management;
(ii) Advising on care, preservation and control of records;
(iii) Spearheading registry operations;
(iv) Custodian of Record Management System;
(v) Ensuring receiving, sorting, opening and dispatching of mails and related registers are maintained;
(vi) Overseeing proper storage, custody and preservation of archives;
(vii) Ensuring security of information, documents, files and office equipment;
(viii) Overseeing maintenance of files, records and registry;
(ix) Appraising and disposing of files and document in liaison with National Archives and Documentation Services;
(x) Transferring records to the national archives and documentation centre;
(xi) Overseeing the preparation of work plans and budget estimates for the unit;
(xii) Participating in quality management and performance contracting processes; and
(xiii) Mentoring, Coaching and supervising staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Records Management Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered with a relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.31 CAREER GUIDELINES FOR CLERICAL OFFICERS

(a) Job Purpose

The cadre is responsible for undertaking clerical operations which include front office desk activities and provision of support in processing, issuing, filing and dispatch of documents in such areas as Human Resource, Registry, Supply Chain Management, Finance or Academic and Administrative Services.

(b) Functions

The Clerical functions will be to: -

(i) Compile, collate and analyse data.
(ii) Assist in digitising records.
(iii) Implement decisions by relevant committees.
(iv) Maintain stores, records and equipment inventory.
(v) Assist in the preparation of the general office services expenditure.
(vi) Assist in planning office accommodation and layout.
(vii) Prepare estimate for expenditure on general office services;
(viii) Process documents for issue of licences or certificates under relevant acts.
(ix) Prepare and maintain records and ensure proper maintenance of the filing system.
(x) Printing and binding documents.
(xi) Processing documents.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Clerical Officers who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Clerical Officer III	3	Clerical Officer III	13
Clerical Officer II	4		
Clerical Officer I	5	Clerical Officer II	12
Senior Clerical Officer	6/7	Clerical Officer I	11
……	…….	Senior Clerical Officer	10

Note: *The grade of Clerical Officer III/II grade 13/11 for Certificate Holders, will form a common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

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

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or equivalent qualification from a recognised institution.

APPROVED BY PSC

(ii) Certificate in a relevant area lasting not less than six (6) months from an accredited institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.31.1 CLERICAL OFFICER III, GRADE 13

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Sorting, filing and dispatching letters;
(ii) Maintaining an efficient filing system;
(iii) Assisting in compiling, collating data;
(iv) Assisting in digitising of records;
(v) Maintaining stores, records and equipment inventory;
(vi) Assisting in planning office accommodation and layout;
(vii) Printing and binding documents; and
(viii) Assisting in preparing documents.

(b) Job Specifications

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

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or equivalent qualification from a recognised institution.

2.31.2 CLERICAL OFFICER II, GRADE 12

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Sorting, filing and dispatching letters;
(ii) Maintaining an efficient filing system;
(iii) Compiling, collating and participating in analysing data;
(iv) Assisting in digitising of records;
(v) Implementing decisions by relevant committees;
(vi) Maintaining stores, records and equipment inventory;
(vii) Planning office accommodation and layout;
(viii) Printing and binding documents;
(ix) Assisting in preparing estimates for expenditure on general office services; and
(x) Preparing documents.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Clerical Officer III or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or equivalent qualification from a recognised institution;
(iii) Certificate in a relevant area lasting not less than six (6) months from an accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.31.3 CLERICAL OFFICER I, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Sorting, filing and dispatching letters;
(ii) Maintaining an efficient filing system;
(iii) Analysing data;
(iv) Verifying digitised records for accuracy;
(v) Ensuring stores, records and equipment inventory are well maintained;
(vi) Implementing decisions by relevant committees;
(vii) Planning office accommodation and layout;
(viii) Coordinating printing and binding of documents;
(ix) Preparing estimates for expenditure on general office services; and
(x) Preparing documents.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Clerical Officer II or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or equivalent qualification from a recognised institution;
(iii) Certificate in a relevant area lasting not less than six (6) months from an accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.31.4 SENIOR CLERICAL OFFICER, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(i) Coordinating clerical work in a section;
(ii) Inducting newly appointed clerical officers;
(iii) Compiling and computing financial or statistical records from sources of data;
(iv) Validating compiled data and records for accuracy and reporting;
(v) Verifying digitised records for accuracy;
(vi) Ensuring implementation of decisions by relevant committees;
(vii) Processing documents;
(viii) Ensuring stores, records and equipment inventory are well maintained;
(ix) Preparing estimate for expenditure on general office services;
(x) Ensuring proper maintenance of filing system; and
(xi) Coaching and mentoring clerical staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Clerical Officer I or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or equivalent qualification from a recognised institution;
(iii) Certificate in a relevant area lasting not less than six (6) months from an accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.32 CAREER GUIDELINE FOR OFFICE ADMINISTRATIVE PERSONNEL

(a) Job Purpose

The cadre is responsible for managing and organising office operations and ensuring security of ordinary and confidential/classified records materials.

(b) Functions

The Office Administrative Services functions will be to: -

(i) Manage and organise office records and documents;
(ii) Take oral dictation;
(iii) Process data;
(iv) Operate office equipment;
(v) Attend to visitors/clients;
(vi) Handle telephone calls and appointments;
(vii) Maintain office diary and travel itineraries;
(viii) Ensure security of office records, equipment and documents including classified materials;
(ix) Prepare responses to simple routine correspondence;
(x) Establish and monitor procedures for record keeping of correspondence and file movements;
(xi) Ensure security, integrity and confidentiality of data; and
(xii) Manage office protocol and etiquette.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Office Administrative Assistant, and four (4) grades of Office Administrators who will be designated and graded as follows: -

OFFICE ADMINISTRATIVE ASSISTANT APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Office Administrator III	5	Assistant Office Administrator III	11
Assistant Office Administrator I	6		
	7	Assistant Office Administrator II	10
	8	Assistant Office Administrator I	9
		Senior Assistant Office Administrator II	8
…….	…..	Senior Assistant Office Administrator I	7

APPROVED BY PSC

OFFICE ADMINISTRATORS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Office Administrator III/II	7	Office Administrator II	10
Office Administrator I	8	Office Administrator I	9
Senior Office Administrator III	9	Senior Office Administrator II	8
Senior Office Administrator II	10	Senior Office Administrator I	7

Note: *The grades of Assistant Office Administrator III/II, Job* Grade *11/10 for diploma holders and the grades of Office Administrator II/I, Job* Grade *10/9 for degree holders will form common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

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

(i) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution;
(ii) Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution.
(iii) Bachelor's degree in any of the following disciplines: Secretarial Studies, Business Office Management or equivalent qualifications from a recognised and accredited institution.
(iv) Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council.
(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognised and accredited institution.
(vi) Certificate in Secretarial Management Course lasting not less than four (4) weeks from a recognised and accredited institution.
(vii) Certificate in Management course lasting not less than four (4) weeks from a recognised and accredited institution.
(viii) Registered with a relevant professional body (where applicable).

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

OFFICE ADMINISTRATIVE ASSISTANTS APPENDIX "A"

2.32.1 ASSISTANT OFFICE ADMINISTRATOR III, JOB GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under

APPROVED BY PSC

the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Taking oral dictation;
(ii) Word and data processing;
(iii) Managing e-office;
(iv) Handling telephone calls and appointments;
(v) Ensuring security of office records, documents and equipment;
(vi) Maintaining an up-to-date filing system in the office;
(vii) Operating office equipment;
(viii) Managing office protocol;
(ix) Managing office petty cash; and
(x) Handling telephone calls and appointments.

(b) Job Specifications

For appointment to this grade a candidate must have: -

(i) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution.

2.32.2 ASSISTANT OFFICE ADMINISTRATOR II, JOB GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Taking oral dictation;
(ii) Word and data processing;
(iii) Managing e-office;
(iv) Operating office equipment;
(v) Handling telephone calls and appointments;
(vi) Attending to visitors/clients;
(vii) Maintaining office diary and travel itineraries;
(viii) Establishing and monitoring procedures for record keeping of correspondence and file movements;
(ix) Managing office petty cash;
(x) Maintaining an up-to-date filing system in the office;
(xi) Managing office protocol; and
(xii) Ensuring security of office records, equipment and documents including classified materials.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Office Administrator III or in a comparable position;
(ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.32.3 ASSISTANT OFFICE ADMINISTRATOR I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Taking oral dictation;
(ii) Word and data processing;
(iii) Managing e-office;
(iv) Operating office equipment;
(v) Handling telephone calls and appointments;
(vi) Attending to visitors/clients;
(vii) Maintaining office diary and travel itineraries;
(viii) Establishing and monitoring procedures for record keeping of correspondence and file movements;
(ix) Managing office petty cash;
(x) Maintaining an up-to-date filing system in the office;
(xi) Managing office protocol; and
(xii) Ensuring security of office records, equipment and documents including classified materials.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Office Administrator II or in a comparable position;
(ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.32.4 SENIOR ASSISTANT OFFICE ADMINISTRATOR II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Taking oral dictation;
(ii) Word and data processing;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(iii) Managing e-office;
(iv) Operating office equipment;
(v) Handling telephone calls and appointments;
(vi) Coordinating scheduling of meetings;
(vii) Attending to visitors/clients;
(viii) Maintaining office diary and travel itineraries;
(ix) Establishing and monitoring procedures for record keeping of correspondence and file movements;
(x) Preparing responses to simple routine correspondence
(xi) Maintaining an up-to-date filing system in the office;
(xii) Managing office protocol and etiquette;
(xiii) Ensuring security of office records, equipment and documents;
(xiv) Managing petty cash; and
(xv) Ensuring security, integrity and confidentiality of data.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Office Administrator I or in a comparable position;
(ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution;
(iii) Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.32.5 SENIOR ASSISTANT OFFICE ADMINISTRATOR I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Taking oral dictation;
(ii) Using e-office to research and process data;
(iii) Operating office equipment;
(iv) Attending to visitors/clients;
(v) Handling telephone calls;
(vi) Handling customer inquiries and complaints;
(vii) Coordinating schedules of meetings and appointments;
(viii) Coordinating travel arrangements;
(ix) Ensuring security of office records, equipment and documents including classified materials;
(x) Ensuring security, integrity and confidentiality of data;
(xi) Establishing and monitoring procedures for record keeping of correspondence and file movements;

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

(xii) Maintaining an up-to-date filing system in the office;
(xiii) Preparing responses to routine correspondence;
(xiv) Managing office protocol and etiquette;
(xv) Managing petty cash and any other office administrative services duties that may be assigned; and
(xvi) Mentoring and coaching assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Office Administrator I or in a comparable position;
(ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution;
(iii) Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognised and accredited institution;
(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.32.6 OFFICE ADMINISTRATOR II, JOB GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail:

(i) Taking oral dictation;
(ii) Word and data processing;
(iii) Managing e-office;
(iv) Operating office equipment;
(v) Handling telephone calls and appointments;
(vi) Maintaining office diary and travel itineraries;
(vii) Managing office protocol;
(viii) Ensuring security of office records, documents and equipment;
(ix) Maintaining an up-to-date filing system in the office;
(x) Preparing responses to routine correspondence; and
(xi) Managing office petty cash.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Bachelor's degree in any of the following disciplines: Secretarial Studies, Business Office Management or equivalent qualifications from a recognised and accredited institution.

2.32.7 OFFICE ADMINISTRATOR I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Taking oral dictation;
(ii) Using e-office to research and process data;
(iii) Operating office equipment;
(iv) Attending to visitors and clients;
(v) Handling telephone calls and appointments;
(vi) Ensuring security, integrity and confidentiality of data;
(vii) Maintaining office diary and travel itineraries;
(viii) Handling customer inquiries and complaints;
(ix) Scheduling meetings and appointments;
(x) Ensuring security of office records, equipment and documents, including classified materials;
(xi) Monitoring procedures for record keeping of correspondence and file movements;
(xii) Maintaining an up-to-date filing system in the office;
(xiii) Preparing responses to routine correspondence; and
(xiv) Managing office protocol and etiquette.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Office Administrator II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Secretarial Studies, Business Office Management or equivalent qualifications from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.32.8 SENIOR OFFICE ADMINISTRATOR II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Taking oral dictation;
(ii) Using e-office to research and process data;
(iii) Managing e-office;
(iv) Operating office equipment;
(v) Attending to visitors and clients;
(vi) Handling telephone calls;
(vii) Handling customer inquiries and complaints;
(viii) Scheduling meetings and appointments;
(ix) Ensuring security of office records, equipment and documents, including classified materials;
(x) Ensuring security, integrity and confidentiality of data;
(xi) Monitoring procedures for record keeping of correspondence and file movements;
(xii) Maintaining an up-to-date filing system in the office;
(xiii) Preparing responses to routine correspondence; and
(xiv) Managing office protocol and etiquette.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Office Administrator I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Secretarial Studies, Business Office Management or equivalent qualifications from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.32.9 SENIOR OFFICE ADMINISTRATOR I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Taking oral dictation;
(ii) Using e-office to research and process data;
(iii) Operating office equipment;
(iv) Attending to visitors and clients;
(v) Managing office protocol and etiquette;
(vi) Handling telephone calls;
(vii) Handling customer inquiries and complaints;
(viii) Coordinating scheduling meetings and appointments;
(ix) Coordinating travel arrangements;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(x) Ensuring security of office records, equipment and documents, including classified materials;
(xi) Ensuring security, integrity and confidentiality of data;
(xii) Establishing and monitoring procedures for record keeping of correspondence and file movements;
(xiii) Maintaining an up-to-date filing system in the office;
(xiv) Preparing responses to routine correspondence; and
(xv) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Office Administrator II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Secretarial Studies, Business Office Management or equivalent qualifications from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.33 CAREER GUIDELINES FOR FINANCE AND ACCOUNTING PERSONNEL

(a) Job Purpose

This cadre is responsible for ensuring prudent management of financial resources and the reporting thereof within the existing legal framework.

(b) Functions

The finance and accounting functions will be to: -

(i) Ensure the development of financial policies and regulations.
(ii) Ensure a standardised system of operations in the management of the University's finances.
(iii) Coordinate preparation of budgets and cash flow projections.
(iv) Prepare financial reports, financial statements and submit to relevant institutions in line with PFM Act.
(v) Ensure compliance with applicable financial statutory obligations and circulars.
(vi) Ensure maintenance of the University assets register.
(vii) Ensure maintenance of books of accounts and other financial records.
(viii) Ensure prudent, effective and efficient use of financial resources.
(ix) Facilitate the receiving and utilisation of resource mobilisation programmes;
(x) Set up internal controls on financial systems.
(xi) Ensure adherence to financial regulations, policies, legislations, and applicable Accounting & ISO Standards.
(xii) Collaborate with internal and external auditors.
(xiii) Ensure compliance with statutory requirements on audit.
(xiv) Implement authorised and approve payments.
(xv) Liaise with Government Agencies and other institutions on financial matters.

(c) Grading Structure

The Career Guideline establishes five (5) grades for Accounts Assistants and seven (7) grades of Finance and Accounts officers who will be graded and designated as follows: -

ACCOUNTS ASSISTANTS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Accounts Assistant III/ II	5	Accounts Assistant III	11
Accounts Assistant I	6		
Senior Accounts Assistant II	7	Accounts Assistant II	10
.....	.....	Accounts Assistant I	9
		Senior Accounts Assistant II	8

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

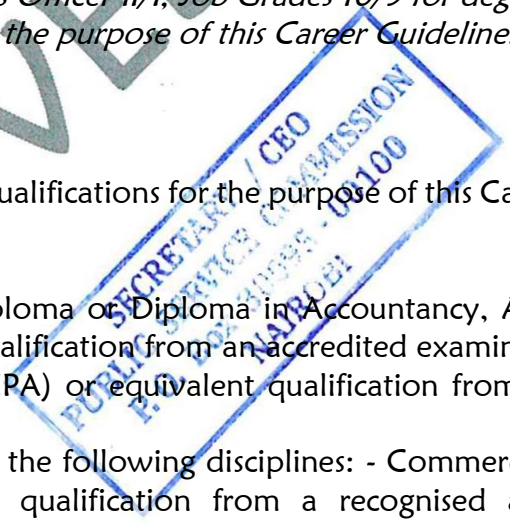
CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
……..	…….	Senior Accounts Assistant I	7

FINANCE AND ACCOUNTS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
----------	7	Finance and Accounts Officer II	10
Assistant Accountant II	8	Finance and Accounts Officer I	9
Assistant Accountant I	9	Senior Finance and Accounts Officer II	8
Accountant II	10	Senior Finance and Accounts Officer I	7
Accountant I	11		
Senior Accountant	12	Assistant, Director Finance & Accounts	6
----------	13		
Deputy Finance Officer	14	Deputy Director Finance & Accounts	5
Chief /Finance Officer	15	Director Finance & Accounts	4

Note: *The grades of Accounts Assistant III/II, Job Grades 11/10 for Diploma holders and the grades of Finance and Accounts Officer II/I, Job Grades 10/9 for degree holders will form a common establishment for the purpose of this Career Guideline.*

APPROVED BY PSC



(d) Recognised Qualifications

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

(i) Accounting Technicians Diploma or Diploma in Accountancy, Accounting and Finance or its equivalent qualification from an accredited examination body;
(ii) Certified Public Account (CPA) or equivalent qualification from an accredited examination body;
(iii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, or its equivalent qualification from a recognised and accredited institution.
(iv) Master's degree in any of the following disciplines: Commerce, Accounting, Finance, or its equivalent qualification from a recognised and accredited institution.
(v) Relevant technical and professional certification from a recognised institution;
(vi) Registered with a relevant professional body.
(vii) Valid practising licence from the relevant professional body.

(viii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.
(ix) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(x) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

ACCOUNTS ASSISTANTS APPENDIX "A"

2.33.1 ACCOUNTS ASSISTANT III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Posting of banking payments into accounting software;
(ii) Handling daily transactions for petty cash;
(iii) Preparing payment transactions;
(iv) Reconciling supplier statements as received;
(v) Entering primary data and balancing of cashbooks, imprest and advances ledgers;
(vi) Processing Imprest /travel advances and following up on surrenders; and
(vii) Preparing and filling records on payments/Cash receipts.

(b) Job Specifications

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

(i) Accounting Technicians Diploma or Diploma in Accountancy, Accounting and Finance or its equivalent qualification from an accredited examination body.

2.33.2 ACCOUNTS ASSISTANT II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Posting of banking payments;
(ii) Handling daily transactions for petty cash;
(iii) Receiving and making payment;
(iv) Preparing payment transactions;
(v) Reconciling supplier statements as received;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(vi) Entering primary data and balancing of cash books, imprest and advances ledgers;
(vii) Processing Imprest /travel advances and following up on surrenders;
(viii) Writing Cheques and posting payments and receipting vouchers in cash books; and
(ix) Preparing and filling records on payments/Cash receipts.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Accounts Assistant III or in a comparable position;
(ii) Accounting Technicians Diploma or Diploma in Accountancy, Accounting and Finance or its equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.33.3 ACCOUNTS ASSISTANT I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Posting of banking payments;
(ii) Handling daily transactions for petty cash;
(iii) Receiving and making payment;
(iv) Preparing payment transactions;
(v) Reconciling supplier statements as received;
(vi) Entering primary data and balancing of cash books, imprest and advances ledgers;
(vii) Processing Imprest /travel advances and following up on surrenders;
(viii) Writing Cheques and posting payments and receipting vouchers in cash books; and
(ix) Preparing and filling records on payments/Cash receipts.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Accounts Assistant II or in a comparable position;
(ii) Accounting Technicians Diploma or Diploma in Accountancy, Accounting and Finance or its equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 00100
NAIROBI

2.33.4 SENIOR ACCOUNTS ASSISTANT II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Posting of banking payments;
(ii) Receiving and making payment;
(iii) Verifying payment transactions and bank transfers;
(iv) Reviewing supplier statements;
(v) Entering primary data and balancing of cashbooks, imprest and advances ledgers;
(vi) participating in bank reconciliation;
(vii) Processing Imprest/travel advances and following up on surrenders;
(viii) Writing Cheques and posting payments and receipting vouchers in cash books;
(ix) Filling records on payments/Cash receipts; and
(x) Filing returns.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Accounts Assistant I or in a comparable position;
(ii) Accounting Technicians Diploma or Diploma in Accountancy, Accounting and Finance or its equivalent qualification from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.33.5 SENIOR ACCOUNTS ASSISTANT I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Preparing tax and statutory payments and returns;
(ii) Receiving and making payment;
(iii) Assisting in the processing of payroll;
(iv) Processing general journals and maintaining the general ledger;
(v) Maintaining asset register;
(vi) Posting of banking payments;
(vii) Verifying payment transactions and bank transfers;
(viii) Reviewing supplier statements;
(ix) Handling accruals and prepayments;
(x) Providing safe custody of records and assets;
(xi) Preparing bank reconciliation statements;
(xii) Processing Imprest /travel advances and following up on surrenders;
(xiii) Filling records on payments/Cash receipts;
(xiv) Participating in quality management and performance contracting processes.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(xv) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Accounts Assistant II or in a comparable position;
(ii) Accounting Technicians Diploma or Diploma in Accountancy, Accounting and Finance or its equivalent qualification from an accredited examination body;
(iii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

FINANCE AND ACCOUNTS OFFICERS **APPENDIX 'B'**

2.33.6 FINANCE AND ACCOUNTS OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated officer. An officer may be deployed to Finance or Accounting departments and the Duties and Responsibilities at this level will entail: -

(i) Preparing and reviewing periodic expenditure returns;
(ii) Maintaining the general ledger;
(iii) Assisting in tax accounting and remitting statutory deductions;
(iv) Keeping safe custody of payments and journal vouchers;
(v) Processing payments and other disbursements;
(vi) Issuing demand notes and following delinquent accounts;
(vii) Maintaining asset registers;
(viii) Preparing payment vouchers;
(ix) Preparing bank reconciliation statements;
(x) Reconciling students' accounts;
(xi) Preparing customer invoices for the services rendered; and
(xii) Undertaking regular banking.

(b) Job Specifications

For appointment to this grade, a candidate must have:

APPROVED BY PSC

(i) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, or its equivalent qualification from a recognised and accredited institution;
(ii) Certified Public Accountant Part I or equivalent qualification from an accredited examination body.

2.33.7 FINANCE AND ACCOUNTS OFFICER I, GRADE 9

(a) Job Descriptions

An officer may be deployed to Finance or Accounting departments and the Duties and Responsibilities at this level will entail: -

(i) Preparing and reviewing periodic expenditure returns;
(ii) Maintaining the general ledger;
(iii) Assisting in tax accounting and remitting statutory deductions;
(iv) Keeping safe custody of payments and journal vouchers;
(v) Checking and processing contract payments and other disbursements;
(vi) Issuing demand notes and following delinquent accounts;
(vii) Maintaining asset registers;
(viii) Preparing payment vouchers;
(ix) Preparing bank reconciliation statements;
(x) Ascertaining accuracy of HELB returns and updating students' details;
(xi) Reconciling students' accounts;
(xii) Preparing customer invoices for the services rendered;
(xiii) Undertaking regular banking; and
(xiv) Participating in quality management and performance contracting processes.

(b) Job Specifications

For appointment to this grade, an Officer must have:

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Finance and Accounts Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, or its equivalent qualification from a recognised and accredited institution;
(iii) Certified Public Accountant Part II or equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.33.8 SENIOR FINANCE AND ACCOUNTS OFFICER II, GRADE 8

(a) Job Descriptions

An officer may be deployed to Finance or Accounting departments and the Duties and Responsibilities at this level will entail: -

(i) Implementing accounting policies, strategies, regulations, guidelines and procedures;
(ii) Preparing financial Statements and Accounts;
(iii) Verifying payment vouchers;
(iv) Verifying bank reconciliation statements;
(v) Reviewing and recommending modifications of accounting systems and procedures;
(vi) Collaborating with internal and external auditors to ensure compliance with statutory requirements on audit;
(vii) Participating in financial standards setting and forecast process;
(viii) Preparing and submitting daily bank balances for monitoring;
(ix) Issuing cheque books to the cashier responsible for writing/raising cheques to ensure cheque book serial numbers are consistently followed;
(x) Updating vote heads for various Departments;
(xi) Maintaining asset register;
(xii) Developing the departmental work plans; and
(xiii) Participating in quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Finance and Accounts Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance or its equivalent qualification from a recognised and accredited institution;
(iii) Certified Public Accountant (K) or equivalent qualification from an accredited examination body;
(iv) Registered with a relevant professional body; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.33.9 SENIOR FINANCE AND ACCOUNTS OFFICER I, GRADE 7

(a) Job Descriptions

An officer may be deployed to Finance or Accounting departments and the Duties and Responsibilities at this level will entail: -

APPROVED BY PSC

(i) Implementing accounting policies, strategies, regulations, guidelines and procedures;
(ii) Coordinating management accounting and preparation of financial statements and Accounts;
(iii) Ensuring implementation of financial controls and regulations;
(iv) Authorising payments within the prescribed limits;
(v) Coordinating preparation of financial and accounting work plans and budgets;
(vi) Ensuring consolidation of cash flow projections;
(vii) Ensuring timely provision of accounting financial reports;
(viii) Compiling and maintaining inventory of all bank accounts and approved signatures;
(ix) Interpreting financial policies, regulations and procedures;
(x) Ensuring invoicing and accounting of university services;
(xi) Maintaining and updating of accounting records;
(xii) Reconciling creditors, and debtors' accounts;
(xiii) Validating monthly bank reconciliations statements;
(xiv) Ensuring that all payments are within the approved University budgetary provisions;
(xv) Monitoring and reviewing of inventory transactions;
(xvi) Updating vote heads for various Departments;
(xvii) Preparing budget estimates for the university;
(xviii) Developing the departmental work plans;
(xix) Participating in quality management and performance contracting processes; and
(xx) Maintaining asset register.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Finance and Accounts Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance or its equivalent qualification from a recognised and accredited institution;
(iii) Certified Public Accountant (K) or equivalent qualification from an accredited examination body;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Valid practising licence from the relevant professional body;
(vi) Registered with a relevant professional body; and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.33.10 ASSISTANT DIRECTOR, FINANCE AND ACCOUNTS, GRADE 6

(a) Job Descriptions

An officer may be deployed to Finance or Accounting departments and the Duties and Responsibilities at this level will entail: -

(i) Developing accounting policies, strategies, regulations, guidelines and procedures.
(ii) Coordinating the preparation of accounting and financial statements;
(iii) Authorising payments;
(iv) Coordinating the development of the departmental work plans;
(v) Reviewing management reports and advising management of the finance performance of the University;
(vi) Validating and approving administration of all tax and statutory compliance issues and effective management of payroll;
(vii) Ensuring accurate and timely payments of goods, works and services;
(viii) Verifying periodic reports for submission to the National Treasury;
(ix) Ensuring adherence to the approved budget to prevent overspending in votes;
(x) Liaising with the Academic Division to ensure that students are properly invoiced and fee collection is done at the right time to avoid interruption of student learning time;
(xi) Validating monthly bank reconciliations statements, trial balance and other reports;
(xii) Implementing quality management system procedures in the department for conformity and efficiency;
(xiii) Coordinating quality management and performance contracting processes; and
(xiv) Verifying budget estimates for the university.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Finance and Accounts Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Commerce, Accounting, Finance or equivalent qualification from a recognised and accredited institution;
(iv) Certified Public Accountant (K) or equivalent qualification from an accredited examination body;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Valid practising licence from the relevant professional body;
(vii) Registered with a relevant professional body; and
(viii) Demonstrated merit, ability and leadership as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.33.11 DEPUTY DIRECTOR, FINANCE AND ACCOUNTS, GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the development of accounting policies, strategies, regulations, guidelines and procedures.
(ii) Coordinating the preparation of annual financial statements;
(iii) Authorising payments;
(iv) Coordinating the development and monitoring the departmental work plans;
(v) Reviewing management reports and advising management of the finance performance of the University;
(vi) Validating and approving administration of all tax and statutory compliance issues and effective management of payroll;
(vii) Ensuring accurate and timely payments of goods, works and services;
(viii) Reviewing periodic reports for submission to The National Treasury.
(ix) Ensuring adherence to the approved budget to prevent overspending in votes;
(x) Approving monthly bank reconciliations statements;
(xi) Facilitating resource mobilisation programmes;
(xii) Coordinating the implementation quality management procedures and performance contracting processes;
(xiii) Coordinating the preparation of budget for the University;
(xiv) Facilitating responses to audit queries; and
(xv) Mentoring and coaching of staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been in Assistant Director, Finance and Accounts or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Commerce, Accounting, Finance or equivalent qualification from a recognised and accredited institution;
(iv) Certified Public Accountant Part (K) or equivalent qualification from an accredited examination body;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Valid practising licence from the relevant professional body;
(vii) Registered with a relevant professional body; and
(viii) Demonstrated merit, ability and leadership as reflected in work performance and results.

APPROVED BY PSC

2.33.12 DIRECTOR, FINANCE AND ACCOUNTS, GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing the development of accounting policies, strategies, regulations, guidelines and procedures.
(ii) Overseeing the management of University's revenues and expenditures;
(iii) Authorising payments;
(iv) Monitoring and ensuring timely preparation of management and statutory financial reports;
(v) Spearheading the development and monitoring the departmental work plans;
(vi) Reviewing management reports and advising management of the finance performance of the University;
(vii) Ensuring timely payments of goods, works and services;
(viii) Ensuring adherence with financial regulations, standards, circulars, and procedures;
(ix) Approving Financial reports for submission to The National Treasury.
(x) Ensuring adherence to the approved budget to prevent overspending in votes;
(xi) Approving monthly bank reconciliations statements, trial balance and other reports;
(xii) Spearheading the implementation quality management procedures and performance contracting processes;
(xiii) Leading the preparation of budget for the university;
(xiv) Maintaining an inventory of all University bank accounts;
(xv) Ensuring prudent management of university funds;
(xvi) Facilitating resource mobilisation programmes;
(xvii) Facilitating responses to audit queries; and
(xviii) Mentoring and coaching staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been in Deputy Director, Finance and Accounts or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, Business Management, Business Administration or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Commerce, Accounting, Finance, Business Management, Business Administration or equivalent qualification from a recognised and accredited institution;
(iv) Certified Public Accountant Part (K) or equivalent qualification from an accredited examination body;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box ... - 00100
NAIROBI

(vi) Valid practising licence from the relevant professional body;
(vii) Registered with a relevant professional body; and
(viii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in finance and accounting functions.

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.34 CAREER GUIDELINES FOR SUPPLY CHAIN MANAGEMENT PERSONNEL

(a) Job Purpose

The cadre is responsible for procurement of goods, works and services; evaluation of supplier performance, vendor management, safe storage and disposal of assets in accordance with the provisions of Public Procurement and Asset Disposal Act, 2015 and related laws and regulations.

(b) Functions

The supply chain management functions will be to: -

(i) Formulate and review procurement policies, strategies, regulations and procedures.
(ii) Purchase and control of materials.
(iii) Ensure proper interpretation of procurement policies, regulations and procedures.
(iv) Prepare and implement the Procurement manual and templates.
(v) Undertake periodic valuation of the University's assets.
(vi) Initiate disposal of unserviceable, obsolete and surplus stores and equipment.
(vii) Monitor and evaluate suppliers' performance.
(viii) Undertake market research and surveys of goods and services.
(ix) Negotiate major procurement contracts.
(x) Supply goods, services and works.
(xi) Ensure compliance with the Public Procurement Law.

(c) Grading Structure

This Career Guideline establishes five (5) grades for Assistant Supply Chain Management Officers, and seven (7) grades for Supply Chain Management Officers who will be graded and designated as follows: -

ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICERS **APPENDIX "A"**

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Supply Chain Management Assistant III/II/I	5	Assistant Supply Chain Management Officer III	11
Senior Supply Chain Management Assistant	6		
		Assistant Supply Chain Management Officer II	10
.....	.....	Assistant Supply Chain Management Officer I	9
.....	.....	Assistant Senior Supply Chain Management Officer II	8

APPROVED BY PSC

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
.....	.....	Assistant Senior Supply Chain Management Officer I	7

SUPPLY CHAIN MANAGEMENT OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Supply Chain Management Officer III/II	7	Supply Chain Management Officer II	10
Senior Supply Chain Management Officer I	8	Supply Chain Management Officer I	9
Senior Supply Chain Management Officer III	9	Senior Supply Chain Management Officer II	8
Senior Supply Chain Management Officer II	10	Senior Supply Chain Management Officer I	7
Deputy Supply Chain Management Officer I	11		
Chief Supply Chain Management	12	Assistant Director, Supply Chain Management	6
		Deputy Director, Supply Chain Management	5

Note: *The grades of, Assistant Supply Chain Management Officers Job 11/10 for diploma holders and Supply Chain Management Officer II/I, Job 10/9 for degree holders will form common establishment for the purpose of this Career Guideline.*

APPROVED BY PSC

SECRETARY TO THE COMMISSION PUBLIC SERVICE COMMISSION P.O. BOX 70963 - 00100 NAIROBI

(d) Recognised Qualifications

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

(i) Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognised and accredited institution.

(ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution.

(iii) Master's degree in any of the following disciplines: - Supply Chain Management, Logistics and Supply Chain Management, Procurement, Business Administration

(Supplies Chain Management Option), Commerce (Supply Chain Management Option) or equivalent qualification from a recognised and accredited institution.

(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with relevant professional bodies (where applicable).
(vi) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised and accredited institution.
(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution.
(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICERS APPENDIX "A"

2.34.1 ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Issuing and receiving of stores;
(ii) Preparing and maintaining stores records;
(iii) Custodian of Stores;
(iv) Proper preservation of stores;
(v) Receiving and issuing general supplies;
(vi) Procuring stores and supplies;
(vii) Applying procurement systems and procedures;
(viii) Participating in data collection; and
(ix) Participating in disposals of obsolete items.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognised and accredited institution.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.34.2 ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Issuing and receiving of stores;
(ii) Preparing and maintaining stores records;
(iii) Custodian of Stores;
(iv) Proper preservation of stores;
(v) Receiving and issuing general supplies;
(vi) Procuring stores and supplies;
(vii) Applying procurement systems and procedures;
(viii) Collecting and collating data;
(ix) Participating in disposals of obsolete items.
(x) Preparing procurement specifications;
(xi) Preparing local purchase orders and local service orders;

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Supply Chain Management Officer III or in a comparable position;
(ii) Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.34.3 ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and collating data;
(ii) Receiving and processing suppliers' invoices for payment;
(iii) Preparing procurement specifications;
(iv) Inspecting condition of goods received;
(v) Preparing local purchase orders and local service orders;
(vi) Checking and verifying issue notes and invoices;
(vii) Receiving and opening tenders and quotation documents;
(viii) Providing support in the preparation of annual procurement and disposal plans for the University;
(ix) Implementing public procurement and disposal act and other government regulations relating to supply chain management;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(x) Preparing documents for supply chain management committees;
(xi) Safeguarding procurement and disposal documents and records in accordance with the Public Procurement and Assets Disposals Act, 2015;
(xii) Procuring goods, services and works; and
(xiii) Undertaking market surveys to ascertain value for money for all procurement of goods, services and works.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Supply Chain Management Officer II or in a comparable position;
(ii) Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognised and accredited institution;
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.34.4 SENIOR ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Negotiating for quotations and dispatch to the prospective suppliers;
(ii) Providing secretariat services to the tender opening and technical evaluation committees;
(iii) Preparing purchase requisitions;
(iv) Preparing periodic procurement reports;
(v) Processing quotations for submission to the relevant committees;
(vi) Handling queries from both internal and external customers;
(vii) Receiving and issuing of stores and preparing reports;
(viii) Conducting market research and surveys;
(ix) Preparing annual Procurement plans, periodic and annual supply chain reports;
(x) Sourcing of requests for quotations;
(xi) Participating in quality management and performance contracting processes; and
(xii) Preparing Local Purchase Order and ensuring timely delivery of goods, services and works.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant cumulative work experience, three (3) of which should have been at the grade of Assistant Supply Chain Management Officer I or in a comparable position;

APPROVED BY PSC

(ii) Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognised and accredited institution;
(iii) Higher Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognised and accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.34.5 SENIOR ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -
(i) Carrying out market survey and research;
(ii) Carrying out disposal of stores and equipment in accordance with the laid down regulations and procedures;
(iii) Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
(iv) Providing secretariat services to the Disposal Committee;
(v) Coordinating periodic stock control;
(vi) Consolidating periodic stores returns;
(vii) Maintaining an up-to-date database of the Organisation's assets;
(viii) Authorising issuance of stores;
(ix) Coordinating preparation and management of inventory control register;
(x) Implementing inventory and assets management techniques and approaches;
(xi) Implementing asset management systems;
(xii) Maintaining assets register, transfer and valuation;
(xiii) Complying with Procurement Regulation;
(xiv) Supervising Warehouses and distribution management;
(xv) Preparing periodic and annual supply chain management reports and returns;
(xvi) Participating in quality management and performance contracting processes; and
(xvii) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant cumulative work experience, three (3) of which should have been in the grade of Senior Assistant Supply Chain Management Officer II or in a comparable position;
(ii) Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognised and accredited institution;
(iii) Higher Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095-00100 NAIROBI

Supplies Chain Management or equivalent qualification from a recognised and accredited institution;

(iv) Registered with relevant professional bodies (where applicable);

(v) Certificate in Supervisory Management Course lasting not less than two (2) weeks from a recognised and accredited institution; and

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

SUPPLY CHAIN MANAGEMENT OFFICERS APPENDIX "B"

2.34.6 SUPPLY CHAIN MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail:-

(i) Processing purchase requisition;
(ii) Inviting quotations;
(iii) Opening and evaluating quotations;
(iv) Participating in tender opening and evaluation;
(v) Carrying out market surveys and research for prices of goods and services;
(vi) Processing of purchase orders;
(vii) Conducting inspections of goods and services;
(viii) Monitoring the movement of stores;
(ix) Checking and verifying issue notes and invoices;
(x) Receiving and processing suppliers' invoices for payment;
(xi) Preparing reports;
(xii) Preparing requisitions for stocks replenishment;
(xiii) Participating in stock taking and reconciliation of record; and
(xiv) Complying with Procurement Regulations.

(b) Job Specifications

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 00100 NAIROBI

2.34.7 SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Processing purchase requisition;
(ii) Issuing of stores to users;
(iii) Inviting quotations;
(iv) Opening and evaluating quotations;
(v) Participating in tender opening and evaluation;
(vi) Carrying out market surveys and research for prices of goods and services;
(vii) Processing of purchase orders;
(viii) Conducting inspections of goods and services;
(ix) Monitoring the movement of stores;
(x) Checking and verifying issue notes and invoices;
(xi) Receiving and processing suppliers' invoices for payment;
(xii) Preparing reports;
(xiii) Preparing requisitions for stocks replenishment;
(xiv) Participating in stock taking and reconciliation of record;
(xv) Ensuring safe custody of stores;
(xvi) Identifying unserviceable, obsolete and surplus stores and equipment for disposal; and
(xvii) Issuing of stores to users.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Supply Chain Management Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iii) Registered with relevant professional bodies (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.34.8 SENIOR SUPPLY CHAIN MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Preparing tender documents;
(ii) Secretariat services to the tender opening and technical evaluation committees;
(iii) Secretariat services to procurement committees;

APPROVED BY PSC

(iv) Preparing periodic procurement reports;
(v) Participating in technical and financial evaluation of tenders;
(vi) Handling queries from both internal and external customers;
(vii) Implementing provision of the Procurement manuals;
(viii) Conducting market research and surveys of goods and services;
(ix) Providing input in preparing specifications;
(x) Ensuring safe custody of stores;
(xi) Disposing unserviceable, obsolete and surplus stores and equipment for disposal;
(xii) Participating in quality management and performance contracting processes; and
(xiii) Issuing of stores to users.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Supply Chain Management Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body; and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.34.9 SENIOR SUPPLY CHAIN MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing, reviewing and implementing Procurement policies, strategies, regulations and procedures;
(ii) Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
(iii) Developing the Procurement manual and templates;
(iv) Ensuring internal auditing and evaluation of supply chain management processes and procedures are undertaken;
(v) Ensuring periodic stock taking and stock audit is conducted.
(vi) Identifying unserviceable, obsolete and surplus stores and equipment for disposal;
(vii) Ensuring effective use of e-Procurement system;
(viii) Ensuring safe custody of procured goods;
(ix) Coordinating preparation and maintenance of assets register, transfer and valuation;
(x) Coordinating purchasing, and control of materials;

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

(xi) Developing the Procurement manual and templates;
(xii) Participating in quality management and performance contracting processes; and
(xiii) Consolidating Procurement budgets and plans for university.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Supply Chain Management Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with a relevant professional body;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.34.10 ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing, reviewing and implementation of Procurement policies, strategies, regulations and procedures;
(ii) Coordinating purchasing, and control of materials;
(iii) Developing the Procurement manual and templates;
(iv) Ensuring internal auditing and evaluation of supply chain management processes and procedures are undertaken;
(v) Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
(vi) Carrying out negotiation of contracts;
(vii) Ensuring effective use of e-Procurement system;
(viii) Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
(ix) Verifying Procurement budgets and plans for university;
(x) Ensuring safe custody of procured goods;
(xi) Coordinating preparation and maintenance of assets register, transfer and valuation;
(xii) Coordinating quality management and performance contracting processes; and
(xiii) Ensuring periodic stock taking and stock audit is conducted.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095-00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Supply Chain Management Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) A valid practising Licence from relevant professional body (where applicable);
(vi) Registered with a relevant professional body;
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.34.11 DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing, reviewing and implementation of Procurement policies, strategies, regulations and procedures;
(ii) Coordinating purchasing, and control of materials;
(iii) Validating the Procurement manual and templates;
(iv) Ensuring internal auditing and evaluation of supply chain management processes and procedures are undertaken;
(v) Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
(vi) Carrying out negotiation of contracts;
(vii) Ensuring effective use of e-Procurement system;
(viii) Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
(ix) Validating Procurement budgets and plans for the university;
(x) Ensuring safe custody of procured goods;
(xi) Coordinating preparation and maintenance of assets register, transfer and valuation;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(xii) Coordinating the implementation quality management procedures and performance contracting processes;
(xiii) Ensuring periodic stock taking and stock audit is conducted; and
(xiv) Mentoring, coaching and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Supply Chain Management or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) A valid practising Licence from relevant professional body (where applicable);
(vi) Registered with a relevant professional body;
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.34.12 DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Spearheading the development, implementation and review of procurement policies, strategies, regulations and procedures;
(ii) Coordinating purchasing, and control of materials;
(iii) Overseeing the planning, organising and coordinating Supply Chain Management Functions;
(iv) Ensuring interpretation of existing procurement policies, regulations and procedures;
(v) Spearheading the preparation and implementation of the Procurement manual and templates;
(vi) Coordinating internal auditing and evaluation of supply chain management processes;
(vii) Coordinating periodic valuation of the Organisation's assets;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(viii) Initiating the process of disposal of unserviceable, obsolete and surplus stores and equipment;
(ix) Monitoring suppliers' performance to assess ability to meet quality and delivery requirements;
(x) Ensuring periodic market research and surveys of goods and services are conducted;
(xi) Negotiating major procurement contracts;
(xii) Overseeing implementation and effective use of e-Procurement system;
(xiii) Coordinating preparation and consolidating Procurement budgets and plans;
(xiv) Ensuring compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works;
(xv) Ensuring timely Procurement of goods, services and works;
(xvi) Preparing and consolidating Procurement budgets and plans;
(xvii) Overseeing safe custody of procured goods;
(xviii) Overseeing periodic stock taking and stock audit;
(xix) Liaising with suppliers to ensure that all queries are dealt with;
(xx) Providing Secretariat services to Procurement, Disposal and Tender Committees;
(xxi) Spearheading the implementation quality management procedures and performance contracting processes; and
(xxii) Mentoring, coaching and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Supply Chain Management or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Chain Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option) or equivalent qualification from a recognised and accredited institution;
(iv) A valid practising Licence from a relevant professional body (where applicable);
(v) Relevant technical and professional certification from a recognised institution;
(vi) Registered with a relevant professional body;
(vii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(viii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in supply chain management functions.

APPROVED BY PSC

2.35 CAREER GUIDELINES FOR PLANNING OFFICERS

(a) Job Purpose

The cadre is responsible for tracking and reporting on the implementation of Kenya Vision 2030; coordination and implementation of Medium-Term Plans (MTPs) and preparation of Progress Reports on MTPs.

(b) Functions

The planning and organisational performance functions will be to:-

(i) Coordinate development, implementation and review of the University strategic plans, service charters and master plans;
(ii) Formulate, implement and review policies, strategies, standards, guidelines, procedures and programmes on planning, strategy and in the University;
(iii) Coordinate the design, implementation and review of the quality policy;
(iv) Coordinate the development of strategies for performance and quality improvement within the University;
(v) Provide leadership in pursuit of the Mission and Vision as outlined in the Strategic Plan;
(vi) Initiate, coordinate, implement, monitor and evaluate Strategic Plans;
(vii) Initiate, coordinate and implement the Divisional plans; and
(viii) Carry out other planning and organisational performance functions that may contribute to the welfare of the institution.

(c) Grading Structure

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

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Administrative Assistant II (Planning & Partnerships)	7	Planning Officer II	10
Administrative Assistant I (Planning & Partnerships)	8	Planning Officer I	9
Senior Administrative Assistant II (Planning & Partnerships)	9	Senior Planning Officer II	8
Senior Administrative Assistant I (Planning & Partnerships)	10	Senior Planning Officer I	7
Assistant Registrar (Planning & Partnerships)	11		
Senior Assistant Registrar (Planning & Partnerships)	12	Assistant Director, Planning	6

APPROVED BY PSC

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Deputy Registrar (Planning & Partnerships)	13	Deputy Director, Planning	5

Note: *The grades of Planning Officer II/I, Job Grades 10/9 will form common establishment for the purpose of this Career Guidelines.*

(d) Recognised Qualifications

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

(i) Bachelor's Degree in Economics; International Relations; Planning and Development; Public Administration or any other related field from a recognised and accredited institution.
(ii) Master's Degree in Economics; Planning and development, Public Administration or equivalent qualification from a recognised and accredited institution.
(iii) Relevant technical and professional certification from a recognised and accredited institution.
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(vi) Registered with a relevant professional body (where applicable).
(vii) A valid practising certificate from a relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

2.35.1 PLANNING OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Preparing and analysing data;
(ii) Preparing documents for implementation of the Section's performance management systems (performance contracting and ISO 9001:2015 Quality Management systems);
(iii) Preparing planning and partnerships workflow processes, forms, templates, reports and database;
(iv) Preparing training materials and standard operating procedures on planning and organisational performance;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(v) Preparing documents for implementing and operationalising frameworks for the planning and organisational performance management;
(vi) Preparing reports on planning and organisational performance outputs across the University;
(vii) Preparing calendar of planning activities, including national and international events, workshops, appearances and other communication opportunities;
(viii) Preparing reports on status implementation on the Strategic plan, work plan, almanac and Performance contract; and
(ix) Assisting in preparation of reports.

(b) Job Specifications

For Appointment to this grade a candidate must have: -

(i) Bachelor's Degree in Economics; International Relations; Planning and Development; Public Administration or any other related field from a recognised and accredited institution.

2.35.2 PLANNING OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting and collating data;
(ii) Preparing documents for implementation of the Section's performance management systems (performance contracting and ISO 9001:2015 Quality Management systems);
(iii) Preparing planning and partnerships workflow processes, forms, templates, reports and database;
(iv) Preparing training materials and standard operating procedures on planning and organisational performance;
(v) Preparing documents for implementing and operationalising frameworks for the planning and organisational performance management;
(vi) Preparing reports on planning and organisational performance outputs across the University;
(vii) Preparing calendar of planning activities, including national and international events, workshops, appearances and other communication opportunities;
(viii) Preparing reports on status implementation on the Strategic plan, work plan, almanac and Performance contract;
(ix) Preparing reports; and
(x) Assisting in carrying out research.

(b) Job Specifications

For appointment to this grade an officer must have:-

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(i) Cumulative service period of three (3) years' relevant work experience in the Grade of Planning Officer II or in a comparable position;
(ii) Bachelor's Degree in Economics; International Relations; Planning and Development; Public Administration or any other related field from a recognised and accredited institution;
(iii) Registered with a relevant professional body (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.35.3 SENIOR PLANNING OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting, collating and analysing data;
(ii) Preparing documents for implementation of the Section's performance management systems (performance contracting and ISO 9001:2015 Quality Management systems);
(iii) Preparing planning and partnerships workflow processes, forms, templates, reports and database;
(iv) Preparing training materials and standard operating procedures on planning and organisational performance;
(v) Preparing documents for implementing and operationalising frameworks for the planning and organisational performance management;
(vi) Preparing reports on planning and organisational performance outputs across the University;
(vii) Preparing calendar of planning activities, including national and international events, workshops, appearances and other communication opportunities;
(viii) Preparing reports on status implementation on the Strategic plan, work plan, almanac and Performance contract;
(ix) Undertaking Monitoring and evaluation;
(x) Preparing reports;
(xi) Undertaking research; and
(xii) Participating in Quality Assurance programmes.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the Grade of Planning Officer I or in a comparable position;
(ii) Bachelor's Degree in Economics; International Relations; Planning and Development; Public Administration or any other related field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable); and

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

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

2.35.4 SENIOR PLANNING OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting, collating and analysing data;
(ii) Preparing documents for implementation of the Section's performance management systems (performance contracting and ISO 9001:2015 Quality Management systems);
(iii) Preparing planning and partnerships workflow processes, forms, templates, reports and database;
(iv) Preparing training materials and standard operating procedures on planning and organisational performance;
(v) Preparing documents for implementing and operationalising frameworks for the planning and organisational performance management;
(vi) Preparing reports on planning and organisational performance outputs across the University;
(vii) Undertaking Monitoring and evaluation;
(viii) Preparing calendar of planning activities, including national and international events, workshops, appearances and other communication opportunities;
(ix) Preparing reports on status implementation on the Strategic plan, work plan, almanac and Performance contract;
(x) Preparing reports;
(xi) Undertaking research; and
(xii) Participating in quality assurance programmes.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the Grade of Senior Planning Officer II or in a comparable position;
(ii) Bachelor's Degree in Economics; International Relations; Planning and Development; Public Administration or any other related field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.35.5 ASSISTANT DIRECTOR, PLANNING, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Planning and implementing performance contracting activities;
(ii) Formulating, implementing and reviewing policies, strategies, standards, guidelines, procedures in the University;
(iii) Coordinating preparation of reports on Section operations and ensuring proper documentation;
(iv) Verifying reports;
(v) Coordinating the cascading of performance contract targets;
(vi) Updating the Planning committee on matters relating to implementation of performance contracts, University's Strategic Plan and the Master Plan;
(vii) Maintaining updated records of the department of Planning and Organisational Performance;
(viii) Coordinating the implementation of quality assurance programmes;
(ix) Coordinating monitoring and evaluation programmes; and
(x) Coordinating research activities.

(b) Job Specifications

For appointment to this grade an Officer must have:-

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should be in the Grade of Senior Planning Officer I, or in a comparable position;
(ii) Bachelor's Degree in Economics; International Relations; Planning and Development; Public Administration or any other related field from a recognised and accredited institution;
(iii) Master's Degree in Economics; International Relations; Planning and Development; Projects Management or any other related field from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vii) A valid practising certificate from a relevant professional body (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.35.6 DEPUTY DIRECTOR, PLANNING, GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Preparing, publicising, implementing, monitoring and evaluating strategic plans, annual work plans and almanac;
(ii) Overseeing the implementation of planning and performance contracting activities in the Division and the University;
(iii) Coordinating development, implementation and review of the University strategic plans, service charters and master plans;
(iv) Formulating, implementing and reviewing policies, strategies, standards, guidelines, procedures and programmes on planning, strategy and in the University;
(v) Coordinating the design, implementation and review of the quality policy;
(vi) Coordinating development of strategies for performance and quality improvement within university;
(vii) Spearheading the preparation of reports on departmental operations and ensuring proper documentation;
(viii) Coordinating the cascading of University Council performance contract targets to lower levels of the University;
(ix) Overseeing monitoring and evaluation programmes in the university;
(x) Updating the University Management Board on matters relating to implementation of performance contracts, University's Strategic Plan and the Master Plan;
(xi) Spearheading the implementation of quality assurance programmes; and
(xii) Responsible for the submission of quarterly, bi-annual and annual University Council performance reports to the relevant Government agencies in the prescribed format.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should be at Assistant Director, Planning or in a comparable position;
(ii) Bachelor's Degree in Economics; International Relations; Planning and Development; Public Administration or any other related field from a recognised and accredited institution;
(iii) Master's Degree in Economics; International Relations; Planning and Development; Projects Management or any other related field from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);

APPROVED BY PSC

(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vii) A valid practising certificate from a relevant professional body (where applicable); and
(viii) Demonstrated a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the planning functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.36 CAREER GUIDELINES FOR LEGAL PERSONNEL

(a) Job Purpose

The cadre is responsible for advising the Council and management on legal matters, as well as implementing good corporate governance to enhance the University's credibility.

(b) Functions

The legal services functions will be to: -

(i) Represent or seek that the University be represented in litigation and develop case strategy.
(ii) Ensure compliance with the Laws, Statutes, regulations and procedures.
(iii) Advise the Council, Vice-Chancellor, Senate and Management on the legal obligations.
(iv) Draft, review and approve agreements, grant awards and contracts.
(v) Oversee the Management of land assets and Intellectual Property.
(vi) Keep custody of Legal and Council documents.
(vii) Oversee preparation of Council, Management and legal reports.
(viii) Oversee and review legal policies and practices.
(ix) Identify, mitigate legal risks and develop remedial plans.
(x) Review progress of outstanding litigation.
(xi) Ensure Council and Management resolutions, internal policies and procedures comply with legal provisions.
(xii) Prepare Council and Management notice, agenda, minutes and work plans.
(xiii) Conduct legal audits and ensure compliance with relevant legislation.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Paralegal Officers and six (6) grades of Legal Officers who will be graded and designated as follows: -

PARALEGAL CLERKS — APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
----------	----------	Paralegal Clerk III	11
----------	----------	Paralegal Clerk II	10
----------	----------	Paralegal Clerk I	9
----------	----------	Senior Paralegal Clerk II	8
----------	----------	Senior Paralegal Clerk I	7

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P. O. Box 00100 NAIROBI

LEGAL OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Legal Officer II	8	Legal Officer II	9
Legal Officer I	9	Legal Officer I	8
Senior Legal Officer II	10	Senior Legal Officer	7
Senior Legal Officer I	11		
----------	12	Assistant Director, Legal Services	6
Deputy Chief Legal Officer	13	Deputy Director, Legal Services	5
		Director, Legal Services	4

Note: *The grades of Paralegal Officer III/II, Job Grade 11/10 and Legal Officer II/I, Job Grade 9/8 will form common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

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

(i) Diploma in Law or equivalent qualification from an accredited examination body;
(ii) Post Graduate Diploma in Law from Kenya School of Law.
(iii) Bachelor of Law degree from a recognised and accredited institution.
(iv) Master of Laws degree from a recognised and accredited institution.
(v) Admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate.
(vi) Certified Secretary (CS).
(vii) Registered as a member of the Law Society of Kenya in good standing.
(viii) Valid Process Serving certificate from a recognised institution.
(ix) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised institution.
(x) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution.
(xi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

PARALEGAL CLERKS APPENDIX "A"

2.36.1 PARALEGAL CLERK III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

APPROVED BY PSC

Duties and Responsibilities at this level will entail: -

(i) Filing system and organising records;
(ii) Assist in preparation of legal document indices, file folders and labels; and
(iii) Receiving, filing, keeping and issuing certified copies of court documents.

(b) Job Specifications

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

(i) Diploma in legal studies from recognised institution.

2.36.2 PARALEGAL CLERK II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Filing system and organising records;
(ii) Assist in preparation of legal document indices, file folders and labels;
(iii) Receiving, filing, keeping and issuing certified copies of court documents;
(iv) Drafting reports; and
(v) Updating master diary for court cases.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Paralegal III or in a comparable position;
(ii) Diploma in legal studies from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.36.3 PARALEGAL CLERK I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Filing system and organising records;
(ii) Assist in preparation of legal document indices, file folders and labels;
(iii) Receiving, filing, keeping and issuing certified copies of court documents;
(iv) Serving legal documents;
(v) Attending court hearings;
(vi) Updating master diary for court cases; and
(vii) Assisting in legal research.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Paralegal II or in a comparable position;
(ii) Diploma in legal studies from an accredited examination body;
(iii) Valid Process Serving certificate from a recognised institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.36.4 SENIOR PARALEGAL CLERK II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing filing system and organising records;
(ii) Preparing legal document indices, file folders and labels;
(iii) Receiving, filing, keeping and issuing certified copies of court documents;
(iv) Serving legal documents;
(v) Attending court hearings;
(vi) Updating master diary for court cases;
(vii) Drafting correspondences; and
(viii) Carrying out legal research.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Paralegal I or in a comparable position;
(ii) Diploma in legal studies from recognised institution;
(iii) Valid Process Serving certificate from a recognised institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.36.5 SENIOR PARALEGAL CLERK I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing filing system and organising records;
(ii) Preparing legal document indices, file folders and labels;
(iii) Receiving, filing, keeping and issuing certified copies of court documents;
(iv) Serving legal documents;

APPROVED BY PSC

(v) Attending court hearings;
(vi) Carrying out legal research;
(vii) Updating master diary for court cases;
(viii) Drafting correspondences; and
(ix) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Paralegal Clerk II or in a comparable position;
(ii) Diploma in legal studies from recognised institution;
(iii) Valid Process Serving certificate from a recognised institution;
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.36.6 LEGAL OFFICER II, GRADE 9

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Representing the University in court and other tribunals in which the University is a party;
(ii) Implementing legal policies, strategies, regulations and procedures;
(iii) Preparing and reviewing legal documents/instruments;
(iv) Handling pre-litigation legal disputes and inquiries;
(v) Updating record of gazetted matters relating to the University;
(vi) Preparing legal opinions and legal briefs;
(vii) Maintaining the legal registry;
(viii) Drafting leases and contracts;
(ix) Identifying legal and compliance risks;
(x) Collecting and collating data for legal research, investigation and preparation of submissions of legal issues affecting the University; and
(xi) Compiling information and evidence on legal matters touching on the University.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION NAIROBI - 00100

(b) Job Specifications

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

(i) Bachelor of Law degree from a recognised and accredited institution;
(ii) Post Graduate Diploma in Law from Kenya School of Law;
(iii) Admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate; and
(iv) Registered as a member of the Law Society of Kenya in good standing.

2.36.7 LEGAL OFFICER I, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Representing the University in court and other tribunals in which the University is a party;
(ii) Implementing legal policies, strategies, regulations and procedures;
(iii) Preparing and reviewing legal documents/instruments;
(iv) Handling pre-litigation legal disputes and inquiries;
(v) Updating record of gazetted matters relating to the University;
(vi) Preparing legal opinions and legal briefs;
(vii) Maintaining the legal registry;
(viii) Preparing leases and contracts;
(ix) Ensuring safe custody of the University's legal documents and records;
(x) Analysing data for legal research, investigation and preparation of submissions of legal issues affecting the University;
(xi) Compiling information and evidence on legal matters touching on the University;
(xii) Preparing records of gazetted matters which relate to the University;
(xiii) Carrying out desk review of laws, by-laws and regulations relating to the University;
(xiv) Preparing periodic legal reports;
(xv) Participating in quality management and performance contracting processes; and
(xvi) Updating register of conflicts of interest and gift registers.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Legal Officer II or in a comparable position;
(ii) Bachelor of Laws degree from a recognised and accredited institution;
(iii) Post Graduate Diploma in Law from Kenya School of Law;
(iv) Admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(v) Registered as a member of the Law Society of Kenya in good standing; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.36.8 SENIOR LEGAL OFFICER, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Representing the University in court and other tribunals in which the University is a party;
(ii) Implementing legal policies, strategies, regulations and procedures;
(iii) Preparing concept papers, legal briefs and opinions;
(iv) Updating the conflict of interest and gift registers of the University;
(v) Verifying documents issued to the University as collateral, securities or support documents for loans, assets, agreements, contracts and conveyance of property;
(vi) Conducting legal research, investigation and preparation of preliminary submissions of legal issues affecting the University;
(vii) Identifying legal risks, and developing mitigation measures;
(viii) Negotiating disputes with a view to settling them out of court;
(ix) Drafting, vetting, reviewing, leases, agreements and memorandums of understanding;
(x) Representing the University in court and other legal fora;
(xi) Handling pre-litigation legal disputes and inquiries;
(xii) Examining and verifying draft records of matters to be gazetted which relate to the University;
(xiii) Providing legal advisory on the tender documents of the University;
(xiv) Reviewing and monitoring the progress of court cases, arbitration proceedings, mediation and other quasi-judicial bodies proceedings for the University;
(xv) Participating in quality management and performance contracting processes; and
(xvi) Disseminating to the University any amendments to the law directly impacting on its projects, programmes and activities.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Legal Officer I or in a comparable position;
(ii) Bachelor of Laws degree from a recognised and accredited institution;
(iii) Post Graduate Diploma in Law from Kenya School of Law;
(iv) Admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered as a member of the Law Society of Kenya in good standing;
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.36.9 ASSISTANT DIRECTOR, LEGAL SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Representing the University in court and other tribunals in which the University is a party;
(ii) Developing, implementing and reviewing legal policies, strategies, regulations and procedures;
(iii) Drafting, reviewing and providing legal opinion and guidance on draft memoranda, contracts and other instruments that bind the University;
(iv) Drafting legal opinions to improve the University's legal knowledge and level of compliance with laws, regulations and policies;
(v) Developing concept papers, legal briefs and opinions;
(vi) Developing and maintaining the conflict of interest and gift registers of the University;
(vii) Verifying documents issued to the University as collateral, securities or support documents for loans, assets, agreements, contracts and conveyance of property;
(viii) Conducting legal research, investigation and preparation of preliminary submissions of legal issues affecting the University;
(ix) Identifying legal risks, and developing mitigation measures;
(x) Drafting, vetting, reviewing, leases, agreements and memorandums of understanding;
(xi) Handling pre-litigation legal disputes and inquiries;
(xii) Examining and verifying draft records of matters to be gazetted which relate to the University;
(xiii) Providing legal advisory on the tender documents of the University;
(xiv) Ensuring that the University complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
(xv) Undertaking legal audit;
(xvi) Coordinating quality management and performance contracting processes.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Legal Officer or in a comparable position;
(ii) Bachelor of Laws degree from a recognised and accredited institution;
(iii) Post Graduate Diploma in Law from Kenya School of Law;
(iv) Admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate;
(v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered as a member of the Law Society of Kenya in good standing; and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

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

2.36.10 DEPUTY DIRECTOR, LEGAL SERVICES, GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Representing the University in court and other tribunals in which the University is a party;
(ii) Coordinating development and implementation of legal services policies, strategies, procedures and guidelines;
(iii) Providing guidance to the Council on their Job Descriptions and on matters of governance;
(iv) Maintaining and updating the conflict of interest and gift registers of the University;
(v) Ensuring that annual returns are promptly filed with the relevant authorities;
(vi) Development, implementation and review of legal policies, strategies, regulations and procedures;
(vii) Providing legal opinion or advice on governance matters in the University;
(viii) Overseeing the authentication of documents issued to the University as collateral, securities or support documents for loans and undertake conveyance;
(ix) Coordinating legal research, investigation, preparation of witnesses for pre-trial and hearing;
(x) Coordinating the maintenance of an up-to-date record of gazetted matters which relate to the University;
(xi) Ensuring that the University complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
(xii) Coordinating the review of laws, by-laws and regulations relating to the University;
(xiii) Ensuring litigation management by liaising with external lawyers to ensure adequate representation of the University;
(xiv) Spearheading the development and implementation of Department work plans, budget, performance contracts and ensuring compliance with tenets of good governance; and
(xv) Coordinating legal audits and ensuring compliance with good governance and code of ethics;
(xvi) Coordinating the implementation of quality management and performance contracting processes; and
(xvii) Mentoring, coaching and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director Legal Services or in a comparable position;

APPROVED BY PSC

(ii) Bachelor of Laws degree from a recognised and accredited institution;
(iii) Masters' degree in Law from a recognised and accredited institution;
(iv) Post Graduate Diploma in Law from Kenya School of Law;
(v) Masters' degree in Law from a recognised and accredited institution;
(vi) Admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate;
(vii) Certified Secretary (CS);
(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(ix) Registered as a member of the Law Society of Kenya in good standing; and
(x) Demonstrated merit and ability as reflected in work performance and results.

2.36.11 DIRECTOR, LEGAL SERVICES, GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Representing the University in court and other tribunals in which the University is a party;
(ii) Overseeing development and implementation of legal services policies, strategies, procedures and guidelines;
(iii) Providing guidance to the Council on their Job Descriptions and on matters of governance;
(iv) Assisting the Council in carrying out the following: Council members' induction and training; updating Council and committee charters; preparing Council work plans; Council evaluation; governance audit; and implementing the code of conduct and ethics;
(v) Ensuring the timely preparation and circulation of Council and committee papers and minutes;
(vi) Custodian of the seal of the organisation and account to the Council for its use;
(vii) Establish and maintaining the conflict of interest and gift registers of the University;
(viii) Ensuring that annual returns are promptly filed with the relevant authorities;
(ix) Overseeing development, implementation and review of legal policies, strategies, regulations and procedures;
(x) Providing legal advice on governance matters in the University;
(xi) Overseeing the authentication of documents issued to the University as collateral, securities or support documents for loans and undertake conveyance;
(xii) Facilitating legal research, investigation, preparation of witnesses for pre-trial and hearing;
(xiii) Facilitating the maintenance of an up-to-date record of gazetted matters which relate to the University;
(xiv) Ensuring that the University complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
(xv) Overseeing the review of laws, by-laws and regulations relating to the University;

APPROVED BY PSC

(xvi) Overseeing litigation management by liaising with external lawyers to ensure adequate representation of the University;
(xvii) Spearheading the development and implementation of Department work plans, budget, performance contracts and ensuring compliance with tenets of good governance;
(xviii) Overseeing legal audits and ensuring compliance with good governance and code of ethics;
(xix) Spearheading the implementation of quality management and performance contracting processes; and
(xx) Mentoring, coaching and developing staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should be at Deputy Director, Legal Services or in a comparable position;
(ii) Bachelor of Laws degree from a recognised and accredited institution;
(iii) Masters' degree in Law from a recognised and accredited institution;
(iv) Post Graduate Diploma in Law from Kenya School of Law;
(v) Admitted as an Advocate of the High Court of Kenya with a valid Practising Certificate;
(vi) Certified Secretary (CS);
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(viii) Registered as a member of the Law Society of Kenya in good standing; and
(ix) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in legal functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.37 CAREER GUIDELINES FOR INTERNAL AUDITORS

(a) Job Purpose

The cadre is responsible for providing independent assurance on the effectiveness of the University's internal control systems, investigations and the governance structure.

(b) Functions

The internal auditors' functions will be to: -

(i) Develop, implement and review internal audit policies, strategies, procedures and plans in accordance with auditing standards.
(ii) Review budgetary performance, financial management, transparency and accountability mechanisms and processes in the University.
(iii) Provide assurance on the state of risk management, control and governance within the University.
(iv) Conduct special audits and investigations.
(v) Review the adequacy of the controls established to ensure compliance with internal policies, procedures, statutory and regulatory requirements.
(vi) Monitor and evaluate the effectiveness of internal controls on financial and non-financial performance management systems in the University.
(vii) Review the effectiveness of the University's Enterprise Risk Management (ERM) framework.
(viii) Provide secretariat services to the audit and risk committee of the University.
(ix) Conduct compliance audits and prepare reports for consumption by management and the audit and compliance committee.
(x) Advise the management on design and implementation of controls on any project implementation or development of a new product.
(xi) Review for correctness and accuracy of accounting reports.

(c) Grading Structure

This Career Guideline establishes seven (7) grades for Internal Auditors who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Internal Auditor II	7	Internal Auditor II	10
Assistant Internal Auditor I	8	Internal Auditor I	9
----------	9	Senior Internal Auditor II	8
Internal Auditor II	10	Senior Internal Auditor I	7
Internal Auditor I	11		
Senior Internal Auditor	12	Assistant Director, Internal Audit	6

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Deputy Chief Internal Auditor	13	Deputy Director, Internal Audit	5
----------	14		
Chief Internal Auditor	15	Director, Internal Audit	4

Note: *The grades of Internal Auditor II/I, Job 10/9 will form common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

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

(i) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution.
(ii) Master's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration or its equivalent qualification from a recognised and accredited institution.
(iii) Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognised and accredited institution.
(iv) Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body.
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution.
(vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.37.1 INTERNAL AUDITOR II, JOB GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Implementing fraud investigation and anti-corruption policies, guidelines, strategies and plans;
(ii) Collecting and collating data on financial records, systems and processes;
(iii) Carrying out audit checks and identifying any accounting errors;

APPROVED BY PSC

(iv) Undertaking spot-checks and cash surveys;
(v) Undertaking audit investigations;
(vi) Assessing track of actual expenditure against budget allocations and report variances; and
(vii) Carrying out audit follow-ups on implementation of recommendations on audit reports.

(b) Job Specifications

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

(i) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution.

2.37.2 INTERNAL AUDITOR I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing fraud investigation and anti-corruption policies, strategies, guidelines and plans;
(ii) Compiling data on financial records, systems and processes;
(iii) Carrying out audit checks and identifying any accounting errors;
(iv) Undertaking spot-checks and cash surveys;
(v) Performing information systems audits;
(vi) Undertaking audit investigations;
(vii) Developing scripts for mining and analysing data for routine internal audit activities;
(viii) Carrying out audit follow-ups on implementation of recommendations on audit reports;
(ix) Undertaking audits on compliance of statutory provisions and internal regulations;
(x) Preparing documents and taking minutes of the risk and audit committee of the University; and
(xi) Preparing internal audit reports.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Internal Auditor II or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ii) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution;
(iii) Certificate in any of the following: Part I of the Certified Internal Auditor (CIA), Part I of the Certified Public Accountants (CPA) Examination, Part I of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Demonstrated merit and ability as reflected in work performance and results.

2.37.3 SENIOR INTERNAL AUDITOR II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing fraud investigation and anti-corruption policies, strategies, guidelines and plans;
(ii) Analysing data for preparing annual internal audit plan;
(iii) Performing information processed and systems audits;
(iv) Carrying out audit checks and identifying any accounting errors;
(v) Examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions;
(vi) Undertaking spot-checks and cash surveys;
(vii) Auditing annual accounts;
(viii) Undertaking audit investigations;
(ix) Carrying out audit inspections of the University's records;
(x) Undertaking audits on compliance of statutory provisions and internal regulations;
(xi) Preparing documents and taking minutes of the risk and audit committee of the University; and
(xii) Preparing internal audit reports.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Internal Auditor I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution;
(iii) Certificate in any of the following: Part II of the Certified Internal Auditor (CIA), Part II of the Certified Public Accountants (CPA) Examination, Part II of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable); and

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

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

2.37.4 SENIOR INTERNAL AUDITOR I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Implementing fraud investigation and anti-corruption policies, guidelines, strategies and plans;
(ii) Analysing data on financial records, systems and processes;
(iii) Undertaking comprehensive audits at the University;
(iv) Stocktaking and undertaking risk assessment, corruption risk assessment and anti-corruption awareness activities;
(v) Reviewing internal controls in the University;
(vi) Evaluating the adequacy of system controls and recommending improvements;
(vii) Carrying out audit checks and identifying any accounting errors;
(viii) Undertaking spot-checks and cash surveys;
(ix) Undertaking audit investigations;
(x) Carrying out audit follow-ups on implementation of recommendations on audit reports;
(xi) Assessing compliance with internal policies, tax regulations and other statutory guidelines;
(xii) Implementing Quality Assurance and Improvement Programme (QAIP);
(xiii) Consolidating primary audit reports/queries on the University's financial statement;
(xiv) Carrying out compliance tests; and
(xv) Monitoring and evaluating audit reports.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Internal Auditor II or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution;
(iii) Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognised and accredited institution;
(iv) Registered with a relevant professional body;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.37.5 ASSISTANT DIRECTOR, INTERNAL AUDIT, JOB GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing, implementing and reviewing internal audit policies, strategies, procedures and plans in accordance with auditing standards;
(ii) Conducting special audits and investigations;
(iii) Coordinating development of internal audit systems for efficient operations and records keeping;
(iv) Undertaking systems audits in the University;
(v) Reviewing governance mechanisms and processes in the University;
(vi) Reviewing the adequacy of the controls established to ensure compliance with internal policies, procedures, statutory and regulatory requirements;
(vii) Reviewing the effectiveness of the University's Enterprise Risk Management (ERM) framework;
(viii) Developing fraud investigation and anti-corruption guidelines;
(ix) Coordinating post audit reviews;
(x) Coordinating follow-ups on implementation of audit recommendations;
(xi) Conducting investigations when there are indicators of fraudulent practices within the University;
(xii) Monitoring the implementation of legal requirements, government directives, and corporate strategies in the University;
(xiii) Preparing audit reports; and
(xiv) Coordinating the preparation of audit operational plans and programmes.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Internal Auditor I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: Accounting, Finance Commerce, Economics, Business Administration or its equivalent qualification from a recognised and accredited institution;
(iv) Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognised and accredited institution;
(v) Registered with a relevant professional body;
(vi) A valid practising certificate from a relevant professional body;

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.37.6 DEPUTY DIRECTOR, INTERNAL AUDIT, JOB GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the development, implementation and review of internal audit policies, strategies, procedures and plans in accordance with auditing standards;
(ii) Spearheading the review of budgetary performance, financial management, transparency and accountability mechanisms and processes in the University;
(iii) Providing assurance on the state of risk management, control and governance within the University;
(iv) Coordinating the review of governance mechanisms and processes in the University;
(v) Ensuring compliance with internal policies, procedures, statutory and regulatory requirements in the University;
(vi) Evaluating the effectiveness of internal controls on financial and non-financial performance management systems within the University;
(vii) Coordinating the review of the effectiveness of the University's Enterprise Risk Management (ERM) framework;
(viii) Liaising with the Office of the Auditor General to ensure the implementation of internal and external audit recommendations;
(ix) Validating audit reports;
(x) Review the process and results of carrying out internal audit client's customer satisfaction surveys;
(xi) Reviewing the process of designing and implementation of Quality Assurance and Improvement Programme (QAIP);
(xii) Benchmarking on best practices and researching emerging issues in internal audit; and
(xiii) Mentoring, coaching and developing staff in the Department.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at Assistant Director Internal Audit or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: Accounting, Finance Commerce, Economics, Business Administration or its equivalent qualification from a recognised and accredited institution;

(iv) Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognised and accredited institution;
(v) Registered with a relevant professional body;
(vi) A valid practising certificate from a relevant professional body;
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(viii) Demonstrated merit and ability as reflected in work performance and results.

2.37.7 DIRECTOR, INTERNAL AUDIT, JOB GRADE 4

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing the development, implementation and review of internal audit policies, strategies, procedures and plans in accordance with auditing standards;
(ii) Providing lead in the review of budgetary performance, financial management, transparency and accountability mechanisms and processes in the University;
(iii) Providing assurance on the state of risk management, control and governance within the University;
(iv) Overseeing the review of governance mechanisms and processes in the University;
(v) Ensuring compliance with internal policies, procedures, statutory and regulatory requirements in the University;
(vi) Evaluating the effectiveness of internal controls on financial and non-financial performance management systems within the University;
(vii) Overseeing the review of the effectiveness of the University's Enterprise Risk Management (ERM) framework;
(viii) Liaising with the Office of the Auditor General to ensure the implementation of internal and external audit recommendations;
(ix) Providing secretariat services to the audit and risk committee of the Council;
(x) Ensuring submission of audit reports to the audit and risk committee of the Council;
(xi) Facilitating internal audit client's customer satisfaction surveys;
(xii) Providing lead in the design and implementation of Quality Assurance and Improvement Programme (QAIP);
(xiii) Facilitating benchmarks on best practices and researching on emerging issues in internal audit;
(xiv) Spearheading the development and implementation of the division's strategic plans, budgets, performance contracts and staff performance appraisal;
(xv) Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
(xvi) Mentoring, coaching and developing staff in the Department.

APPROVED BY PSC

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Deputy Director, Internal Audit or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following disciplines: Accounting, Finance Commerce, Economics, Business Administration or its equivalent qualification from a recognised and accredited institution;
(iv) Certificate in any of the following: Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants (CPA) Examination, Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognised and accredited institution;
(v) Registered with a relevant professional body;
(vi) A valid practising certificate from a relevant professional body;
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(viii) Demonstrated a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the internal audit functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.38 CAREER GUIDELINE FOR CORPORATE COMMUNICATION PERSONNEL

(a) Job Purpose

The cadre is responsible for the promotion of the University's image and creation of a customer centric culture to facilitate the delivery of its mandate.

(b) Functions

The corporate communication functions will be to: -

(i) Develop, implement and review corporate communication policies, strategies, procedures and programmes;
(ii) Develop and maintain corporate brand identity, image and visibility through effective public relations, marketing and communications;
(iii) Develop and disseminate appropriate content, messages and materials for communication with the University's stakeholders and publics;
(iv) Coordinate corporate communication functions and manage the public relations activities and events;
(v) Manage the University relationship with the media and ensure prompt and accurate coverage of the University's events;
(vi) Coordinate the implementation of Corporate Social Responsibility programmes and maintain their impact;
(vii) Edit, proofread, design, produce and distribute corporate publications such as newsletters, reports and audio/video materials;
(viii) Develop and manage the University's website and social media accounts;
(ix) Coordinate crisis management in consultation with the Office of the Chief Executive Officer in line with the University's corporate guidelines;
(x) Manage customer service including staff sensitisation on public complaints resolution and access to information; and
(xi) Develop relevant information education communication materials.

(c) Grading Structure

This Career Guideline establishes four (4) grades of Customer Care Assistants and six (6) grades of Corporate Communication Officers who will be designated and graded as follows: -

CUSTOMER CARE ASSISTANTS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Corporate Communications and Marketing Officer III/II/1	5	Customer Care Assistant III	11
Assistant Public Relations Officer	6		

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Assistant Corporate Communications and Marketing Officer	7	Customer Care Assistant II	10
……..	……..	Customer Care Assistant I	9
……..	……..	Senior Customer Care Assistant II	8
……..	……..	Senior Customer Care Assistant I	7

CORPORATE COMMUNICATION OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Corporate Communications and Marketing Officer III/II/I	7	Corporate Communication Officer II	10
Assistant Public Relations Officer	8	Corporate Communication Officer I	9
Senior Corporate Communications and Marketing Officer III	9	Senior Corporate Communication Officer II	8
Senior Corporate Communications and Marketing Officer II	10	Senior Corporate Communication Officer I	7
Senior Corporate Communications and Marketing Officer I	11		
……	…….	Assistant Director, Corporate Communication	6

Note: *The grades of Customer Care Assistants III/II, Job Grade 11/10 for Diploma holders and Corporate Communication Officer II/I, Job Grades 10/9 for Degree holders will form common establishment for the purpose of this Career Guideline.*

APPROVED BY PSC

PUBLIC SERVICE COMMISSION P.O. Box 72000 - 00100 NAIROBI SECRETARY/CEO

(d) Recognised Qualifications

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

(i) Diploma in the relevant area of specialisation from an accredited examination body;

(ii) Higher Diploma in the relevant area of specialisation from an accredited examination body;

(iii) Bachelor's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass

Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution;

(iv) Master's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution;

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

(vi) Relevant technical and professional certification from a recognised and accredited institution.

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

(viii) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.

(ix) A valid practising licence (where applicable).

(x) Registered with a relevant professional body (where applicable).

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

CUSTOMER CARE ASSISTANTS APPENDIX "A"

2.38.1 CUSTOMER CARE ASSISTANT III, JOB GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Collecting data;
(ii) Manning the reception desk and switch board;
(iii) Maintaining good ambience in the reception area;
(iv) Profiling visitors and issuing visitors passes;
(v) Screening and directing visitors to designated offices and areas;
(vi) Recording and confirming visitors' appointments;
(vii) Maintaining daily record of visitors' details;
(viii) Receiving correspondence delivered at the reception and dispatching to relevant office;
(ix) Receiving and reporting customer complaints;
(x) Distributing relevant University's brochures to customers; and
(xi) Attending to telephone calls and logging them into the incident management system.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

(b) Job Specifications

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

(i) Diploma in the relevant area of specialisation from an accredited examination body.

2.38.2 CUSTOMER CARE ASSISTANT II, JOB GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting data;
(ii) Manning the reception desk and switch board;
(iii) Responding to visitors' queries and telephone inquiries;
(iv) Maintaining good ambience in the reception area;
(v) Profiling visitors and issuing visitors passes;
(vi) Screening and directing visitors to designated offices and areas;
(vii) Recording and confirming visitors' appointments;
(viii) Maintaining daily record of visitors' details;
(ix) Receiving correspondence delivered at the reception and dispatching to relevant office;
(x) Receiving and reporting customer complaints;
(xi) Distributing relevant University's brochures to customers; and
(xii) Attending to telephone calls and logging them into the incident management system.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Customer Care Assistant III or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.38.3 CUSTOMER CARE ASSISTANT I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collating and compiling data;
(ii) Maintaining good ambience in the reception area;
(iii) Responding to visitors' queries and telephone inquiries;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(iv) Profiling visitors;
(v) Responding to visitors' queries and telephone inquiries;
(vi) Receiving, screening and directing visitors to designated offices and areas;
(vii) Recording and confirming visitors' appointments;
(viii) Issuing visitors passes;
(ix) Overseeing daily recording of visitors' details;
(x) Issuing informational brochures at all customer desks;
(xi) Ensuring telephone calls are logged into the incident management system;
(xii) Reporting suspicious visitors to the security personnel;
(xiii) Classifying all incoming calls and initiating follow-up calls to people reporting incidences; and
(xiv) Receiving feedback forms and preparing reports.

(b) Job Specifications

For appointment to this grade, an Officer must have:

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Customer Care Assistant II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.38.4 SENIOR CUSTOMER CARE ASSISTANT II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Compiling and analysing data for the development, implementation and review of corporate communication policies, strategies, regulations and procedures;
(ii) Maintaining good ambience in the reception area;
(iii) Responding to visitors' queries and telephone inquiries;
(iv) Receiving, screening and directing visitors to designated offices and areas;
(v) Keeping custody of customer care service equipment and tools;
(vi) Recording and confirming visitors' appointments;
(vii) Profiling visitors and issuing passes;
(viii) Overseeing daily recording of visitors' details;
(ix) Ensuring availability of informational brochures at all customer desks;
(x) Ensuring telephone calls are logged into the incident management system;
(xi) Reporting suspicious visitors to the security personnel;
(xii) Classifying all incoming calls and initiating follow-up calls to people reporting incidences; and
(xiii) Compiling feedback forms and preparing reports.

(b) Job Specifications

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

APPROVED BY PSC

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Customer Care Assistant I or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.38.5 SENIOR CUSTOMER CARE ASSISTANT I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing corporate communication policies, strategies, regulations and procedures;
(ii) Ensuring availability of informational brochures at all customer desks;
(iii) Ensuring telephone calls are logged into the incident management system;
(iv) Coordinating all front desk and switch board activities;
(v) Maintaining good ambience in the reception area;
(vi) Profiling visitors;
(vii) Responding to visitors' queries and telephone inquiries;
(viii) Receiving, screening and directing visitors to designated offices and areas;
(ix) Ensuring recording and confirming visitors' appointments;
(x) Coordinating profiling and issuance of visitors passes;
(xi) Monitoring front desk operations;
(xii) Enforcing professional standards;
(xiii) Setting and grooming performance standards for the reception function;
(xiv) Attending to customers' complaints, inquiries, concerns and requests;
(xv) Following up on security issues with relevant personnel; and
(xvi) Classifying all incoming calls and initiating follow-up calls to people reporting incidences.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Customer Care Assistant II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate in Supervisory course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

2.38.6 CORPORATE COMMUNICATIONS OFFICER II, JOB GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Collecting and collating data for the development, implementation and review of corporate communication policies, strategies, regulations and procedures;
(ii) Providing protocol and hospitability arrangements during all the University's functions;
(iii) Drafting media releases, speeches, advertisements, public notices, documentaries;
(iv) Undertaking photography and audio-visual recording for the University's functions, captions appropriately and files for record keeping and publicity;
(v) Carrying out customer satisfaction surveys;
(vi) Updating the University's website and social media platforms;
(vii) Supporting implementation of events and programmes;
(viii) Sourcing for appropriate media to disseminate information on activities;
(ix) Documenting the University's events through video, photography and press cuttings;
(x) Gathering information on programmes and significant events in the University; and
(xi) Participating in corporate social responsibility (CSR) programmes.

(b) Job Specifications

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution.

2.38.7 CORPORATE COMMUNICATIONS OFFICER I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(i) Implementing corporate communications policies, strategies and programmes;
(ii) Compiling information on articles in the media pertaining to the University;
(iii) Implementing media relations and internal communications programmes;
(iv) Managing social media platforms;
(v) Organising corporate functions and events;
(vi) Establishing an inventory of press and other organisations contacts;
(vii) Providing communication linkage between the University and stakeholders;
(viii) Undertaking media commentary and analysis of print, electronic and social media;
(ix) Editing publications and media liaison;
(x) Developing information education communication materials;
(xi) Preparing media supplements and documentaries, press/media releases and features; and
(xii) Drafting speeches and articles/features.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Corporate Communication Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.38.8 SENIOR CORPORATE COMMUNICATIONS OFFICER II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Implementing corporate communications policies, strategies and programmes;
(ii) Implementing media relations and internal communications programmes;
(iii) Managing social media platforms;
(iv) Organising corporate functions and events;
(v) Developing database of press and other organisations contacts;
(vi) Providing communication linkage between the University and stakeholders;
(vii) Conducting media commentary and analysis of print, electronic and social media;
(viii) Implementing corporate social responsibility programmes;
(ix) Editing publications and media liaison;
(x) Developing information education communication materials;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(xi) Preparing media supplements and documentaries, press/media releases and features;
(xii) Analysing information on communication needs assessment, perceptions, attitude, corporate reputation and recommending intervention measures; and
(xiii) Preparing communication materials, including press releases, talking points, reports, speeches web material and videos.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Corporate Communication Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.38.9 SENIOR CORPORATE COMMUNICATIONS OFFICER I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing corporate communications policies, strategies and programmes;
(ii) Implementing media relations and internal communications programmes;
(iii) Preparing media supplements and documentaries, press/media releases and features;
(iv) Managing and updating social media platforms;
(v) Developing a publicity framework for purposes of public awareness;
(vi) Maintaining a photo gallery for the University;
(vii) Coordinating media/advocacy fora;
(viii) Developing and updating a database for media contacts;
(ix) Providing communication linkage between the University and stakeholders;
(x) Editing and producing communication materials, publications, press, statements/releases and writing opinions;
(xi) Ensuring adherence to the corporate brand;
(xii) Developing information education communication materials;
(xiii) Analysing information on communication needs assessment, perceptions, attitude, corporate reputation and recommending intervention measures; and
(xiv) Preparing communication materials, including press releases, talking points, reports, speeches web material and videos.

APPROVED BY PSC

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Corporate Communication Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.38.10 ASSISTANT DIRECTOR, CORPORATE COMMUNICATIONS, JOB GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing, implementing and reviewing corporate communications policies, strategies, standards, guidelines and procedures;
(ii) Coordinating implementation of strategies aimed at promoting University's brand through corporate social responsibility initiatives;
(iii) Promoting corporate perception of the University;
(iv) Developing, implementing and managing the social media strategy to promote visibility of the University;
(v) Designing communication infrastructure of the University's brand through publications, merchandising and marketing;
(vi) Coordinating media events and publicity programmes;
(vii) Coordinating customer care services;
(viii) Conducting customer satisfaction surveys and research on customer service best practices;
(ix) Updating website content;
(x) Coordinating official communication with the media and coverage of University's events and activities;
(xi) Managing media and customer intelligence to identify relevant information for the University;
(xii) Coordinating the University's corporate social responsibility programmes;
(xiii) Maintaining linkages with internal and external stakeholders for mutual beneficial relationships;
(xiv) Developing, monitoring and reviewing the University's service delivery charter;

APPROVED BY PSC

(xv) Investigating and resolving customer complaints; and
(xvi) Developing and disseminating Information Education Communication (IEC) materials.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Corporate Communication Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution;
(iii) Master's degree in any of the following: Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognised and accredited institution;
(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) A valid practising Licence (where applicable);
(vi) Relevant technical and professional certification from a recognised institution;
(vii) Registered with a relevant professional body (where applicable);
(viii) Demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them in corporate communications functions.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.39 CAREER GUIDELINES FOR ESTATE PERSONNEL

(a) Job Purpose

This cadre exists to oversee all maintenance and repairs of all University buildings and equipment to ensure that they are in good and habitable condition for use by staff and students.

(b) Functions

The estates functions will be to:-

(i) Organise and run the department in accordance with the university policy, rules and regulations.
(ii) Develop preventive maintenance schedule to ensure that equipment and machines are in good working condition.
(iii) Advise management on initiation of new facilities project to meet the University needs.
(iv) Manage all contractual services for timely execution in accordance with the requirements set out in the terms of service.
(v) Ensure proper utilisation of the approved budget as allocated to different projects.
(vi) Draw technical specifications for purchase of machinery.
(vii) Plan for key equipment spare parts requisition to match the needs of the institution and ensure smooth running of operations.
(viii) Inspect buildings to ensure that they meet the specific needs of the users.
(ix) Prepare bills of quantities.
(x) Develop a maintenance policy and guideline to ensure staff adhere to it and ensure safety and precaution is observed at all times in the University.

(c) Grading Structure

This Career Guidelines establishes five (5) grades for Assistant Estate Management Officers and five (5) grades for Estate Management Officers who shall be graded and designated as follows: -

ASSISTANT ESTATE MANAGEMENT OFFICER APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Maintenance Assistant III	5	Assistant Estate Management Officer III	11
Maintenance Assistant II	6		
Maintenance Assistant I	7	Assistant Estate Management Officer II	10

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 00100 NAIROBI

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Maintenance Assistant	8	Assistant Estate Management Officer I	9
……	…… ……	Senior Assistant Estate Management Officer II	8
……	…… ……	Senior Assistant Estate Management Officer I	7

ESTATE MANAGEMENT OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Maintenance Officer III	7	Estate Management Officer II	10
Maintenance Officer II/clerk of works	8	Estate Management Officer I	9
Maintenance Officer I	9	Senior Estate Management Officer II	8
Senior Maintenance Officer	10	Senior Estate Management Officer I	7
……	11		
Estate Manager	12	Assistant Director, Estates Management	6

Note: *The grades of Assistant Estate Management Officers III/II, Job Grade 11/10 for Diploma holders and the grades of Estate Management II/I, Job* Grade *10/9 for Degree holders will form common establishment for the purpose of this Career Guidelines.*

APPROVED BY PSC

SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(d) Recognised Qualifications

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

(i) Diploma in the relevant area of specialisation from an accredited examination body;
(ii) Bachelor's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution.
(iii) Master's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with a relevant professional body (where applicable).
(vi) Valid practising licence from the relevant professional body (where applicable);

(vii) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.
(viii) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(ix) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

ASSISTANT ESTATE MANAGEMENT OFFICERS APPENDIX "A"

2.39.1 ASSISTANT ESTATE MANAGEMENT OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Diagnosing faulty equipment, machines, and non-functional facilities in building and utilities to facilitate effective repairs;
(ii) Supervising outsourced services to engage qualified service providers;
(iii) Implementing service schedules and periodic maintenance to reduce machines/equipment down time;
(iv) Installing, testing and commissioning new installations of equipment, fixtures for proper utilities and services;
(v) Installing new equipment and fixtures to fit and conform to the existing installation; and
(vi) Raising request orders for necessary materials for repairs and services for proper operation and running of machines / equipment and fixtures.

(b) Job Specifications

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

(i) Diploma in the relevant area of specialisation from an accredited examination body.

2.39.2 ASSISTANT ESTATE MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 0100 NAIROBI

(i) Diagnosing faulty equipment, machines, and non-functional facilities in building and utilities to facilitate effective repairs;
(ii) Supervising outsourced services to engage qualified service providers;
(iii) Implementing service schedules and periodic maintenance to reduce machines/equipment down time;
(iv) Installing, testing and commissioning new installations of equipment, fixtures for proper utilities and services;
(v) Installing new equipment and fixtures to fit and conform to the existing installation;
(vi) Raising request orders for necessary materials for repairs and services for proper operation and running of machines / equipment and fixtures; and
(vii) Formulating Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Estate Management Officer III or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.39.3 ASSISTANT ESTATE MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing efficient maintenance of grounds (lawns) for beautification and environmental concerns;
(ii) Formulating Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities;
(iii) Advising on landscaping and gardening, trimming and clearing of the grounds to ensure well maintained grounds;
(iv) Planning and requisition for spare parts for equipment, plant machinery as need arises;
(v) Ensuring scheduled services for the fleet is observed for reliability of transport service;
(vi) Supervising outsourced construction services and existing facilities for the smooth-running operations of the institution;
(vii) Ensuring proper use of safety gear for their own safety;
(viii) Developing reports;
(ix) Drawing technical specifications for machinery purchase; and
(x) Ensuring effective energy management programmes to minimise utility bills costs.

APPROVED BY PSC

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Assistant Estate Management Officer II or in a comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.39.4 SENIOR ASSISTANT ESTATE MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing efficient maintenance of grounds (lawns) for beautification and environmental concerns;
(ii) Formulating Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities;
(iii) Advising on landscaping and gardening, trimming and clearing of the grounds to ensure well maintained grounds;
(iv) Planning and requisition for spare parts for equipment, plant machinery as need arises;
(v) Ensuring scheduled services for the fleet is observed for reliability of transport service;
(vi) Supervising outsourced construction services and existing facilities for the smooth-running operations of the institution;
(vii) Ensuring proper use of safety gear for their own safety;
(viii) Developing reports;
(ix) Drawing technical specifications for machinery purchase;
(x) Ensuring effective energy management programmes to minimise utility bills costs; and
(xi) Mentoring and coaching of assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Estate Management Officer II or comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher National Diploma in the relevant area of specialisation from an accredited examination body; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.39.5 SENIOR ASSISTANT ESTATE MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Overseeing efficient maintenance of grounds (lawns) for beautification and environmental concerns;
(ii) Formulating of Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities;
(iii) Coordinating landscaping and gardening, trimming and clearing of the grounds to ensure well maintained grounds;
(iv) Coordinating, plans and requisition for spare parts for equipment, plant machinery as need arises;
(v) Ensuring scheduled services for the fleet are observed for reliability of transport service;
(vi) Supervising outsourced construction services and existing facilities for the smooth-running operations of the institution;
(vii) Ensuring work is executed within reasonable time to ensure effective operations;
(viii) Developing and analysing reports to inform on projects progress;
(ix) Preparing budget and procurement plan;
(x) Drawing technical specifications for machinery purchase;
(xi) Mentoring and coaching of assigned staff; and
(xii) Ensuring effective energy management programmes to minimise on utility bills costs.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Estate Management Officer I or comparable position;
(ii) Diploma in the relevant area of specialisation from an accredited examination body;
(iii) Higher National Diploma in the relevant area of specialisation from an accredited examination body;
(iv) Certificate in Supervisory course lasting not less than two (2) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.39.6 ESTATE MANAGEMENT OFFICER II, GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a designated officer. Duties and Responsibilities at this level will entail: -

(i) Ensuring proper diagnosis of faulty equipment, machines, and non-functional facilities in buildings and utilities to facilitate effective repairs;
(ii) Advising on modern, efficient and economical use of electricity, water fuel for efficient energy use and cost reduction;
(iii) Evaluating outsourced services to engage qualified service providers;
(iv) Ensuring adherence of service schedules and periodic maintenance to reduce machines/equipment down time;
(v) Installing, testing and commissioning new installations of equipment, fixtures for proper utilities and services;
(vi) Designing for effective installation of new equipment and fixtures to fit and conform to the existing installation; and
(vii) Raising request orders for necessary materials for repairs and services for proper operation and running of machines / equipment and fixtures.

(b) Job Specifications

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

(i) Bachelor's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution.

2.39.7 ESTATE MANAGEMENT OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Formulating of Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities;
(ii) Ensuring proper diagnosis of faulty equipment, machines, and non-functional facilities in buildings and utilities to facilitate effective repairs;
(iii) Advising on modern, efficient and economical use of electricity, water fuel for efficient energy use and cost reduction;
(iv) Evaluating outsourced services to engage qualified service providers;
(v) Ensuring adherence of service schedules and periodic maintenance to reduce machines/equipment down time;
(vi) Installing, testing and commissioning new installations of equipment, fixtures for proper utilities and services;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(vii) Designing for effective installation of new equipment and fixtures to fit and conform to the existing installation; and
(viii) Raising request orders for necessary materials for repairs and services for proper operation and running of machines / equipment and fixtures.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Estate Management Officer II or in a comparable position;
(ii) Bachelor's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.39.8 SENIOR ESTATE MANAGEMENT OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Overseeing efficient maintenance of grounds (lawns) for beautification and environmental concerns;
(ii) Formulating Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities;
(iii) Advising on landscaping and gardening, trimming and clearing of the grounds to ensure well maintained grounds;
(iv) Planning and requisition for spare parts for equipment, plant machinery as need arises;
(v) Supervising outsourced construction services and existing facilities for the smooth-running operations of the institution;
(vi) Ensuring proper use safety gear for their own safety;
(vii) Ensuring work is executed within reasonable time to ensure effective operations;
(viii) Developing reports;
(ix) Preparing budget and annual procurement plans for the section;
(x) Working with other departments in drawing technical specifications for machinery purchase; and
(xi) Ensuring effective energy management programmes to minimise on utility bills costs.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Estate Management Officer I or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(ii) Bachelor's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.39.9 SENIOR ESTATE MANAGEMENT OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Overseeing efficient maintenance of grounds (lawns) for beautification and environmental concerns;
(ii) Verifying Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities;
(iii) Advising on landscaping and gardening, trimming and clearing of the grounds to ensure well maintained grounds;
(iv) Planning and requisition for spare parts for equipment, plant machinery as need arises;
(v) Supervising outsourced construction services and existing facilities for the smooth-running operations of the institution;
(vi) Ensuring proper use safety gear for their own safety;
(vii) Ensuring work is executed within reasonable time to ensure effective operations;
(viii) Developing reports;
(ix) Preparing budget and annual procurement plans for the section;
(x) Working with other departments in drawing technical specifications for machinery purchase;
(xi) Ensuring effective energy management programmes to minimise on utility bills costs; and
(xii) Mentoring and coaching assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Estate Management Officer II or comparable position;
(ii) Bachelor's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable); and

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

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

2.39.10 ASSISTANT DIRECTOR, ESTATE MANAGEMENT, GRADE 6

a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Overseeing efficient maintenance of grounds (lawns) for beautification and environmental concerns;
(ii) Validating Bill of Quantities (BOQ) for new construction projects and renovation of the existing facilities.
(iii) Overseeing landscaping and gardening, trimming and clearing of the grounds to ensure well maintained grounds.
(iv) Spearheading outsourced construction services and existing facilities for the smooth-running operations of the institution
(v) Overseeing staff training for capacity building in emergency response.
(vi) Validating reports;
(vii) Overseeing the development of budget and procurement plans for the section;
(viii) Drawing technical specifications for machinery purchase.
(ix) Ensuring effective management of programmes to minimise on utility bills costs;
(x) Mentoring and coaching of staff in the section.

b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Estate Management Officer I or comparable position;
(ii) Bachelor's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution;
(iii) Master's Degree in Engineering, Building Technology, Estate management or relevant field from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution
(vi) Registered with a relevant professional body (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.40 CAREER GUIDELINES FOR ARTISANS

(a) Job Purpose

This cadre is responsible for repair and maintenance of buildings, furniture, equipment and plants.

(b) Functions

The artisan functions will be to: -

(i) Carry out works in areas of specialisation.
(ii) Carry out routine checks for repairs and maintenance in areas of specialisation.
(i) Repair, clean and maintain machines, tools and equipment.
(ii) Undertake routine inspections.
(iii) Carry out troubleshooting on buildings system.
(iv) Requisitions for materials and spares.
(v) Install, maintain and operate building equipment.
(vi) Test electrical equipment for proper operation.
(vii) Interpret simple drawings.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Artisans (Plumber, Electrician, Carpenter, Mason, Tailor and Mechanic) who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Artisan III	2	Artisan III	14
Artisan II	3	Artisan II	13
Artisan I	4	Artisan I	12
Senior Artisan	5	Senior Artisan	11
----------		Chargehand	10

Note: *The grades of Artisans III/II Grade 14/13 for Trade Test holders will form common establishment for the purpose of these Career Guideline.*

(d) Recognised Qualifications

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

(i) Trade Craft Certificate from an accredited examining body.
(ii) Relevant professional short course certification.

APPROVED BY PSC

(e) Deployment Areas

An officer in this cadre can be deployed in the following areas, based on the relevant Trade Test Qualification:

(i) Mechanical
(ii) Plumbing
(iii) Electrical
(iv) Masonry
(v) Welding
(vi) Painting
(vii) Carpentry and Joinery
(viii) Tailoring and Dress making

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.40.1 ARTISAN III, GRADE 14

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a designated officer.

Duties and Responsibilities at this level will entail: -

(i) Carrying out works in areas of specialisation;
(ii) Perform basic repair and maintenance of facilities;
(iii) Cleaning and maintaining machines, tools and equipment;
(iv) Carrying out routine checks for repairs and maintenance of works and equipment;
(v) Making requisitions for materials and spares;
(vi) Installing and operating equipment;
(vii) Testing equipment for proper operation; and
(viii) Interpreting simple drawings.

(b) Job Specifications

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

(i) Trade Test Grade III Certificate from an accredited examining body.

2.40.2 ARTISAN II, GRADE 13

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(i) Carrying out works in areas of specialisation;
(ii) Perform basic repair and maintenance of facilities;
(iii) Cleaning and maintaining machines, tools and equipment;
(iv) Carrying out routine checks for repairs and maintenance of works and equipment;
(v) Making requisitions for materials and spares;
(vi) Installing and operating equipment;
(vii) Testing equipment for proper operation; and
(viii) Interpreting simple drawings.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience, at the grade of Artisan III or in a comparable position;
(ii) Trade Test Grade III Certificate from an accredited examining body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.40.3 ARTISAN I, GRADE 12

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Carrying out works in areas of specialisation;
(ii) Perform basic repair and maintenance of facilities;
(iii) Cleaning and maintaining machines, tools and equipment;
(iv) Carrying out routine checks for repairs and maintenance of works and equipment;
(v) Making requisitions for materials and spares;
(vi) Installing and operating equipment;
(vii) Testing electrical equipment for proper operation; and
(viii) Interpreting simple drawings.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which must be in the grade of Artisan II or in a comparable position;
(ii) Trade Test Grade II Certificate from an accredited examining body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

2.40.4 SENIOR ARTISAN, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Carrying out works in areas of specialisation;
(ii) Carrying out routine checks for repairs and maintenance of water, mechanical, electrical, water and drainage system;
(iii) Supervising repair and maintenance works;
(iv) Supervising cleaning & maintenance of machines, tools and equipment;
(v) Carrying out routine checks for repairs and maintenance;
(vi) Coordinating inspection of various works;
(vii) Coordinating troubleshooting on buildings system;
(viii) Preparing cost estimates and submitting requests for maintenance materials;
(ix) Installing, maintaining and operating building equipment;
(x) Testing equipment for proper operation; and
(xi) Interpreting drawings.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Artisan I or in a comparable position;
(ii) Trade Test Grade I Certificate from an accredited examining body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.40.5 CHARGEHAND, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Keeping records of repair and maintenance in the areas of specialisation;
(ii) Carrying out routine checks for repairs and maintenance in areas of specialisation;
(iii) Preparing cost estimates and submitting requests for maintenance materials;
(iv) Supervising cleaning & maintenance of machines, tools and equipment;
(v) Supervising repair and maintenance works;
(vi) Carrying out routine checks for repairs and maintenance;
(vii) Coordinating inspection of various works;
(viii) Coordinating troubleshooting on buildings system;
(ix) Making requisitions for materials;
(x) Overseeing installation, maintenance and operations of works;
(xi) Testing equipment for proper operation; and
(xii) Interpreting drawings.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(b) Job Specifications

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

1. Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Artisan or in a comparable position;
2. Trade Test Grade I Certificate from an accredited examining body;
3. Relevant professional short course certification; and
4. Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.41 CAREER GUIDELINES FOR SECURITY OFFICERS

(a) Job Purpose

The cadre of staff is responsible for the security provision to the people and university resources.

(b) Functions

The security functions will be to: -

(i) Undertake risk and disaster management.
(ii) Develop, review and implement security policies and procedures.
(iii) Coordinate emergency procedures and contingency planning.
(iv) Maintain records and charts/trends of crimes and incidents.
(v) Conduct patrols, security surveys and inspections.
(vi) Guard persons and resources.
(vii) Prepare periodic returns on operational matters.
(viii) Plan, design and maintain security documents e.g. passes, registers.
(ix) Liaise with relevant security agencies on security related matters.
(x) Manage quality management systems.
(xi) Coordinate investigations and prosecutions.
(xii) Profile crime cases.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Assistant Security Officers and six (6) grades of Security Officers who will be designated and graded as follows: -

ASSISTANT SECURITY OFFICERS APPENDIX "A"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Assistant Security Officer III	5	Assistant Security Officer III	11
Senior Assistant Security Officer II	6		
Senior Assistant Security Officer I	7	Assistant Security Officer II	10
Principal Assistant Security Officer	8	Assistant Security Officer I	9
Senior Principal Assistant Security Officer	9	Senior Assistant Security Officer II	8
Security Officer	10	Senior Assistant Security Officer I	7

APPROVED BY PSC

SECURITY OFFICERS APPENDIX "B"

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Senior Security Officer III	7	Security Officer II	10
Senior Security Officer II	8	Security Officer I	9
Senior Security Officer I	9	Senior Security Officer II	8
Chief Security Officer II	10	Senior Security Officer I	7
Chief Security Officer I	11		
----------	12	Assistant Director Security Services	6
		Deputy Director, Security Services	5

Note: *The grade of Assistant Security Officers, Grade 11/10 for Diploma Holders and Security Officer II/I Job Grade 10/9 for degree holders, will form common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

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

(i) Diploma in Security Management or its equivalent qualification from an accredited examination body;
(ii) Higher National Diploma in Security Management or its equivalent qualification from an accredited examination body;
(iii) Bachelor's Degree in Security Management or its equivalent from a recognised and accredited institution;
(iv) Masters in Security Management or its equivalent from a recognised and accredited institution.
(v) Served in the disciplined forces and Competency in security matters;
(vi) Relevant technical and professional certification from a recognised and accredited institution.
(vii) Management Course lasting not less than four (4) weeks from a recognised institution.
(viii) Leadership course lasting not less than four (4) weeks from a recognised and accredited institution.
(ix) Supervisory skills course lasting not less than two (2) weeks from a recognised institution.
(x) Certificate of clean record of discharge from the relevant disciplined service (where applicable).

APPROVED BY PSC
SECRETARY/CEO PUBLIC SERVICE COMMISSION P.O. Box ... NAIROBI

ASSISTANT SECURITY OFFICERS APPENDIX "A"

2.41.1 ASSISTANT SECURITY OFFICER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Implementing security measures to safeguard the University's assets against theft, pilferage, damage and terrorism;
(ii) Liaising with the Senior Security Officers on all security matters and surveillance within the region;
(iii) Contributing to maintenance of linkages with law enforcement agencies to enhance security;
(iv) Security surveillance;
(v) Preparing and keeping records of all security related reports, incidents and accidents within the University; and
(vi) Carrying out physical inspection of the University's premises.

(c) Job Specifications

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

(i) Diploma in Security Management or its equivalent qualification from an accredited examination body; and
(ii) Certificate of clean record of discharge from the relevant disciplined service (where applicable).

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 00100 NAIROBI

2.41.2 ASSISTANT SECURITY OFFICER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Implementing security measures to safeguard the University's assets against theft, pilferage, damage and terrorism;
(ii) Liaising with the Senior Security Officers on all security matters and surveillance within the region;
(iii) Supervising the deployment of outsourced security guards and ensuring quality services are rendered;
(iv) Contributing to maintenance of linkages with law enforcement agencies to enhance security;

(v) Security surveillance;
(vi) Preparing and keeping records of all security related reports, incidents and accidents within the University; and
(vii) Carrying out physical inspection of the University's premises.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Security Officer III or in a comparable position;
(ii) Diploma in Security Management or its equivalent qualification from an accredited examination body;
(iii) Certificate of clean record of discharge from the relevant disciplined service (where applicable); and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.41.3 ASSISTANT SECURITY OFFICER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail:

(i) Implementing security measures to safeguard the University's assets against theft, pilferage, damage and terrorism;
(ii) Liaising with the Senior Security Officers on all security matters and surveillance within the region;
(iii) Supervising the deployment of outsourced security guards and ensuring quality services are rendered;
(iv) Contributing to maintenance of linkages with law enforcement agencies to enhance security;
(v) Security surveillance;
(vi) Preparing and keeping records of all security related reports, incidents and accidents within the Authority; and
(vii) Carrying out physical inspection of the University's premises;

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Assistant Security Officer II or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P. O. Box 30095 00100 NAIROBI

(ii) Diploma in Security Management or its equivalent qualification from an accredited examination body;
(iii) Certificate of clean record of discharge from the relevant disciplined service (where applicable);
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.41.4 SENIOR ASSISTANT SECURITY OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Implementing security measures to safeguard the University's assets against theft, pilferage, damage and terrorism;
(ii) Liaising with the Senior Security Officers on all security matters and surveillance within the region;
(iii) Supervising the deployment of outsourced security guards and ensuring quality services are rendered;
(iv) Contributing to maintenance of linkages with law enforcement agencies to enhance security;
(v) Security surveillance;
(vi) Preparing and keeping records of all security related reports, incidents and accidents within the University;
(vii) Preparing records; and
(viii) Carrying out physical inspection of the University's premises.

(b) Job Specifications

For appointment to this grade, an Officer must have: -
(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Assistant Security Officer I or in a comparable position;
(ii) Diploma in Security Management or its equivalent qualification from an accredited examination body;
(iii) Certificate of clean record of discharge from the relevant disciplined service (where applicable);
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.41.5 SENIOR ASSISTANT SECURITY OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail:
(i) Implementing security measures to safeguard the University's assets against theft, pilferage, damage and terrorism;

APPROVED BY PSC

(ii) Liaising with the Senior Security Officers on all security matters and surveillance within the region;
(iii) Supervising the deployment of outsourced security guards and ensuring quality services are rendered;
(iv) Contributing to maintenance of linkages with law enforcement agencies to enhance security;
(v) Security surveillance;
(vi) Preparing and keeping records of all security related reports, incidents and accidents within the Authority; and
(vii) Carrying out physical inspection of the University's premises;
(viii) Preparing records.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Security Officer II or in a comparable position.
(ii) Diploma in security studies or social science related diploma from a recognised institution;
(iii) Certificate of clean record of discharge from the relevant disciplined service (where applicable);
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.41.6 SECURITY OFFICER II, GRADE 10

(a) Job Descriptions

This is entry grade for this cadre. An officer in this cadre will work under supervision and guidance of designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Implementing the University's security policy and strategies in the protection of assets and business operations;
(ii) Facilitating the supervision of outsourced security services to ensure quality security services are rendered including surveillance;
(iii) Liaising with security agencies to ensure security of University's assets and operations;

(iv) Gathering information and intelligence analysis to inform on security situation and preparedness across the University's operations;
(v) Carrying out physical security inspection of the University's assets to ensure compliance and identify security lapses for appropriate action;
(vi) Preparing security reports and analysing incidents in the University and recommending appropriate action;
(vii) Participating in the motivating and developing of security staff to achieve University objectives;
(viii) Identifying, implementing and benchmarking best practices in security management;
(ix) Managing and implementing change initiatives to achieve desired best practice plans and culture.

(b) Job Specifications

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

(i) Bachelor's Degree in relevant field from a recognised and accredited institution; and
(ii) Certificate of clean record of discharge from the relevant disciplined service (where applicable).

2.41.7 SECURITY OFFICER I, GRADE 9

(a) Job Descriptions

The Duties and Responsibilities at this level will entail: -

(i) Coordinating the implementation and monitoring of security measures, standards, policies and plans in line with the operational security standards (centre);
(ii) Supervising and coordinating the operations security teams to ensure security of Authority's assets and operations;
(iii) Coordinating and monitoring outsourced security service providers to meet University security objectives and enhance performance;
(iv) Receiving, analysing and collating security reports and recommending appropriate action;
(v) Liaising with other security agencies to ensure security of University's assets and operations;
(vi) Participating in the motivating and developing of security staff to achieve University objectives;
(vii) Identifying, implementing and benchmarking best practices in security management;
(viii) Managing and implementing change initiatives to achieve desired best practice plans and culture.

APPROVED BY PSC

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Security Officer II or in a comparable position;
(ii) Bachelor's Degree in relevant field from a recognised and accredited institution;
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.41.8 SENIOR SECURITY OFFICER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the implementation and monitoring of security measures, standards, policies and plans in line with the operational security standards (centre);
(ii) Supervising and coordinating the operations security teams to ensure security of Authority's assets and operations;
(iii) Coordinating and monitoring outsourced security service providers to meet University security objectives and enhance performance;
(iv) Receiving, analysing and collating security reports and recommending appropriate action;
(v) Liaising with other security agencies to ensure security of University's assets and operations;
(vi) Participating in the motivating and developing of security staff to achieve University objectives;
(vii) Identifying, implementing and benchmarking best practices in security management; and
(viii) Implementing change initiatives to achieve desired best practice plans and culture.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Security Officer I or in a comparable position;
(ii) Bachelor's Degree in relevant field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate of clean record of discharge from the relevant disciplined service (where applicable); and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.41.9 SENIOR SECURITY OFFICER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Initiating the development & enforcement of security policies and standards in line with the operating framework;
(ii) Monitoring and evaluating the implementation of the security strategy in line with policies, processes & procedures to deliver business objective;
(iii) Coordinating security audits;
(iv) Coordinating continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the Authority's assets and operations;
(v) Initiating training and monitoring outsourced security service providers to meet University security objectives and enhance performance;
(vi) Initiating preparation of security training programmes and carrying out sensitisation initiatives to enhance compliance with security standards and policies;
(vii) Ensuring incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary;
(viii) Developing an up-to-date databank of security incidents and trends and reporting for management information and security action;
(ix) Initiating programmes and measures to prevent and eliminate encroachment;
(x) Participating in Quality Assurance Programmes; and
(xi) Preparing budget and procurement plan for the section.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Security Officer II or in a comparable position;
(ii) Bachelor's Degree in relevant field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution;
(v) Registered with a relevant professional body (where applicable);
(vi) Certificate of clean record of discharge from the relevant disciplined service (where applicable); and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.41.10 ASSISTANT DIRECTOR, SECURITY SERVICES, GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Initiating the development & enforcement of security policies and standards in line with the operating framework;
(ii) Monitoring and evaluating the implementation of the security strategy in line with policies, processes & procedures to deliver business objective;
(iii) Coordinating security audits;
(iv) Coordinating continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the University's assets and operations;
(v) Initiating training and monitoring outsourced security service providers to meet University security objectives and enhance performance;
(vi) Initiating preparation of security training programmes and carrying out sensitisation initiatives to enhance compliance with security standards and policies;
(vii) Ensuring incident response planning and investigation of security violations, contributing to disciplinary and legal matters associated with such violations as necessary;
(viii) Developing an up-to-date databank of security incidents and trends and reporting for management information and security action;
(ix) Initiating programmes and measures to prevent and eliminate encroachment;
(x) Participating in Quality Assurance Programmes; and
(xi) Coordinating the preparation of budget and procurement plan for the section; and
(xii) Mentoring, coaching and developing security staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Security Officer I or in a comparable position;
(ii) Bachelor's Degree in relevant field from a recognised and accredited institution;
(iii) Master's Degree in relevant field from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered with a relevant professional body (where applicable);
(vii) Certificate of clean record of discharge from the relevant disciplined service (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.41.11 DEPUTY DIRECTOR, SECURITY SERVICES, GRADE 5

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the development & enforcement of security policies and standards in line with the operating framework;
(ii) Overseeing the implementation of the security strategy in line with policies, processes & procedures to deliver business objective;
(iii) Overseeing security audits;
(iv) Coordinating training and monitoring outsourced security service providers to meet University security objectives and enhance performance;
(v) Overseeing continuous information gathering and intelligence analysis with a view to developing preventive measures for enhanced security of the University's assets and operations;
(vi) Coordinating preparation of security training programmes and carrying out sensitisation initiatives to enhance compliance with security standards and policies;
(vii) Overseeing incident response planning and investigation of security violations, and contributing to disciplinary and legal matters associated with such violations as necessary;
(viii) Coordinating the development of an up-to-date databank of security incidents and trends and reporting for management information and security action;
(ix) Overseeing programmes and measures to prevent and eliminate encroachment;
(x) Coordinating Quality Assurance Programmes;
(xi) Overseeing the preparation of budget and procurement plan for the section; and
(xii) Coordinating the mentoring, coaching and developing security staff.

(b) Job Specifications

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

(i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Security Services or in a comparable position;
(ii) Bachelor's Degree in relevant field from a recognised and accredited institution;
(iii) Master's Degree in relevant field from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised and accredited institution;
(v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution;
(vi) Registered with a relevant professional body (where applicable);
(vii) Certificate of clean record of discharge from the relevant disciplined service (where applicable); and
(viii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC

2.42 CAREER GUIDELINE FOR GRAPHIC DESIGNERS

(a) Job Purpose

This position exists in carrying out daily computer designs, producing graphic designs and creating visual concepts for the University.

(b) Functions

The graphic design functions will be to: -

(i) Make simple computer design using Adobe Creative Suite programs such as InDesign, Photoshop, and Illustrator.
(ii) Produce graphic designs for brochures, print and online advertisements, posters, digital displays, flyers, and other publications.
(iii) Undertake core design elements such as type, contrast, alignment, proximity, and layout.
(iv) Create visual concepts, by hand or computer software.
(v) Develop the overall layout and production design.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Assistant Graphic Designer who will be graded and designated as follows:-

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Graphic Design Assistant III	5	Assistant Graphic Designer III	11
Graphic Design Assistant II	6		
Graphic Design Assistant I	7	Assistant Graphic Designer II	10
	.....	Assistant Graphic Designer I	9
Senior Graphic Design Assistant		Senior Assistant Graphic Designer II	8
.....	.....	Senior Assistant Graphic Designer I	7

Note: *The grade of Assistant Graphic Designer III/II grade 11/10 for Diploma Holders will form common establishment for the purpose of this Career Guidelines.*

(d) Recognised Qualifications

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

(i) Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution;
(ii) Higher Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution; and
(iii) Supervisory course lasting not less than two (2) weeks from a recognised and accredited institution.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.42.1 ASSISTANT GRAPHIC DESIGNER III, GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail:

(i) Carrying out simple computer design using Adobe Creative Suite programs such as InDesign, Photoshop, and Illustrator;
(ii) Produce graphic designs for brochures, print and online advertisements, posters, digital displays, flyers, and other publications;
(iii) Undertaking core design elements such as type, contrast, alignment, proximity, and layout;
(iv) Creating visual concepts, by hand or computer software; and
(v) Developing the overall layout and production design.

(b) Job Specifications

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

(i) Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution.

2.42.2 ASSISTANT GRAPHIC DESIGNER II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Carrying out simple computer design using Adobe Creative Suite programs such as InDesign, Photoshop, and Illustrator;
(ii) Producing graphic designs for brochures, print and online advertisements, posters, digital displays, flyers, and other publications;
(iii) Undertaking core design elements such as type, contrast, alignment, proximity, and layout;
(iv) Creating visual concepts, by hand or computer software; and
(v) Developing the overall layout and production design.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Graphic Designer III or in a comparable position;
(ii) Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.42.3 ASSISTANT GRAPHIC DESIGNER I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Carrying out simple computer design using Adobe Creative Suite programs such as InDesign, Photoshop, and Illustrator;
(ii) Producing graphic designs for brochures, print and online advertisements, posters, digital displays, flyers, and other publications;
(iii) Ensuring all design requests are well developed and completed by deadline;
(iv) Understanding of core design elements such as type, contrast, alignment, proximity, and layout;
(v) Maintaining a consistent message throughout the development and design process; and
(vi) Ensuring that all designs are properly aligned with branding and marketing standards.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience of which three (3) should have been at the grade of Assistant Graphic Designer II or in a comparable position;
(ii) Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.42.4 SENIOR ASSISTANT GRAPHIC DESIGNER II, GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Carrying out simple computer design using Adobe Creative Suite programs such as InDesign, Photoshop, and Illustrator;
(ii) Producing graphic designs for brochures, print and online advertisements, posters, digital displays, flyers, and other publications;
(iii) Ensuring all design requests are well developed and completed by deadline;
(iv) Understanding of core design elements such as type, contrast, alignment, proximity, and layout;
(v) Maintaining a consistent message throughout the development and design process; and
(vi) Ensuring that all designs are properly aligned with branding and marketing standards.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience of which three (3) should be at the grade of Assistant Graphic Designer I or in a comparable position;
(ii) Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution;
(iii) Higher Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.42.5 SENIOR ASSISTANT GRAPHIC DESIGNER I, GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Carrying out simple computer design using Adobe Creative Suite programs such as InDesign, Photoshop, and Illustrator;
(ii) Producing graphic designs for brochures, print and online advertisements, posters, digital displays, flyers, and other publications;
(iii) Ensuring all design requests are well developed and completed by deadline;
(iv) Understanding of core design elements such as type, contrast, alignment, proximity, layout; and
(v) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Assistant Graphic Designer II or in a comparable position;

(ii) Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution;
(iii) Higher Diploma in Graphic Design or equivalent qualification from a recognised and accredited institution;
(iv) Registered with a relevant professional body (where applicable);
(v) Supervisory course lasting not less than two (2) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.43 CAREER GUIDELINES FOR BINDING ATTENDANTS

(a) Job Purpose

This cadre is responsible for ensuring binding of Library books, University Projects/Theses and Dissertations and all University Bindery work.

(b) Functions

The binding functions will be to: -

(i) Retrieve and prepare library material for bindery services.
(ii) Preserve library materials.
(iii) Carry out In-house treatments of mutilated and worn-out materials.
(iv) Check materials for accuracy and completeness of the order.
(v) Cut, trim, assemble, glue, fold and bind printed materials.
(vi) Assemble different parts of books, magazines and other printed products.
(vii) Select and paste labels, pockets and plates into library materials.
(viii) Guide patrons and library staff on bindery services.
(ix) Maintain files and listings on bindery services.

(c) Grading

This Career Guideline established four (4) grades of Binding Attendants who will be graded and designated as follows: -

BINDING ATTENDANTS

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
.....	2	Binding Attendant III	14
.....	3	Binding Attendant II	13
.....	4	Binding Attendant I	12
.....	5	Senior Binding Attendant	11

Note: *The grade of Binding Attendant III/II Job Grade 14/13 will form common establishment for the purpose of this Career Guideline.*

(d) Recognised Qualifications

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

(i) Certificate course in binding or its equivalent from a recognised institution.

APPROVED BY PSC

2.43.1 BINDING ATTENDANT III, GRADE 14

(a) Job Descriptions

This will be the entry grade for this cadre. An office at this level will work under the supervision of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Selecting and pasting labels, pockets and plates into library materials;
(ii) Retrieving and preparing materials for repairs and/or binding;
(iii) Checking materials for accuracy and completeness of the order;
(iv) Cutting, trimming, assembling, gluing, folding and binding printed materials;
(v) Answering general questions from patrons and library staff on bindery services;
(vi) Maintaining files and listings on bindery services;
(vii) Photocopying and printing library materials; and
(viii) Treating mutilated and worn-out materials.

(b) Job Specifications

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

(i) Certificate course in binding or its equivalent from a recognised institution.

2.43.2 BINDING ATTENDANT II, GRADE 13

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Selecting and pasting labels, pockets and plates into library materials;
(ii) Retrieving and preparing materials for repairs and/or binding;
(iii) Checking materials for accuracy and completeness of the order;
(iv) Cutting, trimming, assembling, gluing, folding and binding printed materials;
(v) Answering general questions from patrons and library staff on bindery services;
(vi) Maintaining files and listings on bindery services;
(vii) Photocopying and printing library materials;
(viii) Treating mutilated and worn-out materials;
(ix) Assembling different parts of books, magazines and other printed products.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(i) Cumulative service period of at least three (3) years' relevant work experience at the grade of Binding Attendant III or in a comparable position;
(ii) Certificate course in binding or its equivalent from a recognised institution;
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.43.3 BINDING ATTENDANT I, GRADE 12

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Selecting and pasting labels, pockets and plates into library materials;
(ii) Retrieving and preparing materials for repairs and/or binding;
(iii) Checking materials for accuracy and completeness of the order;
(iv) Cutting, trimming, assembling, gluing, folding and binding printed materials;
(v) Answering general questions from patrons and library staff on bindery services;
(vi) Maintaining files and listings on bindery services;
(vii) Photocopying and printing library materials;
(viii) Treating mutilated and worn-out materials;
(ix) Assembling different parts of books, magazines and other printed products;
(x) Ordering and controlling usage of binding materials and equipment.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Binding Attendant II or in a comparable position;
(ii) Certificate course in binding or its equivalent from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.43.4 SENIOR BINDING ATTENDANT, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Coordinating the selection and pasting of labels, pockets and plates into library materials;
(ii) Managing the retrieval and preparation of materials for repairs and/or binding;
(iii) Verifying accuracy and completeness of the materials for bindery;
(iv) Coordinating the repair and binding of the library materials;
(v) Guiding patrons and library staff on bindery services;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(vi) Ensuring maintenance of files and listings on bindery services;
(vii) Coordinating photocopying and printing of library materials;
(viii) Overseeing the treatment of mutilated and worn-out materials;
(ix) Overseeing assembling of different parts of books, magazines and other printed products;
(x) Ordering and controlling usage of binding materials and equipment.

(b) Job Specifications

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

(i) Cumulative service period of at least nine (9) years' relevant work experience, three (3) of which should have been at the grade of Binding Attendant I or in a comparable position;
(ii) Certificate course in binding or its equivalent from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.44 CAREER GUIDELINES FOR DRIVERS

(a) Job Purpose

The cadre is responsible for driving and maintaining motor vehicles as authorised.

(b) Functions

The driver functions will be to: -

(i) Drive, maintain and manage a motor-vehicle as authorised.
(ii) Maintain work tickets, records and tools.
(iii) Carry out minor mechanical repairs.
(iv) Recognise and report abnormal operations of the vehicle.
(v) Ensure security of the vehicle on and off the road.
(vi) Ensure safety of passengers and/or goods therein.
(vii) Maintain cleanliness of the assigned vehicles.
(viii) Carry out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and maintenance of the motor vehicle.
(ix) Detect and report malfunctioning of vehicle systems.
(x) Ensure the vehicle has relevant repair tools and serviced on time;
(xi) Detect mechanical faults.
(xii) Carry authorised passengers and/or goods.
(xiii) Carry out first aid where necessary.

(c) Grading Structure

The Career Guidelines establishes five (5) grades of Drivers who will be designated and graded as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Driver III	2	Driver III	14
Driver II	3	Driver II	13
Driver I	4	Driver I	12
Senior Driver III	5	Senior Driver	11
Senior Driver II	6		
Senior Driver I	7		
Executive Driver II	.....		
Executive Driver I	.....		
----------	.....	Chief Driver	10

Note: *The grade of Drivers III/II grade 14/13 for Trade Certificate Holders, will form common establishment for the purpose of this Career Guidelines.*

APPROVED BY PSC

(d) Recognised Qualifications

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

(i) Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognised and accredited institution.
(ii) A valid driving licence 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 recognised and accredited institution.
(iv) Passed Occupational Trade Test for Drivers Grade III, II, I.
(v) Passed Suitability test for Drivers.
(vi) Passed Practical Test for Drivers.
(vii) Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognised and accredited institution.
(viii) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognised and accredited institution.
(ix) A valid Certificate of Good Conduct from the Kenya Police.

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

2.44.1 DRIVER III, GRADE 14

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Driving a motor vehicle as authorised;
(ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;
(iii) Carrying out minor repairs including oiling and greasing;
(iv) Detecting and reporting malfunctioning of vehicle systems;
(v) Maintaining work tickets for vehicles assigned;
(vi) Ensuring security and safety for the vehicle on and off the road;
(vii) Ensuring safety of the passengers and/or goods therein;
(viii) Ensuring the vehicle has the necessary documentation;
(ix) Maintaining cleanliness of the vehicle; and
(x) Ensuring the vehicle has relevant repair tools and serviced on time.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. BOX 30095 - 00100
NAIROBI

(i) Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognised and accredited institution;
(ii) A valid driving licence 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 recognised and accredited institution;
(iv) Passed Suitability Trade Test for Drivers Grade III;
(v) A valid Certificate of Good Conduct from the Kenya Police; and
(vi) At least two (2) years' driving experience.

2.44.2 DRIVER II, GRADE 13

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Driving a motor vehicle as authorised;
(ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;
(iii) Carrying out minor repairs including oiling and greasing;
(iv) Detecting and reporting malfunctioning of vehicle systems;
(v) Maintaining work tickets for vehicles assigned;
(vi) Ensuring security and safety for the vehicle on and off the road;
(vii) Ensuring safety of the passengers and/or goods therein;
(viii) Ensuring the vehicle has the necessary documentation;
(ix) Maintaining cleanliness of the vehicle; and
(x) Ensuring the vehicle has relevant repair tools and serviced on time.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Driver III, or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognised and accredited institution;
(iii) A valid driving licence free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
(iv) 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 recognised and accredited institution;
(v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognised and accredited institution;
(vi) Certificate in Occupational Trade Test Grade III for Drivers;
(vii) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognised and accredited institution;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(viii) A valid Certificate of Good Conduct from the Kenya Police;
(ix) Demonstrated merit and ability as reflected in work performance and results.

2.44.3 DRIVER I, GRADE 12

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Driving a motor vehicle as authorised;
(ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;
(iii) Carrying out minor repairs including oiling and greasing;
(iv) Detecting and reporting malfunctioning of vehicle systems;
(v) Maintaining work tickets for vehicles assigned;
(vi) Ensuring security and safety for the vehicle on and off the road;
(vii) Ensuring safety of the passengers and/or goods therein;
(viii) Ensuring the vehicle has the necessary documentation;
(ix) Ensuring the vehicle has relevant repair tools and serviced on time;
(x) Detecting and reporting vehicle defects on time;
(xi) Ensuring vehicle cleanliness;
(xii) Timely reporting of accidents and follow up of police abstract; and
(xiii) Vehicle inspection and keeping up-to-date insurance documents.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which must be at the grade of Driver II, or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognised and accredited institution;
(iii) A valid driving licence free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
(iv) 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 recognised and accredited institution;
(v) Certificate in Occupational Trade Test Grade II for Drivers;
(vi) Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognised and accredited institution;
(vii) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognised and accredited institution;
(viii) A valid Certificate of Good Conduct from the Kenya Police; and
(ix) Demonstrated merit and ability in driving and maintenance of vehicles.

APPROVED BY PSC

2.44.4 SENIOR DRIVER, GRADE 11

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Driving a motor-vehicle as authorised;
(ii) Carrying out minor mechanical repairs;
(iii) Ensuring security of the vehicle on and off the road;
(iv) Ensuring safety of passengers and/or goods therein;
(v) Maintaining cleanliness of the assigned vehicles and carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;
(vi) Carrying out minor repairs including oiling and greasing;
(vii) Maintaining work tickets for vehicle assigned;
(viii) Ensuring the vehicle has the necessary documentation;
(ix) Ensuring the vehicle has relevant repair tools and serviced on time;
(x) Detecting and reporting vehicle defects on time;
(xi) Ensuring vehicle cleanliness;
(xii) Timely reporting of accidents and follow up of police abstract; and
(xiii) Vehicle inspection and keeping up-to-date insurance documents.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should be at the grade of Driver I, or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognised and accredited institution;
(iii) A valid driving licence free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive;
(iv) Public Service Vehicle (PSV) certificate;
(v) Certificate in Occupational Trade Test Grade I for drivers;
(vi) Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualifications from a recognised and accredited institution;
(vii) A refresher course for drivers lasting not less than one (1) week every three (3) years from a recognised and accredited institution;
(viii) A valid Certificate of Good Conduct from the Kenya Police;
(ix) Attended a First Aid Certificate course lasting not less than one (1) week from a recognised and accredited institution; and
(x) Demonstrated merit and ability in driving and maintenance of vehicles.

APPROVED BY PSC

2.44.5 CHIEF DRIVER, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Driving a motor-vehicle as authorised;
(ii) Carrying out minor mechanical repairs;
(iii) Recognising and reporting abnormal operations of the vehicle;
(iv) Ensuring security of the vehicle on and off the road;
(v) Ensuring safety of passengers and/or goods therein;
(vi) Maintaining cleanliness of the assigned vehicles;
(vii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, detecting and reporting malfunctioning of vehicle systems;
(viii) Carrying out minor repairs including oiling and greasing;
(ix) Maintaining work tickets for vehicles assigned;
(x) Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
(xi) Ensuring routine service and maintenance of the vehicle;
(xii) Timely reporting of accidents and follow up of police abstract;
(xiii) Vehicle inspection and keeping up-to-date insurance documents;
(xiv) Updating inventory of vehicles; and
(xv) Supervising and guiding junior drivers.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Driver, or in a comparable position;
(ii) A Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognised and accredited institution;
(iii) A valid driving licence free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
(iv) Passed the Occupational Trade Test for Drivers Grade I;
(v) Public Service Vehicle (PSV) certificate;
(vi) A refresher Course for drivers lasting not less than one (1) week every three (3) years from a recognised and accredited institution;
(vii) A valid Certificate of Good Conduct from the Kenya Police;
(viii) Attended a First Aid Certificate course lasting not less than one (1) week from a recognised and accredited institution;
(ix) Defensive driving certificate from Automobile Association (AA) of Kenya or equivalent qualifications from a recognised and accredited institution; and
(x) Demonstrated merit and ability in driving and maintenance of vehicles.

APPROVED BY PSC

2.45 CAREER GUIDELINES FOR OFFICE ASSISTANTS

(a) Job Purpose

The position exists to provide general administrative support in the department in terms of offering services to staff, clients and visitors for smooth running of activities in the department.

(b) Functions

The office assistant functions will be to: -

(i) Undertake messengerial duties.
(ii) Collect and deliver office items, documents, mail, parcels and postage.
(iii) Carry out photocopying and document binding.
(iv) Maintain general cleanliness around the area of deployment, collection and disposal of litter.
(v) Arrange and maintain office equipment and furniture.
(vi) Lock and open office premises.
(vii) Ensure proper sanitation.

(c) Grading Structure

The Career Guidelines establishes four (4) grades of Office Assistant who will be graded and designated as follows: -

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Office Assistant III	1	Office Assistant III	15
Office Assistant II	2	Office Assistant II	14
Office Assistant I	3	Office Assistant I	13
Senior Office Assistant	4	Senior Office Assistant	12

Note: *The grade of Office Assistant 15/14 for KCSE Holders will form common establishment for the purpose of this Career Guidelines.*

(d) Recognised Qualifications

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

(i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Minus) or equivalent qualification from a recognised and accredited institution.
(ii) Certificate in a relevant field from a recognised and accredited institution.

APPROVED BY PSC
SECRETARY CEO PUBLIC SERVICE COMMISSION P.O. Box 30095-00100 NAIROBI

2.45.1 OFFICE ASSISTANT III, GRADE 15

a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a designated supervisor.

Duties and Responsibilities at this level will entail:-

(i) Collecting and delivering office items, documents, mail, parcels and postage;
(ii) Carrying out photocopying and document binding;
(iii) Preparing tea and serving officers;
(iv) Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
(v) Moving and arranging office equipment and furniture;
(vi) Locking and opening office premises; and
(vii) Ensuring proper sanitation.

b) Job Specifications

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

(i) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or equivalent qualification from a recognised and accredited institution.

2.45.2 OFFICE ASSISTANT II, GRADE 14

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Delivering mails and postage and maintaining a delivery register;
(ii) Preparing tea and serving officers;
(iii) Moving and arranging office equipment and furniture;
(iv) Carrying out photocopying and document binding;
(v) Maintaining general cleanliness around the area of deployment, collection and disposal of litter;
(vi) Performing general gardening and maintaining lawns;
(vii) Locking and opening office premises; and
(viii) Ensuring proper sanitation.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 00100 NAIROBI

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Office Assistant III or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KCSE) minimum grade D (Plain) or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.45.3 OFFICE ASSISTANT I, GRADE 13

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Delivering mails and postage and maintaining a delivery register;
(ii) Maintaining general cleanliness around the area of deployment;
(iii) Locking and opening office premises;
(iv) Performing general gardening and maintaining lawns;
(v) Carrying out photocopying, franking and document binding;
(vi) Ensuring cleanliness in offices and other facilities;
(vii) Ensuring proper sanitation;
(viii) Preparing tea and serving officers;
(ix) Carrying files, documents and delivering mail;
(x) Cleaning offices and office compound, machines/equipment/apparatus;
(xi) Collecting and disposing waste;
(xii) Dusting offices and ensuring habitable office conditions; and
(xiii) Moving or carrying office equipment and furniture.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Office Assistant II or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KCSE) minimum grade D (Plain) or equivalent qualification from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.45.4 SENIOR OFFICE ASSISTANT, GRADE 12

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Ensuring photocopying, franking and document binding is done;
(ii) Developing duty roster;
(iii) Supervising cleaning of offices and other facilities;
(iv) Recording and ensuring the carrying of files, documents and dispatching mails;
(v) Ensuring cleanliness of the offices and premises, office compound including machines/equipment/apparatus;

APPROVED BY PSC

(vi) Collecting and disposing waste;
(vii) Ensuring habitable office conditions; and
(viii) Performing general confidential work.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Office Assistant I or in a comparable position;
(ii) Kenya Certificate of Secondary Education (KCSE) minimum grade D (Plain) or equivalent qualification from a recognised and accredited institution;
(iii) Certificate in a relevant field from a recognised and accredited institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY P.
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

2.46 CAREER GUIDELINES FOR FARM PERSONNEL

(a) Job Purpose

The cadre is responsible for management of all university farm operations which include production and learnings

(b) Functions

The farm functions will be to: -

(i) Manage all university farm(s).
(ii) Prepare and implement farm policies and regulations.
(iii) Prepare and implement farm plans and budgets.
(iv) Ensure prudent utilisation of farm resources.
(v) Assess repairs and maintenance requirements of the university.
(vi) Supervise maintenance, repairs and rehabilitation of properties and plants.
(vii) Maintain custody of all farm records.

(c) Grading Structure

The Career Guidelines establishes four (4) grades of Farm Attendants, five (5) grades of Farm Assistants, and five (5) grades of Farm officers, who shall be graded and designated as follows:-

FARM ATTENDANTS APPENDIX 'A'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Farm Attendant III	1	Farm Attendant III	15
Farm Attendant II	2	Farm Attendant II	14
Farm Attendant I	3	Farm Attendant I	13
Senior Farm Attendant	4	Senior Farm Attendant	12

FARM ASSISTANTS APPENDIX 'B'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Farm Assistant II	4/5	Farm Assistant III	11
Farm Assistant I	6		
Senior Farm Assistant	7	Farm Assistant II	10
Farm Technician	8	Farm Assistant I	9
Senior Farm Technician	….	Senior Farm Assistant II	8
……	….	Senior Farm Assistant I	7

APPROVED BY PSC

FARM OFFICERS APPENDIX 'C'

CURRENT DESIGNATION	CURRENT JOB GRADE	APPROVED DESIGNATION	APPROVED JOB GRADE
Assistant Farm Officer	9	Farm Officer II	10
Farm Officer II	10		
Farm Officer I	11	Farm Officer I	9
Farm Manager	12	Senior Farm Officer II	8
		Senior Farm Officer I	7
.....	....	Assistant Director, Farm Services	6

(d) Recognised Qualifications

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

(i) KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution.
(ii) Relevant short course certificate.
(iii) Diploma in relevant area of specialisation from an accredited examination body;
(iv) Higher Diploma in relevant area of specialisation from an accredited examination body;
(v) Bachelors' degree in a relevant field from a recognised and accredited institution.
(vi) Masters' degree in a relevant field from a recognised and accredited institution.
(vii) Relevant technical and professional certification from a recognised institution;
(viii) Registered with relevant professional bodies (where applicable).
(ix) Valid practising licence from the relevant professional body (where applicable).
(x) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution.
(xi) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
(xii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognised institution.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX ..... - 00100 NAIROBI

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

FARM ATTENDANTS APPENDIX "A"

2.46.1 FARM ATTENDANT III, JOB GRADE 15

(a) Job Descriptions.

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Assisting in feeding animals;

(ii) Taking care of animals;
(iii) Cleaning of animals and animal shades; and
(iv) Crop husbandry.

(b) Job Specifications

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

(i) KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution.

2.46.2 FARM ATTENDANT II, JOB GRADE 14

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Assisting in feeding animals;
(ii) Taking care of animals;
(iii) Cleaning of animals and animal shades; and
(iv) Crop husbandry.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience, at the grade of Farm Attendant III or in a comparable position;
(ii) KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.46.3 FARM ATTENDANT I, JOB GRADE 13

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Feeding animals;
(ii) Taking care of animals;
(iii) Cleaning of animals and animal shades; and
(iv) Crop husbandry.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Farm Attendant II or in a comparable position;
(ii) KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.46.4 SENIOR FARM ATTENDANT, JOB GRADE 12

(a) Job Descriptions

Duties and Responsibilities at this level will entail:-

(i) Feeding animals;
(ii) Taking care of animals;
(iii) Cleaning of animals and animal shades; and
(iv) Crop husbandry.
(v) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Farm Attendant I or in a comparable position;
(ii) KCSE mean grade D (Plain) or its equivalent qualification from a recognised institution;
(iii) Relevant short course certificate; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P. O. Box 30095 - 00100 NAIROBI

2.46.5 FARM ASSISTANT III, JOB GRADE 11

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Implementing farm policies and strategies;
(ii) Treating animals;
(iii) Insemination of animals; and

(iv) Assisting in developing and implementing farm operations.

(b) Job Specifications

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

(i) Diploma in Animal Production/Farm Management/General Agriculture or its equivalent from a recognised institution.

2.46.6 FARM ASSISTANT II, GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing farm policies and strategies;
(ii) Treating and insemination of animals; and
(iii) Implementing crop husbandry operations.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Farm Assistant III or in a comparable position;
(ii) Diploma in relevant area of specialisation from an accredited examination body; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.46.7 FARM ASSISTANT I, GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing farm policies and strategies;
(ii) Treating and insemination of animals; and
(iii) Implementing farm operations.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should be at the grade of Farm Assistant II or in a comparable position;
(ii) Diploma in relevant area of specialisation from an accredited examination body; and

APPROVED BY PSC
SECRETARY / CEO
PUBLIC SERVICE COMMISSION
P.O. Box 30095 - 00100
NAIROBI

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

2.46.8 SENIOR FARM ASSISTANT II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing farm policies and strategies;
(ii) Supervising treatment and insemination of animals;
(iii) Developing and implementing farm operations;
(iv) Coordinating crop production and management;
(v) Maintaining farm implements and equipment; and
(vi) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Farm Assistant I or in a comparable position;
(ii) Diploma in relevant area of specialisation from an accredited examination body;
(iii) Higher Diploma in relevant area of specialisation from an accredited examination body; and
(iv) Demonstrated merit and ability as reflected in work performance and results.

2.46.9 SENIOR FARM ASSISTANT I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing farm policies and strategies;
(ii) Supervising treatment and insemination of animals;
(iii) Developing and implementing farm operations;
(iv) Coordinating crop production and management;
(v) Maintaining farm implements and equipment; and
(vi) Supervising assigned staff.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Farm Attendant II or in a comparable position;
(ii) Diploma in relevant area of specialisation from an accredited examination body;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(iii) Higher Diploma in relevant area of specialisation from an accredited examination body;
(iv) Registered with a relevant professional body (where applicable);
(v) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognised institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

FARM OFFICERS APPENDIX "C"

2.46.10 FARM OFFICER II, JOB GRADE 10

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a designated supervisor.

Duties and Responsibilities at this level will entail: -

(i) Implementing livestock production and management;
(ii) Maintaining farm implements and equipment; and
(iii) Developing and implementing farm operations.

(b) Job Specifications

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

(i) Bachelor's degree in Animal Production/Farm Management/General Agriculture or its equivalent from a recognised and accredited institution.

2.46.11 FARM OFFICER I, JOB GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing farm policies and strategies;
(ii) Implementing livestock production and management;
(iii) Maintaining farm implements and equipment; and
(iv) Developing and implementing farm operations.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of Farm Officer II or in a comparable position;

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. Box 30095 - 00100 NAIROBI

(ii) Bachelors' degree in a relevant field from a recognised and accredited institution; and
(iii) Demonstrated merit and ability as reflected in work performance and results.

2.46.12 SENIOR FARM OFFICER II, JOB GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Implementing farm policies and strategies;
(ii) Implementing livestock production and management;
(iii) Maintaining farm implements and equipment; and
(iv) Developing and implementing farm operations.

(b) Job Specifications

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

(i) Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Farm Officer I or in a comparable position;
(ii) Bachelors' degree in a relevant field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with relevant professional bodies (where applicable); and
(v) Demonstrated merit and ability as reflected in work performance and results.

2.46.13 SENIOR FARM OFFICER I, JOB GRADE 7

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Developing and implementing farm policies and strategies;
(ii) Implementing livestock production and management;
(iii) Maintaining farm implements and equipment;
(iv) Developing and implementing farm operations;
(v) Preparing farm budget and procurement plan;
(vi) Ensuring quality standards are maintained; and
(vii) Mentoring, coaching and developing staff in the unit.

(b) Job Specifications

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

APPROVED BY PSC
SECRETARY / CEO PUBLIC SERVICE COMMISSION P.O. BOX 30095 - 00100 NAIROBI

(i) Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Farm Officer II or in a comparable position;
(ii) Bachelors' degree in a relevant field from a recognised and accredited institution;
(iii) Relevant technical and professional certification from a recognised institution;
(iv) Registered with relevant professional bodies (where applicable);
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vi) Demonstrated merit and ability as reflected in work performance and results.

2.46.14 ASSISTANT DIRECTOR, FARM SERVICES, JOB GRADE 6

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Formulating farm policies and strategies;
(ii) Overseeing farm operations;
(iii) Advising on staff training and development;
(iv) Overseeing the preparation of departmental budget and procurement plan;
(v) Ensuring quality standards are maintained; and
(vi) Mentoring, coaching and developing staff in the unit.

(b) Job Specifications

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

(i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which should have been at the grade of Senior Farm Officer I or in a comparable position;
(ii) Bachelor's degree in a relevant field from a recognised and accredited institution;
(iii) Master's degree in a relevant field from a recognised and accredited institution;
(iv) Relevant technical and professional certification from a recognised institution;
(v) Registered with relevant professional bodies (where applicable);
(vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognised and accredited institution; and
(vii) Demonstrated merit and ability as reflected in work performance and results.

APPROVED BY PSC