REPUBLIC OF KENYA

MINISTRY OF EDUCATION
State Department For Technical, Vocational
Education and Training

CAREER GUIDELINES

FOR

TECHNICAL AND VOCATIONAL COLLEGES (TVCS) IN KENYA

TO BE APPROVED BY:

PUBLIC SERVICE COMMISSION

August 2026

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1 FOREWORD

Technical and Vocational Education and Training (TVET) is a cornerstone of Kenya's socio-economic development, playing a pivotal role in the realization of Kenya Vision 2030 and the Bottom-Up Economic Transformation Agenda (BETA). By equipping our youth with practical skills and technical competencies, TVET institutions serve as the engine for industrialization, wealth creation, and poverty reduction. The success of these national development goals is inextricably linked to the capacity and quality of the workforce within our Technical and Vocational Colleges (TVCs).

The "Career Guidelines for Technical and Vocational Colleges in Kenya" have been developed as a vital tool to establish a structured, motivated, and highly skilled workforce. These guidelines provide a clear roadmap for career progression, ensuring that every staff member understands the expectations, competencies and qualifications required for advancement. By fostering a transparent and predictable career environment, that aims to enhance staff morale and institutional stability.

The Ministry of Education is deeply committed to continuous professional development and merit-based advancement. We recognize that to provide world-class training, we must first ensure the recruitment and retention of the most competent staff. These guidelines underscore our maintenance of high standards in human resource management, emphasizing that growth within the cadre is driven by performance, ethics and the acquisition of relevant expertise.

It is my firm expectation that the implementation of these guidelines will lead to a significant improvement in the quality of training provided and the overall institutional performance of our colleges. A well-managed and motivated workforce is essential for delivering training that meets the evolving needs of the industry and the global market.

Finally, the Ministry remains steadfast in its commitment to supporting TVCs in their mandate to provide industry-relevant and market-driven training. We will continue to provide the necessary policy direction and resources to ensure that the TVET sector remains a vibrant and effective contributor to our nation's prosperity.

Signed by:……. Dated: ……

CABINET SECRETARY
MINISTRY OF EDUCATION

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2 PREFACE

The State Department for Technical and Vocational Education and Training plays a strategic role in providing policy direction and oversight for the TVET sector. Our primary goal is to ensure that the technical workforce is equipped with the necessary tools and frameworks to drive national development and economic growth.

These Career Guidelines align with national mandates to standardize professional practices across all Technical and Vocational Colleges. By establishing clear standards, we aim to enhance service delivery and provide a predictable and supportive environment for the career progression of our staff. This framework ensures that the TVET sector remains a prestigious and fulfilling career choice for dedicated professionals.

Central to these guidelines is the commitment to meritocracy, continuous professional development, and accountability. We believe that a robust TVET workforce is built on the principles of performance-based advancement and lifelong learning. Every officer is encouraged to seek growth opportunities that not only benefit their own careers but also improve the quality of training provided to our youth.

In conclusion, the State Department remains steadfast in its commitment to fostering excellence and industry-aligned training. Through the effective implementation of these guidelines, we will continue to build a technical workforce that is globally competitive and deeply committed to the prosperity of Kenya.

Signed by:……. Dated: ……

PRINCIPAL SECRETARY
STATE DEPARTMENT FOR
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

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CAREER GUIDELINES FOR STAFF OF TECHNICAL AND VOCATIONAL COLLEGES (TVCs) IN KENYA

1 SECTION ONE: - INTRODUCTION

1.1 AIMS AND OBJECTIVES

(i) To provide a clearly defined career structure, which will attract, develop, motivate and facilitate retention of suitably qualified and competent personnel in the Technical and Vocational Colleges (TVCs).

(ii) To provide for clearly defined Job Description and Specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.

(iii) To establish standards for recruitment, training and development, and advancement within the career structure based on knowledge, competence, merit, experience and ability as reflected in work performance and results.

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

1.2 ADMINISTRATION AND TRAINING SCOPE OF THE CAREER GUIDELINES

(a) Responsibility for Administration

The Principal in consultation with the Board of Governors will administer the Career Guidelines. In administering the Career Guidelines, the Principal will ensure that its provisions are strictly observed for fair and equitable treatment of officers.

(b) Training Scope

In administering the Career Guidelines, the Principal will ensure that appropriate induction, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience. This is required for both efficient and effective performance of their duties and advancement within the Career Guidelines. Officers should also be encouraged to undertake training privately for self-development.

1.3 PROVISION OF POSTS

Career Guidelines do not constitute authority for creation of posts. Any additional post(s) required under the new grading structure provided in the Career Guidelines must be included in the TVC staff establishment proposals for consideration by the Board of Governors and approval by the Public Service Commission.

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1.4 ENTRY INTO THE CAREER GUIDELINES

(a) Direct Appointment

Direct appointment refers to appointment of officers from outside the organization. The point of entry will be determined by qualification(s) and experience. Direct appointment has been provided for at various levels within the respective career guidelines. In exceptional cases however, direct appointments from the open market may be made beyond these grades by the Board of Governors on the recommendation of the Principal, provided the candidate possess the minimum qualifications and experience required for appointment to the grade. Direct entrants at the higher levels should have equivalent experience and qualifications as the serving officers.

(b) Incremental Credits

Incremental Credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications, at the entry grade, may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the scale 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.

1.5 GRADES CATEGORIZED AS COMMON ESTABLISHMENT

This refers to the first two lower grades which are combined in a grading structure 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 fulfill all the requirements for advancement to the next grade as stipulated in these Career Guidelines.

1.6 ADVANCEMENT WITHIN THE CAREER GUIDELINES

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

(i) Existence of a vacancy in the approved establishment;
(ii) Merit, ability and initiative as reflected in work performance and results; and
(iii) Approval of the Board of Governors and Public Service Commission where applicable.

1.7 SERVING OFFICERS

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Officers serving on Permanent and Pensionable terms of service will adopt and convert as appropriate to the new grading structure and designations though they may not be in possession of the requisite minimum qualifications and/or experience prescribed in the Career Guidelines. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grades.

1.8 RECOGNIZED QUALIFICATIONS

Recognized qualifications as spelt out in these Career Guidelines will be those attained from recognized and accredited institutions, colleges and the Government approved Examination Bodies. These will include the following, among others: -

(i) Recognized Universities and Institutions;
(ii) Kenya National Examinations Council (KNEC);
(iii) TVET CDAAC;
(iv) Kenya Accountants and Secretaries National Examination Board (KASNEB);
(v) Kenya School of Government;
(vi) National Polytechnics;
(vii) Directorate of Industrial Training (where applicable);
(viii) Accredited Professional Bodies;
(ix) Technical and Vocational Education and Training (TVET) Colleges;
(x) Kenya School of TVET; and
(xi) Any other accredited institutions by the Commission for University Education (CUE) or the relevant Government Departments as examining bodies.

1.9 IMPLEMENTATION OF THE CAREER GUIDELINES

The Career Guidelines will become operational with effect from the date of approval by the Public Service Commission and shall supersede any other existing provisions.

1.10 JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

These Career Guidelines cater for various Cadres whose Job description and specifications (Requirements for Appointment) are stipulated in the rest of this document.

1.11 MINIMUM QUALIFICATION MATRIX

The Grading Structure and Minimum Qualification Matrix detailed in Table 1 shall be applied in the Job specifications outlined in these Career Guidelines. Any variations from the provisions of the Grading Structure and / or Qualifications detailed in the Matrix shall be submitted to the Board of Governors for consideration and subsequently the Public Service Commission for approval.

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1.12 Table 1: Qualification Matrix

Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Principal (National Polytechnics)		**1**	**4 / 'T'**	At least Fifteen (15) years relevant work experience, five (5) being in senior management position(s) or in a comparable position. Bachelor's Degree from a recognized university in a relevant field. Master's Degree from a recognized university in a relevant field. Registered as a trainer by TVETA. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution. A valid practicing certificate from a relevant professional body (where applicable). A valid practicing certificate from a relevant professional body (where applicable). Proficiency in computer applications.

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Principal - TVC		**2**	**5 / 'S'**	Cumulative service period of Fifteen (15) years, three (3) of which shall have been at the level of a Senior Technical Trainer I / Deputy Principal or a comparable position; Bachelor's Degree in a relevant field Master's Degree in a relevant field Certificate in leadership Course lasting not less than four (4) weeks from a recognized institution. Membership to a relevant professional body where applicable and in good standing. Registered as a trainer by TVETA Proficiency in Computer Applications.

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Senior Technical Trainer I / Deputy Principal	**Deputy Director**	**3**	**6 / 'R'**	**Promotion for trainers** Cumulative service period of twelve (12) years, three (3) of which shall have been at the level of a Senior Technical Trainer II or a comparable position; Bachelor's Degree in a relevant field. Master's Degree in a relevant field. Certificate in leadership Course lasting not less than four (4) weeks from a recognized institution. Membership to a relevant professional body where applicable and in good standing. Registered as a trainer by TVETA Proficiency in Computer Applications **Promotion - Bachelor's Degree Holders** Cumulative service period of twelve (12) years relevant work experience three (3) of which shall have been at the level of an Assistant Director or a comparable position; Bachelor's Degree from a recognized and accredited institution; Master's Degree from a recognized and accredited institution Membership to a relevant professional body or association; Valid practicing license from a relevant professional where applicable. Certificate in Leadership Course
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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Assistant Director / Senior Technical Trainer II	**Assistant Director**	**4**	**7 / 'P'**	**Promotion for trainers** Cumulative service period of nine (9) years relevant work experience, three (3) of which should have been at the grade of Senior Technical Trainer III or in a comparable position Bachelor's Degree in a relevant field. Certificate in management course lasting not less than four (4) weeks from a recognized institution. Membership to a relevant professional body where applicable and in good standing. Registered as a trainer by TVETA Proficiency in Computer Applications. **Promotion - Bachelor's 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 I or in a comparable position; Bachelor's Degree from a recognized and accredited institution Master's Degree from a recognized and accredited institution Membership to a relevant professional body or association; Valid practicing license from a relevant professional where applicable. Certificate in Leadership Course lasting not less than four (4) weeks. Proficiency in computer applications; and Shown merit and ability as reflected in work performance and results.

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Senior Technical Trainer III	**Senior Officer I / Senior Assistant Officer I**	**5**	**8 / 'N'**	**(a) Promotion for Trainers** • **Cumulative service period of six (6) years relevant work experience three (3) of which should have been at the level of Technical trainer I or a comparable position.** • **Bachelor's Degree in a relevant field** • **Membership to a relevant professional body where applicable and in good standing.** • **Pedagogy.** • **Registered as a trainer by TVETA** • **Proficiency in Computer Applications** **(b) Promotion - Bachelor's Degree Holders** · **Cumulative Service period of six (6) 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 from a recognized university in relevant field;** · **Master's Degree from a recognized university in relevant field;** · **Membership to a relevant professional body or association;** · **Certificate in Management Course lasting at least four (4) weeks from a recognized and accredited institution;** · **Proficiency in computer applications; and** · **Shown merit and ability as reflected in work performance and results.**

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Technical Trainer I /Senior Instructor	**Senior Officer II / Senior Assistant Officer II**	**6**	**9 / 'L'**	**(a) Promotion for trainers** • **Cumulative service period of three (3) years relevant work experience at the level of Technical trainer II or a comparable position.** • **Bachelor's Degree in a relevant field.** • **Pedagogy.** • **Registered as a trainer by TVETA** • **Proficiency in Computer Applications.** **(b)Promotion - Bachelor's Degree Holders** · **Cumulative service period of Six (6) years relevant work experience three (3) of which shall have been at the level of Officer I or a comparable position;** · **Bachelor's Degree from a recognized university in relevant field;** · **Proficiency in computer applications; and** · **Shown merit and ability as reflected in work performance and results.** **(b) Promotion – Diploma Holders** · **Cumulative service period of nine (9) years' relevant work experience three (3) of which should have been at the grade of Assistant Officer I or a comparable position;** · **Diploma from a recognized and accredited institution;** · **Certificate in Supervisory Course lasting not less than**

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Technical Trainer II/ Assistant Technical Trainer I	Officer I / Assistant Officer I	7	10 / 'K'	**(a) Entry for Trainers** • **Bachelor's Degree in a relevant field from a recognized institution;** • **Pedagogy;** • **Registered as a trainer by TVETA; and** • **Proficiency in Computer Applications.** **(b)Promotion - Bachelor's Degree Holders** · **Cumulative service period of three (3) years relevant work experience at the grade of Officer II;** · **Bachelor's degree in a relevant field from a recognized and accredited institution;** · **Proficiency in computer applications; and** · **Shown merit and ability as reflected in work performance and results** **(b) Promotion – Diploma Holders** · **Cumulative service period of six (6) years' relevant work experience three (3) of which should have been at the grade of Assistant Officer II or a comparable position;** · **Diploma from a recognized and accredited institution;** · **Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution; and** · **Proficiency in computer applications**

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Assistant Technical Trainer II	**Officer II / Assistant Officer II/ Senior Clerical Officer**	**8**	**11 / 'J'**	**(a) Entry for Degree holders** **· Bachelor's Degree from a recognized university in relevant field** **· Proficiency in computer applications** **(b)Promotion – Diploma Holders** **· Cumulative service period of three (3) years' relevant work experience at the grade of Assistant Officer III/ Assistant Technical Trainer III or a comparable position;** **· Diploma from a recognized and accredited institution; and** **· Proficiency in computer applications.** **(c) Promotion - Professional Certificate Holders** **· Cumulative service period of six (6) years' relevant work experience three (3) of which should have been at the grade of Assistant Officer II;** **· Professional Certificate; and** **· Proficiency in computer applications** **(d) Promotion - Clerical Cadre** **· Cumulative service period of nine (9) years' relevant work experience three (3) of which should have been at the grade of Clerical officer I; and** **Proficiency in computer applications**

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
Assistant Technical Trainer III	**Assistant Officer III / Senior Artisan / Senior Driver / Clerical Officer I**	**9**	**12 / 'H'**	**(a) Direct Entrants – Diploma Holders** **· Diploma from a recognized and accredited institution** **· Proficiency in computer applications** **(b) Promotion - Professional Certificate Holders** **· Cumulative service period of three (3) years' relevant work experience;** **· Professional Certificate; and** **· Proficiency in computer applications** **(c) Promotion - Clerical Cadre** **· Cumulative service period of six (6) years' relevant work experience thee of which should have been at the grade of Clerical Officer II or a comparable position; and** **· Proficiency in computer applications** **(d) Promotion - Artisans** **· Cumulative service period of nine (9) years' relevant work experience three (3) of which should have been at the grade of Artisan I or a comparable position;** **· Trade Test / Craft Certificate from a recognized and accredited institution; and** **· Proficiency in computer applications** **(e) Promotion - Drivers**

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
	Driver I / Artisan I / Senior Office Assistant / Clerical Officer II	**10**	**13 / 'G'**	**(a) Direct Entrants – Professional Certificate Holders** · **Professional Certificate from a recognized and accredited institution** · **Proficiency in computer applications** **(b) Promotion - Clerical Cadre** · **Cumulative service period of three (3) years' relevant work experience at the grade of Clerical Officer III or a comparable position; and** · **Proficiency in computer applications.** **(c) Promotion - Artisans** · **Cumulative service period of six (6) years' relevant work experience three (3) of which should have been at the grade of Artisan II;** · **Trade Test / Craft Certificate from a recognized and accredited institution; and** · **Proficiency in computer applications** **(d) Promotion - 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 a comparable position;** · **Driving license;** · **First Aid Certificate;** · **Defensive driving certificate; and** · **Proficiency in computer applications**

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
	Driver II / Artisan II / Clerical Officer III / Office Assistant I	**11**	**14 / 'F'**	**(a) Direct Entrants – Clerical Cadre** KCSE C- (Minus) or its equivalent Proficiency in computer applications **(b) Promotion - Artisans** Cumulative service period of three (3) years' relevant work experience at the grade of Artisan III; Trade Test / Craft Certificate from a recognized and accredited institution; and Proficiency in computer applications **(c) Promotion - Drivers** Cumulative service period of three (3) years' relevant work experience at the grade of Driver III or a comparable position; Driving license; First Aid Certificate; Defensive driving certificate; and Proficiency in computer applications **(d) Promotion - Office Assistants** Cumulative service period of six (6) years' relevant work experience three (3) of which should have been at the grade of Driver Office Assistant III; and Proficiency in computer applications

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Generic Designation (Technical Trainers)	Designation (Administrative Staff)	Grade	CSG/JG Equivalent	Remarks
	Driver III / Artisan III / Office Assistant II	**12**	**15 / 'E'**	**(a) Direct Entrants - Artisans** Trade Test / Craft Certificate from a recognized and accredited institution Proficiency in computer applications **(b) Direct Entrants - Drivers** KCSE D- (Minus) or its equivalent Driving license (with a minimum three (3) years proven driving experience) First Aid Certificate Proficiency in computer applications **(c) Promotion - Office Assistants** Cumulative service period of three (3) years' relevant work experience at the grade of Office Assistant III or a comparable position; and Proficiency in computer applications
	Office Assistant III	**13**	**16 / 'D'**	KCSE D (plain) or its equivalent

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2 SECTION TWO: JOB DESCRIPTIONS AND SPECIFICATIONS

2.1 JOB DESCRIPTIONS AND SPECIFICATIONS FOR PRINCIPAL - GRADE 2

(a) Job Purpose

The Principal is responsible to the Board of Governors for the direction, organization, administration and programmes of the Institution. In addition, the Principal is responsible for the day-to-day operations and administration of the Institution.

(b) Job Description

Specific duties and responsibilities of the Principal will entail: -

i. Being the Secretary and an ex-officio member of the Board of Governors;
ii. Being the academic and administrative head of the Institution;
iii. Having overall responsibility of the direction, organization, administration and programmes of the Institution;
iv. Providing overall strategic leadership in the execution of the Institution's mandate;
v. Overseeing the development and implementation of relevant policies and procedures for the institution;
vi. Coordinating development of effective administrative structures, processes and systems.
vii. Overseeing preparation, implementation and reporting of annual budgets, plans and establishing proper internal controls;
viii. Ensuring that the organization has an effective management structure including succession plans;
ix. Coordinating resource mobilization to enhance realization of the strategic objectives;
x. Overseeing prudent management of funds, property and affairs of the Institution;
xi. Fostering a conducive corporate culture that promotes strong ethical practices, good governance and employee productivity;
xii. Ensuring continuous improvements in the quality and value of services provided by the Institution;
xiii. Maintaining effective collaboration and partnerships with organs of Government and Government agencies, international organizations, private sector and all stakeholders;
xiv. Custodian of the Institutions' legal instruments, land titles and records of all assets;
xv. Being responsible for stakeholder management and the enhancement of the corporate image of the Institution; and
xvi. Overseeing the monitoring and evaluation of the Institution.

(c) Job Specification

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

i. A minimum cumulative service period of fifteen (15) years, three (3) of which should have been at the level of Deputy Principal or in a relevant and comparable position;
ii. Bachelor's Degree in a relevant field from a recognized Institution;

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iii. Master's Degree in a relevant field from a recognized Institution;
iv. Registered as a trainer by TVETA;
v. Certificate in a leadership course lasting not less than four (4) weeks from a recognized and accredited institution; and
vi. Meets the requirements of chapter six of the Constitution of Kenya.

2.2 JOB DESCRIPTIONS AND SPECIFICATIONS FOR DEPUTY PRINCIPAL - GRADE 3

a) Job Purpose

The Deputy Principal leads academic, research or administrative operations, ensuring high-quality service delivery in strict compliance with set standards. Reporting to the Principal, the role oversees curriculum execution, institutional performance, assessment, and industry partnerships to boost trainees' employability. Ultimately, the position drives operational excellence and fosters a culture of innovation to equip trainees with market-relevant skills.

b) Job Descriptions

The deputy principal can be deployed in any of the following functional areas:

ACADEMIC AND STUDENT AFFAIRS

Duties and responsibilities at this level will entail:

i. Overseeing the administration of all academic matters;
ii. Overseeing development, review and implementation of academic policies and curricula from time to time for all programs to ensure maintenance of high academic and professional standards;
iii. Overseeing the preparation and implementation of the annual academic calendar to guide the smooth operations of the Institution;
iv. Providing support for scholarly activities such as seminars, conferences and workshops for continuous professional development;
v. Monitoring and evaluation of the division staff for maintenance of high standards of training;
vi. Constituting committees to carry out specific tasks pertaining to the Division;
vii. Guiding on requests for hiring, transfer/deployment and training of staff for enhanced performance;
viii. Advising on quality assurance aspects to ensure conformity with the requirements of academic policy;
ix. Developing, implementing and periodically review departmental work plans for the smooth operations of division;
x. Overseeing welfare programmes;
xi. Planning, monitoring and controlling budgets/expenditure for the division to ensure effective and sustainable provision of services;

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xii. Liaising with Division of Research in activities pertaining to research and strategy in the institution;
xiii. Coordinating development of policies and strategies to enhance Academic and teaching standards in the Institution;
xiv. Managing the performance targets of the Division;
xv. Overseeing the implementation of the Quality Management System for Academic Programs; and
xvi. Coordinating the publication (print and electronic) of curriculum support materials.

RESEARCH, INNOVATION AND EXTENSION SERVICES

Duties and responsibilities at this level will entail:

i. Coordinating the planning, designing and development of proposals, analysis and interpretation of research data;
ii. Coordinating research and preparation of periodic reports on the status of research in the Institution;
iii. Overseeing tracer studies;
iv. Overseeing development and management of research database for the Institution;
v. Coordinating in the establishment of research linkages between the Institution and industries;
vi. Overseeing quality assurance in the division;
vii. Coordinating partnerships and Collaborations with industries, government agencies, and development partners;
viii. Overseeing consultancy services for the institution;
ix. Overseeing innovation and technology transfer between the Institution and industry;
x. Overseeing industrial attachments, apprenticeships, and workplace-based training programs for trainers;
xi. Overseeing extension services activities;
xii. Spearheading monitoring and evaluation of partnership outcomes, preparing reports and recommendations for policy and operational improvement;
xiii. Overseeing the establishment and management of innovation hubs and incubation centers;
xiv. Identifying and pursuing research funding opportunities;
xv. Overseeing the execution of consultancy projects ensuring quality delivery; and
xvi. Managing research grants and ensuring compliance with set grant requirements

FINANCE, ADMINISTRATION AND PLANNING DIVISION

Duties and responsibilities at this level will entail: -

i. Overseeing formulation, implementation and review of policies, strategies, standards, guidelines, procedures and programmes relating to finance and accounts; human resource management and administration; planning and research; corporate communications; and information, communication and technology;
ii. Coordinating the development of performance management strategies at the Institution;

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iii. Coordinating the establishment and management of the Institutions' registries and ensuring safe custody of all records;
iv. Ensuring adequate office accommodation for the Institution;
v. Ensuring prudent utilization of the Institution resources, facilities and equipment;
vi. Ensuring effective implementation and compliance with statutory requirements;
vii. Overseeing establishment and implementation of information management systems in the provision of corporate services;
viii. Ensuring establishment and maintenance of up-to-date inventories of the Institution equipment and facilities;
ix. Spearheading gender and disability mainstreaming at the Institution;
x. Overseeing administration and implementation of the Institutions' staff welfare programmes;
xi. Ensuring conducive work environment at the Institution;
xii. Ensuring promotion of corporate image and brand of the Institution;
xiii. Overseeing the dissemination of official communication of the Institution through press releases, newsletters, features, speeches, articles, media supplements and documentaries;
xiv. Ensuring implementation of the Institutions' corporate social responsibility;
xv. Coordinating preparation of reports and responses to parliamentary queries;
xvi. Coordinating the planning and budgeting for corporate services activities and programmes;
xvii. Ensuring capacity building and management of staff performance at the Institution; and
xviii. Coordinating preparation of Institution Personnel Emoluments (PE), Public Expenditure Review (PER) and Medium-Term Expenditure Framework (MTEF).

c) Job Specification

For appointment to this grade an officer must have:

i. A minimum cumulative service period of fifteen (15) years, three (3) of which shall have been at the level of a Senior Technical and Vocational Trainer I or in a comparable and relevant position;

i Bachelor's Degree in any of the following Disciplines; Technology Education,Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource,

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Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

ii Master's Degree in any of the following fields; Education, Electrical and Electronics engineering, Telecommunications, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development, guidance and counselling, psychology, Community Health and Development, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iii Membership to a relevant Professional body where applicable and in good standing;

iv Registered as a trainer by TVETA;

v Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution; and

vi Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results

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2.3 HEAD OF TRAINING DEPARTMENT

A Head of a Training Department will be appointed from serving Technical and Vocational Trainers at Grade 4 and above. A Head of a Training Department shall hold office for a term of three (3) years, renewable once subject to satisfactory performance.

Any person who will have served as a Head of Training Department for Two (2) terms shall not be eligible for re-appointment within three years immediately following the lapse of the last appointment.

Functions of Head of Training Department

Over and above teaching, training and research, the Head of a Training Department will: -

i Articulate and implement the objectives of the Department;
ii Convene and chair Departmental Board meetings;
iii Represent the Department in the Academic Board and any other bodies of the Institution as required;
iv Promote and maintain a conducive working environment in the Department;
v Plan and budget for the Department;
vi Coordinate the preparation of Departmental Reports;
vii Manage the academic programmes in the Department as required by the Academic Board under various rules and regulations to ensure that acceptable standards of teaching and research are maintained;
viii Supervise academic and other staff of the Department; and
ix Make recommendations with respect to discipline, probation, advancement and promotion of academic staff within the Department.

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2.4 CAREER GUIDELINES FOR TECHNICAL AND VOCATIONAL TRAINERS

(a) Job Purpose

The Trainer is responsible for delivering training in line with the approved curriculum and carrying out research.

(b) Functions

A trainer may be deployed to carry out the functions of any of the following functional areas: curriculum development, Training, Continuous Profession Development, Open and Distant e-Learning, Admission, Assessment and certification, Research and innovation, Industrial linkages and Student welfare.

The general functions of trainers entail to:

i. Conduct training as per approved curriculum;
ii. Carry out research;
iii. Develop, review and implement curricula;
iv. Develop and implement Continuous Professional Development;
v. Oversee trainee Evaluation, Assessment and Certification;
vi. Guide and counsel trainees;
vii. Oversee trainee industrial mentorship; and
viii. Perform any other function that is incidental or consequential to the functions of the department.

(c) Grading Structure

This career guideline establishes six (6) grades of Technical and Vocational Trainers for Bachelors' Degree holders, and five (5) grades of Assistant Technical and Vocational Trainers for Diploma Holders, who will be designated and graded as follows:

Technical and Vocational Trainers

S/No.	Designation	GRADE
1.	Technical and Vocational Trainer II	7
2.	Technical and Vocational Trainer I	6
3.	Senior Technical and Vocational Trainer III	5
4.	Senior Technical and Vocational Trainer II	4
5.	Senior Technical and Vocational Trainer I / Deputy Principal	3
6.	Principal	2

Assistant Technical and Vocational Trainers

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S/No.	Designation	GRADE
6.	Assistant Technical and Vocational Trainer III	9
7.	Assistant Technical and Vocational Trainer II	8
8.	Assistant Technical and Vocational Trainer I	7
9.	Senior Assistant Technical and Vocational Trainer II	6
10.	Senior Assistant Technical and Vocational Trainer I	5

(d) Recognized Qualifications

The following are the minimum recognized qualifications for the purpose of this career guideline:

i. Diploma qualifications in any of the following disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Automotive Engineering, Mechanical engineering, Mechatronics Engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Health Records, Education, Special Needs Education or any other relevant qualification from a recognized institution;

ii. Bachelor's Degree in any of the following Disciplines; Technology Education, Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Automotive Engineering, Mechanical engineering, Mechatronics Engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting,

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Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iii. Master's Degree in any of the following fields; Education, Electrical and Electronics engineering, Telecommunications, Automotive Engineering, Mechanical engineering, Medical Engineering, Mechatronics Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development, guidance and counselling, psychology, Community Health and Development, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iv. Professional qualification and membership where applicable;
v. Registered as a trainer by TVETA;
vi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
vii. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
viii. Certificate in Supervisory Management Course lasting not less than two (2) weeks from a recognized and accredited institution; and
ix. Proficiency in Computer applications.

JOB DESCRIPTION AND SPECIFICATIONS

2.4.1 TECHNICAL AND VOCATIONAL TRAINER II - GRADE 7

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

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(a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing training documents
ii. Undertaking training activities,
iii. Carrying out research;
iv. Participating in development and review of curricula;
v. Participating in development of training manuals;
vi. Preparing, validating, administering and marking of assessment tools;
vii. Guide and counsel trainees;
viii. Oversee trainee industrial mentorship; and
ix. Performing any other function that is incidental or consequential to the functions of the department.

(b) Job Specification

For appointment to this grade a candidate must have:

i. Bachelor's Degree in any of the following Disciplines; Technology Education, Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Automotive Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

ii. Membership to a Professional body where applicable;
iii. Registered as a trainer by TVETA; and
iv. Proficiency in Computer applications.

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2.4.2 TECHNICAL AND VOCATIONAL TRAINER I - GRADE 6

(a) Job Description

Duties and Responsibilities at this level will entail:

x. Preparing training documents
xi. Undertaking training activities,
xii. Carrying out research;
xiii. Participating in development and review of curricula;
xiv. Participating in development of training manuals;
xv. Preparing, validating, administering and marking of assessment tools;
xvi. Guide and counsel trainees;
xvii. Oversee trainee industrial mentorship; and
xviii. Performing any other function that is incidental or consequential to the functions of the department.

(b) Job Specification

For appointment to this grade an officer must have:

i. A minimum cumulative service period of three (3) years at the grade of Technical and Vocational Trainer II or in a relevant and comparable position;

ii. Bachelor's Degree in any of the following Disciplines; Technology Education, Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Automotive Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

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iii. membership to a Professional body where applicable;
iv. Registered as a trainer by TVETA;
v. Proficiency in Computer applications; and
vi. Shown merit and ability as reflected in work performance and results.

2.4.3 SENIOR TECHNICAL AND VOCATIONAL TRAINER III - GRADE 5

(a) Job Description

A trainer at this grade may be deployed to any of the following functional areas:

Training

Duties and Responsibilities at this level will entail:

i. Preparing and validating training documents;
ii. Undertake and supervise training in areas of specializations;
iii. Conducting research;
iv. Carrying out consultancy;
v. Participating in development and review of curricula;
vi. Developing training manuals;
vii. Participate in training practice assessments;
viii. Providing guidance and counselling on life skill;
ix. Preparing, validating, administering and marking of assessment tools;
x. Supervising students conducting research projects; and
xi. Performing any other function that is incidental or consequential to the functions of the department.

Curriculum Development

Duties and Responsibilities at this level will entail:

i. Developing, reviewing, and evaluation of the curricula to ensure they align with training objectives, industry standards, and regulatory requirements;
ii. Conducting needs analysis to identify the training needs of students, industry trends, and emerging technologies, and using this information to inform curriculum design and modifications;
iii. Collaborating with subject matter experts, industry professionals, and other stakeholders to gather input, insights, and feedback on curriculum content and design;
iv. Designing assessment strategies and tools to measure student learning outcomes, and using assessment data to inform curriculum improvements;
v. Conducting research on effective teaching and learning strategies, emerging educational technologies, and trends in curriculum development, and documenting best practices;
vi. Contributing to the development and review of institutional policies and procedures related to curriculum development, assessment, and educational standard;

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Continuous Professional Development

Duties and Responsibilities at this level will entail:

i. Developing CPD programmes;
ii. Organizing and conducting CPD training programmes; and
iii. Collating and analyzing CPD programmes data.

Business Development

Duties and Responsibilities at this level will entail:

i. Coordinating the planning, execution, monitoring, and growth of IGAs across the institution;
ii. Developing work plans and budgets for the IGAs,
iii. Coordinating production and service delivery,
iv. Ensuring compliance with SOPs and procurement laws,
v. Managing quality control, supervising staff involved in enterprise activities,
vi. Compiling financial and performance reports.
vii. Bridging the technical departments of finance, and management, ensuring that IGAs run sustainably while supporting the institution's training mandate;
viii. Commercializing of institutional production units (such as mechanical workshops, institutional catering, or agricultural plots) and pitches customized short-course workforce training to local employers);
ix. Gathering data on emerging industrial skill gaps (e.g., automation, green energy, digital manufacturing) to future-proof institutional offerings;
x. Assisting in drafting legally vet, and enforcing long-term Memorandums of Understanding (MOUs) with clear commercial and operational milestones;
xi. Setting up programs where TVET instructors spend time working in modern industrial settings to refresh their own practical skills; and
xii. Creating mechanisms for industry supervisors to evaluate and certify the practical competencies of trainees.

(b) Job Specification

For appointment to this grade an officer must have:

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the level of Technical and Vocational Trainer I or in a relevant and comparable position.

ii. Bachelor's Degree in any of the following Disciplines; Technology Education, Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Automotive Engineering, Mechanical engineering, Mechatronics Engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management,

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Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iii. Membership to a Professional body where applicable;
iv. Registered as a trainer by TVETA;
v. Certificate in a Management course lasting not less than four (4) weeks from a recognized and accredited institution; and
vi. Shown merit and ability as reflected in work performance and results.

2.4.4 SENIOR TECHNICAL AND VOCATIONAL TRAINER II - GRADE 4

(a) Job Description

A trainer at this grade may be deployed to any of the following functional areas:

Training

Duties and Responsibilities at this level will entail:

i. Preparing and validation training documents;
ii. Undertake and supervise training in areas of specializations;
iii. Conducting and supervising research and publishing in the area of specialization;
iv. Carrying out and supervising consultancy services;
v. Developing, reviewing and validating of training curricula;
vi. Supervising the preparation, validation, administering and marking of assessment tools;
vii. Coordinating organization of courses and programs;
viii. Monitoring the guidance and counselling on life skills;
ix. Coordinating supervision students on research;
x. Supervising the preparation and development of training resources; and
xi. Performing any other function that is incidental or consequential to the functions of the department

Curriculum Development

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Duties and Responsibilities at this level will entail:

i. Coordinating the development, review, and evaluation of the curricula to ensure they align with training objectives, industry standards, and regulatory requirements;
ii. Supervising needs analysis to identify the training needs of students, industry trends, and emerging technologies, and using this information to inform curriculum design and modifications;
iii. Establishing and maintaining quality management system;
iv. Collaborating with subject matter experts, industry professionals, and other stakeholders to gather input, insights, and feedback on curriculum content and design;
v. Coordinate the creation, selection, and adaptation of instructional materials, resources, and technologies that support effective teaching and learning;
vi. Ensuring that curriculum design and content adhere to relevant national, regional, and industry-specific educational standards and guidelines;
vii. Designing assessment strategies and tools to measure student learning outcomes, and using assessment data to inform curriculum improvements;
viii. Implementing quality assurance processes to monitor and evaluate the effectiveness of curriculum delivery, and making necessary adjustments to enhance the learning experience;
ix. Conducting research on effective teaching and learning strategies, emerging educational technologies, and trends in curriculum development, and documenting best practices;
x. Contributing to the development and review of institutional policies and procedures related to curriculum development, assessment, and educational standards; and
xi. Participating in the allocation and management of resources for the curriculum development department, including budget planning, procurement, and resource allocation

CPD

Duties and Responsibilities at this level will entail:

i. Conducting training needs assessment on continuous professional development of TVET practitioners;
ii. Developing CPD programmes
iii. Organizing and conducting CPD training programmes;
iv. Developing and implementing the Recognition of Prior Learning (RPL) programs.

ODEL

An officer at this level may be deployed to either the National or institutional ODeL to perform the following functions.

i. Supervising the development and production of technology-mediated study materials;
ii. Coordinating the designing of curricula on ODeL emerging issues;
iii. Implementing the ODeL curricula;
iv. Providing Trainers and students support services for national ODeL-delivered programmes;
v. Implementing the quality assurance of ODeL activities; and

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vi. Developing and maintaining ODeL platforms in the institution.

Admission

Duties and Responsibilities at this level will entail:

i. Formulating, updating and disseminating admission policies and procedures in line with the Institution's goals, values, and regulatory requirements;
ii. Coordinate the receiving, reviewing, and processing of applications submitted by prospective students;
iii. Supervising the assessment of applicants' qualifications based on established criteria;
iv. Analyzing admission trends, demographics, and other relevant data to inform future recruitment and enrolment strategies;
v. Coordinate in establishing and maintaining records for each enrolled student, including personal information, contact details, academic history, and any relevant documentation;
vi. Supervising the process of enrolling students in courses each semester/term, ensuring they meet prerequisites and fulfill any administrative requirements; and
vii. Coordinate the development and communication of the admission schedules.

Assessment and Certifications

Duties and Responsibilities at this level will entail:

i. Coordinating and scheduling of assessments, ensuring that they align with the academic calendar and any specific departmental or program requirements;
ii. Supervising the preparation and organization of assessments, including room assignments, seating arrangements, and the distribution and collection of exam materials;
iii. Implementing and enforcing security measures to prevent cheating or any form of academic dishonesty during assessments;
iv. Facilitating special accommodations for students with disabilities or other specific needs, ensuring that they have an equitable testing environment;
v. Coordinating and managing the process of printing and storing examination materials;
vi. Enforcing and communicating the institution's policies on academic integrity and misconduct during assessments;
vii. Supervising the collecting, collating, and distributing assessments papers to trainers for marking and grading;
viii. ensuring recording of grades into the institution's database is accurate;
ix. Coordinating the production of certificates;
x. Contributing to the development, review and disseminating of assessment policies and procedures, in collaboration with academic departments and institutional leadership;
xi. Handling any disputes or issues related to assessments administration, including concerns raised by students or trainers;
xii. Coordinating the process of conferring diplomas, and certificates to students who have successfully completed their programs of study; and
xiii. Analyzing and generating reports on assessments performance, graduation rates, and other relevant metrics.

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Research and Innovation

Duties and Responsibilities at this level will entail:

i. Coordinating planning, designing and development of proposals for research;
ii. Supervising collection, analysis and interpretation of research data;
iii. Coordinating research and preparation of reports;
iv. Coordinating preparation of periodic reports on the status of Research in the Institution;
v. Coordinating tracer studies;
vi. Coordinating development and management of research database for the Institution;
vii. Promoting a culture of innovation and entrepreneurship within the Institution;
viii. Supporting the trainees and staff innovation projects;
ix. Identifying and pursuing consultancy opportunities in collaboration with industry;
x. Identifying and pursuing research funding opportunities; and
xi. Maintaining a database of institutional expertise for consultancy services

Industrial Linkages and Extension Services

Duties and Responsibilities at this level will entail:

i. Facilitating establishment of linkages between the Institution and industries;
ii. Creating linkages with industry for mentorship of TVET trainers and trainees and providing pedagogical and didactical training to in-company trainers;
iii. Building strategic alliances with industries for infrastructure and training equipment;
iv. Coordinating technology transfer activities with industry partners; and
v. Collaborating with industry to commercialize academic research outputs.

Student Welfare

Duties and Responsibilities at this level will entail:

i. Providing guidance and counselling on life skills;
ii. Developing and coordinating policies and procedures related to all student activities and address challenges affecting students;
iii. Managing student services: Accommodation, Dispensary and Catering;
iv. Organizing and coordinating student leaders' leadership and management training to equip them with leadership and management skills for effective student leadership;
v. Working with the student affairs staff, student groups and other members of the college community in developing extracurricular programming assuring integration with academic life of the institution encouraging student personal growth and development.;
vi. Providing leadership in and being responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug use, student conduct and student hostels.
vii. Enforcing the policies and regulations of the Institution as they relate to students;
viii. Performing any other function that is incidental or consequential to the functions of the department

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Business Development

Duties and Responsibilities at this level will entail:

i. Supervising the coordination of the planning, execution, monitoring, and growth of IGAs across the institution;
ii. Coordinating the development work plans and budgets,
iii. Overseeing production and service delivery,
iv. Ensuring compliance with SOPs and procurement laws,
v. Managing quality control, supervising staff involved in enterprise activities,
vi. Compiling financial and performance reports.
vii. Bridging the technical departments of finance, and management, ensuring that IGAs run sustainably while supporting the institution's training mandate;
viii. Commercializing of institutional production units (such as mechanical workshops, institutional catering, or agricultural plots) and pitches customized short-course workforce training to local employers);
ix. Serving as the institution's primary liaison with national sector skill councils and industry advisory committees;
x. Gathering data on emerging industrial skill gaps (e.g., automation, green energy, digital manufacturing) to future-proof institutional offerings;
xi. Securing multi-year agreements with industrial machinery manufacturers to supply workshops with modern tools;
xii. Draft, legally vet, and enforce long-term Memorandums of Understanding (MOUs) with clear commercial and operational milestones;
xiii. Overseeing programs where TVET instructors spend time working in modern industrial settings to refresh their own practical skills; and
xiv. Creating mechanisms for industry supervisors to evaluate and certify the practical competencies of trainees.

(b) Job Specification

For appointment to this grade, an officer must have:

i. A minimum cumulative service period of nine (9) years, three (3) of which should have been at the level of Senior Technical and Vocational Trainer III or a relevant and comparable position.

ii. Bachelor's Degree in any of the following Disciplines; Technology Education, Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Automotive Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied

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Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iii. Master's Degree in any of the following fields; Education, Electrical and Electronics engineering, Telecommunications, Mechatronics Engineering, Automotive Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development, guidance and counselling, psychology, Community Health and Development, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iv. Membership to a professional body where applicable;
v. Registered as a trainer by TVETA;
vi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution; and
vii. Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

2.4.5 SENIOR TECHNICAL AND VOCATIONAL TRAINER I - GRADE 3

(a) Job Description

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A trainer at this grade may be deployed in any of the following functional areas: Training, curriculum development, CPD, Odel, admission, assessment and certification, trainer and trainee assessment, research and innovation, industrial linkages and extension services, planning, quality assurance, resources mobilization and student welfare

Training

Duties and Responsibilities at this level will entail:

i. Coordinate the Preparation of training documents;
ii. Undertaking training in areas of specializations;
iii. Conducting research and publish in the area of specialization;
iv. Coordinating, supervising, and carrying out consultancy services;
v. Reviewing students' academic records to verify that they have met all requirements for graduation;
vi. Participating in development, review and validation of training curricula;
vii. Setting, moderating and marking examinations, and moderating examination results;
viii. Coordinating organization of courses and programs;
ix. Supervising guidance and counselling on life skills;
x. Supervising students on research;
xi. Preparing and developing training Resources;
xii. Coordinating training programs that seek to improve staff competency;
xiii. Supervising research concept papers to initiate dialogue on topical policy issues at National, regional and international level;
xiv. Coordinating new horizons for problem solving research in TVET affairs;
xv. Supervising appropriate training impact assessment tools; and
xvi. Supervising any other function that is incidental or consequential to the functions of the department.

Curriculum Development

Duties and Responsibilities at this level will entail:

i. Coordinating the development, review, and evaluation of the curricula and curriculum support resources to ensure they align with training objectives, industry standards, and regulatory requirements;
ii. Coordinating needs analysis to identify the training needs of students, industry trends, and emerging technologies, and using this information to inform curriculum design and modifications;
iii. Supervising research to inform curriculum policies and Implementing policies relating to curriculum development;
iv. Coordinating the Publishing and disseminating information relating to curricula;
v. Supervise the quality management system of the curriculum division;
vi. Collaborating with subject matter experts, industry professionals, and other stakeholders to gather input, insights, and feedback on curriculum content and design;
vii. Supervising the adaptation of instructional materials, resources, and technologies that support effective teaching and learning;

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viii. Coordinating curriculum design and content adhere to relevant national, regional, and industry-specific educational standards and guidelines;
ix. Supervising assessment strategies and tools to measure student learning outcomes, and using assessment data to inform curriculum improvements;
x. Supervising the Implementation of quality assurance processes to monitor and evaluate the effectiveness of curriculum delivery, and making necessary adjustments to enhance the learning experience;
xi. Supervising research on effective training and learning strategies, emerging educational technologies, and trends in curriculum development, and documenting best practices; Contributing to the development and review of institutional policies and procedures related to curriculum development, assessment, and educational standards;
xii. Supervising the allocation and management of resources for the curriculum development department, including budget planning, procurement, and resource allocation;
xiii. Supervising officers in the curriculum development division, developing and reviewing policies and guidelines for the division; and
xiv. Coordinating in-service and orientation programmes for curriculum implementers.

CPD

Duties and Responsibilities at this level will entail:

i. Supervising conduct of training needs assessment on continuous professional development of TVET practitioners;
ii. Overseeing development of CPD programmes
iii. Overseeing conduct of CPD training programmes;
iv. Supervise the development and implementation of Recognition of Prior Learning (RPL) programs.

ODEL

Duties and Responsibilities at this level will entail:

i. Overseeing the development and production of technology-mediated study materials;
ii. Supervising the designing curricula on ODEL emerging issues;
iii. Overseeing the implementation of ODEL curricula;
iv. Supervising the provision of Trainers and students support services for ODEL-delivered programmes;
v. Establishing and maintaining relationships with organizations involved in ODEL;
vi. Supervising the Development of the ODEL policy and standards;
vii. Monitoring and evaluating ODEL activities;
viii. Overseeing implementation of quality assurance of ODEL activities;
ix. Overseeing the establishment, development and maintenance of open distance and e-learning platforms in the institution; and
x. Managing departmental performance targets.

Admissions

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Duties and Responsibilities at this level will entail:

i. Supervising the formulation of admission policies and procedures in line with the Institution's goals, values, and regulatory requirements;
ii. Supervising the receiving, reviewing, and processing of applications submitted by prospective students;
iii. Oversee the maintenance of accurate and organized records of all applicants;
iv. Ensuring that all admissions processes adhere to legal and ethical standards;
v. Supervising the analysis of admission trends, demographics, and other relevant data to inform future recruitment and enrolment strategies;
vi. Overseeing support services to admitted students to assist them in the transition to the institution, including orientation programs and academic advising;
vii. Marketing the academic programmes of the Institution;
viii. Overseeing the establishment and maintenance records for each enrolled student;
ix. Supervising the enrollment of students in courses;
x. Evaluating requests for course substitutions or transfer credits, ensuring they meet the institution's policies and academic standards;
xi. Developing and communicating the admission schedules;

xii. Maintaining records in accordance with legal and institutional policies, ensuring that confidential information is protected and accessible as needed;
xiii. Overseeing the Inputting and updating of student information in the Institution's database;
xiv. Authenticating certificates used for admissions; and
xv. Registering and deregistering students.

Assessment and Certifications

Duties and Responsibilities at this level will entail:

i. Coordinating and scheduling of examinations, ensuring that they align with the academic calendar and any specific departmental or program requirements;
ii. Coordinating preparation and organization for exams, including room assignments, seating arrangements, and the distribution and collection of exam materials;
iii. Implementing and enforcing security measures to prevent cheating or any form of academic dishonesty during exams;
iv. Facilitating students with disabilities or other specific needs, ensuring that they have an equitable testing environment;
v. Managing the process of procuring, printing and storing of examination materials;
vi. Supervising the development and communication of Examination timetables;
vii. Enforcing and communicating the institution's policies on academic integrity and misconduct during exams;
viii. Overseeing collection, collating, and distribution of assessment tools to trainers for marking and grading;
ix. Ensuring accuracy in recording of grades into the institution's database;
x. Supervising the Production of certificates;
xi. Monitoring and ensuring that assessments are administered consistently and fairly, adhering to established policies and procedures;

xii. Contributing to the development and review of assessment policies and procedures, in collaboration with academic departments and institutional leadership;
xiii. Handling and resolving any disputes or issues related to assessment administration, including concerns raised by students or trainers;
xiv. Coordinating the process of conferring diplomas and certificates to students who have successfully completed their programs of study;
xv. Reviewing of students' academic records to ensure they meet all graduation requirements, including completed coursework, minimum GPA, and any other program-specific criteria;
xvi. Coordinating the generation of reports on assessment performance, graduation rates, and other relevant metrics;
xvii. Ensuring that assessment and certification practices align with legal and regulatory standards, such as those set forth by accreditation bodies or government agencies;
xviii. Coordinating the Training of trainers, staff, and students on assessment policies, procedures, assessment methodologies and best practices.

Research, Innovation and Consultancy Services

Duties and Responsibilities at this level will entail:

i. Coordinating planning, designing and development of proposals for research;
ii. Supervising collection, analysis and interpretation of research data;
iii. Coordinating research and preparation of reports;
iv. Coordinating preparation of periodic reports on the status of research in the Institution and coordinating tracer studies;
v. Coordinating development and management of research database for the Institution;
vi. Coordinating tracer studies;
vii. Coordinating development and management of research database for the Institution;
viii. Promoting a culture of innovation and entrepreneurship within the Institution;
ix. Overseeing the establishment and management of innovation hubs and incubation centers
x. Coordinating technology transfer activities with industry partners;
xi. Supporting the trainees and staff innovation projects;
xii. Identifying and pursuing consultancy opportunities in collaboration with industry;
xiii. Identifying and pursuing research funding opportunities;
xiv. Overseeing the execution of consultancy projects ensuring quality delivery; and
xv. Maintaining a database of institutional expertise for consultancy services

Industry Linkages and Extension Services

Duties and Responsibilities at this level will entail:

i. Facilitating establishment of research linkages between the Institution and industries;
ii. Forging and managing partnerships with industries, government agencies, and development partners to enhance training relevance and employment outcomes.
iii. Coordinating MOUs and collaboration agreements that align institutional priorities with labor market needs.
iv. Promoting innovation and technology transfer by linking institutional research outputs with industrial applications.

v. Organizing and monitoring industrial attachments, apprenticeships, and workplace-based training programs for trainers;
vi. Maintaining a database of industry partners;
vii. Supervising the extension services activities; and
viii. Monitoring and evaluating partnership outcomes, preparing reports and recommendations for policy and operational improvement.

Student Welfare

Duties and Responsibilities at this level will entail:

i. Developing and coordinating policies and procedures related to all student activities and address challenges affecting students;
ii. Managing student services including accommodation and dispensary;
iii. Overseeing the organization and coordination of student leaders' leadership and management training to equip them with leadership and management skills for effective student leadership;
iv. Supervising student affairs staff, student groups and other members of the Institution community in developing extracurricular programmes, assuring integration with academic life of the institution, guidance and counselling, and encouraging student personal growth and development;
v. Providing leadership in and be responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug use, student conduct and student hostels;
vi. Enforcing the policies and regulations of the Institution as they relate to students welfare; and
vii. Performing any other function that is incidental or consequential to the functions of the department.

(b) Job Specification

For appointment to this grade an officer must have:

i. A minimum cumulative service period of twelve (12) years, three (3) of which shall have been at the level of a Senior Technical and Vocational Trainer II or in a comparable and relevant position;

ii. Bachelor's Degree in any of the following Disciplines; Technology Education, Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Automotive Engineering, Mechanical engineering, Mechatronics Engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine

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Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iii. Master's Degree in any of the following fields; Education, Electrical and Electronics engineering, Telecommunications, Automotive Engineering, Mechanical engineering, Mechatronics Engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Geophysics, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, Curriculum development, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iv. Membership to a relevant Professional body where applicable and in good standing;
v. Registered as a trainer by TVETA;
vi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution; and
vii. Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

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2.5 CAREER GUIDELINES FOR ASSISTANT TECHNICAL AND VOCATIONAL TRAINERS

a) Job Purpose

To prepare and deliver technical training, assess trainee performance, and support curriculum development, while participating in conducting research and providing mentorship and industrial attachment supervision to ensure trainees acquire market-relevant competencies.

2.5.1 ASSISTANT TECHNICAL AND VOCATIONAL TRAINER III - GRADE 9

This is the entry and training grade for Assistant Technical and Vocational Trainers, an officer at this grade will work under the supervision of a designated Supervisor.

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing training documents
ii. Undertaking training activities,
iii. Carrying out research;
iv. Participating in development and review of curricula;
v. Participating in development of training manuals;
vi. Preparing, validating, administering and marking of assessment tools;
vii. Guiding and counseling trainees;
viii. Participating in trainee industrial mentorship; and
ix. Evaluating progress and overall performance of trainees;
x. Supervising and guiding trainees' projects and practical work, and Industrial training;
xi. Carrying out research work under the guidance and supervision of a designated supervisor; and
xii. Performing any other function that is incidental or consequential to the functions of the department.

b) Job Specification

For appointment to this grade a candidate must have:

i. Diploma from a recognized and accredited institution in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical

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Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

ii. Membership to a Professional body where applicable;
iii. Registered as a trainer by TVETA; and
iv. Proficiency in Computer applications.

2.5.2 ASSISTANT TECHNICAL AND VOCATIONAL TRAINER II - GRADE 8

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing training documents
ii. Undertaking training activities,
iii. Carrying out research;
iv. Participating in development and review of curricula;
v. Participating in development of training manuals;
vi. Preparing, validating, administering and marking of assessment tools;
vii. Guiding and counseling trainees;
viii. Participating in trainee industrial mentorship; and
ix. Evaluating progress and overall performance of trainees;
x. Supervising and guiding trainees' projects and practical work, and Industrial training;
xi. Carrying out research work under the guidance and supervision of a designated supervisor; and
xii. Performing any other function that is incidental or consequential to the functions of the department.

b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of three (3) years at the grade of Assistant Technical and Vocational Trainer III or in a relevant and comparable position;

ii. Diploma from a recognized and accredited institution in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical

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Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

v. Membership to a Professional body where applicable;
vi. Registered as a trainer by TVETA; and
vii. Proficiency in Computer applications.

2.5.3 ASSISTANT TECHNICAL AND VOCATIONAL TRAINER I - GRADE 7

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing training documents
ii. Undertaking training activities,
iii. Carrying out research;
iv. Participating in development and review of curricula;
v. Participating in development of training manuals;
vi. Preparing, validating, administering and marking of assessment tools;
vii. Guiding and counseling trainees;
viii. Participating in trainee industrial mentorship; and
ix. Evaluating progress and overall performance of trainees;
x. Supervising and guiding trainees' projects and practical work, and Industrial training;
xi. Carrying out research work under the guidance and supervision of a designated supervisor; and
xii. Performing any other function that is incidental or consequential to the functions of the department.

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b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the level of Assistant Technical and Vocational Trainer II or in a relevant and comparable position.

ii. Diploma from a recognized and accredited institution in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iii. Membership to a Professional body where applicable;
iv. Registered as a trainer by TVETA; and
v. Proficiency in Computer applications.

2.5.4 SENIOR ASSISTANT TECHNICAL AND VOCATIONAL TRAINER II - GRADE 6

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing training documents
ii. Undertaking training activities,
iii. Carrying out research;
iv. Participating in development and review of curricula;
v. Developing of training manuals;

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vi. Preparing, validating, administering and marking of assessment tools;
vii. Guiding and counseling trainees;
viii. Participating in trainee industrial mentorship; and
ix. Evaluating progress and overall performance of trainees;
x. Supervising and guiding trainees' projects and practical work, and Industrial training;
xi. Carrying out research work under the guidance and supervision of a designated supervisor;
xii. Inducting and supervising the newly appointed officers; and
xiii. Performing any other function that is incidental or consequential to the functions of the department.

b) Job Specification

For appointment to this grade a candidate must have:

i. Diploma from a recognized and accredited institution in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

ii. Certificate in a supervisory course lasting not less than two (2) weeks from a recognised institution;
iii. Membership to a Professional body where applicable;
iv. Registered as a trainer by TVETA; and
v. Proficiency in Computer applications.

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2.5.5 SENIOR ASSISTANT TECHNICAL AND VOCATIONAL TRAINER I - GRADE 5

(c) Job Description

A trainer at this grade may be deployed to any of the following functional areas:

Training

Duties and Responsibilities at this level will entail:

i. Preparing and validating training documents;
ii. Undertake and supervise training in areas of specializations;
iii. Conducting research;
iv. Carrying out consultancy;
v. Participating in development and review of curricula;
vi. Developing training manuals;
vii. Participate in training practice assessments;
viii. Providing guidance and counselling on life skill;
ix. Preparing, validating, administering and marking of assessment tools;
x. Supervising students conducting research projects; and
xi. Performing any other function that is incidental or consequential to the functions of the department.

Curriculum Development

Duties and Responsibilities at this level will entail:

i. Developing, reviewing, and evaluation of the curricula to ensure they align with training objectives, industry standards, and regulatory requirements;
ii. Conducting needs analysis to identify the training needs of students, industry trends, and emerging technologies, and using this information to inform curriculum design and modifications;
iii. Collaborating with subject matter experts, industry professionals, and other stakeholders to gather input, insights, and feedback on curriculum content and design;
iv. Designing assessment strategies and tools to measure student learning outcomes, and using assessment data to inform curriculum improvements;
v. Conducting research on effective teaching and learning strategies, emerging educational technologies, and trends in curriculum development, and documenting best practices;
vi. Contributing to the development and review of institutional policies and procedures related to curriculum development, assessment, and educational standard;

Continuous Professional Development

Duties and Responsibilities at this level will entail:

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i. Developing CPD programmes;
ii. Organizing and conducting CPD training programmes; and
iii. Collating and analyzing CPD programmes data.

c) Job Specification

For appointment to this grade a candidate must have:

i. Diploma from a recognized and accredited institution in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing, Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

ii. Higher Diploma from a recognized and accredited institution in any of the following Disciplines; Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Home economics, Food and beverage, Catering and accommodation, Hospitality management, Tourism management, Nutrition and dietetics management, Hotel Management, Event planning and management, Fashion design and marketing, Clothing textile and interior design, Fashion design and textile technology, Apparel fashion and design, Applied Science, Medical laboratory, Pharmacy, Petroleum, Geophysical sciences, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science, Horticulture, Animal health, Animal production, Veterinary medicine, Agricultural education and extension, Agricultural economics, Entrepreneurial agriculture, Agribusiness, Accounting, Business management/Administration, Supply Chain management, Human resource, Entrepreneurship, Project management, Banking and finance, Economics, Marketing,

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Office management, Secretarial Studies, Information science, Social work and community development, Development studies, Sociology, Media technology, journalism, Mass communication, Sport Science, guidance and counselling, psychology, Community Health and Development, Education, Special Needs Education, Health Records or any other relevant qualification from a recognized institution;

iii. Certificate in a supervisory course lasting not less than two (2) weeks from a recognized institution;
iv. Membership to a Professional body where applicable;
v. Registered as a trainer by TVETA; and
vi. Proficiency in Computer applications.

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2.6 CAREER GUIDELINES FOR TECHNICIANS AND TECHNOLOGISTS

a) Job Purpose

Officers in this cadre are responsible for maintaining and organizing workshops and laboratories and assisting trainers in conducting practicals.

b) Functions

The functions of the cadre entail to:

i. Equip, Maintain and Repair equipment and workshops;
ii. Configure new equipment and machinery, ensuring they are correctly installed and calibrated for use in training sessions;
iii. Maintain and organize technical labs, workshops, and training spaces and ensuring that all equipment and tools are in working order and readily available for use;
iv. Enforce safety protocols and regulations in technical training environments to prevent accidents and injuries;
v. Keep track of all equipment, tools, and training materials in the institution;
vi. Install, configure, and troubleshoot software applications used for technical training purposes;
vii. Provide technical support to trainers and students on the proper use of technical equipment, machinery, and software;
viii. Operate and maintain equipment used in technical training sessions;
ix. Provide technical support during presentations, demonstrations, and workshops;
x. Create and maintain technical documentation, including equipment manuals, user guides, and troubleshooting procedures;
xi. Monitor the performance of existing equipment;
xii. Assist in the development of budgets for technical equipment and support services; and
xiii. Maintain the workshops/laboratories clean

c) Grading Structure and Scope

The career guideline establishes five (5) grades for Technicians for a Certificate holder and five (5) grades for Technologists for diploma holders who will be designated and graded as below:

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APPENDIX 1: TECHNICIAN

S/NO	DESIGNATION	GRADE
1.	Technician III	10
2.	Technician II	9
3.	Technician I	8
4.	Senior Technician	7

APPENDIX 2: TECHNOLOGISTS

S/NO	DESIGNATION	GRADE
1.	Technologist III	9
2.	Technologist II	8
3.	Technologist I	7
4.	Senior Technologist II	6
5.	Senior Technologist I	5

The positions of Technician III/II, Grade 10/9 and Technologists III/II, Grade 9/8 will form a common establishment for the purpose of this career guideline.

d) Recognized Qualifications:

i. Certificate in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;

ii. Diploma in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;

iii. Membership to a relevant professional body where applicable and in good standing

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

v. Proficiency in Computer Applications

2.6.1 CAREER GUIDELINES FOR TECHNICIANS

2.6.1.1 TECHNICIAN III - GRADE 10

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

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing workshops, laboratories and equipment for practical training sessions; Issue and receive tools, equipment, materials, and consumables for practical sessions;
ii. Assisting trainers during practical demonstrations and competency-based assessments;
iii. Operating workshop and laboratory equipment under supervision;
iv. Carrying out routine maintenance and cleaning of tools, equipment, and workstations;
v. Ensuing proper storage and security of tools, equipment, and consumables;
vi. Maintaining workshop and laboratory records, inventory, and stock registers;
vii. Observing occupational safety and health, environmental conservation, and fire safety requirements;
viii. Reporting equipment faults, shortages, and safety hazards to the supervisor;
ix. Assisting in preparing training materials and practical exercises;
x. Performing any other duties as may be assigned.

b) **Job Specifications**

i. Certificate in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;
ii. Proficiency in Computer Applications.

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2.6.1.2 TECHNICIAN II - GRADE 9

a) Job description

i. Preparing laboratories, workshops, and equipment for practical training and assessments;
ii. Operating, install, test, and maintain workshop and laboratory equipment;
iii. Carrying out preventive maintenance and minor repairs on tools, machinery, and equipment;
iv. Supervising Technician III and workshop support staff during practical activities;
v. Maintaining inventory records for tools, equipment and consumables;
vi. Monitoring compliance with occupational safety and health standards;
vii. Assisting trainers in conducting practical sessions, demonstrations, and competency-based assessments;
viii. Recommending procurement of tools, equipment and consumables;
ix. Preparing routine technical and maintenance reports;
x. Performing any other duties as may be assigned.

b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of three (3) years at the grade of Technician III or in a relevant and comparable position;
ii. Certificate in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;
iii. Proficiency in Computer Application
iv. Shown merit and ability as reflected in work performance and results.

2.6.1.3 TECHNICIAN I - GRADE 8

a) Job Description

Duties and Responsibilities at this level will entail:

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i. Coordinating technical support services within assigned workshops and laboratories;
ii. Planning and implementing preventive maintenance programmes for equipment and machinery;
iii. Diagnosing equipment faults and coordinate repairs and servicing;
iv. Ensuring laboratories and workshops are adequately equipped and functional for training;
v. Maintaining accurate inventory records and monitor utilization of equipment and consumables;
vi. Ensuring compliance with occupational safety and health regulations, environmental standards, and institutional policies;
vii. Participating in procurement planning and preparation of technical specifications for equipment and consumables;
viii. Supporting curriculum implementation by preparing practical training materials and equipment;
ix. Mentoring junior technical staff and support their professional development;
x. Preparing technical reports, maintenance reports, and budget estimates;
xi. Participating in institutional quality assurance, accreditation, research, innovation, and production activities;
xii. Performing any other duties as may be assigned.

c) Job Specifications

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Technician II or in a comparable position;
ii. Certificate in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;
iii. Proficiency in Computer Applications;
iv. Shown merit and ability as reflected in work performance and results.

2.6.1.4 SENIOR TECHNICIAN - GRADE 7

a) Job Description

Duties and Responsibilities at this level will entail:

i. Coordinating technical operations within the workshops and laboratories;
ii. Supervising and appraise Technicians and workshop support staff;

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iii. Developing and implement maintenance schedules for workshop and laboratory equipment;
iv. Coordinating procurement, installation, servicing, and replacement of equipment and machinery;
v. Ensuring compliance with occupational safety and health standards, environmental regulations, and institutional quality assurance requirements;
vi. Developing and implementing Standard Operating Procedures (SOPs) for technical operations;
vii. Coordinating inventory management and ensure optimal utilization of technical resources;
viii. Providing technical guidance to trainers, technologists, and trainees during practical training and assessments;
ix. Supporting curriculum development, competency-based assessments, and validation of practical training facilities;
x. Preparing departmental work plans, technical reports, maintenance reports, and budget estimates;
xi. Mentoring and coach junior technical staff;
xii. Support research, innovation, consultancy, production, exhibitions, and industry collaborations;
xiii. Participating in institutional audits, inspections, accreditation exercises, and quality assurance activities;
xiv. Advising the Head of Department on technical resource requirements, equipment modernization, and infrastructure improvements;
xv. Perform any other duties as may be assigned.

b) Job Specifications

For appointment to this grade a candidate must have:

i) Cumulative service period of nine (9) years, three (3) of which should have been at the Technician I or in a comparable position;
ii) Certificate in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;
iii) Membership to a relevant professional body where applicable and in good standing;
iv) Proficiency in Computer Applications;

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

2.6.2 CAREER GUIDELINES FOR TECHNOLOGISTS

2.6.2.1 TECHNOLOGIST III - GRADE 9

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

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing workshops, laboratories and training equipment for practical sessions;
ii. Assisting trainers during practical lessons, demonstrations, and competency-based assessments;
iii. Operating, maintaining, and safeguarding workshop and laboratory equipment, tools, and machinery;
iv. Preparing and issuing tools, equipment, materials, and consumables for practical training;
v. Maintaining workshop, laboratory, and equipment registers;
vi. Ensuring cleanliness, organization, and safety of workshops and laboratories;
vii. Observing occupational safety and health standards practices;
viii. Carrying out routine maintenance of tools, machines, and equipment;
ix. Reporting equipment breakdowns and recommend repairs;
x. Supporting trainees during practical exercises and projects;
xi. Performing any other duties as may be assigned.

b) Job Specifications

For appointment to this grade a candidate must have:

i. Diploma in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;

ii. Proficiency in Computer Applications.

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2.6.2.2 TECHNOLOGIST II - GRADE 8

a) Job Description

Duties and Responsibilities at this level will entail:

i. Coordinating preparation of workshops and laboratories for practical training and assessments;
ii. Supervising Technologist III and workshop assistants;
iii. Installing, test, calibrate, and maintain laboratory and workshop equipment;
iv. Developing and implement preventive maintenance schedules for equipment and machinery;
v. Ensuring adequate availability of training materials, tools, and consumables;
vi. Monitoring compliance with occupational safety, health, and environmental standards.
vii. Maintaining inventory records and recommend procurement of equipment and consumables;
viii. Participating in curriculum implementation and competency-based assessments;
ix. Assisting trainers in developing practical exercises, demonstrations, and instructional materials;
x. Supporting research, innovation, production units, and consultancy services;
xi. Preparing periodic technical and maintenance reports;
xii. Performing any other duties as may be assigned.

b) Job Specifications

For appointment to this grade a candidate must have:

i. Cumulative service period of three (3) years at the Grade of Technologist III or in a comparable position;

ii. Diploma in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution; Diploma in the relevant field from a recognized institution;

iii. Proficiency in Computer Applications;
iv. Shown merit and ability as reflected in work performance and results.

2.6.2.3 TECHNOLOGIST I - GRADE 7

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a) Job Descriptions

Duties and Responsibilities at this level will entail:

i. Coordinating technical operations within workshops and laboratories;
ii. Supervising technical staff and ensure efficient utilization of institutional resources;
iii. Developing annual maintenance plans for equipment, machinery, and workshops; Coordinate procurement specifications for technical equipment, tools, and consumables;
ii. Ensuring laboratories and workshops comply with occupational safety and health regulations;
iii. Implementing quality assurance measures for practical training facilities;
iv. Coordinating installation, servicing, calibration, and maintenance of technical equipment;
v. Mentoring junior technologists and technical support staff;
vi. Preparing technical reports, inventory reports, and budget estimates;
vii. Supporting institutional accreditation and quality assurance processes;
viii. Promoting innovation, research and production activities;
ix. Performing any other duties as may be assigned.

b) Job Specifications

For appointment to this grade a candidate must have:

i. Cumulative service period of six (6) years, three (3) of which should have been at the Technologist II or in a comparable position;
ii. Diploma in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution; Diploma in the relevant field from a recognized institution;
iii. Proficiency in Computer Applications;
iv. Shown merit and ability as reflected in work performance and results.

2.6.2.4 SENIOR TECHNOLOGIST II - GRADE 6

a) Job Description

Duties and Responsibilities at this level will entail:

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i. Coordinating technical services within the department;
ii. Supervising Technologists and other technical support staff;
iii. Supervising the development of departmental technical work plans and maintenance schedules;
iv. Coordinating procurement, installation, commissioning, and maintenance of equipment and machinery;
v. Ensuring compliance with institutional policies, occupational safety standards, and regulatory requirements;
vi. Supervising the development and reviewing of Standard Operating Procedures (SOPs) for laboratories and workshops;
vii. Coordinating workshop and laboratory quality assurance checks;
viii. Coordinating technical support for research, innovation, consultancy, production, and exhibitions;
ix. Monitoring equipment utilization and recommend replacement or upgrading;
x. Supervising the preparation of departmental budgets, procurement plans, and performance reports; Mentor and coach junior technologists;
xi. Performing any other duties as may be assigned.

b) Job Specifications

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of nine (9) years, three (3) of which should have been at the Technologist I or in a comparable position;
ii. Diploma in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution; Diploma in the relevant field from a recognized institution;
iii. Certificate in a Supervisory Development Skills Course lasting not less than two (2) weeks from a recognized institution;
iv. Membership to a relevant professional body where applicable and in good standing;
v. Proficiency in Computer Applications;
vi. Shown merit and ability as reflected in work performance and results.

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2.6.2.5 SENIOR TECHNOLOGIST I - GRADE 5

a) Job Description

Duties and Responsibilities at this level will entail:

i. Providing overall technical leadership and coordination of workshops and laboratories within the institution;
ii. Developing and implementing institutional policies, procedures, and standards;
iii. Coordinating planning, budgeting, procurement, installation, maintenance, and replacement of technical infrastructure, equipment, and machinery;
iv. Advising management on acquisition of modern technologies, equipment upgrades, and infrastructure development;
v. Ensuring compliance with occupational safety, health legislation and institutional quality assurance standards;
vi. Coordinating quality management systems for workshops and laboratories;
vii. Lead institutional initiatives on equipment modernization, automation, digitization, and technology integration;
viii. Coordinating technical support for Competency-Based Education and Training (CBET), research, innovation and industry collaborations;
ix. Establishing partnerships with industry, professional bodies, regulatory agencies, and development partners to strengthen technical training;
x. Coordinating staff development, mentoring, coaching, and performance management of technical personnel;
xi. Preparing strategic plans, departmental budgets, procurement plans, annual work plans, and performance reports;
xii. Coordinating institutional accreditation, audits, inspections, and compliance relating to technical facilities;
xiii. Performing any other duties as may be assigned.

b) Job Specifications

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of twelve (12) years, three (3) of which should have been at the Senior Technologist II or in a comparable position;
ii. Diploma in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering,

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Agriculture, Environmental Science or Any other relevant qualification from a recognized institution;

iii. Higher Diploma in any of the following Disciplines: Electrical and Electronics engineering, Telecommunications, Avionics Engineering, Mechatronics Engineering, Mechanical engineering, Medical Engineering, Aeronautical Engineering Agricultural Engineering, Building Technology, Civil Engineering, Land Survey Engineering, Quantity Survey, Architecture, Computer science/information Technology, Software Engineering, Information system, Applied Science, Marine Engineering, Chemical Engineering, Agriculture, Environmental Science or Any other relevant qualification from a recognized institution; Diploma in the relevant field from a recognized institution;

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

v. Membership to a relevant professional body where applicable and in good standing;

vi. Proficiency in Computer Applications;

vii. Shown merit and ability as reflected in work performance and results.

2.6.3 CAREER GUIDELINES FOR MEDICAL LABORATORY PERSONNEL

a) Job Purpose

To ensure the provision of safe, high-quality, and standardized medical laboratory services through regulatory compliance, quality assurance, biosafety management, blood safety, forensic support, and multi-stakeholder health interventions.

b) Function

The Medical Laboratory Technologist function will be to:

i. Implement the Kenya Medical Laboratory Technicians and Technologists Board Act, Cap.253A.

ii. Conduct health interventions in liaison with health care stakeholders to manage diseases;

iii. Provide specifications, evaluation and validation of medical laboratory equipment, reagents and chemicals;

iv. Ensure biosafety and biosecurity practices of medical laboratory services; maintenance of medical laboratory records and information;

v. Analyze blood and blood products;

vi. Provide evidence in support of medical legal and forensic services;

vii. Maintain medical laboratory records and information; and

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viii. Provide quality assurance services in medical laboratory.

c) Grading Structure

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

MEDICAL LABORATORY TECHNOLOGISTS

S/NO	DESIGNATION	GRADE
1.	Medical Laboratory Technologist III	9
2.	Medical Laboratory Technologist II	8
3.	Medical Laboratory Technologist I	7
4.	Senior Laboratory Technologist II	6
5.	Senior Laboratory Technologist I	5

MEDICAL LABORATORY ANALYSTS

S/NO	DESIGNATION	GRADE
1.	Medical Laboratory Analyst	7
2.	Senior Medical Laboratory Analyst II	6
3.	Senior Medical Laboratory Analyst I	5
4.	Assistant Director, Medical Laboratory Services	4

d) Recognized Qualification

i) Diploma in Medical Laboratory Sciences or its equivalent qualification from recognized institution;
ii) Bachelor's Degree in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;
iii) Master's Degree in Medical Laboratory Sciences or its equivalent qualification from recognized institution;
iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
v) A valid Practicing License from KMLTTB;
vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution; and

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

JOB DESCRIPTIONS AND SPECIFICATIONS

2.6.3.1 MEDICAL LABORATORY ANALYST - GRADE 7

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

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing laboratories, equipment, reagents, specimens, and materials for practical training;
ii. Assisting trainers in conducting practical sessions, demonstrations, and competency-based assessments;
iii. Operating, calibrate, and maintain laboratory equipment;
iv. Ensuring laboratory safety standards and waste management procedures are adhered to;
v. Maintaining inventory of laboratory chemicals, reagents, consumables, and equipment;
vi. Receiving, label, store, and dispose of laboratory specimens and materials appropriately;
vii. Keeping accurate laboratory records, stock registers, and equipment maintenance logs;
viii. Guiding trainees on proper laboratory procedures and safe handling of equipment;
ix. Reporting equipment breakdowns and recommend repairs or replacements;
x. Collecting samples for investigation;
xi. Interpreting and reporting of results in good time;
xii. Validating of results;
xiii. Preparing Standard Operating Procedures (SOPs); and
xiv. Performing any other duties as may be assigned.

b) **Job Specifications**

For appointment to this grade a candidate must have:

i. Bachelor's Degree in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;
ii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

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iii. A valid Practicing License from KMLTTB;

iv. Proficiency in Computer Applications.

2.6.3.2 SENIOR MEDICAL LABORATORY ANALYST II - GRADE 6

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing laboratories, equipment, reagents, specimens, and materials for practical training;
ii. Assisting trainers in conducting practical sessions, demonstrations, and competency-based assessments;
iii. Operating, calibrate, and maintain laboratory equipment;
iv. Ensuring laboratory safety standards and waste management procedures are adhered to;
v. Monitoring implementation of laboratory safety standards;
vi. Maintaining inventory of laboratory chemicals, reagents, consumables, and equipment;
vii. Receiving, label, store, and dispose of laboratory specimens and materials appropriately;
viii. Developing laboratory schedules in collaboration with academic departments;
ix. Keeping accurate laboratory records, stock registers, and equipment maintenance logs;
x. Guiding trainees on proper laboratory procedures and safe handling of equipment;
xi. Reporting equipment breakdowns and recommend repairs or replacements;
xii. Supervising Medical Laboratory Analysts;
xiii. Supervising the validation of results;
xiv. Supervising the Preparation of Standard Operating Procedures (SOPs); and
xv. Performing any other duties as may be assigned.

b) **Job Specifications**

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of three (3) years at the grade of Medical Laboratory Analyst or in a comparable position;
ii. Bachelor's Degree in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;
iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
iv. A valid Practicing License from KMLTTB;
v. Membership to a relevant professional body where applicable and in good standing;
vi. Proficiency in Computer Applications;

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vii. Shown merit and ability as reflected in work performance and results.

2.6.3.3 SENIOR MEDICAL LABORATORY ANALYST I - GRADE 5

a) Job Description

Duties and Responsibilities at this level will entail:

i. Coordinating the preparation of laboratories, equipment, reagents, specimens, and materials for practical training;
ii. Coordinating trainers in conducting practical sessions, demonstrations, and competency-based assessments;
iii. Operating, calibrating, and maintaining laboratory equipment;
iv. Ensure laboratory safety standards and waste management procedures are adhered to;
v. Monitor implementation of laboratory safety standards;
vi. Maintaining inventory of laboratory chemicals, reagents, consumables, and equipment;
vii. Receiving, labelling, storing, and disposing of laboratory specimens and materials appropriately;
viii. Coordinating development of laboratory schedules in collaboration with academic departments;
ix. Keeping accurate laboratory records, stock registers, and equipment maintenance logs;
x. Monitor trainees on proper laboratory procedures and safe handling of equipment;
xi. Reporting equipment breakdowns and recommending repairs or replacements;
xii. Supervising Medical Laboratory Analysts;
xiii. Training and mentoring laboratory personnel; and
xiv. Performing any other duties as may be assigned.

b) Job Specifications

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of six (6) years; three (3) of which should have been at the Grade of Senior Medical Laboratory Analyst II or in a comparable position;
ii. Bachelor's Degree in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;
iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
iv. A valid Practicing License from KMLTTB;
v. Membership to a relevant professional body where applicable and in good standing;

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vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;

vii. Proficiency in Computer Applications;

viii. Shown merit and ability as reflected in work performance and results.

2.6.3.4 ASSISTANT DIRECTOR MEDICAL LABORATORY SERVICES - GRADE 4

a) Job Description

Duties and Responsibilities at this level will entail:

i. Providing strategic leadership and management of Medical Laboratory Services across the institution;
ii. Developing and implementing policies, strategic plans, and operational procedures for laboratory services;
iii. Coordinating planning, budgeting, procurement, and utilization of laboratory infrastructure, equipment, and consumables;
iv. Ensuring compliance with national legislation, occupational safety requirements, and relevant professional regulations;
v. Overseeing implementation of Quality Management Systems (QMS), internal quality assurance, and continuous quality improvement initiatives;
vi. Establishing collaborations with regulatory agencies, healthcare institutions, industry partners, research organizations, and development partners;
vii. Coordinating laboratory accreditation and institutional quality audits;
viii. Promoting income-generating activities through laboratory consultancy and specialized services; and
ix. Promoting research, innovation, commercialization, and technology transfer within laboratory services.

b) Job Specifications

For appointment to this grade a candidate must have:

i. Cumulative service period of nine (9) years; three (3) of which should have been at the Grade of Senior Medical Laboratory Analyst I or in a comparable position;

ii. Bachelor's Degree in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;

iii. Master's Degree in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;

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iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
v. A valid Practicing License from KMLTTB;
vi. Membership to a relevant professional body where applicable and in good standing;
vii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
viii. Proficiency in Computer Applications;
ix. Shown merit and ability as reflected in work performance and results.

2.6.4 CAREER GUIDELINES FOR MEDICAL LABORATORY TECHNOLOGIST

2.6.4.1 MEDICAL LABORATORY TECHNOLOGIST III - GRADE 9

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

a) Job Descriptions

Duties and Responsibilities at this level will entail:

i. Preparing laboratories, equipment, reagents, specimens, and materials for practical training;
ii. Assisting trainers in conducting practical sessions, demonstrations, and competency-based assessments;
iii. Operating, calibrate, and maintain laboratory equipment;
iv. Ensuring laboratory safety standards and waste management procedures are adhered to;
v. Maintaining inventory of laboratory chemicals, reagents, consumables, and equipment;
vi. Receiving, label, store, and dispose of laboratory specimens and materials appropriately;
vii. Keeping accurate laboratory records, stock registers, and equipment maintenance logs;
viii. Guiding trainees on proper laboratory procedures and safe handling of equipment;
ix. Reporting equipment breakdowns and recommend repairs or replacements;
x. Collecting samples for investigation;
xi. Interpreting and reporting of results in good time;
xii. Validating of results;
xiii. Preparing Standard Operating Procedures (SOPs); and
xiv. Performing any other duties as may be assigned.

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b) Job Specifications

For appointment to this grade a candidate must have:

i) Diploma in Medical Laboratory Sciences or its equivalent qualification from recognized institution;
ii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
iii) A valid Practicing License from KMLTTB;
iv) Proficiency in Computer Applications.

2.6.4.2 MEDICAL LABORATORY TECHNOLOGIST II - GRADE 8

a) Job Description

Duties and Responsibilities at this level will entail:

i. Preparing laboratories, equipment, reagents, specimens, and materials for practical training;
ii. Assisting trainers in conducting practical sessions, demonstrations, and competency-based assessments;
iii. Operating, calibrating, and maintaining laboratory equipment;
iv. Ensuring laboratory safety standards and waste management procedures are adhered to;
v. Maintaining inventory of laboratory chemicals, reagents, consumables, and equipment;
vi. Receiving, labeling, storing, and disposing of laboratory specimens and materials appropriately;
vii. Keeping accurate laboratory records, stock registers, and equipment maintenance logs;
viii. Guiding trainees on proper laboratory procedures and safe handling of equipment;
ix. Reporting equipment breakdowns and recommend repairs or replacements;
x. Collecting samples for investigation.
xi. Interpreting and reporting of results in good time.
xii. Validating of results
xiii. Preparing Standard Operating Procedures (SOPs)
xiv. Performing any other duties as may be assigned.

b) Job Specifications

i. A minimum cumulative service period of three (3) years, at the grade of Medical Laboratory Technologist III or in a comparable position;
ii. Diploma in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;

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iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
iv. A valid Practicing License from KMLTTB;
v. Proficiency in Computer Applications.
vi. Shown merit and ability as reflected in work performance and results.

2.6.4.3 MEDICAL LABORATORY TECHNOLOGIST I - GRADE 7

a) Job descriptions

Duties and Responsibilities at this level will entail:

i. Coordinating daily operations of medical laboratory facilities;
ii. Supervising technical staff assigned to the laboratory;
iii. Planning laboratory schedules for training, practical examinations, and research activities;
iv. Ensure laboratories are adequately equipped and operational;
v. Overseeing maintenance, calibration, and validation of laboratory equipment;
vi. Coordinating procurement and proper utilization of laboratory resources;
vii. Implementing laboratory quality assurance and quality control programmes;
viii. Ensuring compliance with occupational health and institutional safety standards;
ix. Mentor junior technologists and support staff;
x. Preparing departmental laboratory reports and budget estimates;
xi. Supporting institutional accreditation and quality assurance exercises;
xii. Performing any other duties as may be assigned.

b) Job Specifications

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Medical Laboratory Technologist II or in a comparable position;
ii. Diploma in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;
iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
iv. A valid Practicing License from KMLTTB;
v. Proficiency in Computer Applications.
vi. Shown merit and ability as reflected in work performance and results.

2.6.4.4 SENIOR LABORATORY TECHNOLOGIST II - GRADE 6

a) Job Description

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Duties and Responsibilities at this level will entail:

i. Supervising laboratory services supporting training, research and innovation;
ii. Coordinate laboratory operations across assigned departments;
iii. Coordinate the development of laboratory operational plans and equipment maintenance schedules;
iv. Ensuring the implementation of laboratory quality management systems and quality improvement initiatives;
v. Coordinating procurement, inventory management, and disposal of laboratory equipment and consumables;
vi. Supervising the installation, calibration, servicing, and validation of laboratory equipment;
vii. Supervising trainers on laboratory technologies and emerging diagnostic techniques relevant to training;
viii. Coordinating laboratory safety audits, risk assessments, and emergency preparedness;
ix. Mentoring and appraising junior laboratory personnel;
x. Coordinating the preparation of technical reports and departmental performance reports;
xi. Participating in institutional strategic planning and accreditation activities; and
xii. Performing any other duties as may be assigned.

b) Job Specifications

i. A Minimum Cumulative service period of nine (9) years, three (3) of which should have been at the grade of Medical Laboratory Technologist I or in a comparable position;
ii. Diploma in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;
iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
iv. A valid Practicing License from KMLTTB;
v. Certificate in a Supervisory Development Skills Course lasting not less than two (2) weeks from a recognized institution;
vi. Proficiency in Computer Applications.
vii. Shown merit and ability as reflected in work performance and results.

2.6.4.5 SENIOR LABORATORY TECHNOLOGIST I - GRADE 5

a) Job Description

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Duties and Responsibilities at this level will entail:

i. Providing technical leadership in the management of medical laboratory services within the institution;
ii. Planning, coordinating, and supervising laboratory support for training, research and innovation;
iii. Developing laboratory policies, Standard Operating Procedures (SOPs), and quality assurance frameworks;
iv. Coordinating laboratory modernization, equipment acquisition and replacement; Ensuring compliance with national laboratory standards, occupational health and safety regulations and institutional policies;
v. Overseeing the Preparation of departmental budgets, annual work plans, procurement plans, and performance reports;
vi. Coordinating laboratory accreditation, internal quality audits, and external quality assessments;
vii. Advising institutional management on laboratory infrastructure, staffing, equipment, and emerging technologies;
viii. Building partnerships with healthcare facilities, regulatory bodies, industry, and research institutions to enhance practical training;
ix. Coordinating capacity building, mentoring, coaching, and performance management of laboratory personnel;
x. Coordinating on research, innovation, commercialization, and resource mobilization within laboratory services; and
xi. Performing any other duties as may be assigned.

b) Job Specifications

i. A minimum cumulative service period of twelve (12) years; three (3) of which should have been at the grade of Senior Laboratory Technologist II or in a comparable position;
ii. Diploma in Medical Laboratory Sciences or its equivalent qualification from a recognized institution;
iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
iv. A valid Practicing License from KMLTTB;

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v. Certificate in Supervisory Development Course lasting not less than two (2) weeks from a recognized and accredited institution;
vi. Membership to a relevant professional body where applicable and in good standing;
vii. Proficiency in Computer applications; and
viii. Shown merit and ability as reflected in work performance and results.

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2.7 CAREER GUIDELINE FOR FINANCE AND ACCOUNTS PERSONNEL

(a) Job Purpose

The cadre is responsible for Development, implementation and review of policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on finance and accounts.

(b) Functions

The Finance and Accounts Function entail to:-

i. Provide professional advice pertaining to financial management, planning, budgeting, cash flow and investment;
ii. Develop and maintain an efficient financial management system at the Institution;
iii. Ensure financial reporting in accordance with the laid down guidelines;
iv. Administer and monitor preparation and implementation of budget plans in accordance with financial management procedures;
v. Forecast and monitor income and expenditure;
vi. Prioritize projects and activities for the purpose of financial allocations in the budget; and
vii. Ensure efficient and equitable allocation and utilization of financial resources.
viii. Verify vouchers and committal documents in accordance with laid down rules and regulations;
ix. Receive duly processed payments and receipt vouchers;
x. Post payments and receipt vouchers; and
xi. Balance the books of accounts on daily basis

(c) Grading Structure

The Career Guideline establishes four (4) grades of Accountants, four (4) grades of Finance Officers and one (1) grade of Finance and Accounts officer who will be designated and graded as follows: -

Accounts and Finance Officers

Designation	GRADE
Accountant	7
Senior Accountant II	6
Senior Accountant I	5
Assistant Director, Accounting Services	4
Finance Officer	7
Senior Finance Officer II	6
Senior Finance Officer I	5

Assistant Director, Finance	4

The grades of Finance Officer / Senior Finance Officer, grade 7/6 and Accountant / Senior Accountant, grade 7/6 will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

i. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/Accounting option), Business Administration (Finance / Accounting option), Business Management (Finance / Accounting option) or equivalent qualification from a recognized and accredited institution.
ii. Master's Degree in any of the following disciplines: - Finance, Accounting, Business Administration (Finance / Accounting option), Business Management (Finance / Accounting option) or equivalent qualification from a recognized and accredited institution.
iii. Certified Public Accountant (CPA) or Certified Investment and Financial Analyst (CIFA) or Association of Chartered Certified Accountants (ACCA) or any other recognized equivalent from a recognized and accredited institution.
iv. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Certified Investment and Financial Analyst or Association of Chartered Certified Accountants (ACCA).
v. Valid practicing certificate from a relevant professional body where applicable.
vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution.
vii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution.
viii. Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.7.1 ACCOUNTANT - GRADE 7

(a) Job Description

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. Verifying vouchers and committal documents in accordance with laid down rules and regulations;

ii. Capturing and maintaining primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports and imprest reconciliation statements;
iii. Receiving duly processed payments and receipt vouchers;
iv. Posting payments and receipt vouchers in the cash books; and
v. Balancing accounting books on a daily basis.

b) Job Specification

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

i. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
ii. Passed Part II of the Certified Public Accountants (CPA) Examination; and
iii. Proficiency in computer applications.

2.7.2 SENIOR ACCOUNTANT II - GRADE 6

a) Job Description

Duties and responsibilities at this level will entail:

i. Preparation of quality management and final accounts reports;
ii. Planning, directing, coordinating, supervising areas of control;
iii. Certifying and verifying returns and payment vouchers;
iv. Monitoring collection of revenue;
v. Safe keeping Accountable Documents;
vi. Preparing final accounts on accrual basis and as per rules and regulations; and
vii. Preparation of bank reconciliations.

b) Job Specification

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

i. A minimum cumulative service period of Three (3) years, at the grade of Accountant or in a comparable and relevant position.
ii. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iii. Passed Part II of the Certified Public Accountants (CPA) Examination;

iv. Shown merit, integrity and ability as reflected in work performance and results; and
v. Proficiency in computer applications.

2.7.3 SENIOR ACCOUNTANT I - GRADE 5

a) Job Description

Duties and responsibilities at this level will entail:

i. Interpreting and implementing financial regulations and procedures, treasury circulars, letters and instructions;
ii. Ensuring expenditures are within voted allocations;
iii. Developing supplementary financial regulations and procedures to enhance internal controls;
iv. Supervising preparation of final accounts and reports;
v. Supervising preparation of cash-flow statements and analyzing deposits;
vi. Maintaining up-to-date and accurate books of accounts;
vii. Supervising preparation of monthly expenditures, returns and bank reconciliation statements;
viii. Authorizing payments;
ix. Preparing management financial reports that fall under his/her division;

b) Job Specification

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

i. A minimum cumulative service period of Six (6) years, Three (3) of which must have been at the grade of Senior Accountant II or in a comparable and relevant position.
ii. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iii. Passed Part III (CPA-K) of the Certified Public Accountants (CPA) Examination;
iv. Be a registered member of ICPAK or its equivalent;
v. Certificate in Management Course lasting not less than Four (4) weeks form a recognized institution; and
vi. Shown merit, integrity and ability as reflected in work performance and results.

2.7.4 ASSISTANT DIRECTOR, ACCOUNTING SERVICES - GRADE 4

a) Job Description

Duties and responsibilities at this level will entail:

i. Verifying of payment vouchers and committal documents to ensure compliance to approved procedures rules and regulations;
ii. Supervising daily cash count and posting of transactions as per approved systems;
iii. Ensuring safe custody of cash, cheques, financial records and other accountable documents;
iv. Liaising with suppliers to facilitate reconciliation of accounts;
v. Supervising revenue collection;
vi. Evaluating and scrutinizing expenditure proposals;
vii. Ensuring statutory deductions are remitted to relevant authorities; preparing cash flow forecasts statements;
viii. Carrying out operational performance analysis; and
ix. Supervising preparation of final accounts and statements.

b) Job Specification

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

i. A minimum cumulative service period of Nine (9) years, Three (3) of which must have been at the grade of Senior Accountant I or in a comparable and relevant position.
ii. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iii. Master's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iv. Passed Part III (CPA-K) of the Certified Public Accountants (CPA) Examination;
v. Be a registered member of ICPAK or its equivalent;
vi. Certificate in Leadership Course lasting not less than Four (4) weeks form a recognized institution; and
vii. Shown merit, integrity and ability as reflected in work performance and results.

2.7.5 FINANCE OFFICER - GRADE 7

(a) Job Description

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. Collecting information required in the budgetary process;
ii. processing of medium-term expenditure and revised budget estimates;
iii. Capturing and updating ledgers and votes;
iv. Preparing reports and briefs on budgetary implementation; and
v. Filing of financial records.

(b) Job Specifications

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

i. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
ii. Passed Part II of the Certified Public Accountants (CPA) Examination; and
iii. Proficiency in computer applications.

2.7.6 SENIOR FINANCE OFFICER II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Collecting information required in the budgetary process;
ii. processing of medium-term expenditure and revised budget estimates;
iii. Capturing and updating ledgers and votes;
iv. Preparing reports and briefs on budgetary implementation;
v. Filing of financial records;
vi. Compiling information required in the budgetary process; and
vii. Taking initial action on budget monitoring.

(b) Job Specifications

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

i. A minimum cumulative service period of Three (3) years, at the grade of Finance Officer or in a comparable and relevant position.
ii. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iii. Passed Part II of the Certified Public Accountants (CPA) Examination;
iv. Shown merit, integrity and ability as reflected in work performance and results; and
v. Proficiency in computer applications.

2.7.7 SENIOR FINANCE OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Coordinating the collection, collation and reporting on information required in the budgetary process;
ii. Coordinating the preparation of the institution budget;
iii. Supervising processing of medium-term expenditure and revised budget estimates;
iv. Supervising the preparation of reports and briefs on budgetary implementation;
v. Supervising the preparation and presentation of financial reports;
vi. Controlling expenditure commitments at the Institution and ensuring expenditures are within voted allocations;
vii. Analyzing information required in the budgetary process;
viii. Supervising the budget monitoring process;
ix. Supervising the preparation of budgets;
x. Supervising the compilation of financial estimates;
xi. Monitoring expenditure of programmes on a periodic basis;
xii. Undertaking risk analysis in budget management;
xiii. Coordinating the processing of medium-term expenditure and revised budget estimates;
xiv. Supervising preparation of fiscal reports;
xv. Prioritizing projects and activities for the purpose of financial allocations in the budget; and
xvi. Providing accurate and timely management financial reports and business performance data.

(b) Job Specifications

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

i. A minimum cumulative service period of Six (6) years, Three (3) of which must have been at the grade of Senior Finance Officer II or in a comparable and relevant position.
ii. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iii. Passed Part III (CPA-K) of the Certified Public Accountants (CPA) Examination;
iv. Certificate in Management Course lasting not less than Four (4) weeks form a recognized institution; and
v. Shown merit, integrity and ability as reflected in work performance and results.

2.7.8 ASSISTANT DIRECTOR, FINANCE - GRADE 4

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Providing technical advice on the Institution's financial resources;
ii. Developing and implementing internal Accounting and Financial policies, strategies, standards, programmes and regulations;
iii. Coordinating the management of Accounting and Financial activities for the Institution's financial resources;
iv. Implementing Accounting and financial management regulations, systems and procedures;
v. Coordinating the facilitation of the implementation of the Institution's strategic plans in line with the Institution's approved budgets;
vi. Ensuring maintenance of books of accounts and financial records relating to income and expenditure as well as assets and liabilities of the Institution;
vii. Coordinating the preparation and implementation of the Institution's budget estimates;
viii. Ensuring planning and budgeting for the Institution;
ix. Mobilizing and managing financial resources for the Institution;
x. Ensuring efficient allocation and utilization of financial resources;
xi. Monitoring the implementation of the approved budget and reporting as required;
xii. Ensuring preparation of accounting and financial reports of the Institution; and
xiii. Ensuring statutory deductions are remitted to relevant authorities.

(b) Job Specifications

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

i. A minimum cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Finance Officer I or in a comparable and relevant position.
ii. Bachelor's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iii. Master's Degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
iv. Passed Part III (CPA-K) of the Certified Public Accountants (CPA) Examination;
v. Certificate in Leadership Course lasting not less than Four (4) weeks form a recognized institution;
vi. Member of Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Certified Investment and Financial Analyst or Association of Chartered Certified Accountants (ACCA); and
vii. Demonstrated managerial, administrative, and professional competence as reflected in work performance and results.

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2.8 CAREER GUIDELINES FOR LIBRARY SERVICES PERSONNEL

(a) Job Purpose

Library Services Personnel are responsible for the management of Library Information Services, including implementation of Documentation and Library work programmes in a Library / Information Centre within the institution.

(b) Functions

The library services personnel are responsible for the following functions: -

(i) Develop, implement and review policies, rules, regulations, standards, systems, guidelines and procedures on matters pertaining to library services at the Institution;
(ii) Design, implement and review strategies, frameworks and guidelines to facilitate Library Service;
(iii) Coordinate the provision of library at the Institution;
(iv) Identify and develop procurement plans for library materials;
(v) Request and maintain books, periodicals, journals and other reading materials;
(vi) Catalogue, classify, index, shelve and abstract books and periodicals;
(vii) Ensuring compliance to library rules and regulations;
(viii) Prepare projections for future reference materials and archive old documents;
(ix) Maintain and ensure safety and security of the library, books, materials, facilities and equipment;
(x) Issue, record, surcharge and return of library resources to/from users in line with policy guidelines and regulations;
(xi) Establish and maintain a database of all library books, materials, facilities and equipment;
(xii) Automate/digitize library;
(xiii) Provide editorial, publishing and printing services; and
(xiv) Ensure safe custody and security of library, materials, facilities, equipment and users' effects.

(c) Grading Structure

The career guideline establishes five (5) grades for Assistant Librarians and four (4) grades for Librarians who will be designated and graded as follows:

LIBRARY ASSISTANTS **APPENDIX 'A'**

S/No.	Designation	GRADE
1	Assistant Librarian III	9
2	Assistant Librarian II	8
3	Assistant Librarian I	7
4	Senior Assistant Librarian II	6
5	Senior Assistant Librarian I	5

LIBRARIANS **APPENDIX 'B'**

S/No.	Designation	GRADE
1	Librarian	7

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2	Senior Librarian II	6
3	Senior Librarian I	5
4	Assistant Director - Library Services	4

The grades of Assistant Librarian III/II, GRADE `9/8' Librarian II/I and Grade `8/7` will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

(i) Diploma in any of the following disciplines: Library Studies, Information Science, Library Science or equivalent qualification from a recognized and accredited institution;
(ii) Bachelor degree in any of the following disciplines: - Library Studies, Information Science, Library Science or its equivalent from a recognized and accredited institution;
(iii) Bachelor of degree in any Social Sciences plus a Diploma in any of the following disciplines: - Library Science, Library Studies, Information Science or its equivalent from a recognized and accredited institution;
(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized and accredited institution;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
(vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution; and
(vii) Proficiency in computer application skills.

JOB DESCRIPTIONS AND SPECIFICATION

2.8.1 ASSISTANT LIBRARIANS

2.8.1.1 ASSISTANT LIBRARIAN III - GRADE 9

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

(a) Job Description

Duties and Responsibilities at this level will entail:
(i) handling general inquiries;
(ii) issuing and receiving of books;
(iii) registering new library users;
(iv) compiling statistics of borrowed reading materials;
(v) filling of borrowing cards;
(vi) assisting users to track reading materials through the library system;

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(vii) shelving new and returned books;
(viii) ensuring tidiness of shelves and proper filing of publications;
(ix) assisting users on cataloguing and retrieving information from the library; and
(x) grouping information materials accordingly through classification and cataloguing systems.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Diploma in Library and Information Sciences or its equivalent from a recognized and accredited institution; and
(ii) Proficiency in computer application

2.8.1.2 ASSISTANT LIBRARIAN II - GRADE 8

(a) Job Description

Duties and Responsibilities at this level will entail:

(i) handling general inquiries;
(ii) issuing and receiving of books;
(iii) registering new library users;
(iv) compiling statistics of borrowed reading materials;
(v) filling of borrowing cards;
(vi) assisting users to track reading materials through the library system;
(vii) shelving new and returned books;
(viii) ensuring tidiness of shelves and proper filing of publications;
(ix) assisting users on cataloguing and retrieving information from the library; and
(x) grouping information materials accordingly through classification and cataloguing systems.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of three (3) years relevant work experience at the grade of Library Assistant III or in a comparable position;
(ii) Diploma in Library and Information Sciences or its equivalent from a recognized and accredited institution; and
(iii) Proficiency in computer application.

2.8.1.3 ASSISTANT LIBRARIAN I - GRADE 7

(a) Job Description

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Duties and Responsibilities at this level will entail:

(i) Cataloguing and classifying information resources;
(ii) Entering data into library databases;
(iii) Stamping and labeling acquired information resources;
(iv) Shelving and shelf arrangement;
(v) ensuring overdue reminders are generated for compliance;
(vi) conducting searches and information retrieval;
(vii) indexing and abstracting information resources;
(viii) identifying materials for binding and filing catalogue cards; and
(ix) ensuring overdue reminders are generated for compliance.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of six (6) years relevant work experience, three (3) of which shall be at the grade of Library Assistant II or in a comparable position;
(ii) Diploma in any of the following disciplines: Library Studies, Information Science or equivalent qualifications from a recognized and accredited institution; and
(iii) Shown merit and ability as reflected in work performance and results.

2.8.1.4 SENIOR ASSISTANT LIBRARIAN II - GRADE 6

(a) Job Description

Duties and Responsibilities at this level will entail:

(i) Coordinating reception of new library materials;
(ii) Coordinating the tracking and serials control;
(iii) Supervising the classification and catalogue standards in the library;
(iv) Coordinating the compilation of user profiles;
(v) Ensuring preservation and conservation of information resources;
(vi) Selecting and requisitioning information resources;
(vii) Coordinating the digitization of information resources;
(viii) Providing reference, user education and information literacy services; and
(ix) Coordinating the circulation of periodicals and other publications.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Cumulative service period of nine (9) years relevant work experience, three (3) of which shall be at the grade of Library Assistant I or in a comparable position;

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(ii) Diploma in any of the following disciplines: Library Studies, Information Science or equivalent qualifications from a recognized and accredited institution;
(iii) Certificate in Supervisory Skills Development Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) Membership to a professional body, where applicable; and
(v) Shown merit and ability as reflected in work performance and results

2.8.1.5 SENIOR ASSISTANT LIBRARIAN I - GRADE 5

(a) Job Description

Duties and Responsibilities at this level will entail:

(i) Coordinating the provision of library books and materials to users;
(ii) Advising, instructing and training supporting library staff in the classification of information materials, cataloguing and acquisition;
(iii) Preparing library reports as required;
(iv) Assisting in the preparation of the division budget;
(v) Supervising the classification of all informational and library materials for the institution for ease of access by the users;
(vi) Preparing public catalogue and maintain the accession register as per the set guidelines;
(vii) Ordering new informational material to ensure it is current and relevant to meet the needs of the users;
(viii) Preparing user education programs for all new users;
(ix) Supervising the maintenance of a daily master catalogue and stock record to keep track of the library materials; and
(x) Coordinating the weeding and preparation of worn-out information materials for binding.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Cumulative service period of twelve (12) years relevant work experience, three (3) of which shall be at the grade of Senior Library Assistant II or in a comparable position;
(ii) Diploma in any of the following disciplines: Library Studies, Information Science or equivalent qualifications from a recognized and accredited institution;
(iii) Higher Diploma in any of the following disciplines: Library Studies, Information Science or equivalent qualifications from a recognized and accredited institution;
(iv) Certificate in Supervisory Skills Development Course lasting not less than two (2) weeks from a recognized and accredited institution;
(v) Membership to a professional body, where applicable; and
(vi) Shown merit and ability as reflected in work performance and results.

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2.8.2 LIBRARIANS

2.8.2.1 LIBRARIAN - GRADE 7

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

(a) Job Description

Duties and Responsibilities at this level will entail:

(i) Operating the library information services;
(ii) Registering and sensitizing new library users;
(iii) Responding to general inquiries;
(iv) Compiling statistics of borrowed reading materials;
(v) Retrieving information from the library;
(vi) Preparing consolidated list of select library information materials for acquisition;
(vii) Mapping prospective library information;
(viii) Implementing and updating library information system;
(ix) Organizing library users' engagement forums;
(x) Drafting and administering library users' satisfaction survey instruments;
(xi) Drafting library information reports.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Bachelor of Science degree in any of the following disciplines: - Library Studies, Information Science, Library Science or its equivalent from a recognized and accredited institution;

OR

Bachelors' degree in any Social Sciences plus a Diploma in any of the following disciplines: - Library Science, Library Studies, Information Science or its equivalent from a recognized and accredited institution; and

(ii) Proficiency in computer applications skills.

2.8.2.2 SENIOR LIBRARIAN II - GRADE 6

(a) Job Description

Duties and Responsibilities at this level will entail:

(i) managing library information services;
(ii) registering and sensitizing new library users;

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(iii) responding to general inquiries;
(iv) compiling statistics of borrowed reading materials;
(v) retrieving information from the library;
(vi) Preparing consolidated list of select library information materials for acquisition;
(vii) mapping prospective library information;
(viii) implementing and updating library information system;
(ix) organizing library users' engagement forums;
(x) drafting and administering library users' satisfaction survey instruments;
(xi) drafting library information reports.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Cumulative service period of three (3) years relevant work experience at the grade of Librarian or in a comparable position;
(ii) Bachelor of Science degree in any of the following disciplines: - Library Studies, Information Science, Library Science or its equivalent from a recognized and accredited institution;

OR

Bachelors' degree in any Social Sciences plus a Diploma in any of the following disciplines: - Library Science, Library Studies, Information Science or its equivalent from a recognized and accredited institution;

(iii) Membership to a relevant professional body and in good standing, where applicable;
(iv) Proficiency in computer application; and
(v) Shown merit and ability as reflected in work performance and results.

2.8.2.3 SENIOR LIBRARIAN I - GRADE 5

(a) Job Description

Duties and Responsibilities at this level will entail:

(i) Acquiring information materials or resources on request by user departments so as to ensure all departments in the institution have up to date information;
(ii) Supervising technical aspects including classification, cataloguing and abstracting to ensure ready availability of information resources;
(iii) Reviewing and evaluating materials, using book reviews, catalogues, faculty recommendations, and current holdings to select and order print, audiovisual, and electronic resources;
(iv) Developing policies, guidelines, rules and regulations to ensure the library fulfils its mandate to be a source of enduring knowledge accessible to all library users in the institution;
(v) Monitoring and evaluating the performance of the department through planning, directing and coordinating all activities of the library; and

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(vi) Training and inducting staff on their expected duties and responsibilities in the library through explanation of the use of library facilities, resources, equipment and services as well as provision of information about library policies.

(b) Job Specifications

For appointment to this grade a candidate 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 Librarian II or in a comparable position;

(ii) Bachelor of Science degree in any of the following disciplines: - Library Studies, Information Science, Library Science or its equivalent from a recognized and accredited institution;

OR

Bachelor of science degree in any Social Sciences plus a Diploma in any of the following disciplines: - Library Science, Library Studies, Information Science or its equivalent from a recognized and accredited institution;

(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;

(iv) Membership to a relevant professional body and in good standing; and

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

2.8.2.4 ASSISTANT DIRECTOR, LIBRARY SERVICES - GRADE 4

(a) Job Description

Duties and Responsibilities at this level will entail:

i. Spearheading development, implementation and review of policies, rules. Regulations, standards, systems, guidelines and procedures on matters of Library Service at the Institution;
ii. Providing technical advice on matters pertaining to Library Service;
iii. Spearheading the designing, implementation and review of strategies, frameworks and guidelines to facilitate Library Services;
iv. Spearheading the identification and development of procurement plans for library materials;
v. Overseeing the requisitioning, stocking and maintenance of books, periodicals, journals and other reading materials;
vi. Overseeing the cataloguing, classification, indexing, shelving and abstracting of books and periodicals;
vii. Ensuring compliance to library rules and regulations;
viii. Overseeing the projection for future references and archival of documents;
ix. Ensuring safe custody, security and maintaining of the library, books, materials, facilities and equipment;

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x. Ensuring issuance, record, surcharge and return of library resources to/from users in line with policy guidelines and regulations;
xi. Spearheading establishment and maintenance of a database of all library books, materials, facilities and equipment;
xii. Ensuring automation/digitization of library;
xiii. Overseeing the provision of editorial, publishing and printing services; and
xiv. Overseeing the staff development and ensuring prudent utilization of resources and assets.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Cumulative service period of nine (9) years relevant working experience, three (3) of which should have been at the grade of Senior Librarian I or a comparable position;
(ii) Bachelor of Science degree in any of the following disciplines: - Library Studies, Information Science, Library Science or its equivalent from a recognized and accredited institution;

OR

Bachelor of science degree in any Social Sciences plus a Diploma in any of the following disciplines: - Library Science, Library Studies, Information Science or its equivalent from a recognized and accredited institution;

(iii) Master's degree in library and information science management or its equivalent from a recognized and accredited institution;
(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body and in good standing, where applicable; and
(vi) Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

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2.9 CAREER GUIDELINES FOR HOUSEKEEPING PERSONNEL

(a) Job Purpose

The cadre is responsible for providing housekeeping and laundry service in the Institution.

(b) Functions

The functions entail to;

(i) Managing of laundry facilities;
(ii) Providing housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies;
(iii) Vacuuming, dusting and rearranging the room after guests check out;
(iv) Reporting cases of property damage;
(v) Performing daily inspections of guest rooms and common areas to ensure the best possible service;
(vi) Maintaining of linen, furniture and beddings; and
(vii) Performing detailed deep cleans when required.

(c) Grading Structure

The Career Guidelines establishes four (4) grades for Laundry Assistants, five (5) grades for Assistant housekeepers and four (4) grades housekeeping officers who will be designated and graded as follows: -

LAUNDRY ASSISTANTS **APPENDIX 'A'**

Designation	GRADE
Laundry assistant III	10
Laundry assistant II	9
Laundry assistant I	8
Senior Laundry assistant	7

ASSISTANT HOUSEKEEPERS **APPENDIX 'B'**

Designation	GRADE
Assistant housekeeper III	9
Assistant housekeeper II	8
Assistant housekeeper I	7
Senior Assistant housekeeper	6
Principal Assistant housekeeper	5

HOUSEKEEPING OFFICERS **APPENDIX 'C'**

Designation	GRADE
Housekeeping officer II	8
Housekeeping officer I	7
Senior Housekeeping officer	6

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Principal Housekeeping officer	5

The grades of Laundry Assistant III/II GRADE '10/9', Assistant Housekeeper III/II GRADE '9/8' and Housekeeping Officer II/I, GRADE `8/7` forms a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

The following are the minimum recognized qualifications for the purpose of this career guideline:

(i) Trade Test/Certificate in any of the following disciplines: - Laundry, Housekeeping, Textile Technology or its equivalent from a recognized and accredited institution;
(ii) Diploma in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management or its equivalent from a recognized and accredited institution;
(iii) Bachelors' Degree in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management or its equivalent from a recognized and accredited institution;
(iv) Masters' Degree in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management or its equivalent from a recognized and accredited institution;
(v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(viii) Membership to a relevant professional body and in good standing where applicable; and
(ix) Proficiency in computer Applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.9.1 LAUNDRY ASSISTANTS APPENDIX 'A'

2.9.1.1 LAUNDRY ASSISTANT III - GRADE 10

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

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Collecting and cleaning laundry as required;
(ii) Maintaining laundry equipment and laundry area; and
(iii) Inspecting and cleaning laundry equipment.

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(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Professional Certificate in any of the following disciplines: - Laundry, Housekeeping, Textile Technology or its equivalent from a recognized and accredited institution; and
(ii) Proficiency in computer applications

2.9.1.2 LAUNDRY ASSISTANT II - GRADE 9

(a) Job Descriptions
Duties and responsibilities at this level will entail: -

(i) Cleaning laundry as required;
(ii) Maintaining laundry equipment and laundry area;
(iii) Inspecting and cleaning laundry equipment; and
(iv) Participate in report preparation.

(b) Job Specifications

For appointment to this grade, a candidate must have:

(i) A minimum cumulative service period of three (3) years relevant work experience at the grade of Laundry Assistant III or in a comparable position;
(ii) Professional Certificate in any of the following disciplines: - Laundry, Housekeeping, Textile Technology or its equivalent from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.9.1.3 LAUNDRY ASSISTANT I - GRADE 8

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Supervising cleaning of laundry;
(ii) Identifying required equipment and cleaning materials for laundry;
(iii) Oversee maintenance of laundry equipment and laundry area;
(iv) Inspecting and cleaning laundry equipment;
(v) Supervising staff under him/her; and
(vi) Preparing reports

(b) Job Specifications

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For appointment to this grade, a candidate must have:

(i) A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Laundry Assistant II or a comparable position;
(ii) Professional Certificate in any of the following disciplines: - Laundry, Housekeeping, Textile Technology or its equivalent from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.9.1.4 SENIOR LAUNDRY ASSISTANT - GRADE 7

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Supervising cleaning of laundry;
(ii) Identifying required equipment and cleaning materials for laundry;
(iii) Overseeing maintenance of laundry equipment and laundry area;
(iv) Inspecting the cleaning of laundry equipment;
(v) Supervising staff under him/her; and
(vi) Preparing reports

(b) Job Specifications

For appointment to this grade, a candidate must have:

(i) A minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of Laundry Assistant I or a comparable position;
(ii) Professional Certificate in any of the following disciplines: - Laundry, Housekeeping, Textile Technology or its equivalent from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.9.2 ASSISTANT HOUSEKEEPERS APPENDIX 'B'

2.9.2.1 ASSISTANT HOUSEKEEPER III – GRADE 9

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

(a) Job Descriptions

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Duties and responsibilities at this level will entail: -

(i) Managing laundry facilities.
(ii) Performing basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies in case of hotel services;
(iii) Vacuuming, dusting and rearranging the room after guests check out in case of hotel services;
(iv) Performing detailed deep cleans when required; and
(v) Reporting cases of property damage.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Diploma in any of the following disciplines: - Hotel Management, Housekeeping, Hospitality Management or its equivalent from a recognized and accredited institution; and
(ii) Proficiency in computer applications.

2.9.2.2 ASSISTANT HOUSEKEEPER II - GRADE 8

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Managing of laundry facilities;
(ii) Maintaining of linen, furniture and beddings;
(iii) Performing basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies in case of hotel services;
(iv) Vacuuming, dusting and rearranging the room after guests check out;
(v) Performing detailed deep cleans when required; and
(vi) Reporting cases of property damage.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of three (3) years at the grade of Assistant Housekeeper III or in a comparable position;
(ii) Diploma in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management or its equivalent from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

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2.9.2.3 ASSISTANT HOUSEKEEPER I – GRADE 7

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Performing daily inspections of guest rooms and common areas to ensure the best possible service;
(ii) Managing of laundry facilities;
(iii) Maintaining of linen, furniture and beddings;
(iv) Performing of housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies in case of hotel services;
(v) Vacuuming, dusting and rearranging the room after guests check out;
(vi) Performing detailed deep cleans when required; and
(vii) Reporting cases of property damage.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Assistant housekeeper II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management or its equivalent from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.9.2.4 SENIOR ASSISTANT HOUSEKEEPER II – GRADE 6

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Supervising daily inspections of guest rooms and common areas to ensure the best possible services;
(ii) Managing of laundry facilities;
(iii) Supervising the maintenance of linen, furniture and beddings;
(iv) Supervising of housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies;
(v) Supervising of vacuuming, dusting and rearranging the room after guests check out;
(vi) Ensuring the performance of detailed deep cleans when required;
(vii) Reporting cases of property damage;
(viii) Supervising the Housekeeping staff in the operational duties; and
(ix) Preparing reports as and when needed on the housekeeping function.

(b) Job Specifications

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For appointment to this grade a candidate must have:

(i) A Minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of Assistant housekeeper I or in a comparable position;
(ii) Diploma in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management, or its equivalent from a recognized and accredited institution;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) Membership to a relevant professional body and in good standing, where applicable;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

2.9.2.5 SENIOR ASSISTANT HOUSEKEEPER I – GRADE 5

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Performing daily inspections of guest rooms and common areas to ensure the best possible service;
(ii) Coordinating the management of laundry facilities;
(iii) Coordinating the maintenance of linen, furniture and beddings;
(iv) Coordinating housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies in case of hotel services;
(v) Overseeing the vacuuming, dusting and rearranging the room after guests check out;
(vi) Ensuring the performance detailed deep cleans when required; and
(vii) Reporting cases of property damage;
(viii) Overseeing the Housekeeping staff in the operational duties; and
(ix) Preparing reports as and when needed on the housekeeping function.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of twelve (12) years, three (3) of which should have been at the grade of Senior Assistant Housekeeper II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management, or its equivalent from a recognized and accredited institution;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) Membership to a relevant professional body and in a good standing, where applicable;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

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2.9.3 HOUSEKEEPING OFFICERS APPENDIX 'C'

2.9.3.1 HOUSEKEEPING OFFICER – GRADE 7

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

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Performing daily inspections of guest rooms and common areas to ensure the best possible service;
(ii) Managing of laundry facilities;
(iii) Maintaining of linen, furniture and beddings;
(iv) Performing of housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies in case of hotel services;
(v) Vacuuming, dusting and rearranging the room after guests check out;
(vi) Performing detailed deep cleans when required; and
(vii) Reporting cases of property damage.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) Bachelors' Degree in any of the following disciplines: - Hotel Management, Housekeeping, Hospitality Management, or its equivalent from a recognized and accredited institution; and
(ii) Proficiency in computer applications.

2.9.3.2 SENIOR HOUSE KEEPING OFFICER II – GRADE 6

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

i. Supervising daily inspections of guest rooms and common areas to ensure the best possible services;
ii. Managing of laundry facilities;
iii. Supervising the maintenance of linen, furniture and beddings;
iv. Supervising of housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies;
v. Supervising of vacuuming, dusting and rearranging the room after guests check out;
vi. Ensuring the performance of detailed deep cleans when required;
vii. Reporting cases of property damage;

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viii. Supervising the Housekeeping staff in the operational duties; and
ix. Preparing reports as and when needed on the housekeeping function.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of three (3) years at the grade of Housekeeping Officer or in a comparable position;
(ii) Bachelors' Degree in any of the following disciplines: - Hotel Management, Housekeeping, Hospitality Management, or its equivalent from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.9.3.3 SENIOR HOUSE KEEPING OFFICER I – GRADE 5

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

i. Performing daily inspections of guest rooms and common areas to ensure the best possible service;
ii. Coordinating the management of laundry facilities;
iii. Coordinating the maintenance of linen, furniture and beddings;
iv. Coordinating housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies in case of hotel services;
v. Overseeing the vacuuming, dusting and rearranging the room after guests check out;
vi. Ensuring the performance detailed deep cleans when required; and
vii. Reporting cases of property damage;
viii. Overseeing the Housekeeping staff in the operational duties; and
ix. Preparing reports as and when needed on the housekeeping function.

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Senior Housekeeping Officer II or in a comparable position;
(ii) Bachelors' Degree in any of the following disciplines: - Hotel Management, Housekeeping, Hospitality Management, or its equivalent from a recognized and accredited institution;
(iii) Membership to a relevant professional body and in good standing, where applicable;
(iv) Proficiency in computer applications; and

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

2.9.3.4 ASSISTANT DIRECTOR, HOUSE KEEPING SERVICES - GRADE 4

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

(i) Supervising daily inspections of guest rooms and common areas to ensure the best possible service;
(ii) Coordination and managing of laundry facilities;
(iii) Supervising the maintenance of linen, furniture and beddings;
(iv) Overseeing the provision of housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies in case of hotel services;
(v) Supervising the vacuuming, dusting and rearranging the room after guests check out;
(vi) Coordinating detailed deep cleans when required; and
(vii) Reporting cases of property damage;
(viii) Supervising the Housekeeping staff in the operational duties; and
(ix) Preparing reports as and when needed on the housekeeping function. .

(b) Job Specifications

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of Senior Housekeeping Officer I or in a comparable position;
(ii) Bachelors' Degree in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management, or its equivalent from a recognized and accredited institution;
(iii) Masters' Degree in any of the following disciplines: - Hotel Management; Housekeeping; Hospitality Management, or its equivalent from a recognized and accredited institution;
(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body and in good standing where applicable;
(vi) Proficiency in computer applications; and
(vii) Shown merit and ability as reflected in work performance and results.

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2.10 CAREER GUIDELINES FOR CLINICAL OFFICERS

(a) Job purpose

The Cadre is responsible for providing healthcare services to trainees and trainers at the Institution health facility.

(b) Functions

The Clinical officers are responsible for the following functions:

i. Taking history, Examining, diagnosing and treating patients;
ii. Implementing the Institution community healthcare activities; and
iii. Guiding and counselling trainees and staff on health issues.

(c) Grading structure

The Career Guidelines establishes five (5) grades of clinical officers who will be designated and graded as follows: -

CLINICAL OFFICERS

Designation	GRADE
Clinical Officer III	9
Clinical Officer II	8
Clinical Officer I	7
Senior Clinical Officer II	6
Senior Clinical Officer I	5

The grades of Clinical Officer III/II, grade 9/8 forms a common establishment for the purpose of this Career Guideline.

(d) Recognized qualifications

The following are the minimum recognized qualifications for the purpose of this career guideline:

i. Diploma in Clinical Medicine & Surgery or equivalent qualification from a recognized institution;
ii. Registered with the Clinical Officer's Council with a valid practicing license;
iii. Membership to a professional body where applicable and in good standing;
iv. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution; and
v. Proficiency in computer applications.

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JOB DESCRIPTION AND SPECIFICATION

2.10.1 CLINICAL OFFICER III – GRADE 9

a) Job Description

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. Attending to patients;
ii. Diagnosing and treating patients' ailments in the clinic;
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. 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 to plan for the section.

b) Job Specifications

For appointment to this grade a candidate must have:

i. A Diploma in Clinical Medicine & Surgery or equivalent qualification from a recognized institution;
ii. Registered with the Clinical Officer's Council, and a valid practicing license; and
iii. Proficiency in computer applications.

2.10.2 CLINICAL OFFICER II – GRADE 8

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a) Functions

The duties and responsibilities at this level will entail

i. Attending to patients;
ii. Diagnosing and treating patients' ailments in the clinic;
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. 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 to plan for the section.

b) Job Specifications

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of three (3) years, at the grade of Clinical Officer III or in a comparable position;
ii. Diploma in Clinical Medicine & Surgery or equivalent qualification from a recognized institution;
iii. Registered with the Clinical Officer's Council, and a valid practicing license;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

2.10.3 CLINICAL OFFICER I - GRADE 7

(a) Job Description

The duties and responsibilities at this level will entail

i. Attending to patients;
ii. Diagnosing and treating patients' ailments in the Institution's clinics;
iii. Planning and conducting primary health care activities;
iv. Attending to patients and referring them for further medical attention, where necessary;

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v. Counselling of 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;
ix. Implementing clinical services plans and policies;
x. Compiling reports;
xi. Coaching and mentoring staff; and
xii. Screening patients for diseases.

(b) Job Specifications

For appointment to this grade a candidate must have:

i. A minimum Cumulative service period of six (6) years, three (3) of which should have been at the grade of Clinical Officer II or in a comparable position;
ii. Diploma in Clinical Medicine & Surgery or equivalent qualification from a recognized institution;
iii. Registered with the Clinical Officer's Council, and a valid practicing license;
iv. Membership to a professional body where applicable and in good standing;
v. Proficiency in computer applications; and
vi. Shown merit and ability as reflected in work performance and results.

2.10.4 SENIOR CLINICAL OFFICER II – GRADE 6

(a) Job Description

The 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 in the Institution Clinic;
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;

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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. Compiling reports;
xii. Coaching and mentoring staff; and
xiii. Screening patients for diseases.

(b) Job Specifications

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of Clinical Officer I or in a comparable position;
ii. Diploma in Clinical Medicine & Surgery or equivalent qualification from a recognized institution;
iii. Registered with the Clinical Officer's Council, and a valid practicing license;
iv. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
v. Membership to a professional body where applicable and in good standing;
vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

2.10.5 SENIOR CLINICAL OFFICER I – GRADE 5

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Implementing clinical services plans and policies;
ii. Maintenance of 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 Institution's clinic;
vi. Planning and conducting primary health care activities;

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vii. Allocating duties, supervising, mentoring and appraising staff;
viii. Attending to patients and referring them for further medical attention, where necessary;
ix. Counselling of patients in the clinic;
x. Providing routine patient care and support, including health education; and
xi. Maintaining appropriate staff records.

(b) Job Specifications

For appointment to this grade a candidate must have:

i. A Minimum Cumulative service period of twelve (12) years, three (3) of which should have been at the grade of Senior Clinical Officer II or in a comparable position;
ii. Diploma in Clinical Medicine & Surgery or equivalent qualification from a recognized institution;
iii. Higher Diploma in Clinical Medicine & Surgery or equivalent qualification from a recognized institution;
iv. Supervisory Skills Course lasting at least two (2) weeks from a recognized institution;
v. Registered with the Clinical Officer's Council, and a valid practicing license;
vi. Membership to a professional body where applicable and in good standing;
vii. Proficiency in computer applications; and
viii. Shown merit and ability as reflected in work performance and results.

2.11 CAREER GUIDELINES FOR NURSES

(a) Job Purpose

This cadre is responsible for providing nursing care to patients and responding to emergency situations to save life.

(b) Functions

The function of nurses entails:

i. Taking history and examining of patients
ii. Providing nursing care to trainees and trainers

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iii. Implementing community healthcare activities;

iv. Guiding and counselling patients on health issues;

v. Requisitioning for drugs and other medical supplies;

vi. Treating minor ailments;

vii. Responding to emergency situations, to save life and offer prompt treatment; and

viii. Overseeing preparation of work plans and budgets for nursing services.

(c) Grading structure

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

Nurses

Designation	GRADE
Registered Nurse III	9
Registered Nurse II	8
Registered Nurse I	7
Senior Registered Nurse II	6
Senior Registered Nurse I	5

The grades of Registered Nurse III/II, grade 9/8 forms a common establishment for the purpose of this Career Guideline.

(d) Recognized qualifications

The following are the minimum recognized qualifications for the purpose of this career guideline:

i. Diploma in any of the following disciplines: Kenya Registered Nursing (KRN), Kenya Registered Community Health Nursing (KRCHN) or equivalent qualification from a recognized institution;
ii. Higher Diploma in any of the following disciplines: Kenya Registered Nursing (KRN), Kenya Registered Community Health Nursing (KRCHN) or equivalent qualification from a recognized institution;
iii. Registration Certificate from the Nursing Council;
iv. Supervisory course lasting not less than two (2) weeks from a recognized institution; and
v. Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.11.1 REGISTERED NURSE III - GRADE 9

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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.

a) Job Description

Duties and responsibilities at this level will entail: -

i. Carrying out triage activities
ii. Administering drugs to patients;
iii. Keeping records of drugs administered;
iv. Treating minor ailments;
v. Implementing nursing care plan at the Clinic;
vi. Ensuring availability of supplies and equipment;
vii. Providing support and health education to patients; and
viii. Counseling and guiding of patients; and
ix. Performing any other duties as may be assigned.

b) Job Specification

For appointment to this grade a candidate must have:

i. Diploma in any of the following disciplines: Kenya Registered Nursing (KRN), Kenya Registered Community Health Nursing (KRCHN) or equivalent qualification from a recognized institution:
ii. Registration Certificate from the Nursing Council; and
iii. Proficiency in computer applications.

2.11.2 REGISTERED NURSE II - GRADE 8

a) Job Description

The duties and responsibilities at this level will entail: -

i. Carrying out triage activities;
ii. Treating minor ailments;
iii. Preparing work plans and budgets for nursing services;
iv. Monitoring and evaluating nursing services;

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v. Requisitioning for drugs and other medical supplies;
vi. Planning, supervising and evaluating nursing care;
vii. Providing health education to patients;
viii. Counselling of Patient/clients;
ix. Perform any other duties as may be assigned.

b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of three (3) years, at the grade of Registered Nurse III or in a comparable position;
ii. Diploma in any of the following disciplines: Kenya Registered Nursing (KRN), Kenya Registered Community Health Nursing (KRCHN) or equivalent qualification from a recognized institution:
iii. Registration Certificate from the Nursing Council;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

2.11.3 REGISTERED NURSE I - GRADE 7

a) Job Description

The duties and responsibilities at this level will entail: -

i. Monitoring and evaluating nursing services;
ii. Requisitioning for drugs and other medical supplies;
iii. Planning, supervising, evaluating and coordinating nursing care;
iv. Providing health education to patients;
v. Undertaking performance appraisals for nursing staff;
vi. Overseeing preparation of work plans and budgets for nursing services;
vii. Supervising nursing staff;
viii. Treating minor ailments;

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ix. Responding to emergency situations, to save life and offer prompt treatment;
x. Counselling and testing of clients;
xi. Perform any other duties as may be assigned.

b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Registered Nurse II or in a comparable position;
ii. Diploma in any of the following disciplines: Kenya Registered Nursing (KRN) or Kenya Registered Community Health Nursing (KRCHN) or equivalent qualification from a recognized institution;
iii. Registration Certificate from the Nursing Council;
iv. Proficiency in computer application; and
v. Shown merit and ability as reflected in work performance and results.

2.11.4 SENIOR REGISTERED NURSE II– GRADE 6

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Monitoring and evaluating nursing services;
ii. Coordinating the requisitioning of drugs and other medical supplies;
iii. Planning, supervising, evaluating and coordinating nursing care;
iv. Coordinating the provisioning of health education to patients;
v. Undertaking performance appraisals for nursing staff;
vi. Coordinating the preparation of work plans and budgets for nursing services;
vii. Supervising nursing staff;
viii. Treating minor ailments;
ix. Responding to emergency situations, to save life and offer prompt treatment;
x. Coordinating counselling and testing of clients;
xi. Perform any other duties as may be assigned.

(b) Job Specification

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For appointment to this grade a candidate must have:

i. A minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of Registered Nurse I or in a comparable position;
ii. Diploma in any of the following disciplines: Kenya Registered Nursing (KRN), Kenya Registered Community Health Nursing (KRCHN) or equivalent qualification from a recognized institution:
iii. Registration Certificate from the Nursing Council;
iv. Membership to a professional body where applicable and in good standing;
v. Certificate in a Supervisory Course lasting not less than two (2) weeks from a recognized institution;
vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

2.11.5 SENIOR REGISTERED NURSE I - GRADE 5

(a) Functions

The duties and responsibilities at this level will entail: -

i. Monitoring and evaluating nursing services;
ii. Overseeing the requisitioning for drugs and other medical supplies;
iii. Planning, supervising, evaluating and coordinating nursing care;
iv. Overseeing the provisioning of health education to patients;
v. Undertaking performance appraisals for nursing staff;
vi. Overseeing preparation of work plans and budgets for nursing services;
vii. Supervising nursing staff;
viii. Responding to emergency situations, to save life and offer prompt treatment;
ix. Overseeing the counselling and testing of clients.
x. Perform any other duties as may be assigned.

(b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of twelve (12) years, three (3) of which should have been at the grade of Senior Registered Nurse I or in a comparable position;

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ii. Diploma in any of the following disciplines: Kenya Registered Nursing (KRN), Kenya Registered Community Health Nursing (KRCHN) or equivalent qualification from a recognized institution:
iii. Certificate in a Supervisory Course lasting not less than two (2) weeks from a recognized institution; and
iv. Registration Certificate from the Nursing Council;
v. Membership to a professional body where applicable and in good standing;
vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

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2.12 CAREER GUIDELINES FOR SPORTS AND RECREATION PERSONNEL

(a) Job purpose

To provide and manage sports and recreational activities and maintain sport facilities and infrastructure.

(b) Functions

The functions entail to:

(i) Managing sports and recreational activities;
(ii) Providing equal opportunities to all students and staff to participate in sports;
(iii) Developing and maintaining sport facilities and infrastructure;
(iv) Ensuring participation of persons with special needs in sports;
(v) Identifying students in sports, nurture talents, provide linkages and support;
(vi) Coordinating sports and recreational activities.
(vii) Training of students and staff in sporting activities.

(c) Grading structure

The Career Guideline establishes four (4) grades for sports Attendants, five (5) grades for Assistant Sports and Recreation Officers and four (4) grades for Sports and Recreation Officers who will be designated and graded as follows: -

SPORTS ATTENDANTS **APPENDIX 'A'**

Designation	GRADE
Sports Attendant III	10
Sports Attendant II	9
Sports Attendant I	8
Senior sports Attendant	7

ASSISTANT SPORTS AND RECREATION OFFICERS **APPENDIX 'B'**

Designation	GRADE
Sports and Recreation officer III	9
Sports and Recreation officer II	8
Sports and Recreation officer I	7
Senior Sports and Recreation officer	6
Principal Sports and Recreation officer	5

SPORTS AND RECREATION OFFICERS **APPENDIX 'C'**

Designation	GRADE
Sports and Recreation officer	7
Senior Sports and Recreation officer II	6
Senior Sports and Recreation officer I	5

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Assistant Director, Sports and Recreation	4

The grades of Sport Attendant III/II, GRADE `10/9` and Assistant Sports and Recreation officer III/II GRADE '9/8' form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualification

The following are the minimum recognized qualifications for the purpose of this career guideline:

(i) Professional certificate in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution
(ii) Diploma in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Bachelor's degree in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iv) Master's degree in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
(vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(vii) Membership to a relevant professional body and in good standing where applicable; and
(viii) Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.12.1 SPORTS ATTENDANTS APPENDIX 'A'

2.12.1.1 SPORTS ATTENDANT III – GRADE 10

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

(a) Job Description

The duties and responsibilities at this level will entail: -

(i) Demonstrating how to carry out various exercises and routines;

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(ii) Conducting alternative exercises during workouts or classes for different levels of fitness and skill;
(iii) Enforcing safety rules and regulations on sports, recreational activities; and
(iv) Demonstrating use of sports equipment and providing emergency first aid if needed.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) Professional certificate in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution.
(ii) Proficiency in computer applications.

2.12.1.2 SPORTS ATTENDANT II - GRADE 9

(a) Job Description
The duties and responsibilities at this level will entail: -

(i) Demonstrating how to carry out various exercises and routines;
(ii) Conducting alternative exercises during workouts or classes for different levels of fitness and skill;
(iii) Maintaining sports facilities;
(iv) Enforcing safety rules and regulations on sports, recreational activities, and the use of sports equipment; and
(v) Demonstrating use of sport equipment and providing emergency first aid if needed.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of three (3) years at the grade of Sport attendant III or in a comparable position;
(ii) Professional certificate in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Proficiency in computer applications;
(iv) Shown merit and ability as reflected in work performance and results.

2.12.1.3 SPORTS ATTENDANT I - GRADE 8

(a) Job Description

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The duties and responsibilities at this level will entail: -

(i) Demonstrating how to carry out various exercises and routines;
(ii) Showing correct techniques to minimize injury and improve fitness;
(iii) Conducting alternative exercises during workouts or classes for different levels of fitness and skill;
(iv) Maintaining sports facilities;
(v) Explaining and enforcing safety rules and regulations on sports, recreational activities, and the use of sports equipment; and
(vi) Demonstrating use of sports equipment and providing emergency first aid if needed.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Sports attendant II or in a comparable position;
(ii) Professional certificate in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.12.1.4 SENIOR SPORTS ATTENDANT - GRADE 7

(a) Job Description

The duties and responsibilities at this level will entail: -

(i) Planning for various exercises and routines;
(ii) Guiding on correct techniques to minimize injury and improve fitness;
(iii) Planning for alternative exercises during workouts or classes for different levels of fitness and skill;
(iv) Coordinating the maintenance sports facilities;
(v) Overseeing enforcement of safety rules and regulations on sports, recreational activities, and the use of sports equipment; and
(vi) Overseeing the use of sports equipment and providing emergency first aid if needed.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Sports Attendant I or in a comparable position;

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(ii) Professional certificate in any of the following disciplines: Sports Science, Sports Management, recreational / leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.12.2 ASSISTANT SPORTS AND RECREATION OFFICERS

2.12.2.1 ASSISTANT SPORTS AND RECREATION OFFICER III - GRADE 9

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

(a) Job Description

The duties and responsibilities at this level will entail: -

(i) Training and coaching different sports, organizing practice and Build-up matches for sports teams;
(ii) Organizing sports activities internally and externally for the Institution;
(iii) Maintaining and keeping inventory of all sports and recreation facilities and equipment;
(iv) Officiating various games and sports activities at the Institution;
(v) Being responsible for students while attending external fixtures;
(vi) Supervising the work of sports instructors; and
(vii) Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) Diploma qualification in any of the following disciplines: Sports Science, Sports Management, recreational / leisure or equivalent qualifications from a recognized and accredited institution; and
(ii) Proficiency in computer applications.

2.12.2.2 ASSISTANT SPORTS AND RECREATION OFFICER II - GRADE 8

(a) Job Description

The duties and responsibilities at this level will entail: -

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(i) Coordinating training and coaching different sports, organizing practice and Build-up matches for sports teams;
(ii) Organizing sports activities internally and externally for the Institution;
(iii) Designing and organizing non-competitive games and sports;
(iv) Maintaining and keeping inventory of all sports and recreation facilities and equipment;
(v) Officiating various games and sports activities at the Institution;
(vi) Being responsible for students while attending external fixtures;
(vii) Supervising the work of sports instructors; and
(viii) Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of three (3) years at the grade of Assistant Sports and Recreation Officer III or in a comparable position;
(ii) Diploma in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Membership to a professional body, where applicable;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results

2.12.2.3 ASSISTANT SPORTS AND RECREATION OFFICER I - GRADE 7

(a) Job Description

The duties and responsibilities at this level will entail: -

(i) Participate in formulating, implementing and reviewing sports policies, strategies and programmes;
(ii) coordinating, supervising and implementation of sporting activities, policies and development programmes regarding sports at the Institution;
(iii) Coordinating training and coaching different sports;
(iv) Organizing practice and Build-up matches for sports teams;
(v) Organizing sports activities internally and externally for the Institution;
(vi) Designing and organizing non-competitive games and sports.
(vii) Maintaining and keeping inventory of all sports and recreation facilities and equipment;
(viii) Officiating various games and sports activities at the Institution;
(ix) Taking responsibility for students while attending external fixtures;
(x) Supervising the work of sports instructors; and
(xi) Preparing periodic reports on sporting activities.

(b) Job Specification

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For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of six (6) years relevant, three (3) of which should have been at the grade of Assistant Sports and Recreation Officer II or in a comparable position;
(ii) Diploma qualification in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Membership to a relevant professional body, where applicable and in good standing;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

2.12.2.4 SENIOR ASSISTANT SPORTS AND RECREATION OFFICER II - GRADE 6

(a) Job Description

The duties and responsibilities at this level will entail: -

(i) Formulating, implementing and reviewing sports policies, strategies and programmes;
(ii) Overseeing the implementation of sporting activities, policies and development programmes regarding sports at the Institution;
(iii) Overseeing training and coaching different sports;
(iv) spearheading practice and Build-up match for sports teams;
(v) overseeing organizing sports activities internally and externally for the Institution;
(vi) Designing and organizing non-competitive games and sports.
(vii) Overseeing maintenance of inventory of all sports and recreation facilities and equipment;
(viii) Officiating games and sports activities at the Institution;
(ix) Taking responsibility for students while attending external fixtures;
(x) Overseeing the work of sports instructors; and
(xi) Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) A minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of Assistant Sports and Recreation Officer I or in a comparable position;
(ii) Diploma qualification in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) Membership to a relevant professional body where applicable and in good standing;
(v) Proficiency in computer applications; and

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

2.12.2.5 SENIOR ASSISTANT SPORTS AND RECREATION OFFICER I - GRADE 5

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Formulating, implementing and reviewing sports policies, strategies and programmes;
ii. Overseeing the implementation of sporting activities, policies and development programmes regarding sports at the Institution;
iii. Overseeing training and coaching different sports;
iv. spearheading practice and Build-up match for sports teams;
v. overseeing organizing sports activities internally and externally for the Institution;
vi. Coordination the Designing and organization of non-competitive games and sports.
vii. Overseeing maintenance of inventory of all sports and recreation facilities and equipment;
viii. Officiating games and sports activities at the Institution;
ix. Overseeing students' activities while attending external fixtures;
x. Overseeing the work of sports instructors; and
xi. Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of twelve (12) years, three (3) of which should have been at the grade of Senior Assistant Sports and Recreation Officer II or in a comparable position;
ii. Diploma qualification in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
iii. Higher Diploma qualification in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
iv. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
v. Membership to a relevant professional body where applicable and in good standing;
vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

2.12.3 SPORTS AND RECREATION OFFICERS

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2.12.3.1 SPORTS AND RECREATION OFFICER - GRADE 7

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

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Participate in formulating, implementing and reviewing sports policies, strategies and programmes;
ii. coordinating, supervising and implementation of sporting activities, policies and development programmes regarding sports at the Institution;
iii. Coordinating training and coaching different sports;
iv. Organizing practice and Build-up matches for sports teams;
v. Organizing sports activities internally and externally for the Institution;
vi. Designing and organizing non-competitive games and sports.
vii. Maintaining and keeping inventory of all sports and recreation facilities and equipment;
viii. Officiating various games and sports activities at the Institution;
ix. Taking responsibility for students while attending external fixtures;
x. Supervising the work of sports instructors; and
xi. Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) Bachelor's degree in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution; and
(ii) Proficiency in computer applications.

2.12.3.2 SENIOR SPORTS AND RECREATION OFFICER II - GRADE 6

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Formulating, implementing and reviewing sports policies, strategies and programmes;
ii. Overseeing the implementation of sporting activities, policies and development programmes regarding sports at the Institution;
iii. Overseeing training and coaching different sports;
iv. spearheading practice and Build-up matches for sports teams;
v. overseeing organizing sports activities internally and externally for the Institution;

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vi. Designing and organizing non-competitive games and sports.
vii. Overseeing maintenance of inventory of all sports and recreation facilities and equipment;
viii. Officiating games and sports activities at the Institution;
ix. Taking responsibility for students while attending external fixtures;
x. Overseeing the work of sports instructors; and
xi. Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of three (3) years at the grade of Sports and Recreation Officer or in a comparable position;
ii. Bachelor's degree in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
iii. Membership to a professional body, where applicable;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results

2.12.3.3 SENIOR SPORTS AND RECREATION OFFICER I - GRADE 5

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Participate in formulating, implementing and reviewing sports policies, strategies and programmes;
ii. coordinating, supervising and implementation of sporting activities, policies and development programmes regarding sports at the Institution;
iii. Coordinating training and coaching different sports;
iv. Organizing practice and Build-up matches for sports teams;
v. Organizing sports activities internally and externally for the Institution;
vi. Designing and organizing non-competitive games and sports.
vii. Maintaining and keeping inventory of all sports and recreation facilities and equipment;
viii. Officiating various games and sports activities at the Institution;
ix. Overseeing students' activities while attending external fixtures;
x. Supervising the work of sports instructors; and
xi. Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Senior Sports and Recreation Officer II or in a comparable position;

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ii. Bachelor's degree in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
iv. Membership to a relevant professional body where applicable and in good standing;
v. Proficiency in computer applications; and
vi. Shown merit and ability as reflected in work performance and results.

2.12.3.4 ASSISTANT DIRECTOR, SPORTS AND RECREATION SERVICES - GRADE 4

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Formulating, implementing and reviewing sports policies, strategies and programmes;
ii. Overseeing the implementation of sporting activities, policies and development programmes regarding sports at the Institution;
iii. Overseeing training and coaching different sports;
iv. spearheading practice and Build-up match for sports teams;
v. overseeing organizing sports activities internally and externally for the Institution;
vi. Designing and organizing non-competitive games and sports.
vii. Overseeing maintenance of inventory of all sports and recreation facilities and equipment;
viii. Officiating games and sports activities at the Institution;
ix. Overseeing students' activities while attending external fixtures;
x. Overseeing the work of sports instructors; and
xi. Preparing periodic reports on sporting activities.

(b) Job Specification

For appointment to this grade a candidate must have:

(i) Cumulative service period of nine (9) years, three (3) of which should have been at the grade of Senior Sports and Recreation Officer I or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iii) Master's degree in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body where applicable and in good standing;
(vi) Proficiency in computer applications; and
(vii) Shown merit and ability as reflected in work performance and results.

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2.13 CAREER GUIDELINES FOR PLANNING OFFICERS

(a) Job Purpose

This cadre is responsible for effective implementation of strategies for Planning, Monitoring and Evaluation of projects that deliver maximum value for the institution. The office is responsible for supervising the business processes re-engineering to ensure efficiency and effectiveness in service delivery.

(b) Functions

The Planning function entails to:-

(i) Developing and reviewing of the strategic plan, annual work plans, and performance contracts;
(ii) Coordinating performance contracting of the institution;
(iii) Monitoring and Evaluation of implementation of the strategic plan;
(iv) Coordinating project prioritization process for MTEF in accordance to budget calendar;
(v) Participating in the preparation of Medium-Term Plan (MTP) and Mid-Term Expenditure Framework (MTEF) budget;
(vi) Coordinating, monitoring, evaluating and reporting on progress in the implementation of projects and programmes;
(vii) Formulating, implementing and ensuring compliance with policies, strategies, regulations and guidelines relating to planning;
(viii) Maintaining the institutions Quality Management Systems;
(ix) Overseeing the implementation of Quality Management Systems;
(x) Coordinating internal and external quality management system audits and liaising with the certifying body for certification.

(c) Grading Structure

The Career Guidelines establishes four (4) grades of Planning Officers who will be graded as follows: -

Designation	GRADE
Planning Officer	7
Senior Planning Officer II	6
Senior Planning Officer I	5
Assistant Director, Planning	4

The grades of Planning Officer / Senior Planning Officer, GRADE 7/6 will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

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(i) Bachelor's degree in any of the following fields: Economics, Statistics, Actuarial Science, Economics and Finance, Economics and Statistics or any other Equivalent qualification from a recognized and accredited institution;
(ii) Master's degree in any of the following fields: Economics, Statistics, Actuarial Science, Economics and Finance, Economics and Statistics or any other Equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Leadership Course lasting not less than four (4) weeks from recognized and accredited institutions;
(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body where applicable and in good standing;
(vi) Valid practicing certificate from a relevant professional body where applicable; and
(vii) Proficiency in computer applications.

JOB DESCRIPTIONS AND JOB SPECIFICATIONS

2.13.1 PLANNING OFFICER - GRADE 7

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

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Tracking and assessing performance progress towards achievements of Strategic Plan Objectives and outputs;
ii. Assisting in tracking performance contracting process for the Institution;
iii. Preparing progress reports on the implementation of the Institution's strategic plan;
iv. Collecting and collating data from divisions/departments and sections to facilitate performance review;
v. Assisting in identifying sources of resources/funding;
vi. Implementing resource mobilization and partnership strategy;
vii. Assist in monitoring the implementation of the departmental budget;
viii. Providing support in the development of departmental workplans;
ix. Updating and maintaining the knowledge database for the Institution;
x. Implementing Quality Assurance activities; and
xi. Implementing risk assessment and measurement systems.

(b) Job Specifications

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

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(i) Bachelor's degree in any of the following fields: Economics, Statistics, Actuarial Science, Economics and Finance; or any other equivalent qualification from a recognized and accredited institution;
(ii) Proficiency in computer applications; and
(iii) Shown merit and ability as reflected in work performance and results.

2.13.2 SENIOR PLANNING OFFICER II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Collecting and compiling departmental work plans to develop annual work plans;
ii. Collecting, collating and analyzing data for preparation of quarterly and annual reports;
iii. Implementing and evaluating the Institution's Performance Contract;
iv. Implementing policies, strategies, standards, regulations, guidelines, and procedures on strategy and planning;
v. Monitoring, evaluating and preparing reports on progress in the implementation of projects and programmes;
vi. Developing and Maintaining a Monitoring& Evaluation data base
vii. Preparing progress reports on the implementation of the Institution's strategic plan;
viii. participating in identifying sources of resources/funding;
ix. Updating and maintaining the knowledge database for the Institution;
x. Participation in the development of standards, systems and procedures for compliance on quality assurance standards and risk management processes;
xi. Implementing quality assurance and enterprise risk management plans;
xii. Implementing resource mobilization and partnership strategy; and
xiii. Participating in identifying funding opportunities, listing them and sharing the information.

(b) Job Specifications

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

i. A minimum cumulative service period of three (3) years' at the grade of Planning Officer or in a comparable position;
ii. Bachelor's degree in any of the following fields: Economics, Statistics, Actuarial Science, Economics and Finance; or any other equivalent qualification from a recognized and accredited institution;
iii. Membership to a relevant professional body where applicable and in good standing;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

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2.13.3 SENIOR PLANNING OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail:-

i. Supervising the implementation and review of the planning strategies, standards, guidelines and procedures;
ii. Supervising the development of annual work plans and aligning them to the budget;
iii. Monitoring the implementation of the institution strategic plan, workplans and developing progress reports;
iv. Preparing quarterly and annual performance reports for performance review;
v. Monitoring, evaluating and reporting on progress in the implementation of projects and programmes;
vi. Developing and maintaining a database of strategic partners and funding opportunities for the institution;
vii. Supervising the collection and provision of economic planning data as required from time to time;
viii. Developing monthly, quarterly, semi-annual and annual organizational performance reports;
ix. Participating in development of standards, systems and procedures for compliance on quality assurance standards and risk management processes;
x. Supervising the implementation of quality management system for the Institution;
xi. Supervising the implementation of quality assurance and enterprise risk management plans;
xii. Updating and maintaining the knowledge database for the Institution; and
xiii. Preparing reports on partnerships and resource mobilization engagements and programs on quarterly and annual basis.

(b) Job Specifications

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

(i) A minimum cumulative service period of six (6) years, three (3) of which must have been in the grade of Senior Planning Officer II or in a comparable position;
(ii) Bachelor's degree in any of the following fields: Economics, Statistics, Actuarial Science, Economics and Finance; or any other equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
(iv) Membership to a relevant professional body where applicable and in good standing;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

2.13.4 ASSISTANT DIRECTOR, PLANNING SERVICES - GRADE 4

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(a) Job Description

Duties and responsibilities at this level will entail: -

i. Coordinating planning and Quality Assurance activities;
ii. Formulating, implementing and ensuring compliance with policies, strategies, regulations and guidelines relating to planning, Quality Assurance and Resource Mobilization;
iii. Developing and reviewing of the strategic plan, annual work plans, and performance contracts;
iv. Coordinating identification, analysis, and compilation of performance targets for various directorates and/or departments;
v. Monitoring and Evaluation of implementation of the strategic plan;
vi. Overseeing the submission of performance contract reports;
vii. Providing a mechanism for information, data storage, analysis and dissemination;
viii. Interpreting and providing advice on planning, quality Assurance and Resource mobilization matters;
ix. Coordinating project prioritization process for MTEF in accordance to budget calendar;
x. Supervising the preparation of Medium-Term Plan (MTP) and Mid-Term Expenditure Framework (MTEF) budget;
xi. Coordinating monitoring, evaluating and reporting on progress in the implementation of projects and programmes;
xii. Advising Management on all matters pertaining to quality assurance of products, services and systems and on risk management and control;
xiii. Initiating the development of standards, systems and procedures for compliance on quality assurance standards and risk management processes;
xiv. Initiating the preparation and spearheading the implementation of quality assurance and enterprise risk management plans;
xv. Co-ordinating risk assessment, evaluation and implementation of risk mitigation strategies across the organization;
xvi. Overseeing the development of Risk Registers and attendant risk mitigation plans;
xvii. Overseeing the implementation of various quality management systems / standards within the institution;
xviii. Overseeing internal and external quality management system audits and liaising with certifying body for certification;
xix. Facilitating the identification and evaluation of current and emerging risks in liaison with process owners, monitoring risk exposure and advising management accordingly;
xx. Overseeing the development of risk assessment and measurement systems;
xxi. Establishing policies, practices and other control mechanisms to manage risks; and
xxii. Monitoring positions against approved risk tolerance limits.

(b) Job Specifications

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

(i) A minimum cumulative service period of nine (9) years, three (3) of which should have been in the grade of Senior Planning Officer I or in a comparable position;

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(ii) Bachelor's degree in any of the following fields: Economics, Statistics, Actuarial Science, Economics and Finance or any other equivalent qualification from a recognized and accredited institution;
(iii) Master's degree in any of the following fields: Economics, Statistics, Actuarial Science, Economics and Finance or any other equivalent qualification from a recognized and accredited institution;
(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body where applicable and in good standing;
(vi) Valid practicing certificate from a relevant professional body where applicable;
(vii) Proficiency in computer applications; and
(viii) Demonstrated managerial and administrative ability as reflected in work performance and results.

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2.14 CAREER GUIDELINE FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICERS

(a) Job Purpose

The cadre is responsible for supporting the institution in achieving its strategic objectives by developing, implementing, coordinating and reviewing of policies, systems, procedures, frameworks, strategies, plans, legislations, standards and regulations that attract, develop, motivate, retain, and optimize a competent workforce while ensuring compliance with relevant labor laws, public service regulations, and institutional policies.

(b) Functions

The Human Resource Management and Development function entails:-

i. Develop, interpret and implement human resource management policies, strategies and procedures;
ii. Provide technical advice on matters relating to human resource management;
iii. Prepare human resource plans;
iv. Administer employee benefits and remuneration;
v. Manage staff recruitment, selection, induction and placement;
vi. Developing and implementing capacity building programmes and strategies;
vii. Formulate and implement performance management systems;
viii. Manage staff welfare and employee relations;
ix. Manage staff disciplinary process and grievances;
x. Administer staff medical scheme and welfare programmes;
xi. Administer employment contracts, pensions and gratuities;
xii. Maintain staff establishment and employee records;
xiii. Manage human resource information systems;
xiv. Ensure Compliance with all statutory and regulatory requirements relating to human resource and administration;
xv. Oversee implementation of training needs assessment reports;
xvi. Ensure proper utilization of human resource and advising on proper deployment;
xvii. Oversee provision of security and office services;

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xviii. Direct general maintenance;

xix. Oversee coordination of disaster management, emergency response activities, preparation of performance contract workplans, budget and procurement plans and setting of targets in the department;

xx. Plan and coordinate office accommodation; and

xxi. Develop, implement and review training policy.

(c) Grading Structure

The Career Guideline establishes four (4) grades of Human Resource Management and Development Officers and five (5) grades of Assistant Human Resource Management Officers who will be designated and graded as follows: -

Human Resource Management Officers

DESIGNATION	GRADE
Human Resource Management and Development Officer	7
Senior Human Resource Management and Development Officer II	6
Senior Human Resource Management and Development Officer I	5
Assistant Director, Human Resource Management and Development	4

Designation	GRADE
Assistant Human Resource Management Officer III	9
Assistant Human Resource Management Officer II	8
Assistant Human Resource Management Officer I	7
Senior Assistant Human Resource Management Officer II	6
Senior Assistant Human Resource Management Officer I	5

Assistant Human Resource Management Officer

The grades of Human Resource Management and Administration Officer / Senior, Grade 7/6 for Degree Holders and Human Resource Management Assistant III/II grade '9/8' for Diploma holders will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

i. Diploma in any of the following disciplines: - Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations or equivalent qualification from a recognized and accredited institution;

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

OR

Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized and accredited institution **plus** Higher Diploma in Human Resource Management, Certified Human Resource Practitioner (CHRP) Course or equivalent qualification from a recognized and accredited institution.

iii. Master's Degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Public Administration, or equivalent qualification from a recognized and accredited institution;

iv. Certified Human Resource Professional (CHRP) Course or its equivalent from a recognized and accredited institution;

v. Membership to the Institute of Human Resource Management (IHRM) or relevant professional body and in good standing;

vi. Valid practicing certificate from a relevant professional body where applicable;

vii. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;

viii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution; and

ix. Proficiency in computer applications.

2.14.1 HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER - GRADE 7

a) Job description

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This is the entry 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. Analyzing utilization of the human resources in the Institution;
ii. Advising on proper deployment, staff performance, career, and making appropriate recommendations and proposals on human resource planning and succession management;
iii. Organizing the work environment and employee satisfaction surveys;
iv. Implementing human resource management policies, regulations, procedures and systems;
v. Preparing various human resource reports;
vi. Implementing human resource decisions within existing rules, regulations and procedure;
vii. Preparing payroll and complement control data;
viii. Implementing workplace health and safety policies;
ix. Complying with human resource statutory and regulatory requirements;
x. Correcting and collating information to improve human resource policies in the organization; and
xi. Implementing employees satisfaction and work environment surveys recommendations;
xii. Performing any other duties as may be assigned.

b) Job Specifications

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

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

OR

Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized and accredited institution **plus** Higher Diploma in Human Resource Management, Certified Human Resource Practitioner (CHRP) Course or equivalent qualification from a recognized and accredited institution.

ii. Proficiency in computer applications.

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2.14.2 SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II- GRADE 6

a) Job Descriptions

Duties and responsibilities at this level will entail: -

i. Implementing specific components of the Institution human resource strategy;
ii. Implementing the performance contract and cascade the performance appraisal system within a section in human resource management department,
iii. Implementing training plans and programmes based on identified need and conduct impact assessment;
iv. Implementing training and development programs on both the organizations and individual needs;
v. Implementing employees' wellness programs;
vi. Supervising the preparation of various human resource reports;
vii. Supervising the implementation of human resource decisions within existing rules regulations and procedure;
viii. Supervising the preparation of payroll and complement control data;
ix. Supervising the implementation of workplace ,health and safety policies;
x. Complying with human resource statutory and regulatory requirements;
xi. Correcting and collating information to improve human resource policies in the organization; and
xii. Performing any other duties as may be assigned.

b) Job Specifications

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

i. A minimum cumulative service period of three (3) years, at the grade of Human Resource Management and Development Officer or comparable position;
ii. Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized and accredited institution;

OR

Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized and accredited

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institution **plus** Higher Diploma in Human Resource Management, Certified Human Resource Practitioner (CHRP) Course or equivalent qualification from a recognized and accredited institution.

iii. Proficiency in computer applications;

iv. Shown merit and ability as reflected in work performance and results.

2.14.3 SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I - GRADE 5

a) Job Descriptions

Duties and responsibilities at this level will entail: -

i. Providing secretarial services to the human resource Advisory Committee;
ii. Coordinating training needs assessments, training projections plans and implementation of development programs;
iii. Managing industrial relations at workplace; preparing budget, work plan performance contract and procurement plan for the division,
iv. Ensuring adherence to internal controls in the human resource management and development division;
v. Ensuring compliance with various statutory and regulatory requirements; Providing technical advice on matters pertaining to human resource and administration;
vi. Undertaking analysis of utilization of human resources in the organization and advising on proper deployment;
vii. Ensuring adherence to the quality management system in the human resource management and development;
viii. Analyzing utilization of human resource in the organization, preparing training projections and plans;
ix. Updating of the human resource database;
x. Developing and maintaining human resource database;
xi. Analyzing performance appraisal reports and submitting recommendation for decision making;
xii. Designing instruments for undertaking training needs assessment,
xiii. Designing instruments for undertaking work environment and employee satisfaction survey,
xiv. Ensuring preparation of the Institution's staff payroll and remittance of statutory deductions,
xv. Carrying out specific HR functions such as recruitment, selection, training and development;
xvi. Ensuring safe custody of human resource records including operating software in the department;
xvii. Mentoring, training and evaluating performance of staff;
xviii. Overseeing implementation of training needs assessment reports;
xix. Ensuring proper utilization of human resources in the organization and advising on proper deployment;

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xx. Undertaking impact assessment of human resource policies and practices on performance to inform review;
xxi. Monitoring and coordinating implementation of human resource management policies, rules and regulations;
xxii. Coordinating staff recruitment, appointments, selection process and discipline;
xxiii. Coordinating implementation of performance appraisal process;
xxiv. Ensuring adherence to internal controls and management information systems;
xxv. Preparing proposals on salary and benefits review; and
xxvi. Preparing and submitting HR 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 in the grade of Senior Human Resource Management and Development Officer II or in a comparable position;
ii. Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized and accredited institution;

OR

Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized and accredited institution **plus** Higher Diploma in Human Resource Management, Certified Human Resource Practitioner (CHRP) Course or equivalent qualification from a recognized and accredited institution.
iii. Membership to the Institute of Human Resource Management (IHRM) or relevant professional body and in good standing;
iv. Proficiency in computer applications;
v. Shown merit and ability as reflected in work performance and results.

2.14.4 ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT- GRADE 4

a) **Job description**

Duties and responsibilities at this level will entail: -

i. Networking with state agencies on implementation of the provisions of the leadership and integrity act on matters pertaining to employment of new officers in the Institution;
ii. Coordinating the development and reviewing of human resource and administration policies, rules and regulations;

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iii. Overseeing the development of human resource plans and strategies;
iv. Overseeing the planning, organizing, coordinating and administering all human resource and administration activities in the organization;
v. Ensuring adherence to the quality management system in the human resource and development division;
vi. Ensuring the development and institutionalizing performance management system, advising on human resource planning and succession management;
vii. Advising on career development and review of career guidelines;
viii. Managing of staff disciplinary and grievance processes;
ix. Coordinating organizational development job reviews, terms and conditions of service;
x. Spearheading development and implementation of human resource management system;
xi. Spearheading assessment of skills and competence needs for the organization;
xii. Ensuring compliance with all the statutory and regulatory requirements relating to human resource and administration;
xiii. Providing professional advice on employee relations at the workplace, managing and developing staff;
xiv. Formulating and reviewing administrative services, policies and procedures in security records management, transport and estate management;
xv. Overseeing provision of security and office services;
xvi. Directing general maintenance; managing and controlling office accommodation;
xvii. Overseeing coordination of disaster management, emergency response activities, preparation of performance contract work plans, budget and procurement plans setting of performance targets for the department;
xviii. Coordinating implementation of service delivery initiatives;
xix. Planning and coordinating officer accommodation;
xx. Managing, developing and appraising staff in the department;
xxi. Provision of professional advice on administrative matters in the Institution;
xxii. Preparation of quarterly, annual and any other reports as may be required from time to time;
xxiii. Overseeing development and maintenance of human resource database;
xxiv. Providing correct interpretation of human resource regulations including pensions, salaries, administration, labor laws and other statutes that impact on the human resource to line managers;
xxv. Providing professional advice in recruitment, selection, placement, training and development of staff welfare and discipline promotions and succession management; and
xxvi. Mentoring, training and evaluating staff performance; and
xxvii. Performing any other duties as may be assigned.

(b) Job Specifications

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

i. A minimum cumulative service period of nine (9) years, three (3) years of which should have been in the grade of Senior Human Resource Management and Development Officer I or in a comparable position;

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

OR

Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized and accredited institution **plus** Higher Diploma in Human Resource Management, Certified Human Resource Practitioner (CHRP) Course or equivalent qualification from a recognized and accredited institution.

iii. Master's Degree in any of the following disciplines: - Human Resource Management Human Resource Development, Human Resource Planning, Business Administration, Public Administration, or equivalent qualification from a recognized and accredited institution;

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

v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;

vi. Member of Institute of Human Resource Management (IHRM) or relevant professional body and in good standing;

vii. Proficiency in computer applications; and

viii. Demonstrated managerial, administrative, and professional competence as reflected in work performance and results.

2.15 HUMAN RESOURCE MANAGEMENT ASSISTANT

2.15.1 ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER III - GRADE 9

(a) Job Description

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 will entail: -

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i. Processing human resource matters such as appointments, promotions and leave applications within existing rules, regulations and procedures;
ii. Implementing human resource management policies, regulations, procedures and systems;
iii. Capturing and updating payroll and complement data;
iv. Drafting simple routine letters;
v. Processing pension documents.
vi. Preparing documents relating to recruitment, appointment, transfers and Management records;
vii. Implementing human resource decisions within existing rules, regulations and procedure;
viii. Maintaining employee's records;
ix. Implementing workplace health and safety policies;
x. Complying with human resource statutory and regulatory requirements;
xi. Implementing employees' satisfaction and work environment surveys recommendations;
xii. Performing any other duties as may be assigned.

(b) Job Specifications

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

i. Diploma in any of the following discipline: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized and accredited institution;
ii. Proficiency in computer applications

2.15.2 ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER II - GRADE 8

(a) Job Description

Duties and responsibilities will entail: -

i. handle complex clerical tasks of an analytical nature.
ii. may be required to implement certain decisions within the existing rules, regulations and procedures
iii. Inducting new employees;
iv. Implementing human resource management policies, regulations, procedures and systems;
v. Implementing human resource decisions within existing rules, regulations and procedure;
vi. Implementing workplace health and safety policies;

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vii. Complying with human resource statutory and regulatory requirements;
viii. Implementing employees' satisfaction and work environment surveys recommendations;
ix. Performing any other duties as may be assigned.

b) Job Specifications

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

i. A minimum cumulative Service period of three (3) years as the grade of Assistant Human Resource Management Officer III;
ii. Diploma in any of the following discipline: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized and accredited institution; and
iii. shown merit and ability as reflected in work performance and results

2.15.3 ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER I - GRADE 7

(a) Job Description

Duties and responsibilities will entail: -

i. Analyzing utilization of the human resources in the Institution;
ii. Advising on proper deployment, staff performance, career, and making appropriate recommendations and proposals on human resource planning and succession management;
iii. Organizing the work environment and employee satisfaction surveys;
iv. Implementing human resource management policies, regulations, procedures and systems;
v. Preparing various human resource reports;
vi. Implementing human resource decisions within existing rules, regulations and procedure;
vii. Preparing payroll and complement control data;
viii. Implementing workplace health and safety policies;
ix. Complying with human resource statutory and regulatory requirements;
x. Correcting and collating information to improve human resource policies in the organization; and
xi. Implementing employees' satisfaction and work environment surveys recommendations;
xii. Performing any other duties as may be assigned.

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b) Job Specifications

For appointment to this grade, a candidate must have:

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the level of Assistant Human Resource Management Officer II or a comparable position;
ii. Diploma in any of the following discipline: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized and accredited institution;
iii. Proficiency in Computer Applications and
iv. shown merit and ability as reflected in work performance and results

2.15.4 SENIOR ASSISTANT HUMAN RESOURCE MANAGEMENT II - GRADE 6

(a) Job Description

Duties and responsibilities will entail: -

i. Implementing specific components of the Institution human resource strategy;
ii. Implementing the performance contract and cascade the performance appraisal system within a section in human resource management department,
iii. Implementing training plans and programmes based on identified need and conduct impact assessment;
iv. Implementing training and development programs on both the organizations and individual needs;
v. Implementing employees' wellness programs;
vi. Supervising the preparation of various human resource reports;
vii. Supervising the implementation of human resource decisions within existing rules regulations and procedure;
viii. Supervising the preparation of payroll and complement control data;
ix. Supervising the implementation of workplace. health and safety policies;
x. Complying with human resource statutory and regulatory requirements;
xi. Correcting and collating information to improve human resource policies in the organization; and
xii. Performing any other duties as may be assigned.

(b) Job Specifications

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

i. A minimum cumulative service period of nine (9) years', three (3) of which should have been at the grade of Assistant Human Resource Management Officer I or a comparable position;
ii. Diploma in any of the following discipline: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized and accredited institution;
iii. Certificate in Supervisory Course lasting not less than two (2) from a recognized and accredited institution;
iv. Membership to the Institute of Human Resource Management (IHRM);
v. Proficiency in computer applications; and
vi. shown merit and ability as reflected in work performance and results

2.15.5 SENIOR ASSISTANT HUMAN RESOURCE MANAGEMENT I - GRADE 5

(a) Job Description

Duties and responsibilities will entail: -

i. Providing secretarial services to the human resource Advisory Committee;
ii. Coordinating training needs assessments, training projections plans and implementation of development programs;
iii. Managing industrial relations at workplace; preparing budget, work plan performance contract and procurement plan for the division;
iv. Ensuring adherence to internal controls in the human resource management and development division;
v. Ensuring compliance with various statutory and regulatory requirements; Providing technical advice on matters pertaining to human resource and administration;
vi. Undertaking analysis of utilization of human resources in the organization and advising on proper deployment;
vii. Ensuring adherence to the quality management system in the human resource management and development;
viii. Analyzing utilization of human resource in the organization, preparing training projections and plans;
ix. Updating of the human resource database;
x. Developing and maintaining human resource database;
xi. Analyzing performance appraisal reports and submitting recommendation for decision making;
xii. Designing instruments for undertaking training needs assessment,

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xiii. Designing instruments for undertaking work environment and employee satisfaction survey,
xiv. Ensuring preparation of the Institution's staff payroll and remittance of statutory deductions,
xv. Carrying out specific HR functions such as recruitment, selection, training and development;
xvi. Ensuring safe custody of human resource records including operating software in the department;
xvii. Mentoring, training and evaluating performance of staff;
xviii. Overseeing implementation of training needs assessment reports;
xix. Ensuring proper utilization of human resources in the organization and advising on proper deployment;
xx. Undertaking impact assessment of human resource policies and practices on performance to inform review;
xxi. Monitoring and coordinating implementation of human resource management policies, rules and regulations;
xxii. Coordinating staff recruitment, appointments, selection process and discipline;
xxiii. Coordinating implementation of performance appraisal process;
xxiv. Ensuring adherence to internal controls and management information systems;
xxv. Preparing and submitting HR reports
xxvi. Preparing proposals on salary and benefits review; and
xxvii. Performing any other duties as may be assigned.

(b) Job Specifications

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

i. Cumulative service period of twelve (12) years, three (3) of which should have been at the grade of Senior Assistant Human Resource Management II or in a comparable position;
ii. Diploma in any of the following discipline: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized and accredited institution;
iii. Higher Diploma in Human Resource Management or its equivalent from a recognized and accredited institution;
iv. Certificate in Supervisory Course lasting not less than two (2) from a recognized and accredited institution;
v. Membership of the Institute of Human Resource Management (IHRM);
vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

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2.16 CAREER GUIDELINES FOR ADMINISTRATION OFFICERS

(a) Job Purpose

This cadre is responsible for developing, implementing, and overseeing effective administrative policies, procedures, and regulations to enhance operational efficiency, ensure compliance, and support the seamless functioning of the Institute's administrative processes.

(b) Functions

The functions of this cadre will be to:

(i) Develop, implement and review administration policies, procedures, strategies and guidelines;
(ii) Manage and coordinate provision of administration office services and staff;
(iii) Coordinate provision and maintain transport and logistics;
(iv) Control and monitor location and movement of equipment;
(v) Coordinate security services at the Institute;
(vi) Ensure cleanliness of offices;
(vii) Investigate all security incidences and provision in liaison with the police and other security services;
(viii) Coordinate rental management;
(ix) Handle general complaints;
(x) Ensure availability of common user items and proper use of equipment;
(xi) Provide liaison with relevant legal entities to acquire legal documents such as motor vehicle and assets insurances and licenses; and
(xii) Coordinate preparation of plans and budgets for administrative services.

(c) Grading Structure

The Career Guideline establishes five (5) grades of Administration officers who will be designated and graded as follows:

DESIGNATION	GRADE
Administration Officer	7
Senior Administration Officer II	6
Senior Administration Officer I	5
Assistant Director, Administration	4

The grades of Administration Officer / Senior Grade `7/6` forms a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

(i) Bachelor's Degree in any of the following disciplines: - Social Science, Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Economics or its equivalent qualification from a recognized and accredited institution;
(ii) Master's degree in any of the following disciplines: - Social Science, Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Economics or its equivalent qualification from a recognized and accredited institution;
(iii) Membership to a relevant professional body where applicable and in good standing;
(iv) Certificate in Management course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution; and
(vi) Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.16.1 ADMINISTRATION OFFICER - GRADE 7

(a) Job Description

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

Duties and responsibilities at this level will entail: -

i. Providing of adequate office equipment and supplies;
ii. Maintaining and updating furniture and office equipment inventory and records of all Institution assets and properties;
iii. Organizing office accommodation, equipment, telephone, registry, office supplies and transport services;
iv. Allocating office space; overseeing provision of cleaning services in the Institution; and
v. Implementing administrative policies and procedures in security, records management, transport and facility management and quality management systems.

(b) Job Specifications

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

(i) Bachelor's Degree in any of the following disciplines: - Social Science, Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Economics or its equivalent qualification from a recognized and accredited institution; and

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(ii) Proficiency in computer applications.

2.16.2 SENIOR ADMINISTRATION OFFICER II – GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Ensuring provision of adequate office equipment and supplies;
(ii) Ensuring maintenance and updating furniture and office equipment inventory and records of all Institution assets and properties;
(iii) Coordinating and managing office accommodation, equipment, telephone, registry, office supplies and transport services;
(iv) Ensuring allocation of office space; overseeing provision of cleaning services in the Institution;
(v) Implementation of administrative policies and procedures in security, records management, transport and facility management and quality management systems.

(b) Job Specifications

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

(i) A minimum cumulative service period of three (3) years, at the grade of Administration Officer or in a comparable position;
(ii) Bachelor's Degree in any of the following disciplines: - Social Science, Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Economics or its equivalent qualification from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.16.3 SENIOR ADMINISTRATION OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Implementing administrative policies and procedures in security, records management, transport, estate management and quality management systems;
(ii) Ensuring provision of office equipment and materials;
(iii) Coordinating preparation of annual work plans, budgets, procurement plans and performance contract for the various units;
(iv) Maintaining and updating furniture and office equipment inventory;
(v) Ensuring maintenance of records of all Institution’s assets and properties;

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(vi) Coordinating and managing office accommodation, equipment, telephone, registry, office supplies and transport services; and
(vii) Managing, developing and appraising staff.

(b) Job Specifications

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

(i) A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Senior Administration Officer II or in a comparable position;
(ii) Bachelor's Degree in any of the following disciplines: - Social Science, Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Economics or its equivalent qualification from a recognized and accredited institution;
(iii) Membership to a relevant professional body and in good standing;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

2.16.4 ASSISTANT DIRECTOR, ADMINISTRATION - GRADE 4

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Overseeing implementation of administrative policies and procedures in security, transport records management and estate management;
ii. Coordinating disaster management emergency response activity;
iii. Overseeing implementation of quality management systems;
iv. Managing the services in the administration including fleet management, registry operations, asset management and security services;
v. Formulating and reviewing administration services, policies and procedures in security records management transport and estate management;
vi. Overseeing provision of security and office services;
vii. Directing general maintenance; managing and controlling office accommodation;
viii. Overseeing coordination of disaster management, emergency response activities, preparation of performance contract work plans, budget and procurement plans and, setting of performance targets for the division;
ix. Coordinating implementation of service delivery initiatives;
x. Planning and coordinating office accommodation;
xi. Managing, developing and appraising staff in the division;
xii. Provision of professional advice on administrative matters in the Institution; and
xiii. Preparation of quarterly, annual and any other reports as may be required from time to time.

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(b) Job Specifications

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

(i) A minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of Senior Administration Officer I or in a comparable position;
(ii) Bachelor's Degree in any of the following disciplines: - Social Science, Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Economics or its equivalent qualification from a recognized and accredited institution;
(iii) Master's Degree in any of the following disciplines: - Social Science, Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Economics or its equivalent qualification from a recognized and accredited institution;
(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body and in good standing;
(vi) Proficiency in computer applications; and
(vii) Demonstrated managerial, administrative, and professional competence as reflected in work performance and results.

2.17 CAREER PROGRESSION GUIDELINES FOR DRIVERS

a) Job Purpose

To provide safe, and efficient transportation for students, faculty, and staff, while maintaining assigned institutional vehicles in a clean, secure, and mechanically sound condition.

b) Functions

The driving functions entails

i. Drive assigned motor vehicle;
ii. Perform routine checks and maintenance of the vehicle;
iii. Maintain of work tickets;
iv. Detect and report malfunctioning of the vehicles systems;
v. Carry authorized passengers and/or goods;
vi. Safety of passengers or/goods;
vii. Carry out first aid;
viii. Clean and overall vehicle maintenance and management.

c) Grading structure

This career progression guideline establishes five (4) grade for Drivers who will be designated and graded as follows:

S/NO	DESIGNATION	GRADE

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1.	Driver III	12
2.	Driver II	11
3.	Driver I	10
4.	Senior Driver	9

The grades of Driver III/II, Grade 12/11 will form a common establishment for the purpose of this career guideline.

d) Recognized Qualifications

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

i. Kenya Certificate Secondary Education mean grade D (plain) or its equivalent qualification from a recognized institution.
ii. A valid Driving license free from any current endorsement (with a minimum three (3) years proven driving experience.
iii. Suitability test for Drivers Grade III conducted by Automobile Association (AA) of Kenya or National transport and safety authority or National youth service
iv. Occupational Trade test III/II/I for drivers conducted by Automobile Association (AA) of Kenya or National transport and safety authority or National youth service
v. A refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBIT) or its equivalent qualification from a recognized institution;
vi. First-aid certificate lasting not less than one (1) week from a recognized institution;
vii. Proficiency in computer applications
viii. A valid Certificate of Good Conduct from the Kenya Police

JOB DESCRIPTIONS AND JOB SPECIFICATIONS

2.17.1 DRIVER 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 of a designated supervisor.

The duties and responsibilities at this level will entail:

i. Driving a motor vehicle as authorized;
ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.;
iii. Detecting and reporting malfunctioning of vehicle systems;
iv. Maintaining of work ticket(s) for vehicle (s) assigned;
v. Ensuring security and safety for the vehicle on and off the road;
vi. Overseeing the safety of the passengers and /or goods therein;

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vii. Maintaining cleanliness of the vehicle; and
viii. Performing any other duties as may be assigned.

b) Job Specifications

i. Kenya Certificate Secondary Education mean grade D (plain) or its equivalent qualification from recognized institution;
ii. A valid Driving license with a minimum three (3) years proven driving experience;
iii. First Aid Certificate;
iv. Proficiency in computer applications.

2.17.2 DRIVER II - GRADE 11

a) Job description

The duties and responsibilities at this level will entail: -

i. Driving institution vehicles as authorized;
ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tire pressure, etc.;
iii. Detecting and reporting malfunctioning of vehicle systems;
iv. Maintaining of work tickets for vehicles assigned;
v. Ensuring security and safety for the vehicle on and off the road;
vi. Overseeing the safety of the passengers and /or goods therein;
vii. Maintaining cleanliness of the vehicle;
viii. Performing any other duties as may be assigned.

b) Job Specifications

i. Cumulative service period of three (3) years' relevant work experience at the grade of Driver III or in equivalent position in a comparable institution;
ii. Kenya Certificate Secondary Education mean grade D (plain) or its equivalent qualification from recognized institution;

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iii. A valid Driving license;
iv. First Aid Certificate from a recognized Institution;
v. Defensive driving certificate from a recognized Institution;
vi. Proficiency in computer applications;
vii. Shown merit and ability as reflected in work performance and results.

2.17.3 DRIVER I - GRADE 10

a) Job description

The duties and responsibilities at this level will entail: -

i. Driving a motor vehicle as authorized;
ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.;
iii. Detecting and reporting malfunctioning of vehicle systems;
iv. Maintaining of work ticket for vehicle assigned;
v. Ensuring security and safety for the vehicle on and off the road;
vi. Overseeing safety of the passengers and /or goods therein;
viii. Maintaining cleanliness of the vehicle;
ix. Supervising and guiding staff in a small transport unit
x. Performing any other duties as may be assigned.

(b) Job specifications

i. Cumulative service period of six (6) years' relevant work experience three (3) of which should have been at the grade of Driver II or a comparable position;
ii. Kenya Certificate Secondary Education mean grade D (plain) or its equivalent qualification from recognized institution;
iii. A valid Driving license;
iv. First Aid Certificate from a recognized Institution;
v. Defensive driving certificate from a recognized Institution;
vi. Proficiency in computer applications;
vii. Shown merit and ability as reflected in work performance and results.

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2.17.4 SENIOR DRIVER - GRADE 9

a) Job descriptions

The duties and responsibilities at this level will entail: -

i. Driving a vehicle as authorized;
ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.;
iii. Detecting and reporting malfunctioning of vehicle systems; maintenance of work ticket for vehicle assigned;
iv. Ensuring security and safety of the vehicle on and off the road;
v. Overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.
vi. Mentoring and guiding junior drivers;
vii. Supervising and guiding staff in a small transport unit.
viii. Performing any other duties as may be assigned.

(b) Job specifications

i. Cumulative service period of nine (9) years' relevant work experience three (3) of which should have been at the grade of Driver I or a comparable position;
ii. A Valid Driving license;
iii. First-aid certificate lasting not less than one (1) week from a recognized institution;
iv. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
v. Proficiency in computer applications;
vi. Shown merit and ability as reflected in work performance and results.

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2.18 CAREER GUIDELINE FOR OFFICE ASSISTANT PERSONNEL

(a) Job Purpose

This cadre will be responsible for performing messenger duties, ensuring cleanliness and proper sanitation of all premises in the Institution. An officer at this level may be deployed to work in any of the Department/Division/Section under the guidance of a designated supervisor.

(b) Functions

The Office assistants Personnel function entails: -

i. Performing office and messenger duties;
ii. Cleaning and dusting offices to ensure habitable office conditions;
iii. Distributing incoming and outgoing mails;
iv. Recording file movements and documents;
v. Opening and closing offices;
vi. Photocopying documents;
vii. Receiving and recording messages;
viii. Preparation and serving of office tea and refreshments;
ix. Moving or carrying office equipment, furniture and ensuring orderly arrangement;
x. Dispatching letters;
xi. Arranging for meeting venues professionally and timely; and
xii. Keep inventory of kitchen equipment.

(c) Grading Structure

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

Designation	GRADE
Office Assistant III	13
Office Assistant II	12
Office Assistant I	11
Senior Office Assistant	10

The grades of Office Assistant III/II, Grade 13/12 will form a common establishment for the purpose of this career guideline.

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(d) Recognized Qualifications

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

1. KCSE D (Plain) or its equivalent
2. Proficiency in computer applications.

JOB DESCRIPTIONS AND JOB SPECIFICATIONS

2.18.1 OFFICE ASSISTANT III - GRADE 13

a) Functions

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.

The duties and responsibilities at this level will entail: -

1. Preparing tea and serving officers;
2. Collecting and delivering office items, documents, mail, parcels and postage;
3. Cleaning offices and office compound, machines/equipment/apparatus;
4. Collecting and disposing waste;
5. Dusting offices and ensuring habitable office conditions;
6. Moving and arranging office equipment and furniture;
7. Performing any other duties as may be assigned.

c) Job Specifications

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

1. Kenya Certificate of Secondary Education Certificate mean grade D (plain) or its equivalent qualification; and
2. Proficiency in computer applications

2.18.2 OFFICE ASSISTANT II - GRADE 12

a) Functions

Duties and responsibilities at this level will entail: -

1. Preparing tea and serving officers;
2. Collecting and delivering office items, documents, mail, parcels and postage;

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3. Cleaning offices and office compound, machines/equipment/apparatus;
4. Collecting and disposing waste;
5. Dusting offices and ensuring habitable office conditions;
6. Moving and arranging office equipment and furniture;
7. Performing any other duties as may be assigned.

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 Assistant III or in a comparable position;
(ii) Kenya Certificate of Secondary Education Certificate mean grade D (plain) or its equivalent qualification;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and result.

2.18.3 OFFICE ASSISTANT I - GRADE 11

a) Functions

The duties and responsibilities at this level will entail: -

i. Delivering mails and postage and maintaining delivery register;
ii. Carrying out photocopying and document binding;
iii. Preparing tea and serving officers;
iv. Carrying out cleaning of offices, office compound and machines/equipment/ apparatus;
v. Collecting and disposing waste;
vi. Dusting offices and ensuring habitable office conditions; and
vii. Performing any other duties as may be assigned.

b) Job Specifications

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

(i) Cumulative service period of six (6) years relevant work experience three (3) of which should have been in the grade of Office Assistant II or comparable position;
(ii) Kenya Certificate of Secondary Education Certificate mean grade D (plain) or any other equivalent qualification;

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(iii) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

2.18.4 SENIOR OFFICE ASSISTANT - GRADE 10

(a) Job Description

The duties and responsibilities at this level will entail: -

i. Developing duty roster;
ii. Supervising cleaning of offices and other facilities;
iii. Overseeing the collection and disposal waste;
iv. Coordinating the recording and carrying of files and documents, and the dispatching of mail;
v. Ensuring office premises are locked and opened on time;
vi. Ensuring habitable office conditions;
vii. Performing confidential general office work activities;
viii. Coordinating the preparation and serving of tea; and
ix. Performing any other duties as may be assigned.

(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) years of which should have been at the grade of Office Assistant I or in a comparable position;
(ii) Kenya Certificate of Secondary Education Certificate mean grade D (plain) or any other equivalent qualification;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

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2.19 CAREER GUIDELINE FOR SECURITY OFFICERS

(a) Job Purpose

Coordinate the security function, develop and review existing security procedures and systems, maintain crime and incident records and improvise strategies and measures to prevent unauthorized persons from gaining access to restricted areas.

(b) Functions

The function of security officers' entails:

(i) Coordination of the security function, development and review of existing security procedures and systems on regular basis;
(ii) Conduct security surveys;
(iii) Maintenance of crime and incident records;
(iv) Planning and designing security documents like gate passes and registers;
(v) Detection of illicit activities within the Institution;
(vi) Improvise strategies and measures to prevent unauthorized persons from gaining access to restricted areas;
(vii) Maintenance of records of unlawful activities;
(viii) Preparation of comprehensive and confidential security reports; and
(ix) Investigation of security cases/incidences and provision of liaison with other security agencies on security matters.

(c) Grading Structure

The Career Guidelines establishes five (5) grades of Security Assistant Officers who will be designated and graded as follows:

Designation	KST GRADE
Assistant Security Officer III	9
Assistant Security Officer II	8
Assistant Security Officer I	7
Senior Security Officer II	6
Senior Security Officer I	5

The grades of Security Assistant III/II, KST GRADE '9/8' will form common establishment for the purpose of this career guideline

(d) Recognized Qualifications

The following are the minimum recognized qualifications for the purpose of this career guideline;

(i) Diploma in any of the following disciplines; Criminology, Criminology and Criminal Justice; Criminology and Fraud Management, Criminology and Security Management or equivalent qualification from a recognized and accredited institution;

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(ii) A valid Certificate of good conduct from the National Police Service;
(iii) First Aid Certificate Course from recognized and accredited institution; and
(iv) Proficiency in computer application.

JOB DESCRIPTIONS AND JOB SPECIFICATIONS

2.19.1 ASSISTANT SECURITY OFFICER III - GRADE 9

(a) Job Description

Duties and responsibilities at this level shall entail; -

(i) Implementing work plans for security requirements;
(ii) Undertaking security checks within the Institution's premises; and
(iii) Reporting security incidents.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: Criminology, Criminology and Criminal Justice, Criminology and Fraud Management, Criminology and Security Management or equivalent qualification from a recognized and accredited institution
(ii) A valid Certificate of good conduct from the National Police Service.
(iii) First Aid Certificate Course from recognized and accredited institution; and
(iv) Proficiency in computer applications.

2.19.2 ASSISTANT SECURITY OFFICER II -GRADE 8

(a) Job Description

Duties and responsibilities at this level shall entail: -

(i) Ensuring that the Institution's assets are secured;
(ii) Implementing security policies;
(iii) Implementing work plans for security requirements;
(iv) Identifying investigating and resolving security breaches;
(v) Keeping abreast with emerging security challenges and

(b) Job Specifications

For appointment to this grade, an officer must have:

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(i) Cumulative service period of three (3) years relevant work experience at the grade of Assistant Security III or a comparable position;
(ii) Diploma in any of the following disciplines; Criminology, Criminology and Criminal Justice; Criminology and Fraud Management, Criminology and Security Management or equivalent qualification from a recognized and accredited institution;
(iii) First Aid Certificate Course from recognized and accredited institution;
(iv) A valid Certificate of good conduct from the Kenya National Police Service;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and result.

2.19.3 ASSISTANT SECURITY OFFICER I -GRADE 7

(a) Job Description

Duties and responsibilities at this level shall entail; -

(i) Ensuring the Institution's assets are secured;
(ii) Implementing security policies;
(iii) Implementing work plans for security requirements;
(iv) Participating in development of emergency management and contingency procedures;
(v) Identifying, investigating and resolving security breaches;
(vi) Keeping abreast with emerging security challenges and devising appropriate interventions to ensure the organization security is maintained at all times; and
(vii) Devising appropriate interventions to ensure security is maintained at all times.

(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 Security Officer III or a comparable position;
(ii) Diploma in any of the following disciplines; Criminology, Criminology and Criminal Justice; Criminology and Fraud Management, Criminology and Security Management or equivalent qualification from a recognized and accredited institution;
(iii) A valid Certificate of good conduct from the Kenya National Police Service.
(iv) Proficiency in computer applications; and
(v) Shown merit ability as reflected in work performance and results

2.19.4 SENIOR SECURITY OFFICER II - GRADE 6

(a) Job Description

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Duties and responsibilities at this level shall entail; -

(i) Ensuring that the Institution's assets are secured;
(ii) Supervising the development, review and implementation of security policies;
(iii) Supervising the preparation of work plans and budgets for security requirements;
(iv) Coordinating the development of emergency management and contingency procedures;
(v) Supervising the Identification, investigation and resolving security breaches;
(vi) Keeping abreast with emerging security challenges and devising appropriate interventions to ensure the organization security is maintained at all times; and
(vii) Ensuring compliance with security statutory regulations and requirements in developing specifications for security contracts.

(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 ;
(ii) Diploma in any of the following disciplines; Criminology, Criminology and Criminal Justice; Criminology and Fraud Management, Criminology and Security Management or equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) First Aid Certificate Course from recognized and accredited institution;
(v) A valid Certificate of good conduct from the Kenya National Police Service;
(vi) Proficiency in computer application; and
(vii) Shown merit and ability as reflected in work performance and results.

2.19.5 SENIOR SECURITY OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level shall entail; -

(i) Overseeing that the Institution's assets are secured;
(ii) Coordinating development, review and implementation of security policies;
(iii) Overseeing the preparation of work plans and budgets for security requirements;
(iv) Coordinating security operations within public law enforcement agencies;
(v) Overseeing security service offered by contracted security service providers;
(vi) Overseeing the development of emergency management and contingency procedures;
(vii) Overseeing the identification, investigation and resolving security breaches;
(viii) Keeping abreast with emerging security challenges and devising appropriate interventions to ensure the organization security is maintained at all times; and
(ix) Ensuring compliance with security statutory regulations and requirements in developing specification for security contracts.

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(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 Office II;
(ii) Diploma in any of the following disciplines; Criminology, Criminology and Criminal Justice; Criminology and Fraud Management, Criminology and Security Management or equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) First Aid Certificate Course from recognized and accredited institution;
(v) A valid Certificate of good conduct from the Kenya National Police Service;
(vi) Proficiency in computer application; and
(vii) Shown merit and ability as reflected in work performance and results.

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2.20 CAREER GUIDELINE FOR CLERICAL OFFICERS

(a) Job Purpose

The cadre is responsible for managing and maintaining office support for Technical and Vocational Colleges (TVCs).

(b) Functions

The Clerical Officers are responsible for the following functions:

(i) preparation and maintenance of records;
(ii) ensuring safe custody of invoices, receipts and other records;
(iii) Maintenance of stores, records and equipment inventory;
(iv) Receiving, filing and dispatching correspondence;
(v) Preparing initial documents for issuance of stores;
(vi) Maintenance of stores records;
(vii) Drafting indents and letters;
(viii) Assisting in processing of payments in respect of personal emoluments;
(ix) Assisting in computation of leave;
(x) Assisting in processing of appointments, promotions, pension claims, discipline and any other issues pertaining to human resource management; and
(xi) Assisting in preparation of estimates of expenditure on general office services.

(c) Grading Structure

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

Designation	GRADE
Clerical Officer III	11
Clerical Officer II	10
Clerical Officer I	9
Senior Clerical Officer	8

The grades of Clerical Officer III/ II, Job Grade '11/10' shall form a common establishment for purposes of this career guideline.

(d) Recognized Qualifications

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

(i) Kenya Certificate of Secondary Education mean grade C- (minus) or equivalent qualification;
(ii) Pass in Proficiency Examinations for Clerical Officers;

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(iii) Certificate in any of the following disciplines: Human Resource Management, Business Administration, Procurement & Supplies, Accounting and Management Skills (CAMS), Information Communication Technology (ICT), or equivalent qualification from a recognized and accredited institution; and
(iv) Proficiency in computer application.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.20.1 CLERICAL 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 senior officer.

Duties and Responsibilities at this level will entail:

(i) Collecting statistical records;
(ii) Filing receipts;
(iii) Receiving, filling and dispatching correspondence;
(iv) Assisting in preparation of initial documents for issuance of stores;
(v) Photocopying and scanning documents;
(vi) Indexing of documents and records and checking general office cleaning; and
(vii) Keeping safe custody of equipment documents and records.

(b) Job Specifications

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

(i) Kenya Certificate of Secondary Education mean grade C- (minus) or equivalent qualification; and
(ii) Proficiency in computer applications.

2.20.2 CLERICAL OFFICER II- GRADE 10

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Collecting statistical records;
(ii) Filing receipts;
(iii) Receiving, filling and dispatching correspondence;
(iv) Preparing initial documents for issuance of stores;
(v) photocopying and scanning documents;

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(vi) Indexing of documents and records and checking general office cleaning;
(vii) Keeping safe custody of equipment, documents and records;
(viii) Assist in computation of leave; and
(ix) Assist in processing appointments, promotions, pension claims, discipline and any other issues pertaining to human resource management.

(b) Job Specifications

For appointment to this grade, a candidate 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 mean grade C- (minus) or equivalent qualification;
(iii) Passed proficiency Course for clerical officers
(iv) Proficiency in computer application skills; and
(v) Shown merit and ability as reflected in work performance and results.

2.20.3 CLERICAL OFFICER I- GRADE 9

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Compiling statistical records;
(ii) Filing receipts;
(iii) Receiving, sorting out, filling and dispatching correspondence;
(iv) Recording, folioing and filling applications for registration and licensing documents;
(v) Preparing initial documents for issuance of stores;
(vi) Preparation of pension claims;
(vii) Maintaining and updating files;
(viii) Assisting in processing of payments in respect of personal emoluments;
(ix) computation of leave;
(x) Assisting in processing appointments, promotions, pension claims, discipline and any other issues pertaining to human resource management; and
(xi) Controlling movements of records and files.

(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) Passed the Proficiency Examinations for Clerical Officers;
(iii) Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Accounting and Management Skills (CAMS), Supply Chain

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Management, Records Management lasting not less than one-year months from a recognized and accredited institution;
(iv) Proficiency in computer application skills; and
(v) Shown merit and ability as reflected in work performance and results.

2.20.4 SENIOR CLERICAL OFFICER- GRADE 8

(a) Job Descriptions

Duties and Responsibilities at this level will entail: -

(i) Compiling statistical records;
(ii) Filing receipts;
(iii) Receiving, sorting out, filling and dispatching correspondence;
(iv) Preparing initial documents for issuance of stores;
(v) Preparing pension claims;
(vi) Managing registers;
(vii) Assisting in records management and file movements;
(viii) Assisting in processing of payments in respect of personal emoluments;
(ix) computation of leave;
(x) Assisting in processing appointments, promotions, pension claims, discipline and any other issues pertaining to human resource management; and
(xi) Drafting correspondences; and ensuring safe custody of equipment, documents and records

(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) Passed the Proficiency Examinations for Clerical Officers;
(iii) Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Accounting and Management Skills (CAMS), Supply Chain Management, Records Management lasting not less than one-year months from a recognized and accredited institution;
(iv) Proficiency in computer application skills; and
(v) Shown merit and ability as reflected in work performance and results.

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2.21 CAREER GUIDELINE FOR RECORDS MANAGEMENT OFFICERS

(a) Job purpose

The cadre is responsible for interpreting and implementing record management policies including developing records management systems and planning for appropriate office accommodation for registries.

(b) Functions

The Records Management Function entails: -

(i) Develop and implement records management manuals, procedures and guidelines;
(ii) Maintain and recommend for disposal of records in accordance with the records retention and disposal act and other relevant laws;
(iii) Establish and maintain records management systems;
(iv) Keep safe custody and secure Institution 's records;
(v) Identify and communicate potential risks to records;
(vi) Identify and document areas of automation in the Institution 's records management system; and
(vii) Manage registries and services.

(c) Grading Structure

The grading structure provides for five (5) grades of Records Management Assistants who will be graded and designated as follows: -

Designation	GRADE
Assistant Records Management Officer III	9
Assistant Records Management Officer II	8
Assistant Records Management Officer I	7
Senior Assistant Records Management Officer II	6
Senior Assistant Records Management Officer I	5

The grades of Records Management Assistant III/II, GRADE '9/8' will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

(i) Diploma in any of the following disciplines: - Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution;
(ii) Membership of Kenya Association of Records and Information Managers and Archivists;

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(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution; and
(iv) Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.21.1 ASSISTANT RECORDS MANAGEMENT OFFICER III - GRADE 9

(a) Job Description

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

Duties and responsibilities at this level will entail: -

(i) Making data entries;
(ii) Receiving, filing, retrieving and dispatch of records and information;
(iii) Coding and indexing of files as stipulated in the records management manuals;
(iv) Storing and retrieving of the Institution 's records;
(v) Tracking of files and documents;
(vi) Appraising and updating records for retention and disposal; and
(vii) Identifying and reporting potential risks pertaining to records management.

(b) Job Specifications

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

(i) Diploma in any of the following fields: - Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution; and
(ii) Proficiency in computer applications.

2.21.2 ASSISTANT RECORDS MANAGEMENT OFFICER II - GRADE 8

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Receiving, filing, retrieving and dispatch of mail, records and information;
(ii) Coding and indexing of files as stipulated in the records management manuals;
(iii) Updating and storing of the Institution's records;
(iv) Tracking of files and documents;
(v) Appraising and updating records for retention and disposal;
(vi) Implementing the records management classification systems; and

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(vii) Identifying potential risk pertaining to records management.

(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 Records Management Assistant III or in a comparable position;
(ii) Diploma in any of the following fields:- Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.21.3 ASSISTANT RECORDS MANAGEMENT OFFICER I - GRADE 7

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Developing and implementing records management manuals;
ii. Identifying and recommending records for disposal in line with the records retention and disposal act and other relevant laws;
iii. Establishing and maintaining records management systems;
iv. Storing, preserving and retrieving the Institution's records;
v. Identifying and communicating potential risks to records;
vi. Taking part in automating the Institution's records management system; and
vii. Preparing reports and work schedules for the section.

(b) Job Specifications

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

(i) Cumulative period of six (6) years' relevant work experience three (3) years of which should have been in the grade of Records Management Assistant II or in a comparable position;
(ii) Diploma in any of the following fields: - Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.21.4 SENIOR ASSISTANT RECORDS MANAGEMENT OFFICER II - GRADE 6

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(a) Job Description

Duties and responsibilities at this level will entail:-

(i) Developing and implementing records management manuals, procedures and guidelines;
(ii) Maintaining and recommending for disposal of records in accordance with the records retention and disposal act and other relevant laws;
(iii) Maintaining records management systems;
(iv) Maintaining and keeping safe custody and securing of the Institution 's records;
(v) Identifying and communicating potential risks to records;
(vi) Identifying areas for automating Institution's records management system;
(vii) Developing of section reports, work plans and budgets;
(viii) Ensuring efficient and effective management of registry services; and
(ix) Supervising registry 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) years of which should have been in the grade of Records Management Assistant I or in a comparable position;
(ii) Diploma in any of the following fields: - Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution;
(iii) Membership of Kenya Association of Records and Information Managers and Archivists.
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

2.21.5 SENIOR ASSISTANT RECORDS MANAGEMENT OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Authorizing opening of files;
(ii) Ensuring safe custody and maintenance of documents and records;
(iii) Coordinating regular inventory of records;
(iv) Supervising categorization of data and records identified and collected;
(v) Ensuring maintenance of databases of records collected, collated, analyzed, and stored;
(vi) Ensuring maintenance of an institutional repository;
(vii) Ensuring records gathered for exiting officers are appraised in the Institution;
(viii) Coordinating identification of vital records for backup in the event of a disaster;
(ix) Ensuring maintenance of a log of all records in the Institution;
(x) Spearheading on-job training in the e-registry workflow system;

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(xi) Ensuring compliance with records and information management standards, guidelines, and procedures;
(xii) Ensuring the security of information, documents, files, and office equipment;
(xiii) Supervising, guiding, and developing staff working under him/her; and
(xiv) Ensuring a safe and conducive working environment.

(b) Job Specifications

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

(i) Cumulative period of twelve (12) years' relevant work experience three (3) years of which should have been at the grade of Senior Records Management Assistant or comparable position;
(ii) Diploma in any of the following fields: - Records and Information Management, Library and Information Sciences, Business Information Technology, Information Studies, or equivalent qualifications from a recognized and accredited institution;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) Membership of Kenya Association of Records and Information Managers and Archivists;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

(e) Grading Structure

The grading structure provides for four (4) grades of Records Management Officers who will be graded and designated as follows: -

Designation	GRADE
Records Management Officer	7
Senior Records Management Officer II	6
Senior Records Management Officer I	5
Assistant Director Records Management	4

(f) Recognized Qualifications

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

i. Bachelors' Degree in any of the following disciplines: - Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution;
ii. Membership of Kenya Association of Records and Information Managers and Archivists;
iii. Certificate in Management course lasting not less than four (4) weeks from a recognized and accredited institution;

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iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution.
v. Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.21.6 RECORDS MANAGEMENT OFFICER - GRADE 7

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. Implementing records management manuals;
ii. Identifying and recommending records for disposal in line with the records retention and disposal act and other relevant laws;
iii. Maintaining records management systems;
iv. Storing, preserving and retrieving the Institution's records;
v. Identifying and communicating potential risks to records; and
vi. Taking part in automating the Institution's records management system.

(c) Job Specifications

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

i. Bachelors' Degree in any of the following disciplines: - Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution; and
ii. Proficiency in computer applications;

2.21.7 SENIOR RECORDS MANAGEMENT OFFICER II - GRADE 6

(c) Job Description

Duties and responsibilities at this level will entail: -

i. Developing and implementing records management manuals, procedures and guidelines;
ii. Maintaining and recommending for disposal of records in accordance with the records retention and disposal act and other relevant laws;
iii. Maintaining records management systems;
iv. Maintaining and keeping safe custody and securing of the Institution 's records;
v. Identifying and communicating potential risks to records;
vi. Identifying areas for automating Institution's records management system;

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vii. Developing of section reports, work plans and budgets;
viii. Ensuring efficient and effective management of registry services; and
ix. Supervising registry staff.

(d) Job Specifications

For appointment to this grade an officer must have: -

i. A minimum cumulative service period of three (3) years relevant work experience in the grade of Records Management Officer or in a comparable position;
ii. Bachelors' Degree in any of the following fields: - Records and Information Management, Library and Information Sciences, Information Studies, or equivalent qualifications from a recognized and accredited institution;
iii. Membership of Kenya Association of Records and Information Managers and Archivists.
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

2.21.8 SENIOR RECORDS MANAGEMENT OFFICER I - GRADE 5

(c) Job Description

Duties and responsibilities at this level will entail: -

i. Supervising opening of files;
ii. Ensuring safe custody and maintenance of documents and records;
iii. Coordinating regular inventory of records;
iv. Supervising categorization of data and records identified and collected;
v. Ensuring maintenance of databases of records collected, collated, analyzed, and stored;
vi. Ensuring maintenance of an institutional repository;
vii. Ensuring records gathered for exiting officers are appraised in the Institution;
viii. Coordinating identification of vital records for backup in the event of a disaster;
ix. Ensuring maintenance of a log of all records in the Institution;
x. Coordinating on-job training in the e-registry workflow system;
xi. Ensuring compliance with records and information management standards, guidelines, and procedures;
xii. Ensuring the security of information, documents, files, and office equipment; and
xiii. Supervising, guiding, and developing staff working under him/her;

(d) Job Specifications

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

i. Cumulative period of six (6) years' relevant work experience three (3) years of which should have been at the grade of Senior Records Management Officer II or comparable position;

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ii. Bachelors' Degree in any of the following fields: - Records and Information Management, Library and Information Sciences, Business Information Technology, Information Studies, or equivalent qualifications from a recognized and accredited institution;
iii. Certificate in Management course lasting not less than four (4) weeks from a recognized and accredited institution;
iv. Membership of Kenya Association of Records and Information Managers and Archivists;
v. Proficiency in computer applications; and
vi. Shown merit and ability as reflected in work performance and results.

2.21.9 ASSISTANT DIRECTOR, RECORDS MANAGEMENT - GRADE 4

(e) Job Description

Duties and responsibilities at this level will entail: -

i. Authorizing opening of files;
ii. Ensuring safe custody and maintenance of documents and records;
iii. Overseeing the regular inventory of records;
iv. Spearheading categorization of data and records identified and collected;
v. Ensuring maintenance of databases of records collected, collated, analyzed, and stored;
vi. Overseeing the maintenance of an institutional repository;
vii. Ensuring records gathered for exiting officers are appraised in the Institution;
viii. Overseeing identification of vital records for backup in the event of a disaster;
ix. Ensuring maintenance of a log of all records in the Institution;
x. Spearheading on-job training in the e-registry workflow system;
xi. Ensuring compliance with records and information management standards, guidelines, and procedures;
xii. Ensuring the security of information, documents, files, and office equipment;
xiii. Supervising, guiding, and developing staff working under him/her; and
xiv. Ensuring a safe and conducive working environment.

(f) Job Specifications

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

i. Cumulative period of nine (9) years' relevant work experience three (3) years of which should have been at the grade of Senior Records Management Officer I or comparable position;
ii. Bachelors' Degree in any of the following fields: - Records and Information Management, Library and Information Sciences, Business Information Technology, Information Studies, or equivalent qualifications from a recognized and accredited institution;
iii. Masters' Degree in any of the following fields: - Records and Information Management, Library and Information Sciences, Business Information Technology, Information Studies, or equivalent qualifications from a recognized and accredited institution;

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iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
v. Membership of Kenya Association of Records and Information Managers and Archivists;
vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

2.22 CAREER GUIDELINE FOR OFFICE ADMINISTRATIVE PERSONNEL

(a) Job Purpose

The job purpose of Office Administrative Services Personnel is to provide efficient day-to-day operational support, manage internal communications and records, and ensure smooth office workflows. They act as the central point of contact for staff and visitors while maintaining high standards of organization and confidentiality.

(b) Functions

i. Take oral dictation, managing and organizing office records and documents
ii. Process data and operating office equipment;
iii. Attend to visitors/clients; handling telephone calls and appointments
iv. Maintain office diary and travel itineraries;
v. Ensure security of office records, equipment and documents including classified materials
vi. Prepare responses to simple routine correspondence;
vii. Establish and monitor procedures for record keeping of correspondence and file movements
viii. Ensure security, integrity and confidentiality of office data; and
ix. Manage office protocol and etiquette

(c) Grading Structure

The Career Guideline establishes five (5) grades of Assistant Office Administrators and four (4) grades of Office Administrators who will be designated and graded as follows: -

ASSISTANT OFFICE ADMINISTRATORS APPENDIX 'A'

Designation	GRADE
Assistant Office Administrator III	9
Assistant Office Administrator II	8
Assistant Office Administrator I	7

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Senior Assistant Office Administrator II	6
Senior Assistant Office Administrator I	5

OFFICE ADMINISTRATORS APPENDIX 'B'

Designation	GRADE
Office Administrator	7
Senior Office Administrator II	6
Senior Office Administrator I	5
Assistant Director Office Administrative Services	4

The grades Assistant Office Administrators III/II/ 'H/J/ for Diploma holders and Office Administrators / Senior, Job Groups 'K/L' for Degree holders will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

i. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from a recognized examination body or its equivalent qualification,
ii. Diploma in Secretarial Studies from a recognized examination body or its equivalent from a recognized institution.
iii. Bachelors' Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution

OR

Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from a recognized examination body.
iv. Masters' Degree in Business Administration / Office Management or any other equivalent and relevant qualification from a recognized institution.
v. Proficiency in computer applications;
vi. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or a recognized institution
vii. Certificate in Secretarial Management Course lasting not less than four (4) weeks from the Kenya School of Government or a recognized institution
viii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
ix. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution

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

JOB DESCRIPTIONS AND JOB SPECIFICATIONS

2.22.1 ASSISTANT OFFICE ADMINISTRATOR III GRADE 9

(a) Job Description

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 from manuscripts;
iii. Operating office equipment;
iv. Ensuring security of office equipment, documents and records;
v. Attending to visitors/clients, handling telephone calls and appointments; and
vi. Undertaking any other office administrative duties that may be assigned

(b) Job Specifications

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

i. Diploma in Secretarial studies from a recognized examination body;

OR

Business Education Single and Group Certificates (BES & GC) from a recognized examination body in the following subjects; -

a. Typewriting III (50 w.p.m.) / Computerized Document Processing III;
b. Shorthand II (80 w.p.m);
c. Business English II/Communications I;
d. Office Practice II;
e. Secretarial Duties IT;
f. Commerce II;

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g. Office Management III/Office Administration and Management III; and

ii. Proficiency in computer applications;

2.22.2 ASSISTANT OFFICE ADMINISTRATOR II GRADE 8

a) Job Description

Duties and responsibilities at this level will entail: -

i. Taking oral dictation;
ii. Word and data processing from manuscript;
iii. Operating office equipment;
iv. Ensuring security of office equipment, documents and records;
v. Attending to visitors/clients; handling telephone calls and appointments;
vi. Keeping an up-to-date filing system in the office;
vii. Supervision of office cleanliness; and
viii. Undertaking any other office administrative services duties that may be assigned.

b) Job Specifications

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

i. A minimum cumulative service period of three (3) years at the level of Office Administrative Assistant III or in a relevant and comparable position;
ii. Diploma in Secretarial studies from a recognized examination body;

OR

Business Education Single and Group Certificates (BES & GC) from a recognized examination body in the following subjects; -

a. Typewriting III (50 w.p.m.) / computerized Document Processing III;
b. Shorthand II (80 w.p.m,);
c. Business English II/Communications I;
d. Office Practice II;
e. Secretarial Duties IT;
f. Commerce II;
g. Office Management III/Office Administration and Management III;

iii. Proficiency in computer applications; and
iv. Shown merit and ability as reflected in work performance and results.

v. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;

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vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

2.22.3 ASSISTANT OFFICE ADMINISTRATOR I GRADE 7

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Taking oral dictation;
ii. Word and data processing;
iii. Operating office equipment;
iv. Ensuring security of office equipment, documents and records;
v. Attending to visitors/clients; handling telephone calls and appointments;
vi. Maintaining an up-to-date filing system in the office;
vii. Supervision of office cleanliness and
viii. Undertaking any other office administrative services duties that may be assigned.

(b) Job Specifications

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

i. A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Office Administrative Assistant II or in a relevant and comparable position;

ii. Diploma in Secretarial studies from a recognized examination body;

OR

Business Education Single and Group Certificates (BES & GC) from a recognized examination body in the following subjects; -

a. Typewriting III (50 w.p.m.) / computerized Document Processing III;
b. Shorthand II (80 w.p.m,);
c. Business English II/Communications I;
d. Office Practice II;
e. Secretarial Duties IT;
f. Commerce II;
g. Office Management III/Office Administration and Management III;

iii. Proficiency in computer applications;
iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution; and
v. Shown merit and ability as reflected in work performance.

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2.22.4 SENIOR ASSISTANT OFFICE ADMINISTRATOR II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Taking oral dictation;
ii. Word and data processing;
iii. Operating office equipment;
iv. Ensuring security of office equipment, documents and records;
v. Attending to visitors/clients;
vi. Handling telephone calls and appointments;
vii. Maintaining diary and scheduling of meeting
viii. Ensuring an up-to-date filing system in the office
ix. Supervision of office cleanliness
x. Handling routine correspondences
xi. Managing office petty cash and
xii. Undertaking any other office administrative services duties that may be assigned.

(b) Job Specifications

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

i. A minimum cumulative service period of nine (9) years, three (3) of which should have been at the level of Office Administrative Assistant I or in a relevant and comparable position;

ii. Diploma in Secretarial studies from a recognized examination body;

OR

Business Education Single and Group Certificates (BES & GC) from a recognized examination body in the following subjects; -

h. Typewriting III (50 w.p.m.) / computerized Document Processing III;
i. Shorthand II (80 w.p.m,);
j. Business English II/Communications I;
k. Office Practice II;
l. Secretarial Duties IT;
m. Commerce II;
n. Office Management III/Office Administration and Management III;

iii. Proficiency in computer applications;

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iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
v. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution; and
vi. Shown merit and ability as reflected in work performance.

2.22.5 SENIOR ASSISTANT OFFICE ADMINISTRATOR I- GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Taking oral dictation
ii. Word and data processing
iii. Operating office equipment
iv. Ensuring security of office equipment, documents and records
v. Attending to visitors/clients
vi. Handling telephone calls and appointments
vii. Maintaining diary and scheduling of meeting
viii. Ensuring an up-to-date filing system in the office
ix. Supervision of office cleanliness
x. Handling routine correspondences
xi. Managing office petty cash and
xii. Undertaking any other office administrative services duties that may be assigned.

(b) Job Specifications

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

i. A minimum cumulative service period of twelve (12) years, three (3) of which should have been at the level of Senior Office Administrative Assistant II or in a relevant and comparable position;

ii. Diploma in Secretarial studies from a recognized examination body;

OR

Business Education Single and Group Certificates (BES & GC) from a recognized examination body in the following subjects; -

o. Typewriting III (50 w.p.m.) / computerized Document Processing III;
p. Shorthand II (80 w.p.m,);
q. Business English II/Communications I;
r. Office Practice II;

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s. Secretarial Duties IT;
t. Commerce II;
u. Office Management III/Office Administration and Management III;

iii. Higher Diploma in Secretarial studies from a recognized examination body or equivalent and relevant qualification from a recognized institution;
iv. Proficiency in computer applications
v. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution
vi. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution; and
vii. Shown merit and ability as reflected in work performance

OFFICE ADMINISTRATORS **APPENDIX 'B'**

Designation	GRADE
Office Administrator II	8
Office Administrator I	7
Senior Office Administrator II	6
Senior Office Administrator I	5
Assistant Director Office Administrative Services	4

2.22.6 OFFICE ADMINISTRATOR II - GRADE 8

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. Taking oral dictation;
ii. Word and data processing;
ii. Managing e-office;
iii. Ensuring security of office records, documents and equipment;
iv. Maintaining an up-to-date filing system in the office;
v. Operating office equipment;
vi. Managing office protocol;
vii. Managing office petty cash;
viii. Handling telephone calls and appointments;
ix. Supervising office cleanliness; and
x. Undertaking any other office administrative services duties that may be assigned.

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(a) Job Specifications

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

i. Bachelors' Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution

OR

Bachelor's Degree in Social Sciences **plus** a Diploma or its equivalent in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from a recognized examination body.

ii. Proficiency in computer applications.

2.22.7 OFFICE ADMINISTRATOR I - GRADE 7

Duties and responsibilities at this level will entail: -

i. Taking oral dictation
ii. Word and data processing
iii. Managing e-office
iv. Ensuring security of office records, documents and equipment
v. Maintaining an up-to-date filing system in the office
vi. Operating office equipment
vii. Managing office protocol
viii. Managing office petty cash
ix. Handling telephone calls and appointments
x. maintaining office diary and travel itineraries
xi. Supervising office cleanliness and
xii. Undertaking any other office administrative services duties that may be assigned.

(b) Job Specifications

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

i. A minimum cumulative service period of three (3) years at the level of Office Administrator II or in a relevant and comparable position;

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ii. Bachelors' Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution

OR

Bachelor's Degree in Social Sciences **plus** a Diploma or its equivalent in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from a recognized examination body;

iii. Proficiency in computer applications; and
iv. Shown merit and ability as reflected in work performance and results

2.22.8 SENIOR OFFICE ADMINISTRATOR II - GRADE 6

Duties and responsibilities at this level will entail: -

i. Taking oral dictation
ii. Word and data processing
ii. Managing e-office
iii. Ensuring security of office records, documents and equipment
iv. Maintaining an up-to-date filing system in the office
v. Operating office equipment
vi. Managing office protocol
vii. Managing office petty cash
viii. Handling telephone calls and appointments
ix. maintaining office diary and travel itineraries
x. Supervising office cleanliness and
xi. Undertaking any other office administrative duties that may be assigned.

(c) Job Specifications

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

i. A minimum Cumulative service period of Six (6) years relevant work experience three (3) of which shall have been at the level of Officer Administrator I or a comparable position;
ii. Bachelors' Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution

OR

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Bachelor's Degree in Social Sciences **plus** a Diploma or its equivalent in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from a recognized examination body.

iii. Proficiency in computer applications; and
iv. Shown merit and ability as reflected in work performance and results

2.22.9 SENIOR OFFICE ADMINISTRATOR I - GRADE 5

a) Job Description

Duties and responsibilities at this level will entail: -

i. Taking oral dictation
ii. Using e-office to research and process data
iii. Ensuring security of office records, documents and equipment
iv. Maintaining an up-to-date filing system in the office
v. Operating office equipment
vi. Managing office protocol
vii. Managing office petty cash
viii. Handling telephone calls and appointments
ix. Maintaining office diary and travel itineraries
x. Supervising office cleanliness and
xi. Undertaking any other office administrative services duties that may be assigned.

(d) Job Specifications

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

i. A minimum Cumulative service period of nine (9) years relevant work experience three (3) of which shall have been at the level of Senior office Administrator II or a comparable position;
ii. Bachelors' Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution

OR

Bachelor's Degree in Social Sciences **plus** a Diploma or its equivalent in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from a recognized examination body.

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iii. Master's Degree from a recognized university in relevant field;
iv. Membership to a relevant professional body or association;
v. Certificate in Management Course lasting at least four (4) weeks from a recognized and accredited institution;
vi. Proficiency in computer applications; and
vii. Shown merit and ability as reflected in work performance and results.

2.22.10 ASSISTANT DIRECTOR OFFICE ADMINISTRATIVE SERVICES - GRADE 4

Duties and responsibilities at this level will entail: -

i. Preparing up-to-date records of office administrative services personnel;
ii. Initiating postings and deployment orders of office administrative services personnel;
iii. Facilitating training of office administrative services personnel;
iv. Collecting, collating, analyzing data and preparing reports on office administrative services staff establishment;
v. Participating in selection and recruitment process of office administrative services personnel in the institution; and
vi. Any other office administrative duties that may be assigned.

(e) Job Specifications

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

i. A minimum Cumulative service period of twelve (12) years relevant work experience three (3) of which shall have been at the level of Senior office Administrator I or a comparable position;
ii. Bachelors' Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution

OR

Bachelor's Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from a recognized examination body.
iii. Master's Degree from a recognized and accredited institution
iv. Membership to a relevant professional body or association;
v. Valid practicing license from a relevant professional where applicable.
vi. Certificate in Leadership Course lasting not less than four (4) weeks.

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vii. Proficiency in computer applications; and
viii. Shown merit and ability as reflected in work performance and results.

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2.23 CAREER GUIDELINE FOR ARTISANS

(a) Job purpose

Artisans are responsible for performing skilled manual tasks in their respective trades, including installation, repair, maintenance (electrical and mechanical), and fabrication of structures, systems, and equipment, to ensure optimal functionality, safety, structural integrity and compliance with industry standards in support of the Institute's operations.

(b) Functions

The functions will be to:

(i) Overseeing Maintenance and Repair of Buildings, Equipment and Electrical Appliances.
(ii) Undertaking Improvement Works, Repair and Maintenance Work in Their Area of Specialization (Plumbing/Pipe Fitting/Meter Reading/Pump Attendants, Carpentry, Masonry, Painting Works, Welding, and Mechanical Services).
(iii) Preparing repair and maintenance schedules, manage maintenance.
(iv) Operating machines and fabrication tools
(v) Fabricating and Welding metal structures
(vi) Interpret engineering drawings.

(c) Grading Structure

The Career guideline establishes four (4) grades of artisans who will be designated and graded as follows: -

Designation	GRADE
Artisan III	12
Artisan II	11
Artisan I	10
Senior Artisan	9

The grades of Artisan III/II, GRADE '12/11' will form a common establishment for the purpose of this career guideline.

(d) Recognized Qualifications

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

(i) Craft Certificate in any of the following disciplines areas: Carpentry, Motor vehicle mechanic, Welding, Painting, Plumbing, Mechanical, Fabricating, Electrical or its equivalent qualifications from a recognized and accredited institution;
(ii) Government Trade Test Certificate Grade III in any of the following disciplines areas: Carpentry, Motor vehicle mechanic, Welding, Painting, Plumbing, Mechanical, Fabricating, Electrical or its equivalent qualifications from a recognized and accredited institution; and

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(iii) Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.23.1 ARTISAN III – GRADE 12

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Undertaking improvement works, repair works and maintenance of the Institution's buildings and facilities in their areas of specialization (Carpentry, Masonry, Welding, Painting and Plumbing;
(ii) Implementing repair and maintenance schedules as assigned;
(iii) Managing maintenance workshops; and
(iv) Facilitating other technical personnel in more complicated technical assignments.

(b) Job specifications

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

(i) Government Trade Test Certificate Grade III/II/I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing); and
(ii) Proficiency in computer applications.

2.23.2 ARTISAN II - GRADE 11

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Undertaking improvement works, repair works and maintenance of the Institution's buildings and facilities in their areas of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
(ii) Implementing maintenance schedules;
(iii) Managing maintenance workshops; and
(iv) Facilitating other technical personnel in more complicated technical assignments.

(b) Job Specifications

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

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(i) Cumulative service period of three (3) years relevant work experience at the grade of Artisan III or a comparable position;
(ii) Government Trade Test Certificate Grade III/II/I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.23.3 ARTISAN I - GRADE 10

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Undertaking improvement works, repair works and maintenance of the Institution's buildings and facilities in their areas of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
(ii) Assisting in preparation of repair and maintenance schedules and implementing the schedule;
(iii) Managing maintenance workshops; and
(iv) Facilitating other technical personnel in more complicated technical assignments.

(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 Artisan I or a comparable position;
(ii) Government Trade Test Certificate Grade III/II/I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.23.4 SENIOR ARTISAN - GRADE 9

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Overseeing the undertaking improvement works, repair works and maintenance of the Institution's buildings and facilities in their areas of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
(ii) Preparing repair and maintenance schedules and implementing the schedule;
(iii) Overseeing the management and maintenance of workshops; and

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(iv) Facilitating other technical personnel in more complicated technical assignments.

(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 a comparable position;
(ii) Government Trade Test Certificate Grade III/II/I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

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2.24 CAREER GUIDELINE: ESTATES MANAGEMENT PERSONNEL

(a) Job purpose

Overseeing proper maintenance of the Institution's land, buildings, equipment and machines and ensuring efficient utilization of the Institution's equipment and facilities.

(b) Functions

The functions of Estate management officers entail to:

(i) Maintenance of buildings;
(ii) Facilitating inspection of buildings to determine requirements for modification, replacement and refurbishment;
(iii) Compilation of inventory of the Institution's land, buildings, equipment and machines;
(iv) Preparation of specification and estimates for building innovations and maintenance works;
(v) Ensure efficient utilization of the Institution's equipment and facilities; and
(vi) Ensure general cleanliness and maintenance of the Institution and proper maintenance of buildings and infrastructural plans.

(c) Grading Structure

The Career guideline establishes five (5) grades of estate assistants Officers and four (4) grades of estate officers who will be designated and graded as follows: -

ESTATES MANAGEMENT ASSISTANTS **APPENDIX 'A'**

Designation	GRADE
Assistant Estates Management III	9
Assistant Estates Management II	8
Assistant Estates Management I	7
Senior Estates Management II	6
Senior Estates Management I	5

ESTATE MANAGEMENT OFFICERS **APPENDIX 'B'**

Designation	GRADE
Estates Management Officer II	8
Estates Management Officer I	7
Senior Estates Management Officer II	6
Senior Estates Management Officer I	5

The grades of Assistant Estate Management III/II, GRADE '9/8' and Estate Management Officer II/I GRADE '8/7" will form a common establishment for the purpose of this career guideline.

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(d) Recognized Qualifications

The following are the minimum recognized qualifications for the purpose of this career guideline;

(i) Diploma in any of the following disciplines: - Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution.
(ii) Bachelor's degree in any of the following areas: Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution.
(iii) Certificate in Project Management from a recognized and accredited institution.
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(v) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
(vi) Membership to a relevant professional body where applicable and in good standing; and
(vii) Proficiency in computer applications.

JOB DESCRIPTIONS AND SPECIFICATIONS

2.24.1 ASSISTANTS ESTATE MANAGEMENT III - GRADE 9

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Undertaking improvement works, repair works and maintenance of the Institution's buildings and facilities
(ii) Implementing maintenance schedules;
(iii) Managing maintenance workshops; and
(iv) Supporting other technical personnel in more complicated technical assignments.

(b) Job Specification

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

(i) Diploma in any of the following disciplines: - Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution; and
(ii) Proficiency in computer applications.

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2.24.2 ASSISTANT ESTATES MANAGEMENT II – GRADE 8

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Undertaking improvement works, repair works and maintenance of the Institution's buildings and facilities
(ii) Assisting in preparation and implementation of maintenance schedules;
(iii) Managing maintenance workshops; and
(iv) Facilitating other technical personnel in more complicated technical assignments.

(b) Job Specification

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

(i) Cumulative service period of three (3) years relevant work experience at the grade Assistant Estate Management III or a comparable position;
(ii) Diploma in any of the following disciplines: - Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
(iii) Proficiency in computer application; and
(iv) Shown merit and ability as reflected in work performance and results.

2.24.3 ASSISTANT ESTATES MANAGEMENT I – GRADE 7

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Maintaining and repairing of buildings;
(ii) Facilitating inspection of buildings to determine requirements for modification, replacement and refurbishment;
(iii) Assisting in preparation and implementation of maintenance schedules;
(iv) Ensuring compilation of inventory of the Institution land, buildings, equipment and machines; and
(v) Supervising preparation of specification and estimates for building renovations and maintenance works.

(b) Job Specification

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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 Estates Management II or a comparable position;
(ii) Diploma in any of the following disciplines: - Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.24.4 SENIOR ESTATES MANAGEMENT II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Coordinating the maintenance and repair of buildings;
(ii) Facilitating processing of land ownership document and acquisition of title deeds;
(iii) Coordinating the preparation and implementation of maintenance schedules;
(iv) Coordinating inspection of building to determine requirements for modification, replacement and refurbishment;
(v) Ensuring compilation of inventory of Institution land, buildings, equipment and machines;
(vi) Coordinating preparation of specifications and estimates for building renovations and maintenance contracts in liaison with legal and supply chain management units;
(vii) Organizing for valuation of Institution's property in conformity with the prevailing market rates; and
(viii) Coordinating re-development of institute buildings and structures.

(b) Job Specification

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 I or a comparable position;
(ii) Diploma in any of the following disciplines: - Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
(iii) Membership to a relevant professional body where applicable and in good standing;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

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2.24.5 SENIOR ESTATES MANAGEMENT I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Coordinating the maintenance and repair of buildings;
(ii) Facilitating processing of land ownership document and acquisition of title deeds;
(iii) Overseeing the preparation and implementation of maintenance schedules;
(iv) Coordinating inspection of building to determine requirements for modification, replacement and refurbishment;
(v) Overseeing the compilation of inventory of Institution land, buildings, equipment and machines;
(vi) Coordinating preparation of specifications and estimates for building renovations and maintenance contracts in liaison with legal and supply chain management units;
(vii) Organizing for valuation of Institution's property in conformity with the prevailing market rates; and
(viii) Coordinating re-development of institute buildings and structures.

(b) Job Specification

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 Estate Management II or a comparable position;
(ii) Diploma in any of the following disciplines: - Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) Membership to a relevant professional body where applicable and in good standing;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

2.24.6 ESTATES MANAGEMENT OFFICER II - GRADE 8

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Maintaining and repairing of buildings;

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(ii) Facilitating inspection of buildings to determine requirements for modification, replacement and refurbishment;
(iii) Assisting preparation of maintenance schedules and coordinating their implementation;
(iv) Ensuring compilation of inventory of the Institution land, buildings, equipment and machines; and
(v) Preparing specification and estimates for building renovations and maintenance works.

(b) Job Specification

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

(i) Bachelor's degree in any of the following areas: Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution; and
(ii) Proficiency in computer applications.

2.24.7 ESTATES MANAGEMENT OFFICER I- GRADE 7

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Supervising the Maintenance and repairing of buildings;
(ii) Supervising the inspection of buildings to determine requirements for modification, replacement and refurbishment;
(iii) Supervising the preparation of maintenance schedules and coordinating their implementation;
(iv) Ensuring compilation of inventory of the Institution land, buildings, equipment and machines; and
(v) Supervising preparation of specification and estimates for building renovations and maintenance works.

(b) Job Specification

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

(i) Cumulative service period of three (3) years relevant work experience at 3 of which should have been the grade of Estate Management Officer II or a comparable position;
(ii) Bachelor's degree in any of the following areas: Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

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2.24.8 SENIOR ESTATES MANAGEMENT OFFICER II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Coordinating the maintenance and repair of buildings;
(ii) Facilitating processing of land ownership document and acquisition of title deeds;
(iii) Preparing maintenance schedules and coordinating their implementation;
(iv) Coordinating inspection of building to determine requirements for modification, replacement and refurbishment;
(v) Ensuring compilation of inventory of Institution land, buildings, equipment and machines;
(vi) Coordinating preparation of specifications and estimates for building renovations and maintenance contracts in liaison with legal and supply chain management units;
(vii) Organizing for valuation of Institution's property in conformity with the prevailing market rates; and
(viii) Coordinating re-development of institute buildings and structures.

(b) Job Specification

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 a comparable position;
(ii) Bachelor's degree in any of the following areas: Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Project Management from a recognized and accredited institution;
(iv) Membership to a relevant professional body and in good standing;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

2.24.9 SENIOR ESTATES MANAGEMENT OFFICER 1 - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Overseeing the processing of land ownership document and acquisition of title deeds;
(ii) Coordinating inspection of building to determine requirements for modification, replacement and refurbishment;
(iii) Overseeing the preparation of maintenance schedules and overseeing their implementation;

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(iv) Advising the administration on valuation Institution buildings and hire and lease;
(v) Ensuring compilation of inventory of Institution land, buildings, equipment and machines;
(vi) Coordinating preparation of specifications and estimates for building renovations and maintenance contracts in liaison with legal and supply chain management units;
(vii) Organizing for valuation of Institution's property in conformity with the prevailing market rates; and
(viii) Coordinating re-development of institute buildings and structures.

(b) Job Specification

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 Senior Estate Management Officer II or a comparable position;
(ii) Bachelor's degree in any of the following areas: Estate Management, Property Management and Valuation, Facilities Management, Architecture, Construction Management, Building & Civil Engineering or equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Project Management from a recognized and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) Weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body where applicable and in good standing;
(vi) Proficiency in computer applications; and
(vii) Shown merit and ability as reflected in work performance and results.

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2.25 CAREER GUIDELINE FOR INFORMATION COMMUNICATION TECHNOLOGY PERSONNEL

(a) Job Descriptions

This cadre is responsible for coordination and implementation of Information Communication Technology policies, strategies, plans and procedures.

(b) Functions

The Information Communication Technology function entails: -

(i) Formulation and development of Institution's information infrastructure;
(ii) Plan, monitor and evaluate information communication technology programmes and activities;
(iii) Maintain ICT standards within Institution's, systems analysis and design;
(iv) Development and implementation of computerized information systems in Institution;
(v) Conduct research and development on ICT standards, guidelines and approaches;
(vi) Coordinate consistent and efficient application of ICT standards and guidelines in Institution;
(vii) Coordinate and develop Institution websites;
(viii) Coordinate the development of the institution ICT policy and regulatory framework;
(ix) Liaise with hardware and software vendors for administration of guarantees and warranties;
(x) Develop and monitor appropriate security frameworks and procedures;
(xi) Oversee installation and maintenance of computer systems; and
(xii) Provide advisory services to the Institution on all matters related to ICT.

(c) Grading Structure

The Career Guideline establishes five (5) grades of ICT Assistants and four (4) grades of ICT Officers who will be designated and graded as follows: -

ICT ASSISTANTS **APPENDIX 'A'**

Designation	GRADE
ICT Assistant III	9
ICT Assistant II	8
ICT Assistant I	7
Senior ICT Assistant	6
Principal ICT Assistant	5

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ICT OFFICERS **APPENDIX 'B'**

Designation	GRADE
ICT Officer	7
Senior ICT Officer II	6
Senior ICT Officer I	5
Assistant Director, ICT	4

The grades of ICT Assistant III/II, GRADE '9/8' for diploma holders and grades of ICT Officer / Senior ICT Officer II GRADE '7/6' for degree holders will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

(i) Diploma in any of the following disciplines: Computer Science, information Communication Technology, Business Information Technology or its equivalent qualification from a recognized and accredited institution;
(ii) Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized and accredited institution;
(iii) Master's degree in any of the following disciplines: - Information Technology, Computer Science, Information Communication Technology, Business Information Technology, Computer Information Systems or equivalent qualification from a recognized and accredited institution;
(iv) Professional Certifications from a reputable institution such as Cisco Certified Network Professional (CCNP) or Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP);
(v) Membership to a relevant professional body where applicable and in good standing;
(vi) Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution; and
(viii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution.

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2.25.1 ICT ASSISTANTS

2.25.1.1 ICT ASSISTANT III - GRADE 9

(a) Job Description

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) Providing user support on Information Communication Technology, hardware and network infrastructure;
(ii) Participating in Installation of security applications;
(iii) Assisting in configuration, maintenance and setting-up network devices;
(iv) Supporting roll out of new applications and hardware;
(v) Undertaking frequent data back-up; and
(vi) Trouble shooting and resolving Information Communication Technology application issues.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: Computer Science, information Communication Technology, Business Information Technology or its equivalent qualification from a recognized and accredited institution.

2.25.1.2 ICT ASSISTANT II - GRADE 8

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Providing user support on Information Communication Technology, hardware and network infrastructure;
(ii) Installing security applications;
(iii) Configuring, maintaining and setting-up network devices;
(iv) Supporting roll out of new applications and hardware;
(v) Undertaking frequent data back-up; and

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(vi) Trouble shooting and resolving Information Communication Technology application issues.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience at the grade of ICT Assistant III or a comparable position;
(ii) Diploma in any of the following disciplines: Computer Science, information Communication Technology, Business Information Technology or its equivalent qualification from a recognized and accredited institution; and
(iii) Shown merit and ability as reflected in work performance and results.

2.25.1.3 ICT ASSISTANT I – GRADE 7

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Supporting roll out of new applications and hardware;
(ii) Monitoring ICT desk delivery issues;
(iii) Maintaining and updating the organizations' ICT database systems;
(iv) Undertaking day to day management of ICT platform;
(v) Monitoring LAN and WAN networks;
(vi) Ensuring smooth running of all ICT systems;
(vii) Undertaking frequent data back-up; and
(viii) Providing user support on ICT hardware and network infrastructure.

(b) Job Specifications

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

(i) A minimum cumulative period of six (6) years, three (3) of which should have been in the grade of ICT Assistant II or in a comparable position;
(ii) Diploma in any of the following disciplines: Computer Science, information Communication Technology, Business Information Technology or its equivalent qualification from a recognized and accredited institution; and
(iii) Shown merit and ability as reflected in work performance and results.

2.25.1.4 SENIOR ICT ASSISTANT II - GRADE 6

(a) Job Description

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Duties and responsibilities at this level will entail: -

(i) Installing security applications;
(ii) Configuring, maintaining and setting-up network devices; and
(iii) Supervising the Trouble shooting and resolving of all ICT applications issues.
(iv) Installing, configuring, operating and maintaining computer hardware and software systems and related ICT infrastructure at the Service;
(v) Analyzing feasibility of system requirements;
(vi) Developing system specifications;
(vii) Writing and testing computer programmes according to instructions and specifications;
(viii) Performing technical, systems and user documentation tasks;
(ix) Undertaking day-to-day Management of the information technology platforms; and
(x) Preparing specifications for procurement of ICT equipment.

(b) Job Specifications

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

(i) A minimum cumulative service period of nine (9) years, three (3) of which should have been at the grade of ICT Assistant I or in a comparable position;
(ii) Diploma in any of the following fields: Computer Science, Information Communication Technology, Business Information Technology, Information Technology or equivalent qualification from a recognized and accredited institution;
(iii) Professional Certifications from a reputable institution such as Cisco Certified Network Professional (CCNP) or Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP);
(iv) Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body where applicable and in good standing; and
(vi) Shown merit and ability as reflected in work performance and results.

2.25.1.5 SENIOR ICT ASSISTANT I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail:

(i) Undertaking day to day management of information communication technology platform;
(ii) Monitoring information communication technology desk delivery issues;
(iii) Maintaining and updating the organizations' information communication technology database systems;
(iv) Supporting roll out of new applications and hardware; monitoring LAN and WAN networks;

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(v) Supervising the smooth running of all information communication technology systems; undertaking frequent data back-up;
(vi) Providing user support on information communication technology hardware and network infrastructure; Supervising the Installation of security applications;
(vii) Supervising the Trouble shooting and resolving information communication technology application issues; and
(viii) Configuring, maintaining and setting-up network devices.

(b) Job Specifications

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

(i) A minimum cumulative service period of twelve (12) years, three (3) of which should have been at the grade of Senior ICT Assistant II or in a comparable position;
(ii) Diploma in any of the following fields: Computer Science, Information Communication Technology, Business Information Technology; Information Technology or equivalent qualification from a recognized and accredited institution;
(iii) Professional Certifications from a reputable institution such as Cisco Certified Network Professional (CCNP) or Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP);
(iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body where applicable and in good standing; and
(vi) Shown merit and ability as reflected in work performance and results.

2.25.2.1 INFORMATION COMMUNICATION TECHNOLOGY OFFICER - GRADE 7

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.

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Analyzing, designing, coding, testing, implementing computer programs; providing user support;
(ii) Maintaining support systems and training of users;
(iii) Repairing and maintaining of information communication technology equipment and associated peripherals;
(iv) Receiving, installing and certifying of information communication technology equipment; and

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(v) Configuring new information communication technology equipment.

(b) Job Specifications

For appointment to this grade a candidate must have: -

(i) Bachelor's Degree in any of the following fields: - Information Technology, Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized and accredited institution.

2.25.2.2 SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Coding and testing computer programmes;
(ii) Installing and maintaining computer systems;
(iii) Developing and updating application systems;
(iv) Carrying out system analysis design and software specifications in liaison with users;
(v) Carrying out repairs and maintenance of information communication technology equipment and associated peripherals;
(vi) Drawing up hardware specification for information communication technology equipment;
(vii) Verifying, validating and certifying information communication technology equipment;
(viii) Implementing of the computer systems and providing user support, including training users; and
(ix) Performing technical, systems and user documentation.

(b) Job Specifications

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

(i) A minimum cumulative service period of three (3) years at the grade of ICT Officer or in a comparable position;
(ii) Bachelor's Degree in any of the following fields: - Information Technology, Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized and accredited institution;
(iii) Professional Certifications from a reputable institution such as Cisco Certified Network Professional (CCNP) or Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP);
(iv) Membership to a relevant professional body where applicable and in good standing; and
(v) Shown merit and ability as reflected in work performance and results.

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2.25.2.3 SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Supervising the Coding and testing computer programmes;
(ii) Performing technical and systems documentation tasks on database maintenance;
(iii) Supervising the Development of a systematic coding system;
(iv) Carrying out systems feasibility studies, analysis, design and programme specifications in direct liaison with users;
(v) Recommending and supervising hardware/software specifications for information communication technology equipment;
(vi) Developing, implementing and maintaining systems projects;
(vii) Preparing progress reports of the systems developments;
(viii) Managing ICT assets inventory;
(ix) Assessing and managing ICT infrastructure to support seamless service delivery; and
(x) Supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards.

(b) Job Specifications

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

(i) A minimum cumulative service period of six (6) years, three (3) of which should have been at the grade of Senior ICT Officer II or in a comparable position;
(ii) Bachelor's Degree in any of the following fields: - Information Technology, Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized and accredited institution;
(iii) Professional Certifications from a reputable institution such as Cisco Certified Network Professional (CCNP) or Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP);
(iv) Certificate in Management Course lasting not less than Four (4) weeks from a recognized and accredited institution;
(v) Membership to a relevant professional body where applicable and in good standing; and
(vi) Shown merit and ability as reflected in work performance and results;

2.25.2.4 ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY - GRADE 4

(a) Job Description

Duties and responsibilities at this level will entail: -

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i. Overseeing the development, implementation and review information communication technology (ICT) policies, systems, strategies and guidelines;
ii. Overseeing information systems network;
iii. Providing technical advice to the Institution on matters related to ICT;
iv. Coordinating the development and implementation of computerized information systems and infrastructure in the Institution;
v. Managing local, intra and wide area networks;
vi. Managing bandwidth and e-security;
vii. Overseeing the designing and updating web-portals, websites and provision of webmaster services;
viii. Ensuring implementation of ICT best practices and key performance indicators for user support;
ix. Managing day-to-day operations of the ICT Infrastructure to ensure effective technical support, target setting and performance management;
x. Analyzing and reviewing operational and business workflows;
xi. Overseeing the identification areas of improvement, automation and implement proposed solutions;
xii. Overseeing the development and monitoring appropriate of information security frameworks and procedures;
xiii. Maintaining custody of key databases and administration;
xiv. Overseeing evaluation, configuration and installation of new hardware and software;
xv. Overseeing installation and maintenance of computer systems;
xvi. Overseeing the drawing up specifications and preparing systems and user support documentation;
xvii. Overseeing the Planning, monitoring and evaluating Information Communication Technology programmes and activities;
xviii. Overseeing hardware and software vendors for administration of guarantees and warranties;
xix. Supervising research on new and emerging technologies in ICT;
xx. Overseeing the preparation of progress reports of the unit;
xxi. Overseeing the planning and budgeting for the unit; and
xxii. Building capacity and managing performance of the unit.

(b) Job Specifications

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

(i) Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior ICT Officer I or in an equivalent or comparable position;
(ii) Bachelor's Degree in any of the following fields:- Information Technology, Computer Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized and accredited institution;
(iii) Master's degree in any of the following disciplines:- Information Technology, Computer Science, Information Communication Technology, Business Information Technology, Computer Information Systems or equivalent qualification from a recognized and accredited institution;

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(iv) Professional Certifications from a reputable institution such as Cisco Certified Network Professional (CCNP) or Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP);
(v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(vi) Membership to a relevant professional body where applicable and in good standing; and
(vii) Demonstrated managerial, administrative and professional competence as reflected in work performance and results.

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2.26 CAREER GUIDELINE FOR CORPORATE COMMUNICATION PERSONNEL

(a) Job Descriptions

This cadre is responsible for coordinating the development, implementation and review of Institution communication policies, frameworks, plans and strategies.

(b) Functions

The Corporate Communication function entails: -

(i) Advise the Institution on all matters of communication
(ii) Promote corporate image and brand of the Institution;
(iii) Develop and implement communications policy and strategy;
(iv) Coordinate media events and publicity programmes;
(v) Oversee customer relations services;
(vi) Undertake desktop publishing, photography and videography;
(vii) Assess media activity in relation to the Institution and respond where appropriate;
(viii) Oversee and coordinate website content and updates; disseminate official communication of the Institution through press releases, newsletters, features, speeches, articles media supplements and documentaries; and
(ix) Organize exhibitions, open days, tours and competitions;
(x) Coordinate the Institution public functions and corporate events; and
(xi) Oversee implementation of the Institution's corporate social responsibility.

(c) Grading Structure

The Career Guideline establishes five (5) 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'**

Designation	GRADE
Assistant Customer Care III	9
Assistant Customer Care II	8
Assistant Customer Care I	7
Senior Customer Care II	6
Senior Customer Care I	5

CORPORATE COMMUNICATION OFFICERS **APPENDIX 'B'**

Designation	GRADE
Corporate Communication Officer II	8
Corporate Communication Officer	7
Senior Corporate Communication Officer II	6
Senior Corporate Communication Officer I	5
Assistant Director, Corporate Communication	4

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The grades of Customer Care Assistant III/II, GRADE 9/8 for diploma holders and grades of Corporate Communication Officer , Grade GRADE 7 for Degree Holders will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

(i) Diploma in any of the following disciplines: - Customer Care, Public Relations, Mass Communication, Communication and Media, Event Management, Front Office or equivalent and qualification from a recognized and accredited institution.
(ii) Bachelor's degree in any of the following disciplines: - Public Relations, Corporate Communication, Journalism, Mass Communication, Communication and Media or any other equivalent qualification from a recognized and accredited institution.
(iii) Master's degree in any of the following disciplines: - Public Relations, Corporate Communication, Journalism, Mass Communication, Communication and Media, Journalism and Media Studies or any other relevant qualification from a recognized and accredited institution.
(iv) Membership in Public Relations Society of Kenya (PRSK) or relevant professional body.
(v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized and accredited institution.
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution.
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution.
(viii) Valid practicing certificate from a relevant professional body where applicable.
(ix) Proficiency in computer applications.

JOB DESCRIPTIONS AND JOB SPECIFICATIONS

2.26.1 ASSISTANTS CUSTOMER CARE

2.26.1.1 ASSISTANT CUSTOMER CARE III - 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 of a designated supervisor.

Duties and responsibilities at this level will entail: -

(i) Manning the reception desk;
(ii) Responding to visitors' queries, email and telephone inquiries;

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(iii) Receiving, screening, guiding and directing visitors to designated offices and areas;
(iv) Recording and confirming visitors' appointments;
(v) Issuing visitors passes;
(vi) Maintaining daily record of visitors' details;
(vii) Maintaining calls register;
(viii) Offering assistance and guidance to customers/clients with disabilities;
(ix) Administering customer service feedback forms and access to information forms to clients;
(x) Offering administrative and secretarial support to the department; and
(xi) Dispatching Information, Education and Communication (IEC) materials and newsletters to both internal and external stakeholders.

(b) Job Specifications

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

(i) Diploma in any of the following disciplines: - Customer Care, Public Relations, Mass Communication, Communication and Media, Event Management, Front Office or equivalent and qualification from a recognized and accredited institution;
(ii) Proficiency in computer applications.

2.26.1.2 ASSISTANT CUSTOMER CARE II - GRADE 8

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Manning the reception desk and receive, screen, guide and direct visitors to designated offices and areas;
(ii) Recording and confirming visitors' appointments and issue visitor passes;
(iii) Offering assistance and guidance to customers/clients with disabilities;
(iv) Reporting suspicious visitors to the security personnel;
(v) Maintaining daily record of visitors' details;
(vi) Directing incoming calls and outgoing calls and customer service enquiries (including walk in clients and emails);
(vii) Maintaining up to date records on visits and calls and emails
(viii) Updating the internal directory;
(ix) Administering customer service feedback forms and access to information forms given to clients; and
(x) Offering administrative and secretarial support to the department.

(b) Job Specifications

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

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(i) Cumulative service period of three (3) years relevant work experience at the grade of Assistant Customer Care III or in a comparable position;
(ii) Diploma in any of the following disciplines: - Customer Care, Public Relations, Mass Communication, Communication and Media, Event Management, Front Office or equivalent and qualification from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

2.26.1.3 ASSISTANT CUSTOMER CARE I - GRADE 7

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Manning the reception desk and receive, screen, guide and direct visitors to designated offices and areas;
(ii) Managing incoming calls and outgoing calls and customer service enquiries by ensuring all calls are promptly returned and calls are answered within 15 seconds during office hours;
(iii) Receiving, recording and forwarding complaints to the supervisor for proper resolution and where possible resolve complaints at the touchpoint;
(iv) Administering customer service feedback forms and access to information forms given to clients and preparing monthly reports on data received;
(v) Ensuring updated news briefs, IEC materials and newsletters are available at the customer care desk for customers
(vi) Coordinate dispatching IEC materials and newsletters to both internal and external stakeholders
(vii) Scheduling meetings for customer care assistants' monthly meetings;
(viii) Analyzing customer needs and giving recommendations to the management;
(ix) Following up on security issues with relevant personnel; and
(x) Preparing relevant 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 Customer Care II or in a comparable position;
(ii) Diploma in any of the following disciplines: - Customer Care, Public Relations, Mass Communication, Communication and Media, Event Management, Front Office or equivalent and qualification from a recognized and accredited institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

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2.26.1.4 SENIOR CUSTOMER CARE II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Supervising operations at customer care desks;
(ii) Ensuring reception areas are neat at all times and customers handled with dignity, courtesy and respect;
(iii) Supervising the Maintenance of up-to-date records on visits and calls and conducting monthly telephone surveys by calling customers/visitors and enquiring on their experience during the past visit to the Institution;
(iv) Providing in the development, adoption and implementation of customer care policies;
(v) Overseeing all front desk activities;
(vi) Setting and enforcing professional standards for front desk services;
(vii) Setting grooming and performance standards for the reception function;
(viii) Following up on security issues with relevant personnel;
(ix) Maintaining good public relations at the reception area;
(x) Planning and organizing events in liaison with relevant departments;
(xi) Monitoring and evaluating front desk operations and preparing relevant reports;
(xii) Mentoring, train and coach junior customer care assistants, interns and attaches; and
(xiii) Taking part in organizing the Institution's functions such as Open Days, exhibitions, conferences and international shows.

(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 Customer Care I or in a comparable position;
(ii) Diploma in any of the following disciplines: - Customer Care, Public Relations, Mass Communication, Communication and Media, Event Management, Front Office or equivalent and qualification from a recognized and accredited institution;
(iii) Membership in Public Relations Society of Kenya (PRSK) or relevant professional body and in good standing;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

2.26.1.5 SENIOR CUSTOMER CARE I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

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(i) Supervising operations at customer care desks and ensuring reception areas are neat at all times and customers are handled with dignity, courtesy and respect;
(ii) Participating in the development, adoption and implementation of customer care policies;
(iii) Supervise the administering customer service feedback forms and access to information forms given to clients and preparing monthly reports on data received;
(iv) Supervising the handling of incoming calls and outgoing calls and customer service enquiries by ensuring all calls are promptly returned and calls are answered within fifteen (15) seconds during office hours;
(v) Supervise the receiving, recording and forwarding complaints for proper resolution and where possible resolve complaints at the touchpoint;
(vi) Ensuring updated news briefs, IEC materials and newsletters are available at the customer care desk for customers
(vii) Overseeing the dispatching of IEC materials and newsletters to both internal and external stakeholders
(viii) Overseeing the updating of internal directory and ensuring lists of office telephone extension numbers are compiled and are shared with staff;
(ix) Supervising the receiving of all customers/visitors at the Institution and provide accurate information on client requests and where necessary directing them to respective offices;
(x) Mentoring, training and coaching junior customer care assistants, interns and attaches;
(xi) Scheduling monthly meetings for customer care assistants;
(xii) Overseeing the generation of publishable content for publishing on the Institution's media platforms
(xiii) Analyzing customer needs and giving recommendations to the management; and
(xiv) Overseeing the organizing of the Institution's functions such as open days, exhibitions, conferences and international shows.

(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 III or comparable position;
(ii) Diploma in any of the following disciplines: - Customer Care, Public Relations, Mass Communication, Communication and Media, Event Management, Front Office or equivalent and qualification from a recognized and accredited institution;
(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized and accredited institution;
(iv) Membership in Public Relations Society of Kenya (PRSK) or relevant professional body and in good standing;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

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2.26.2 CORPORATE COMMUNICATION OFFICERS

2.26.2.1 CORPORATE COMMUNICATIONS OFFICER - GRADE 7

(a) Job Description

This is the entry 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) Participating in the implementation of communication policies and strategies
(ii) Collecting and collating information on articles in the media pertaining to the Institution and writing reports;
(iii) Preparing media supplements and documentaries, press/media releases and features;
(iv) Provide coverage for Institution's activities by taking videos and photographs;
(v) Providing input in the development of the department's work plan and budget;
(vi) Contributing articles to the Institution's newsletters;
(vii) Scanning through the print and electronic media to extract information touching on the Institution;
(viii) Setting up audio-visual equipment such as microphones, projection screens, public address system, videos etc. Prior to meetings and conferences;
(ix) Providing photography services and film events during the Institution's functions;
(x) Maintaining an inventory of departmental audio-visual equipment according to established department procedures; and
(xi) Maintaining electronic images archive for institutional events covered which may include videos, photos, newspaper cuttings etc.
(xii) Participating in preparing and organizing forums to promote and propagate the Institution's agenda;
(xiii) Participating in organizing corporate events and launches;
(xiv) Preparing communication materials, including press releases, talking points, reports, speeches web material and videos;
(xv) Collecting information on communication needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures;
(xvi) Assisting in media commentary and analysis of print, electronic and social media;
(xvii) Participating in designing, writing first draft press releases, case studies, articles, leaflets, journals, reports, publicity brochures, website content;
(xviii) Editing, and moderating social media content where necessary;
(xix) Preparing advertisement content for newspapers and other internal and external media outlets;
(xx) Assisting in gathering/researching on publishable information from the public and media for sharing with various stakeholders;
(xxi) Assisting in offering photography services, caption and crop photos for use; and

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(xxii) Assisting in analyzing social media metrics reports and preparing actionable reports.

(b) Job Specifications

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

(i) Bachelor's degree in any of the following: - Public Relations, Corporate Communication, Journalism, Mass Communication, Communication and Media or any other equivalent qualification from a recognized and accredited institution;
(ii) Proficiency in computer applications; and
(iii) Shown merit and ability as reflected in work performance and results.

2.26.2.2 SENIOR CORPORATE COMMUNICATIONS OFFICER II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Preparing media supplements and documentaries, press/media releases and features;
(ii) Preparing communication materials, including press releases, talking points, reports, speeches web material and videos and editing publications;
(iii) Collecting information on communication needs assessment, perceptions, attitude, corporate reputation and recommend intervention measures;
(iv) Participating in preparing and organizing forums to promote and propagate the Institution's agenda;
(v) Collecting and collating information on articles in the media pertaining to the Institution and writing reports;
(vi) Participating in organizing corporate events and launches;
(vii) Maintaining an inventory of departmental audio-visual equipment according to established department procedures;
(viii) Maintaining electronic images archive for institutional events covered which may include videos, photos, newspaper cuttings etc.
(ix) Handling of incoming media requests and building relationships with industry journalists;
(x) Coordinating media monitoring, monitor publicity and content analysis activities;
(xi) Developing the Institution's calendar of events and coordinate planning meetings during the Institution's events such as open day, exhibitions, conferences and meetings etc.
(xii) Coordinating the conduct of periodic surveys to establish stakeholder satisfaction and the Institution's standing among its target audiences;
(xiii) Reviewing customer service reports; and
(xiv) Overseeing handling of distinguished guests and high-level delegation at the Institution.
(xv) Assisting in media commentary and analysis of print, electronic and social media;
(xvi) Participating in designing, writing first draft press releases, case studies, articles, leaflets, journals, reports, publicity brochures, website content;

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(xvii) Editing, and moderating social media content where necessary;
(xviii) Preparing advertisement content for newspapers and other internal and external media outlets;
(xix) Responding to queries made across online platforms such as Facebook, etc.;
(xx) Gathering/researching on publishable information from the public and media for sharing with various stakeholders;
(xxi) Offering photography services, caption and crop photos for use; and
(xxii) Analyzing social media metrics reports and preparing actionable reports.

(b) Job Specifications

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

(i) Cumulative service period of three (3) years' relevant work experience of which should have been at the grade of Corporate Communication Officer or in a comparable position;
(ii) Bachelor's degree in any of the following: - Public Relations, Corporate Communication, Journalism, Mass Communication, Communication and Media or any other equivalent qualification from a recognized and accredited institution;
(iii) Membership in Public Relations Society of Kenya (PRSK) or relevant professional body and in good standing;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

2.26.2.3 SENIOR CORPORATE COMMUNICATIONS OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Supervising the Preparation and organizing forums where the Institution's policies, programmes are propagated and promoted;
(ii) Monitoring and analyzing articles in the media pertaining to the Institution and making appropriate recommendations;
(iii) Supervising the Preparation of media supplements and documentaries, press/media releases and features;
(iv) Developing a publicity framework for purposes of public awareness;
(v) Maintaining photo and video library for the Institution;
(vi) Coordinating visibility actions through branding and other publicity strategies;
(vii) Production of IEC materials, publication, press statements and writing opinion pieces;
(viii) Establishing customer satisfaction measurement mechanisms;
(ix) Developing and updating a database for media contacts;
(x) Establishing and maintaining good public relations with stakeholders;
(xi) Profiling and branding the Institution's corporate image;
(xii) Keeping and maintaining all public affairs and communications records;

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(xiii) Editing the Institution's publications and journals for quality control;
(xiv) Creating awareness and enhancing accessibility to information at the Institution; and
(xv) Designing and implementing internal and external communication, advocacy and media strategies and programmes.

(b) Job Specifications

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

(i) Cumulative period of six (6) years' relevant work experience three (3) of which should have been in 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 Communication, Journalism, Mass Communication, Communication and Media or any other equivalent qualification from a recognized and accredited institution;
(iii) Certificate in Management Course lasting not less than Four (4) weeks from a recognized and accredited institution;
(iv) Membership in Public Relations Society of Kenya (PRSK) or relevant body and in good standing;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

2.26.2.4 ASSISTANT DIRECTOR, CORPORATE COMMUNICATIONS - GRADE 4

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Advising the management on communication policies and strategies and suggest reviews to the strategy documents in line with existing communication legislations;
(ii) Advising the management on relevant communication platforms to streamline the flow of communications within the Institution;
(iii) Advising the management on relevant corporate social responsibility programmes for implementation;
(iv) Advising on addressing complex communication issues during the implementation of research communication programs and policies;
(v) Providing direction in developing customer care policies, complaints policies, public participation policies, procedures, guidelines and manuals;
(vi) Promoting the corporate brand and image of the Institution;
(vii) Developing and implementing the Institution's communications policies and strategy;
(viii) Overseeing the Institution's corporate social responsibility programmes;
(ix) Managing the Institution's public/media affairs;
(x) Overseeing customer care services;

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(xi) Overseeing development and dissemination of corporate and promotional materials in liaison with relevant departments/divisions/section/units;
(xii) Overseeing engagement of the Institution with the social media;
(xiii) Overseeing development of the Institution's website, content and updates;
(xiv) Coordinating official communication with the media, the public and coverage of Institution events and activities;
(xv) Producing brochures, hand-outs, direct mail, leaflets, promotional videos, photographs, films and multimedia programmes in liaison with relevant departments;
(xvi) Coordinate the organizing press conferences exhibitions, open days, tours, competitions and events;
(xvii) Overseeing preparing, editing and publishing press releases, newsletters, features, speeches, articles, media supplements and documentaries;
(xviii) Overseeing the monitoring and evaluating performance of the unit;
(xix) Overseeing the preparing of progress reports of the unit;
(xx) Planning and budgeting for the unit; and
(xxi) Building capacity and managing performance of the unit.

Job Specifications

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

(i) Cumulative period of nine (9) years relevant work experience, three (3) of which must have been in the grade of Senior Corporate Communications Officer I or in an equivalent or comparable position;
(ii) Bachelor's degree in any of the following: - Public Relations, Corporate Communications, Journalism, Mass Communication, Communication and Media or any other equivalent qualification from a recognized and accredited institution;
(iii) Master's degree in any of the following: - Public Relations, Corporate Communication, Journalism, Mass Communication, Communication and Media or any other equivalent qualification from a recognized and accredited institution;
(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(v) Membership in Public Relations Society of Kenya (PRSK) or relevant professional body and in good standing;
(vi) Valid practicing certificate from a relevant professional body where applicable;
(vii) Proficiency in computer applications; and
(viii) Demonstrated managerial, administrative, and professional competence as reflected in work performance and results.

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2.27 CAREER PROGRESSION GUIDELINES FOR SUPPLY CHAIN MANAGEMENT PERSONNEL

(a) Job Purpose

The cadre is responsible for planning and overseeing the entire lifecycle of a product, focusing on procurement, inventory control and logistics; they ensure goods move smoothly from raw materials to final customer delivery while reducing costs and improving efficiency.

(b) Functions

The Supply Chain Management personnel perform the following functions: -

i. Implement and interpret supply chain management policies, regulations, procedures and guidelines;
ii. Ensure procurement processes and procedures comply with the Public Procurement and Asset Disposal Act, Public Procurement and Disposal Regulations, and other laws and policy documents that impact on procurement;
iii. Provide professional opinion on supply chain management matters;
iv. Prepare annual procurement plans for goods and services;
v. Ensure safety, security and proper preservation of stores;
vi. Liaise with the National Treasury and the Public Procurement Regulatory Authority on matters related to procurement and asset disposal;
vii. Procure and dispose goods and services;
viii. Maintain updated lists of pre-qualified and approved suppliers;
ix. Prepare tender and prequalification documents for expression of interest;
x. Monitor contract management by the user department to ensure implementation of contracts in accordance with the terms and conditions of contracts;
xi. Carry out market surveys to inform the placing of orders or adjudication by the relevant awarding authority;
xii. Conduct periodic and annual stock taking;
xiii. Maintain and archive procurement and asset disposal documents and records for the required period; and
xiv. Submit quarterly reports to the National Treasury and Public Procurement Regulatory Authority (PPRA).

(c) Grading structure

This career progression guideline establishes Five (5) grades of Assistant Supply Chain Management Officers and four (4) grades of Supply Chain Management Officers who will be designated and graded as follows:

ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICERS

S/NO	DESIGNATION	GRADE
1	Assistant Supply Chain Management Officer III	9
2	Assistant Supply Chain Management Officer II	8

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3	Assistant Supply Chain Management Officer I	7
4	Senior Assistant Supply Chain Management Officer II	6
5	Senior Assistant Supply Chain Management Officer I	5

SUPPLY CHAIN MANAGEMENT OFFICERS

S/NO	DESIGNATION	GRADE
1	Supply Chain Management Officer	7
2	Senior Supply Chain Management Officer II	6
3	Senior Supply Chain Management Officer I	5
4	Assistant Director Supply Chain Management	4

The grades Assistant Supply Chain Management Officer III/II of Grade 9/8 for Diploma holders and Supply Chain Management Officer / Senior Grade 7/6 will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

i. Diploma in Supplies Management, Procurement, Logistics or its equivalent qualification from a recognized Institution
ii. Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized 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 Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized and accredited institution
iv. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized and accredited institution
v. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution.
vi. Certificate in Leadership Course lasting not less than Four (4) weeks from a recognized and accredited institution.
vii. Membership of Kenya Institute of Supply Management (KISM) or relevant professional body.
viii. Valid practicing certificate from a relevant professional body where applicable.
ix. A member of a recognized Purchasing and Supplies Management Professional Body.

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JOB DESCRIPTIONS AND SPECIFICATIONS

2.27.1 ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER III - GRADE 9

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.

(a) Job Description

Duties and Responsibilities at this level will entails-

i. Issuing and receiving Stores;
ii. Assisting in stock taking; and
iii. Reconciliation, preparation and maintenance of records.

(b) Job Specifications

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

i. Diploma in Supplies Management, Procurement, Logistics or it equivalent qualification from a recognized Institution
ii. Proficiency in computer applications

2.27.2 ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER II - GRADE 8

(a) Job Description

Duties and Responsibilities at this level will entails-

i. Managing stores;
ii. Updating supply chain management data;
iii. Ensuring security and safe custody of stores;
iv. Procuring and issuing of stores;
v. Rationing stores;
vi. Receiving goods and services from suppliers; and
vii. Issuing goods and services to the consumers.

(b) Job Specification

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

i. A minimum cumulative service period of Three (3) years at the grade of Assistant Supply Chain Management Officer III or in a relevant and comparable position;

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ii. Diploma in Supplies Management, Procurement, Logistics or it equivalent qualification from a recognized Institution;
iii. Proficiency in computer applications; and
iv. Shown merit and ability as reflected in work performance and results.

2.27.3 ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER I - GRADE 7

(a) Job Description

Duties and Responsibilities at this level will entails-

i. Verifying stores;
ii. Receiving of goods and services from suppliers and issuance of the same to the consumers;
iii. Collecting and compiling supply chain management data;
iv. Procuring stores locally and overseas through the tender evaluation and acceptance committee to assist the line management in all areas of supply;
v. Implementing procurement policies.

(b) Job Specification

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

i. A minimum cumulative service period of Six (6) years, Three (3) of which should have been at the grade of Assistant Supply Chain Management Officer II or in a relevant and comparable position;
ii. Diploma in Supplies Management, Procurement, Logistics or its equivalent qualification from a recognized Institution;
iii. Proficiency in computer applications; and
iv. Shown merit and ability as reflected in work performance and results.

2.27.4 SENIOR ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER II - GRADE 6

(a) Job Description

Duties and Responsibilities at this level will entails-

i. Verifying stores;
ii. Procuring stores through the tender evaluation and acceptance committee to assist the line management in all areas of supply;
iii. Analyzing supply chain management data;
iv. Implementing and enforcing regulations and policies on supply chain management;
v. Applying systems and procedures;
vi. Disposing unserviceable/obsolete stores on the recommendation of a board of survey;
vii. Receiving goods and services from suppliers and issuance of the same to the consumers; and

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viii. Preparing stock reconciliations.

(b) Job specification

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

i. Cumulative period of nine (9) years, three (3) of which should have been in the grade of Assistant Supply Chain Management Officer I or in an equivalent and comparable position;
ii. Diploma in Supplies Management, Procurement, Logistics or it equivalent qualification from a recognized Institution
iii. Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

2.27.5 SENIOR ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Implementing and enforcing regulations and policies on supply chain management;
ii. Coordinating inspection of goods and services;
iii. Supervising the receipt and issuance goods and services;
iv. Ensuring safety and security of stores to minimize breakages and loss of items held in stock;
v. Coordinating stock check and stock taking;
vi. Providing secretariat services for the ad hoc procurement committees;
vii. Preparing reports for low value procurements;
viii. Procuring stores through the tender evaluation and acceptance committee to assist the line management in all areas of supply;
ix. Analyzing supply chain management data;
x. Coordinating disposing of unserviceable/obsolete stores on the recommendation of a board of survey;
xi. Receiving goods and services from suppliers and issuance of the same to the consumers; and
xii. Preparing stock reconciliations.

(b) Job Specification

For appointment to this grade an officer must have: -

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i. A minimum cumulative period of Twelve (12) years' relevant work experience three (3) of which should have been in the grade of Senior Assistant Supply Chain Management Officer II or in an equivalent and comparable position;
ii. Diploma in Supplies Management, Procurement, Logistics or it equivalent qualification from a recognized Institution;
iii. Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

2.27.6 SUPPLY CHAIN MANAGEMENT OFFICERS

2.27.6.1 SUPPLY CHAIN MANAGEMENT OFFICER II - GRADE 8

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.

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Analyzing supply chain management data;
ii. Implementing and enforcing regulations and policies on supply chain management;
iii. Verifying stores;
iv. Coordinating receipt of goods and services from suppliers and issuance of the same to the consumers;
v. Providing support in stock taking exercise;
vi. Preparing stocks reconciliations; and
vii. Providing input in the preparation of procurement plans.

(b) Job Specification

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 Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized and accredited institution; and
ii. Proficiency in computer applications.

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2.27.6.2 SUPPLY CHAIN MANAGEMENT OFFICER I - GRADE 7

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Compiling supply chain management data;
ii. Implementing and enforcing regulations and policies on supply chain management;
iii. Supporting preparation of procurement plans and preparing procurement estimates of expenditure;
iv. Verifying and disposing stores;
v. Receiving of goods and services from suppliers and issuance to consumers;
vi. Carrying out internal monitoring and evaluation of stores;
vii. Stock taking and preparing stocks reconciliations;
viii. Following up payment of suppliers of goods and services; and
ix. Supervising stores.

(b) Job Specifications

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

i. A minimum 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 Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option) or an equivalent qualification from a recognized and accredited institution;
iii. Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

2.27.6.3 SENIOR SUPPLY CHAIN MANAGEMENT OFFICER II - GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Ensuring compilation of supply chain management data;

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ii. Ensuring implementation and enforcing regulations and policies on supply chain management;
iii. Supporting preparation of procurement plans and preparing procurement estimates of expenditure;
iv. Ensuring verification and disposal of stores;
v. Coordinating receipt of goods and services from suppliers and issuance to consumers;
vi. Carrying out internal monitoring and evaluation of stores;
vii. Stock taking and preparing stocks reconciliations;
viii. Following up payment of suppliers of goods and services; and
ix. Supervising stores.

(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 Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized and accredited institution;
iii. Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
iv. Proficiency in computer applications; and
v. Shown merit and ability as reflected in work performance and results.

2.27.6.4 SENIOR SUPPLY CHAIN MANAGEMENT OFFICER I - GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

i. Coordinating preparation of procurement plan;
ii. Coordinating preparation, publishing and invitation of tenders, proposals and quotations in line with procurement procedure;
iii. Coordinating preparation of contract documents in line with the award decision, contract variations and modifications in strict adherence to prevailing legislation;

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iv. Verifying and submitting tender and contract documents for approval;
v. Coordinating the development of appropriate measures to guarantee the safety and security of the goods and ensure compliance while working in store/warehouse;
vi. Coordinating the stock-taking process, reconciliation and physical verification exercise and submit the monthly, quarterly and annual reports;
vii. Coordinating warehousing and control of materials from receipt to delivery to end users;
viii. Ensuring reorder levels of stores are maintained to facilitate smooth running of the Institution by replenishing stock in good time;
ix. Evaluating suppliers and contractor's performance; and

(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) years 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 Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option) or an equivalent qualification from a recognized 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 Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), or an equivalent qualification from a recognized and accredited institution;
iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
v. Member of Institute of Kenya institute of supply management (KISM);
vi. Valid practicing certificate from a relevant professional body where applicable;
vii. Proficiency in computer applications; and
viii. Demonstrated managerial, administrative, and professional competence as reflected in work performance and results.

2.27.6.5 ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT - GRADE 4

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(a) Job Description

Duties and responsibilities at this level will entail: -

i. Overseeing implementation of public procurement policies, regulations procedures and guidelines;
ii. Monitoring compliance with public procurement and asset disposal act,, and regulations; process tender for procurement of goods and services as per laid down policies and procedures;
iii. Reviewing approved orders and requisitions;
iv. Coordinating with legal and user departments in drawing and managing procurement contracts;
v. Overseeing development of procurement plans in liaison with users and as per the requirements and facilitate execution; and implementing of e-procurement strategies;
vi. Ensuring provision of secretariat services to the procurement committees;
vii. Coordinating the disposal of unserviceable stores as per the established regulations;
viii. Ensuring maintenance of manual and computerized database of procurement transactions;
ix. Monitoring development and implementation of procurement systems for security and safe custody of assets; and
x. Ensuring maintenance of assets register as per the procurement and assets disposal act.

(b) Job Specifications

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

i. A minimum cumulative service period of fifteen (15) years relevant work experience three (3) years 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 Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option) or an equivalent qualification from a recognized 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 Management Option) or equivalent qualification from a recognized and accredited institution;

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iv. Certified Procurement and Supply Professional of Kenya (CPSP-K) Course or equivalent qualifications from a recognized and accredited institution;
v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
vi. Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
vii. Valid practicing certificate from a relevant professional body where applicable;
viii. Proficiency in computer applications; and
ix. Demonstrated professional competence, Managerial and administrative capability as reflected in work performance and results.

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2.28 CAREER GUIDELINE FOR INTERNAL AUDITORS

(a) Job Description

This cadre is responsible for coordination and implementation of internal audit policies, strategies and plans.

(b) Functions

The Internal Audit function entails to: -

(i) Formulate internal audit policies, strategies and procedures for the Institution;
(ii) Design, implement and review of internal audit techniques, guidelines, systems, standards, and processes;
(iii) Ascertain the institutions' compliance with the relevant internal audit statutes, policies, administrative and government circulars and guidelines;
(iv) Assess governance mechanisms of the Institution and mechanisms for transparency and accountability with regard to the finances and assets of the Institution;
(v) Conduct risk-based, value-for-money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the Institution;
(vi) Verify the existence of assets administered by the Institution and ensuring that there are proper safeguards for their protection;
(vii) Ensure appropriate institutional policies, procedures and good business practices are put in place and adhered to by the Institution;
(viii) Evaluate adequacy and reliability of information available to management for making decisions with regard to the Institution and its operations;
(ix) Prepare audit reports and presenting to the internal audit committee; and
(x) Monitor and evaluate implementation of the internal audit recommendations.

(c) Grading Structure

The Career Guidelines provides for Four (4) grades of Internal Auditors who will be designated and graded as follows:-

Designation	GRADE
Internal Auditor	7
Senior Internal Auditor II	6
Senior Internal Auditor I	5
Assistant Director, Internal Audit and Risk assurance	4

The grades of Internal Auditor / Senior Internal Grade 7 / 6 will form a common establishment for the purpose of this Career Guideline.

(d) Recognized Qualifications

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

(i) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
(ii) Master's degree in any of the following disciplines: - Finance, Accounting, Business Administration (Finance and Accounts option), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
(iii) Certified Public Accountant of Kenya (CPA), Association of Chartered Certified Accountants (ACCA), Certified Internal Auditor (CIA) or equivalent qualification from a recognized and accredited institution;
(iv) Certificate in Management Course lasting not less than four (4) weeks course from a recognized and accredited institution;
(v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(vi) Member of Institute of Internal Auditors Kenya (IIA) or any other relevant professional body where applicable and in good standing;
(vii) Valid Practicing license from relevant professional body where applicable; and
(viii) Proficiency in computer applications.

JOB DESCRIPTION AND SPECIFICATIONS

2.28.1 INTERNAL AUDITOR - GRADE 7

(a) Job Description

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

Duties and responsibilities at this level will entail: -

(i) Participating in executing audit programmes;
(ii) Collecting audit evidence;
(iii) Reviewing internal control systems in operations, processes and procedures;
(iv) Verifying, analyzing the adequacy of internal policies, procedures and processes to ensure necessary and sufficient internal controls are in place;
(v) Implementing internal audit mechanisms;
(vi) Verifying the existence and safety of the institution's assets and resources;
(vii) Preparing audit reports; and
(viii) Reviewing budgetary controls on the expenditure and commitments.

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(b) Job Specifications

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

(i) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or any other relevant qualification from a recognized and accredited institution;
(ii) Certificate in any of the following: - Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants or equivalent qualification from a recognized and accredited institution; and
(iii) Proficiency in computer applications;

2.28.2 SENIOR INTERNAL AUDITOR II- GRADE 6

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Analyzing the adequacy of internal policies, procedures and processes to ensure necessary and sufficient internal controls are in place;
(ii) Developing and reviewing internal audit guidelines, processes and procedures;
(iii) Carrying out internal audits;
(iv) Implementing internal audit mechanisms;
(v) Ascertaining the Institution complies with the relevant statutes, policies, administrative government circulars and guidelines;
(vi) Identifying and profiling risks inherent in operations, processes and procedures;
(vii) Executing audit activities to ensure reliability and integrity of information and effective use of the institution's resources and compliance with contracts, standards and policies;
(viii) Preparing reports on audit findings and making appropriate recommendations to the internal audit committee; and
(ix) Carrying out special audit assignments on a need basis and following up on audit reviews.

(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 Internal Auditor or in a comparable position;
(ii) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/Accounting Option), Business Administration (Finance Option/Accounting), Business Management (Finance/Accounting Option) or equivalent qualification from a recognized and accredited institution;

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(iii) Certificate in any of the following: - Part III of the Certified Internal Auditor (CIA), Part III of the Certified Public Accountants or equivalent qualification from a recognized and accredited institution;
(iv) Member of Institute of Internal Auditors Kenya (IIA) or any other relevant professional body where applicable and in good standing;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

2.28.3 SENIOR INTERNAL AUDITOR I- GRADE 5

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Developing and reviewing internal audit guidelines, processes and procedures;
(ii) Undertaking various internal audits;
(iii) Ascertaining the Institution's compliance with the relevant internal audit statutes, policies, administrative government circulars and guidelines;
(iv) Analyzing the adequacy of internal policies, procedures and processes to ensure necessary and sufficient internal controls are in place;
(v) Supervising the Implementation of internal audit mechanisms;
(vi) Identifying and profiling various risks inherent in specific audit assignment;
(vii) Supervising the preparation of reports on audit findings and making appropriate recommendations;
(viii) Preparing detailed, understandable and cross-referenced work papers to evidence work done and for future references, in compliance with standards for professional practice in internal audit;
(ix) Executing audit activities to ensure reliability and integrity of information and effective use of the Institution resources and compliance with contracts, standards and policies;
(x) Presenting reports to the internal audit committee on audit recommendations; and
(xi) Carrying out special audit assignments as need arises and following up on audit reviews.

(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 Internal Auditor II or in a comparable position;
(ii) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/ Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
(iii) Certified Public Accountant of Kenya (CPA-K), Association of Chartered Certified Accountants (ACCA), Certified Internal Auditor (CIA) or equivalent qualification from a recognized and accredited institution;

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(iv) Member of Institute of Internal Auditors Kenya (IIA) or any other relevant professional body where applicable and in good standing;
(v) Certificate in Management Course lasting not less than Four (4) weeks from a recognized and accredited institution;
(vi) Proficiency in computer applications;
(vii) Shown merit and ability as reflected in work performance and results;
(viii) Coordinating the implementation of internal audit policies, strategies and procedures for the Institution;
(ix) Ascertaining the Institution's compliance with the relevant internal audit statutes, policies, administrative government circulars and guidelines;
(x) Coordinating internal audit and quality assurance activities;
(xi) Coordinating the implementation of risk assessment framework;
(xii) Interpreting audit regulations for the Institution; and
(xiii) Allocating and coordinating audit assignments.

2.28.4 ASSISTANT DIRECTOR, INTERNAL AUDIT AND RISK ASSURANCE- GRADE 4

(a) Job Description

Duties and responsibilities at this level will entail: -

(i) Implementing fraud investigation strategy and ensuring that the operational plan and procedures are implemented;
(ii) Executing investigation, forensic audit and other special assignments;
(iii) Identifying and profiling various risks inherent in specific audit assignments;
(iv) Developing audit programmes;
(v) Coordinating the preparation of reports on audit findings and making appropriate recommendations;
(vi) Coordinating post audit reviews; and
(vii) Coordinating the preparation and submission of periodic audit reports;
(viii) Overseeing the review of budgetary performance, financial management, transparency and accountability mechanisms and processes;
(ix) Ensuring reasonable assurance on the state of risk management, control and governance within the Institution;
(x) Spearheading the undertaking of a risk-based, value-for-money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the Institution;
(xi) Ensuring assessment of compliance with applicable laws, regulations, policies and procedures;
(xii) Assuring the institutions' board of governors that resources are acquired economically utilized efficiently and adequately protected;
(xiii) Overseeing special audits/investigations;
(xiv) Ensuring the provision of secretariat services to the audit management committee;
(xv) Ensuring reasonable assurance on the state of risk management, control and governance;

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(xvi) Overseeing the review of effectiveness of financial and non-financial performance management systems; and
(xvii) Ensuring capacity building, development and performance management of staff in the division.

(b) Job Specifications

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

(i) A minimum cumulative service period of nine (9) years relevant work experience, three (3) of which must have been at the grade of Senior Internal Auditor I or in an equivalent or comparable position;
(ii) Bachelor's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent qualification from a recognized and accredited institution;
(iii) Master's Degree in any of the following fields: - Finance, Accounting, Commerce (Finance/Accounting option), Business Administration (Finance option/Accounting), Business Management (Finance/Accounting option) or equivalent from a recognized and accredited institution;
(iv) Certified Public Accountant of Kenya (CPA-K), Association of Chartered Certified Accountants (ACCA), Certified Internal Auditor (CIA) or equivalent qualification from a recognized and accredited institution;
(v) Member of Institute of Internal Auditors Kenya (IIA) or any other relevant professional body where applicable and in good standing;
(vi) Valid Practicing license from relevant professional body where applicable;
(vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
(viii) Proficiency in computer applications; and
(ix) Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

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2.29 CAREER GUIDELINE FOR KITCHEN PERSONNEL

a) Job Purpose:

The cadre exists to prepare food and beverage. It also develops and creates special menus for special events and functions.

The functions for this cadre include:

i. Ensure that there are adequate supplies of groceries, fish, meat and vegetables.
ii. Liaise with Food and Beverage Supervisor
iii. Ensure cost cards are kept up to date with any new menus that might occur, prepare recipe cards for reference.
iv. Ensure that staff meals are prepared and served in time.
v. Report any failure of equipment to the maintenance team.
vi. Production of quality food for staff, students and guests by following the set procedures.
vii. Providing items required for class demonstrations daily to facilitate the process.
viii. Receiving of materials in the kitchen regularly
ix. Mentoring students on various kitchen aspects to add practical skills to them
x. Ensuring kitchen cleanliness is maintained to avoid contamination of food .
xi. Ensuring safety of perishable materials by refrigerating them.

b) Grading Structure:

This career guideline establishes six (6) grades for Kitchen Personnel who will be graded and designated as follows:

S/No.	Designation	Grade
1.	Cook	10
2.	Senior Cook	9
3.	Chef de parte	8
4.	Sous Chef	7
5.	Senior Sous Chef II	6
6.	Senior Sous Chef I	5

c) Recognized Qualifications:

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

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i. Bachelors' degree in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
ii. Diploma in either of the following disciplines: Catering and Hotel Management; ; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
iii. Certificate in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
iv. Certificate in a Management Course lasting not less than four (4) weeks from a recognised institution;
v. Certificate in a Leadership Course lasting not less than four (4) weeks from a recognised institution;
vi. Certificate in a Supervisory Development Course lasting not less than two (2) weeks from a recognised institution;
vii. Demonstrated results in work performance
viii. Proficiency in computer applications

JOB DESCRIPTION AND SPECIFICATION

2.29.1 COOK - GRADE 10

a) Job Descriptions:

i. Prepare, present and serve food;
ii. Clean works station including fridges;
iii. Consult the Chef on the day's menu and ascertain requirements;
iv. Ensure maximum care is being taken in use of dangerous machinery and equipment;
v. Ensure cleanliness in the kitchen through washing to avoid any contamination of food;
vi. Report any faulty equipment for maintenance to avoid any delays which may result from this;
vii. Provide items required for class demonstrations daily to facilitate the process;
viii. Mentor all students on attachment on various practical aspects to improve their skills; and
ix. Aid the food preparation process by providing basic services like chopping vegetables to ensure time targets are met

b) Job Specifications:

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i. Certificate in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
ii. Proficiency in computer applications; and
iii. Must possess current food handlers' certificate.

2.29.2 SENIOR COOK - Grade 9

a) Job Descriptions:

i. Prepare, present and serve food;
ii. Clean works station including fridges;
iii. Consult the Chef on the day's menu and ascertain requirements;
iv. Ensure maximum care is being taken in use of dangerous machinery and equipment;
v. Ensure cleanliness in the kitchen through washing to avoid any contamination of food;
vi. Report any faulty equipment for maintenance to avoid any delays which may result from this;
vii. Provide items required for class demonstrations daily to facilitate the process;
viii. Mentor all students on attachment on various practical aspects to improve their skills; and
ix. Aid the food preparation process by providing basic services like chopping vegetables to ensure time targets are met.

b) Job Specifications:

i. Diploma in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
ii. Knowledge of Hotel Information System;
iii. Proficiency in computer applications; and
iv. Must possess current food handlers' certificate.

2.29.3 CHEF DE PARTIE - Grade 8

a) Job Descriptions:

i. Ensure timely preparation of food by coordinating the Cooks to meet the set time targets and quality;
ii. Ensure the correct food portions are served to avoid wastages which reduce the overall costs;

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iii. Make daily requisitions for respective units to ensure availability of all the raw materials required for preparation of food to ensure continuous production;
iv. Ensure proper cleaning of equipment daily to avoid food contamination and improve the quality of food;
v. Report any failure of equipment to the Sous Chef;
vi. Supervise stock taking of food items;
vii. Supervise students on attachment and ensure they follow the set procedures in production of food to ensure that they gain the required experience; and
viii. Ensure compliance with Hazard Analysis Critical Control Points (HACCP) rules.

b) Job Specifications:

i. Diploma in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
ii. At least three (3) years relevant working experience;
iii. Demonstrated results in work performance;
iv. Proficiency in computer applications; and
v. Must possess current food handlers' certificate.

2.29.4 SOUS CHEF - GRADE 7

a) Job Descriptions:

i. Ensuring that all food produced is of highest standards;
ii. Preparing the duty roster and leave schedules for the Department;
iii. Ensuring that all staff in the kitchen department are properly dressed, well trained and their working area is kept clean during and after work;
iv. Liaise with the Food and Beverage Supervisor regarding the daily menus, inform him/her as to the items that are not available that day;
v. Prepare menus in liaison with the Food and Beverage Manager for lunch, dinner and special occasions;
vi. Supervise food stock, supply where necessary; supervise the preparation and service of banquet to ensure the highest standard;
vii. Ensure there is no waste of food products and produce a steady gross food cost each month;
viii. Direct all the kitchen staff in their operations to ensure quality meals;
ix. Raise daily purchase requisitions and ensure that all documents are processed on time to ensure continuous supply;
x. Receive daily supplies and verify to ensure that specifications are met for quality output;

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xi. Report any repair requirements to the Property and Estates Division to ensure a good working environment for quality delivery;
xii. Supervising necessary stock records upon receipt of materials which are required for references if need arise;
xiii. Ensuring hygiene standards are maintained in the kitchen;
xiv. Ensure quality services in the kitchen through proper guidance to enhance customer satisfaction;
xv. Provide staff information on performance regularly required by the human resources for appraisals; and
xvi. Ensure compliance with HACCP rules.

b) Job Specifications

For appointment to this grade, an officer must have;

i. Diploma in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
ii. At least six (6) years relevant working experience;
iii. Supervisory course lasting not less than two (2) weeks;
iv. Knowledge of Hotel Information System;
v. Demonstrated results in work performance;
vi. Meets the requirement of chapter six of the constitution;
vii. Proficiency in computer applications; and
viii. Must possess current food handlers' certificate.

2.29.5 SENIOR SOUS CHEF II - GRADE 6

a) Job Descriptions:

i. Ensuring that all food produced is of highest standards;
ii. Coordinating the preparation of the duty roster and leave schedules for the Department;
iii. Coordinating that all staff in the kitchen department are properly dressed, well trained and their working area is kept clean during and after work;
iv. Liaise with the Food and Beverage Supervisor regarding the daily menus, inform him/her as to the items that are not available that day;
v. Coordinating the preparation of menus in liaison with the Food and Beverage Manager for lunch, dinner and special occasions;
vi. Coordinating stock taking of food supply where necessary;
vii. Supervise the preparation and service of banquet to meet the highest standard;

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viii. Ensuring that no waste of food products and produce a steady gross food cost each month;
ix. Direct all the kitchen staff in their operations to ensure quality meals;
x. Raise daily purchase requisitions and ensure that all documents are processed on time to ensure continuous supply;
xi. Supervising the receipt of daily supplies and ensuring that specifications are met for quality output;
xii. Ensuring repair requirement reports are channeled to the Property and Estates Division;
xiii. Coordinating proper stock records data upon receipt of materials which are required for references if need arise;
xiv. Ensure hygiene in the kitchen by ensuring that it is cleaned regularly to avoid contamination of food;
xv. Ensure quality services in the kitchen through proper guidance to enhance customer satisfaction;
xvi. Provide staff information on performance regularly required by the human resources for appraisals; and
xvii. Ensure compliance with HACCP rules.

b) Job Specifications

For appointment to this grade, an officer must have;

i. Diploma in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
ii. At least nine (9) years relevant working experience;
iii. Supervisory course lasting not less than two (2) weeks;
iv. Knowledge of Hotel Information System;
v. Demonstrated results in work performance;
vi. Meets the requirement of chapter six of the constitution;
vii. Proficiency in computer applications; and
viii. Must possess current food handlers' certificate.

2.29.6 SENIOR SOUS CHEF II - GRADE 5

a) Job Descriptions:

i. Overseeing that all food produced is of highest standards;
ii. Overseeing the preparation of the duty roster and leave schedules for the Department;

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iii. Overseeing that all staff in the kitchen department are properly dressed, well trained and their working area is kept clean during and after work;
iv. Liaise with the Food and Beverage Supervisor regarding the daily menus, inform him/her as to the items that are not available that day;
v. Overseeing preparation of menus in liaison with the Food and Beverage Manager for lunch, dinner and special occasions;
vi. Overseeing food stock taking, supply where necessary; supervise the preparation and service of the banquet to ensure the highest standard;
vii. Direct all the kitchen staff in their operations to ensure quality meals;
viii. Raise daily purchase requisitions and ensure that all documents are processed on time to ensure continuous supply;
ix. Overseeing the receipt of daily supplies and ensuring that specifications are met for quality output;
x. Ensuring Repair requirement reports are channeled to the Property and Estates Division;
xi. Overseeing stock records are kept upon receipt of materials which are required for references if need arise;
xii. Ensure hygiene in the kitchen by ensuring that it is cleaned regularly to avoid contamination of food;
xiii. Ensure quality services in the kitchen through proper guidance to enhance customer satisfaction;
xiv. Provide staff information on performance regularly required by the human resources for appraisals; and
xv. Ensure compliance with HACCP rules.

b) Job Specifications:

For appointment to this grade, an officer must have;

1. Diploma in either of the following disciplines: Catering and Hotel Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;
2. At least twelve (12) years relevant working experience;
3. Supervisory course lasting not less than two (2) weeks;
4. Knowledge of Hotel Information System;
5. Demonstrated results in work performance; and
6. Must possess current food handlers' certificate.

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