

REPUBLIC OF KENYA



SOCATT (K)

CAREER PROGRESSION GUIDELINES FOR COUNTY ASSEMBLY SERVICE

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Declaration

The Second Edition of County Assemblies Career Progression Guideline has been sponsored for review and eventually adopted by Society of Clerks at The Table (SOCATT-K) during its Annual General Meeting held on 12 th November, 2020.

Signed on behalf of All Clerks by:

Chairman – SOCATT

Date

Secretary – SOCATT

Date

Acknowledgement

The success and final outcome of the reviewed career progression guidelines would not occur if not for the select Human Resource Committee from various County Assemblies. Indeed, it was their determination, passion and expertise that led to the completion of this momentous exercise. Kudos is conferred on this gallant members of the technical committee: Mr. Josiah Mathenge, Ms. Leah Ireri, Mr. Elias Marete, CHRP Jane Wakanyi, Ms. Abigael Nyandoya, Ms. Linet Ochieng, Mr. Jarso Roba, Ms. Hildah Kamzeh, Mr. Harrison Chizambo, CHRP Catherine Njeri, CHRP Daniel Timoi, and Mr. Henry Tarus.

Special thanks is extended to the SOCATT Human Resource Committee headed by Mr. Jenard Mwiggeh and their secretariat for their fruitful mission of realizing a comprehensive career progression guidelines.

Further, an exceptional recognition is also made with respect to all stakeholders who were involved in the review of the second edition scheme of service. Their valued contribution to the cause will not pass unnoticed as it underpinned the realization of the new edition of the robust career progression guidelines.

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Above all, the leadership of SOCATT and the entire Clerks of County Assemblies under the SOCATT(K) umbrella have immensely supported the review of the career progression guidelines in so many ways including facilitation of the technical committee inter alia. Consequently, a special gratitude is hereby conveyed to the Clerks pursuant to their commitment to make the Assembly Service better.

Abbreviations and Acronyms

ABBREVIATION

CAF
CAS
CCNA
CCTV
CHRP (K)
CIDP
CIFA
CISA
CPA (K)
DPSM
GHRIS
HR&A
IHRM (K)
IPPD
IT
JG
KISM
MCAs
MCITP
MSCE
MTEF
PFMA
PR
SOCATT
SOS

MEANING

County Assemblies Forum
BCounty Assembly Service Board
Cisco Certified Network Associate
Close Circuit Television
Certified Human Resource Professional of Kenya
County Integrated Development Plan
Certified Investment Financial Analysts
Certified Information Systems Audit
Certified Public Accountant of Kenya
Directorate of Public Service Management
Government Human Resource Information System
Human Resource and Administration
Institute of Human Resource Management - Kenya
Integrated Payroll & Personnel Database
Information Technology
Job Grade / Job Group
Kenya Institute of Supplies Management
Members of County Assembly
Microsoft Certified IT Professional
Microsoft Certified Systems Engineer
Medium Term Expenditure Framework
Public Finance Management Act
Public Relations
Society of the Clerks At the Table
Scheme of Service

Definition of Terms

- Board – refers to County Assembly Service Board unless explicitly indicated otherwise.
- Establishment – refers to a control system in an organizational setup indicating the authorized (optimum) posts, in-post and variances in form of vacancy or over establishment.
- Common establishment – refers to the first two grades at entry that guarantees automatic promotion upon completion of the minimum period save for any other declared requirement by the scheme.
- Accounting Officer – Means the Clerk/Head of Department appointed by the County Assembly Service Board, to take full responsibility on the finances, assets and liabilities of the County Assembly.
- Authorized Officer – refers to the Clerk/Secretary who exercises supervision over the County Assembly in which the public officer holds an office and on whose behalf every correspondences of the entity is authorized.

SECTION I: IMPLEMENTATION GUIDELINES

Aims and Objectives

1. To provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitable personnel in the County Assembly.
2. To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements and demands of their jobs.
3. To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge, merit and ability as reflected in work performance and results.
4. To ensure appropriate career planning and succession management.

Responsibility for Administration

The Career Progression Guidelines will be administered by the Clerk to the County Assembly who is responsible for County Assembly Service, in conjunction with the County Assembly Service Board. In administering the Career Progression Guidelines, the Clerk will ensure its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in appointment on successful completion of their probation period. Further, in order to maintain standards in the profession, the provisions of the Career Progression Guidelines may be applied by the County Assembly Service Board as appropriate.

Training Scope

In administering the Career Progression Guidelines, the Clerk will ensure that officers acquire necessary qualifications as prescribed in the Career Progression Guidelines. In addition, the Clerk will ensure that appropriate induction, monitoring, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/ specialization and experience required for both efficient and effective performance of their duties and advancement within the career structure. Officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Clerk will consult with the training committee.

Provision of Posts

A Career progression guidelines does not constitute authority for creation of posts. Any additional posts required under the new grading structure must be included in the Assembly establishment proposals and submitted to the County Assembly Service Board for consideration and approval.

Conversion of Serving Officers

Serving officers will convert and adopt as appropriate to the new grading structure and designations as provided in the Career progression guidelines though they may not be in possession of prescribed minimum requirements and/or experience. For advancement to higher grades, all officers must possess the necessary qualifications and/or experience as prescribed in the career progression guidelines.

Incremental Credit

Incremental credits for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the grade is not exceeded. In awarding incremental credits, any period of service or experience stipulated as the basic appointment specifications or promotion to a particular grade will be excluded.

Advancement to Higher Grades

The Career Progression Guidelines sets out the minimum qualifications and/or experience required for appointment or advancement from one grade to another. It should however, be clearly understood 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:

1. **Existence of a vacancy in the authorized establishment;**
2. Budgetary allocation;
3. Merit and ability as reflected in work performance;
4. Recommendation of Advisory Committee; and
5. The approval of the CASB.

Implementation of the Career Progression Guidelines

The Career Progression Guidelines will become operational with effect from the date determined by County Assembly Service Board (CASB) upon approval. On implementation, all serving officers will automatically become members of the Scheme.

Job and Appointment Specifications

The Career Progression Guidelines cater for various Cadres whose Job descriptions and specifications are stipulated in this document.

Caveat for Implementation of the Career Guidelines

Promotion is subject to availability of vacancy, budget and authorized establishment.

Common establishment will only be considered for the first two grades at entry level except for the stipulated required minimums.

Merit, ability and work performance is meant for promotion purpose only.

Serving officers will adopt and convert as appropriate to the new designations and grading structure as applicable. Serving officers who do not have the requisite qualification for the substantive grade they hold as per this scheme of service are directed to take personal step to acquire the necessary qualification without which no upward mobility will be awarded.

Entry levels for various qualifications

This career progression guidelines outline the framework for entry and termination grades as follows.

Generic - matrix on entry and termination levels

	Entry Grade	Termination Level	Qualifications from Recognized and Accredited Institution
1	CASB 18/17	CASB 14	Primary Schools Certificate with Vocational Apprenticeship, Secondary School Education (below mean grade D (Plain) or its equivalent.
2	CASB 15/16	CASB 12	Secondary Schools Certificate Mean Grade D+ plus or its equivalent with at least Vocational Training.
3	CASB 13	CASB 10	Secondary School certificate mean grade C- or KCSE (D+) with post-secondary qualification e.g. vocational Training/Trade Test certificate (Final), craft certificate, proficiency certificate.
4	CASB 12	CASB 9	Relevant Certificate in the Functional area Plus Secondary School Certificate - mean grade C- (minus) or its equivalent.
5	CASB 11	CASB 8	Diploma (includes Higher Diploma)
6	CASB 10	CASB 6	Degree (General)
7	CASB 9	CASB 6	Degree (Professional)

Master degree is an appointment and promotional requirement for CASB grade 5 and above subject to declaration of vacancy and associated requisite qualifications.

Conversion Grade

There are eighteen possible job grades within County Assembly establishment. As provided in the table below, the CASB grades are listed with its commensurate grade within the Civil Service.

SNO	CASB Grade	CS - JG
1	18	A
2	17	B
3	16	C
4	15	D
5	14	E
6	13	F
7	12	G
8	11	H
9	10	J
10	9	K
11	8	L
12	7	M
13	6	N
14	5	P
15	4	Q
16	3	R
17	2	S
18	1	T

SECTION II: CAREER PROGRESSION GUIDELINES DIRECTORATE OF LEGISLATIVE, PROCEDURAL AND COMMITTEE SERVICES

CAREER PROGRESSION GUIDELINES FOR THE CLERK'S CHAMBER

CLERK OF THE COUNTY ASSEMBLY, JOB GRADE "T" /CASB 1

a) Duties and Responsibilities

The Clerk is the Chief Executive Officer; administrative and technical head of the Assembly Service and is responsible to the Speaker and the County Assembly Service Board for the general operations and efficient conduct of the business of the Assembly Service. In this endeavour, the Clerk will generally provide strategic, managerial and procedural direction and support the operations of the County Assembly. The Clerk will be responsible for the initiation, coordination and harmonization of policies, legislation and strategies relating to the development and operation of the County Assembly.

I. Managerial / Supervisory Responsibilities

A) As a Secretary to the County Assembly Service Board (County Assembly Services Act No. 24 of 2017 Section 17), the Secretary shall be:

- i. The chief executive officer of the Board;
- ii. The accounting officer of the Board;
- iii. The administrative head of the Assembly Service;
- iv. The custodian of the Board's records;
- v. Responsible for the execution of the decisions of the Board;
- vi. Assignment of duties and supervision of the staff of the Board;
- vii. The preparation and submission of the programs necessary for the achievement of the Board's mandate for approval by the Board;
- viii. Causing to be kept records of the proceedings and minutes of the meetings of the Board and such other records as the Board may direct;
- ix. Ensuring staff compliance with public service values, principles and ethics;
- x. Responsible to the chairperson of the Board and the Board for the general working and efficient conduct of business of the County Assembly Service.
- xi. Responsible for the day to day management of the County Assembly Service, and subject to such directions as may be given by the Board;
- xii. Responsible for assigning or delegating functions of the Board to an employee of the County Assembly Service in consultation with the Board;
- xiii. Direct the implementation of resolutions of the County Assembly Service Board.

B) Procedural Functions (County Assembly Services Act No. 24 of 2017 Section 20).

Principal advisor in the provision of expert, non-partisan and impartial advice to the Speaker of the County Assembly, other presiding officers and to all honourable Members on the parliamentary procedures, practices, conventions and traditions;
Presiding on the first sitting of County Assembly;
Presiding over the election of County Assembly Speaker;
Administering oaths of office to the newly elected Members and the Speaker;
Responsible for marshalling all legislative measures passed by the Assembly including certifying Bills passed by the County Assembly;
Oversee enhanced public understanding and knowledge of the work of the County Assembly and increasing public accessibility;
Responsible for the drafting of legislative proposals and Bills for enactment by the County Assembly and publishing of such Bills in the County/Kenya gazette;
Responsible for the development, amendment and implementation of the County Assembly Standing Orders and other Procedural Manuals.

C) Strategic Planning and Execution

Provide leadership and vision to the County Assembly;
Establish and review strategic priorities of the County Assembly in consultation with the County Assembly Service Board;
Overall responsibility for formulation and development of County Assembly strategic plan and objectives;
Spearheading the achievement of the County Assembly strategic objectives as per the approved County Assembly Strategic Plan;
Spearheading the achievement of the County Assembly annual performance contract targets;
Responsible for development and implementation of the County Assembly annual budget, work plans and procurement plans to ensure the progressive realization of the County Assembly objectives;
Oversee the formulation, development and implementation of policies for achieving strategic and administrative functioning of the Assembly; and
Coordinate preparation of annual performance report of the Assembly.

D) Corporate Governance

Overall responsibility for adherence and Compliance to Constitutional, Legal and Regulatory frameworks on the management of public finance by the County Assembly;
Enforcement of the national values, values and principles of public service and leadership and integrity code of conduct in accordance with articles 10 and 232 of the Constitution of Kenya and POE Act 2003 and LIA (2012);
Prepare and present various periodic reports for presentation and approval by the County Assembly Service Board;
Ensure implementation of the County Assembly Service Board recommendations;
Ensure effective internal controls and processes while maintaining strong risks and compliance system;
Oversee progressive automation of County Assembly processes with a robust IT System;

Responsible for responding to audit queries before all relevant committees of the Assembly, the office of the Auditor General and the Senate.

E) Stakeholder Engagement

1. Build rapport between National Government, Parliament, County Assemblies and County Executives;
2. Implement the provisions of the Constitution on Public Participation in legislative processes;
3. Responsible for enhancing public understanding and knowledge of the work of the County Assembly and increasing public access to information;
4. Responsible for external relations and official interactions with other arms of Government, Ministries, departments and agencies; Constitutional Commissions and independent offices, International legislative Institutions, citizens and interest groups and the Public.

Operational Responsibilities / Tasks

1. Responsible for the day to day administration and functioning of the County Assembly;
2. The custodian of the Board's records;
3. Convey all the decisions made by the Board;
4. Communicates advice/recommendations of the Staff Advisory Committee to the County Assembly Service Board;
5. Secretary to the County Assembly Service Board;
6. Plan, arrange and coordinate CASB meetings, workshops, training, conferences, and retreats to ensure efficient operations of the board;
7. Submission of returns to statutory bodies, independent offices and Constitutional Commissions;
8. Ensure smooth running and operations of the ward offices and safety of the office assets;
9. Advise the County Assembly Service Board (CASB) on administrative and operational issues;
10. Chairing the Management committees meetings;
11. Steering Performance management process and submit annual financial performance report of the Assembly; and
12. Carrying out such other duties and exercising powers as may be conferred on him or her by law or by the Standing Orders and practices of the county assembly.

Financial Responsibility

1. As the Accounting/Authorized Officer of a County Assembly, the Clerk shall: monitor, evaluate and oversee the management of the County Assembly public finances. The scope of Financial Responsibility includes:
2. An authorized officer of the service/Authority to incur expenditure (AIE) and final financial approver at the County Assembly;
3. Promoting and enforcing transparency, effective management and accountability concerning the use of public finances;
4. Ensuring that accounting standards are applied;
5. Implementing financial policies in relation to County Assembly finances;
6. Ensuring proper management and control of, and accounting for, County Assembly finances to promote the efficient and effective use of budgetary resources;
7. Responsible for the preparation of the County Assembly Annual Development Plans (ADP);
8. Oversees the preparations and implementation of County Assembly annual budget;
9. Coordinate requests for Grants from National Government and other Development Partners;
10. Monitoring the management of County Assembly absorption finances and expenditure control;
11. Reporting regularly to the County Assembly Service Boards on the implementation of their budget;
12. The administrator of the County Assembly Mortgage and Car Loan schemes;
13. Overall responsibility for adherence and compliance to constitutional, legal and regulatory frameworks on the management of public finance by the County Assembly.

Responsibility for Physical Assets

1. Oversees the procurement and management of the County Assembly assets;
2. Overall responsibility for County Assembly physical assets including:
3. Land and buildings;
4. Plant and machinery;
5. Motor vehicles;
6. Furniture Fixtures and fittings; and
7. ICT equipment.
8. Cash at hand and at the bank.
9. Overall responsibility for disposal of County Assembly unserviceable, obsolete, obsolescent or surplus stores and equipment; and
10. Overall responsibility for the safety of the mace (symbol of Authority of the County Assembly).

Requirements for Appointment

For appointment to this grade an officer must have:

1. Fifteen (15) years relevant work experience five (5) years of which must have served as a Deputy Clerk or a Director in comparable position in public/private service;
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
3. Master degree in any Social Science from a recognized institution will be an added advantage;
4. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
5. Demonstrated merit, ability, integrity and professional competence as reflected in work performance and results;
6. Certificate in computer application;
7. Meets the requirements of Leadership and Integrity set out in Chapter Six of the Constitution.

CAREER PROGRESSION GUIDELINES FOR LEGISLATIVE, PROCEDURAL AND COMMITTEE SERVICES

Legislative, Procedural and Committee Function

The Legislative, Procedural and Committee Services Function entails:

- (i) Providing technical procedural advice to the Speaker, presiding officers and Members of the Assembly;
- (ii) Ensuring timely processing and orderly disposal of the agenda of County Assembly; also known as Orders of the Day which comprises of Questions, Motions, Bills, Petitions and Statements for ventilation of certain public concerns;
- (iii) Overseeing smooth and efficient operation of Assembly Committees;
- (iv) Providing legislative and procedural information to the Speaker, Members and Staff;
- (v) Recording the votes and proceedings;
- (vi) Drafting and processing bills, motions and statements;
- (vii) carrying out research as assigned;
- (viii) marshalling all decisions arrived at by the County Assembly in accordance with the Constitution, statutes, Standing Orders, precedents, traditions and practices; and carrying out other administrative duties in support of the operations of legislative, procedural and committee services.

Grading Structure

The Career progression Guidelines establishes seven (7) grades of Clerks who will be designated and graded as follows:

DESIGNATION	SRC	IPPD
Second Clerk Assistant	10	J
First Clerk Assistant	9	K
Senior Clerk Assistant	8	L
Chief Clerk Assistant	7	M
Principal Clerk Assistant	6	N
Assistant Director - Legislative, Procedural & Committee Services	5	P
Deputy Director - Legislative, Procedural & Committee Services	4	Q
Director - Legislative, Procedural & Committee Services	3	R

Recognized Qualifications

The following are the recognized minimum qualifications for this cadre:

- (i) Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution.
- (ii) Master degree in any Social Science from a recognized institution.
- (iii) Certificate in Senior Management Course lasting not less than four (4) week from a recognized institution.
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (v) Certificate in computer application skills.

Entry into the Career Progression Guidelines

Direct entry will be made at the level of Second Clerk Assistant. In exceptional cases however, direct appointment may be made beyond the minimum entry grade by the CASB on recommendation by the Clerk provided that the candidate is in possession of minimum qualifications and the necessary experience relevant to the level/grade.

Key Result Areas

PROCEDURE: Assembly procedure, practice, conventions, tradition and etiquette.

RESEARCH: Search for fresh information / facts by consulting appropriate sources like documents or persons.

COMMITTEES: Offering administrative services to various types of Assembly committees including the County Assembly Service Board.

CONFERENCES: Activities pertaining to seminars and conferences for members of Assembly and staff.

Standards of Performance

The following systems / facilities must be developed and installed:

STANDING ORDERS: All aspects of Assembly business must be guided by the standing orders.

DATA BANK: Research material gathered in past assignments must be maintained for answering routine / replicated questions.

DIARY: For scheduling the business of the various committees.

CALENDAR: For scheduling conferences and seminars for Members and staff, and listing particular participants.

JOB DESCRIPTIONS AND SPECIFICATIONS

SECOND CLERK ASSISTANT, JOB GRADE "J"/CASB 10

This is the entry and training grade for this cadre.

Duties and Responsibilities

1. Taking charge of Committees and arranging their Business;
2. Taking minutes and writing reports of the Assembly Committees;
3. Assisting in drafting of bills, statements and motions;
4. Advising Committee Chairs on procedural issues;
5. Production of timely and accurate records of Assembly's proceedings in form of votes and proceedings.

6. Searching for fresh information/facts by consulting appropriate sources like documents or persons;
7. Providing procedural, administrative and secretarial support and maintaining committee records;
8. Assist in organization of public participation;
9. Providing logistics for the committees;
10. Preparing and updating House business trackers; and
11. Responsible for computers and accessories, office furniture and fittings.
12. Requirements for Appointment
13. For appointment to this grade, a candidate must have:
14. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution; and
15. Certificate in computer application skills.
- 16.

FIRST CLERK ASSISTANT, JOB GRADE "K"/ CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. Taking charge of Committees and arranging their business by providing secretariat services;
2. Taking minutes and writing reports of the assigned Assembly Committees;
3. Assisting in drafting of Bills, Statements and Motions;
4. Advising Committee Chairperson on procedural issues;
5. Searching for fresh information/facts by consulting appropriate sources like documents or persons;
6. Conduct specific legislative research and studies for committees and Members;
7. Advising the Speaker and Members on the rules, practices and precedents of the Assembly;
8. Preparing draft procedural rulings based on standing order, practice and precedents for approval by the Speaker;
9. Keeping accurate records of the House votes and proceedings, motions, scripts and written procedure required for conduct of House business;
10. Providing procedural and administrative support and maintaining committee records;
11. Providing logistics for the committees;
12. Preparing and updating House business trackers; and
13. Drafting of order paper.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Second Clerk Assistant or in comparable position for minimum period of three (3) years;
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
3. Certificate in computer application skills; and
4. Shown merit and ability as demonstrated in work performance and results.

SENIOR CLERK ASSISTANT, JOB GRADE "L"/CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail:

1. Advising Committee Chairpersons on procedural issues;
2. Assisting in drafting of bills, statements and motions;
3. Searching for fresh information/facts by consulting appropriate sources like documents or persons;
4. Advising the Speaker and Members on the rules, practices and precedents of the Assembly;
5. Preparing draft procedural rulings based on standing orders, practice and precedents for approval by the Speaker;
6. Facilitate members in considering Bills by developing legislative proposals, briefing the Committee on Bills committed in liaison with the Legal Department, organizing public participation and stakeholder engagement on the Bills, and preparing Committee report on the Bill;
7. Facilitate the Committee in considering Reports of the Auditor General pursuant to Article 229 (8) of the Constitution by briefing the Committee on the audit queries in liaison with the Auditor General, inviting witnesses, facilitating site inspection visits and developing the draft Committee report with possible recommendations for consideration and ratification by the Committee;
8. Facilitate the Committee in considering statutory instruments (regulations developed by the County Executive Committee Members) by briefing the Committee in liaison with the Legal Department, organizing public participation and stakeholder engagement on the instruments and preparing the Committee report;
9. Facilitate the Committee in considering sessional papers and policies committed by researching and briefing the Committee on the contents of the policies/sessional papers, organizing public participation and stakeholder engagement and preparing the Committee report on the policies/sessional papers;
10. Assist members in originating and considering business for the Committee deliberations e.g. Statement requests, petitions, vetting of nominees and inquiries by preparing briefs for the Chairperson and Members;
11. Facilitate Committees in considering Budget estimates, Annual Development Plan (ADP), County Integrated Development Plan (CIDP) and County Fiscal Strategy Paper (CFSP) by briefing the Committee in liaison with the fiscal analysts, organizing public participation and stakeholder engagement on the documents, preparing Committee report and Capacity building for members;
12. Prepare work plan and coordinate Committee events such as meetings, workshops, conferences, seminars, site visits and public participation exercises;
13. Prepare draft Committee reports and ensure adoption and tabling of the same;

14. Verify members sitting allowance payment schedules for all Committees and plenary sittings by 15th day of every month for onward submission;
15. Coordinate the preparation and uploading of agendas and weekly schedules for all Committees on the Assembly website;
16. Prepare comprehensive and accurate proceedings of the Committee including minutes;
17. Keep custody of all committee minutes, papers laid, files and records;
18. Track and implement the decisions of the Committee, which include prompt preparation of Committee correspondences;
19. Prepare and circulate notices of meetings as directed by the Chairperson and ensure Members are notified to attend the meeting on time both electronically and by placing the notice in Members Pigeon holes;
20. Serve as Clerk-at-the-Table (taking votes and proceedings, taking note of action points, advising members and the speaker through the lead Clerk on procedural issues).
21. Provide linkage between the Committee and witnesses/invitees and relevant Stakeholders;
22. Facilitate the administration of oaths or affirmation to witnesses;
23. Draft budgets for Committee events such as workshops, project visits and foreign visits;
24. Responsible for office computers and accessories, office furniture, fixtures and fittings;
25. Reviewing House business trackers periodically; and
26. Responsible for performance of staff under the purview.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of First Clerk Assistant or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting not less than four (4) week from a recognized institution;
4. Certificate in computer application skills; and
5. Shown merit and ability as reflected in work performance and results.

CHIEF CLERK ASSISTANT, JOB GRADE “M”/ CASB 7

Duties and Responsibilities

Duties and responsibilities will entail:

Reviewing committees work plan;

1. Preparing budgets and logistics for committees;
2. Taking minutes and writing reports of the Assembly Committees;
3. Advising Committee Chairs on procedural issues;
4. Searching for fresh information/facts by consulting appropriate sources like documents or persons;
5. Advising the Speaker and Members on the rules, practices and precedents of the Assembly;
6. Coordinating committee conferences and seminars hosted by the assembly;
7. Preparing invitation letters, drafts and minutes for committees;
8. Preparing order papers, statements, questions and motions;
9. Undertaking research on motions by consulting appropriate sources like documents or persons;
10. Supervision of staff under purview;
11. Prepare training needs for the Clerks cadre;
12. Advise the Chairperson and Members on parliamentary procedure, practice, conventions, tradition and etiquette.
13. Facilitate members in considering Bills by developing legislative proposals, briefing the Committee on Bills committed in liaison with the Legal Department, organizing public participation and stakeholder engagement on the Bills, and preparing Committee report on the Bill;
14. Facilitate the Committee in considering Reports of the Auditor General pursuant to Article 229 (8) of the Constitution by briefing the Committee on the audit queries in liaison with the Auditor General, inviting witnesses, facilitating site inspection visits and developing the draft Committee report with possible recommendations for consideration and ratification by the Committee;
15. Facilitate the Committee in considering statutory instruments, sessional papers and policies;
16. Facilitate members in originating and considering business before the Committee e.g. Statement requests, petitions, vetting of nominees and inquiries by preparing briefs for the Chair and Members;
17. Facilitate Committees in considering Budget and Plans by briefing the Committee in liaison with the fiscal analysts, organizing public participation and stakeholder engagement on the documents, preparing Committee report and Capacity building for members;
18. Plan and coordinate Committee events such as meetings, workshops, conferences, seminars, site visits and public participation exercises;
19. Prepare draft Committee reports and ensure adoption and tabling of the same;
20. Verify members sitting allowance payment schedules for all Committees and plenary sittings by 15th day of every month for inclusion in the payroll;
21. Coordinate the preparation and uploading on the Assembly website of agendas and weekly schedules for all Committees;
22. Prepare comprehensive and accurate proceedings of the Committee;
23. Keep custody of all committee minutes, papers laid, files and records;
24. Oversee the maintenance of Assembly business trackers: bill trackers, statement trackers, motion trackers etc;
25. Prepare and circulate notices of meetings as directed by the Chairperson and ensure Members are notified to attend the meeting on time both electronically and by placing the notice in Members Pigeon holes;
26. Serve as Clerk-at-the-Table (taking votes and proceedings, taking note of action points, advising members and the speaker through the lead Clerk on procedural issues).
27. Provide linkage between the Committee and witnesses/invitees and relevant Stakeholders;
28. Facilitate administration of oaths or affirmation to witnesses;
29. Draft budgets for Committee events such as workshops, seminars and visits;
30. Reviewing House business trackers periodically; and
31. Responsible for office computers and accessories, office furniture, fixtures and fittings.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Senior Clerk Assistant or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting not less than four (4) week from a recognized institution;
4. Certificate in computer application skills; and
5. Shown merit and ability as reflected in work performance and results.

PRINCIPAL CLERK ASSISTANT, JOB GRADE “N”/CASB 6

Duties and Responsibilities

Duties and responsibilities will entail:

1. Preparation of monthly, quarterly and annual reports of the department;
2. Supervise performance of staff under purview in the department;
3. Training, mentoring and coaching of staff in the department;
4. Assist in coordinating the table office and Journals, procedural research e.g. Preparation of votes and proceedings as well as compilation of all votes/editing for upload to the website;
5. Provide administrative services and procedural advice to Legislative Committees of County Assembly, including the

- Assembly Business Committee, Speaker's Panel e.g. Preparation and timely circulation of the order paper;
6. Assist in ensuring general compliance to parliamentary procedure, practice and rules;
7. Assist in the general marshalling of published bills, Motions, Sessional papers, Petitions;
8. Assist in coordinating the preparation and processing of weekly schedules of business statements;
9. Participate in plenary sessions as appropriate;
10. Prepare Communications from the Chair on topical legal and procedural issues, legislative proposals and Vellums on all Bills passed by Assembly;
11. Assist in coordinating preparation of Committee stage amendments to Bills;
12. Serve as the lead Clerk-at-the Table;
13. Coordinate budgets for Committee events such as workshops, site visits and foreign visits;
14. Advising the Speaker and other Presiding Officers and Members of County Assembly on the procedures and practices;
15. Assisting in ensuring adherence to parliamentary procedure, practice, conventions, tradition and etiquette;
16. Coordinating operations in any of the divisions such as Procedural Research, Committees, and Legislative;
17. Coordinating operations of the table office in the Chambers;
18. Research involving search for fresh information/facts by consulting appropriate sources like documents or persons;
19. Coordinate preparation of votes and proceedings of plenary and committee sittings;
20. Overseeing preparation of House business trackers periodically; and
21. Offer administrative services to the various County Assembly committees.

Requirements for Appointment

1. Served in the grade of Chief Clerk Assistant or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting not less than four (4) week from a recognized institution;
4. Certificate in computer application skills; and
5. Shown merit and ability as reflected in work performance and results.

ASSISTANT DIRECTOR - LEGISLATIVE, PROCEDURAL & COMMITTEE SERVICES, JOB GRADE "P" /CASB 5

Duties and Responsibilities

The jobholder is responsible for assisting in coordination and supervision of functions and operations of the Procedural and Committee Services Department, providing procedural advice to the Liaison Committee and serving as the lead Clerk at the Table. The specific duties and responsibilities will entail:

1. planning and co-coordinating functions and operations of a section within the Clerk's Chambers, namely: the Table Office, the Committee Office, Procedural Research, Protocol and Conferences Office, County Assembly Organizations and Exchange Programs, Journals Office, Administrative and Financial duties;
2. coordinating the preparation of monthly, quarterly and annual reports;
3. Supervise, mentor and coach staff;
4. offering advice on procedure and practice to the Speaker, other Presiding Officers and Members of County Assembly;
5. researching on matters pertaining to parliamentary practice and procedure by consulting appropriate sources like documents or persons;
6. offering administrative services to various County Assembly committees;
7. advising the speaker, other presiding officers and members of the county assembly on legislative procedures and practices;
8. assist in coordination of operations and functions of the legislature such as activities pertaining to seminars and conferences for members of County Assembly and staff;
9. preparing the order papers;
10. maintaining County Assembly procedure, practice, conventions, tradition and etiquette;
11. editing and preparing votes on proceedings of plenary sittings;
12. Advise the Chairperson and Members on parliamentary procedure, practice, conventions, tradition and etiquette.
13. Assist in verifying and approving draft documents prepared by Clerk Assistants serving in Committees such as correspondences, reports, briefs, meeting agenda, Committee budgets and work-plans.
14. Assist in coordinating the activities of the Liaison Committee.
15. Advise officers performing duties in the Committee services department on Committee system, parliamentary procedures and on consideration of business before Committees e.g. Bills/regulations, statement requests, petitions, vetting of nominees, statutory documents (Reports of the Auditor General) and inquiries.
16. Coordinate Committees in considering Budget estimates, Annual Development Plan (ADP), County Integrated Development Plan (CIDP) and County Fiscal Strategy Paper (CFSP).
17. Assist the supervision of planning and implementation of Committee events such as meetings, workshops, conferences, seminars, site visits and public participation exercises.
18. Keep custody of Committee minutes, papers, files, reports and records.
19. Assist in conveying all correspondences to Committees and monitor Committees webpage
20. Coordinate in the provision of services offered to Members in Committees such as suitable meeting venues, refreshments and professional advice.
21. Serve as the lead Clerk-at-the Table during plenary sitting and advise the speaker, other presiding officers and members on parliamentary procedure, Standing Orders and the law.
22. Take note of plenary decisions and record action points.
23. Lead in the identification of training and development needs for Departmental staff for sharing with the Deputy Director - Legislative, Procedural and Committee Services

24. Assist in coordinating ceremonial activities such as official opening of the Assembly, swearing-in of members and address of the Governor/Senator/dignitaries.
25. Review and develop policy briefs/papers on public policy issues and the Committee system for Departmental Consumption.
26. Assist in the development of the Departmental Procurement Plan.
27. Attend Assembly administrative committees e.g. Performance Management Committees, Training Committees, and events/taskforces.
28. Prepare workshop/training presentations for the Department and the Clerk.
29. Organize Departmental meetings.
30. Perform the duties of the Deputy Director – Legislative, Procedural and Committee Services in his/her absence.

Requirements for Appointment

For appointment to this grade an officer must have:

1. Served in the grade of Principal Clerk Assistant or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
3. Master degree in any Social Science, Law or its equivalent from a recognized institution;
4. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
5. Membership to a Professional body recognized in Kenya and of good standing;
6. Certificate in computer application skills;
7. the requirements of Chapter six of the Constitution; and
8. Shown merit and ability as reflected in work performance and results.

DEPUTY DIRECTOR - LEGISLATIVE, PROCEDURAL & COMMITTEE SERVICES, JOB GRADE “Q”/CASB 4

Duties and Responsibilities

The job holder is responsible for coordinating and managing operations of Legislative, Procedural and Committee Services; and offering advice on procedural and parliamentary practices to the Speaker, Chairpersons, other presiding officers and Members of County Assembly. The specific duties and responsibilities will entail:

1. planning and co-coordinating functions and operations of a section within the Clerk's Chambers, namely: the Table Office, the Committee Office, Procedural Research, Protocol and Conferences Office, County Assembly Organizations and Exchange Programs, Journals Office, Administrative and Financial duties;
2. Coordinating, planning, and follow-up of Procedural and Committee Services work plans;
3. Rendering of expert, non-partisan and impartial advice to the Speaker, Members of County Assembly and Committees on the legislative process and parliamentary procedures, practices, conventions and traditions.
4. Coordinating training and capacity building programs for Committees and staff members to facilitate attainment of key competencies in the performance of their key roles and functions;
5. Coordinating of County Assembly Committee meetings/sittings, seminars and conferences for Members of County Assembly and Legislative staff;
6. Coordinating linkages between the work of Committees and the business of the Assembly to ensure it is effectively facilitated;
7. Supervising staff in the department; and Coordinating performance management programmes of the direct reportees in the department.
8. Serve as Clerk-At-Table when the Assembly is in session;
9. Preparation of work plans for Clerk Chamber section and oversee its implementation;
10. Implement programs for enhancing public understanding and knowledge of the work of the Assembly, increasing public accessibility, awareness and its operations;
11. Preparation of table Office documents including marshalling of published Bills, Motions, order papers, statements and Sessional Papers;
12. Oversee preparation of resolutions of the Assembly;
13. Establish and maintain a record/documentation system for Committees and Plenary;
14. Conduct legislative research for Committees and Members;
15. Review prepared agendas and other documentation for Committee meetings;
16. offering administrative services to various types of County Assembly committees;
17. Manage the Journals Office including keeping custody of County Assembly Journals and records and archiving;
18. Drawing up weekly programme of Business and preparation and ensuring timely circulation of Order Papers and Votes on Proceedings of the County Assembly;
19. Review Committees' reports to ensure conformity with parliamentary standards;
20. Development of legislative and Committee's content to be used in updating the Assembly website.
21. Implementing strategies for stakeholder consultations and engagements.
22. Implement policy and strategic administrative functioning of County Assembly's Procedural and Committees affairs to ensure effective and efficient operations of County Assembly;
23. Implementation of Committee work plan and development of periodic performance reports;
24. Implement measures for effective and efficient management of Select Committees, Sectoral Committees and Ad hoc Committees of the County Assembly;
25. Implement strategies for stakeholder's consultations and engagements to promote public participation in legislative process;

26. Training and development of staff in the department; and
27. Supervisory duties and performance management of the direct reportees in the Department.

Requirements for Appointment

For appointment to this grade an officer must have:

1. Served in the grade of Assistant Director – Legislative, Procedural and Committee Services, or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
3. Master degree in any Social Science, Law or its equivalent qualification from a recognized institution;
4. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
5. Membership to a Professional body recognized in Kenya and of good standing;
6. Certificate in computer application skills; and
7. Shown merit and ability as reflected in work performance and results.

DIRECTOR - LEGISLATIVE, PROCEDURAL AND COMMITTEE SERVICES, JOB GRADE "R"/CASB 3

The Director will be responsible to the Clerk for coordination and management of Legislative, Procedural and Committee Services function.

Duties and responsibilities will entail:

1. Coordinating, planning and supervising the functions and operations in the directorate.
2. Coordinate policy and strategy in administrative functioning of County Assembly's Committees and legislative affairs to ensure effective and efficient operations of the County Assembly.
3. Rendering of expert, non-partisan and impartial advice to the Speaker, Members of County Assembly and Committees on the legislative process and parliamentary procedures, practices, conventions and traditions.
4. Coordinate the directorate's activities to ensure work plans and objectives being pursued are aligned to County Assembly strategic plan and mandate.
5. Oversees programs for enhancing public understanding and knowledge of the work of the Assembly, increasing public accessibility, awareness and its operations.
6. Management of table Office including marshalling of published Bills, Motions and Sessional Papers.
7. Oversees the development and implementation of legislative drafting standards and framework.
8. Coordinate legislative and procedural research as relates to management and operation of County Assembly including facilitating fora to review practices, procedures and traditions to inform the review of Standing Orders and Speaker's Rules.
9. Initiate the approval process of committees' activities and advise the Clerk and the Speaker's on the availability of funds for out-of-station activities.
10. Responsible for effective management of Committees of the County Assembly.
11. Outline strategies for stakeholder's consultations and engagements to promote public participation in legislative process.
12. Oversee proper management of the Journals Office including keeping custody of County Assembly Journals and records and archiving.
13. Coordinates team motivation measures.
14. Supervise the performance of staff within the directorate.
15. Preparation, monitoring and implementation of the Directorate's budget.
16. Preparation and monitoring implementation of the Directorate's procurement plan.
17. Initiate and coordinate preparation of the Committees budget ceilings and cost estimates based on realistic work plans to ensure alignment of the overall budget of the County Assembly.
18. Coordinate processing of weekly programme of Business and preparation and timely circulation of Order Papers and Votes and Proceedings of the County Assembly.
19. Oversees the preparation of Committees and Standard Operating Procedures Manuals.
20. Oversee the implementation of Committee work plans, monitor and evaluate the performance of County Assembly Committees to advise the Liaison Committee.
21. Oversees preparation and implementation of directorate's annual plans;
22. Initiate and recommend engagement of experts/consultancy firms to assist committee services perform their mandate and the Assembly receives value for its money.
23. Initiate and develop training and capacity building plan for Committees and staff members to facilitate attainment of key competencies in the performance of key roles and functions.
24. Review Committees' reports to ensure conformity with parliamentary standards.
25. Monitor and evaluate major procedural development in other jurisdiction to inform emerging procedural issues.
26. Oversees safe custody of records of the County Assembly Committees and responding to inquiries on the activities of the Committees from the public and other legislative bodies.
27. Coordinate preparation of periodic reports on the status, progress, achievements and performance of the County Assembly Committees.
28. Organizing and implementing induction programmes for MCAs and oversee exchange programmes.
29. Continuous provision of content to be used in updating the Assembly website.
30. Convene and chair departmental meetings.
31. Member of County Assembly Management Committee.

Requirements for appointment

For appointment to this grade an officer must have:

Served in the grade of Deputy Director in any of the following areas: Legal Services, Committee Services or Legislative and Procedural Services in the County Assembly Service or any other comparable Institution for a minimum period of three (3) years;

Bachelor's degree in any of the following Social Sciences: Law, Political Science, Sociology, Economics, Public Administration, Business Administration, Education or equivalent qualification from a recognized institution;

Master degree in any of the following Social Sciences: Political Science, Sociology, Economics, Public Administration, Law, Business Administration, Education or equivalent qualification from a recognized institution;

Certificate in Strategic Leadership Development Programme from a recognized institution lasting not less than six weeks;

Registration with a relevant professional body recognized in Kenya with a membership of good standing.

Certificate in computer application; and

Demonstration of managerial, administrative, integrity and professional competence in work performance and results.

CAREER PROGRESSION GUIDELINES FOR SERJEANT-AT-ARM'S

Serjeant-at-Arms Function

Serjeant-At-Arms function entails:

1. Maintaining custody of the mace;
2. ensuring protective security for all personnel and property;
3. Performing chamber and ceremonial duties;
4. Providing interdepartmental and chamber support services;
5. Enforcing and implementing Speaker's orders/rules and other directives;
6. Allocation of office accommodation and conference rooms in liaison with department responsible for administration;
7. Ensuring fire prevention and safety of the facilities;
8. Ensuring compliance with occupational health requirements/standards in liaison with department responsible for human resources;
9. access control and management;
10. Crowd control and management;
11. Maintaining decorum within precincts of County Assembly;
12. Advising the Speaker and the Clerk on matters pertaining to security;
13. identifying security threats and provide counter intelligence measures;
14. disaster preparedness and mitigation;
15. Investigating incidents;
16. Coordinating County Assembly security;
17. Dissemination of relevant information to members through notice boards and pigeon holes;
18. carrying out periodical security surveys;
19. Conducting institutional security risk assessment;
20. Preserving County Assembly heritage and etiquette;
21. Formulating a prudent budget plan for the department; and
22. Serving summons.

Grading Structure

The Career Progression Guidelines establishes three (3) grades of Wardens and Commissionaires and seven (7) grades of Serjeant-at-Arms who will be graded as follows:

Designation	CASB GRADE	IPPD GRADE
Security Warden III	15	D
Security Warden II	14	E
Security Warden I	13	F
Commissionaire III	12	G
Commissionaire II	11	H
Commissionaire I	10	J
Sergeant-At-Arms II	10	J
Sergeant-At-Arms I	9	K
Sergeant- At-Arms	8	L
Senior Sergeant-At-Arms	7	M
Principal Sergeant-At-Arms	6	N
Deputy Chief Sergeant-at-Arms	5	P
Chief Sergeant-at-Arms	4	Q

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Security Warden III, and Commissionaire III and Serjeant-At-Arms II. In exceptional circumstances however, direct appointment may be made beyond these grades by the CASB provided that the candidate is in possession of the requisite qualifications as stipulated for that particular grade and there exists a vacancy.

Recognized Qualifications

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

1. Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent qualifications for Security Wardens.
2. Kenya Certificate of Secondary Education (KCSE) mean grade D plus or its equivalent qualifications for Commissionaires.
3. A recognized Para-Military/ Military Training Certificate.
4. Valid Certificate of Good Conduct.
5. First Aid/Fire-fighting Certificate.
6. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
7. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
8. Certificate in Management Course lasting not less than six four (6) weeks from a recognized institution.
9. Diploma in Security Management/ Investigations and Forensic studies from a recognized Institution.
10. Higher diploma in Security Management/ Investigations and Forensic studies from a recognized institution.
11. Bachelor's degree in Security Management/ Investigations and Forensic studies from a recognized institution.
12. Master degree in Security Management/ Investigations and Forensic studies from a recognized Institution.

Key Result Areas

CHAMBER SERVICE: Duties involving service to the Speaker or the Clerk, or performance of chamber / ceremonial duties.

MEMBERS / STAFF: Duties to Members of Assembly and to the Assembly staff.

VISITORS: Duties to those visiting the Assembly.

GENERAL OPERATIONS: Miscellaneous security / safety duties.

Standards of Performance

The following systems / facilities must be developed and installed:

DUTY ROSTER: For showing assignment of duties and times for sergeants-at-arms.

ATTENDANCE REGISTER: For recording attendance by Member of Assembly.

VISITORS REGISTER: Record for listing details of visitors.

INTERNAL DIRECTORY: Containing particulars of Members of Assembly names, telephone extensions, and physical location.

JOB DESCRIPTIONS AND SPECIFICATIONS

SECURITY WARDEN III, JOB GRADE "D"/CASB 15

Duties and responsibilities

This is the entry grade for cadre of Security Wardens. Duties and responsibilities will entail:

1. allocating of mail to MCA's Pigeon holes;
2. preventing removal of institutional property without proper and authorized documentation;
3. handling of telephone services at security desks;
4. controlling of vehicular traffic/parking;
5. patrolling of offices, car parks, lounges etc;
6. performing periodical security night duties ;
7. manning the security desk;
8. booking of visitors/guests at the entrances;
9. issuing entry badges;
10. screening members and visitors; and
11. storing visitors' luggage.

Requirements for Appointment

For appointment to this grade, a candidate must:

1. Be in possession of Kenya Certificate of Secondary Education grade D Plain or its equivalent;
2. Be in possession of a First Aid certificate; and
3. Have a valid certificate of good conduct.

SECURITY WARDEN II, JOB GRADE "E"/CASB 14

Duties and responsibilities

Duties and responsibilities will entail:

1. booking of visitors/guests at the entrances;
2. issuance of entry badges;
3. screening of visitors;
4. storage of visitors' luggage;
5. prevent removal of institutional property without proper and authorized documentation;
6. handling of telephone services at security desks;
7. control of vehicular traffic/parking;
8. patrolling of offices, car parks, lounges etc; and
10. perform periodical security night duties.

Requirements for Appointment

For appointment to this grade, an officer must:

1. Served satisfactorily in the grade of Security Warden III for a period of not less than three (3) years;
2. Have Kenya Certificate of Secondary Education mean grade D Plain or its equivalent;
3. Be in possession of a First Aid certificate and possess an exemplary service certificate;
4. Have a valid Certificate of Good Conduct; and
5. Have shown merit and ability as reflected in work performance and results.

SECURITY WARDEN I, JOB GRADE “F”/ CASB 13

Duties and responsibilities

Duties and responsibilities will entail:

1. undertaking all the Chambers and ceremonial duties;
2. in-charge of housekeeping and estate management;
3. liaising and coordinating with other security agencies during committee tours and facilitation of committee duties;
4. coordinating security matters within the County Assembly;
5. controlling all the vehicle traffic and their parking;
6. screening and issue of entry badges to visitors;
7. storing visitors' luggage and ensure safe keeping;
8. Supervise the performance of other wardens; and
9. Responsible for office computers and accessories, office equipment, furniture, fixtures and fittings.

Requirements for Appointment

For appointment to this grade, a candidate must:

1. Have served in the grade of Security Warden II or in a comparable position for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Education mean grade D Plain or its equivalent;
3. Be in possession of a First Aid certificate and possess an exemplary service certificate;
4. Have a valid Certificate of Good Conduct; and
5. Have shown merit and ability as reflected in work performance and results.

COMMISSIONAIRE III, JOB GRADE “G”/CASB 12

Duties and Responsibilities

This the entry grade for this Cadre of Commissionaires. Duties and responsibilities will entail:

1. preventing any interruption as the county assembly meeting is in progress;
2. ensuring security at public gallery within the County Assembly;
3. serving members in the chamber;
4. controlling the press in the public gallery when the County Assembly is in progress;
5. controlling dress code in the public gallery to ensure decorum in the County Assembly;
6. distribution of order paper in the plenary; and
7. ring quorum bell any time there is a plenary session or otherwise as may be ordered by the Speaker.

Requirements for Appointment

For appointment to this grade, an officer must:

1. Served in the grade of Security Warden I or in a comparable position for a minimum period of three (3) years;
- OR
1. Be in possession of a Paramilitary/Military Training qualifications;
 2. Have Kenya Certificate of Secondary Education mean grade D Plus or its equivalent;
 3. Have a Certificate in Security Management from a recognized institution;
 4. Be in possession of a valid Certificate of Good Conduct;
 5. Have served satisfactorily in the uniformed service for a period of not less than five (5) years;
 6. Have First Aid certificate and/or fire-fighting certificate /Disaster management certificate; and
 7. Be in possession of an exemplary service certificate.

COMMISSIONAIRE II, JOB GRADE “H”/CASB 11

Duties and Responsibilities

Duties and responsibilities will entail:

1. preventing any interruption as the county assembly meeting is in progress;
2. ensuring security in the public gallery within the county assembly;
3. serving members in the chamber;
4. controlling the press in the public gallery when the county assembly is in progress; and
5. controlling dress code in the public gallery to ensure decorum in the County Assembly.

Requirements for Appointment

For appointment to this grade, an officer must:

1. Served in the grade of Commissionaire III or in a comparable position for a minimum period of three (3) years;
2. Be in possession of a Paramilitary/Military Training qualifications;
3. A Diploma in Security Management /Investigations and Forensic studies from a recognized institution;
4. Have served satisfactorily in the uniformed service for a period of not less than five (5) years;
5. Have First Aid certificate; and or fire-fighting certificate /Disaster management certificate;
6. Be in possession of an exemplary service certificate;
7. Have a valid Certificate of Good Conduct; and
8. Shown merit and ability as proven in work performance and results.

COMMISSIONAIRE I, JOB GRADE “J”/CASB 10

Duties and Responsibilities

Duties and responsibilities will entail:

1. preventing any interruption as the county assembly meeting is in progress;
2. ensuring security in public gallery within the county assembly;
3. serving members in the chamber;
4. controlling the press in the public gallery when the county assembly is in progress;
5. controlling dress code in the public gallery to ensure decorum in the County Assembly;

6. responsible for the office computers and accessories, office furniture, fixtures and fittings; and
7. supervision of the staff within the section.

Requirements for Appointment

For appointment to this grade, an officer must:

1. Served in the grade of Commissionaire II or in a comparable position for a minimum period of three (3) years;
2. Be in possession of a Paramilitary/Military Training qualifications;
3. A Diploma in Security Management /Investigations and Forensic studies from a recognized institution;
4. Have served satisfactorily in the uniformed service for a period of not less than five (5) years;
5. Have First Aid certificate and/or fire-fighting certificate / Disaster management certificate;
6. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
7. Be in possession of an exemplary service certificate; and
8. Shown merit and ability as reflected in work performance and results.

SERJEANT-AT-ARMS II, JOB GRADE "J"/ CASB 10

This is the entry grade for Serjeant-at-Arms.

Duties and responsibilities

Duties and responsibilities will entail:

1. Supervision of junior staff in designated unit;
2. Supervise measures to ensure safety of the facilities;
3. Ensure safe custody of the mace;
4. Ensuring Proper Housekeeping of the Chamber;
5. Undertaking security surveys;
6. Coordinating security matters;
7. Controlling of authorized parking;
8. Ensuring Fire Prevention and Safety Measures are put in place; and
9. Controlling admission of visitors, contractors and suppliers.

Requirement for Appointment

For appointment to this grade, a candidate must have:

1. Served in the disciplined forces on a rank of Sergeant for a period of not less than five (5) years or as a Commissionaire II for at least three (3) years;
2. Bachelor's Degree in Security Management /Investigations, Criminology and Forensic studies or its equivalent & relevant qualification from a recognized institution;
3. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in fire-fighting and first aid;
5. A valid certificate of good conduct; and
6. An exemplary service certificate.

SERJEANT-AT-ARMS I, JOB GRADE "K"/CASB 9

Duties and responsibilities

Duties and responsibilities will entail:

1. Supervision of junior staff within the department;
2. Ensure safe custody of the mace;
3. Implement specific instructions on maintenance of the First Aid Kit and report;
4. Routine inspection of the fire equipment and report;
5. Implement plans for organised security drills;
6. Update senior officers on emerging security critical incidences;
7. Implement specific instructions on custody of security items and other equipment;
8. Undertake duties to meet desirable housekeeping standards;
9. Performing chamber and ceremonial duties as per the laid down guidelines;
10. Providing fire and safety protective services;
11. Undertake access control duties - receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
12. Perform crowd control management duties;
13. Perform duties towards maintenance of decorum, law and order within the precincts of the Assembly;
14. Preparing and maintaining members attendance registers;
15. controlling of authorized parking to ensure order and security in the county assembly premises;
16. ensuring that CCTV cameras are functional and are well manned; and
17. ensuring that conference facilitation are availed and secured especially when committee go out of the assembly.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. served in the grade of Sergeant-At-Arms II for at least three (3) years OR in the disciplined forces in a rank not less than Inspector for a period of not less than five (5) years for direct appointment;
2. Bachelor's Degree in Security Management /Investigations, Criminology and Forensic studies or its equivalent qualification from a recognized institution;
3. Certificate in fire-fighting and first aid;
4. an exemplary service certificate;
5. A valid certificate of good conduct;
6. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

7. A Paramilitary/Military Training qualifications; and
8. Shown merit and ability as reflected in work performance and results.

SERJEANT-AT-ARMS , JOB GRADE “L”/CASB 8

Duties and responsibilities

Duties and responsibilities will entail:

1. Supervision of junior staff in the designated unit;
2. Routine inspection the fire equipment and provide reports;
3. Implement plans for organised security drills;
4. Update senior officers on emerging security critical incidences;
5. Implement specific instructions on custody of security items and other equipment;
6. Undertake duties to meet desirable housekeeping standards;
7. Performing chamber and ceremonial duties;
8. Providing fire and safety protective services;
9. Undertake access control duties - receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
10. Perform crowd control management duties;
11. Perform duties towards maintenance of decorum, law and order within the precincts of the Assembly;
12. ensuring safe custody of the mace;
13. ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
14. controlling of authorized parking to ensure order and security in the county assembly premises;
15. ensuring cleanliness of the assembly premises in accordance to the assembly policies and procedures;
16. ensuring that CCTV cameras are functional and are well manned; and
17. ensuring that conference facilitation are availed and secured especially when committee go out of the assembly.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Sergeant-At-Arms I for at least three (3) years OR in the disciplined forces in a rank of not less than Chief Inspector for a period of not less than six (6) years for direct appointment;
2. Bachelor's Degree in Security Management /Investigations, Criminology and Forensic studies from a recognized institution;
3. Certificate in Management Course not lasting less than four weeks from a recognized institution;
4. Certificate in fire-fighting and first aid;
5. An exemplary service certificate;
6. A valid certificate of good conduct;
7. A Paramilitary/Military Training qualifications; and
8. Shown merit and ability as reflected in work performance and results.

SENIOR SERJEANT- AT-ARMS, JOB GRADE “M”/CASB 7

Duties and responsibilities

Duties and responsibilities will entail:

1. Ensuring safe custody of the mace;
2. Ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
3. Controlling of authorized parking to ensure order and security in the county assembly premises;
4. Performing chamber and ceremonial duties as per the laid down guidelines;
5. Receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
6. Ensuring that CCTV cameras are functional and are well manned;
7. Ensuring that conference facilitation are availed and secured especially when committee go out of the assembly; and
8. Implement departmental plans and budget.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. served in the grade of Senior Sergeant At Arms for at least three (3) years OR in the disciplined forces for a period of not less than five (5) years in a commensurate position;
2. Bachelor's Degree in Security Management /Investigations, Criminology and Forensic studies from a recognized institution;
3. Certificate in Management Course not lasting less than four weeks from a recognized institution;
4. Certificate in firefighting and first aid;
5. An exemplary service certificate;
6. A Paramilitary/Military Training qualifications; and
7. Shown merit and ability as reflected in work performance and results.

PRINCIPAL SERJEANT- AT-ARMS, JOB GRADE “N”/ CASB 6

Duties and responsibilities

Duties and responsibilities will entail:

1. Assist in implementation of the County Assembly's Security policy;
2. Assist in implementation of measures for disaster preparedness and mitigation;
3. Execute security related investigations in collaboration with security Agencies as necessary;
4. Implement security measures in the organization;
5. Coordinate interdepartmental and chamber support services;
6. Ensuring safe custody of the mace;

7. Ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
8. Controlling of authorized parking to ensure order and security in the county assembly premises;
9. Performing chamber and ceremonial duties as per the laid down guidelines;
10. Receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
11. Ensuring that CCTV cameras are functional and are well manned; and
12. Ensuring that conference facilitation are availed and secured especially when committee go out of the assembly.

Requirements for Appointment

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

1. Served in the grade of Chief Sergeant At Arms for at least three (3) years or in the disciplined forces for a period of not less than five (5) years in a commensurate position;
2. Bachelor's Degree in Security Management /Investigations, Criminology and Forensic studies from a recognized institution;
3. Certificate in Management Course not lasting less than four weeks from a recognized institution;
4. Certificate in fire-fighting and first aid;
5. An exemplary service certificate;
6. A Paramilitary/Military Training qualifications; and
7. Shown merit and ability as reflected in work performance and results.

DEPUTY CHIEF SERJEANT-AT-ARMS, JOB GRADE "P"/ CASB 5

Duties and responsibilities

Duties and responsibilities will entail:

1. General supervision and coordination of Sergeant-at-arms department in the Assembly;
2. Oversee implementation of the County Assembly's Security policy;
3. Coordinate measures for disaster preparedness and mitigation;
4. Lead security related investigations in collaboration with security Agencies as necessary;
5. Develop and review security strategies and measures for the County Assembly;
6. Convenes and chair departmental meetings including performance management;
7. Design team motivation measures providing interdepartmental and chamber support services;
8. Oversee allocation of office accommodation and committee rooms in liaison with responsible department;
9. Conduct periodic security surveys and institution risk assessment and deliver necessary report;
10. Enforcing and implementing Speaker's orders/rules and other directives;
11. Coordinate training and capacity buildings programs for staff members to facilitate attainment of key competencies in the performance of their key roles and functions;
12. Maintain custody of the Mace;
13. Ensure protection of all persons and property and advise the Speaker and the Clerk on the same;
14. Enforce and implement the Speaker's rules, orders and other directives;
15. Ensure compliance with Occupational Health and Safety requirements;
16. Enforce desirable housekeeping standards;
17. Performing chamber and ceremonial duties;
18. Ensure effective crowd and access control management;
19. Maintenance of decorum, law and order within the precincts of the Assembly; and
20. Disseminates relevant information to Members through Notice Boards and deliver summons to persons.

Requirements for appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Serjeant-At- Arms for a minimum period of three (3) years;
2. Bachelor's degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
3. Master degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
4. Certificate in Leadership Course lasting not less than six weeks from a recognized institution;
5. Shown exemplary acquisition and application of knowledge of the operations of the County Assembly; and
6. Shown merit, competence and ability as reflected in work performance and results.

CHIEF SERJEANT-AT-ARMS, JOB GRADE "Q"/ CASB 4

Duties and responsibilities

Duties and responsibilities will entail:

1. General supervision and coordination of Sergeant-at-Arms Department in the County Assembly;
2. Formulation and implementation of the County Assembly's Security policy;
3. Formulating framework for disaster preparedness and mitigation;
4. Identifying security threats and provide counter intelligence measures;
5. Advise the Clerk and the Speaker on the safety and security within the County Assembly;
6. disaster preparedness and mitigation;
7. Direct security-related investigations in collaboration with security Agencies as may be necessary;
8. Convene and chair quarterly departmental meetings;
9. Coordinate training and capacity buildings programs for staff members to facilitate attainment of key competencies in the performance of their key roles and functions;
10. Launch periodic security survey and risk assessment reports;

11. Coordinate allocation of committee rooms in liaison with responsible department;
12. Enforcing and implementing Speaker's orders/rules and other directives;
13. Coordinating interdepartmental and chamber support services;
14. Maintaining custody of the Mace;
15. Overseeing protection of all persons and property in the Assembly;
16. Formulating standards for compliance with Occupational Health and safety requirements;
17. Performing chamber and ceremonial duties;
18. Formulate policy on access and crowd control management;
19. Coordinate preparation of security status and departmental reports;
20. Maintain decorum, law and order within the precincts of the Assembly; and
21. Disseminates relevant information to Members through Notice Boards and deliver summons to persons.
22. Ensuring fire prevention and safety of the facilities;
23. Ensuring compliance with occupational health requirements/standards in liaison with department responsible for human resources;

Requirements for appointment

For appointment to this grade, an officer must have:

1. Ten (10) years relevant working experience, at least three (3) of which must have been as an Senior Principal Serjeant-at-Arms or in an equivalent position;
2. Bachelor's degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
3. Master degree in Security Management/ Investigations, Criminology, Forensic studies or any other equivalent qualification from a recognized institution;
4. Certificate in Leadership Course lasting not less than six weeks from a recognized institution;
5. Shown exemplary acquisition and application of knowledge of the operations of the County Assembly; and
6. Shown merit, competence and ability as reflected in work performance and results.

DIRECTORATE OF INFORMATION SERVICES

This Directorate entails the Hansard, Research, Public Communication & Media Relations, Information, Communication & Technology (ICT) and Library Services functions and will be headed by a Director and a Deputy Director.

DIRECTOR – INFORMATION SERVICES, JOB GRADE “R”/CASB 3

The Director will be responsible to the Clerk.

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Overall coordination and control of operations in the Directorate to ensure the smooth running of the Assembly's information services.
- (ii) Planning, budgeting and preparing procurement plans for the directorate;
- (ii) Managing overall performance and capacity building of the directorate;
- (ii) Overseeing implementation of Directorate initiatives, projects and programs.
- (ii) Developing and implementing policies, rules, standards and procedures governing Hansard production, Research, Library, ICT and Public Communications.
- (ii) Liaising with County Government Departments, the public media, and other
- (ii) Commonwealth Editors' Associations and Unions;
- (ii) Providing appropriate technical advice on matters relating to the Hansard, Research, ICT, Library and Public Communications services of County Assembly.
- (ii) Ensuring proper coordination of recording of proceedings of the County Assembly and its Committees and production of the Hansard;
- (ii) Ensuring maintenance of a consistent and accurate Hansard publishing format and maintaining an accurate database of Hansard publication;
- (ii) Coordinating the provision of Public Communication and Media, ICT, Research and Library Services;
- (ii) Supporting the operation of the audio system in the Chamber, and the broadcast of the official coverage of the House (Assembly TV).
- (ii) Responsible for internal and external communications and social media strategies.
- (ii) Overseeing analysis, evaluation research, interpreting data, ensuring key issues are identified and coordinating research activities on clearly defined subjects.
- (ii) Managing library collections, including selecting all library material according to policies approved by the board.
- (ii) Managing the communications, workstations and servers of the County
- (ii) Assembly computer network.
- (ii) Coordinate the compilation of annual Assembly report.

Requirements for appointment

For appointment to this grade an officer must have:

1. Served in the grade of Deputy Director – Information Services in the County Assembly Service for a minimum period of three (3) years;

2. Bachelor's degree in any of the following disciplines: Communication, Linguistics, Journalism, Computer Science, Information Technology, Business Information Technology, Statistics, Economics, Library Science, Information Science or any other equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines: Computer Science, Information Technology, Communication, Business Information Technology, Linguistics - majoring in English and Kiswahili, Statistics, Economics, Library/Information Science from a recognized Institution;
4. Certificate in Strategic Leadership Development Programme from a recognized institution lasting not less than six weeks;
5. Registration with a relevant professional body;
6. Demonstrated outstanding capability in Hansard, Research, Public Communication and Media, Information Communication Technology (ICT) and Library Services as reflected in work performance and results; and
7. Demonstrated integrity, professional competence and administrative ability as reflected in work performance and results.

DEPUTY DIRECTOR - INFORMATION SERVICES, JOB GRADE "Q"/CASB 4

This is the substantive Deputy Head of the Directorate.

Duties and Responsibilities

1. Deputy Director will assist the Director in the performance of the following duties:
2. Overall coordination and control of operations in the Directorate to ensure the smooth running of the Assembly's information services.
3. Planning, budgeting and preparing procurement plans for the directorate;
4. Managing overall performance and capacity building of the directorate;
5. Overseeing implementation of Directorate initiatives, projects and programs.
6. Developing and implementing policies, rules, standards and procedures governing Hansard production, Research, Library, ICT and Public Communications.
7. Liaising with County Government Departments, the public media, and other Commonwealth Editors' Associations and Unions;
8. Providing appropriate technical advice on matters relating to the Hansard, Research, ICT, Library and Public Communications services of County Assembly.
9. Ensuring proper coordination of recording of proceedings of the County Assembly and its Committees and production of the Hansard;
10. Ensuring maintenance of a consistent and accurate Hansard publishing format and maintaining an accurate database of Hansard publication;
11. Coordinating the provision of Public Communication and Media, ICT, Research and Library Services;
12. Supporting the operation of the audio system in the Chamber, and the broadcast of the official coverage of the House (Assembly TV).
13. Responsible for internal and external communications and social media strategies.
14. Overseeing analysis, evaluation research, interpreting data, ensuring key issues are identified and coordinating research activities on clearly defined subjects.
15. Managing library collections, including selecting all library material according to policies approved by the board.
16. Managing the communications, workstations and servers of the County Assembly computer network.
17. Coordinate the compilation of annual Assembly report.

Requirement for Appointment

For appointment to this grade, officer must have:

1. Served in the grade of Assistant Director – Hansard, ICT, Public Relations and Communication, Research services or its equivalent for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Mass Communication, Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines:- Mass Communication, Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
4. Certificate in Strategic Leadership course from a recognized institution for a period lasting not less than six weeks;
5. Proficiency in computer application; and
6. Demonstrated professional competence as reflected in work performance and result.

CAREER PROGRESSION GUIDELINES FOR HANSARD REPORTERS AND EDITORS

HANSARD FUNCTION

The Hansard function entails:

1. Recording, translating, and transcribing of the Assembly and committee proceedings;
2. Checking transcripts to correct errors, by amending, deleting or adding information;
3. Organizing information for orderly storage and retrieval by sorting, classification, and indexing;
4. Searching for fresh information/facts by consulting appropriate sources like documents or persons;
5. Printing, publishing and safe keeping of Hansard materials;
6. Ensuring usability of Hansard equipment;
7. Maintaining researched material gathered in assignments.
8. Helping hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
9. Providing a full range of interpreting/transliterating services for deaf/hard of hearing (HoH) employees;
10. Facilitating communication with the deaf through sign language;
11. Interpret any conversation, meeting, and training session, and interview or other requested event, including providing oral interpreting to employees who do not use sign language;
12. Responsible for interpreting in a variety of communication modes during assembly-wide work-related events such as programs, conferences, and appraisals, and counselling sessions, etc. for specific training needs and benefits;
13. Grading Structure

The Career Progression Guidelines establishes three (3) grade for Sign Language Interpreter and seven (7) grade for Hansard reporters and editors who will be designated and graded as follows:

Designation	CASB GRADE	IPPD Grade
Sign Language Interpreter III	13	F
Sign Language Interpreter II	12	G
Sign Language Interpreter I	11	H
Sign Language Interpreter	10	J
Audio Technician II	12	G
Audio Technician I	11	H
Hansard Reporter II	10	J
Hansard Reporter I	9	K
Senior Hansard Reporter	8	L
Chief Hansard Reporter	7	M
Principal Hansard Reporter/Editor	6	N
Assistant Director - Hansard Services	5	P

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Sign Language Interpreter III and Hansard Reporter II, for certificate and degree holders respectively. In exceptional cases, however, direct appointment may be made above these grades by the CASB, on the recommendation of the Clerk of the County Assembly, provided that the candidate is in possession of the necessary qualifications and experience.

Recognized Qualifications

The following are the recognized qualifications for this cadre:

1. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification – For Sign Language Interpreter.
2. Certificate in sign language/special needs from a recognized institution.
3. Diploma in sign language/special needs from a recognized institution;
4. Certificate in Sound Technology or Electronics
5. Diploma in Sound Technology or Electronics
6. Kenya Certificate of Secondary Education (KCSE) mean grade C with, at least, a C+ in both English and Kiswahili or its equivalent qualification – For Hansard reporter.
7. Typing, Audio-typing or computer skills in Word Processing.
8. Bachelor's degree in any of the following disciplines: Linguistics - majoring in English and Kiswahili, Journalism, Mass Communication or any other equivalent qualification from a recognized institution.
9. Master Degree in Mass Communication, Journalism, Linguistics or its equivalent qualification from a recognized institution.
10. Certificate in Senior Management Course from a recognized institution lasting not less than four weeks.
11. Certificate in Strategic Leadership Development program from a recognized institution lasting not less than six weeks.
12. Key Result Areas
13. REPORTING: Recording, translation, and transcribing.

14. EDITING: Checking transcripts to correct errors, by amending, deleting or adding information.
15. DOCUMENTATION: Organizing information for orderly storage and retrieval by sorting, classification, and indexing.
16. RESEARCH: Search for fresh information / facts by consulting appropriate sources like documents or persons.

Standards of Performance

The following systems / facilities must be developed and installed:

1. BACK-UP: There should be back-up facilities for recording of proceedings and documents.
2. CHAIN EDITING: Editing should be done by a chain of editors to minimize errors.
3. DATA BANK: Research material gathered in assignments must be maintained for addressing routine/ replicated questions and issues.

JOB DESCRIPTIONS AND SPECIFICATIONS

SIGN LANGUAGE INTERPRETER III, JOB GRADE “F”/CASB 13

This is the entry grade for sign language interpreters.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Helping hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
2. Providing a full range of interpreting/transliterating services for deaf/hard of hearing (HoH) employees;
3. Facilitating communication with the deaf through sign language;
4. Providing accurate accounts of proceedings;
5. Drafting necessary reports;
6. Utilize skill in a variety of signed languages (like American Sign Language (ASL), Contact Sign, and Conceptually Accurate Signed English, CASE) to facilitate communication;
7. Interpret any conversation, meeting, and training session, and interview or other requested event, including providing oral interpreting to employees who do not use sign language;
8. Responsible for interpreting in a variety of communication modes during assembly-wide work-related events such as programs, conferences, and appraisals, and counselling sessions, etc. for specific training needs and benefits;
9. Responsible for all incoming customers' interpreting service requests through emails and phone calls;
10. Enlightening staff on Deaf Culture and interpreter services; and
11. Identifying process improvement opportunities to improve on services to Assembly customers.

Requirement for appointment

For appointment to this grade a candidate must have:

Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification;
Certificate in sign language/special needs from a recognized institution; and
Proficiency in computer application.

SIGN LANGUAGE INTERPRETER II, JOB GRADE “G”/CASB 12

Duties and Responsibilities

Duties and responsibilities will entail:

1. Helping hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
2. Facilitating communication with the deaf through sign language;
3. Providing accurate accounts of proceedings;
4. Drafting necessary reports;
5. serve as a liaison between County Assembly and the deaf community;
6. Providing a full range of interpreting/transliterating services for deaf/hard of hearing (HoH) employees;
7. Utilize skill in a variety of signed languages (like American Sign Language (ASL), Contact Sign, and Conceptually Accurate Signed English, CASE) to facilitate communication;
8. Interpreting any conversation, meeting, and training session, and interview or other requested event, including providing oral interpreting to employees who do not use sign language;
9. Responsible for interpreting in a variety of communication modes during assembly-wide work related events such as programs, conferences, and appraisals, and counselling sessions, etc. for specific training needs and benefits;
10. Responsible for all incoming customers' interpreting service requests through emails and phone calls;
11. Enlighten staff on Deaf Culture and interpreter services; and
12. Identify process improvement opportunities to improve on services to Assembly customers and
13. Facilitating communication with the deaf through sign language.
14. Requirement for appointment

For appointment to this grade a candidate must have:

1. Served as a sign language interpreter III for a minimum period of three years;
2. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification;
3. Certificate in sign language/special needs from a recognized institution;
4. Proficiency in computer application; and
5. Shown merit and ability as reflected in work performance and results.

SIGN LANGUAGE INTERPRETER I, JOB GRADE “H”/CASB 11

Duties and Responsibilities

Duties and responsibilities will entail:

1. Coordinating the services of sign language interpretation within the County Assembly.
2. Serving as a liaison between County Assembly and the deaf community.
3. Plan for procurement matters with respect to sign language needs
4. helping hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
5. facilitating communication with the deaf through sign language;
6. serve as a liaison between County Assembly and the deaf community;
7. providing accurate accounts of proceedings; and
8. preparing necessary reports.
9. Providing a full range of interpreting/transliterating services for deaf/hard of hearing (HoH) employees;
10. Utilize skill in a variety of signed languages (like American Sign Language (ASL), Contact Sign, and Conceptually Accurate Signed English, CASE) to facilitate communication;
11. Interpret any conversation, meeting, and training session, and interview or other requested event, including providing oral interpreting to employees who do not use sign language;
12. Responsible for interpreting in a variety of communication modes during assembly-wide work related events such as programs, conferences, and appraisals, and counselling sessions, etc. for specific training needs and benefits;
13. Responsible for coordinating all incoming customer interpreting service requests through emails and phone calls;
14. Utilize MS Outlook calendar to schedule blocks of time for interpreting services following customer requirements and team availability;
15. Enlighten supervisors and staff on Deaf Culture and interpreter services; and
16. Identify process improvement opportunities to improve on services to Assembly customers.

Requirement for appointment

For appointment to this grade a candidate must have:

1. Served as a sign language interpreter II for a minimum period of three years; OR
2. Diploma in sign language/special needs from a recognized institution
3. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification;
4. Proficiency in computer application; and
5. Shown merit and ability as reflected in work performance and results.
6. SIGN LANGUAGE INTERPRETER, JOB GRADE “J”/CASB 10

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising the performance of sign language interpreters
2. Coordinating the services of sign language interpretation within the County Assembly.
3. Serving as a liaison between County Assembly and the deaf community.
4. Plan for procurement matters with respect to sign language needs
5. helping hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
6. facilitating communication with the deaf through sign language;
7. serve as a liaison between County Assembly and the deaf community;
8. providing accurate accounts of proceedings; and
9. preparing necessary reports.
10. Providing a full range of interpreting/transliterating services for deaf/hard of hearing (HoH) employees;
11. Utilize skill in a variety of signed languages (like American Sign Language (ASL), Contact Sign, and Conceptually Accurate Signed English, CASE) to facilitate communication;
12. Interpret any conversation, meeting, and training session, and interview or other requested event, including providing oral interpreting to employees who do not use sign language;
13. Responsible for interpreting in a variety of communication modes during assembly-wide work related events such as programs, conferences, and appraisals, and counselling sessions, etc. for specific training needs and benefits;
14. Responsible for coordinating all incoming customer interpreting service requests through emails and phone calls;
15. Utilize MS Outlook calendar to schedule blocks of time for interpreting services following customer requirements and team availability;
16. Enlighten supervisors and staff on Deaf Culture and interpreter services; and
17. Identify process improvement opportunities to improve on services to Assembly customers.

Requirement for appointment

For appointment to this grade a candidate must have:

1. Served as a sign language interpreter I for a minimum period of three years;
2. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification;
3. Diploma in sign language/special needs from a recognized institution;
4. Proficiency in computer application; and
5. Shown merit and ability as reflected in work performance and results.

AUDIO TECHNICIAN II - JOB GRADE “G”/CASB 10

Duties and Responsibilities

Operation, maintenance, and testing of the Digital Recording System and ensuring general safety of the machines;
Digital Recording of proceedings;
Audio Segmentation and Audio Archival;
Video production
Maintaining cleanliness of the machines,
Testing of the Machines,
Charging the digital recorders, and
Transcribing.

Requirement for appointment

Have a Kenya Certificate of Secondary Education (KCSE) mean grade C-(Minus) and above or its equivalent;
Certificate in Information Technology or Sound Technology or Electronics;
Proficient computer literacy; and
Experience in Sound Technology or Electronics will be an added advantage.

AUDIO TECHNICIAN I - JOB GRADE "H"/CASB 11

Duties and Responsibilities

1. Daily testing of Audio-visual recording equipment in the Chamber and Committee rooms to ensure smooth running of operations.
2. Ensuring digital recorders are well maintained and charged sufficiently to ensure they deliver quality services.
3. Recording Assembly proceedings of the Plenary and Committees for the County Assembly to ensure accurate information is captured.
4. Digital Recording of proceedings;
5. Audio Segmentation and Audio Archival;
6. Operating the Public Address system to ensure equipment are running smoothly before sessions.
7. Undertaking periodical maintenance of PA systems in the Chamber and Committee rooms to ensure equipment is running well.
8. Providing audio recording services to Assembly Committees in field work, site visits and public hearings to provide accurate supporting information.
9. Train County Assembly Officers on new and improved audio services to ensure alignment of department's deliverables.
10. Audio editing, segmentation and distribution to Hansard offices for transcription
11. Operations and monitoring of Public Address Systems.
12. Archival & Retrieval of audio records for internal and external clients.
13. Audio documentation.
14. Training and supervision of Audio Technicians

Requirement for appointment

Served as an Audio Technician II for a minimum period of three years;
Have a Kenya Certificate of Secondary Education (KCSE) mean grade C-(Minus) and above or its equivalent; or
Diploma in Information Technology or Sound Technology or Electronics;
Proficient computer literacy; and
Experience in Sound Technology or Electronics will be an added advantage.

HANSARD REPORTER II, JOB GRADE "J"/CASB 10

This is the entry grade for Hansard reporters.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising the performance of sign language interpreters.
2. Operating the digital recording systems;
3. Ensuring general safety, cleanliness and usability of the machines;
4. ensuring timely and accurate recording and transcription;
5. undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/ functions within or outside County Assembly;
6. Checking transcriptions to correct errors by amending, deleting or adding information.
7. Cross-checking of documents against references.
8. Collating transcripts for editing.
9. Organizing information for orderly storage and retrieval by sorting, classification and indexing.
10. Searching for fresh information / facts by consulting appropriate sources like documents or persons.
11. Assisting in implementing programmes relating to research, translation and compiling of indexes.
12. Undertaking independent verbatim report of County Assembly plenary and committee proceedings
13. Proof reading the draft transcripts.
14. Handling queries relating to Hansard reporting.
15. preparing transcripts for editing; and
16. assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

Requirements for Appointment

For appointment to this grade an officer must have:

1. Bachelor's Degree in Journalism/Mass Communication/Linguistics majoring in English and Kiswahili from a recognized institution;
2. Be in possession of Typing II (30 w.p.m.) and/or Audio Typing I and II; and
3. Proficiency in computer applications skills.
4. HANSARD REPORTER I, JOB GRADE "K"/CASB 9

Duties and Responsibilities

Duties and Responsibilities will entail:

1. Supervising and offer professional guidance to the subordinate staff within the department.
2. Operating the digital recording systems;
3. Ensuring general safety, cleanliness and usability of the machines;
4. ensuring timely and accurate transcription;
5. Undertaking independent verbatim report of County Assembly plenary and committee proceedings;
6. Cross-checking of documents against references.
7. Organizing information for orderly storage and retrieval by sorting, classification and indexing.
8. Searching for fresh information / facts by consulting appropriate sources like documents or persons.
9. Assisting in implementing programmes relating to research, translation and compiling of indexes. Proof reading the draft transcripts.
10. Handling queries relating to Hansard reporting
11. sorting and checking transcripts from junior officers and amending as necessary;
12. assisting in preliminary editorial work with emphasis on grammar, syntax, style and consistency; and
13. assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

Requirement for Appointment

For appointment to this grade, officer must have:

1. Served in the grade of Hansard Reporter II or in a comparable position for a minimum period of three (3) years;
2. Bachelor degree in any of the following disciplines:- Mass Communication Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
3. Be in possession of Typing II (50 w.p.m.) and/or Audio Typing I and II;
4. Proficiency in computer application skills; and
5. Shown merit and ability as reflected in work performance and results.

SENIOR HANSARD REPORTER, JOB GRADE "L"/CASB 8

Duties and Responsibilities

Duties and Responsibilities will entail:

1. Supervising and offering professional guidance to the subordinate staff within the department;
2. Coordinating timely and accurate transcription;
3. Recording, translating and transcribe proceedings of the County Assembly and the Committees;
4. Checking transcriptions to correct errors by amending, deleting or adding information;
5. Operating the digital recording systems;
6. Ensuring general safety, cleanliness and usability of the machines;
7. preparing transcripts for editing and ensuring timely and accurate transcription;
8. undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/ functions within or outside County Assembly;
9. handling queries relating to Hansard reporting;
10. sorting and checking transcripts from junior officers and amending as necessary;
11. Searching for fresh information / facts by consulting appropriate sources like documents or persons;
12. Assisting in implementing programmes relating to research, translation and compiling of indexes;
13. Undertaking independent verbatim report of County Assembly plenary and committee proceedings;
14. Performing timely and accurate transcription;
15. Proof reading the draft transcripts;
16. Handling queries relating to Hansard reporting;
17. Organizing information for orderly storage and retrieval by sorting, classification and indexing.;
18. Cross-checking of documents against references;
19. assisting in preliminary editorial work with emphasis on grammar, syntax, style and consistency; and
20. assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

Requirement for Appointment

For appointment to this grade, officer must have:

1. Served in the grade of Hansard Reporter I or in a comparable position for a minimum period of three (3) years;
2. Bachelor degree in any of the following disciplines:- Mass Communication Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management course from a recognized institution for a period lasting not less than four weeks;
4. Be in possession of Typing II (50 w.p.m.) and/or Audio Typing I and II;
5. Proficiency in computer application; and

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

CHIEF HANSARD REPORTER, JOB GRADE “M”/CASB 7

Duties and Responsibilities

Duties and Responsibilities will entail:

1. Supervising and offering professional guidance to the subordinate staff within the department;
2. Coordinating timely and accurate transcription.
3. Operating the digital recording systems;
4. Ensuring general safety, cleanliness and usability of the machines;
5. ensuring timely and accurate transcription;
6. Ensuring general safety, cleanliness and usability of the machines;
7. Record, translate and transcribe proceedings of the County Assembly and the Committees;
8. Check transcriptions to correct errors by amending, deleting or adding information;
9. Cross-checking of documents against references;
10. Assist in preliminary editorial work with emphasis on grammar, syntax, style and consistency;
11. Organize information for orderly storage and retrieval by sorting, classification and indexing.
12. Search for fresh information and facts by consulting appropriate sources like documents or persons.
13. Assist in implementing programmes relating to research, translation and compiling of indexes.
14. Undertake independent verbatim report of County Assembly plenary and committee proceedings.
15. Perform timely and accurate transcription.
16. Proof reading the draft transcripts.
17. Handling queries relating to Hansard reporting.
18. undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/ functions within or outside County Assembly;
19. handling queries relating to Hansard reporting;
20. preparing transcripts for editing;
21. sorting and checking transcripts from junior officers and amending as necessary;
22. assist in preliminary editorial work with emphasis on grammar, syntax, style and consistency; and
23. Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

Requirement for Appointment

For appointment to this grade, candidate must have:

1. Served in the grade of Senior Hansard Reporter or in a comparable position for a minimum period of three (3) years;
2. Bachelor degree in any of the following disciplines:- Mass Communication Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management course from a recognized institution for a period lasting not less than four weeks;
4. Be in possession of Typing II (50 w.p.m.) and/or Audio Typing I and II;
5. Proficiency in computer application skills; and
6. Shown merit and ability as reflected in work performance and results.

PRINCIPAL HANSARD REPORTER/EDITOR, JOB GRADE “N”/CASB 6

Duties and Responsibilities

Duties and Responsibilities will entail:

1. Coordinating timely and accurate transcription of House and Committee sittings;
2. Guiding on implementation of Departmental initiatives, projects and programs.
3. Developing and maintain policies, rules, standards and procedures governing Hansard production.
4. Providing appropriate advice on matters relating to the Hansard Department of County Assembly;
5. Supervising Hansard reporters;
6. Recording transcribing and translate proceedings of the County Assembly and the Committees.
7. Organizing verbatim reporting of County Assembly proceedings and those of relevant Committees and functions within or outside County Assembly.
8. Performing initial editing of prepared transcripts with emphasis on grammar, syntax, style and consistency.
9. Sorting and checking transcripts from Hansard Reporters and making amendments as necessary.
10. Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.
11. Searching for fresh information and facts by consulting appropriate sources of information. assisting in preliminary editorial work with emphasis on grammar, syntax, style and consistency;
12. Assisting in production of the Official Report of Assembly debates also known as Hansard Report;
13. Providing interpretation and translation services.
14. Supporting the live broadcasting of House and Committee proceedings through the Assembly Broadcasting Unit (ABU).

Requirement for Appointment

For appointment to this grade, officer must have:

1. Served in the grade of Chief Hansard Reporter or in a comparable position for a minimum period of three (3) years;
2. Bachelor degree in any of the following disciplines: Mass Communication Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management course from a recognized institution for a period lasting not less than four weeks;
4. Be in possession of typing speed of 80 w.p.m.;
5. Proficiency in computer application; and
6. Shown merit and ability as reflected in work performance and results.

ASSISTANT DIRECTOR - HANSARD SERVICES, JOB GRADE "P"/CASB 5

Duties and Responsibilities

Duties and responsibilities will entail:

1. Coordinating timely production of Hansard Reports of the House and Committees of the Assembly as provided for in the Standing Orders;
2. Overseeing implementation of Departmental initiatives, projects and programs.
3. Overseeing implementation of policies, rules, standards and procedures governing Hansard production;
4. Administering linkages with County Government Departments, Ministries, the public media, and Commonwealth Editors Associations and Unions;
5. Providing appropriate technical advice on matters relating to the Hansard Department of the County Assembly;
6. Drafting duty schedules for Hansard Reporters;
7. Receiving transcripts, sound recordings and translation;
8. Checking and amending scripts for conformity with acceptable County Assembly standards and style;
9. Compilation of indexes;
10. Ensuring timely and accurate editing of assembly proceedings;
11. Undertaking independent inspection of verbal reporting of assembly proceedings and those of relevant committees or functions within outside assembly;
12. Responsible for Management of performance in the department;
13. Undertaking final editorial work with emphasis on grammar, syntax, style and consistency.
14. Verifying transcripts from Hansard Reporters and recommending necessary amendments.
15. Guiding classification, custody, archiving, retrieval and cross-checking of documents against references.
16. Searching for fresh information and facts by consulting appropriate sources of information.
17. Guiding the production of the report of Assembly debates (Hansard).
18. Guiding and arrange on the interpretation and translation services.
19. Providing business continuity advice and management for the Office.
20. Supporting the live broadcasting of House and Committee proceedings through the Assembly Broadcasting Unit (ABU).and
21. Defining classification, custody, archiving and retrieval and cross-checking of documents against references.

Requirements for Appointment

For appointment to this grade a candidate must have:

1. Served in the grade of Principal Hansard Reporter/Editor for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines:- Mass Communication, Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines:- Mass Communication, Arts Degree in Linguistics, majoring in English and Kiswahili or any other equivalent qualification from a recognized institution;
4. Certificate in Strategic Leadership course from a recognized institution for a period lasting not less than six weeks;
5. Proficiency in computer application; and
6. Demonstrated professional competence as reflected in work performance and result.

CAREER PROGRESSION GUIDELINES FOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) PERSONNEL

Function

The Information Communication Technology Function entails:

1. analysing, designing and implementing computerized information systems in the County Assembly;
2. coordinating development and implementation of Information Communication Technology policy;
3. ensuring availability of Information Communication Technology services and advising on standards for application;
4. coordinating computerization efforts in County Assembly planning, implementing, monitoring and evaluating Information Communication Technology Projects and Programmes;
5. carrying out technical evaluation for the procurement of Information Communication Technology services;
6. achieving Information Communication Technology goals and objectives in the Assembly;
7. ensuring maintenance of Information Communication Technology infrastructure and equipment;
8. coordinating Information Communication Technology in-house training;
9. developing and maintaining management information systems and services to the Assembly;
10. maintaining a computerized information database;
11. designing and maintaining data protection system;
12. providing user support; and
13. ensuring the Assembly's website is managed and updated.

Grading Structure

The Career guideline establishes six (6) grades of Information Communication Technology Officers who will be design designated and graded as below:

Designation	CASB GRADE	IPPD Grade
ICT Assistant III	11	H
ICT Assistant II	10	J
ICT Assistant I	9	K
Senior ICT Assistant	8	L
ICT Officer II	10	J
ICT Officer I	9	K
Senior ICT Officer	8	L
Chief ICT Officer	7	M
Principal ICT Officer	6	N
Assistant Director - ICT Services	5	P

Entry into the Career Progression Guidelines

Direct Appointment will normally be made in the grades of ICT Assistant CASB 11 for diploma holders and ICT Officer II for degree holders. In certain circumstances however, direct competitive appointment may be made beyond these grades by the CASB on recommendation by the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade and there exists a vacancy.

Recognized Qualifications

The following are the minimum recognized qualifications for this cadre:

1. Diploma in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
2. Bachelor's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
3. Master degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from a recognized Institution;
4. Certificate in MCSE/MCITP (Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional) or CCNA/N+ (Cisco Certified Network Associate/Network+);
5. Certificate in Management Course from a recognized institution lasting not less than four weeks;
6. Strategic Leadership Course from a recognized institution lasting not less than six weeks; and
7. Registration with a professional body; and
8. Membership of good professional standing.

Key Result Areas

ICT SYSTEMS: Analyzing, designing, coding and testing computer programs.

ICT APPLICATIONS: Implementing computer programs.

INFRASTRUCTURE: Installation and testing of computer hardware / facilities.

MAINTENANCE: Scheduled and ad-hoc repair and updating of computer hardware / software.

Standards of Performance

The following systems / facilities must be developed and installed:

BACK-UPS: Alternative data storage facilities for fall-back purposes.

SYSTEMS UPDATING: Updating facilities for systems / programs must be installed.

MAINTENANCE SCHEDULE: Time-table for repair/maintenance of computer systems / programs.

JOB DESCRIPTIONS AND SPECIFICATIONS

INFORMATION COMMUNICATION TECHNOLOGY OFFICERS & ASSISTANTS

ICT ASSISTANTS CADRE

INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT III, JOB GRADE "H"/ CASB 11

Duties and Responsibilities

This is the entry and training grade for this cadre for candidates having Diploma qualification in ICT. Duties and responsibilities entails:

1. Assisting in coding, testing and implementing computer programs;
2. Assisting in providing user support; maintaining support systems and training of users; maintaining of Information Communication Technology equipment and associated peripherals;
3. Assist in certifying of Information Communication Technology equipment;

4. Assist in configuring of new Information technology equipment;
5. Assist in maintaining data protection system;
6. Assist in installing and supporting servers;
7. Assist in installing and deployment of relevant hardware and software;
8. Assist in implementing the County Assembly's computer systems; and
9. Assist in providing user support and training users.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. KCSE D+ and above
2. Diploma in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution.

INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT II, JOB GRADE "J"/ CASB 10

Duties and Responsibilities

Duties and responsibilities entail:

Assisting in coding, testing and implementing computer programs;
Assisting in providing user support; maintaining support systems and training of users; maintaining of Information Communication Technology equipment and associated peripherals;
Assist in certifying and configuring Information Communication Technology equipment;
Assist in maintaining data protection system;
Assist in installing and supporting servers;
Assist in installing and deployment of relevant hardware and software; and
Assist in providing user support and training users.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Served in the grade of ICT Assistant III for at least three years;
Diploma in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution; and
Shown merit and ability as reflected in work performance and results.

INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT I, JOB GRADE "K"/ CASB 9

Duties and Responsibilities

1. Duties and responsibilities will entail:
2. Assisting in coding, testing and implementing computer programs;
3. Assisting in providing user support; maintaining support systems and training of users;
4. Assisting in maintenance of Information Communication Technology equipment and associated peripherals;
5. Assist in certifying and configuring Information Communication Technology equipment;
6. Assisting in maintaining data protection system;
7. Assisting in installing and supporting servers;
8. Assist in installing and deployment of relevant hardware and software; and
9. Assist in providing user support and training users.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of ICT Assistant II for at least three years;
2. Diploma in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution.
3. Attended a supervisory course lasting at least four weeks in a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

SENIOR INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT JOB GRADE "L"/ CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. Assisting in coding, testing and implementing computer programs;
2. Assisting in providing user support; maintaining support systems and training of users;
3. Assisting in maintenance of Information Communication Technology equipment and associated peripherals;
4. Assisting in certifying and configuring Information Communication Technology equipment;
5. Assist in maintaining data protection system;
6. Assist in installing and supporting servers;
7. Assist in installing and deployment of relevant hardware and software;
8. Supervising staff under him/her; and
9. Assist in providing user support and training users.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Served in the grade of ICT Assistant I for at least three years;
Diploma in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
Attended a senior management course lasting at least four weeks in a recognized institution; and
Shown merit and ability as reflected in work performance and results.

ICT OFFICERS CADRE

INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GRADE “J”/CASB 10

This is the entry and training grade for this cadre for officers graduating with Degree course in ICT.

Duties and Responsibilities

Duties and responsibilities will entail:

1. certifying of Information Communication Technology equipment; and configuring of new Information technology equipment;
2. Ensuring data protection system;
3. Ensuring fast response and resolutions to ICT incidences
4. coding, testing and implementing computer programs, providing user support; maintaining support systems and training of users
5. maintaining of Information Communication Technology equipment and associated peripherals;
6. Installing and supporting servers;
7. installing and deployment of relevant hardware and software;
8. Implementing the County Assembly's computer systems;
9. providing user support and training users
10. Day to day monitoring of the County Assembly system performance
11. Maintaining and repairing of the ICT infrastructure
12. Implementation of computer programmes
13. Regular updating of computer software
14. Ensure operations of the help desk services supporting the County Assembly
15. Assisting in feasibility study
16. Installation and configuring of computer hardware, software, networks, printers and scanners
17. Scheduling for preventive and corrective maintenance.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Bachelor's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution; and
2. Registration with the relevant professional body; and
3. Membership of good professional standing.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, JOB GRADE “K”/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising officers under him/her;
2. developing hardware and software specifications;
3. designing, recommending and evaluating systems;
4. maintaining and documenting standards of systems; maintaining support developing hardware and software specifications;
5. Ensuring fast response and resolutions to ICT incidences
6. developing and implementing systems; undertaking upgrading of software; updating and keeping inventory on Information Communication Technology activities;
7. designing, recommending and evaluating systems;
8. implementing, maintaining and documenting standards of systems; maintaining support systems and training of users;
9. Repairing and maintaining of Information Communication Technology equipment and associated peripherals. Ensure operations of the help desk services supporting the County Assembly
10. Assisting in feasibility study;
11. Installation and configuring of computer hardware, software, networks, printers and scanners as per specifications of ICT standards.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Information Communication Technology Officer II for a minimum period of three (3) years
2. Bachelor's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from a recognized institution; and
3. Demonstrated merit and ability as reflected in work performance and results.

SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE “L”/CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

Supervising staff under him/her;

1. Scheduling for preventive and corrective maintenance developing hardware and software specifications;
2. developing and implementing systems;
3. undertaking upgrading of software; updating and keeping inventory on Information Communication Technology activities;
4. designing, recommending and evaluating systems;
5. implementing, maintaining and documenting standards of systems; maintaining support systems and training of users;
6. repairing and maintaining of Information Communication Technology equipment and associated peripherals. repairing and maintaining of Information Communication Technology equipment and associated peripheral
7. maintenance of Information Communication Technology equipment and associated peripherals;
8. certifying and configuring Information Communication Technology equipment;
9. maintaining data protection system;
10. installing and supporting servers;
11. installing and deployment of relevant hardware and software;

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Information Communication Technology Officer I for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
3. Certificate in MCSE/MCITP (Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional) or CCNA/ N+(Cisco Certified Network Associate/Network+);
4. Registration with a relevant professional body;
5. Membership of good professional standing; and
6. Demonstrated managerial, administrative and professional competence in work performance and results.

CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE "M"/CASB 7

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

1. Supervises ICT Officer I, II & III, clerical officers attached to the Section and interns
2. Supervising overall systems documentation;
3. coordinating systems development, implementation and maintenance; carrying out feasibility studies; Recommend appropriate enhancements to existing applications.
4. liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment;
5. evaluating hardware maintenance feasibility studies and detailed specifications before implementation. preparing progress report of the systems development;
6. Implement technical specifications for ICT systems hardware and software requirement
7. Conduct backup recovery of County Assembly data.
8. Day to day updating and maintaining of the website

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Information Communication Technology Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines:-Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
3. Certificate in MCSE/MCITP (Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional) or CCNA/ N+(Cisco Certified Network Associate/Network+);
4. Certificate in Management Course of not less than four weeks from a recognized institution;
5. Registration with a relevant professional body & membership of good standing; and
6. Demonstrated managerial, administrative and professional competence in work performance and results.

PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE "N"/CASB 6

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

1. Supervising staff under him/her;
2. Setting and agreeing on performance targets with officers answerable to him/her
3. Ensuring users' adherence to established ICT policies and standards
4. Provide support and maintenance of County Assembly ICT System
5. Training staff in information communication technology matters
6. coordinating systems development, implementation and maintenance; carrying out feasibility studies;
7. preparing progress report of the systems development;
8. evaluating systems and ensuring adherence to established Information Communication Technology Standards;
9. liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment; and
10. evaluating hardware maintenance feasibility studies and detailed specifications before implementation. Designing local area network and wide area network

11. Coordinating systems development, implementation and maintenance; carrying out feasibility studies;
12. Preparing progress report of the systems development;
13. Evaluating systems and ensuring adherence to established Information Communication Technology Standards;
14. Liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment; and
15. Evaluating hardware maintenance feasibility studies and detailed specifications before implementation

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Information Communication Technology Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: -Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
3. Certificate in MCSE/MCITP (Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional) or CCNA/N+(Cisco Certified Network Associate/Network+);
4. Certificate in Management Course of not less than four weeks from a recognized institution;
5. Registration with a relevant professional body & membership of good standing; and
6. Demonstrated managerial, administrative and professional competence in work performance and results.

ASSISTANT DIRECTOR - INFORMATION COMMUNICATION TECHNOLOGY, JOB GRADE "P"/CASB 5

Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities entails:

1. Supervising staff under him/her;
2. Ensuring proper office infrastructure and facilities for the ICT, Research and Library staff
3. coordinating systems development, implementation and maintenance; carrying out feasibility studies
4. Designing local area network and wide area network
5. formulation of ICT policies and manuals;
6. overseeing implementation of laws and policies guiding ICT function;
7. undertaking procurement planning and budgeting for the department;
8. managing capacity building and performance within the department;
9. coordinating systems development, implementation and maintenance; carrying out feasibility studies;
10. preparing progress report of the systems development;
11. evaluating systems and ensuring adherence to established Information Communication Technology Standards;
12. liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment; and
13. evaluating hardware maintenance feasibility studies and detailed specifications before implementation.
14. Preparing progress report of the systems development;
15. Evaluating systems and ensuring adherence to established Information Communication Technology Standards;
16. Liaising with user Divisions/Units to ensure effective maintenance of Information Communication Technology equipment;
17. Evaluating hardware maintenance feasibility studies detailed specifications before implementation.
18. Maintenance of County Assembly ICT and library information System

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Information Communication Technology Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
3. Master degree in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
4. Certificate in MCSE/MCITP (Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional) or CCNA/N+(Cisco Certified Network Associate/Network+);
5. Certificate in Strategic Leadership Course from a recognized institution lasting not less than six weeks.
6. Registration with a relevant professional body & membership of good standing; and
7. Demonstrated managerial, administrative and professional competence in work performance and results.

CAREER PROGRESSION GUIDELINES FOR PUBLIC COMMUNICATIONS AND MEDIA RELATIONS OFFICERS

Public Relations and Media Relations Function

Public Communications and Media Relations Function entail:

1. formulation and implementation of the Assembly's communications strategy;
2. coordination of public and media relations;
3. overseeing general protocol at the Assembly;
4. monitoring and arranging for media coverage of Assembly events;
5. ensuring appropriate branding and visibility within the Assembly;
6. documenting the Assembly events through video, photography and press cuttings;
7. preparation and placement of radio and television infomercials;
8. preparing official speeches;

9. providing information for website content and design;
10. preparing the Assembly's newsletter and corporate materials; and
11. ensuring that appropriate feedback mechanisms are in place in the Assembly.

Grading Structure

The Career Guideline establishes six (6) grades for Public Communications/ Media Relations Officers who will be designated and graded as below:

Designation	CASB GRADE	IPPD GRADE
Public Communications and Media Relations Officer II	10	J
Public Communications and Media Relations Officer I	9	K
Senior Public Communications and Media Relations Officer	8	L
Chief Public Communications and Media Relations Officer	7	M
Principal Public Communications and Media Relations Officer	6	N
Assistant Director, Public Communications and Media Relations	5	P

Entry into the Career Progression Guidelines

Direct Appointment will normally be made in the grades of Public Communications and Media Relations Officer II for degree holders. In certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

The following are the recognized minimum qualifications for the cadre:

1. Diploma in any of the following disciplines: - Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution.
2. Bachelor's degree in any of the following disciplines: - Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution.
3. Master degree in any of the following disciplines: - Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution.
4. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
5. Certificate in Strategic Leadership Course lasting not less than six (6) weeks from a recognized institution.
6. Certificate in computer applications skills from a recognized institution.
7. Registration with a relevant professional body.

PUBLIC COMMUNICATION & MEDIA RELATIONS

Key Result Areas

PUBLICATIONS: Information facilities – brochures, periodicals, newsletters, magazines, e.t.c.

WEBSITE: Internet data book for public access and information worldwide.

OUTREACH: Interaction with external publics.

THE MEDIA: Facilities for informing the public.

PROTOCOL: Appropriate procedure of handling official matters, and particularly receiving important visitors.

Standards of Performance

The following systems / facilities must be developed and installed: --

DEADLINES: Deadlines for the various publications must be specified and made known to stakeholders.

MAILING LIST: This must be prepared for distributing publications as needed.

WEBSITE UPDATES: There must be a schedule for updating the website, and a register maintained accordingly.

OUTREACH: All outreach activities must have prior approval and a register provided for the purpose.

MEDIA & BROADCAST SERVICES

Key Result Areas

ABU: Live broadcast.

Media: Feed.

Committees and Briefings: Coverage.

Website: Streaming.

Recording: House/Committees.

Archiving: Proceedings.

Standards of Performance

The following systems/facilities must be developed and installed:

ABU: A schedule for running ABU must be developed,

Committees/Briefings: A schedule of coverage of the two should be filed.

Deadline: Deadlines for various publications must be specified and made known to stakeholders.

Website: A schedule for running ABU must be developed.

Recording: A schedule for recordings must be developed. Deadlines for segmenting must be specified and material stored.

JOB DESCRIPTIONS AND SPECIFICATIONS

PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER II, JOB GRADE “J”/ CASB 10

This is the entry and training grade for this cadre.

Duties and Responsibilities

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail:

1. Supervising staff under him/her;
2. keeping calendars (editorial, press conferences, events etc.) and media lists;
3. assisting in organizing and execution of events, campaigns etc;
4. Conducting research to support Public Relations planning;
5. drafting and distributing content such as newsletters and releases;
6. editing videos and presentations as assigned;
7. supporting relations with stakeholders, media, vendors etc;
8. assisting in tracking media coverage or PR metrics (e.g. web analytics);
9. inventing ways to streamline communication and plan execution; and
10. undertaking general administrative and clerical duties.

(b) Requirements for Appointment

1. For appointment to this grade, a candidate must have:
2. Bachelor's degree in any of the following disciplines:- Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution; and
3. Certificate in computer applications skills from a recognized institution.

PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER I, JOB GRADE “K”/ CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising public communication assistant III, clerical officers attached to the Section and interns;
2. Organizing PR events (like open days, press conferences) and serve as the Assembly's developing public relations campaigns and media relations strategies;
3. implementing Public Communications and Media relations policies;
4. collaborating with internal teams and maintaining open communication with senior management;
5. editing and updating promotional material and publications (brochures, videos, social media posts etc.);
6. preparing and distributing press releases;
7. organizing PR events (e.g. open days, press conferences) and serve as the Assembly's spokesperson;
8. highlighting inquiries from the media and other parties;
9. tracking media coverage and following industry trends; and
10. drafting Public Relations reports.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Public Communication/Media Relations Officer II or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
3. Certificate in computer applications skills from a recognized institution
4. Registration with a relevant professional body with membership of good standing; and
5. Shown merit and ability as reflected in work performance and results.

SENIOR PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER, JOB GRADE “L” / CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising staff under him/her;
2. organizing public events;
3. implementing communication strategies for the Assembly;
4. preparing speeches, media briefs and Assembly's newsletters;
5. researching on content to be placed in media for publicity;
6. ensuring print publication are well stored for future use;
7. preparing programs designed to create and maintain a positive corporate image;
8. collecting information for the preparation of the Assembly's newsletter and supplements. implementing communication strategies and policies;
9. coordinating all public relation related activities including publishing brochures, flyers among others;
10. Collating and analyzing media coverage;
11. Building and maintaining relationship with journalists, bloggers, investors and customer audiences;
12. Assisting in developing, supporting and promoting the County Assembly goals through message development, social media creation and media outreach; and
13. Identifying target audience and create strategies to effectively engage them.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Public Communication/Media Relations Officer I or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: -Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution
3. Certificate in computer applications skills from a recognized institution;
4. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
5. Registration with a relevant professional body with membership of good standing; and
6. Shown merit and ability as reflected in work performance and results.

CHIEF PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER I, JOB GRADE "M" /CASB 7

Duties and responsibilities

Duties and responsibilities will entail:

1. Supervising senior public communication /Media relations officer;
2. implementing the Assembly's communications strategy;
3. providing logistical support for events;
4. preparation of programs designed to create and maintain a positive corporate image
5. providing media liaison services for the Assembly;
6. coordinating the preparation and placement of radio and television infomercials;
7. preparing and organizing forums where Assembly policies, programmes and projects are propagated and promoted;
8. promoting stakeholder relations;
9. analysing articles in the media pertaining to the Assembly and making appropriate recommendations;
10. overseeing development of still and moving photography;
11. reviewing speeches, media briefs and Assembly's newsletters;
12. Coordinating the preparation of media releases, organizing corporate events and collating and analyzing media coverage;
13. Building and maintaining relationship with journalists, bloggers, investors and customer audiences and identifying target audience; create strategies to effectively engage them
14. sourcing for appropriate media to disseminate information on activities; developing corporate materials and branding; and
15. documenting the Assembly's events through video, photography and press cuttings; and
16. Assist in developing, supporting and promoting the County Assembly goals through message development, social media creation and media outreach

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Public Communications/ Media Relations Officer or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: -
3. Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
4. Certificate in Management Course lasting for at least four weeks from a recognized institution;
5. Certificate in computer applications skills from a recognized institution;
6. registration with a relevant professional body with membership of good standing; and
7. Demonstrated merit and ability as reflected in work performance and results.

PRINCIPAL PUBLIC COMMUNICATIONS/MEDIA RELATIONS OFFICER, JOB GRADE "N"/CASB 6

Duties and Responsibilities

Duties and responsibilities will entail:

1. deputizing the Unit Head;
2. Supervises staff under him/her
3. overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
4. Training and Developing of Officer answerable to him/her;
5. Overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
6. overseeing corporate Communications;
7. advising the Assembly on the best media practices;
8. identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
9. overseeing, designing, innovating and recommending corporate materials for building Assembly's brand;
10. coordinating all the Assembly public functions;
11. coordinating and reviewing of the Assembly's corporate image;
12. ensuring that appropriate Public feedback mechanisms are in place;
13. coordinating Assembly's advertising and publicity;
14. ensuring maintenance of all public affairs and communications records and photographs; and
15. managing and nurturing relations with critical stakeholders.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Chief Public Communications / Media Relations Officer or a comparable position for a minimum period of three (3) years;

2. Bachelor's degree in any of the following disciplines: Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting for at least four (4) weeks from a recognized institution;
4. Certificate in computer applications skills from a recognized institution;
5. Registration with a relevant professional body with membership of good standing; and
6. Demonstrated professional competence and administrative capability in work performance and results.

ASSISTANT DIRECTOR, PUBLIC COMMUNICATIONS/MEDIA RELATIONS, JOB GRADE "P" /CASB 5

Duties and Responsibilities

Duties and responsibilities will entail:

1. Assigning, monitoring and evaluating work performance in the unit;
2. Supervising staff in the unit;
3. Training and developing Officers under him/her
4. mentoring and coaching staff in the unit;
5. overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
6. overseeing corporate communications;
7. advising the Assembly on the best media practices;
8. identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
9. overseeing, designing, innovating and recommending corporate materials for building Assembly's brand;
10. coordinating all the Assembly public functions;
11. coordinating and reviewing of the Assembly's corporate image;
12. ensuring that appropriate Public feedback mechanisms are in place;
13. coordinating Assembly's advertising and publicity;
14. ensuring maintenance of all public affairs and communications records and photographs;
15. Developing, supporting and promoting the County Assembly goals through message development, social media creation and media outreach
16. Coordinating and reviewing of the Assembly's Communication policies
17. managing and nurturing relations with critical stakeholders; and
18. coordinating provision of protocol services in accordance with the National policies, practices and international norms and conventions.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Public Communications / Media Relations Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines: - Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
4. Certificate in Strategic Leadership Course lasting not less than six (6) weeks from a recognized institution;
5. Certificate in computer applications skills from a recognized institution;
6. Registration with a relevant professional body with membership of good standing; and
7. Demonstrated professional competence and administrative capability in work performance and results.

CAREER PROGRESSION GUIDELINES FOR RESEARCH OFFICERS

Research Function

The County Assembly Research Service's function will be to:

1. generate and disseminate research information to enhance County Assembly core functions - legislation, oversight and representation;
2. provide researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
3. provide research services and support to MCAs, House Committees, and Assembly Office holders, that assists them to effectively perform out their constitutional responsibilities;
4. support the provision of the information needs of the County Assembly through a range of research services and products;
5. carry out research and assemble sectoral data, and information on comparative aspects of Assembly practice and procedure, evolution, growth and contemporary aspects of the County Assembly;
6. undertake legislative research and public policy analysis to generate policy briefs and options to sustain evidence - informed decision making in the legislature;
7. build a credible data bank for reference and timely response to County Assembly's information needs;
8. forge and maintain mutually beneficial networks and linkages with research and policy analysis institutions at national, regional and international levels; and
9. initiate anticipatory research and contribute to publications on contemporary and topical issues relevant to the work of the legislature.

Grading Structure

The Career Progression Guidelines establishes six (6) grades of Research Officers who will be designated and graded as follows:

Designation	CASB GRADE	IPPD Grade
Research Officer II	10	J
Research Officer I	9	K
Senior Research Officer	8	L
Chief Research Officer	7	M
Principal Research Officer	6	N
Assistant Director - Research	5	P

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Research Officer II. On certain circumstances however, competitive direct appointment may be made beyond this grade by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade and there exists a vacancy.

Recognized Qualifications

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

1. Bachelor's degree in Statistics, Economics, Social Sciences, Political science, commerce or relevant equivalent qualification from a recognized Institution.
2. Master degree in Statistics, Economics, Social Sciences, political science, commerce or relevant equivalent qualification from a recognized Institution.
3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
4. Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution.
5. Proficiency in computer application.

Key Result Areas

ANALYSIS: Assessing strengths and weaknesses of a process.

INFERENCE: Interpretation / decision-making process.

RECOMMENDATION: Suggesting actions to be taken.

Standards of Performance

The following systems / facilities must be developed and installed:

RESEARCH MANUAL: Standardization handbook for systemizing research, by providing a standard format, instruments and methodology.

BENCHMARKING: Before any research is embarked on, sufficient crosschecking should be done to avoid repetition of the same thing.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

RESEARCH OFFICER II, JOB GRADE "J"/CASB 10

This is the entry and training grade for this cadre.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising staff under him/her;
2. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
3. generate and disseminate research information to enhance County Assembly core functions - Law making, oversight and representation;
4. ensure quality in the preparation of research papers, briefing notes and particular points of view;
5. providing back up to County Assembly committees;
6. build a credible data bank for reference and timely response to County Assembly's information needs; and
7. initiate anticipatory research and contribute to publications on contemporary and topical issues relevant to the work of the legislature.

Requirements for Appointment

For appointment to this grade an officer must have:

1. Bachelor's degree in Statistics, Economics, Social Sciences, political, science, commerce or relevant equivalent qualification from a recognized institution; and
2. Proficiency in computer application.

RESEARCH OFFICER I, JOB GRADE “K” / CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising and offering professional guidance to the subordinate staff within the department.
2. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
3. initiating and conducting anticipatory research and analysis on key policy issues;
4. providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
5. maintaining a periodically updated inventory of publications on current issues;
6. legislation and major public policy issues/questions;
7. ensuring quality control in the preparation of research papers, briefing notes and particular points of view; and
8. providing back up to County Assembly committees.

Requirements for Appointment

For appointment to this grade an officer must have:

1. Served as a Research Officer II or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in Statistics, Economics, Social Sciences, political science, commerce or relevant equivalent qualification from a recognized institution;
3. Shown merit and ability as reflected in work performance; and
4. Proficiency in computer applications.

SENIOR RESEARCH OFFICER, JOB GRADE “L” / CASB 8

Duties and Responsibilities

Duties and responsibility will entail:

1. supervises Senior Research Officer, Research officer I,II and III, assistant researchers, clerical officers attached to the department and interns;
2. training and development of staff members answerable to him/her;
3. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
4. initiating and conducting anticipatory research and analysis on key policy issues;
5. providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
6. maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
7. ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
8. providing back up to County Assembly committees.
9. generating and disseminating research information to enhance County Assembly core functions - Law making, oversight and representation.
10. providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
11. carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure, evolution, growth and contemporary aspects of the County Assembly;
12. undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence-based decision making in the legislature; and
13. building a credible data bank for reference and timely response to County Assembly's information needs.

Requirements for Appointment

For appointment to this grade an officer must have:

1. served in the grade of Research Officer I or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in Statistics, Economics, Social Sciences, political science, commerce or relevant equivalent qualification from a recognized Institution;
3. An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly;
4. Proficiency in computer application skills.
5. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
6. shown merit and ability as reflected in work performance and results.

CHIEF RESEARCH OFFICER, JOB GRADE “M” /CASB 7

Duties and Responsibilities

Duties and responsibility will entail:

1. Supervising staff under him/her;
2. Training and development of staff members answerable to him/her;
3. Setting and agreeing on performance targets;
4. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
5. initiating and conducting anticipatory research and analysis on key policy issues;

6. maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
7. ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
8. providing back up to County Assembly committees.
9. generating and disseminating research information to enhance County Assembly core functions - Law making, oversight and representation.
10. providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
11. carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure; evolution, growth and contemporary aspects of the County Assembly;
12. undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence-informed decision making in the legislature; and
13. building a credible data bank for reference and timely response to County Assembly's information needs.

Requirements for Appointment

For appointment to this grade an officer must have:

1. served in the grade of Senior Research Officer or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in Statistics, Economics, Social Sciences, political science, commerce or relevant equivalent qualification from a recognized institution;
3. An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly;
4. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
5. Proficiency in computer application skills;
6. Certificate in Management Course of not less than four weeks from a recognized institution; and
7. Shown merit and ability as reflected in work performance and results.

PRINCIPAL RESEARCH OFFICER, JOB GRADE "N"/ CASB 6

Duties and Responsibilities

Duties and responsibility will entail:

1. Supervising Staff under him/her;
2. Training and development of staff members answerable to him/her;
3. Setting and agreeing on performance targets;
4. policy formulation;
5. providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
6. initiating and conduct anticipatory research and analysis on key policy issues;
7. providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
8. maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
9. ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
10. providing back up to County Assembly committees.
11. generating and disseminating research information to enhance County Assembly core functions - Law making, oversight and representation.
12. providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
13. carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure; evolution, growth and contemporary aspects of the County Assembly;
14. undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence-informed decision making in the legislature; and
15. building a credible data bank for reference and timely response to County Assembly's information needs.

Requirements for Appointment

For appointment to this grade an officer must have:

1. Served in the grade of Chief Research Officer or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in Statistics, Economics, Social Sciences, sociology, political science, commerce or relevant equivalent qualification from a recognized institution;
3. An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly;
4. Certificate in management Course lasting not less than six (6) weeks from a recognized institution;
5. Proficiency in computer application skills; and
6. Shown merit and ability as reflected in work performance and results.

ASSISTANT DIRECTOR - RESEARCH, JOB GRADE "P" / CASB 5

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising Senior Research Officer, Research officer I,II and III, assistant researchers, clerical officers attached to the department and interns;

2. Training and development of staff members answerable to him/her;
3. Setting and agreeing on performance targets;
4. designing strategic objectives on research functions implementing strategic objectives on research functions
5. policy formulation, interpretation and implementation;
6. initiating and conducting research and analysis on key policy issues;
7. providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
8. maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
9. ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
10. providing back up to County Assembly committees;
11. generating and disseminating research information to enhance County Assembly core functions - law making, oversight and representation.
12. providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
13. carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure, evolution, growth and contemporary aspects of the County Assembly;
14. undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence-informed decision making in the legislature; and
15. building a credible data bank for reference and timely response to County Assembly's information needs.

Requirements for Appointment

For appointment to this grade an officer must have:

1. Served in the grade of Principal Research Officer or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in Statistics, Economics, Social Sciences, political science, commerce or equivalent qualification from a recognized institution;
3. Master degree in Statistics, Economics, Social Sciences, sociology, political science, commerce or equivalent qualification from a recognized institution;
4. An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly; and
5. Certificate in Strategic Leadership Course from a recognized institution lasting not less than six weeks;
6. Shown merit and ability as reflected in work performance and results; and
7. Proficiency in computer application.

CAREER PROGRESSION GUIDELINES FOR LIBRARIANS

Library Function

The Library function entails:

1. implementation of documentation and information policies and guidelines;
2. management of documentation/library services and programmes;
3. maintenance of information resources;
4. management of library information system; and
5. collaboration and networking with institutions and stakeholders on information sharing.

Grading Structure

The Career Progression Guidelines establishes nine (9) grades of Librarians (four of which will be assistants and others are officers) who will be designated and graded as follows:

Designation	CASB GRADE	IPPD GRADE
Library Assistant III	11	H
Library Assistant II	10	J
Library Assistant I	9	K
Senior Library Assistant	8	L
Librarian II	10	J
Librarian I	9	K
Senior Librarian	8	L
Chief Librarian	7	M
Principal Librarian	6	N

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Library Assistant III and Librarian II for diploma and degree holders respectively. In exceptional circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

The following are the recognized qualifications for this cadre:

Diploma in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution.

Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution.

OR

Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution.

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

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

Proficiency in computer application.

Key Result Areas

ACQUISITION: Sourcing of reading materials.

CATALOGUING: Indexing of reading material.

RETRIEVAL: Use of the indexing system to access reading materials, and to shelve them appropriately.

LENDING: The process of giving out and receiving back reading materials.

BINDING & MAINTENANCE: Strengthening reading materials by holding their pages together, and repairing them as necessary.

Standards of Performance

The following systems / facilities must be developed and installed:--

LIBRARY COMMITTEE: For guiding and controlling the main library activities – acquisition of new reading materials and equipment.

STANDARDIZATION: The cataloguing system should be standard / international for universal references and application.

RETENTION: To minimize losses, reading materials should not be checked out of the library.

JOB DESCRIPTIONS AND SPECIFICATIONS

ASSISTANTS CADRE

LIBRARY ASSISTANT III, JOB GRADE “H”/CASB 11

This is the entry and training grade for the Assistants sub-cadre.

Duties and Responsibilities

Duties and responsibilities will entail assisting in:

1. preparing indexes/card exes;
2. updating catalogues;
3. photocopying and circulating published articles;
4. shelving new and returned books and other information materials;
5. filing information materials/publications;
6. Ensuring that books and other library materials are well arranged on the shelves;
7. Perform data entry for library materials and stock in the register;
8. Prepare informational materials in variety of formats (e.g. print, electronic, etc.) for public use;
9. retrieving information from the library for use by clients; and
10. filing information materials/publications.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Diploma in any of following disciplines: Library Science, Information Science or any other equivalent qualification from a recognized institution; and

Proficiency in computer applications.

LIBRARY ASSISTANT II, JOB GRADE “J”/CASB 10

Duties and Responsibilities

Duties and responsibilities will entail assisting in:

1. Ensuring that new library materials and stock are recorded in the register;
2. maintaining records and registers for the library borrowers;
3. maintaining library issues and receipts: managing information materials such as books, videos, journals etc;
4. preparing indexes/cardexes;
5. updating catalogues;
6. photocopying and circulating published articles;
7. shelving new and returned books and other information materials; and
8. filing information materials/publications. retrieving information from the library for use by clients;
9. levying fines for overdue, damaged or lost information material; and
10. documenting and archiving/preserving information resources.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Library Assistant III or a comparable position for a minimum period of three (3) years;
2. Diploma in any of following disciplines: - Library Science, Information Science or any other equivalent qualification from a recognized institution; or
3. Proficiency in computer applications; and
4. Shown merit and ability as reflected in work performance and results.

LIBRARY ASSISTANT I, JOB GRADE “K”/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. Sourcing for information materials/publications, books, newspapers and magazines and maintaining their records;
2. Ensuring that books and other library materials are well arranged on the shelves;
3. Preparing informational materials in variety of formats (e.g. print, electronic, etc.) for public use;
4. Ensuring that new library materials and stock are recorded in the register;
5. maintaining records and registers for the library borrowers;
6. Perform records appraisal and propose disposal /refurbishment decisions;
7. maintaining library issues and receipts;
8. managing information materials such as books, videos, journals etc;
9. preparing indexes/cardexes;
10. updating catalogues;
11. photocopying and circulating published articles;
12. shelving new and returned books and other information materials; and
13. filing information materials/publications.
14. retrieving information from the library for use by clients;
15. levying fines for overdue, damaged or lost information material; and
16. documenting and archiving/preserving information resources.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Library Assistant II or a comparable position for a minimum period of three (3) years;
2. Diploma in any of following disciplines: Library Science, Information Science or any other equivalent qualification from a recognized institution;
3. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results.

SENIOR LIBRARY ASSISTANT, JOB GRADE “L”/CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. implementing library services policies, strategies and programmes
2. Ensure that policies, rules, standards and procedures governing Library use are implemented;
3. Coordinate the classification and cataloging of library materials;
4. Coordinate duty rosters for effective library service.
5. Supervising preparing of indexes/cardexes;
6. Ensuring proper updating of catalogues;
7. preparing work schedules of personnel and supervising staff,
8. Compiling data for evaluating performance;
9. ensuring informational materials are available in all formats (e.g. print, electronics, etc.) for public use;
10. undertaking stock-taking of library materials;
11. maintaining records and registers for the library borrowers;
12. inspecting and recommending disposal /refurbishment of old library materials;
13. conducting information searches from electronic data base;
14. networking of library and information services;
15. maintaining library issues and receipts: managing information materials such as books, videos, journals etc;
16. ensuring library services are in conformity with regulations relating to provision of information; and
17. facilitating acquisition of the library services and facilities.
18. Overseeing photocopying and circulation of published articles;
19. Organizing and shelving of new and returned books and other information materials; and
20. Ensuring proper filing of information materials/publications.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Library Assistant I or a comparable position for a minimum period of three (3) years;
2. Diploma in any of following disciplines: Library Science, Information Science or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results.

OFFICERS CADRE

LIBRARIAN II, JOB GRADE “J”/CASB 10

This is the entry and training grade for the sub-cadre of degree holders.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Ensuring that books and other library materials are well arranged on the shelves;
2. Preparing informational materials in variety of formats (e.g. print, electronic, etc.) for public use;
3. Ensuring that new library materials and stock are recorded in the register;
4. maintaining records and registers for the library borrowers;
5. maintaining library issues and receipts: managing information materials such as books, videos, journals etc;
6. updating catalogues;
7. photocopying and circulating published articles;
8. shelving new and returned books and other information materials;
9. sorting, indexing and filing information materials /publications;
10. levying fines for overdue, damaged or lost information material;
11. retrieving information from the library for use by clients; and
12. collecting, documenting and archiving/preserving information resources.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution;

OR

Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;

Proficiency in computer application.

LIBRARIAN I, JOB GRADE “K”/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

Managing enquiries about library facilities;

1. Sourcing for information materials/publications, books, newspapers and magazines and maintaining their records;
2. Ensuring that books and other library materials are well arranged on the shelves;
3. Preparing informational materials in variety of formats (e.g. print, electronic, etc.) for public use;
4. Ensuring that new library materials and stock are recorded in the register;
5. maintaining records and registers for the library borrowers;
6. Performing records appraisal and propose disposal /refurbishment decision
7. maintaining library issues and receipts:
8. managing information materials such as books, videos, journals etc;
9. updating catalogues;

shelving new and returned books and other information materials
photocopying and circulating published articles;
receiving and compiling requisitions;
sourcing for information materials/publications, books, newspapers and magazines and maintaining their records;
sorting, indexing and filing information materials /publications;
retrieving information from the library for use by clients;
levying fines for overdue, damaged or lost information material; and
documenting and archiving/preserving information resources.

Requirements for Appointment

For appointment to this grade, an officer must have:

Served in the grade of Librarian II or a comparable position for a minimum period of three (3) years;
Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution;
OR
Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
Proficiency in computer applications;
Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
and
Shown merit and ability as reflected in work performance and results.

SENIOR LIBRARIAN, JOB GRADE "L"/CASB 8

Duties and Responsibilities

Duties and responsibilities at this level will entail:

1. deputizing the Principal Librarian;
2. preparing work schedules of personnel and supervising staff;
3. acquiring and making available for public use informational materials in all formats (e.g. print, electronics, etc.);
4. implementing Library projects and programs;
5. Coordinating duty rosters for effective library service.
6. Ensuring that policies, rules, standards and procedures governing Library use are implemented;
7. Networking of library and information services;
8. Ensuring that policies, rules, standards and procedures governing Library use are implemented;
9. coordinating and overseeing the classification and cataloging of library materials, working with vendors and staff to utilize computerized systems and technology tools;
10. ordering books, e-resources and other materials in accordance with informational needs of the Assembly and requests of readers;
11. maintaining library collections;
12. maintaining statistical data and other records;
13. preparing statistical and written reports including budget information;
14. selecting and recommending purchase of equipment, services, materials, and supplies;
15. Ensuring library services are in conformity with regulations relating to provision of information; and
16. assisting in the Section's/ unit's capacity building activities among other duties.

Requirements for Appointment

For appointment to this grade, an officer must have:

Served in the grade of Librarian I or a comparable position for a minimum period of three (3) years;
Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution;

OR

Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
Certificate in senior management course not lasting less than four (4) weeks from a recognized institution;
Certificate in computer applications skills from a recognized institution; and
Shown merit and ability as reflected in work performance and results.

CHIEF LIBRARIAN, JOB GRADE "M"/CASB 7

Duties and Responsibilities

Duties and responsibilities at this level will entail:

1. Supervising the library staff under him/her;
2. Overseeing implementation of Library initiatives, projects and programs;
3. Overseeing the implementation of policies, rules, standards and procedures governing Library use;
4. Providing appropriate technical advice on matters relating to the Library Section of County Assembly;
5. Overseeing the classification and cataloging of library materials.
6. Interpreting laws, regulations and policies;
7. Overseeing duty rosters for effective library service;
8. Assessing resources and library users' needs and recommend necessary action;
9. Training of new staff members;
10. Planning of work schedules for staff members and evaluating library employees.
11. conducting information searches from electronic data base;
12. managing information materials such as books, videos, journals etc;
13. implementing library services policies, strategies and programmes;
14. ensuring library services are in conformity with regulations relating to provision of information; and facilitating acquisition of the library services and facilities.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Librarian or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution;

OR

1. Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
2. Certificate in computer applications skills from a recognized institution;
3. Certificate in senior management course not lasting less than four (4) weeks from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

PRINCIPAL LIBRARIAN, JOB GRADE "N"/CASB 6

Duties and Responsibilities

The duties and responsibilities at this level involves:

1. Developing, interpreting and implementing laws, regulations and policies;
2. planning, organizing and supervising the library division;
3. Providing appropriate technical advice on matters relating to the Library Section of County Assembly;
4. preparing work schedules of personnel and supervising staff;
5. evaluating performance, and recommending personnel actions;
6. Planning of work schedules for staff members and evaluating library employees;
7. coordinating and overseeing the classification and cataloging of library materials;
8. ordering books, e-resources and other materials in accordance with informational needs of the Assembly and requests of readers;
9. maintaining library collections;
10. maintaining statistical data and other records;
11. coordinating preparation of statistical and written reports including budget information;
12. monitoring and controlling budget expenditures for the library division;
13. selecting and recommending purchase of equipment, services, materials, and supplies; and
14. assisting in Division/Unit's capacity building activities among other duties.

Requirements for Appointment

1. Served in the grade of Chief Librarian or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Library Studies, Information Sciences or any other equivalent qualification from a recognized Institution;

OR

1. Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library Studies, Library Science, Information Science or equivalent qualification from a recognized Institution;
2. Certificate in computer applications skills from a recognized institution;
3. Certificate in senior management course not lasting less than four (4) weeks from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

DIRECTORATE OF FINANCE AND ACCOUNTING SERVICES

CAREER PROGRESSION GUIDELINES FOR FINANCE OFFICERS

Finance Function

The Finance function entails:

1. ensuring promotion of efficient allocation and utilization of financial resources for maximum benefit to the County Assembly;
2. providing an effective and appropriate Financial Framework for attainment of the County Assembly's functions;
3. preparing the County Assembly's Medium Term Expenditure Framework (MTEF);
4. forecasting and monitoring expenditure;
5. prioritizing projects and activities for the purpose of financial allocations in the budget;
6. controlling, monitoring and implementing the County Assembly's financial resources;
7. Manage accounting information, which includes coordinating and rationalizing of estimates, annual appropriation and fund accounts, cash flow control and cost analysis;
8. applying sound principles, systems and techniques in accounting for the County Assembly's finances, assets, revenue, expenditure and costs; and
9. overseeing commitment of funds and expenditure trends.

Grading Structure

The Career Progression Guideline establishes seven (7) grades of Finance Officers who will be designated and graded as below:

Designation	CASB Grade	IPPD Grade
Finance Officer II	10	J
Finance Officer I	9	K
Senior Finance Officer	8	L
Chief Finance Officer	7	M
Principal Finance Officer	6	N
Assistant Director - Finance	5	P
Deputy Director - Finance & Accounting Services	4	Q
Director - Finance & Accounting Services	3	R

Entry into the Career Progression Guidelines

Direct Appointment will normally be made in the Finance Officer II CASB 10 for Degree holders. In certain circumstances however, direct appointment may be made beyond this grade by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

The following are the recognized minimum qualifications for this cadre:

1. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/ Finance option), Finance, Economics, Business Administration, Business Management or any other equivalent qualification from a recognized institution.
2. Master degree in any of the following disciplines: - Commerce (Finance/Accounting Option), Finance, Economics, Business Administration (Finance Option) or any other equivalent qualification from a recognized institution.
3. Part I, II, III of the Certified Public Accountants (CPA) Examination.
4. Registered with Institute of Public Accountants (ICPAK) Kenya.
5. Certificate in Senior Management Course lasting not less than four (4) years from a recognized institution.
6. Certificate in Strategic Leadership Development Programme lasting not less than six (6) months from a recognized institution.
7. Proficiency in computer application.

Key Result Areas

ESTIMATES: Planned expenditure yet to be approved.

ALLOCATION (DISBURSEMENT): Provision of funds based on approved expenditure.

CONTROL: Ensuring that budgets are used for approved items, and not exceeded.

Standards of Performance

The following systems / facilities must be developed and installed:

BUDGET COMMITTEE: Planned expenditure must emanate from users and approved by the Budget Committee.

APPROVAL BY ASSEMBLY: Disbursement of funds must be subject to approval by Assembly.

AIE: Authority to Incur Expenditure (AIE) must be issued by the Accounting Officer to users before approved funds are utilized.

JOB DESCRIPTIONS AND SPECIFICATIONS

FINANCE OFFICER II, JOB GRADE "J"/CASB 10

This is the entry and training grade for this cadre. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved.

Duties and Responsibilities

Duties and responsibilities will entail:

1. compiling, analyzing and formatting financial estimates;
2. taking initial action on budget monitoring; and
3. preparing reports and briefs on budgetary policy issues from user departments.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Bachelor's degree in any of the following disciplines: - Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance or any other equivalent qualification from a recognized institution; and
2. Proficiency in computer application.

FINANCE OFFICER I, JOB GRADE "K"/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. compiling, analyzing and formatting financial estimates;
2. taking initial action on budget monitoring; and
3. preparing reports and briefs on budgetary policy issues from user departments.
4. Requirements for Appointment
5. For appointment to this grade, a candidate must have:
6. Served in the grade of Finance Officer II for a minimum period of three (3) years;
7. Bachelor's degree in any of the following disciplines: - Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance or any other equivalent qualification from a recognized institution; and
8. Proficiency in computer application.

SENIOR FINANCE OFFICER, JOB GRADE "L"/CASB 8

The Senior Finance Officer is responsible for undertaking the revenue forecasting, analysis and compiling and writing concise reports on specific assignments on financial matters.

Duties and Responsibilities:

Duties and responsibilities will entail:

1. Supervising finance officer I & II;
2. processing of budgetary supply matters;
3. initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
4. processing of annual budget, revising estimates of recurrent and development expenditures;
5. initial action for the budgeting of donor financed projects, the review of financial implementation of such projects;
6. controlling expenditure commitments as may pertain to the Assembly; and
7. monitoring commitments, expenditures and reimbursements.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Finance Officer I for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Commerce (Finance Option), Finance, Economics, Business Administration/ Management (Finance Option) or any other equivalent qualification from a recognized institution;
3. Part II of the Certified Public Accountants (CPA) Examination;
4. Proficiency in computer application;
5. Certificate in management course from a recognized institution not lasting less than four (4) weeks; and
6. Demonstrated merit and ability as reflected in work performance and results.

CHIEF FINANCE OFFICER, JOB GRADE "M"/CASB 7

The Chief Finance Officer is responsible for undertaking the revenue forecasting, analysis and compiling and writing concise reports on specific assignments on financial matters.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising Senior Finance Officer and Finance Officer I;
2. Preparation of Budgets for the Recurrent and Development votes;
3. Preparation of quarterly expenditure forecasts as a basis for discussions with the Treasury for release of funds Coordinate and maintain financial records of all fiscal documents with appropriate support materials;
4. Initiation of proposals seeking funds for additional expenditure and reallocation of voted funds during the year;
5. Coordinating and analyzing medium term expenditure framework;
6. Monitoring of expenditure and projects including programme implementation on a periodic basis and ensuring that timely corrective action is taken;
7. Implementing financial policies and procedures;
8. Reviewing and evaluating departmental budget proposals;
9. Processing medium term and revised budget; and
10. prioritizing of programs and activities for result based allocation of resources preparing reports and briefs on budgetary policies.

Requirements for Appointment

For appointment to this grade, an officer must have:

Served in the grade of Senior Finance Officer for a minimum period of three (3) years with proven experience;

1. Bachelor's degree in any of the following disciplines: - Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option) or Finance or any other equivalent qualification from a recognized institution;
2. Part III of the Certified Public Accountants (CPA) Examination;
3. Certificate in Management Course from a recognized institution lasting not less than four (4) weeks;
4. Registered with Institute of Certified Public Accountants (ICPAK) (Kenya) and of good professional standing; and
5. Proficiency in computer application.
6. Demonstrated merit and ability as reflected in work performance and results.

PRINCIPAL FINANCE OFFICER, JOB GRADE "N"/CASB 6

The Principal Finance Officer is responsible for undertaking the revenue forecasting, analysis and compiling and writing concise reports on specific assignments on financial matters.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Coordinate the preparation of monthly, quarterly and annual departmental reports;
2. Mentor and coach direct reports staff;
3. Coordinate the development of the Department's Work plan and budget;
4. Monitoring expenditure on projects and programs on a periodic basis;
5. Implementing proposals for raising funds;
6. Processing commitment of funds and expenditure trends;
7. Development of financial plans, policies and procedures;
8. Coordinate and maintain financial records of all fiscal documents with appropriate support materials;
9. Monitoring and controlling expenditures within the approved budget to ensure Prudent financial Management and efficient service delivery in line with the Constitution, Public Finance Management Act and regulations;
10. Overseeing implementation of financial policies and procedures;
11. Coordinating the reviewing and evaluation of departmental budget proposals;
12. Prioritizing of programs and activities for result based allocation of resources; and
13. Interpreting reports and briefs on budgetary policies.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Finance Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: - Commerce (Finance Option), Finance, Economics, Business Administration (Finance Option), Business Management (Finance Option) or any other equivalent qualification from a recognized institution;
3. Part III of the Certified Public Accountants (CPA) Examination;
4. Certificate in Senior Management Course lasting not less than four weeks from a recognized institution;
5. Registered with Institute of Certified Public Accountants (ICPAK) (Kenya);
6. Proficiency in computer application; and
7. Demonstrated managerial, administrative and professional competence in work performance and results.

ASSISTANT DIRECTOR - FINANCE, JOB GRADE "P"/CASB 5

The Assistant Director - Finance is Responsible for assisting in controlling and coordinating both routine and non-routine Finance and Planning Functions including prioritizing projects and activities for the purposes of financial allocations in the budget.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervising, Mentoring and coaching direct reports officers;
2. Coordinating vote head re-allocations within approved budget;
3. Overseeing implementation of financial policies, procedures and all financial Commitments;
4. Development of financial plans, policies and procedures;
5. Coordinate the implementation of the performance management system in the department;
6. Convene and chair departmental meetings;
7. Coordinate and maintain financial records of all fiscal documents with appropriate support materials;
8. Interpretation of relevant laws, regulations and policies;
9. Preparation of quarterly expenditure forecasts as a basis for discussions with the Treasury for release of funds;
10. Communication of approved annual estimates to various Departments and making sure that there is a timely adjustment of work plans, communicate with the references voted in the budget;
11. Initiation of proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
12. Monitoring expenditure on projects; and
13. Programme implementation on a periodic basis and ensuring that timely corrective measures have been taken.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Finance Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: - Commerce (Finance Option), Finance, Economics, Business Administration (Finance Option), Business Management (Finance Option), or any other equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines: Commerce (Finance Option), Finance, Economics, Business Administration (Finance Option), Business Management (Finance Option), or any other equivalent qualification from a recognized;
4. Holder of Certified Public Accounting certification (CPA-K);
5. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
6. Registered with Institute of Certified Public Accountants (ICPAK) (Kenya) with a membership of good professional standing;
7. Proficiency in computer application; and
8. Demonstrated managerial, administrative and professional competence in work performance and results.

DEPUTY DIRECTOR - FINANCE AND ACCOUNTING SERVICES, JOB GRADE "Q"/CASB 4

The Deputy Director – Finance, provides an effective and appropriate Financial Framework for attainment of the County Assembly's functions.

Duties and Responsibilities

Duties and responsibilities will entail:

Finance Roles

1. Controlling expenditure commitments in the County Assembly;
2. Advising the CASB on sound financial management practices;
3. Prioritizing of programs and activities for results-based allocation of resources;
4. Supervising Assistant Director, Principal Finance Officer, Senior Finance Officer, finance officer I;
5. Oversee the implementation of approved Assembly accounting standards, policies, bases and concepts;
6. Monitoring commitments on revenue and expenditures for recurrent, development and donor funds;
7. Interpretation of relevant laws, regulations and policies;
8. Overseeing the development and implementation of financial plans, policies and procedures;
9. Training and developing finance officers on current and emerging issues in financial management;
10. Overseeing management of financial records;
11. Overseeing expenditures within the approved budget;
12. Overseeing the review and evaluation of departmental budget proposals;
13. Interpreting reports and briefs on budgetary policies;
14. Coordinating vote head re-allocations within approved budget and compiling information required in the budgetary process;
15. Processing medium term expenditure and revised estimates;
16. Evaluating and scrutinizing expenditure proposals;
17. Compiling information required in the budgetary process; and
18. Processing medium term expenditure and revised estimates budget.

Accounting Roles

1. Supervise Assistant Director, principal accountant, Chief Accountant, Senior Accountant, Accountant I and Accountant II;
2. Preparing and enforcing implementation of accounting policies and procedures;
3. Planning, directing and controlling accounting services;
4. Developing and overseeing the implementation of the work plans in the Department;
5. Managing performance of the Department;
6. Setting targets for the accounts staff and evaluating achievements;
7. Coordinating implementation of accounting standards and systems for compliance, including Integrated Financial Management Information System (IFMIS) operations;
8. Coordinating implementation of Public Accounts Committee recommendations for the Assembly;
9. Provision of advisory services to the Accounting Officer and other stakeholders on all accounting matters in the Assembly;
10. Responsible for provision of quality and timely accounting services in the Assembly including maintenance of appropriate and up-to-date accounting records;
11. Coordinate the Preparation of tax returns and ensuring prompt payment; and
12. Validation of Bi-annual Accounts.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Assistant Director – Finance/Accounts for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Commerce (Finance Option), Finance, Accounting, Economics, Business Administration (Finance Option), Business Management (Finance Option), or any other equivalent qualification from a recognized institution;

3. Master degree in any of the following disciplines: - Commerce (Finance Option), Finance, Accounting, Economics, Business Administration (Finance Option), Business Management (Finance Option);
4. Holder of Certified Public Accountants (CPA-K) certification;
5. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
6. Registered with Institute of Certified Public Accountants (ICPAK) (Kenya) with membership of good professional standing;
7. Proficiency in computer application; and
8. Demonstrated managerial, administrative and professional competence in work performance and results.

DIRECTOR - FINANCE AND ACCOUNTING SERVICES, JOB GRADE "R"/CASB 3

Reporting to the Clerk, the Director - Finance and Accounting will be responsible for efficient and effective management of financial operations and performance of the County Assembly by overseeing all finance and accounting services through development, implementation, and review of financial policies, strategies and procedures and ensuring compliance with prevailing laws and regulations.

a) Duties and responsibilities

Duties and responsibilities entails:

1. Financial controller of the County Assembly;
2. Planning, directing and controlling Finance and Accounting Service Function;
3. Overseeing accounting for County Assembly Service funds as per the PFMA (2012);
4. Providing advisory services to the CASB on all financial matters;
5. Interpreting and implementing financial management statutes, policies, standards, strategies and programmes;
6. Ensuring compliance with PFMA and other financial regulations and guidelines;
7. Monitoring implementation of financial controls system;
8. Spearheading formulation and application of accounts manual;
9. Overseeing accounting for County Assembly Service funds as per the PFMA;
10. Coordinating consolidation of budgets for the recurrent and development votes;
11. Overseeing preparation of finance and account reports;
12. Authorizing payments and signing of cheques subject to set limits;
13. Overseeing development and implementation of computerized financial and accounting information systems;
14. Develop and oversee the implementation of work plans in the directorate;
15. Spearheading establishment and maintenance of a comprehensive financial management and reporting systems;
16. Develop and oversee the implementation of work plans in the directorate; and
17. Managing performance and capacity building of the directorate.

b) Requirement for appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Deputy Director - Finance or Accounts for a minimum period of three (3) years; with Cumulative experience of at least ten (10) years in accountancy / financial management.
2. Masters degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Mathematics, Statistics, Business Administration, or its equivalent qualification from a recognized institution;
3. Bachelor's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution.
4. Certified Public Accountants of Kenya (CPA K) or its equivalent recognized qualification;
5. Registered with ICPAK and of good professional standing;
6. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
7. Certificate in computer applications skills;
8. Demonstrated outstanding capability in financial Management, integrity professional competence and administrative ability as reflected in work performance and results; and
9. Shown merit in job performance.

CAREER PROGRESSION GUIDELINES FOR ACCOUNTANTS

Accounting Function

The Accounting function entails provision of quality accounting and advisory services to the Assembly. This involves planning, developing and implementing Assembly accounting policy, systems and procedures; computerization of accounting systems; and monitoring expenditure as approved by Assembly; application of sound principles, systems and techniques in accounting for Assembly finances, Government assets. The function further entails accounting for special funds set up under various statutes, programmes and projects under special negotiated agreements; management of accounting information which includes coordination and rationalization of estimates, annual appropriations and fund accounts, cash flow control, cost analysis and any other related matters.

GRADING STRUCTURE AND SCOPE

This career progression guidelines establishes six (6) grades of Accountants who will be designated and graded and follows:

Designation	CASB grade	JG
Accountant II	10	J
Accountant I	9	K
Senior Accountant	8	L
Chief Accountant	7	M
Principal Accountant	6	N
Assistant Director - Accounts	5	P

ENTRY INTO THE SCHEME OF SERVICE

Direct appointment will normally be made in the grade of Accountant II, Job Group 'J' and Accountant I, Job Group 'K'. In exceptional cases, on certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to

the grade.

RECOGNIZED QUALIFICATIONS

The following are the recognized qualification for the purpose of this Scheme of Service:

1. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.
2. A pass in part II and III (final) of the Certified Public Accountants (CPA) Examination or its recognized equivalent;
3. Master degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
4. Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration with Accountants Board.
5. Management course lasting not less than four (4) weeks from a recognized institution.
6. Strategic Leadership Development Course lasting at least Six (6) Weeks from a recognized institution.
7. Certificate in Computer Applications.

Key Result Areas

DATA: Financial information for decision making.

ACCOUNTING SYSTEMS: Accounting policies, procedures, regulations and standards for operation and control purposes.

EXPENDITURE: Application of budgeted funds for operations and development.

REVENUE: Sourcing and collection of funds for augmenting expenditure.

Standards of Performance

The following systems / facilities must be developed and installed:

DATABASE: A self-updating system for providing the necessary financial parameters online for decision making and implementation.

FINANCIAL ORDERS: The manual, amended by Treasury circulars, for financial regulations, procedures and practices – covering both expenditure and revenue.

AIE: For any payment, Authority to Incur Expenditure (AIE) must be issued by the Accounting Officer.

EXCHEQUER ISSUES: Authority by Controller and Auditor General for funds to be released to the AIE holder.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

ACCOUNTANT II, JOB GROUP “J”/CASB 10

This is an entry and training grade for non-professional degree holder. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved.

Duties and Responsibilities

Duties for this grade entails:

responsible for preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.

responsible for safe custody of records and assets under him/her.

Assisting with documenting accounting processes to be included in the accounts manual

Requirements for Appointment

For appointment to the grade of Accountant II, a candidate must have the following qualification:

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

OR

A pass in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications.

ACCOUNTANT I, JOB GROUP “K”/CASB 9

This is an entry and training grade for professional accountant.

Duties and Responsibilities

The duties at this grade entails:

1. verification of vouchers and committal documents in accordance with laid down rules and regulations;
2. data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers
3. preparation of simple management reports e.g. imprest and expenditure returns etc,
4. safe custody of Assembly records and assets under him/her,
5. receiving duly processed payments and receipt vouchers;
6. writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis;
7. arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
8. extracting and providing cash liquidity analysis;
9. ensuring security of cheques and cheque books; preparation of expenditure and Authority to Incur Expenditure (AIE);
10. paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
11. receipting of all money due and payable to government.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination.

OR

1. Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.
2. served as Accountant II or equivalent position for a minimum period of three (3) years;
3. passed Part II of the Certified Public Accountants (CPA) Examination or a Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
4. Certificate in Computer Applications; and
5. Shown merit and ability as reflected in work performance and results.

SENIOR ACCOUNTANT, JOB GROUP “L”/CASB 8

The Senior Accountant coordinates and rationalizes estimates, annual appropriations and fund accounts, cash flow control, cost analysis and any other related matters.

Duties and Responsibilities

The duties at this grade entails:

1. supervises Accountant I & II;
2. mentoring Clerical officers and interns;
3. responsible for timely and accurate preparation of quality management reports;
4. training and development of staff under him/her;
5. undertake ad hoc assignments relating to accounting services;
6. may be assigned responsibilities to authorize payments and sign cheques subject to limit set;
7. certify and verify returns, documents, vouchers;
8. monitor collection of revenue including inspection (if any); and
9. responsible for Government assets, records and custody of Accountable Documents under his/her sections(s);
10. Preparing and verifying vouchers for payments;
11. Coordinate the Preparation of tax returns and ensuring prompt payment;
12. Maintaining and reconciling accounts receivable and payables;
13. Maintain and update ledger accounts by vote heads; and
14. Verifying reconciliation for cash book and bank statements.

Requirements for Appointment

1. For appointment to this grade, an officer must have:
2. served in the grade of Accountant I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
3. passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.
OR
1. Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent;
2. Senior management course from a recognized institution lasting not less than four weeks;
3. Certificate in Computer Applications; and
4. Shown merit and ability as reflected in work performance and results.

CHIEF ACCOUNTANT, JOB GROUP “M”/CASB 7

The Chief Accountant Coordinates and rationalizes estimates, annual appropriations and fund accounts, cash flow control, cost analysis and any other related matters.

Duties and Responsibilities

Work at this level will be similar to those performed by the Senior Accountant but of wider scope and higher complexity. Duties and Responsibilities at this level will include:

Responsible for providing guidance to officers under him/her to achieve the desired results;

1. Planning, directing, coordinating, supervising areas of control;
2. Training, develop and monitor performance of staff under him/her;
3. Setting targets for the unit and may occasionally be required to undertake ad hoc assignments relating to accounting services;
4. Assist in preparations of final accounts;
5. Ensure safe custody of Assembly assets and records under him/her;
6. Be responsible for authorizing payments and signing of cheques subject to set limits;
7. be responsible for timely and accurate preparation of management reports that fall under his/her division; and
8. be responsible for providing guidance to officers under him/her to achieve the desired results.
9. Ensuring compliance to applicable accounting standards, rules and regulations;
10. Responsible for authorizing payments and signing of cheques subject to set limits; and
11. Responsible for timely and accurate preparation of management of reports that fall under his/her division.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Accountant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
2. Bachelors degree in any the following disciplines: commerce, finance, economics, business administration/business management or any other relevant equivalent qualification.
3. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
4. Attended a management course lasting not less than four (4) weeks from a recognized institution;
5. Proficiency in computer application; and
6. Shown merit and ability as reflected in work performance and results.

PRINCIPAL ACCOUNTANT, JOB GROUP “N”/CASB 6

The Principal Accountant accounts for special funds set up under various statutes, programmes and projects under special negotiated agreements; management of accounting information.

Duties and Responsibilities

Duties and responsibilities entail:

1. Supervises Chief Accountant, Senior Accountant, Accountant I, Accountant II;
2. Providing advisory services to Departmental heads and other stakeholders on all Accounting matters at the Assembly;
3. Interpretation and implementation of financial regulations and procedures, Treasury Circulars, letters and instructions from all government agencies;
4. Ensuring expenditures are within the voted allocations;
5. developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury Regulations and Procedures;
6. Preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements,

- cash flow statements, analysis of deposits etc and maintenance of up-to-date and accurate books of accounts;
- 7. Authorization of payments and signing of cheques subject to set limits;
- 8. Preparation of revenue and expenditure returns in the Assembly as required by Treasury regulations and law;
- 9. Assisting in developing of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury Regulations and Procedures;
- 10. Coordinate the Preparation of tax returns and ensuring prompt payment;
- 11. Verifies and approves reconciled accounts receivable and payables
- 12. Coordinates Maintenance of general ledger accounts;
- 13. Verifying reconciliation for cash book and bank statements;
- 14. Ensures proper fixed asset register is prepared and maintained;
- 15. Authorization of payments and signing of cheques subject to set limits; and
- 16. Maintenance of up-to-date and accurate books of accounts.

Requirements for the Appointment

For appointment to this grade, the officer must have:

1. Served in the grade of Chief Accountant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
2. Bachelors degree in any the following disciplines: commerce, finance, economics, business administration/business management or any other equivalent qualification;
3. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
4. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and membership of good standing;
5. Senior management course from a recognized institution lasting not less than four weeks;
6. Proficiency in computer application; and
7. Shown merit and ability as reflected in work performance and results.

ASSISTANT DIRECTOR – ACCOUNTING SERVICES, JOB GROUP “P”/CASB 5

The Assistant Director – Accounting Services plans, develops and implements the County Assembly accounting policy, systems and procedures; computerization of accounting systems; and monitoring expenditure as approved by Assembly.

Duties and Responsibilities

The officer will be responsible for the following functions:

1. Supervises principal accountant, Chief Accountant, Senior Accountant, Accountant 1 and Accountant II;
2. Monitoring implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations;
3. Follow up implementation of Public Accounts Committee recommendations for the Assembly;
4. preparation of Bi-annual Accounts;
5. consolidation of cash flow projections;
6. assisting the head of the Accounting unit to provide advisory services to the Accounting Officer and other stake holders on all financial and accounting matters in the Assembly;
7. assist in setting targets for the accounts staff and evaluating achievements;
8. responsible for provision of quality and timely accounting services in the Assembly including maintenance of appropriate and up-to-date accounting records;
9. Ensuring compliance to applicable accounting standards, rules and regulations
10. Approves verified vouchers and imprest warrant for payments; and
11. Coordinate the Preparation of tax returns and ensuring prompt payment.

Requirements for Appointment

For appointment to this grade, the officer must have:

1. Served in the grade of Principal Accountant or in a comparable and relevant position in the public service for a minimum period of three (3) years;
2. Be a holder of Certified Public Accountants CPA(K) or its recognized equivalent;
3. Master degree in any of the following: Commerce, Accounting, Business Administration, Finance, or other equivalent qualification from a recognized institution;
4. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and membership of good standing;
5. Strategic Leadership course from a recognized institution lasting not less than six weeks;
6. Proficiency in computer application; and
7. Shown merit and ability as reflected in work performance and results.

CAREER PROGRESSION GUIDELINES FOR HUMAN RESOURCE OFFICERS AND ASSISTANTS

The Human Resource Management Function

1. The Human Resource Management Function will be to:
2. formulate, implement, interpret and review appropriate human resource management policies, rules, regulations and procedures;
3. undertake human resource planning;
4. facilitate recruitment, placement, promotion, training and development of staff;
5. coordinate Performance Management and Performance Appraisal;
6. handle discipline issues;
7. manage employee relations;
8. administer salary and manage the payroll;
9. coordinate staff welfare issues including insurance covers;
10. administer pension;
11. ensure compliance with statutory human resource legislation, rules, regulations, policies and procedures;
12. manage human resource records and general registries;
13. ensure health and safety;
14. mainstream key service policies - HIV/ AIDS, gender and disability issues; and
15. process other HR administration issues.

Grading Structure

The structure contains two cadres: Human Resource Management Officers and Human Resource Assistants.

Designation	CASB Grade	IPPD Grade
Human Resources Assistant III	11	H
Human Resources Assistant II	10	J
Human Resources Assistant I	9	K
Senior Human Resources Assistant	8	L
Human Resource Management Officer II	10	J
Human Resource Management Officer I	9	K
Senior Human Resource Management Officer	8	L
Chief Human Resource Management Officer	7	M
Principal Human Resource Management Officer	6	N
Assistant Director, Human Resource Management	5	P
Deputy Director - Human Resources and Administration	4	Q
Director - Human Resources and Administration	3	R

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Human Resources Assistant III CASB 11 for Diploma Holders and Human Resource Management Officer II, CASB 10 for degree holders. In certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/ or experience for appointment to the grade and there exists a vacancy.

Recognized Qualifications

The following are the recognized minimum qualifications for the cadre:

1. Diploma in Human Resource Management;
2. Bachelor's degree in any of the following disciplines: Human Resources, administration or any other equivalent qualifications from a recognized institution;
3. Master Degree in any of the following disciplines: Human Resource Management/ Development, Business Administration (Human Resource Management option) or any other equivalent qualification from a recognized Institution;
4. Post graduate Diploma in Human Resource Management, Industrial relations, Business/ Public Administration from a recognized institution;
5. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
6. Certificate in Leadership Course of not less than six weeks from a recognized institution;
7. Certification by a professional body- CHRP(K);
8. Registration with the Institute of Human Resource Management of Kenya & membership of good standing; and
9. Certificate in computer application from a recognized institution.

HUMAN RESOURCE MANAGEMENT SERVICES

Key Result Areas

STAFFING: Organization structure; Employment; HR Planning; Promotion; Development.

COMPENSATION: Pay and Benefits, Incentives, Allowances, Job Evaluation.

JOB PERFORMANCE: Job Description, Performance Appraisal, Training, Awards, Discipline.

EMPLOYEE RELATIONS & WELFARE: Labour Laws, Medicare, Housing, transport, Safety, Security.

HR POLICY: HR Rules, Regulations and Policy; Terms and Conditions of Service; Duties on CASB Advisory Committee.

Standards of Performance

The following systems / facilities must be developed and installed:

HR AUDIT: Skills Audit; Staffing Audit; Staffing Levels .

JOB EVALUATION: Determine the relative worth of jobs, grade the jobs, and create career paths.

SCHEMES OF SERVICE: Career Progression guidelines to delineate duties / responsibilities and to specify the required competencies.

HR MANUALS: Terms and conditions of service.

HUMAN RESOURCE DEVELOPMENT SERVICES

Key Result Areas

PRE-TRAINING: Preparatory training activities - Training Needs Assessment, Skills Inventory, Training Projections, Design of Training Programs, Preparation of Training Materials.

TRAINING: Actual training activities - Training Delivery, Training Coordination.

POST-TRAINING: Activities after training delivery - Evaluation of training, Reports; Actions on evaluation.

Standards of Performance

The following systems facilities must be developed and installed:

TRAINING MANUAL: Containing training policy; procedure; funding; study leave.

TNA SYSTEM: The various approaches of training needs assessment (TNA) for the different training areas - developed as a system.

TRAINING REPORTS: Inventory of training in the last three years; participants; durations; budgets; evaluation; actions on evaluation.

JOB DESCRIPTIONS AND SPECIFICATIONS

HUMAN RESOURCE MANAGEMENT ASSISTANTS

HUMAN RESOURCES ASSISTANT III, JOB GRADE "H"/ CASB 11

Duties and Responsibilities:

This is the entry grade for this Cadre for Diploma holders. Duties and responsibilities will entail assisting in: monthly payroll cleansing;

1. updating payroll by way of inputting approved adjustments;
2. staff loan documentation and implementation;
3. maintaining employee records and human
4. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc;
5. checking compliance with the one-third net pay rule;
6. be responsible for leave computation and documentation;
7. Distributing HR information to members and staff i.e. pension statement, medical utilization reports etc;
8. Delivery of payroll to report to the third parties i.e. banks and statutory bodies;
9. Making requisition of office supplies and stationery for the department; and
10. Assisting in postage on HR information on the notice board.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized Institution; and Certificate in computer application skills from a recognized institution.

HUMAN RESOURCES ASSISTANT II, JOB GRADE "J"/ CASB 10

Duties and Responsibilities:

Duties and responsibilities will entail assisting in:

1. monthly payroll cleansing;
2. updating payroll by way of inputting approved adjustments;
3. staff loan documentation and implementation;
4. maintaining employee records;
5. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc ;
6. checking compliance with the one-third net pay rule;
7. be responsible for leave computation and documentation;
8. Delivery of payroll to report to the third parties i.e. banks and statutory bodies;
9. Making requisition of office supplies and stationery for the department; and
10. Assisting in postage on HR information on the notice board.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Served in the grade of Human Resource Assistant III for at least three years;

Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized Institution;

Certificate in computer application skills from a recognized institution;

Membership to the Institute of Human Resource Management of Kenya (IHRM -K); and

Shown merit and ability as demonstrated in work performance and results.

HUMAN RESOURCES ASSISTANT I, JOB GRADE "K"/ CASB 9

Duties and Responsibilities:

Duties and responsibilities will entail:

1. monthly payroll cleansing;
2. updating payroll by way of inputting approved adjustments;
3. staff loan documentation and implementation;
4. maintaining employee records and human
5. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc ;
6. checking compliance with the one-third net pay rule;
7. Responsible for leave computation and documentation; and
8. Assisting in postage on HR information on the notice board

Requirements for Appointment

For appointment to this grade, a candidate must have:

- Served in the grade of Human Resource Assistant II for at least three years;
- Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized Institution;
- Supervisory course from a recognized institution lasting not less than two weeks;
- Certificate in computer application from a recognized institution;
- Membership to the Institute of Human Resource Management of Kenya (IHRM -K); and
- Shown merit and ability as demonstrated in work performance and results.

SENIOR HUMAN RESOURCES ASSISTANT, JOB GRADE "L"/ CASB 8

Duties and Responsibilities:

Duties and responsibilities will entail overseeing:

1. monthly payroll cleansing;
2. updating payroll by way of inputting approved adjustments;
3. staff loan documentation and implementation;
4. maintaining employee records and human
5. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc;
6. checking compliance with the one -third net pay rule;
7. be responsible for leave computation and documentation; and
8. Assisting in postage on HR information on the notice board.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Human Resource Assistant I for at least three years;
2. Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized Institution;
3. Management course from a recognized institution lasting not less than four weeks;
4. Certificate in computer application from a recognized institution;
5. Membership to the Institute of Human Resource Management of Kenya (IHRM -K); and
6. Shown merit and ability as demonstrated in work performance and results.

HUMAN RESOURCE MANAGEMENT OFFICERS

HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GRADE "J"/ CASB 10

This is an entry and training grade for degree holders.

Duties and Responsibilities:

Duties and responsibilities will entail:

- monthly payroll cleansing;
- updating payroll by way of inputting approved adjustments;
- staff loan documentation and implementation;
- maintaining staff establishment, employee records and human resource information systems;
- computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc ;
- checking compliance with the one -third net pay rule;
- be responsible for leave computation and documentation; and
- Assisting in postage on HR information on the notice board.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Bachelor's degree in any of the following disciplines: Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
2. Certificate in computer application from a recognized institution; and
3. Membership to the Institute of Human Resource Management of Kenya.

HUMAN RESOURCE MANAGEMENT OFFICER I, JOB GRADE "K"/ CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. monthly payroll amendment;
2. updating payroll by way of inputting approved adjustments;
3. staff loan documentation and implementation;
4. maintaining staff establishment, employee records and human resource information systems;
5. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc ;
6. checking compliance with the one -third net pay rule; and
7. being responsible for leave computation and documentation.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Human Resource Management Officer II for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines:- Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
3. Certificate in computer application skills from a recognized institution;
4. Membership to the Institute of Human Resource Management of Kenya and membership of good standing; and
5. Demonstrated merit and ability in work performance and results.

SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE "L"/ CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. monthly payroll amendment;

2. updating payroll by way of inputting approved adjustments;
3. staff loan documentation and implementation;
4. maintaining staff establishment, employee records and human resource information systems;
5. computation of financial or statistical records based on routine or special sources of information such as amounts for surcharges, overtime, etc;
6. checking compliance with the one-third net pay rule; and
7. Assisting in leave management.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Human Resource Management Officer I for a minimum period of three (3);
2. Bachelor's degree in any of the following disciplines:- Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
3. Post graduate Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized Institution;
4. Be a member of the Institute of Human Resource Management of Kenya and of good professional standing;
5. Proficiency in computer application; and
6. Demonstrated managerial, administrative and professional competence in work performance and results.

CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE "M"/ CASB 7

Duties and Responsibilities

Duties and responsibilities will entail:

1. Assisting in the preparation and also reviewing of job description templates;
2. Assisting in administering salary and management of payroll;
3. Filling of third party returns within the stipulated timelines;
4. Assisting in interpretation and ensuring compliance with statutory human resource legislation, rules, regulations, conventions, policies, procedures and industry practices;
5. Managing human resource records by ensuring proper filing and monitoring file movements;
6. Managing the staff appraisal logistics;
7. Administering of HR forms to newly recruited staff i.e. Bio data, Insurance, declaration of Asset and Liability forms, oath of secrecy forms;
8. Collating daily attendance and leave records and summarizing it; and
9. Assisting in taking minutes at departmental meeting.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Human Resource Management Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines:- Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
3. Post-graduate Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized institution;
4. Certificate in Management Course of not less than four weeks from a recognized institution;
5. Be a member of the Institute of Human Resource Management and of good professional standing;
6. Be a holder of CHRP I;
7. Proficiency in computer application; and
8. Demonstrated managerial, administrative and professional competence in work performance and results.

PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE "N"/ CASB 6

Duties and Responsibilities

Duties and responsibilities will entail:

1. Assist in the preparation and also reviewing of job description templates;
2. Administer salary and manage the payroll;
3. DPSM liaison to request personal numbers for new members of staff
4. Filling of third party returns within the stipulated timelines;
5. supervision for the manual payroll preparation;
6. Assist in interpretation and ensure compliance with statutory human resource legislation, rules, regulations, conventions, policies, procedures and industry practices.
7. Manage human resource records by ensuring proper filing and monitoring file movements.
8. Managing the staff appraisal logistics;
9. Administering of HR forms to newly recruited staff i.e. Bio data, Insurance, declaration of Asset and Liability forms, oath of secrecy forms;
10. Collating daily attendance and leave records and summarizing it;
11. Acting as secretary to the departmental meetings thus the custodian of the departmental meeting minutes.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Human Resource Management Officer for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines:- Human Resource Management, Business Administration or any other equivalent qualification from a recognized institution;
3. Post graduate Diploma in Human Resource Management, Industrial Relations, Business Administration from a recognized institution;
4. Certification in Human Resource Management- at least CHRP(II);
5. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
6. Be a member of the Institute of Human Resource Management of good professional standing;
7. Proficiency in computer application; and
8. Demonstrated managerial, administrative and professional competence in work performance and results.

ASSISTANT DIRECTOR - HUMAN RESOURCE MANAGEMENT, JOB GRADE “P”/ CASB 5

Duties and Responsibilities

Duties and responsibilities will entail:

1. Implementing strategic objective on Human resource functions;
2. participating in staff recruitment, selection, induction and placement;
3. providing support in manpower planning, job analysis and job descriptions;
4. Administration salary and Management of payroll;
5. administering staff medical scheme and welfare programmes;
6. administering employment contracts, pensions and gratuities;
7. Participating in handling employees' grievances related to work environment;
8. supervising interns orientation, contracting and duties and space allocation;
9. implementing health and safety and first aid measures in liaison with Sergeant at Arms;
10. documentation of all actions taken within the disciplinary process;
11. assisting in developing and implementing plans and goals for the department;
12. working with the Director to coordinate and supervise daily department operations; and
13. Overseeing leave management.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Human Resource Management Officer for a minimum period of three (3) years;
2. Bachelor's Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration (Human Resource Management option) or any other equivalent qualification from a recognized Institution;
3. Master Degree in any of the following disciplines: Human Resource Management/ Development, Business Administration (Human Resource Management option) or any other equivalent qualification from a recognized Institution;
4. Post graduate Diploma in Human Resource Management, Industrial Relations, Business Administration or any other equivalent qualification from a recognized Institution;
5. Proficiency in computer application;
6. Be a member of the Institute of Human Resource Management and of good professional standing;
7. Be a holder of CHRP(K); and
8. Demonstrated professional competence in work performance and results.

DEPUTY DIRECTOR - HUMAN RESOURCES & ADMINISTRATION, JOB GRADE “Q”/ CASB 4

Duties and Responsibilities

Duties and responsibilities will entail:

1. Assisting in the formulation, implementation, interpretation and reviewing appropriate human resource management and administration policies, rules, regulations and procedures;
2. Ensuring compliance with human resource legislation, rules, regulations, conventions, policies, procedures and industry practices;
3. Assist in planning, designing, developing and evaluating human resource-related initiatives that support organizational strategic goals;
4. Assisting in coordination of recruitment, placement, promotion, training and development performance Management and exit of staff;
5. Liaising with Sergeant at Arms to ensure compliance with occupational health and safety rules and regulations;
6. Assisting in mainstreaming of key service policies such as HIV/AIDS, gender and disability issues;
7. Assisting the Director in Coordination of the allocation of office accommodation, estate and Transport management;
8. Participating in the coordination of repairs and refurbishment of Assembly Buildings, facilities, furniture and fittings;
9. Assisting in the management of catering services;
10. Participating in the implementation of records management activities and strategies;
11. Supervising the management of the Ward Offices;
12. Coordinating the outsource services; and
13. Assisting in the supervision of staff in the Directorate.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Assistant Director, Human Resource Management for a minimum period of three (3) years;
2. Bachelor's Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration (Human Resource Management option) or any other equivalent qualification from a recognized Institution;
3. Master Degree in any of the following disciplines: Human Resource Management/ Development, Business Administration (Human Resource Management / Strategic Management option) or any other equivalent qualification from a recognized Institution;
4. Post graduate Diploma in Human Resource Management Industrial Relations, Business Administration or any other equivalent qualification from a recognized Institution;
5. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
6. A certified CHRP (K);
7. Proficiency in computer application;
8. A Certified Human Resource Practitioner from the institute of Human Resource Management; and
9. Be a member of the Institute of Human Resource Management.

DIRECTOR - HUMAN RESOURCES AND ADMINISTRATION

The Director of HR & Administration will be responsible to the Clerk for coordination and management of Human Resource and Administration function.

Duties and Responsibilities will entail:

1. formulating, implementing, interpreting and reviewing appropriate human resource management policies, rules, regulations and procedures;
2. planning, designing, developing and evaluating human resource - related initiatives that support organizational strategic goals;
3. planning for the directorate: budgeting and preparation of procurement plans;
4. responsible for developing board papers on matters of Human Resource and Administration;
5. coordinating recruitment, placement, promotion, training and development of staff;
6. coordinating Performance Management and Performance Appraisal;

7. receiving and handling discipline issues in consultation with Staff Advisory Committee;
8. managing employee, labour and industrial relations;
9. administer salary and manage the payroll;
10. plan and implement staff welfare issues and benefits including pension and insurance covers;
11. ensure compliance with statutory human resource legislation, rules, regulations, conventions, policies, procedures and industry practices;
12. provide consultation and technical advice to CASB and management on strategic HR matters;
13. provide supervision to staff and the directorate and issue report regarding implementation of policies and procedures;
14. manage human resource records and general registries;
15. Oversee the effective application of catering services;
16. ensure compliance with health and safety;
17. mainstream key service policies e.g. HIV/ AIDS, gender and disability issues;
18. allocate office accommodation and estate management;
19. coordinate transport and logistics;
20. coordinate the repairs and refurbishment of Assembly Buildings, facilities, furniture and fittings;
21. Ensure cleanliness and Hygiene of Office premises and precincts; and
22. Management of ward office including handling matters of staff in the ward offices.

Requirements for appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Deputy Director - Human Resources and Administration for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Human Resource Management, Human Capital Management, Business Administration/ Management, Public Administration, Social Science or its equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines: Human Resource Management, Human Capital Management, Business Administration/ Management, Public Administration, Social Science or its equivalent qualification from a recognized institution;
4. Higher Diploma in a relevant field or its equivalent qualification from a recognized institution;
5. Be a Certified Human Resources Practitioner in Kenya (CHRP(K));
6. Membership of good professional standing to the Institute of Human Resources Management (Kenya);
7. Certificate in Strategic Leadership from a recognized institution lasting not less than six weeks;
8. Proficiency in computer applications; and
9. Demonstrated managerial and administrative abilities, integrity and professional competence in work performance and results.

CAREER PROGRESSION GUIDELINES FOR ADMINISTRATION OFFICERS

Administration Function

The Administration Function will be to:

1. ensure safe custody of the County Assembly assets;
2. oversee office accommodation;
3. ordering supplies for the office;
4. Scheduling maintenance of offices, equipment and computers;
5. oversee maintenance and provision of transport;
6. manage central/policy registry;
7. provide cross-functional Administration services;
8. liaise with relevant legal entities to acquire legal documents such as motor vehicle and assets insurances and licenses;
9. coordinate transport and logistics;
10. prepare budget for Administration services;
11. coordinate acquisition and allocation of occupational tools and equipment;
12. control and monitoring the location and movement of equipment;
13. oversee daily and weekly cleaning of offices and compound;
14. oversee catering services; and
15. manage office services and Administration staff.

Grading Structure

The Career Progression Guideline establishes six (6) grades of Administration Officers who will be designated and graded as below:

Designation	CASB Grade	IPPD Grade
Administration Officer II	10	J
Administration Officer I	9	K
Senior Administration Officer	8	L
Chief Administration Officer	7	M
Principal Administration Officer	6	N
Assistant Director - Administration	5	P

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Administration Officer II for degree holders. In certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

1. The following are the recognized minimum qualifications for the cadre:
2. Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution;

3. Master Degree in any of the following disciplines: Business Administration, Public Administration or any other equivalent qualification from a recognized institution;
4. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
5. Certificate in Leadership Course from a recognized institution;
6. Registration with a professional body; and
7. Proficiency in computer application.

Key Result Areas

FLEET MANAGEMENT: Ensure records are properly maintained on transport and logistics.

REGISTRY: Oversee the management of central registry within the establishment in terms of document security, efficiency and retrievals.

RELATIONSHIP: Handling customers – both internal & external; Act as a representative for the Assembly at appropriate local government conferences and seminars and other networking events.

FACILITIES: Oversee the general condition of office equipment and structures.

Standards of Performance

The following systems / facilities must be developed and installed:

LOGISTICS: Vehicles in good order, insured, repaired and clean

DOCUMENTS REGISTER: For recording transport management matters, registry records etc.

SURVEY: To be conducted to ascertain the level of customer satisfaction.

INVENTORY: System for office assets requiring refurbishment or replacement.

JOB DESCRIPTIONS AND SPECIFICATIONS

ADMINISTRATION OFFICER II, JOB GRADE “J”/CASB 10

This is the entry and training grade for this cadre.

Duties and Responsibilities

Duties and responsibilities will entail:

1. keeping/maintaining records of all County Assembly vehicles and office inventory;
2. preparing reports on motor vehicles as required;
3. overseeing daily and weekly cleaning of offices including dusting of desks, windows and carpets;
4. supervising, collection and disposal of dustbin contents;
5. ensuring that office furniture and equipment are well arranged and maintained;
6. follow-up of payments of all utility bills for common services;
7. ensure efficient and effective utilization of assembly assets and equipment; and
8. ensuring safety and security of assembly assets and equipment's such as vehicles, computers, kitchen and cleaning appliances etc.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Kenya Certificate of Secondary Education (KCSE) mean grade C+ (plus) or its equivalent qualification from a recognized institution;
2. Bachelor's Degree in any of the following disciplines: Social Sciences, Business Administration, Public Administration or any other equivalent qualification from a recognized institution; and
3. Proficiency in computer application.

ADMINISTRATION OFFICER I, JOB GRADE “K”/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. identifying and recommending proper accommodation of staff within the organization;
2. facilitating the location and movement of equipment;
3. implementing recommendations of security operations in County Assembly premises;
4. ensuring office machines are serviceable;
5. implementing administration policies;
6. providing cross-functional liaison for Administration matters;
7. supervising catering services;
8. coordinating renewal of property insurance policies/ visas/ Transport Licensing Board certificates;
9. monitoring the location of the equipment
10. ensuring efficient and effective utilization of assembly assets and equipment; and
11. ensuring safety and security of assembly assets and equipment such as vehicles, furniture, computers, kitchen and cleaning appliances etc.

Requirements for Appointment

For appointment to this grade, an officer must have:

Served in the grade of Administration Officer II for a minimum period of three (3) years;

Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution;

Proficiency in computer application; and

Demonstrated merit and ability in work performance and results.

SENIOR ADMINISTRATION OFFICER, JOB GRADE “L”/CASB 8

Duties and Responsibilities

Duties and responsibilities will entail: -

1. Supervise administration officers I and II, and offer professional guidance;
2. Coordinating timely and delivery of administration services;
3. identifying and recommending proper accommodation of staff within the organization;
4. facilitating the location and movement of equipment;
5. implementing recommendations of security operations in County Assembly premises;
6. ensuring office machines are serviceable;
7. implementing administration policies;
8. providing cross-functional liaison for Administration matters;
9. coordinating renewal of property insurance Policies/ visas/ Transport Licensing Board certificates

10. monitoring the location of the equipment;
11. providing transport and logistics;
12. making proposals for rental management;
13. safeguarding County Assembly assets;
14. overseeing catering services and weekly cleaning of offices and compound;
15. ensuring efficient and effective utilization of assembly assets and equipment; and
16. ensuring safety and security of assembly assets and equipment such as vehicles, furniture, computers, kitchen and cleaning appliances etc.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Administration Officer I for a minimum period of three (3) years;
2. Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management course from a recognized institution for a period lasting not less than four weeks;
4. Proficiency in computer application; and
5. Demonstrated merit and ability in work performance and results.

CHIEF ADMINISTRATION OFFICER, JOB GRADE "M"/CASB 7

Duties and Responsibilities

Duties and responsibilities will entail:

1. supervise Administration Officers I and II, and Senior Administration Officer and offer professional guidance;
2. coordinating timely delivery of administration services;
3. interpreting and implementing strategies, policies and standards pertaining to Administration services of the County Assembly;
4. procuring and effectively managing contracts relating to cleaning, mail/parcel delivery;
5. implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;
6. coordinating repairs and maintenance of office equipment;
7. management of fleet and logistics;
8. coordinating the management of catering and cleaning services;
9. ensuring efficient and effective utilization of assembly assets and equipment;
10. ensuring safety and security of assembly assets and equipment such as vehicles, furniture, computers, kitchen and cleaning appliances etc.;
11. ensuring prompt delivery of mail and execution of messengerial services; and
12. ensuring prompt settlement of utility services bills.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Administration Officer for a minimum period of three (3) years;
2. Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution;
3. Proficiency in computer application;
4. Certificate in Senior Management course from a recognized institution for a period lasting not less than four weeks; and
5. Demonstrated managerial, Administration and professional competence in work performance and results.

PRINCIPAL ADMINISTRATION OFFICER, JOB GRADE "N"/CASB 6

Duties and Responsibilities

Duties and responsibilities will entail:

1. assists in development and implementation of administrative plans and policies;
2. coordinating of service delivery at the county assembly;
3. supervising Administration Officers I and II, Senior Administration Officers and Chief Administration officers and offer professional guidance;
4. guiding on implementation of departmental initiatives, projects and programs;
5. develop and maintain policies, rules, standards and procedures governing administration services;
6. providing appropriate advice on matters relating to the Administration Department of County Assembly;
7. interpreting and implementing strategies, policies, and standards pertaining to Administration services of the County Assembly;
8. procuring and effectively managing contracts relating to cleaning, mail/parcel delivery;
9. implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;
10. coordinating repairs and maintenance of office equipment;
11. ensuring prompt delivery of mail and execution of messengerial services;
12. ensuring prompt settlement of utility services bills;
13. coordinating the execution of third party service contracts e.g. cleaning and security services;
14. coordinating planning and allocation of working tools and equipment;
15. allocating of office and parking spaces; controlling the telephone expenditure in line with approved budget ceilings; overseeing auxiliary and courier services;
16. liaising with Supply Chain Unit for the procurement of telephone lines for officers, calling cards, scratch cards and any components related to this service;
17. oversees efficient and effective utilization of assembly assets and equipment;
18. provide input in the preparation of the departmental budget; and
19. ensuring safety and security of assembly assets and equipment such as vehicles, furniture, computers, kitchen and cleaning appliances etc.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Administration Officer for a minimum period of three (3) years;
2. Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

4. Proficiency in computer application;
5. Registration with a professional body with membership of good standing; and
6. Demonstrated managerial, Administration and professional competence in work performance and results.

ASSISTANT DIRECTOR – ADMINISTRATION SERVICES, JOB GRADE “P”/CASB 5

Duties and Responsibilities

Duties and responsibilities will entail:

1. assisting in development of administration plans, policies and procedures;
2. coordinating transport and logistics;
3. coordinating catering services;
4. coordinating repairs and maintenance of office equipment;
5. assists in preparation of budget for administration services;
6. supervise Principal Administration Officer, Chief administration officer, Senior Administration Officer, Administration Officers I and II and offer professional guidance;
7. oversee implementation of departmental initiatives, projects and programs;
8. oversee implementation of administration policies, rules, standards and procedures;
9. administer departmental linkages for enhanced synergy and overall delivery of assembly mandate;
10. overall administration of services in the Assembly;
11. interpreting and implementing strategies, policies, and standards pertaining to Administration services of the County Assembly;
12. procuring and effectively managing contracts relating to cleaning, mail/parcel delivery, and security;
13. implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;
14. coordinating repairs and maintenance of office equipment;
15. ensuring prompt delivery of mail and execution of messenger services; ensuring prompt settlement of utility services bills;
16. coordinating the execution of third party service contracts e.g. cleaning and security services;
17. allocating of office and parking spaces;
18. overseeing functioning of the central/policy registries;
19. controlling the telephone expenditure in line with approved budget ceilings; overseeing auxiliary and courier services; and
20. liaising with Supply Chain Unit for the procurement of telephone lines for officers, calling cards, scratch cards and any components related to this service.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Administration Officer for a minimum period of three (3) years;
2. Bachelor's Degree in any of the following disciplines: Social Science, Business Administration, Public Administration or any other equivalent qualification from a recognized institution;
3. Master Degree in any of the following disciplines: Business Administration, Public Administration or any other equivalent qualification from a recognized institution;
4. Certificate in Leadership Course from a recognized institution lasting not less than six (6) weeks;
5. Proficiency in computer application;
6. Registration with a professional body with membership of good standing; and
7. Demonstrated managerial, Administration and professional competence in work performance and results.

CAREER PROGRESSION GUIDELINES FOR OFFICE ADMINISTRATIVE PERSONNEL

Administrative Function

This guideline informs on the duties of personnel who delivers function of secretarial duties. The function entails: carrying out office administration and handle enquiries;

1. receiving and attending to visitors;
2. reserving appointments and maintaining office diary;
3. handling correspondences, telephone calls, office documents and equipment;
4. recording dictation in shorthand;
5. typing, processing data and reprography;
6. dealing with protocols and travel itineraries;
7. ensuring good office layout;
8. operating office machines;
9. planning and organizing meetings, workshop/conferences and seminars;
10. handling office petty cash; and
11. ensuring security of office documents, records and equipment.

Grading Structure

Designation	CASB Grade	IPPD grade
Office Administrative Assistant III	12	G
Office Administrative Assistant II	11	H
Office Administrative Assistant I	10	J
Administrative Assistant I	9	K
Senior Administrative Assistant	8	L
Chief Administrative Assistant	7	M
Principal Administrative Assistant	6	N

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Administrative Assistant III for Certificate Holders, Administrative Assistant II for Diploma and Administration Assistant I for degree holders. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

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

1. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
2. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council;
3. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
4. Diploma in Secretarial Studies from the Kenya National Examinations Council;
5. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution;
6. Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council;
7. 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;
8. Certificate in Secretarial Management Course lasting not less than three (3) weeks from the Kenya School of Government or any other recognized institution;
9. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
10. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
11. Certificate in computer applications from a recognized institution.

Key Result Areas

DOCUMENTS: Typesetting and Transcription; handling of documents – Memos, Invoices, Quotations, Reports, Contracts, Cheques.

OFFICE DIARY: Appointments, Reminders, Messages, Cyclic Events – weekly, fortnight, monthly, quarterly, annual, biannual, biennial, etc.

CUSTOMER CARE: Handling of Clients – both internal & external; Activities – enquiries, information, guidelines, referrals.

FACILITIES: Office Machines & Equipment, Stationery, Refreshments.

Standards of Performance

The following systems / facilities must be developed and installed:

DOCUMENTS REGISTER: For recording receipt and dispatch of documents.

DAILY FILE: Copies of all letters emanating from her office.

OFFICE DIARY: For official reminders.

CUSTOMER FEEDBACK: System for customer service satisfaction.

JOB DESCRIPTIONS AND SPECIFICATIONS

OFFICE ADMINISTRATIVE ASSISTANT III, JOB GRADE “G”/CASB 12

Duties and Responsibilities

This is the entry and training grade for this cadre.

Duties and responsibilities at this level will entail:

1. taking oral dictation;
2. word and data processing from manuscripts;
3. operating office equipment; ensuring security of office equipment, documents and records;
4. attending to visitors/clients; and
5. handling telephone calls and appointments.

Requirements for Appointment

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

1. Kenya Certificate of Secondary Education mean grade C-(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
2. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
-
3. Typewriting II (minimum 40 w.p.m) / Computerized
4. Document Processing II;
5. Business English I/Communications I;
6. Office Practice I;
7. Commerce I;

OR

1. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and
2. Certificate in computer applications skills from a recognized institution.

OFFICE ADMINISTRATIVE ASSISTANT II, JOB GRADE “H”/ CASB 11

Duties and Responsibilities

Duties and responsibilities at this level will entail:

1. taking oral dictation;
2. word and data processing from manuscript;
3. operating office equipment;
4. ensuring security of office equipment;
5. attending to visitors/clients;
6. handling telephone calls and appointments;
7. keeping an up to date filing system in the office; and
8. supervising office cleanliness.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. served in the grade of Office Administrative Assistant III for a minimum period of three (3) years;
2. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
-
3. Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II
4. Business English II/Communications I
5. (c)Office Practice II
6. Secretarial Duties II

7. (e)Commerce II;

OR

1. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
2. Certificate in computer applications from a recognized institution; and
3. Shown merit and ability as reflected in work performance.

OFFICE ADMINISTRATIVE ASSISTANT I, JOB GRADE "J"/ CASB 10

Duties and Responsibilities

Duties and responsibilities at this level will entail:

1. Supervision of other junior staff in the section;
2. taking oral dictation;
3. word and data processing;
4. operating office equipment;
5. ensure security of office equipment, documents and records;
6. attending to visitors/clients;
7. handling telephone calls and appointments;
8. maintaining an up to date filing system in the office;
9. supervision of office cleanliness; and
10. managing petty cash.

Requirements for Appointment

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

1. served in the grade of Office Administrative Assistant II for a minimum period of three (3) years;
2. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -
3. Typewriting III (minimum 50 w.p.m)/ Computerised Document Processing III;
4. Business English III/Communications II;
5. Commerce II;
6. Office Practice II;
7. Secretarial Duties II; and
8. Office Management III/Office Administration and Management III;

OR

1. Diploma Certificate in Secretarial Studies from the Kenya National Examinations Council;
2. 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;
3. Certificate in computer applications from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

ADMINISTRATIVE ASSISTANT I, JOB GRADE "K"/ CASB 9

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

1. supervision of other junior staff in the section;
2. taking oral dictation;
3. word and data processing;
4. handling routine correspondences;
5. operating office equipment;
6. ensure security of office equipment, documents and records;
7. attending to visitors/clients;
8. handling telephone calls and appointments;
9. maintaining diary and scheduling of meetings;
10. ensuring an up to date filing system in the office;
11. supervision of office cleanliness; and
12. managing petty cash.

Requirements for Appointment

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

1. served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
2. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-
3. Typewriting III (minimum 50 w.p.m)/Computerized document Processing III;
4. Business English III/Communications II;
5. Office Practice II;
6. Commerce II;
7. Secretarial Duties II;
8. Office Management III/Office Administration and Management III;

OR

1. Diploma Certificate in Secretarial Studies from the Kenya National Examinations Council;
2. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government;
3. Government or any other recognized institution;
4. Certificate in computer applications from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results.

SENIOR ADMINISTRATIVE ASSISTANT, JOB GRADE "L"/ CASB 8

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

1. supervision of other junior staff in the section;
2. taking oral dictation; managing e-office;
3. word and data processing;
4. operating office equipment;
5. attending to visitors/clients;

7. handling telephone calls and appointments;
8. maintaining office diary and travel itineraries;
9. ensuring security of office records, equipment and documents including classified materials;
10. preparing responses to simple routine correspondence;
11. establishing and monitoring procedures for record keeping of correspondence and file movements;
12. maintaining an up to date filing system in the office;
13. ensuring security, integrity and confidentiality of data;
14. managing office protocol and etiquette;
15. supervising office cleanliness; and
16. managing petty cash.

Requirements for Appointment

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

1. Served in the grade of Administrative Assistant I for a minimum period of three (3) years;
 2. Diploma Certificate in Secretarial Studies from the Kenya;
 3. National Examinations Council;
- OR
1. Business Education Single and Group Certificates (BES & GC)
 2. Stages I, II and III from the Kenya National Examinations Council in the following subjects: -
 3. Shorthand III (minimum 100 w.p.m.);
 4. Typewriting III (50w.p.m.)/ Computerised Document Processing III;
 5. Business English III/Communications II;
 6. Commerce II;
 7. Office Practice II;
 8. Office Management III
 9. /Office Administration and Management III;
 10. 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;
 11. Certificate in computer applications from a recognized institution; and
 12. Shown merit and ability as reflected in work performance and results.

CHIEF ADMINISTRATIVE ASSISTANT, JOB GRADE “M”/ CASB 7

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

1. taking oral dictation;
2. using e-office to research and process data;
3. operating office equipment;
4. attending to visitors/clients;
5. handling telephone calls;
6. coordinating schedules of meetings and appointments;
7. ensuring security of office records, equipment and documents including classified materials;
8. preparing responses to routine correspondence; managing office protocol and etiquette;
9. managing petty cash; monitoring procedures for record keeping of correspondence and file movements;
10. maintaining an up to date filing system in the office;
11. coordinating travel arrangements; and
12. handling customer inquiries and complaints.

Requirements for Appointment

1. For appointment to this grade, an officer must have: -
 2. served in the grade of Senior Administrative Assistant for a minimum period of three (3) years;
 3. Diploma Certificate in Secretarial Studies from the Kenya National Examinations Council;
- OR
1. Business Education Single and Group Certificates (BES & GC)
 2. Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 3. Shorthand III (minimum 120 w.p.m.);
 4. Typewriting III (50 w.p.m.) / Computerized Document;
 5. Business English III/Communications II;
 6. Commerce II;
 7. Office Practice II; and
 8. Office Management III/Office Administration and Management III.
 9. Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
 10. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
 11. Certificate in computer applications from a recognized institution; and
 12. Shown merit and ability as reflected in work performance and results.

PRINCIPAL ADMINISTRATIVE ASSISTANT, JOB GRADE “N”/ CASB 6

Duties and Responsibilities

An officer at this level will be deployed to work in either the office of the Speaker or a Clerk of the County Assembly. The officer will be responsible for administration and management of the Office Administrative services function.

Specific duties and responsibilities will entail:

interpreting and implementing office administrative services personnel policies and procedures;

participating in selection and recruitment of office administrative services personnel;

verifying and analyzing office administrative services personnel data for postings and deployment;

participating in organizing and budgeting for seminars and workshops for office administrative services personnel;

participating in updating bio data for office administrative services staff; and

supervising office administrative services personnel.

Requirements for Appointment

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

1. served in the grade of Chief Administrative Assistant for a minimum period of three (3) years;
 2. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized Institution.
- OR
1. Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;
- OR
1. Bachelor's Degree in Social Sciences plus Business Education;
 2. Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 3. Shorthand III (minimum 120 w.p.m.)
 4. Typewriting III (50 w.p.m.)/Computerized Document Processing III
 5. Business English III/Communications II
 6. Commerce II
 7. Office Management III/Office Administration and Management III
 8. Certificate in Secretarial Management Course lasting not less than three (3) weeks from the Kenya School of Government or any other recognized Institution;
 9. Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
 10. Certificate in computer applications from a recognized institution; and
 11. Demonstrated outstanding professional competence in management of secretarial services.

CAREER PROGRESSION GUIDELINES FOR RECEPTIONISTS

Receptionist Function:

Receptionist Function will entail: compiling daily records of visitors; providing relevant information to visitors; responding to visitors' queries; recording visitors personal details; receiving, guiding and directing visitors to designated offices and areas.

Grading Structure

The Career guideline establishes six (6) grades for receptionist who will be designated and graded as below:

Receptionist cadre

Designation	CASB GRADE	IPPD GRADE
Assistant Receptionist II	13	F
Assistant Receptionist I	12	G
Receptionist III	11	H
Receptionist II	10	J
Receptionist I	9	K
Senior Receptionist	8	L

Assistant Receptionist II & I and Receptionist III/ II Job Grade CASB '11 / 10 ') will form a common establishment for the purpose of this Career Progression Guidelines.

Recognized Qualifications

1. Kenya Certificate Secondary Education (KCSE) mean grade C- (minus);
2. Certificate in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
3. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
4. Certificate in Supervisory Skills Course from a recognized institution;
5. Certificate of Senior Management Course lasting not less than four weeks from Kenya School of Government or any other recognized institution
6. Proficiency in computer application; and
7. Demonstration of integrity, professional competence and management capabilities as reflected in work performance and results.

Entry into the Career Progression Guidelines

Direct Appointment will normally be made in the grade CASB 13 or CASB 11 for Assistant Receptionist II (certificate holder) or Receptionist I & II (diploma holder) respectively. In certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/ or experience for appointment to the grade.

Key Result Areas

VISITORS MANAGEMENT: Ensure visitors are received, their queries responded to or directed appropriately.

TELEPHONE MANAGEMENT: Place and receive calls and transfer them correctly. Receive and relay messages.

INFORMATION MANAGEMENT - give the required information to callers and visitors.

Standards of Performance

The following systems / facilities must be developed and installed:

VISITORS MANAGEMENT: Professional handling of visitors and in a timely manner, ensure reception is manned at all times. Visitors' book or register required;

TELEPHONE MANAGEMENT: Timely relaying of messages, picking calls real-time. Monthly telephone functional status report required alongside internal telephone directory.

INFORMATION MANAGEMENT - updating oneself with current organizational information. Ensure a fully furnished reception area: fitted with television and supported with Assembly documentaries.

JOB DESCRIPTIONS AND SPECIFICATIONS

ASSISTANT RECEPTIONIST II, JOB GRADE “F”/ CASB 13

Duties and Responsibilities

Duties and responsibilities entails:

1. assist in welcoming visitors;
2. compiling daily records of visitors;
3. providing relevant information to visitors;
4. responding to visitors' queries;
5. recording visitors' personal details;
6. receiving, guiding and directing visitors to designated offices and areas;
7. issuing visitors passes;
8. sorting incoming mails and forwarding as appropriate; and
9. responding to telephone calls and directing telephone extensions as appropriate.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Kenya Certificate Secondary Education (KCSE) mean grade C - (minus);
2. Certificate in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution; and
3. Proficiency in computer application.

ASSISTANT RECEPTIONIST I, JOB GRADE “G ”/ CASB 12

Duties and Responsibilities

Duties and responsibilities entails:

1. assist in welcoming visitors;
2. compiling daily records of visitors;
3. providing relevant information to visitors;
4. responding to visitors' queries;
5. recording visitors' personal details;
6. receiving, guiding and directing visitors to designated offices and areas;
7. issuing visitors passes;
8. sorting incoming mails and forwarding as appropriate and
9. responding to telephone calls and directing telephone extensions as appropriate.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Assistant Receptionist II for a minimum period of three (3) years with proven experience;
2. Certificate in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
3. Proficiency in computer application; and
4. Demonstrated integrity and professional competence as reflected in work performance and results.

RECEPTIONIST III, JOB GRADE “H”/ CASB 11

Duties and Responsibilities

Duties and responsibilities will entail:

1. compiling daily records of visitors;
2. providing relevant information to visitors;
3. responding to visitors' queries;
4. recording visitors' personal details;
5. receiving, guiding and directing visitors to designated offices and areas; and
6. issuing visitors passes.

Requirements for Appointment

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

1. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
2. Proficiency in computer application skills; and
3. Demonstrated integrity and professional competence.

RECEPTIONIST II, JOB GRADE “J”/ CASB 10

Duties and Responsibilities

Duties and responsibilities at this level will include:

1. maintaining daily record of visitors' details;
2. manning the reception desk;
3. maintaining good ambience in the reception area;
4. responding to visitors queries;
5. recording and confirming visitors' appointments;
6. receiving, guiding and directing visitors to designated offices and areas; and
7. issuing visitors passes.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Receptionist III for a minimum period of three (3) years;
2. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
3. Proficiency in computer application skills; and
4. Demonstrated integrity and professional competence as reflected in work performance and results.

RECEPTIONIST I, JOB GRADE “K” / CASB 9

Duties and Responsibilities

Duties and responsibilities will include:

manning the reception desk;
profiling visitors;
receiving and ushering VIPs/ guests;
maintaining daily record of visitors details;
maintaining good ambience in the reception area;
responding to visitors queries;
receiving, guiding and directing visitors to designated offices and areas; and
issuing visitors passes.

Requirements for Appointment

1. For appointment to this grade, an officer must have:
2. Served in the grade of Receptionist II for a minimum period of three (3) years with proven experience;
3. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
4. Certificate in Supervisory Skills Course from a recognized institution;
5. Proficiency in computer application skills; and
6. Demonstrated integrity, professional competence and management capabilities as reflected in work performance and results

SENIOR RECEPTIONIST, JOB GRADE “L” / CASB 8

Duties and Responsibilities

Duties and responsibilities will include:

1. manning the reception desk;
2. profiling visitors; receiving and ushering VIPs/ guests;
3. maintaining daily record of visitors details;
4. maintaining good ambience in the reception area;
5. responding to visitors' queries; receiving, guiding and directing visitors to designated offices and areas; and
6. Supervising other reception staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Receptionist I for a minimum period of three (3) years with proven experience;
2. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
3. Certificate in Supervisory Skills Course from a recognized institution;
4. Certificate in Senior Management Course lasting not less than four weeks from Kenya School of Government or any other recognized institution
5. Proficiency in computer application skills; and
6. Demonstrated integrity, professional competence and
7. management capabilities as reflected in work performance and results.

CAREER PROGRESSION GUIDELINES FOR RECORDS MANAGEMENT OFFICER & ASSISTANTS

Function

The Function entails: ensuring security of information and records in a registry, storage and maintenance of files, management of files movement, supervision of the registry including maintenance of related registers, sorting for filing and storage, file indexing, controlling and opening of files custody and maintenance of Assembly documents and liaising and documentation services for appraisal with the Kenya National Archives for disposal of dormant files / documents.

Grading structure

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

Designation	CASB Grade	IPPD GRADE
Records Management Assistant III	11	H
Records Management Assistant II	10	J
Records Management Assistant I	9	K
Senior Records Management Assistant	8	L
Records Management Officer II	10	J
Records Management Officer I	9	K
Senior Records Management Officer	8	L

Chief Records Management Officer	7	M
Principal Records Management officer	6	N

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Records Management Assistant III for diploma holder and Records Management Officer II for degree holder. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/ or experience for appointment to the grade.

Recognized Qualifications

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

1. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
2. Bachelor's degree in any of the following disciplines: Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution;
3. Diploma in any of the following disciplines: Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution;
4. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution;
5. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
6. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
7. Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution; and
8. Certificate in computer applications from a recognized institution.

Key Result Areas

MAIL: Incoming and outgoing correspondences- letters, memos, invoices, cheques, reports, contracts, etc.

FILING: Sorting, classification, putting documents in folders and retrieval.

CUSTODY: Security of documents and associated facilities – Storage, Maintenance, Control of file movement, and Control of Access to documents.

DISPOSAL: Removing, sorting and classifying inactive /dead documents for archiving / destruction

Standards of Performance

The following systems / facilities must be developed and installed:

DOCUMENTS REGISTER: For recording movement of mail

INDEXING SYSTEM: For classification of documents for filing and retrieval.

DOCUMENTS CUSTODY FACILITIES: Cabinets – lockable and fire resistant.

DISPOSAL POLICY: Regulations governing retention, archiving and disposal of documents.

RECORDS MANAGEMENT ASSISTANTS CADRE

RECORDS MANAGEMENT ASSISTANT III, JOB GROUP 'H', / CASB 11

This is the entry and training level for this sub-cadre.

Duties and Responsibilities

Duties and Responsibilities include;

sorting,
opening files and filing documents,
taking minutes and distribution of mail; and
dispatching of mails.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
2. A Diploma in Records/ Information Management or equivalent qualifications from a recognized institution; and
3. Proficiency in computer applications.

RECORDS MANAGEMENT ASSISTANT II, JOB GROUP 'J'/ CASB 10

Duties and Responsibilities

Duties and responsibilities will include;

1. ensuring security of files and documents;
2. renewing file covers;
3. ensuring proper handling of documents;
4. pending correspondence and bring -ups;
5. receiving and dispatching letters and maintaining related registers; and
6. preparing disposal schedules and disposing dead files in accordance with relevant government regulations.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Records Management Assistant III or in a comparable and equivalent position in the Public Service for a minimum period of three (3) years;
2. Diploma in any of the following: Records/ Information Management, Information/ Library Science or any equivalent qualifications from a recognized Institution;
3. Proficiency in computer applications; and
4. Shown merit and ability as reflected in work performance and results.

RECORDS MANAGEMENT ASSISTANT I, JOB GROUP 'K'/ CASB 9

Duties and Responsibilities

Duties and responsibilities will include;

1. ensuring security of files and documents;
2. renewing file covers;
3. ensuring proper handling of documents;
4. pending correspondence and bring -ups;
5. receiving and dispatching letters and maintaining related registers, and
6. preparing disposal schedules and disposing dead files in accordance with relevant government regulations.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Records Management Assistant II or in a comparable and equivalent position in the Public Service for a minimum period of three (3) years;
2. Diploma in any of the following: Records/ Information Management, Information/ Library Science or any equivalent qualifications from a recognized Institution;
3. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution OR Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution or its equivalent from a recognized institution,
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results.

SENIOR RECORDS MANAGEMENT ASSISTANT, JOB GROUP 'L'/ CASB 8

Duties and Responsibilities

Duties and responsibilities will include:

1. ensuring that file covers are well maintained;
2. ensuring documents are carefully handled;
3. ensuring pending correspondence and bring-ups are checked and appropriate action taken;
4. ensuring mails are received and sorted;
5. ensuring opened and dispatched and related registers are maintained;
6. Initiating appraisal and disposal of files/ documents in liaison with National Archives and Documentation Services; and
7. ensuring security of information, documents, files and office equipment.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Records Management Assistant I or in a comparable and equivalent position in the Public Service for a minimum period of three (3) years;
2. Diploma in any of the following:
 1. Records/Information Management, Information/Library Science or any equivalent qualifications from a recognized Institution;
 2. Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
 3. Proficiency in computer applications; and
 4. Shown merit and ability as reflected in work performance and results.

RECORDS MANAGEMENT OFFICERS CADRE

RECORDS MANAGEMENT OFFICER II, JOB GROUP 'J'/ CASB 10

This is an entry and training grade for degree holders.

Duties and Responsibilities

Duties and responsibilities will include:

1. ensuring security of files and documents;
2. renewing file covers;
3. ensuring proper handling of documents;
4. pending correspondence and bring -ups;
5. receiving and dispatching letters and maintaining related registers; and
6. preparing disposal schedules and disposing dead files in accordance with relevant government regulations.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

1. Bachelor's degree in Information Science/ Records Management or any relevant equivalent qualification from a recognized Institution; and
2. Certificate in computer applications.

RECORDS MANAGEMENT OFFICER I, JOB GROUP 'K'/ CASB 9

Duties and Responsibilities

1. ensuring that letters are appropriately filed and marked to action officers;
2. controlling and opening of files and updating file index;
3. ensuring security of information/ files in the registry;
4. up-dating and maintaining up-to-date file movement records; and
5. ascertaining the general cleanliness of the registry.

Requirements for Appointment

For appointment to this grade, an officer must have:

Served in the grade of Records Management officer II or in a relevant and comparable position for a minimum period of three (3) years;
Bachelor's degree in any of the following: Records/ Information Management, Information/ Library Science or equivalent qualification

from a recognized Institution;
Proficiency in computer applications; and
Shown merit and ability as reflected in work performance and results.

SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP 'L'/ CASB 8

Duties and Responsibilities

Specific duties and responsibilities will include:
ensuring that file covers are well maintained;
ensuring documents are carefully handled;
ensuring pending correspondence and bring-ups are checked and appropriate action taken;
ensuring mails are received and sorted;
ensuring opened correspondences are dispatched and related registers are maintained;
Initiating appraisal and disposal of files/ documents in liaison with National Archives and Documentation Services; and
ensuring security of information, documents, files and office equipment.

Requirements for Appointment

For appointment to this grade, an officer must have:
Served in the grade of Records Management officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
Bachelor's degree in any of the following: Records/ Information Management, Information/ Library Science or equivalent qualification from a recognized Institution;
Certificate in Senior Management Course from a recognized institution lasting not less than four (4) weeks;
Proficiency in computer applications; and
Shown merit and ability as reflected in work performance and results.

CHIEF RECORDS MANAGEMENT OFFICER, JOB GROUP 'M'/ CASB 7

Duties and Responsibilities

planning appropriate office accommodation for registries;
ensuring safety and security of records;
preparation and submission of budget estimates for the registries;
assist in setting of targets and appraisals;
overseeing the updating and maintenance of up-to-date file movement records;
coordinating file indices; and
initiating appraisal and disposal of files, documents and other records in registries.

Requirements for Appointment

For appointment to this grade, an officer must have:
Served in the grade of Senior Records Management officer or in a relevant and comparable position for a minimum period of three (3) years;
Bachelor's degree in any of the following: Records/Information Management, Information/ Library Science or equivalent qualification from a recognized Institution;
Certificate in Senior Management Course from a recognized institution lasting not less than four (4) weeks;
Proficiency in computer applications; and
Shown merit and ability as reflected in work performance and results.

PRINCIPAL RECORDS MANAGEMENT OFFICER, JOB GROUP 'N'/ CASB 6

Duties and Responsibilities

1. The officer will be responsible for:
2. formulation, implementation and interpretation of Records Management Policies, and procedures;
3. Overseeing the implementation of the records management policies and manuals;
4. Supervision of the other staff in the section;
5. Coordinate the operations of the section;
6. Advice on the budgets estimate in the record management section;
7. planning appropriate office accommodation for registries;
8. preparation and submission of budget estimates for registry services;
9. initiating appraisal and disposal of files, documents and records in accordance with Government regulations;
10. liaising with relevant departments and professional agencies;
11. advising on all matters of records management; and
12. training and career development of the records management staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Records Management officer or in a relevant and comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following: Records/ Information Management, Information/ Library Science or equivalent qualification from a recognized Institution;
3. Certificate in management course from a recognized institution lasting not less than four (4) weeks;
4. Proficiency in computer applications; and
5. Shown merit and ability as reflected in work performance and results.

CAREER PROGRESSION GUIDELINE FOR CLERICAL OFFICERS

Clerical Function

The Clerical Officers Function entails:

6. Collecting, collating and compiling of data
7. receiving, recording and filling of documents and correspondences;
8. indexing of documents and records
9. photocopying and scanning of documents



10. maintaining and updating files
11. controlling movements of records and files;
12. Reporting of breakages, need for repair of building and furniture to the relevant authority;
13. Carrying out messengerial duties;
14. Preparing requisition for stationery for the assigned department
15. drafting correspondences; and
16. ensuring safe custody of equipment, documents and records.

Grading Structure

The Career Progression Guideline establishes five (5) grades of Clerical Officers who will be designated and graded as follows:

Designation	CASB	Grade IPPD
Clerical Officer III	13	F
Clerical Officer II	12	G
Clerical Officer I	11	H
Senior Clerical Officer	10	J
Chief Clerical Officer	9	K

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Clerical Officer III or Clerical Officer II for Certificate holders. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/ or experience for appointment to the grade.

Recognized Qualifications

The following are the minimum qualification for the purpose of this,

1. Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution.
2. Certificate in any of the following fields: Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution.
3. Certificate in Proficiency Examination.
4. Computer application skills.

Key Result Areas

INFORMATION: Incoming and outgoing communication – Letters, Invoices, Memos, Quotations, Contracts, Cheques, etc.

PROCESSING: Preparation of facilitation documents – for aspects like Pay Change, Promotion, Appointments, Leave, Quotations and Payments.

RECORDS: Updating files and data banks – complement control (staff establishment), payroll, website, debtors list, suppliers list, ledger accounts, attendance list, etc .

Standards of Performance

The following systems facilities must be developed and installed: --

DOCUMENTS REGISTER: For recording movement of documents .

EXAMINATION SECTION: For detection and correction of errors in the processing of documents.

JOB DESCRIPTIONS AND SPECIFICATIONS

CLERICAL OFFICER III, JOB GRADE “F”/ CASB 13

Duties and Responsibilities

1. This is the entry grade for this cadre. Duties and responsibilities will entail:
2. Collecting, collating and compiling of data;
3. receiving, recording and filling of documents and correspondences;
4. indexing of documents and records;
5. photocopying and scanning of documents;
6. maintaining and updating files;
7. controlling movements of records and files;
8. Reporting of breakages, need for repair of building and furniture to the relevant authority;
9. Carrying out messengerial duties;
10. Preparing requisition for stationery for the assigned department
11. drafting correspondences; and
12. ensuring safe custody of equipment, documents and records.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution; and
2. Proficiency in computer application.

CLERICAL OFFICER II, JOB GRADE “G”/ CASB 12

Duties and Responsibilities

Duties and responsibilities will entail

1. Collecting, collating and compiling of data
2. receiving, recording and filling of documents and correspondences;
3. indexing of documents and records
4. photocopying and scanning of documents
5. maintaining and updating files
6. controlling movements of records and files;
7. Reporting of breakages, need for repair of building and furniture to the relevant authority;

8. Carrying out messengerial duties;
9. Preparing requisition for stationery for the assigned department
10. drafting correspondences; and
11. ensuring safe custody of equipment, documents and records.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. served in the grade of Clerical Officer III for a minimum period of three (3) years; and
 2. Passed the proficiency tests for clerical officers;
- or
1. Certificate in any of the following fields: Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution
 2. Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution
 3. Proficiency in computer application; and
 4. Shown merit and ability as demonstrated in work performance and results.

CLERICAL OFFICER I, JOB GRADE "H"/ CASB 11

Duties and Responsibilities

Duties and responsibilities will entail:

1. Collecting, collating and compiling of data
2. receiving, recording and filling of documents and correspondences;
3. indexing of documents and records
4. photocopying and scanning of documents
5. maintaining and updating files
6. controlling movements of records and files;
7. Reporting of breakages, need for repair of building and furniture to the relevant authority;
8. Carrying out messengerial duties;
9. Preparing requisition for stationery for the assigned department
10. drafting correspondences; and
11. ensuring safe custody of equipment, documents and records.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Clerical Officer II for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution; and
3. Passed the proficiency tests for clerical officers;
4. Proficiency in computer application; and
5. Shown merit and ability as demonstrated in work performance and results.

SENIOR CLERICAL OFFICER, JOB GRADE "J"/ CASB 10

Duties and Responsibilities

Duties and responsibilities will entail:

1. Collecting, collating and compiling of data
2. receiving, recording and filling of documents and correspondences;
3. indexing of documents and records
4. photocopying and scanning of documents
5. maintaining and updating files
6. controlling movements of records and files;
7. Reporting of breakages, need for repair of building and furniture to the relevant authority;
8. Carrying out messengerial duties;
9. Preparing requisition for stationery for the assigned department
10. drafting correspondences; and
11. ensuring safe custody of equipment, documents and records.

Requirements for Appointment

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

1. Served in the grade of Clerical Officer I for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution;
3. Passed the proficiency tests for clerical officers;
4. Proficiency in computer application; and
5. Shown merit and ability as demonstrated in work performance and results.

CHIEF CLERICAL OFFICER JOB GRADE "K"/ CASB 9

Duties and Responsibilities

Duties and responsibilities will entail: -

1. Collecting, collating and compiling of data;
2. receiving, recording and filling of documents and correspondences;
3. indexing of documents and records;
4. photocopying and scanning of documents;
5. maintaining and updating files;
6. controlling movements of records and files;
7. Reporting of breakages, need for repair of building and furniture to the relevant authority;
8. Carrying out messengerial duties;
9. Preparing requisition for stationery for the assigned department
10. drafting correspondences; and
11. ensuring safe custody of equipment, documents and records.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
 2. Kenya Certificate of Secondary Education mean grade C- or any other equivalent qualification from a recognized institution;
- OR
1. Diploma in any of the following fields: Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution;
 2. Passed the proficiency tests for clerical officers;
 3. Proficiency in computer application; and
 4. Demonstrated merit and ability as reflected in work performance and results.

CAREER PROGRESSION GUIDELINES FOR MAINTENANCE STAFF

MAINTENANCE FUNCTION

The maintenance function involves provision of good working conditions, clean and safe environment that facilitate effective and efficient provision of services by members of Assembly and staff. The maintenance function also involves carrying out repairs and maintenance of buildings, plant and equipment and coordination of design, documentation and implementation of development and capital projects. The Assembly maintenance function further involves the following:

1. Preparation of designs and contract documents for development and other capital projects and overseeing implementation of projects;
2. Coordinating and carrying out repair works required on buildings, plant and equipment;
3. Provision of technical inputs; by preparing specifications of minor repair works and minor alterations in buildings, plant and equipment; and
4. Ensuring continuous supply of power, water and other utilities.

Grading Structure

The Career guideline establishes three (3) grades of Artisans and four (4) grades of Maintenance staff who will be designated and graded as below:

Designation	CASB Grade	IPPD Grade
Artisan III	13	F
Artisan II	12	G
Artisan I	11	H
Maintenance Officer III	11	H
Maintenance Officer II	10	J
Maintenance Officer I	9	K
Senior Maintenance Officer	8	L

Recognized Qualifications

The following are the recognized qualifications for the purpose of this Scheme:

Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification; and
Trade Test or Artisan Certificate in Construction, Electrical Engineering, Mechanical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution.

Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;

Certificate in management course lasting not less than four weeks from a recognized institution;

Proficiency in computer application

Key Result Areas

DESIGN: Plan / drawing of what is to be constructed.

CONSTRUCTION: Building / fabrication of what has been designated.

REPAIR / MAINTENANCE: Fixing of what is damaged, broken, or not working properly.

Standards of Performance

The following systems / facilities must be developed and installed: -

APPROVED DESIGN: All engineering designs must be of the approved and scheduled projects.

APPROVED CONSTRUCTION: All engineering constructions must be of approved and scheduled projects.

CONSTRUCTION SCHEDULE: Construction / repair activities must conform to the project's approved Gantt Chart.

JOB DESCRIPTIONS AND SPECIFICATIONS

ARTISAN III, JOB GRADE 'F' / CASB 13

Duties and Responsibilities

Duties and responsibilities at this level will entail:

Carrying out Electrical and mechanical works;
Repairing furniture, machines and equipment;
Painting under the supervision of a senior officer; and
Maintaining buildings, plant and equipment.

Requirements for Appointment

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

Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification; and
Certificate in Construction, Electrical Engineering, Mechanical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution.

ARTISAN II, JOB GRADE 'G'/ CASB 12

Duties and Responsibilities

Duties and responsibilities will entail:

1. Preparing budget for materials and labour;
2. Carrying out Electrical and mechanical works;
3. Repairing furniture, machines and equipment;
4. Painting under the supervision of a senior officer; and
5. Maintaining buildings, plant and equipment.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. served in the grade of Artisan II or in a comparable position for a minimum period of three (3) years; OR
2. Certificate in any of the following disciplines: Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
3. Proficiency in computer application; and
4. Shown merit and ability as reflected in work performance and results

ARTISAN I, JOB GRADE "H" /CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will entail:

1. Preparing budget for materials and labour;
2. Carrying out Electrical and mechanical works;
3. Repairing furniture, machines and equipment;
4. Painting under the supervision of a senior officer; and
5. Maintaining buildings, plant and equipment.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

1. served in the grade of Artisan II or in a comparable position for a minimum period of three (3) years;
2. Certificate in any of the following disciplines: Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
3. Proficiency in computer application; and
4. Shown merit and ability as reflected in work performance and results

MAINTENANCE OFFICER III, JOB GRADE "H"/ CASB 11

Duties and Responsibilities

Duties and responsibilities will entail:

1. Carrying out Electrical and mechanical works
2. Repairing furniture, machines and equipment
3. Painting under the supervision of a senior officer
4. Maintaining buildings, plant and equipment.

Requirement for Appointment

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

1. served in the grade of Artisan I or in a comparable position for a minimum period of three (3) years;
OR
1. Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
2. Proficiency in computer application; and
3. Shown merit and ability as reflected in work performance and results.

MAINTENANCE OFFICER II, JOB GRADE "J"/ CASB 10

Duties and Responsibilities

Duties and responsibilities will entail:

1. preparing designs, bills of quantities and other contract documents for development and other capital projects;
2. supervising repairs and renovations of buildings, plant and equipment and painting as performed by Artisans; and
3. monitoring implementation of capital and development projects.

Requirement for Appointment

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

1. Served in the grade of Maintenance Officer III or in a comparable position for a minimum period of three (3) years;
2. Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical Engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
3. Proficiency in computer application; and
4. Shown merit and ability as reflected in work performance and results.

MAINTENANCE OFFICER I, JOB GRADE "K"/ CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. preparing designs, bills of quantities and other contract documents for development and other capital projects;
2. coordinating repairs of buildings, plant and equipment and painting as performed by Artisans;
3. overseeing implementation of capital and development projects; and
4. project management duties including providing liaison between various parties.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Maintenance Officer II or in a comparable position for a minimum period of three (3) years;
2. Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
3. Proficiency in computer application; and
4. Shown merit and ability as reflected in work performance and results.

SENIOR MAINTENANCE OFFICER, JOB GRADE "L"/ CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. Formulate and interpret policies on maintenance and repairs;
2. Perform planning and budgeting for the section/ unit;
3. Prepare operational and ad hoc reports;
4. Approving designs, bills of quantities and other contract documents for development and other capital projects;
5. Supervising repairs of buildings, plant and equipment and painting as performed by Artisans;
6. Superintending implementation of capital and development projects;
7. Provide linkage between various stakeholders;
8. Train and supervise staff working within the section/ unit; and
9. Set and appraise targets for the team.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Maintenance Officer I or in a comparable position for a minimum period of three (3) years;
2. Diploma in any of the following disciplines: Civil Engineering, Construction, Mechanical Engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
3. Certificate in management course lasting not less than four weeks from a recognized institution,
4. Proficiency in computer application; and
5. Shown merit and ability as reflected in work performance and results

CAREER PROGRESSION GUIDELINES FOR DRIVERS

Drivers Function

The transport function basically involves:
driving duties;

1. routine checks and maintenance of the vehicle;
2. maintenance of work tickets;
3. carrying out first aid;
4. detecting and reporting any malfunctioning of the vehicle's systems;
5. ensuring security of the vehicle on and off the road;
6. ensuring safety of passengers and/ or goods;
7. carrying authorized passengers and/ or goods;
8. ensuring and maintaining cleanliness of the vehicle; and
9. scheduling of vehicles for official transport duties .

Grading Structure

Designation	CASB Grade	IPPD GRADE
Driver III	14	E
Driver II	13	F
Driver I	12	G
Senior Driver	11	H
Chief Driver	10	J
Principal Driver	9	K

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Driver III. On certain circumstances however, direct appointment may be made beyond this grade by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/ or experience for appointment to the grade

Recognized Qualifications

The following are the minimum qualifications for this cadre: -

1. KCSE D plain or its equivalent;
2. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
3. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
4. Passed the Suitability Test for Drivers Grade I;
5. First -Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
6. Valid Certificate of Good Conduct.

Key Result Areas

ROAD: Driving the vehicle, and maintaining work tickets.

VEHICLE: Carrying out routine checks on the vehicle .

PASSENGERS / CARGO: Care of passengers / goods in the vehicle .

Standards of Performance

The following systems / facilities must be developed and installed:

SERVICE SCHEDULE: Showing the appropriate mileages for various servicing of vehicles.

WORK TICKET: Register for authorized journeys and fuel issued .

REPORT: Report of defects or accidents.

JOB DESCRIPTIONS AND SPECIFICATIONS

DRIVER III, JOB GRADE “E”/ CASB 14

Duties and Responsibilities

Duties and Responsibilities will entail: -

1. driving vehicles as authorized;
2. carrying out routine checks on the vehicles' cooling oil, electrical and brake systems, tyre pressure;
3. detecting malfunctioning of vehicles system;
4. maintenance of work tickets for vehicles assigned;
5. ensuring security and safety of the vehicle on and off the road;
6. overseeing safety of the passengers and/or goods therein;
7. maintaining cleanliness of the vehicle; and
8. ensuring adherence to or observations of traffic laws.

Requirements for Appointment

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

1. KCSE D plain or its equivalent;
2. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
3. Passed the Suitability Test for Drivers Grade I;
4. First -Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution; and
5. Valid Certificate of Good Conduct.

DRIVER II, JOB GRADE “F”/ CASB 13

Duties and Responsibilities

Duties and responsibilities will entail: -

1. driving vehicles and detecting common mechanical faults;
2. carrying out minor repairs;
3. maintaining work tickets for vehicles assigned;
4. ensuring safety of the vehicle on and off the road;
5. maintaining cleanliness of the assigned vehicle; and
6. ensuring adherence to or observations of traffic laws.

Requirement for Appointment

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

1. Served in the grade of Driver III for a minimum period of three (3) years;
2. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
3. Passed the Suitability Test for Drivers Grade II;
4. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
5. Valid Certificate of Good Conduct; and
6. Shown merit and ability as reflected in work performance and results.

DRIVER I, JOB GRADE “G”/ CASB 12

Duties and Responsibilities

Duties and responsibilities will entail: -

1. driving vehicles and detecting common mechanical faults;
2. carrying out minor repairs;
3. maintaining work tickets for vehicles assigned;
4. ensuring safety of the vehicle on and off the road;
5. maintaining cleanliness of the assigned vehicle; and
6. ensuring adherence to or observations of traffic laws.

Requirement for Appointment

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

1. Served in the grade of Driver II for a minimum period of three (3) years;
2. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
3. Passed the Suitability Test for Drivers Grade III;
4. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building

- Technology (KIHBT) or any other recognized institution;
- 5. Valid Certificate of Good Conduct; and
- 6. Shown merit and ability as reflected in work performance and results.

SENIOR DRIVER, JOB GRADE “H”/ CASB 11

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. driving vehicles as authorized;
2. carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc;
3. detecting malfunctioning of vehicles system;
4. maintenance of work tickets for vehicles assigned;
5. ensuring security and safety of the vehicle on and off the road;
6. overseeing safety of the passengers and/ or goods therein;
7. maintaining cleanliness of the vehicle; and
8. ensuring adherence to or observations of traffic laws.

Requirement for Appointment

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

1. Served in the grade of Driver I for a minimum period of three
2. (3) years;
3. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
4. Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
5. Passed the Suitability Test for Drivers Grade III;
6. First -Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
7. Valid Certificate of Good Conduct; and
8. Demonstrated integrity and professional competence as reflected in work performance and results.

CHIEF DRIVER, JOB GRADE “J” CASB 10

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. driving vehicles as authorized;
2. carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc;
3. detecting malfunctioning of vehicles system;
4. maintenance of work tickets for vehicles assigned;
5. ensuring security and safety of the vehicle on and off the road;
6. overseeing safety of the passengers and/ or goods therein;
7. maintaining cleanliness of the vehicle; and
8. ensuring adherence to or observations of traffic laws.

(b)Requirement for Appointment

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

1. Served in the grade of Senior Driver for a minimum period of three (3) years;
2. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
3. Defensive driving certificate from Automobile association (AA) of Kenya or its equivalent qualification from a recognized Institution;
4. Passed the Suitability Test for Drivers Grade III;
5. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
6. Valid Certificate of Good Conduct; and
7. Demonstrated integrity and professional competence as reflected in work performance and results.

PRINCIPAL DRIVER, JOB GRADE “K” CASB 9

Duties and Responsibilities

This is the highest grade for this Cadre Duties;

1. Duties and responsibilities at this level entail
2. Supervision of the other staff in the section;
3. Coordinate the inspection of vehicles from time to time;
4. Overseeing the implementation of the fleet management policy;
5. Receiving and acting upon vehicle requisitions and scheduling of vehicles;
6. Preparation and maintenance /repair schedules for vehicles;
7. Receive /collect all used work tickets on monthly basis and ensure compliance and forward to administrative officer for further action;
8. Receive and compile motor vehicles statistics to ensure prudent utilization of resources;
9. Ensuring drivers licenses and motor vehicles insurances are valid;
10. Ensuring proper utilization of imprest for the transport section.
11. driving vehicles as authorized; and
12. ensuring adherence to or observations of traffic laws.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Driver for a minimum period of three (3) years;
2. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;

- Defensive driving certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- Passed the Suitability Test for Drivers Grade III;
- First -Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- Valid Certificate of Good Conduct; and
- Demonstrated integrity and professional competence as reflected in work performance and results.

CAREER PROGRESSION FOR CATERING SERVICES PERSONNEL

Catering Services Function

These career guidelines relate to personnel serving in catering unit. The function entails: preparation of meal plans, requisition and purchase of food items, food production, dispensing food, maintain cleanliness and order in the cafeteria, and proper care of equipment.

Grading structure

The Career Progression Guideline establishes four sub-cadres of kitchen stewards (3 grades) and cooks (4 grades) and waiters (4 grades) and a Catering Supervisor. The sub - cadres will be designated and graded as follows:

Designation	CASB Grade	IPPD Grade
Kitchen Stewards III	16	C
Kitchen Stewards II	15	D
Kitchen Stewards I	14	E
Cook II	13	F
Cook III	14	E
Cook I	12	G
Head cook	11	H
Waiter III	14	E
Waiter II	13	F
Waiter I	12	G
Head waiter	11	H
Catering Supervisor	10	J

Recognized qualifications

The following are the recognized qualifications for the purpose of this Scheme:

- Kenya Certificate Secondary Education (KCSE) mean grade D (plain).
- Certificate in Food Production from Kenya Utalii College or any other recognized institution.
- Food and Beverage Sales and Service Advanced Certificate from Kenya Utalii College or any other recognized institution.
- A Crafts Certificate in Food and Beverage Service from a National Polytechnic or any other recognized institution.
- A Diploma in Food Production from a National Polytechnic or Kenya Utalii College or any other equivalent qualification from a recognized institution.
- A Diploma in Hotel Management from Kenya Utalii College or any other equivalent qualification from a recognized institution.

ENTRY INTO THE SCHEME OF SERVICE

Direct appointment will be made in the Grades of Kitchen Steward III, Cook III and Waiter III. In exceptional circumstances, however, direct appointment may be made beyond this grades by the Board on the recommendation of the Clerk, provided that the candidate is in possession of the necessary qualifications and experience required for appointment to the grade.

Key Result Areas

PRODUCTION: Activities in food production– Planning, Preparation of Recipes (ingredients), Making of Dishes.

DISPENSATION: Taking and serving orders of clients.

HYGIENE: Cleaning of crockery, cutlery and catering premises.

BOOK KEEPING: Ledger accounts; Kitchen audit; Consumption reports.

Standards of Performance

The following systems / facilities must be developed and installed:

COOKING MANUALS: For preparation of different dishes

MENU: Variety of menu.

HEALTH CERTIFICATION: Current health certification for the catering staff.

DOCUMENTATION: Ledger accounts for food items; inventory of kitchen equipment; accounts of receipts and payments

CUSTOMER FEEDBACK: System for customer satisfaction feedback.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS KITCHEN STEWARD III, JOB GRADE “C”/ CASB 16

This is an entry and training grade for kitchen steward.

Duties and Responsibilities

The duties for this grade entails:

- Cleaning up all cutlery, crockery and silverware after usage;
- Cleaning the kitchen and replenishing used items;
- Assisting in food item preparation;
- Operating kitchen equipment; and
- Emptying the garbage bins;
- Ensuring efficient and effective use of cleaning materials; and
- Responsible for proper use, security and cleanliness of Kitchen accessories and equipment.

Requirement for appointment

For appointment to this grade, a candidate must be in possession of the Kenya Certificate of Secondary Education (KCSE) mean grade

D (plain).
KITCHEN STEWARD II, JOB GRADE “D”/ CASB 15

Duties and Responsibilities

The duties for this grade entails:

1. Cleaning up all cutlery, crockery and silverware after usage;
2. Cleaning the kitchen and replenishing used items;
3. Assisting in food item preparation;
4. Operating kitchen equipment;
5. Emptying the garbage bins;
6. Ensuring efficient and effective use of cleaning materials; and
7. Responsible for proper use, security and cleanliness of Kitchen accessories and equipment.

Requirement for appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Kitchen Steward III for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Education (KCSE) mean grade D (plain); and
3. Shown merit and ability as reflected in work performance and results.
4. KITCHEN STEWARD I, JOB GRADE “E”/ CASB 14

Duties and Responsibilities

The duties for this grade entails:

1. Ensure all cutlery, crockery and silverwares are cleaned after usage;
2. Ensure the kitchen is cleaned and used items replenishing;
3. Assisting in food stock preparation;
4. Operating kitchen equipment;
5. Ensure the garbage bins are emptied;
6. Custodian of Kitchen equipment;
7. Ensuring efficient and effective use of cleaning materials and
8. Responsible for proper use, security and cleanliness of Kitchen accessories and equipment.

Requirement for appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Kitchen Steward II for a minimum period of three (3) years,
2. Kenya Certificate of Secondary Education (KCSE) mean grade D (plain); and
3. Shown merit and ability as reflected in work performance and results.

COOK III, JOB GRADE “E”/ CASB 14

This is an entry and training grade for cook.

Duties and Responsibilities

The duties for this grade entails:

1. preparation of food items adhering to the menu and following food health and safety procedures;
2. preparation of meal plans and following established the recipes;
3. Production of food for the day;
4. Operating grills, oven and fliers
5. Recommending ideas for special or seasonal dishes
6. Storing all food properly
7. Sanitizing and cleaning work stations and utensils
8. Reordering stock and food supplies
9. Taking order from the waiter and serving

Requirements for appointment

For direct appointment to this grade, a candidate must:

be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification; and Certificate in Food Production from Kenya Utalii College or its equivalent from a recognized institution.

COOK II, JOB GRADE “F”/ CASB 13

Duties and Responsibilities

The duties for this grade entails:

1. preparation of food items adhering to the menu and following food health and safety procedures;
2. preparation of meal plans and following established the recipes;
3. Production of food for the day;
4. Operating grills, oven and fliers;
5. Recommending ideas for special or seasonal dishes;
6. Storing all food properly;
7. Sanitizing and cleaning work stations and utensils and
8. Taking order from the waiter and serving

Requirements for appointment

1. For appointment to this grade a candidate must have served in the grade of Cook III for a minimum period of three (3) years,
2. Kenya certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification;
3. Certificate in Food Production from Kenya Utalii College or its equivalent from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

COOK I, JOB GRADE “G”/ CASB 12

Duties and Responsibilities

The duties for this grade entails:

1. preparation of food items adhering to the menu and following food health and safety procedures;
2. preparation of meal plans and following established the recipes;
3. Production of food for the day;
4. Operating grills, oven and fliers;
5. Recommending ideas for special or seasonal dishes;
6. Storing all food properly;
7. Sanitizing and cleaning work stations and utensils and
8. Taking order from the waiter and serving

Requirements for appointment

For appointment to this grade a candidate must have:

1. Served in the grade of Cook II for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification;
3. Certificate in Food Production from Kenya Utalii College or its equivalent from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

HEAD COOK, JOB GRADE "H"/ CASB 11

Duties and Responsibilities

The duties for this grade entails:

1. preparation of food items adhering to the menu and following food health and safety procedures;
2. preparation of meal plans and following established the recipes;
3. Production of food for the day;
4. Operating grills, oven and fliers;
5. Recommending ideas for special or seasonal dishes;
6. Storing all food properly;
7. Sanitizing and cleaning work stations and utensils;
8. Taking order from the waiter and serving;
9. Controlling issues from the kitchen;
10. Coordinating kitchen operations;
11. Ensuring cleanliness of the kitchen;
12. Training and assisting cooks on new and uncommon menus;
13. Ensuring proper use and security of kitchen appliances and equipment;
14. Making daily cost returns for the kitchen;
15. Food cost analysis and control; and
16. Supervising kitchen staff.

Requirements for appointment

For appointment to this grade a candidate must have:

A Diploma in Food Production from Kenya Utalii College or any other equivalent qualification from a recognized institution;
OR

Served in the grade of Cook I for a minimum period of three (3) years;

Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification;

Certificate in Food Production from Kenya Utalii College or its equivalent from a recognized institution;

Shown merit and ability as reflected in work performance; and

Proficiency in computer application.

WAITER III, JOB GRADE "E"/ CASB 14

This is an entry and training grade for waiters.

Duties and Responsibilities

The duties for this grade entail:

1. Table set up before and after meal;
2. Welcome and greet customers;
3. Present menu and provide detailed information of available food;
4. Taking orders and serving food and drinks in the cafeteria;
5. Communicate order details to the kitchen staff;
6. Serve food and drink orders;
7. Check dishes and kitchenware for cleanliness and presentation and report any problems;
8. Carry dirty plates and, glasses and silverware to kitchen for cleaning;
9. Billing Customers;
10. Arrange tables and maintain a dining area; and
11. Follow all health department regulations

Requirements for appointment

For appointment to this grade, a candidate must be in possession of:

Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification;

Food and Beverage Sales and Service Certificate from a recognized institution; and

Proficiency in computer applications.

WAITER II, JOB GRADE "F"/ CASB 13

Duties and Responsibilities

The duties for this grade entails:

1. Table set up before and after meal;
2. Welcome and greet customers;
3. Present menu and provide detailed information of available food;
4. Taking orders and serving food and drinks in the cafeteria;
5. Communicate order details to the kitchen staff;
6. Serve food and drink orders;

7. Check dishes and kitchenware for cleanliness and presentation and report any problems;
8. Carry dirty plates and, glasses and silverware to kitchen for cleaning;
9. Billing Customers;
10. Arrange tables and maintain a dining area; and
11. Follow all health department regulations

Requirements for appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Waiter III for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification; and
3. Food and Beverage Sales and Service Certificate from a recognized institution;
4. Shown merit and ability as reflected in work performance and results; and
5. Proficiency in computer applications.

WAITER I, JOB GRADE “G”/ CASB 12

Duties and Responsibilities

The duties for this grade entails:

1. Table set up before and after meal;
2. Welcome and greet customers;
3. Present menu and provide detailed information of available food;
4. Taking orders and serving food and drinks in the cafeteria;
5. Communicate order details to the kitchen staff;
6. Serve food and drink orders;
7. Check dishes and kitchenware for cleanliness and presentation and report any problems;
8. Carry dirty plates and, glasses and silverware to kitchen for cleaning;
9. Billing Customers;
10. Arrange tables and maintain a dining area; and
11. Follow all health department regulations

Requirements for appointment

For appointment to this grade, a candidate must have:

1. Served in the grade of Waiter II for a minimum period of three
2. (3) years;
3. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification;
4. Food and Beverage Sales and Service Certificate from a recognized institution;
5. Shown merit and ability as reflected in work performance and results; and
6. Proficiency in computer applications.

HEAD WAITER, JOB GRADE “H”/ CASB 11

Duties and Responsibilities

The duties for this grade entails:

1. Ensure tables are set up before and after meal;
2. Welcome and greet customers;
3. Present menu and provide detailed information of available food;
4. Take orders and serving food and drinks in the cafeteria;
5. Communicate order details to the kitchen staff;
6. Serve food and drink orders;
7. Ensure cleanliness of dishes and kitchenware for and presentation;
8. Ensure cleanliness of the dining area;
9. Ensure adherence to all health department regulations;
10. Ensure adequacy of service items plates, cups, spoons etc; and
11. Supervise the other waiters

Requirements for appointment

For appointment to this grade, a candidate must be in possession of:

1. A Diploma in Food and Beverage Sales and Service from Kenya Utalii College or any other equivalent qualification from a recognized institution.
2. OR
3. Served in the grade of Waiter I for a minimum period of three
4. (3) years;
5. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification; and
6. Food and Beverage Sales and Service Certificate from a recognized institution ;
7. Shown merit and ability as reflected in work performance and results; and
8. Proficiency in computer applications.

CATERING SUPERVISOR, JOB GRADE “J”/ CASB 10

Duties and Responsibilities

The duties for this grade entails:

Preparing and executing duty rosters for all the Cafeteria staff in order to ensure that all services are rendered promptly and efficiently;
Preparation of menus and overseeing the preparation and serving of meals in the cafeteria;
Taking care of the facilities by controlling operating equipment and general cleanliness of the Catering Unit;
Ensuring discipline, punctuality, cleanliness and personal hygiene are maintained by all the Cafeteria staff at all times;
Taking food stock and prepare periodic returns and reports; and
Ordering all food items and dealing with suppliers.

Requirements for appointment

For appointment to this grade, a candidate must be in possession of:

1. A Diploma in Hotel Management from Kenya Utalii College or any other equivalent qualification from a recognized institution;
- OR
1. Served in the grade of Head Cook/ Head Waiter for a minimum period of three (3) years;
 2. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification;
 3. Food and Beverage Sales and Service Certificate from a recognized institution;
 4. Shown merit and ability as reflected in work performance and results; and
 5. Proficiency in Computer application.

CAREER PROGRESSION GUIDELINES FOR OFFICE ATTENDANT

Function

The Function entails: attending to general routine office services which include providing cleaning services, messengerial duties, reprographic services, gardening and preparing tea.

Grading structure

The Career Progression Guideline establishes Seven (7) grades of Office Attendants who will be designated and graded as follows:

Designation	CASB Grade	IPPD GRADE
Office Attendant V	18	A
Office Attendant IV	17	B
Office Attendant III	16	C
Office Attendant II	15	D
Office Attendant I	14	E
Assistant Office Superintendent	13	F
Office Superintendent	12	G

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grades of Office Attendant V for primary certificate holders and Office Attendant II for secondary certificate holders. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

The following are the minimum qualification for this cadre:

1. Kenya Certificate of Primary Education certificate or any other equivalent qualification.
2. Kenya Certificate of Secondary Education mean grade D (plain) or any other equivalent qualification.
3. Certificate in Supervisory Skills Course from a recognized institution.
4. Proficiency in computer application.
5. Certificate of good conduct.

Key Result Areas

CLEANING: Cleaning of offices, kitchens, and entire compound; Collecting and cleaning crockery for serving tea.

MESSENGERIAL: Collecting and delivering documents outside the organization; delivering documents within the organization.

Standards of Performance

The following systems / facilities must be developed and installed

CLEANING SCHEDULE: Showing days, time s and areas for cleaning.

DELIVERY BOOK: For details of documents delivered.

JOB DESCRIPTIONS AND SPECIFICATIONS

OFFICE ATTENDANT V, JOB GRADE "A"/ CASB 18

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. cleaning of offices, kitchen, lavatories and entire compound;
2. tending and cultivating a garden;
3. performing reprographic services;
4. Preparing and serving tea;
5. collecting and cleaning utensils;
6. collecting and disposing waste;
7. dusting offices and ensuring habitable office conditions;
8. moving or carrying office equipment, furniture and ensuring orderly arrangement;
9. dispatching letters;
10. collecting and delivering documents/correspondences outside the organization; and
11. delivering documents/correspondences within the organization.

b) Requirement for Appointment

For appointment to this grade, a candidate must have:

Kenya Certificate of Primary Education Certificate or any other equivalent qualification;

OFFICE ATTENDANT IV, JOB GRADE CASB 17

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. cleaning of offices, kitchen, lavatories and entire compound;
2. tending and cultivating a garden;
3. performing reprographic services;
4. Preparing and serving tea;
5. collecting and cleaning utensils;
6. collecting and disposing waste;
7. dusting offices and ensuring habitable office conditions;
8. moving or carrying office equipment, furniture and ensuring orderly arrangement;
9. dispatching letters; collecting and delivering documents/ correspondences outside the organization; and
10. delivering documents/ correspondences within the organization.

Requirement for Appointment

For appointment to this grade, an officer must have:

Served in the grade of Office Attendant V for a minimum period of three (3) years;
Kenya Certificate of Primary Education Certificate or any other equivalent qualification;

OR

Kenya Certificate of Secondary Education mean grade D+ (plain) or any other equivalent qualification
Certificate of good conduct; and
Shown merit and ability as reflected in work performance and results.

OFFICE ATTENDANT III, JOB GRADE “C”/ CASB 16

Duties and Responsibilities

Duties and responsibilities at this level entail:

cleaning of offices, kitchen, lavatories and entire compound;
tending and cultivating gardens;
performing reprographic services;
Preparing and serving tea;
collecting and cleaning utensils;
collecting and disposing waste;
dusting offices and ensuring habitable office conditions;
moving or carrying office equipment, furniture and ensuring orderly arrangement;
dispatching letters;
collecting and delivering documents/ correspondences outside the organization; and
delivering documents/correspondences within the organization.

Requirement for Appointment

For appointment to this grade, a candidate must have:

Served in the grade of Office Attendant IV for a minimum period of three (3) years;
Kenya Certificate of Secondary Education mean grade D+ (plain) or any other equivalent qualification;
Certificate of good conduct; and
Shown merit and ability as reflected in work performance and results.

OFFICE ATTENDANT II, JOB GRADE “D”/ CASB 15

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. cleaning of offices, kitchen, lavatories and entire compound;
2. tending and cultivating a garden;
3. performing reprographic services;
4. Preparing and serving tea;
5. collecting and cleaning utensils;
6. collecting and disposing waste;
7. dusting offices and ensuring habitable office conditions;
8. moving or carrying office equipment, furniture and ensuring orderly arrangement;
9. dispatching letters;
10. collecting and delivering documents/correspondences outside the organization; and
11. delivering documents/ correspondences within the organization.

Requirement for Appointment

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

1. Served in the grade of Office Attendant III for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Education mean grade D+ (plain) or any other equivalent qualification;

3. Certificate of good conduct; and
4. Shown merit and ability as reflected in work performance and results.

OFFICE ATTENDANT I, JOB GRADE “E”/ CASB 14

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. cleaning of offices, kitchen, lavatories and entire compound;
2. tending and cultivating gardens;
3. performing reprographic services;
4. Preparing and serving tea;
5. collecting and cleaning utensils;
6. collecting and disposing waste;
7. dusting offices and ensuring habitable office conditions;
8. moving or carrying office equipment, furniture and ensuring orderly arrangement;
9. dispatching letters;
10. collecting and delivering documents/correspondences outside the organization; and
11. delivering documents/ correspondences within the organization.

Requirements for Appointment

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

1. served in the grade of Office Attendant II for a minimum period of three (3) years;
2. Kenya Certificate of Secondary Certificate mean grade D+ (plain) or any other equivalent qualification;
3. Certificate of good conduct;
4. Proficiency in computer application; and
5. Shown merit and ability as reflected in work performance and results.

ASSISTANT OFFICE SUPERINTENDENT, JOB GRADE “F”/ CASB 13

Duties and Responsibilities

Duties and responsibilities will entail:

1. Provide guidance to the immediate supervisor on matters related to the garden.
2. Ensure a safe environment for staff and clients by maintaining a safe and healthy working environment
3. Reporting theft incidences to their immediate supervisors
4. providing information on replenishment of garden supplies and equipment
5. cleaning of offices, kitchen, lavatories and entire compound;
6. tending and cultivating a garden;
7. performing reprographic services;
8. Preparing and serving tea;
9. collecting and cleaning utensils;
10. collecting and delivering documents/correspondences outside the organization; and
11. delivering documents/ correspondences within the organization.
12. dusting offices and ensuring habitable office conditions;
13. Supervising moving or carrying office equipment, furniture and ensuring orderly arrangement; and
14. dispatching letters.

Requirements for Appointment

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

1. served in the grade of Office Attendant I for a minimum period of three (3) years; and
2. Kenya Certificate of Secondary Certificate mean grade D+ (plain) or any other equivalent qualification;
3. Proficiency in computer application;
4. Certificate of good conduct;
5. Certificate in Supervisory Skills Course from a recognized institution;
6. Shown merit and ability as reflected in work performance and results.

OFFICE SUPERINTENDENT, JOB GRADE “G”/ CASB 12

Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities will entail:

1. Enforcing management advisories regarding office attendants;
2. Implement relevant institutional policies;
3. Prepare and submit timely reports on support services;
4. developing duty roster;
5. supervising cleaning of offices and managing general performance.
6. Provide guidance to the immediate supervisor on matters related to the garden.
7. Ensure a safe environment for staff and clients by maintaining a safe and healthy working environment
8. Reporting theft incidences to their immediate supervisors
9. providing information on replenishment of garden supplies and equipment

Requirements for Appointment

For appointment to this grade, an officer must have:

served in the grade of Assistant Office Superintendent for a minimum period of three (3) years;
Kenya Certificate of Secondary Certificate mean grade D+ (plain) or any other equivalent qualification;
Proficiency in computer application;
Certificate in Supervisory Skills Course from a recognized institution;
Certificate of good conduct; and

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

INDEPENDENT DEPARTMENTS

CAREER PROGRESSION GUIDELINES FOR INTERNAL AUDIT PERSONNEL

Audit Function

The functions of Internal Audit are to:

1. audit the governance mechanisms of the County Assembly and mechanisms for transparency and accountability with regard to the finances and assets of the Institution;
2. 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 County Assembly;
3. verify the existence of assets administered by the County Assembly and ensuring that there are proper safeguards for their protection;
4. ensure appropriate institutional policies and procedures and good business practices are followed by the County Assembly;
5. evaluate the adequacy and reliability of information available to management for making decisions with regard to the County Assembly and its operations;
6. identify accounting errors, cases of fraud and initiate investigations;
7. advise the board (CASB) on matters of risks and controls;
8. liaise with Audit Committee as guided by statutes;
9. formulate and implement an audit charter and other relevant policies; and
10. prepare and submit annual audit plans to the County Assembly's Audit Committee.

Grading Structure

The Career guideline establishes six (6) grades of Internal Audit officers who will be designated and graded as below:

Designation	CASB Grade	IPPD Grade
Internal Auditor II	10	J
Internal Auditor I	9	K
Senior Internal Auditor	8	L
Chief Internal Auditor	7	M
Principal Internal Auditor	6	N
Senior Principal Internal Auditor	5	P
Chief Principal Internal Auditor	4	Q

Entry into the Career Progression Guidelines

Direct appointment will normally be made at the grade of Internal Auditor I. On certain circumstances however, direct appointment may be made beyond this grade by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

The following are the recognized qualifications for this Cadre:

1. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution.
2. Master Degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution.
3. Certified Public Accountants of Kenya (K) Parts I, II, III.
4. Parts I, II, III & IV of Certified Internal Auditors (CIA) qualification.
5. A post-graduate Diploma in Internal Auditing.
6. Member of Institute of Internal Auditors (IIA)

Key Result Areas

RECONCILIATION: Tallying of expenditure with budget allocations; ensuring compliance with organizational procedures and regulations; and physical tallying of assets with records.

EVALUATION: Assessment of effectiveness of existing safeguards (standards); review of such safeguards; and preparation of reports on such assessments and reviews.

Standards of Performance

The following systems / facilities must be developed and installed:

VETTING: All reconciliations done by auditors must be examined and approved by the Audit Committee.

AUDIT MANUALS: Internal Standards on Auditing (ISA); International.

ACCOUNTING STANDARDS: International Public Sector Accounting Standards (IPSAS); Internal Audit Charter; Audit Work Plan.

JOB DESCRIPTIONS AND SPECIFICATIONS

INTERNAL AUDITOR II, JOB GRADE "J"/CASB 10

Duties and Responsibilities

1. This is the entry grade for this cadre. An officer at this grade will be on the job training based on actual audit work and assignments carried out under the supervision of senior officers. Duties and responsibilities will entail:
2. reconciliation of budgetary allocations with monthly expenditure summaries;
3. ensuring Government assets i.e. plant and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely;
4. undertaking a variety of audit assignments relating to pre-audit of payments, evaluation and review of internal control systems and report on any weaknesses;

5. evaluating the effectiveness of existing financial regulations and establish the level of compliance in practice; and
6. compiling and preparing reports based on audit observations made in his/her section/team.

Requirements for Appointment

1. For appointment to this grade, an officer must have:
2. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution; and
3. Certificate in computer application skills.

INTERNAL AUDITOR I, JOB GRADE "K"/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. reconciliation of budgetary allocations with monthly expenditure summaries;
2. ensuring Government assets i.e. plant and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely;
3. undertaking a variety of audit assignments relating to pre-audit of payments, evaluation and review of internal control systems and report on any weaknesses;
4. evaluating the effectiveness of existing financial regulations and establish the level of compliance in practice; and
5. compiling and preparing reports based on audit observations made in his/her section/team.

Requirements for Appointment

For appointment to this grade, an officer must have:

Served as an Internal Auditor II for a minimum period of three (3) years;

Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution; and
Certificate in computer application skills.

SENIOR INTERNAL AUDITOR, JOB GRADE "L"/CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervise Internal Auditor I;
2. Setting and agreeing on performance targets with staff;
3. completeness and accuracy of records and reports emanating from the unit under purview;
4. verifying existence and safety of Government Assets;
5. assisting with on the job training of junior staff;
6. conducting internal systems evaluation and reviews; and
7. preparing sectional audit programmes and audit reports.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served as an Internal Auditor I for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
3. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
4. Membership to a recognized professional body and of good standing;
5. CPA Part II Certificate or its equivalent qualification from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results.
7. CHIEF INTERNAL AUDITOR, JOB GRADE "M"/CASB 7

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervise Senior Internal Auditor, Internal Auditor III;
2. Setting and agreeing on performance targets with staff;
3. reviewing and developing audit techniques and procedures for systems audits;
4. preparing and updating audit guides and programmes;
5. drafting preliminary audit reports, queries and observations for the departmental heads consideration;
6. preparing audit reports to management and follow up on action taken; and
7. be responsible for supervision of staff working under him/her including their discipline and training needs.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Internal Auditor for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
3. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
4. Membership to a recognized professional body and of good standing;
5. CPA Part III Certificate or an equivalent qualification from any other recognized professional Accountancy Body; and
6. Shown merit and ability as reflected in work performance and results.

PRINCIPAL INTERNAL AUDITOR, JOB GRADE "N"/CASB 6

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervise Chief Internal Auditor, Senior Internal Auditor Internal Auditor III;
2. preparation, implementation and supervision of all audit programmes used by the department;

3. Setting and agreeing on performance targets with staff;
4. reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;
5. ensuring maintenance of high audit standards of performance in the department;
6. developing of training needs of the department;
7. Preparation, implementation and supervision of all audit programmes used by the department;
8. Reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before certification or signature;
9. Ensuring maintenance of high audit standards of performance in the department; and
10. Ensuring Efficient and effective utilization of financial resources

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Internal Auditor or in a comparable position for a minimum period of three (3) years;
2. Bachelors degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
3. Certified Public Accountants (CPA)K ;
4. Passed at least Part three of Certified Internal Auditors Examination;
5. Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution;
6. Membership to a recognized professional body and of good standing;
7. Certificate in computer application skills; and
8. demonstrated professional competence as reflected in work performance and results.

SENIOR PRINCIPAL INTERNAL AUDITOR, JOB GRADE “P”/ CASB 5

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervise Principal Internal Auditor, Chief Internal Auditor, Senior Internal Auditor, Internal Auditor III;
2. Providing leadership in monitoring and making follow-ups on implementations of internal and external audit recommendations;
3. deputizing the Deputy Director – Internal Audit in both departmental operations and general administration;
4. coordinating, and controlling of the operations of internal audit department;
5. ensuring the maintenance of high audit standards in the department;
6. monitoring and constantly reviewing audit programmes for all the sections in the department;
7. Organizing planning, coordinating and controlling the audit activities through the Principal Internal Auditor and other sectional heads;
8. Oversee the implementation of annual internal audit and risk management plans, policies and procedures;
9. Oversee Compiled and Prepared reports for all risks and compliance undertaken and submit for approval;
10. Coordinating the Reviewing and evaluating budgetary performance, financial management, transparency and accountability mechanism in the County Assembly;
11. Ensuring compliance with existing laws, regulations, policies, plans, standards, contractual obligations, circulars and guidelines;
12. Coordinating Training and sensitization of County Assembly officers on internal controls, risk management and governance;
13. Coordinate the revision and evaluation of performance management systems;
14. Ensuring training of auditors and audit committee members;
15. Ensuring Efficient and effective utilization of financial resources; and
16. Prepare procurement plans and budgeting for the Department.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. served in the grade of Principal Internal Auditor or in a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;
4. Certified Public Accountants CPA (K) or Certified Internal Auditors (CIA) Part IV from a recognized institution;
5. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
6. Membership to a recognized professional body and of good standing;
7. Certificate in computer application skills; and
8. Merit and ability as reflected in work performance and results.

CHIEF PRINCIPAL INTERNAL AUDITOR, JOB GRADE “Q”/CASB 4

Duties and Responsibilities

This is the highest grade for this cadre. An officer at this level will be administratively responsible to the Clerk for efficient co-ordination and control of operations in the Audit Department. The officer will also be responsible for training, development and motivation of internal audit officers. Duties and responsibilities at this level entails:

1. Supervise Senior Principal Internal Auditor, Principal Internal Auditor, Chief Internal Auditor, Senior Internal Auditor, Internal Auditor III;
2. Communicating plans of engagement and resource requirements for the internal audit function;
3. Overseeing risk assessments on key business activities and using this information to guide on the effectiveness of the organization's risk management processes;
4. Leading in the development and implementation of the Risk Management Policy and strategy that aligns with the strategic Plan;
5. Developing, implementing, and maintaining a compliance framework on statutory, contractual and internal obligations (e.g code of conduct, internal controls and quality management systems);
6. Reviewing compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements and contractual obligations;
7. Monitoring key metrics to confirm achievement of the risk and compliance plans and their contribution to the overall strategic plan;
8. Monitoring Risk and Compliance assessments findings and ensure recommendations made are implemented; Driving training and

- sensitization of County Assembly Members and staff in risk management and compliance;
9. Providing leadership, developing training, coaching, motivating and evaluating risk management staff to achieve their highest levels of performance;
 10. identifying activities subject to audit coverage, evaluating their significance and assessing the degree risk inherent in terms of the audit costs involved;
 11. carrying out investigations on irregularities identified or reported in audit reports;
 12. generating regular and /or adhoc reports e.g. performance reports and procurement plan and work plan;
 13. Perform financial, operational and information systems audit;
 14. Providing advisory services to the top management on internal Audit services;
 15. Custodians of all departmental reports and records;
 16. Overseeing performance management in the department;
 17. Secretary to the Audit Committee;
 18. Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets; and
 19. Evaluating specific operations at the request of the Board of management, as appropriate.

Requirements for Appointment

For appointment to this grade, an officer must:

1. have served in the grade of an Senior Principal Internal Auditor or in a comparable position for a minimum period of three (3) years with proven experience;
2. have Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;
3. have Master degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent qualification from a recognized institution;
4. have a certificate in Leadership Course from a recognized institution for a period lasting not less than six (6) weeks;
5. be a registered member (of good standing) to the following professional bodies: Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);
6. have a Certificate in computer application skills and demonstrate proficiency in computer use and applications; and
7. have demonstrated managerial, administrative and professional competence in work performance and results.

CAREER PROGRESSION GUIDELINES FOR SUPPLY CHAIN MANAGEMENT PERSONNEL

Supply Chain Management Function

The Supply Chain Management Function entails:

1. Coordinating activities in delivering a combination of inputs, outputs/outcomes for specified requirements in accordance with the Public Procurement and Disposal Regulations, 2006 and other laws and policy on procurement;
2. Preparing procurement plans in accordance with budget processes;
3. requisitioning, receiving and issuing of stores;
4. preparing and maintaining of stores records;
5. stocktaking and reconciling;
6. ensuring store security, safety, maintenance and proper preservation of stores;
7. reviewing, updating, interpreting and implementing existing Procurement Regulations, Procedures and Systems;
8. preparing and ensuring implementation of procurement manual;
9. sourcing for supplies;
10. assessing and measuring performance of supplies of goods, works and services;
11. maintenance of procurement records;
12. conducting market research;
13. carrying out internal monitoring and evaluation of stores;
14. developing internal procurement on supply policy procedure manuals;
15. ensuring smooth distribution of inventory; and
16. managing receipts and issues.

Grading Structure

The Career Progression Guideline establishes four (4) grades of Supply Chain Management Assistants and seven (7) grades of Supply Chain Management Officers who will be designated and graded as follows:

Designation	CASB Grade	IPPD GRADE
Supply Chain Management Assistant III	11	H
Supply Chain Management Assistant II	10	J
Supply Chain Management Assistant I	9	K
Senior Supply Chain Management Assistant	8	L
Supply Chain Management Officer II	10	J
Supply Chain Management Officer I	9	K
Senior Supply Chain Management Officer	8	L
Chief Supply Chain Management Officer	7	M
Principal Supply Chain Management Officer	6	N
Senior Principal Supply Chain Management Officer	5	P
Chief Principal Supply Chain Management Officer	4	Q

ENTRY INTO THE CAREER PROGRESSION GUIDELINES

Direct appointment will normally be made in the grades of Supply Chain Management Assistant III for Diploma Holders and Supply Chain

Management Officer II for Degree Holders. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized qualifications

The following are the recognized minimum qualifications for the cadre:

1. Bachelor's degree in any of the following disciplines:-Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution.
2. Master degree in any of the following disciplines; Supply chain management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution.
3. Diploma in Supply Chain Management/procurement or any other equivalent qualification from a recognized institution.
4. Holder of a valid professional practicing license.
5. Registration with a professional body – Kenya Institute of Supplies Management (KISM).
6. Certificate in Senior Management Course from a recognized institution.
7. Certificate in Leadership Course from a recognized institution.
8. Proficiency in computer application.

Key Result Areas

PURCHASING: Receiving requisitions and specifications from users, doing tendering, and acquiring of goods and services.

STORAGE: Documentation of goods / services, and custody of documents and goods.

DISPOSAL: Commissioning of procured services, issuing of goods, and retiring of boarded goods.

Standards of Performance

The following systems / facilities must be developed and installed:

REQUISITION ORDER: An instrument giving specifications for what is to be procured.

TENDER: The system of competitive bidding for goods / services – controlled by public procurement regulations.

INVENTORY: Register for receipts and disposal of stores – also showing balances, deficits and surpluses.

JOB DESCRIPTIONS AND SPECIFICATIONS

SUPPLY CHAIN MANAGEMENT ASSISTANTS CADRE

SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GRADE “H”/ CASB 11

This is the entry and training grade for this cadre.

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

1. maintaining security and safe custody of stores;
2. undertaking procurement and storage activities;
3. issuing and rationing of stores; and
4. making recommendations for disposal of unserviceable stores.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Diploma in Stores Management/Supply Chain Management or its equivalent qualification from a recognized institution; and
2. Certificate in computer application skills.

SUPPLY CHAIN MANAGEMENT ASSISTANT II, JOB GRADE “J”/CASB 10

Duties and Responsibilities

Duties and responsibilities at this level entails:

1. preparing stores requisitions;
2. updating the stores/stocks cards;
3. checking the stationery issues against requisition made;
4. ensuring goods delivered by suppliers are of the right/required quality and quantity;
5. delivering stores to other departments/divisions; and
6. preparing payment vouchers for suppliers; and distributing quotations requests.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. served in the grade of Supply Chain Management Assistant III or in a comparable position for a minimum period of three (3) years;
2. Diploma in Supply Chain Management or its equivalent qualification from a recognized institution;
3. Certificate in computer application skills; and
4. Demonstrated integrity and professional competence as reflected in work performance and results.

SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GRADE “K”/CASB 9

Duties and Responsibilities

Duties and responsibilities will involve:

1. taking stock of stores;
2. checking the stores issues against requisition;
3. ensuring goods delivered by suppliers are of the right quality and quantity;
4. delivering stores to other departments/divisions;
5. preparing payment vouchers for suppliers; and

- distributing quotations requests.

SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GRADE “L”/ CASB 8

Duties and Responsibilities

Duties and responsibilities will involve:

- taking stock of stores;
- checking the stores issues against requisition made;
- ensuring goods delivered by suppliers are of the right quality and quantity;
- delivering stores to other departments/divisions;
- preparing payment vouchers for suppliers; and
- distributing quotations requests.

Requirement for Appointment

For appointment to this grade, an officer must have:

- Served in the grade of Supply Chain Management Assistant I or in a comparable position for a minimum period of three (3) years;
- Diploma in Supply Chain Management or its equivalent qualification from a recognized institution;
- Certificate in computer application skills;
- Registered with a professional body (KISM) and membership of good standing; and
- Demonstrated integrity, professional competence as reflected in work performance and results.

SUPPLY CHAIN MANAGEMENT OFFICER CADRE

SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GRADE “J”/CASB 10

This is the entry grade for the cadre of degree holders.

Duties and Responsibilities

Duties and responsibilities will entail:

- Supervises Clerical Officers attached to the department
- implementing existing supplies regulations, procedures and system;
- recommending disposal of unserviceable stores;
- implementing procurement manual;
- preparing procurement plans;
- sourcing for suppliers;
- conducting stock control, stock taking and stock audit; and
- implementing e-procurement strategies.

Requirement for Appointment

For appointment to this grade, an officer must have:

- Served in the grade of Senior Supply Chain Management Assistant or in a comparable position for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
- Certificate in computer application skills;
- Registered with a professional body (KISM) and membership of good standing; and
- demonstrated integrity and professional competence as reflected in work performance and results.

SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GRADE “K”/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

- Supervises Supply Chain Management Officer II and Clerical Officers attached to the department;
- implementing existing supplies regulations, procedures and system
- carrying out internal monitoring and evaluation on procurement;
- assessing the performance of suppliers and contractors;
- preparing procurement plans in accordance with budget process ;
- coordinating the preparation and implementation of procurement manual;
- conducting stock control, stock taking and stock audit;
- implementing e-procurement strategies;
- Initiating payments in IFMIS; and
- Ensuring Efficient and effective utilization of assembly store supplies.

Requirement for Appointment

For appointment to this grade, a candidate must have:

- served in the grade of Supply Chain Management Officer II or in a comparable position for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
- Certificate in computer application skills;
- Registered with a professional body (KISM) and membership of good standing; and
- Demonstrated integrity, professional competence as reflected in work performance and results.

SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE “L”/ CASB 8

Duties and Responsibilities

Duties and responsibilities will involve:

- taking stock of stores;
- checking the stores issues against requisition made;

3. ensuring goods delivered by suppliers are of the right quality and quantity;
4. delivering stores to other departments/divisions;
5. preparing payment vouchers for suppliers; and
6. distributing quotations requests.

Requirement for Appointment

For appointment to this grade, an officer must have:

Served in the grade of Supply Chain Management Assistant I or in a comparable position for a minimum period of three (3) years;
 Diploma in Supply Chain Management or its equivalent qualification from a recognized institution;
 Certificate in computer application skills;
 Registered with a professional body (KISM) and membership of good standing; and
 Demonstrated integrity, professional competence as reflected in work performance and results.

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE “M”/CASB 7

Duties and Responsibilities

Duties and Responsibilities will entail:

1. updating, interpreting and implementing existing procurement policies, regulations and procedures;
2. preparing procurement plans in accordance with budget process;
3. coordinating procurement activities;
4. carrying out internal monitoring and evaluation on procurement;
5. assessing performance of suppliers and contractors;
6. coordinating the preparation and the implementation of procurement manual;
7. recommending disposal of unserviceable stores;
8. conducting market research;
9. taking stock of stores;
10. checking stores issues against requisition made;
11. ensuring goods delivered by suppliers are of the right quality and quantity;
12. preparing payment vouchers for suppliers; and
13. distributing quotations requests.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Supply Chain Management Officer or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
3. Registered with a professional body (KISM) and membership of good standing;
4. Certificate in a Senior Management Course from a recognized institution; and
5. Proficiency in computer application; and
6. Demonstrated merit and ability in work performance and results.

PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE “N”/CASB 6

Duties and Responsibilities

Duties and Responsibilities will entail:

1. Coordinating the preparation and the implementation of procurement manual;
2. Supervises Chief/Senior Supply Chain Management Officer, Supply Chain Management Officer I & II and Clerical Officers attached to the department;
3. Training and developing staff under purview;
4. Setting and agreeing on performance targets with staff under purview;
5. updating, interpreting and implementing existing procurement policies, regulations and procedures;
6. preparing procurement plans in accordance with budget process;
7. Coordinating procurement activities;
8. carrying out internal monitoring and evaluation on procurement;
9. assessing the performance of suppliers and contractors;
10. coordinating the preparation and the implementation of procurement manual;
11. recommending disposal of unserviceable stores;
12. conducting market research;
13. taking stock of stores;
14. checking the stores issues against requisition made;
15. ensuring goods delivered by suppliers are of the right quality and quantity;
16. preparing payment vouchers for suppliers; and
17. distributing quotations requests.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Supply Chain Management Officer or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
4. Registered with a professional body (KISM) and membership of good standing;
5. Proficiency in computer application; and
6. Demonstrated merit and ability in work performance and results.

SENIOR PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE “P”/ CASB 5

Duties and Responsibilities

1. Duties and Responsibilities will entail:
2. formulating and implementing the strategies and policies for procurement of goods and services;
3. developing long term and short term procurement plans in liaison with users as per the County Assembly requirements;
4. updating, interpreting and implementing existing procurement policies, regulations and procedures;
5. preparing procurement plans in accordance with budget process;
6. coordinating internal monitoring and evaluation on procurement;
7. assessing the performance of suppliers and contractors;
8. coordinating the preparation and the implementation of procurement manual; and
9. preparing tender and pre-qualification documents for expression of interest.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Supply Chain Management Officer or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines; Supply chain management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
4. Proficiency in computer application;
5. Registered with a professional body (KISM) and membership of good standing;
6. Have a professional practicing certificate;
7. Certificate in a Strategic Leadership Course from a recognized institution; and
8. Demonstrated merit and ability in work performance and results.

CHIEF PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE “Q”/CASB 4

Duties and Responsibilities

Duties and responsibilities will entail:

1. supervision of all staff within the department;
2. interpretation of relevant laws, regulations and policies;
3. ensuring goods and services procured by County Assembly meet tender specifications;
4. identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
5. developing detailed Service Level Agreements for third party providers outlining the key performance areas critical to the County Assembly;
6. monitoring third party providers' performance to assess ability to meet quality and delivery requirements;
7. convening and providing secretarial services to the Tender Committee;
8. ensuring maintenance of updated suppliers list;
9. ensuring that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels; and
10. providing advisory services in the procurement matters to the County Assembly including preparation of consolidated procurement and disposal plan.

Requirement for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Principal Supply Chain Management Officer or a comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
4. Certificate in Strategic Leadership Development Programme from a recognized institution;
5. Proficiency in computer application;
6. Registration with a professional body and membership of good standing;
7. Valid practicing certificate; and
8. Demonstrated managerial and administrative and professional competence in work performance and results.

CAREER PROGRESSION GUIDELINES FOR LEGAL SERVICES PERSONNEL

The Legal Services Function

The Legal Services function entails: provision of non-partisan, professional legal services to members and staff of County Assembly and to the CASB. Specifically, the function involves:

1. drafting Private Members' Bills and advising Hon. Members on the same;
2. rendering Legal Opinions to the Speaker, the Clerk, Management Committee, the various Departments and Members of County Assembly on various issues concerning legislative and administrative work;
3. advising on County Government Bills by assisting Committees of the Assembly and Members to scrutinize the Bills and draft proposed amendments to Bills before the Assembly;
4. ensuring that the Bills passed by the Assembly are forwarded to the Office of the Speaker for the preparation of the Vellum copies prior to transmission to the Governor for assent;
5. drafting rulings for the approval of and delivery by Hon. Speaker;
6. serving as Speaker's Counsel and in this capacity acts as legal counsel to the Speaker in respect of all official aspects of the Speaker's office;
7. offering litigation services by attending to court cases involving County Assembly;
8. legal Research on all legal and procedural matters;
9. participating in revising the County assembly Standing Orders and Members' Handbook;

10. undertaking Chamber Services by advising on any legal issues that may arise in the course of proceedings in the Chamber of the Assembly;
11. advising County Assembly Committees; and
12. writing legal opinions, briefs and memoranda for use by the Committees and other departments.

Grading Structure

The Career Progression Guidelines establishes three (3) grades of Legal Clerks and five (5) grades of Legal Counsel who will be designated and graded as follows:

Legal Clerks Appendix I

Designation	CASB GRADE	IPPD
Legal Clerk III	11	H
Legal Clerk II	10	J
Legal Clerk I	9	K
Senior Legal Clerk	8	L

Legal Counsel Appendix II

Designation	CASB Grade	IPPD
Legal Officer I	9	K
Senior Legal Officer	8	L
Chief Legal Officer	7	M
Principal Legal Officer	6	N
Senior Principal Legal Counsel	5	P
Chief Principal Legal Counsel	4	Q

Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grade of Legal Clerk III for Diploma holders and Legal Officer I (CASB 9) for Degree holders not admitted to the bar. Entry level for Legal officers admitted to the bar will be Chief Legal Officer. In exceptional circumstances, however, direct appointment may be made beyond this grade by the CASB on the recommendation of the Clerk of County Assembly provided that the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

Recognized Qualifications

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

Diploma in Law from a recognized institution.

Current Process Server's Certificate.

Bachelor of Laws degree from a recognized institution.

Master degree in a relevant discipline from a recognized institution.

Post graduate Diploma or certificate in Law from the Kenya School of Law.

Admission as an advocate of the high Court of Kenya.

Certificate in Management course lasting not less than four weeks from a recognized institution.

Certificate in Strategic Leadership course lasting not less than six weeks from a recognized institution.

Current/valid practicing certificate.

Proficiency in computer application.

LEGAL CLERK

Key Result Areas

INFORMATION: Incoming and outgoing communication – legal documents.

PROCESSING: Preparation of facilitation documents – like drafts.

RECORDS: Updating legal files and data banks.

Standards of Performance

The following systems / facilities must be developed and installed:

DOCUMENTS REGISTER: For recording movement of documents

EXAMINATION SECTION: For detection and correction of errors in the processing of documents

LEGAL COUNSELS

Key Result Areas

COUNSEL: Legal opinion / advice

DRAFTING: Preparation of legal documents for editing and approval.

LITIGATION: Attending to court cases – in both defence and prosecution.

RESEARCH: Search for fresh / auxiliary information / facts by consulting appropriate sources like documents or persons.

Standards of Performance

The following systems / facilities must be developed and installed:

DOCUMENTATION: Both the request for counsel / drafting and its reply must be documented, referenced, filed and preserved for future use.

CASE REPORTING: A written report to the client must be availed at every stage of the matter under litigation.

DATA BANK: Research material gathered in assignments must be maintained for addressing routine / replicated questions and issues.

JOB DESCRIPTIONS AND SPECIFICATIONS

LEGAL CLERK III, JOB GRADE “H”/CASB 11

Duties and Responsibilities

This will be the entry grade for this cadre. Duties and responsibilities will entail:

1. conduct legal research and analysis;
2. prepare legal documents;
3. compile case materials and write reports and memoranda;
4. documenting hearing dates in litigation matters;
5. facilitating service of legal documents;
6. collecting, circulating and filing published bills and subsidiary legislation;
7. filing court documents and any other legal documents;
8. organizing the Legal Department Registry;
9. draft Legal Documents under the supervision of the Legal Officer; and
10. providing any other legal clerical services that may be required by the Assembly.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Diploma in Law from a recognized institution;

Possession of a current Process Server's Certificate; and

Proficiency in computer applications.

LEGAL CLERK II, JOB GRADE “J”/CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entail:

1. conduct legal research and analysis;
2. prepare legal documents;
3. compile case materials and write reports and memoranda;
4. documenting hearing dates in litigation matters;
5. facilitating service of legal documents;
6. collecting, circulating and filing published bills and subsidiary legislation;
7. filing court documents and any other legal documents;
8. organizing the Legal Department Registry;
9. drafting Legal Documents under the supervision of the Litigation Counsel; and
10. providing any other legal clerical services that may be required by the Assembly.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

1. served in the grade of Legal Clerk III or in a comparable and relevant position for a minimum period of three (3) years;
2. Diploma in Law from a recognized institution;
3. Possession of a valid Process Server's Certificate;
4. Proficiency in computer applications; and
5. Shown merit and abilities as reflected in work performance and results.

LEGAL CLERK I, JOB GRADE “K”/ CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail general supervision in:

1. documenting hearing dates in litigation matters;
2. facilitating service of legal documents;
3. collecting, circulating and filing published bills and subsidiary legislation;
4. filing court documents and any other legal documents;
5. organizing the Legal Department Registry;
6. drafting Legal Documents under the supervision of the Litigation Counsel; and
7. providing any other legal clerical services that may be required by the Assembly.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Diploma in Law from a recognized institution;
2. served in the grade of Legal Clerk II or in a comparable and relevant position for a minimum period of three (3) years;
3. Possession of a valid Process Server's Certificate;
4. Proficiency in computer applications; and
5. Shown merit and ability as demonstrated in work performance and results

SENIOR LEGAL CLERK, JOB GRADE “L”/ CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail general supervision in:

1. observing and noting legal trends to accordingly advise the supervisor;
2. documenting hearing dates in litigation matters;
3. facilitating service of legal documents;
4. collecting, circulating and filing published bills and subsidiary legislation;
5. filing court documents and any other legal documents;
6. organizing the Legal Department Registry;
7. drafting Legal Documents under the supervision of the Litigation Counsel; and
8. providing any other legal clerical services that may be required by the Assembly.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Diploma in Law from a recognized institution;
2. served in the grade of Legal Clerk I or in a comparable and relevant position for a minimum period of three (3) years;
3. Possession of a valid Process Server's Certificate;
4. Certificate in Management course lasting not less than four weeks from a recognized institution;
5. Proficiency in computer applications; and
6. Shown merit and ability as demonstrated in work performance and results.

LEGAL COUNSEL APPENDIX II

LEGAL OFFICER I, JOB GRADE "K"/ CASB 9

Duties and Responsibilities

This is the entry grade for Legal Officers. Duties and responsibilities will entail:

1. facilitating service of legal documents;
2. collecting, circulating and filing published bills and subsidiary legislation;
3. filing court documents and any other legal documents;
4. organizing the Legal department Registry;
5. drafting legal documents under the supervision of the Head of department; and
6. providing any other legal services that may be required by the County Assembly, the Committees, the Speaker, CASB, the Clerk and the Assembly Service.

Requirements for Appointment

For appointment to this grade, a candidate must have:

1. Bachelors of Law degree from recognized institution; and
2. Proficiency in computer applications.

SENIOR LEGAL OFFICER, JOB GRADE "L"/ CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. drafting of Private Members' Bills;
2. drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
3. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
4. providing legal advice to the CASB, County Assembly Service, County Assembly and its Committees;
5. ensuring that Bills passed by County Assembly comply with the Constitution;
6. liaising with the Office of the Attorney General on litigation matters involving County Assembly;
7. legal representation of County assembly and the CASB in court proceedings;
8. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
9. providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB, Assembly Service or the Clerk; and
10. undertaking legal research on matters before the Department.

Requirements for Appointment

For appointment to this grade a candidate must:

1. Served as Legal Officer I or in a comparable position for a minimum period of three (3) years;
2. Have a Bachelor of Laws degree from a recognized institution;
3. Be admitted as an Advocate of the High Court of Kenya;
4. Membership to Law Society of Kenya or any recognized equivalent professional body;
5. Be in possession of a valid practicing certificate;
6. Have certificate in Senior Management course lasting not less than four weeks;
7. Be Proficient in computer applications; and
8. Shown merit and ability as reflected in work performance and results.

CHIEF LEGAL OFFICER, JOB GRADE "M"/ CASB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:

1. drafting of Private Members' Bills; drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
2. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
3. providing legal advice to the CASB, County Assembly Service, County Assembly and its Committees;
4. ensuring that Bills passed by County Assembly comply with the Constitution;
5. liaising with the Office of the Attorney General on litigation matters involving County Assembly;
6. legal representation of County assembly and the CASB in court proceedings;
7. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
8. providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB, County Assembly Service or the Clerk; and
9. undertaking legal research on matters before the Department.

(b) Requirements for Appointment

For appointment to this grade an officer must:

1. have served in the grade of Senior Legal Officer or in a comparable position for a minimum period of three (3) years;

2. have a Bachelor of Laws degree from a recognized institution;
3. have been admitted as an Advocate of the High Court of Kenya;
4. Membership to Law Society of Kenya or any recognized equivalent professional body;
5. Be in possession of a valid practicing certificate;
6. Have certificate in Senior Management course lasting not less than four weeks;
7. Shown merit and ability as reflected in work performance and results; and
8. Be Proficient in computer applications.

PRINCIPAL LEGAL OFFICER, JOB GRADE “N”/CASB 6

Duties and Responsibilities

Duties and responsibilities will entail coordination of activities in legal department including:

1. Supervising Chief Legal Officer, Senior Legal Officer, Legal Officer I;
2. drafting of Private Members’ Bills;
3. drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
4. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
5. providing legal advice to the County Assembly and its Committees;
6. ensuring that Bills passed by County Assembly comply with the Constitution;
7. liaising with the Office of the County Attorney on litigation matters involving County Assembly;
8. legal representation of County assembly and the CASB in court proceedings;
9. Forwarding of bills for publication and gazettment;
10. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
11. providing any other legal services as may be required by County Assembly, the Committees and the Clerk; and
12. undertaking legal research on matters before the Department.

Requirements for Appointment

For appointment to this grade, an officer must:

1. Served in the grade of Chief Legal Officer or in a comparable position for a minimum period of three (3) years;
2. Have a Bachelor of Laws degree from a recognized institution;
3. Be admitted as an Advocate of the High Court of Kenya;
4. Membership to Law Society of Kenya or any recognized equivalent professional body;
5. Be a certified Public Secretary;
6. Be in possession of a valid practicing certificate;
7. Certificate in Management course lasting not less than four weeks from a recognized institution;
8. Shown merit and ability as reflected in work performance and results; and
9. Be Proficient in computer applications.

SENIOR PRINCIPAL LEGAL COUNSEL, JOB GRADE “P”/CASB 5

Duties and Responsibilities

Duties and responsibilities will entail:

1. deputizing the headship of the Department;
2. formulating and interpreting regulations and policies;
3. Coordinating the drafting of Private Members’ Bills;
4. Coordinating the drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
5. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
6. providing legal advice to the County Assembly and its Committees;
7. providing any other legal services that may be required by County Assembly, the Committees or the Clerk;
8. ensuring that Bills passed by County Assembly comply with the Constitution and other statutes;
9. liaising with the Office of the County Attorney on litigation matters involving Assembly;
10. legal representation of County Assembly and the CASB in court proceedings;
11. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
12. providing any other legal services that may be required by County Assembly, the Committees and the Clerk;
13. carrying out legal research on matters before the Department;
14. Overseeing all Assembly papers presented in the House in the course of debate; and
15. offering professional, legal advice to the members and staff on Parliamentary procedures on matters of tradition, practices, conventions and etiquette.

Requirements for Appointment

For appointment to this grade, an officer must:

1. Have served in the grade of Principal Legal Officer or in a comparable position for a minimum period of three (3) years;
2. Have a Bachelor’s degree in law from a recognized institution;
3. Master degree in law or in any other relevant field from a recognized institution;
4. Be admitted as an Advocate of the High Court of Kenya;
5. Membership to Law Society of Kenya or any recognized equivalent professional body;
6. Be a certified Public Secretary;
7. Be in possession of a valid practicing certificate;
8. Certificate in Strategic Leadership course lasting not less than six weeks from a recognized institution;
9. Shown merit and ability as reflected in work performance and results; and
10. Be Proficient in computer applications.

CHIEF PRINCIPAL LEGAL COUNSEL, JOB GRADE “Q” /CASB 4

Duties and Responsibilities

This is the substantive Head of the Legal Department. Duties and responsibilities will entail:

1. Advising the Office of the Clerk and the County Assembly Service Board on institutional and legal affairs and matters of County Assembly governance;
2. Rendering professional legal advice to the office of the Clerk on appointment of Management Committees established by the

- County Assembly Services Act, No. 24 of 2017;
- Coordinating representation of County Assembly and the CASB in court proceedings;
 - Giving appropriate instructions to appointed external counsels -continuously liaising with the external counsel on record on matters assigned;
 - Commissioning drafting of Bills, amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
 - Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on all legal matters;
 - Providing legal advice to the CASB, County Assembly Service, County Assembly and its Committees and generally giving legal advice on matters relating to County Assembly;
 - Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
 - coordinating legal audit of Bills passed by County Assembly to ensure they comply with the Constitution and other statutes;
 - Liaising with the Office of the County Attorney on matters involving Assembly;
 - Liaise with the external Advocate on record on proper execution of Assembly legal matters/issues assigned;
 - Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
 - Commission legal research on matters before the Department;
 - Offering professional, legal advice to the Speaker, County Assembly Service Board members, members and staff on Parliamentary procedure on matters of tradition, practices, conventions and etiquette;
 - Setting and agreeing on performance targets with staff members;
 - Supervisory duties and performance management of the direct reportees in the Department;
 - Develop annual departmental work plans, training schedule and procurement plan that guide the operations of the Assembly;
 - Training and developing staff;
 - Ensuring efficient and effective utilization of resources;
 - Ensuring safety and security of office supplies and equipment within the department;
 - Approval of the department's budget to be forwarded to the directorate.
 - Prepare procurement plans for the Department; and
 - Plan & approve the programs/events relating to the department and making their financial implications decision.

Requirements for Appointment

For appointment to this grade, an officer must:

- Have served in the grade of Senior Principal Legal Counsel or in a comparable position for a minimum period of three (3) years;
- Have a Bachelor's degree in law from a recognized institution;
- Post- Graduate Diploma from Kenya School of Law;
- Master degree in law or in any other relevant field from a recognized institution;
- Be Admitted as an Advocate of the High Court of Kenya;
- Membership to Law Society of Kenya or any recognized equivalent professional body in good standing;
- Be a certified Public Secretary;
- Certificate in Strategic Leadership course lasting not less than six weeks from a recognized institution;
- Be in possession of a valid practicing certificate;
- Shown merit and ability as reflected in work performance and results; and
- Be Proficient in computer applications.

CAREER PROGRESSION GUIDELINES FOR FISCAL ANALYSTS

Fiscal Analysis Function

- The Fiscal Analysis function will be to:
- Prepare annual budgets in collaboration with all departments/units;
- Forecast and monitor expenditure;
- Prioritize projects and activities for the purpose of financial allocations in the budget;
- Monitor the implementation of County Assembly's and Executives financial resources;
- oversee commitment of funds and expenditure trends;
- Budget monitoring and reporting;
- Recommend allocation of funds within the budget;
- overall financial management control of voted funds and grants;
- prepare, analyze and deliver budgetary information to members and relevant Assembly Committees;
- Design and carry out relevant Budget research on specific area of interest; and
- Guide the process of assessment of the strengths and weaknesses of County Government Policy Options relating to resource Mobilization, Allocation and Utilization.

Grading Structure

The Career Progression Guideline establishes five (5) grades of Fiscal Analysts who will be designated and graded as below:

Designation	CASB GRADE	IPPD Grade
Fiscal Analyst II	10	J
Fiscal Analyst I	9	K
Senior Fiscal Analyst	8	L
Chief Fiscal Analyst	7	M
Principal Fiscal Analyst	6	N
Senior Principal Fiscal Analyst	5	P
Chief Principal Fiscal Analyst	4	Q

Entry into the Career Progression Guidelines

Direct/Entry Appointment will normally be made in the Fiscal Analyst II (CASB 10) for degree holders. In certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

Recognized Qualifications

The following are the recognized minimum qualifications for this cadre:

1. Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Finance, Commerce (Accounting/ Finance option), Business Administration, Business Management or any other equivalent qualification from a recognized institution.
2. Master degree in any of the following disciplines: Economics, Statistics, Mathematics, Finance, Commerce (Accounting/ Finance option), Business Administration, Business Management or any other equivalent qualification from a recognized institution.
3. Part I, II, III of the Certified Investment & Financial Analyst (CIFA) Examination.
4. Registered with Institute of Public Accountants (ICPAK) Kenya and of good professional standing.
5. Certificate in Management Course from a recognized institution.
6. Certificate in Leadership Development Course from a recognized institution.
7. Proficiency in computer application.

Key Result Areas

RESEARCH: Search for fresh / auxiliary information / facts by consulting appropriate sources like documents or persons.

DISSEMINATION: Preparation of budgetary information reports, and / or informing stakeholders through meetings, workshops and other appropriate fora.

Standards of Performance

The following systems / facilities must be developed and installed:

DATA BANK: Research material gathered in assignments must be maintained for addressing routine / replicated questions and issues.

BENCHMARKING: Before any research is embarked on, sufficient cross-checking must be done to ensure that it doesn't involve "re-inventing the wheel".

DEADLINES: Budgetary reports must have programmed delivery deadlines – clearly documented and adhered to.

JOB DESCRIPTIONS AND SPECIFICATIONS

FISCAL ANALYST II, JOB GRADE "J"/CASB 10

This is an entry and training grade for fiscal analysts.

Duties and Responsibilities

Duties and responsibilities will entail:

1. Assisting in preparing budgetary information reports to Members of County Assembly (MCAs) and relevant House Committees;
2. Collecting and collating budgetary information from various sources for analysis;
3. Analysis of CIDP in relation to annual budgets;
4. Monitor budgetary cycle and ensure compliance;
5. Maintaining relevant statistics on public revenue and expenditure figures; and
6. Carrying out commissioned Budget research on specific area of interest.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution; and

Proficiency in computer application.

FISCAL ANALYST I, JOB GRADE "K"/CASB 9

Duties and Responsibilities

Duties and responsibilities will entail:

1. Assisting in preparing budgetary information reports to Members of County Assembly (MCAs) and relevant House Committees;
2. Collecting and collating budgetary information from various sources for analysis;
3. Analysis of CIDP in relation to annual budgets;
4. Monitor budgetary cycle and ensure compliance;
5. Maintaining relevant statistics on public revenue and expenditure figures; and
6. Carrying out commissioned Budget research on specific area of interest.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Served as a Fiscal Analyst I or comparable position for a minimum period of three (3) years;

Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution; and

Proficiency in computer application.

SENIOR FISCAL ANALYST, JOB GRADE "L"/CASB 8

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervises and directs Fiscal analyst I
2. Assisting in preparing budgetary information reports to MCAs and relevant House Committees;
3. work planning on budget cycles;
4. collecting and collating budgetary information from various sources for analysis;
5. analysis of CIDP in relation to annual budgets;
6. monitor budgetary cycle and ensure compliance;
7. undertake bill costing for decision support;
8. maintaining relevant statistics on public revenue and expenditure figures; and
9. carrying out commissioned Budget research on specific area of interest.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- Served as a Fiscal Analyst I or comparable position for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: Finance, Economics, Statistics, Mathematics or any other equivalent qualification from a recognized institution;
- Proficiency in computer application;
- Membership to a ICPAK and of good professional standing;
- Part I of Certified Investments & Financial Analyst of Kenya; and;
- Shown merit and ability as reflected in work performance and results.

CHIEF FISCAL ANALYST, JOB GRADE "M"/CASB 7

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervises and directs Fiscal analyst I and Senior Fiscal Analyst
2. Assessing the strengths and weaknesses of the County Government policy option relating to resource mobilization, allocation and utilization;
3. Conducting budget research and summarize the finding in form of a report detailing programs, procedures and recommendation;
4. Analysis of CIDP in relation to annual budgets;
5. monitor budgetary cycle and ensure compliance;
6. undertake bill costing for decision support;
7. responsible fiscal issues affecting the institution;
8. assisting in preparing and delivering budgetary information to Members and relevant House Committees;
9. formulating the Departmental Annual Work Plan; and
10. carrying out commissioned Budget analysis and research on specific areas of interest deemed necessary.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Fiscal Analyst or comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines; Finance, Economics, Statistics, Mathematics or any other equivalent qualification from a recognized institution;
3. Proficiency in computer application;
4. Membership to a ICPAK and of good professional standing;
5. Part II of Certified Investments & Financial Analyst of Kenya; and;
6. Demonstrated merit and ability as reflected in work performance and results.

PRINCIPAL FISCAL ANALYST, JOB GRADE "N"/CASB 6

The Principal Fiscal Analyst provides professional advice and objective analysis in respect of budget estimates

Duties and Responsibilities

Duties and responsibilities will entail:

1. Supervises and directs Fiscal Analyst I, Senior Fiscal Analyst and Chief Fiscal Analyst
2. Setting and agreeing on performance targets with staff
3. preparing and analysing the delivering of budgetary information to members and relevant house committees;
4. designing and carrying out relevant budget research on specific area of interest;
5. guiding the process of assessment of the strength and weakness of county government policy options relating to resource mobilization and utilization;
6. preparing comprehensive analysis of county budget and appropriation proposal; and
7. prepare a monitoring report on County Integrated Development Plan;
8. advise on budgetary cycle and ensure compliance;
9. undertake bill costing for decision support; and
10. formulating the departmental annual work plan, monitoring and evaluating its implementation.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Fiscal Analyst or comparable position for a minimum period of three (3) years;
 2. Bachelor's degree in any of the following disciplines: - Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
 3. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
 4. Registered with Institute of Certified Public Accountants (ICPAK) Kenya and of good professional standing;
 5. Part III of Certified Investments & Financial Analyst of Kenya;
 6. Proficiency in computer application; and
- Demonstrated managerial, administrative and professional competence in work performance and results.

SENIOR PRINCIPAL FISCAL ANALYST, JOB GRADE "P"/CASB 5

The Senior Principal Fiscal Analyst provides professional advice and objective analysis in respect of budget estimates.

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. Supervises and directs Principal Fiscal Analyst, Chief Fiscal Analyst, Senior Fiscal Analyst and Fiscal Analyst I
2. interpretation of relevant laws, regulations and policies;
3. Training and developing staff
4. Setting and agreeing on performance targets with officers
5. designing and conducting relevant budget research on specific area of interest;
6. guiding the process of assessment of the strengths and weaknesses of government policy, options relating to resource mobilization, allocation and utilization;
7. preparing comprehensive analysis of county budget and appropriation proposals;
8. validate the monitoring report on County Integrated Development Plan;
9. preparing and delivering budget information to members and relevant committees; and
10. participating in budget workshops.

Requirements for Appointment

For appointment to this grade, an officer must have:

- Served in the grade of Principal Fiscal Analyst or comparable position for a minimum period of three (3) years;
- Masters degree in any of the following disciplines: - Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
- Bachelor's degree in any of the following disciplines: - Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Registered with Institute of Certified Public Accountants (ICPAK) Kenya and of good professional standing;
- Certified Investments & Financial Analyst of Kenya (CIFA-K);
- Proficiency in computer application; and
- Demonstrated managerial, administrative and professional competence in work performance and results.

Chief Principal Fiscal Analyst, JOB GRADE "Q"/CASB 5

The Chief Principal Fiscal Analyst provides professional advice and objective analysis in respect of budget estimates.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

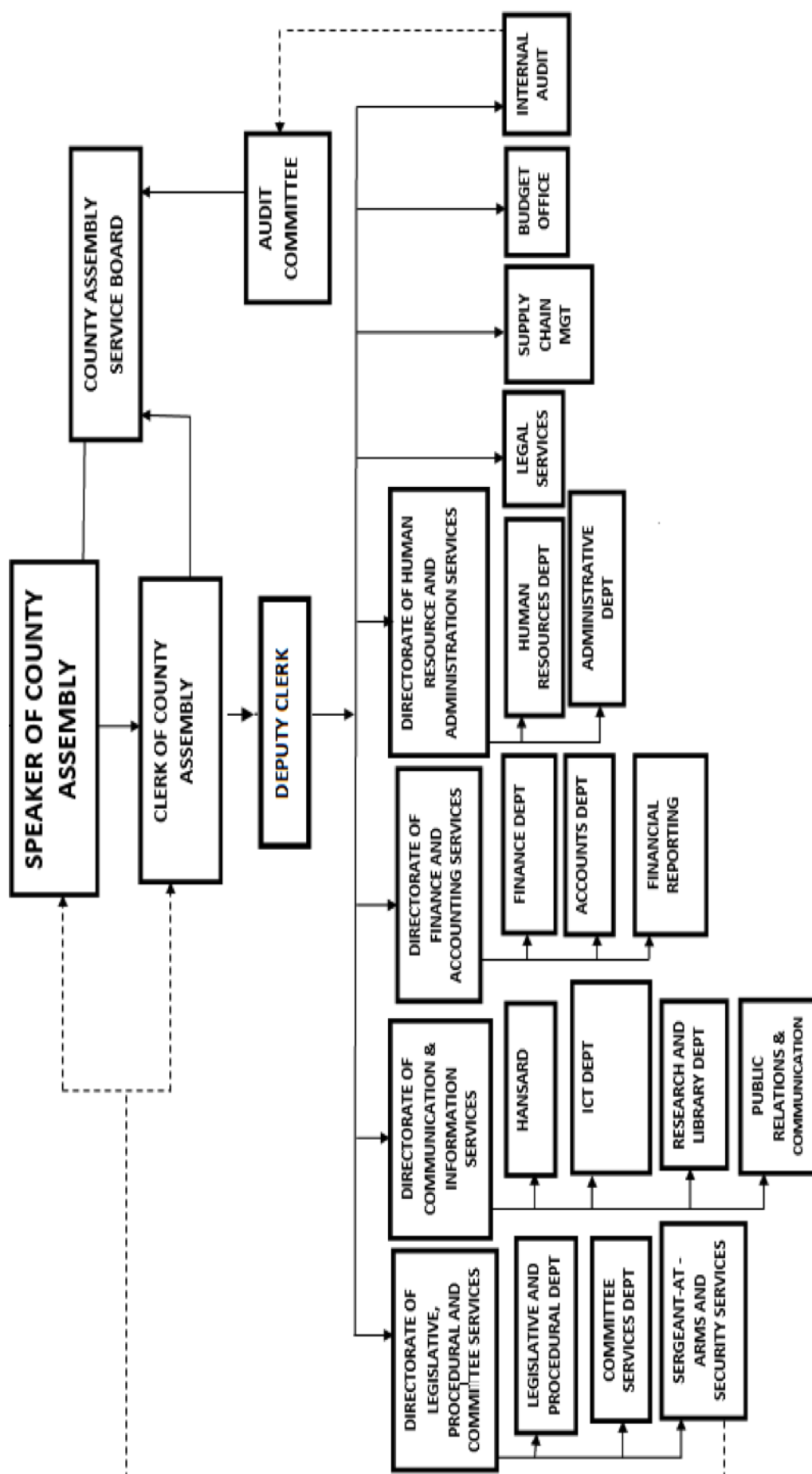
1. Supervises and directs, Senior Principal Fiscal Analyst, Principal Fiscal Analyst, Chief Fiscal Analyst, Senior Fiscal Analyst and Fiscal Analyst I
2. Training and developing staff Setting and agreeing on performance targets with officers
3. Interpretation of relevant laws, regulations and policies;
4. Designing and conducting relevant budget research on specific area of interest;
5. Guiding the process of assessment of the strengths and weaknesses of Government policy options relating to resource mobilization, allocation and utilization;
6. Preparing comprehensive analysis and report of county budget and appropriation proposals;
7. Preparing and delivering budget information to members and relevant committees; and
8. Participating in budget making workshops.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Principal Fiscal Analyst or comparable position for a minimum period of three (3) years;
2. Bachelor's degree in any of the following disciplines: - Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
3. Master degree in any of the following disciplines: - Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution;
4. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
5. Registered with Institute of Public Accountants (ICPAK) Kenya; and of good professional standing;
6. Certified Investments & Financial Analyst of Kenya (CIFA-K);
7. Proficiency in computer application; and
8. Demonstrated managerial, administrative and professional competence in work performance and results.

ORGANOGRAM (GENERIC)



CADRE-BY-CADRE SUMMARY

DIRECTORATE	DEPARTMENT	GRADING STRUCTURE/DESIGNATION	CASB Grade	IPPD Grade	SN
Legislative, Procedural & Committee Services	Clerk's Chamber	Second Clerk Assistant	10	J	1
Legislative, Procedural & Committee Services	Clerk's Chamber	First Clerk Assistant	9	K	2
Legislative, Procedural & Committee Services	Clerk's Chamber	Senior Clerk Assistant	8	L	3
Legislative, Procedural & Committee Services	Clerk's Chamber	Chief Clerk Assistant	7	M	4
Legislative, Procedural & Committee Services	Clerk's Chamber	Principal Clerk Assistant	6	N	5
Legislative, Procedural & Committee Services	Clerk's Chamber	Assistant Director - Legislative, Procedural & Committee Services	5	P	6
Legislative, Procedural & Committee Services	Clerk's Chamber	Deputy Director - Legislative, Procedural & Committee Services	4	Q	7
Legislative, Procedural & Committee Services	Clerk's Chamber	Director - Legislative, Procedural & Committee Services	3	R	8
Legislative, Procedural & Committee Services	Clerk's Chamber	Deputy Clerk	2	S	9
Legislative, Procedural & Committee Services	Clerk's Chamber	Clerk	1	T	10
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Security Warden III	15	D	11
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Security Warden II	14	E	12
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Security Warden I	13	F	13
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Commissionaire III	12	G	14
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Commissionaire II	11	H	15
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Commissionaire I	10	J	16
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Sergeant-At-Arms II	10	J	17
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Sergeant-At-Arms In	9	K	18
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Sergeant- At-Arms	8	L	19
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Senior Sergeant- At- Arms	7	M	20
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Principal Sergeant- At- Arms	6	N	21
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Deputy Chief Sergeant- At- Arms	5	P	22
Legislative, Procedural & Committee Services	Sergeant-at-Arms	Chief Sergeant- At- Arms	4	Q	23
Information Services	Information Services	Director - Information Services	3	R	24
Information Services	Information Services	Deputy Director - Information Services	4	Q	25
Information Services	Hansard	Sign Language Interpreter III	13	F	26
Information Services	Hansard	Sign Language Interpreter II	12	G	27
Information Services	Hansard	Sign Language Interpreter I	11	H	28
Information Services	Hansard	Sign Language Interpreter	11	H	29
Information Services	Hansard	Audio Technician II	12	G	30
Information Services	Hansard	Audio Technician I	11	H	31
Information Services	Hansard	Hansard Reporter II	10	J	32
Information Services	Hansard	Hansard Reporter I	9	K	33

Information Services	Hansard	Senior Hansard Reporter	8	L	34
Information Services	Hansard	Chief Hansard Reporter	7	M	35
Information Services	Hansard	Principal Hansard Reporter/Editor	6	N	36
Information Services	Hansard	Assistant Director - Hansard Services	5	P	37
Information Services	ICT	ICT Assistant III	11	H	38
Information Services	ICT	ICT Assistant II	10	J	39
Information Services	ICT	ICT Assistant I	9	K	40
Information Services	ICT	Senior ICT Assistant	8	L	41
Information Services	ICT	ICT Officer II	10	J	42
Information Services	ICT	ICT Officer I	9	K	43
Information Services	ICT	Senior ICT Officer	8	L	44
Information Services	ICT	Chief ICT Officer	7	M	45
Information Services	ICT	Principal ICT Officer	6	N	46
Information Services	ICT	Assistant Director - ICT Services	5	P	47
Information Services	Library	Library Assistant III	11	H	48
Information Services	Library	Library Assistant II	10	J	49
Information Services	Library	Library Assistant I	9	K	50
Information Services	Library	Senior Library Assistant	8	L	51
Information Services	Library	Librarian II	10	J	
Information Services	Library	Librarian I	9	K	
Information Services	Library	Senior Librarian	8	L	
Information Services	Library	Chief Librarian	7	M	55
Information Services	Library	Principal Librarian		6	N
Information Services	Public Communications	Public Communications and Media Relations Officer II	10	J	57
Information Services	Public Communications	Public Communications and Media Relations Officer I	9	K	58
Information Services	Public Communications	Senior Public Communications and Media Relations Officer	8	L	59
Information Services	Public Communications	Chief Public Communications and Media Relations Officer	7	M	60
Information Services	Public Communications	Principal Public Communications and Media Relations Officer	6	N	61
Information Services	Public Communications	Assistant Director, Public Communications and Media Relations	5	P	62
Information Services	Research	Research Officer II	10	J	63
Information Services	Research	Research Officer I	9	K	64
Information Services	Research	Senior Research Officer	8	L	65
Information Services	Research	Chief Research Officer	7	M	66
Information Services	Research	Principal Research Officer	6	N	67
Information Services	Research	Assistant Director - Research	5	P	68
Finance & Accounting Services	Accounts	Accountant II	10	J	69
Finance & Accounting Services	Accounts	Accountant I	9	K	70
Finance & Accounting Services	Accounts	Senior Accountant	8	L	71
Finance & Accounting Services	Accounts	Chief Accountant	7	M	72
Finance & Accounting Services	Accounts	Principal Accountant	6	N	73
Finance & Accounting Services	Accounts	Assistant Director - Accounts	5	P	74
Finance & Accounting Services	Finance	Finance Officer II	10	J	73
Finance & Accounting Services	Finance	Finance Officer I	9	K	76
Finance & Accounting Services	Finance	Senior Finance Officer	8	L	77

Finance & Accounting Services	Finance	Chief Finance Officer	7	M	78
Finance & Accounting Services	Finance	Principal Finance Officer	6	N	79
Finance & Accounting Services	Finance	Assistant Director - Finance	5	P	80
Finance & Accounting Services	Finance	Deputy Director - Finance & Accounting Services	4	Q	81
Finance & Accounting Services	Finance	Director - Finance & Accounting Services	3	R	82
HR & Administration	Administration	Administration Officer II	10	J	83
HR & Administration	Administration	Administration Officer I	9	K	84
HR & Administration	Administration	Senior Administration Officer	8	L	85
HR & Administration	Administration	Chief Administration Officer	7	M	86
HR & Administration	Administration	Principal Administration Officer	6	N	87
HR & Administration	Administration	Assistant Director - Administration	5	P	88
HR & Administration	Catering	Kitchen Stewards III	16	C	89
HR & Administration	Catering	Kitchen Stewards II	15	D	90
HR & Administration	Catering	Kitchen Stewards I	14	E	91
HR & Administration	Catering	Cook III	14	E	92
HR & Administration	Catering	Cook II	13	F	93
HR & Administration	Catering	Cook I	12	G	94
HR & Administration	Catering	Head cook	11	H	95
HR & Administration	Catering	Waiter III	14	E	96
HR & Administration	Catering	Waiter II	13	F	97
HR & Administration	Catering	Waiter I	12	G	98
HR & Administration	Catering	Head waiter	11	H	99
HR & Administration	Catering	Catering Supervisor	10	J	101
HR & Administration	Clerical	Clerical Officer III	13	F	102
HR & Administration	Clerical	Clerical Officer II	12	G	103
HR & Administration	Clerical	Clerical Officer I	11	H	104
HR & Administration	Clerical	Senior Clerical Officer	10	J	105
HR & Administration	Clerical	Chief Clerical Officer	9	K	106
HR & Administration	Human Resources	Human Resources Assistant III	11	H	107
HR & Administration	Human Resources	Human Resources Assistant II	10	J	108
HR & Administration	Human Resources	Human Resource Management Officer II	10	J	109
HR & Administration	Human Resources	Human Resources Assistant I	9	K	110
HR & Administration	Human Resources	Human Resource Management Officer I	9	K	111
HR & Administration	Human Resources	Senior Human Resources Assistant	8	L	112
HR & Administration	Human Resources	Senior Human Resource Management Officer	8	L	113
HR & Administration	Human Resources	Chief Human Resource Management Officer	7	M	114
HR & Administration	Human Resources	Principal Human Resource Management Officer	6	N	115
HR & Administration	Human Resources	Assistant Director, Human Resource Management	5	P	116
HR & Administration	Human Resources	Deputy Director - Human Resources & Administration	4	Q	117
HR & Administration	Human Resources	Director - Human Resources & Administration	3	R	118
HR & Administration	Maintenance	Artisan III	13	F	119
HR & Administration	Maintenance	Artisan II	12	G	120
HR & Administration	Maintenance	Artisan I	11	H	121
HR & Administration	Maintenance	Maintenance Officer III	11	H	122
HR & Administration	Maintenance	Maintenance Officer II	10	J	123
HR & Administration	Maintenance	Maintenance Officer I	9	K	124
HR & Administration	Maintenance	Senior Maintenance Officer	8	L	125
HR & Administration	Reception	Receptionist III	11	H	126
HR & Administration	Reception	Receptionist II	10	J	127
HR & Administration	Reception	Receptionist I	9	K	128

HR & Administration	Reception	Senior Receptionist	8	L	129
HR & Administration	Records Mgt.	Records Management Assistant III	11	H	130
HR & Administration	Records Mgt.	Records Management Assistant II	10	J	131
HR & Administration	Records Mgt.	Senior Records Management Assistant	8	L	132
HR & Administration	Records Mgt.	Records Management Officer II	10	J	133
HR & Administration	Records Mgt.	Records Management Assistant I	9	K	134
HR & Administration	Records Mgt.	Records Management Officer I	9	K	135
HR & Administration	Records Mgt.	Senior Records Management Officer	8	L	136
HR & Administration	Records Mgt.	Chief Records Management Officer	7	M	137
HR & Administration	Records Mgt.	Principal Records Management officer	6	N	138
HR & Administration	Secretarial	Office Administrative Assistant III	12	G	139
HR & Administration	Secretarial	Office Administrative Assistant II	11	H	140
HR & Administration	Secretarial	Office Administrative Assistant I	10	J	141
HR & Administration	Secretarial	Administrative Assistant II	10	J	142
HR & Administration	Secretarial	Administrative Assistant I	9	K	143
HR & Administration	Secretarial	Senior Administrative Assistant	8	L	144
HR & Administration	Secretarial	Chief Administrative Assistant	7	M	145
HR & Administration	Secretarial	Principal Administrative Assistant	6	N	146
HR & Administration	Support services	Office Attendant V	18	A	147
HR & Administration	Support services	Office Attendant IV	17	B	148
HR & Administration	Support services	Office Attendant III	16	C	149
HR & Administration	Support services	Office Attendant II	15	D	150
HR & Administration	Support services	Office Attendant I	14	E	151
HR & Administration	Support services	Assistant Office Superintendent	13	F	152
HR & Administration	Support services	Office Superintendent	12	G	153
HR & Administration	Transport	Driver III	14	E	154
HR & Administration	Transport	Driver II	13	F	155
HR & Administration	Transport	Driver I	12	G	156
HR & Administration	Transport	Senior Driver	11	H	157
HR & Administration	Transport	Chief Driver	10	J	158
HR & Administration	Transport	Principal Driver	9	K	159
Independent Dept	Audit	Internal Auditor II	10	J	160
Independent Dept	Audit	Internal Auditor I	9	K	161
Independent Dept	Audit	Senior Internal Auditor	8	L	162
Independent Dept	Audit	Chief Internal Auditor	7	M	163
Independent Dept	Audit	Principal Internal Auditor	6	N	164
Independent Dept	Audit	Senior Principal Internal Auditor	5	P	165
Independent Dept	Audit	Chief Principal Internal Auditor	4	Q	166
Independent Dept	Budget	Fiscal Analyst II	10	K	167
Independent Dept	Budget	Fiscal Analyst I	9	K	168
Independent Dept	Budget	Senior Fiscal Analyst	8	L	169
Independent Dept	Budget	Chief Fiscal Analyst	7	M	170
Independent Dept	Budget	Principal Fiscal Analyst	6	N	171
Independent Dept	Budget	Senior Principal Fiscal Analyst	5	P	172
Independent Dept	Budget	Chief Principal Fiscal Analyst	4	Q	173
Independent Dept	Legal	Legal Clerk III	11	H	174
Independent Dept	Legal	Legal Clerk II	10	J	175
Independent Dept	Legal	Legal Clerk I	9	K	176
Independent Dept	Legal	Senior Legal Clerk	8	L	177
Independent Dept	Legal	Legal Officer I	9	K	178
Independent Dept	Legal	Senior Legal Officer	8	L	179
Independent Dept	Legal	Chief Legal Officer	7	M	180
Independent Dept	Legal	Principal Legal Officer	6	N	180
Independent Dept	Legal	Senior Principal Legal Counsel	5	P	181

Independent Dept	Legal	Chief Principal Legal Counsel	4	Q	182
Independent Dept	Supply Chain	Supply Chain Management Assistant III	11	H	183
Independent Dept	Supply Chain	Supply Chain Management Assistant II	10	J	184
Independent Dept	Supply Chain	Supply Chain Management Assistant I	9	K	185
Independent Dept	Supply Chain	Senior Supply Chain Management Assistant	8	L	186
Independent Dept	Supply Chain	Supply Chain Management Officer II	10	J	187
Independent Dept	Supply Chain	Supply Chain Management Officer I	9	K	188
Independent Dept	Supply Chain	Senior Supply Chain Management Officer	8	L	189
Independent Dept	Supply Chain	Chief Supply Chain Management Officer	7	M	190
Independent Dept	Supply Chain	Principal Supply Chain Management Officer	6	N	191
Independent Dept	Supply Chain	Senior Principal Supply Chain Management Officer	5	P	192
Independent Dept	Supply Chain	Chief Principal Supply Chain Management Officer	4	Q	193



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