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SCHEME OF SERVICE 2025



ISO 9001:2015 CERTIFIED INSTITUTION

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EXECUTIVE SUMMARY

- The reviewed Scheme of 2025 is the 3rd cycle of the University Scheme of Service having come in place in 2014 and was reviewed in 2019.
- This Document was participatory in the sense that all the stakeholders were involved from the technical debts to staff representatives.
- In the non-teaching staff, the main areas of review were:-
 1. Splitting of grades from 1-10
 2. Allining of duties & responsibilities
 3. Vacating of Masters and Degrees in highly specialized technical areas.
- This Document was reviewed when the Government started developing generic Human Resource Instruments for Public Universities and once it is rolled out, there will b need to review this Scheme of Service.

SIGNED:

**PROF. ERIC KOECH (PHD,MBS)
VICE-CHANCELLOR**

ABBREVIATIONS AND INSTITUTIONAL ACRONYMS

AC	Academic
A&F	Administration & Finance
A&SA	Academics & Student Affairs
BDS	Bachelor of Dental Surgery
DVC	Deputy Vice Chancellor
FTC	Farmers Training Centre
HTS	HIV Testing Services
MB. ChB	Bachelor of Medicine and Bachelor of Surgery
MDS	Master of Dental Surgery
SAPAC	School Appointment and Promotion Advisory Committee
SCO	Senior Catering Officer
SHO	Senior Hostels Officer
UoK	University of Kabianga
VC	Vice-Chancellor

VISION, MISSION, CORE VALUES, PHILOSOPHY, QUALITY POLICY STATEMENT AND STRATEGIC OBJECTIVES

Vision:

To be a leading University in scientific innovation for the betterment of humanity

Mission

To create, preserve and transfer knowledge and technology through quality and entrepreneurial education, research, extension, and partnership with government, industry and non-state actors whilst ensuring a sustainable environment.

Core Values

The core values of the University coined as “METIP” reflects the University Culture and is meant to inspire efficient and effective service delivery across the University. These core values take cognizance of the National values and principles of governance as espoused in Articles 10 and 232 of the Constitution. They are:

- M- Meritocracy
- E- Excellence
- T- Teamwork
- I- Innovation
- P- Professionalism

Philosophy

The philosophy of the University of Kabianga is to foster intellectual development, excellence, creativity and innovation, academic freedom, equity, integrity, peace and sustainability through relentless search for truth.

Quality Policy Statement

University of Kabianga (UoK) is committed to providing high quality training, research and extension services that meet customer Requirements and endeavour to exceed their expectations. In pursuit of this commitment, the University shall comply with all applicable Requirements and continually improve on its effectiveness by implementing a Quality Management System (QMS) based on ISO 9001:2015 standard. The University top management shall, on

annual basis, review this policy and establish quality objectives for continuing suitability.

Objectives of the University

The general objectives of the University outlined below provide a framework for the achievement of the purpose of the University.

- i. To build capacity to support and contribute to the realization of national and economic development;
- ii. To collaborate and create linkages for advancement of knowledge through teaching, scholarly research and scientific investigations;
- iii. To effectively utilize Information and Communication Technologies to promote life-long learning;
- iv. To promote research and consultancies responsive to community and Industry needs; and
- v. To develop Infrastructure that supports innovative ideas for national growth and development for betterment of humanity.
- vi. To strategize in order to address the National Goals

THE POLICY

INTRODUCTION

This Scheme of Service comprises all positions between grades 1 to 15 in the University. In formulating this scheme, future development of the University has been taken into account by including positions which are not yet in existence but which will have to be filled in the long-run.

The scheme has been developed by conducting a thorough search on what is a generally accepted qualifications and requirements and entry points for staff in other public universities and in the Public Service. The scheme has taken into consideration but not limited to the provisions of Human resource policies and procedure manuals for public service, guidelines on establishment and abolition of offices in public service, guidelines on design of organization structures and University of Kabianga staff establishment.

Careers are dynamic and therefore the Scheme of Service will have to be reviewed as need arises due to global changes either in technology and new spheres of knowledge. It is therefore expected that the Scheme will be reviewed periodically to take care of the new changes.

Aims and Objectives

- i. To provide for clearly defined career progressions / structures / paths which will attract, motivate and facilitate retention of suitably qualified Staff of various cadres for University of Kabianga
- ii. To provide for well-defined job descriptions and job specifications with clear delineation of duties and responsibilities at all levels of each respective cadre, which will ensure proper deployment and utilization of Staff.
- iii. To establish standards for recruitment, training, and advancement within each particular cadre on the basis of job Academic / Professional Requirements, experience, merit and ability as reflected in work performance and results.

- iv. To ensure appropriate career planning and succession management for each particular cadre.

Administration of the Guidelines

The Guidelines will be administered by the Vice-Chancellor of University of Kabianga in consultation with the University Council. In administering the Guidelines, the Vice-Chancellor will ensure that their provisions are strictly observed for fair and equitable treatment of officers.

Training Scope

In administering the Guidelines, the Vice-Chancellor will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications / specialization and experience required for both efficient performance of their duties and advancement within the respective of the Guidelines.

Provision of Posts

The Guidelines, treated herein, do not constitute authority for creation of post(s). Any additional post(s) required under the new grading structures, provided in the Guidelines, must be included in the approved establishment by the Council.

Merged Grades

The previously merged grades (1/2,3/4, 5/6, 7/8 and 9/10) have now been separated (i.e. grades 1, 2,3, 4, 5, 6, 7, 8, 9 and 10). However, movement from one grade to another will be automatic after attaining the prerequisite experience.

The Council

1. May appoint a member of staff outside the criteria stipulated in the Appointment/Review Instrument if need arises
2. May alter or amend the entry requirements for some positions from time to time
3. May review the staff establishment as and when need arises.

SCHEME OF SERVICE FOR ACADEMIC STAFF

PREAMBLE

University of Kabianga, through its vision and mission and philosophy, is committed to the continued pursuit of excellence in teaching, research and service. In order to achieve this objective, it is essential that the faculty of the University be of high quality as reflected in their performance. To attract, develop, motivate and retain high quality academics, it is important to recognize and reward their academic performance. Promotion for academic staff is, thus, a very significant way of recognizing and rewarding sustained performance at University of Kabianga.

This scheme of service is consistent with the provisions of the University Act (2012). This policy, therefore, provides the criteria and procedures for appointment and/or promotion to the established academic ranks. Embodied in this policy are the principles of:

- i. Recognition of diversity in the ways in which academic staff contribute to University of Kabianga mission and the wide variety of academic work which is appropriate to that mission;
- ii. Recognition of University of Kabianga as a comprehensive institution of higher learning where, on the whole, there is relative parity of value between teaching and research;
- iii. Recognition of the differing academic expectations of different ranks, that is, different ranks have differing degrees of manifest of the factors influencing academic job's relative worth; and
- iv. Encouraging and facilitating academic staff to acquire additional qualifications and gain further skills and relevant experience appropriate to University of Kabianga mission.

Direct academic appointments shall be based on existence of vacancies in the establishment, while promotion/review will be an ongoing exercise. Thus, on a continuous basis, the University will consider applications for promotion on the basis of merit in accordance with the procedures set out in this policy.

AREAS OF ACADEMIC WORK AND SERVICE

There are three key areas of performance for academic work, which will form the basis of all decisions on appointment and/or promotion:

- i. **Teaching** – This area will include lecturing, activity in seminars and tutorials, laboratory, clinical teaching, Field courses, Industrial attachment and any other means by which students derive learning experiences, for example,

supervision; examining; advising; curricula design, development, evaluation and improvement.

- ii. **Research** – This area will include different types of publications, innovations, patenting, Technology transfer, and other creative activities, as well as a scholarly approach to inquiry and dissemination of knowledge.
- iii. **Service** – This area will include service within the University, especially in the form of administrative, representative and committee work and outside it, especially service to one's primary profession, industry, and the community. The balance of time and effort between the three areas of activity will, however, vary across the University, but the three will be valued appropriately as contributions to the University's academic life. All applications for appointment and/or promotion will, therefore, be evaluated on these activity areas. The levels of achievement required for the various ranks in the three areas of performance shall be as detailed in Section 4 of this document.

SCOPE AND APPLICATION

This policy covers only the criteria and procedures of appointment and/or promotion made on the following terms to the standard academic ranks:

- i. Permanent and pensionable,
- ii. Fixed-term contract, and
- iii. Honorary Lecturer

ACADEMIC RANKS & JOB DESCRIPTION

This section lists academic ranks and levels, and job description of the various levels.

ACADEMIC RANKS AND LEVELS

- a) All academic appointments and/or promotion will be made at the following academic ranks and levels:

Table 4.1: Academic Ranks & Levels

S/No.	Rank Title	Rank Level
1	Professor Emeritus	-
2	Professor or Research Professor	AC-15
3	Associate Professor or Associate Research Professor	AC-14
4	Senior Lecturer or Senior Research Fellow	AC-13
5	Lecturer, or Research fellow	AC-12
6	Tutorial Fellow	AC-11
7	Assistant Lecturer or Junior Research fellow	AC-11

8	Graduate Assistant	AC-10
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- b) The ranks of Assistant Lecturer up to Professor shall normally carry permanent and pensionable terms. Graduate Assistant position a traineeship rank to which appointments shall be on fixed-term contract terms. Professor Emeritus, a honorific title conferred on a retired Professor in recognition of his/her distinguished service and achievement, shall be on a fixed term of five (5) years.
- c) A Graduate Assistant (GA) shall be hired on one year contract renewable normally for not more than three years to enable the candidate complete a Masters Degree programme.
- d) Any academic staff member on permanent and pensionable terms who retires from the service of the University may apply through the Head of Department and Dean of School for continued employment on contract basis for an initial period of two (2) years renewable twice.
- e) The entry-point salary for recruitments made for GA positions in disciplines with critical shortage of staff shall be at the ceiling of the salary scale of the rank.
- f) International staff on contract terms shall normally be interviewed at the expiry of each contract period.

ACADEMIC JOB DESCRIPTION

PROFESSOR EMERITUS

- i. Undertake minimal teaching and assess courses in one's discipline at postgraduate level
- ii. Supervise dissertations/theses at the graduate level
- iii. Develop undergraduate and postgraduate courses
- iv. Initiate, promote and participate in research projects and publish.
- v. May give an inaugural lecture in one's discipline
- vi. Provide academic leadership through programme development mentoring and research
- vii. Provide professional and community services including initiating linkages and fund raising
- viii. Undertake consultancy services

PROFESSOR/RESEARCH PROFESSOR

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii. Supervise undergraduate projects and other experiential learning programs

- iii. Supervise dissertations/theses at the graduate level
- iv. Develop undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects and publish
- vi. Give an inaugural lecture in one's discipline normally within one (1) year after promotion.
- vii. Provide academic leadership through programme development, Mentoring and research
- viii. Provide professional and community services including initiating linkages and fundraising.
- ix. Carry out administrative and other duties & responsibilities as may be assigned.

ASSOCIATE PROFESSOR /ASSOCIATE RESEARCH PROFESSOR

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level
- iv. Develop undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects and publish
- vi. Provide academic leadership through programme development, mentoring and research
- vii. Provide professional and community services and initiate linkages and fundraising.
- viii. Carry out administrative and other duties & responsibilities as may be assigned.

SENIOR LECTURER /SENIOR RESEARCH FELLOW

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level
- iv. Develop undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Participate in academic leadership programmes
- vii. Provide professional and community services and initiate linkages and fundraising.
- viii. Carry out administrative and other duties & responsibilities as may be assigned

LECTURER /RESEARCH FELLOW

- i. Teach and assess courses in one's discipline at both undergraduate and postgraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the graduate level.

- iv. Participate in the development of undergraduate and postgraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising.
- vii. Carry out administrative and other duties & responsibilities as may be assigned

TUTORIAL FELLOW /ASSISTANT LECTURER/JUNIOR RESEARCH FELLOW

- i. Teach and assess courses in one's discipline at undergraduate Level
- ii. Supervise undergraduate projects and other experiential learning programs
- iii. Supervise dissertations/theses at the undergraduate level.
- iv. Participate in the development of undergraduate courses
- v. Initiate, promote and participate in research projects
- vi. Provide professional and community services and initiate linkages and fundraising
- vii. Carry out administrative and other duties & responsibilities as may be assigned

GRADUATE ASSISTANT

- i. Assist senior academic members of staff in assignments allocated by the Head of Department
- ii. Must undertake a Masters Degree programme
- iii. Carry out other duties & responsibilities as may be assigned from time to time

CRITERIA FOR ACADEMIC APPOINTMENT/PROMOTION

Appointment/promotion to the above academic ranks shall be made on either a normal or an accelerated basis.

Normal promotion will be conducted in the months of November and May of every year.

Staffs on secondment, leave of absence or unpaid leave are eligible for review and promotion.

To be eligible for promotion and/or appointment on the two bases and to the different ranks, a candidate must satisfy the teaching, research and service criteria set out below.

GRADUATE ASSISTANT

- i. Must have a Bachelors degree from University of Kabianga or a recognized/accredited University of at least upper Second Class honours level.

OR For Health Sciences, in non- classification disciplines, equivalent levels with upper second class degree

Must have been the best overall female and male student. The selection criteria shall be as determined by senate, subject to availability of funds and vacancies (MMU).

- ii. Must demonstrate potential for university teaching and/or research during the appointment interview.
- iii. Must have registered for a Masters degree for further renewal

TUTORIAL FELLOW/JUNIOR RESEARCH FELLOW

- i. a) Must have a Bachelors degree and a Masters degree from University of Kabianga or a recognized/accredited University.
- ii. Must have a first degree and a Masters degree in the relevant field plus at least one year post qualification experience in a teaching or research institution or industry.
- iii. Must demonstrate potential for university teaching and/or research during the appointment interview and also during the contract period.
- iv. Must be registerable for a PhD
- v. Must be recognized registered and/or registerable by relevant professional bodies.

ASSISTANT LECTURER/JUNIOR RESEARCH FELLOW GRADE 11

- i. a) Must have a Bachelors degree and a Masters degree from University of Kabianga or a recognized/accredited University.
- ii. Must have a first degree and a Masters degree in the relevant field plus at least one year post qualification experience in a teaching or research institution or industry.
- iii. Must demonstrate potential for university teaching and/or research during the appointment interview and also during the contract period.
- iv. Must be registerable for a PhD
- v. Must be recognized registered and/or registerable by relevant professional bodies.

LECTURER/RESEARCH FELLOW: GRADE 12

- i. Must have an earned Ph.D or equivalent in relevant field from University of Kabianga or a recognized accredited academic institution.

OR

Must have Masters of Medicine, Masters of Dental Surgery, Master of Pharmacy, Master of Science in Nursing or Master of Science in Clinical Medicine (clinical disciplines) or Masters Degree in Engineering.
Registered with relevant professional body (where applicable)
Must have at least one (1) year post qualification experience in teaching/ research institution.

OR

Must have a Master degree in addition to a Bachelors degree from a recognized academic institution plus at least 3 years of full time teaching experience at University level or in research or industry after obtaining Masters Degree

Must have a least two (2) publications in refereed journals or two (2) book chapters in relevant areas

- ii. Registered with the relevant professional body (where applicable)
- iii. For Health Sciences – Must have a valid practice license

SENIOR LECTURER/SENIOR RESEARCH FELLOW: GRADE 13

- i. Must have an earned Ph. D or equivalent in relevant field from University of Kabianga or a recognized accredited institution
- ii. Must have at least 3 years of teaching and/or research experience at University level since becoming Lecturer/Research Fellow or six years research/industry experience
- iii. Must have a least three (3) publications in refereed journals **OR** one (1) refereed, relevant book plus two (2) publications in refereed journals, **OR** two (2) book chapters plus three (3) publications **OR** at least three (3) distinguished exhibitions or performance of original creation plus one (1) publication in a refereed journal, **OR** one (1) registered patent plus one (1) publication since becoming a lecturer.
- iv. Evidence of two (2) postgraduate students supervision .

OR

For Health Sciences -Must have Masters of Medicine, Masters of Dental Surgery, Master of Pharmacy, Masters Degree in the Health Sciences; Medicine or Nursing (clinical disciplines) or Masters Degree in Engineering from recognized academic institution.

Registered with relevant professional body (where applicable).

Must have 3 years teaching and research experience at the University since becoming Lecturer

Must have at least six (6) publications in refereed journals, **OR** three (3) relevant books, **OR** six (6) book chapters plus at least three (3) years of teaching experience in a clinical discipline at a teaching hospital plus one (1) publication in a refereed journal since becoming a lecturer.

In addition

- v. Must show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings
- vi. Committee membership and others.
- vii. For Health Sciences – Must have a valid practice license
- viii. This shall normally be the last promotion/appointment rank for the non PhD holders in area of Nursing and Clinical Medicine.

ASSOCIATE PROFESSOR / ASSOCIATE RESEARCH PROFESSOR: GRADE 14

- i. Must have an earned Ph.D or equivalent or in relevant field or its academic equivalent from University of Kabianga or a Recognized accredited institution.
OR For Health Sciences – Must have a Master's Degree with a subspecialty experience for a least 3 years
- ii. Must have at least 3 years of full time teaching and/or research experience at University level since becoming Senior Lecturer/Senior Research Fellow or six (6)years in research/industry experience
- iii. At least four (4) publications in refereed journals, **OR** two (2) relevant books four(4) book chapters or a patent or innovations in relevant areas since becoming a Senior lecturer.

OR

For Health Sciences: At least four (4) publications in refereed journals, **OR** one (1) relevant book plus two (2) publication in a refereed journal, **OR** two relevant book chapters plus three (3) publications in refereed journals, **OR** one (1) patent plus one (1) publication in a refereed journal since becoming a senior lecturer.

- iv. Must have supervised at least 1 PhD student and 2 Masters students to completion as a Senior lecturer or equivalent Or 4 Masters students to completion as a Senior lecturer.

For Health Sciences – Must have successfully supervised at least one (1) Ph.D student or (2) Master's Degree students.

OR

Must have Masters of Medicine, Masters of Dental Surgery, Master of Pharmacy, Masters Degree in the Health Sciences; Medicine or Nursing (clinical disciplines) or Masters Degree in Engineering from recognized academic institution.

Must have at least 3 years of full time teaching experience at university level since becoming Senior Lecturer/Senior Research Fellow or six years in research or industry.

Must have a least four (4) publications in refereed journals or two (2) book or four (4) book chapters in relevant areas since becoming Senior Lecturer or five (5) years of teaching experience in a clinical discipline at a teaching hospital and two (2) article in a refereed journal

Must have a valid practice license

In addition

- v. Must show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings
- vi. Must be recognized and registered by relevant professional bodies.
- vii. This shall normally be the last promotion/appointment rank for the non PhD holders in medicine/dentistry/pharmacy/engineering.

PROFESSOR / RESEARCH PROFESSOR: GRADE 15

- i. Must have an earned Ph.D or equivalent or in relevant field or its academic equivalent from University of Kabianga or a Recognized accredited institution.
- ii. Must have at least 3 years of teaching and/or research experience at University level since becoming Associate professor or research/industry experience.
- iii. At least six (6) publications in refereed journals, or 3 books or 6 book chapters one (1) patent since becoming an associate professor.
- iv. Must have supervised at least 2 PhD students or 1 PhD student and 3 Masters students to completion as an Associate Professor or equivalent.
- v. Evidence of developing fundable proposals and attracting funding will be an added advantage.
- vi. Must show evidence of contribution to University life through active participation in departmental matters, students' academic advising, School and University meetings
- vii. Must be recognized and registered by relevant professional bodies.
- viii. For Health Sciences – Must have a valid practice license

PROFESSOR EMERITUS

- i. She/he must have retired as a Professor of University of Kabianga.
- ii. Must have been an excellent lecturer and administrator.
- iii. Must normally have served for at least 10 years as a professor of University of Kabianga.

- iv. Must show evidence of developing fundable proposals and attracting funding.

ACCELERATED PROMOTION

A candidate who meets the minimum Requirements for promotion to the next level but falls short of the mandatory period may be considered for promotion if;

- i. She/ He has been awarded global research prize for example Nobel Prize, Oscar Prize, Pulitzer Prize etc.
- ii. She/ He has successfully filed and has evidence of acceptance and value of patent
- iii. She /He has acquired exceptional research and academic awards recognized by Kabianga University.
- iv. She /He has served not less than half of the minimum service period required for normal promotion and have at least twice as many refereed journal articles/scholarly articles as required in normal promotion.

ASSESSMENT

All applicants to the ranks of Associate Professor and Professor shall have their research, teaching and service dossier submitted to the Deputy Vice Chancellor (Academic & Student Affairs). The applications shall then be submitted to School Appointment Promotion Advisory Committee (SAPAC) for assessment.

PROCEDURAL MATTERS

Existence of Vacancy and its Notification

1. Academic posts shall be deemed to have fallen vacant or to exist in an academic unit as a result of a diversity of circumstances which may include, but not limited to the following reasons or causes: End of contract; Retirement; Resignation; Dismissal; Death; Restructuring; Expansion; and Review after attainment of higher qualifications and experience.
2. The Dean/HoD shall notify the Deputy Vice Chancellor, Academic and Student Affairs, of existing vacancies or positions expected to fall vacant within one (1) month of such occurrence.

Methods of Filling Vacancy

Vacancies shall be filled through any one of the following methods:

- (i) **Promotion:** Where a Dean/HoD is satisfied that there is an employee who is competent to fill a vacant post, the responsible Dean/HoD shall recommend that the vacancy be filled by promotion within the department.

- (ii) **Advertising:** Where the responsible Dean/HoD is satisfied that there is no qualified candidate from within the department to fill the vacancy, they shall recommend that the vacancy be advertised. The advertisement may be internal if it is believed that there is sufficient capacity within the University or external if it is believed that such capacity is lacking within the University.
- (iii) **Renewal of appointment:** A member of academic staff on contractual terms may be reappointed where the procedures thereof are specifically provided for in the initial contract.
- (iv) **Other Appropriate Methods:** Notwithstanding provision (i) to (iii), the University may secure eminently suitable candidates through other appropriate methods as approved by Council on the recommendations of Senate from time to time for example scholars on sabbatical, affiliation, and visiting scholars.

Application

All persons seeking academic employment with the University shall do so through a written application addressed to Deputy Vice Chancellor, Administration and Finance.

Processing Applications

- (i) Processing of applications for academic appointments and promotions shall be made strictly in line with the criteria established herein in this policy.
- (ii) Applications shall be received by the (DVC A&F) and forward to (DVC A&SA) for review. The (DVC A&SA) after reviewing the applications shall forward to the (DVC A&F) who will forward to the relevant School/Department for short listing. Each School shall, for this purpose, establish a School Appointment & Promotions Advisory Committee (SAPAC).
- (iii) Short listing of applicants for direct appointment and the review of candidates for promotion shall be the responsibility of SAPAC, and shall always be guided by the criteria set out herein and be done within a period of not more than one month from the closure of receiving applications.
- (iv) Short-listed applicants shall be given reasonable notice for interviews specifying time, and place of interview by a posted or other appropriate mode of communication.

Offer of Appointment and Acceptance

- (i) Offer of Appointment shall be made in writing by the Vice-Chancellor. Deans and Heads of relevant departments shall receive copies of such offers of appointment.
- (ii) The Appointment letter shall embody the following: name of appointee, effective date of appointment, rank appointed to, reporting relationship, terms of appointment, validity period of appointment, salary scale and allowances, any other entitlements as applicable and the acceptance option.
- (iii) The appointee shall be required to indicate in writing their offer of acceptance, attach three copies of passport size photographs of their current likeness, indicating the earliest time they would be available to take up the post.

Induction/Orientation

- (i) (The induction shall serve the purpose of introducing the new academic staff to the work environment as well as to the various aspects of his/her work.
- (ii) Induction shall be mandatory to properly initiate all new academic staff (directly hired or promoted) into their new tasks.
- (iii) The induction programme shall be arranged by both the DVC (A&SA) and the relevant head of department as soon as the employee reports. The induction programme shall not exceed one month

School Appointment/Promotion Advisory Committee (SAPAC)

- (i) A School shall have a School appointment/promotion advisory committee (SAPAC) which shall be chaired by the Dean.
- (ii) The SAPAC shall be made up of at least one representative from each department and an eminent Professor for purposes of assessment of Associate Professors and Professors. The quorum for SAPAC shall be two thirds of the expected membership.
- (iii) The eminent Professor shall be nominated by the SAPAC and appointed by DVC (A&SA).The function of the eminent Professor shall assess the Academic dossier and shall be invited to present her/his written recommendations to the SAPAC. External assessor shall only apply in the absence of relevant expertise internally.
- (iv) Only persons whose rank are higher or equivalent to the position being considered for
Appointment/Promotion shall constitute the SAPAC; and
- (v) The Terms of Reference of SAPAC shall be:

- a) To receive recommendations from departments and the assessors and make recommendations to the DVC (A&SA);
- b) To make recommendations to the DVC (A&SA) on cases of conflicts; and
- c) To handle cases of Appointment/promotion from understaffed departments.

(vi) The decisions of SAPCs shall be communicated to the DVC (A&SA) in the form of minutes which should bear signatures of all the members who attend the meeting.

(vii) Where a School is understaffed and cannot form a committee due to lack of eligible staff members, Three (3) members of management shall appoint this committee chaired by DVC (A&SA), would appoint members composed of Deans/Professors in related fields to assess the application.

(viii) Where a Dean is a candidate, the SAPAC shall appoint a Chairperson of the committee from among the members present to assess the application.

(ix) In case of controversy within a Department or lack of clarity on any issue, the relevant Dean/Head can be invited to appear before the DVC (A&SA) to assist in resolving the problem.

Appeal

That a candidate for appointment or promotion can appeal a negative result to a panel consisting of different members from the initial panel.

SCHEME OF SERVICE FOR SUPPORT, CLERICAL, CORPORATE, SECRETARIAL, LEGAL AND ADMINISTRATIVE STAFF

SCHEME OF SERVICE FOR MESSENGERS /CLEANERS

DESIGNATION	GRADE
Messenger / Cleaner IV	Grade 1
Messenger / Cleaner III	Grade 2
Messenger / Cleaner II	Grade 3
Messenger / Cleaner I	Grade 4

MESSENGER / CLEANER IV - GRADE 1

Reports to: Supervisor

Requirements for direct appointment

- i. Minimum KCSE D+ (plus).
- ii. Conversant in English and Kiswahili
- iii. Certificate of Good Conduct

Duties and Responsibilities

- i. Ensure cleanliness of offices and workstations
- ii. Ensure safe custody of office keys
- iii. Dispatch letters and other official documents to their various offices
- iv. Make record entries on official documents- indexing and folioing
- v. Prepare and serve tea
- vi. Observe hygiene and good grooming
- vii. Any other duty as may be assigned by the supervisor

MESSENGER / CLEANER III - GRADE 2

Reports to: Supervisor

Requirements for direct appointment

- i. Minimum KCSE D+ (plus).
- ii. Conversant in English and Kiswahili
- iii. Certificate of Good Conduct
- iv. At least three (3) years relevant work experience as a Messenger/Cleaner IV grade I or its equivalent

Serving Officers

- i. Minimum KCSE D+ (Plus)/Certificate
- ii. At least three (3) years relevant work experience as a Messenger / Cleaner IV grade 1
- iii. Satisfactory work performance

OR

- i. A Certificate in any field
- ii. At least three (3) years relevant work experience as a Messenger / Cleaner IV grade 1
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Ensure cleanliness of offices and workstations
- ii. Ensure safe custody of office keys
- iii. Dispatch letters and other official documents to their various offices
- iv. Make record entries on official documents- indexing and folioing
- v. Prepare and serve tea
- vi. Observe hygiene and good grooming
- vii. Any other duties may be assigned by the supervisor

MESSENGER / CLEANER II - GRADE 3

Reports to: the supervisor

Requirements for direct appointment

- i. Minimum KCSE D+ (Plus)
- ii. At least four (4) years relevant work experience as a Messenger / Cleaner III grade 2 or its equivalent

Duties and Responsibilities

- i. Ensure cleanliness of offices and workstations
- ii. Ensure safe custody of office keys
- iii. Dispatch letters and other official documents to their various offices
- iv. Make record entries on official documents- indexing and folioing
- v. Prepare and serve tea
- vi. Observe hygiene and good grooming
- vii. Any other duties that may be assigned from time to time by the supervisor,

Serving Officers

- i. Minimum KCSE D+ (Plus)/Certificate
- ii. At least three (3) years relevant work experience as a Messenger / Cleaner III grade 2
- iii. Satisfactory work performance

OR

- i. A Certificate in any field
- ii. At least three (3) years relevant work experience as a Messenger / Cleaner III grade 2
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Ensure cleanliness of offices and workstations
- ii. Ensure safe custody of office keys
- iii. Dispatch letters and other official documents to their various offices
- iv. Make record entries on official documents- indexing and folioing
- v. Prepare and serve tea
- vi. Observe hygiene and good grooming
- vii. Any other duty as may be assigned by the supervisor.

MESSENGER / CLEANER I - GRADE 4

Reports to: the supervisor

Requirements for direct appointment

- i. Minimum KCSE D+ (Plus)
- ii. At least four(4) years relevant work experience at Messenger / Cleaner II grade 3 or its equivalent.

Serving Officers

- i. Minimum KCSE D+ (Plus)/Certificate
- ii. At least three (3)years relevant work experience as a Messenger / Cleaner III grade 2
- iii. Satisfactory work performance

OR

- i. A Certificate in any field
- ii. At least three (3)years relevant work experience as a Messenger / Cleaner III grade 2
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Ensure cleanliness of offices and workstations
- ii. Ensure safe custody of office keys
- iii. Dispatch letters and other official documents to their various offices
- iv. Make record entries on official documents- indexing and folioing
- v. Prepare and serve tea
- vi. Observe hygiene and good grooming
- vii. Any other duties that may be assigned from time to time by the supervisor,

SCHEME OF SERVICE FOR CLERICAL OFFICERS

DESIGNATION	GRADE
Clerk II	3
Clerk I	4
Clerical Officer II	5
Clerical Officer I	6
Senior Clerical Officer II	7
Senior Clerical Officer I	8

CLERK II - GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (minus)
- ii. A Certificate in Business Management/ Records & Archives Management or its equivalent
- iii. Computer literate

Duties and Responsibilities

- i. Receive correspondences/ mail from various sources – internal and external
- ii. Dispatch mail and other documents internally and externally
- iii. Sorting and classifying mails
- iv. Open/ close files as required
- v. Update and maintain files by filling documents
- vi. Control and trace the movement of files and documents within the organization
- vii. Promptly retrieve and avail the files, the required records and information for Action officers
- viii. Processing and maintaining records and statistics for the departments
- ix. Maintaining efficient file indexing, folioing and filling
- x. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department.
- xi. Any other duty as may be assigned by the supervisor

CLERK I - GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (minus)
- ii. A Certificate in Business Management/ Records & Archives Management or its equivalent

- iii. Computer literate
- iv. At least three (3) years relevant work experience as Clerk II grade 3 or its equivalent

Serving Officers

Minimum KCSE mean grade D+ (plus)

- i. Certificate in Business Management/ Records & Archives Management or its equivalent
- ii. At least three (3) years relevant work experience in the University.
- iii. Satisfactory work performance

OR

- i. K.C.S.E Certificate or its equivalent.
- ii. Certificate in Business Management/ Records & Archives Management or its equivalent
- iii. At least three (3) years relevant work experience in the University
- iv. Satisfactory work performance

Duties and Responsibilities

Receive correspondences/ mail from various sources – internal and external

- i. Dispatch mail and other documents internally and externally
- ii. Sorting and classifying mails
- iii. Open/ close files as required
- iv. Update and maintain files by filling documents
- v. Control and trace the movement of files and documents within the organization
- vi. Promptly retrieve and avail the files, the required records and information for Action officers
- vii. Processing and maintaining records and statistics for the departments
- viii. Maintaining efficient file indexing, folioing and filling
- ix. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department.
- x. Any other duty as may be assigned by the supervisor

CLERICAL OFFICER II - GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (Minus)

- ii. Diploma in Business Management / Records and Archives Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant experience as Clerk I grade 4 or its equivalent
- iv. Computer literate

Serving Officers

- i. Minimum KCSE mean grade of D+ (plus)
- ii. Diploma in Business Management / Records and Archives Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as Clerk I grade 4 Satisfactory work performance

OR

- i. KCSE Certificate or its equivalent from a recognized institution
- ii. Diploma in Business Management / Records and Archives Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as a Clerk I grade 4
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Receive correspondences/ mail from various sources – internal and external
- ii. Sorting and classifying mails
- iii. Open/ close files as required
- iv. Update and maintain files by filing documents
- v. Control and trace the movement of files and documents within the organization
- vi. Processing and maintaining records and statistics for the departments
- vii. Maintaining efficient file indexing, folioing and filling
- viii. Custodian of all the records in the University Registry
- ix. Summary of job applicants for short listing
- x. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department
- xi. Any other duty as may be assigned by the supervisor

CLERICAL OFFICER I - GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (Minus)
- ii. Diploma in Business Management / Records and Archives Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant experience as Clerical Officer II grade 5 or its equivalent
- iv. Computer literate

Serving Officers

- i. Minimum KCSE mean grade of D+ (plus)
- ii. Diploma in Business Management / Records and Archives Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as a Clerical Officer II grade 5
- iv. Satisfactory work performance

OR

- i. KCSE Certificate or its equivalent from a recognized institution
- ii. Diploma in Business Management / Records and Archives Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as a Clerical Officer II grade 5
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Receive correspondences/ mail from various sources – internal and external
- ii. Sorting and classifying mails
- iii. Open/ close files as required
- iv. Update and maintain files by filling documents
- v. Control and trace the movement of files and documents within the organization
- vi. Processing and maintaining records and statistics for the departments
- vii. Maintaining efficient file indexing, folioing and filling
- viii. Custodian of all the records in the University Registry
- ix. Summary of job applicants for short listing
- x. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department
- xi. Any other duty as may be assigned by the supervisor

SENIOR CLERICAL OFFICER II- GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelorsdegreein Business Management/ Information Science(Records & Archives Management)or its equivalent
- ii. At least six (6) years relevant work experience three of which must have served as a Clerical Officer I grade 6 or its equivalent
- iii. Computer literate

Serving Officers

- i. Bachelor'sdegree in Business Management/ Information Science(Records & Archives Management)or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experienceas a Clerical Officer I grade 6
- iii. Computer literate
- iv. Satisfactory performance

Duties and Responsibilities

- i. Control and trace the movement of files and documents within the organization
- ii. Promptly retrieve and avail the files, the required records and information for Act ion officers
- iii. Processing and records and statistics for the departments
- iv. Maintaining efficient file indexing, folioing and filling
- v. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department.
- vi. Process documents by performing computations and making appropriate entries
- vii. Processing and maintaining records and statistics for the departments
- viii. Any other duty as may be assigned by the supervisor

SENIOR CLERICAL OFFICER I- GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors degree in Business Management/ Information Science (Records & Archives Management)or its equivalent
- ii. At least six (6) years relevant work experience three of which must have served as a Senior Clerical Officer II grade 7 or its equivalent
- iii. Computer literate

Serving Officers

- i. Bachelor's degree in Business Management/ Information Science (Records & Archives Management)or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Clerical Officer II grade 7
- iii. Computer literate
- iv. Satisfactory performance

Duties and Responsibilities

- i. Control and trace the movement of files and documents within the organization
- ii. Promptly retrieve and avail the files, the required records and information for Act ion officers
- iii. Processing and records and statistics for the departments
- iv. Maintaining efficient file indexing, folioing and filling
- v. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department.
- vi. Process documents by performing computations and making appropriate entries
- vii. Processing and maintaining records and statistics for the departments
- viii. Any other duty as may be assigned by the supervisor

SCHEME OF SERVICE FOR RECORDS MANAGEMENT STAFF

DESIGNATION	GRADE
Records Management Clerk II	5
Records Management Clerk I	6
Records Management Assistant II	7
Records Management Assistant I	8
Records Management Officer II	9
Records Management Officer I	10
Assistant Records Manager	11
Records Manager	12

RECORDS MANAGEMENT CLERK II - GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (Minus)
- ii. Diploma in Archives and Records Management/ Information Science or its equivalent from a recognized institution
- iii. Computer literate

Duties and Responsibilities

- i. Receive correspondences/ mail from various sources – internal and external
- ii. Sorting and classifying mails
- iii. Open/ close files as required
- iv. Update and maintain files by filing documents
- v. Control and trace the movement of files and documents within the organization
- vi. Processing and maintaining records and statistics for the departments
- vii. Maintaining efficient file indexing, folioing and filling
- viii. Custodian of all the records in the University Registry
- ix. Summarize documents.
- x. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department
- xi. Any other duty as may be assigned by the supervisor

RECORDS MANAGEMENT CLERK I - GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (Minus)
- ii. Diploma in Archives and Records Management/ Information Science or its equivalent from a recognized institution
- iii. At least three (3) relevant work experience as Records Management Clerk II grade 5 or its equivalent
- iv. Computer literate

Serving Officers

- i. Diploma in Archives and records Management/ Information Science or its equivalent
- ii. Computer Literacy
- iii. At least three (3)years relevant work experience as a Records Management Clerk II in grade 5
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Receive correspondences/ mail from various sources – internal and external
- ii. Sorting and classifying mails
- iii. Open/ close files as required
- iv. Update and maintain files by filling documents
- v. Control and trace the movement of files and documents within the organization
- vi. Processing and maintaining records and statistics for the departments
- vii. Maintaining efficient file indexing, folioing and filling
- viii. Custodian of all the records in the University Registry
- ix. Summarize documents.
- x. Composing simple letters and performing other related clerical duties as assigned from time to time by immediate supervisor, Head of section or Head of department
- xi. Any other duty as may be assigned by the supervisor

RECORDS MANAGEMENT ASSISTANT II - GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. BSc in Information Science (Records & Archives Management) or its equivalent
- ii. At least three (3)years relevant work experience as Records Management Clerk I grade 6 or its equivalent
- iii. Computer literate

Serving Officers

- i. BSc in Information Science (Records & Archives Management) or its equivalent
- ii. At least three (3) years relevant work experience as Records Management Clerk I grade 6
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Control and trace the movement of files and documents within the organization
- ii. Promptly retrieve and avail the files, the required records and information for Action officers
- iii. Processing and records and statistics for the departments
- iv. Maintaining efficient file indexing, folioing and filling
- v. Composing simple letters
- vi. Process documents by performing computations and making appropriate entries
- vii. Processing and maintaining records and statistics for the departments
- viii. Custodian of all records in their work station
- ix. Any other duty as may be assigned by the supervisor

RECORDS MANAGEMENT ASSISTANT I - GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. BSc in Information Science (Records & Archives Management) or its equivalent
- ii. At least four (4) years relevant work experience as a Records Management Assistant II grade 7 or its equivalent from a recognized institution
- iii. Computer literate

Serving Officers

- i. BSc in Information Science (Records & Archives Management) or its equivalent
- ii. At least three (3) years relevant work experience as a Records Management Assistant II grade 7
- iii. Computer literate
- v. Satisfactory work performance

Duties and Responsibilities

- i. Control and trace the movement of files and documents within the organization
- ii. Promptly retrieve and avail the files, the required records and information for Action officers
- iii. Processing and records and statistics for the departments
- iv. Maintaining efficient file indexing, folioing and filling
- v. Composing simple letters
- vi. Process documents by performing computations and making appropriate entries
- vii. Processing and maintaining records and statistics for the departments
- viii. Custodian of all records in their work station
- ix. Any other duty as may be assigned by the supervisor

RECORDS MANAGEMENT OFFICER II- GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. BSc in Information Science/Records & Archives Management or its equivalent from a recognized institution
- ii. At least five (5) years relevant work experience three at the level of Records Management Assistant I grade 8 or its equivalent
- iii. Computer literate

Serving Officers

- i. Bachelor's degree in Records and Archives Management, or Information Science or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Records Management Assistant I grade 8
- iii. Satisfactory work performance
- iv. Computer literate

Duties and Responsibilities

- i. Custodian of all the records in the University
- ii. Document and Catalogue all the University documents
- iii. Run the registry and process all records by creating paper and electronic folders.
- iv. Manage the filling and retrieving of records and information in accordance with departmental records management procedures so that staff can find the information they need quickly and easily
- v. Manage the location and storage of policy and planning records, including conducting an annual audit on all University records

- vi. Organize the disposal of finalized documents, ensuring that access to all records is controlled at all times and in accordance with Departmental policy and procedure.
- vii. Any other duty as may be assigned by the supervisor

RECORDS MANAGEMENT OFFICER I- GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. BSc in Information Science/Records & Archives Management or its equivalent from a recognized institution
- ii. At least six (6) years relevant work experience three at the level of Records Management Officer II grade 9 or its equivalent
- iii. Computer literate

Serving Officers

- i. Bachelor's degree in Records and Archives Management, or Information Science or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Records Management Officer II grade 9.
- iii. Satisfactory work performance
- iv. Computer literate

Duties and Responsibilities

- i. Custodian of all the records in the University
- ii. Document and Catalogue all the University documents
- iii. Run the registry and process all records by creating paper and electronic folders.
- iv. Manage the filling and retrieving of records and information in accordance with departmental records management procedures so that staff can find the information they need quickly and easily
- v. Manage the location and storage of policy and planning records, including conducting an annual audit on all University records
- vi. Organize the disposal of finalized documents, ensuring that access to all records is controlled at all times and in accordance with Departmental policy and procedure.
- vii. Any other duty as may be assigned by the supervisor

ASSISTANT RECORDS MANAGER - GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. BSc in Information Science (Records & Archives Management) or its equivalent from a recognized institution plus at least nine (9) years relevant work experience
- ii. Computer literate

Serving Officers

- i. Bachelors Degree in Records and Archives Management, or Information Science (Records & Archives Management) or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Records Management Officer I grade 10
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Custodian of all the records in the University
- ii. Document and Catalogue all the University documents
- iii. Run the registry and process all records by creating paper and electronic folders.
- iv. Manage the filling and retrieving of records and information in accordance with departmental records management procedures so that staff can find the information they need quickly and easily
- v. Manage the location and storage of policy and planning records, including conducting an annual audit on all University records
- vi. Organize the disposal of finalized documents, ensuring that access to all records is controlled at all times and in accordance with Departmental policy and procedure
- vii. Any other duty as may be assigned by the supervisor

RECORDS MANAGER- GRADE 12

Reports to: Registrar (Administration)

Requirements for Direct Appointment

- i. Master's degree in Archives & Records Management) or its equivalent from a recognized institution
- ii. BSc in Information Science (Records & Archives Management) or its equivalent in Records and Archives Management, or Information Science (Records & Archives Management) or its equivalent arecognized institution
- iii. At least twelve (12) years relevant workexperience
- iv. Computer literate

Serving Officers

- i. Master's Degree in Archives & Records Management or its equivalent a recognized institution
- ii. Bachelors Degree in Records and Archives Management, or Information Science (Records & Archives Management) or its equivalent a recognized institution
- iii. At least three (3) years relevant work experience asanAssistantRecords Manager grade 11
- iv. Computer literate
- v. Satisfactory work performance

Duties and Responsibilities

- i. Custodian of all the records in the University
- ii. Advice the University on Records and Archieves Management
- iii. Develop and implement a records policy
- iv. Ensure that there is effective and efficient University records management system
- v. Document and Catalogue all the University documents
- vi. Run the registry and process all records by creating paper and electronic folders.
- vii. Manage the filling and retrieving of records and information in accordance with departmental records management procedures so that staff can find the information they need quickly and easily
- viii. Manage the location and storage of policy and planning records, including conducting an annual audit on all University records
- ix. Organize the disposal of finalized documents, ensuring that access to all records is controlled at all times and in accordance with Departmental policy and procedure.
- x. Provide leadership including training and mentorship of staff

- xi. Responsible for implementation and adherence to the quality management standards
- xii. Any other duty as may be assigned by the supervisor

SCHEME OF SERVICE FOR CORPORATE AFFAIRS STAFF

a) PUBLIC RELATIONS STAFF

DESIGNATION	GRADE
Public Relations Assistant II	Grade 7
Public Relations Assistant I	Grade 8
Assistant Public Relations Officer II	Grade 9
Assistant Public Relations Officer I	Grade 10
Public Relations Officer II	Grade 11
Public Relations Officer I	Grade 12
Senior Public Relations Officer	Grade 13
Chief Public Relations Officer	Grade 14

PUBLIC RELATIONS ASSISTANT II - GRADE 7

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Communication and Public Relations or Social Sciences and postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. Computer literate.

Duties and Responsibilities

- i. Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus, and monthly update newsletters.
- ii. Contribute features, photos, and editing of the internal newsletter
- iii. Coverage of University activities (both video and photography)
- iv. Coordinate advertisements.
- v. Preparations of newsletters
- vi. Participate in organizing and coordinating University exhibitions and marketing activities.
- vii. Any other relevant duty am may be assigned by the supervisor

PUBLIC RELATIONS ASSISTANT I - GRADE 8

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Communication and Public Relations or Social Sciences and postgraduate diploma in Mass Communication or its equivalent from a recognized institution.

- ii. At least three (3) relevant work experience at a level of Public relations Officer II grade 7 or its equivalent
- iii. Computer literate.

Duties and Responsibilities

- i. Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus, and monthly update newsletters.
- ii. Contribute features, photos, and editing of the internal newsletter
- iii. Coverage of University activities (both video and photography)
- iv. Coordinate advertisements.
- v. Preparations of newsletters
- vi. Participate in organizing and coordinating University exhibitions and marketing activities.
- vii. Any other relevant duty may be assigned by the supervisor.

ASSISTANT PUBLIC RELATIONS OFFICER II- GRADE 9

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Communication and Public Relations or Social Sciences and a postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as a Public Relations Assistant I grade 8 or its equivalent.
- iii. Be computer literate.

Serving Officer

- i. Bachelors degree in Communication and Public Relations OR Bachelors Degree in Social Sciences and a postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as a Public Relations Assistant I grade 8
- iii. Satisfactory Performance.

Duties and Responsibilities

- i. Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus and monthly update newsletters.
- ii. Contribute stories, photos, and editing of the internal newsletter
- iii. Coverage of University activities (both print and electronic)
- iv. Prepare advertisements for media houses.

- v. Participate in organizing and coordinating university exhibitions and marketing activities.
- vi. Any other duty as may be assigned by the supervisor

ASSISTANT PUBLIC RELATIONS OFFICER I- GRADE 10

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Communication and Public Relations or Social Sciences and a postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as Assistant Public Relations Officer II grade 9 or it's equivalent.
- iii. Be computer literate.

Serving Officer

- i. Bachelors degree in Communication and Public Relations OR Bachelors Degree in Social Sciences and a postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as an Assistant Public Relations Officer II grade 9
- iii. Satisfactory Performance.

Duties and Responsibilities

- i. Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus and monthly update newsletters.
- ii. Contribute stories, photos, and editing of the internal newsletter
- iii. Coverage of University activities (both print and electronic)
- iv. Prepare advertisements for media houses.
- v. Participate in organizing and coordinating university exhibitions and marketing activities.
- vi. Any other duty as may be assigned by the supervisor

PUBLIC RELATIONS OFFICER II - GRADE 11

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Communication and Public Relations or Social Sciences and a postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- ii. At least six (6) years relevant work experience

- iii. Computer literate

Serving Officer

- iv. Bachelor's degree in Communication and Public Relations /Social Sciences / Mass Communication or its equivalent from a recognized institution.
- v. At least three (3) years relevant work experience as an Assistant Public Relations Officer I grade 10.
- vi. Satisfactory work performance
- vii. Computer literate
- viii. Master's degree in Communications and Public Relations will be an added advantage

Duties and Responsibilities

- i. Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus and monthly update newsletters.
- ii. Contribute stories, photos, and editing of the internal newsletter
- iii. Coverage of University activities (both print and electronic media)
- iv. Prepare advertisements for media houses.
- v. Participate in organizing and coordinating University exhibitions and marketing activities.
- vi. Any other relevant duty as may be assigned by the supervisor

PUBLIC RELATIONS OFFICER I - GRADE 12

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Master's degree in Communication and Public Relations or its equivalent from a recognized institution
- ii. Bachelor's degree in Communication and Public Relations/ Social Sciences and Postgraduate diploma in Mass Communication or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience
- iv. Computer literate
- v. Registered member of a professional body

Serving Officer

- i. Bachelor's degree in Communication and Public Relations or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Public Relations Officer II grade 11

- iii. Master's degree in Communication and Public Relations from a recognized institution will be an added advantage
- iv. Computer literate
- v. Satisfactory work Performance

Duties and Responsibilities

- i. Coordinate the preparation and dissemination of corporate publicity information materials like posters, diaries, prospectus, calendars, banners, monthly update newsletters.
- ii. Coordination and editing features and photos of the
- iii. internal newsletter
- iv. Supervise staff under his/her section.
- v. Coverage of university activities (electronic and print media)
- vi. Ensure the posting of all advertising both internally and externally to media houses.
- vii. Coordinate and participate in organizing university exhibitions and marketing activities.
- viii. Managing and directing the internal and external communications with the University
- ix. Any other duty as may be assigned by the supervisor

SENIOR PUBLIC RELATIONS OFFICER - GRADE 13

Reports To:Supervisor

Requirements for Direct Appointment:

- i. Master's degree in Communication and Public Relations or its equivalent from a recognized institution
- ii. Bachelor's degree in Communication and Public Relations/Social Sciences and postgraduate diploma in Mass Communication or its equivalent from a recognized institution
- iii. At least twelve (12) years relevant work experience
- iv. Computer literate
- v. Registered member of a professional body

Serving Officer

- i. Master's degree in Communication and Public Relations or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Public Relations Officer I Grade 12
- iii. Computer literate

- iv. Satisfactory workperformance

Duties and Responsibilities

- i. In-liaison with the university management, ensure the corporate image is maintained
- ii. Liaise with media (coverage of all University functions)
- iii. Ensure proper dissemination of corporate publicity information materials like posters, banners, calendar, diaries, prospectus, and monthly update newsletters.
- iv. Oversee the preparation and dissemination of the internal newsletter for publication.
- v. Coverage of university activities both video and photography.
- vi. Ensure the posting of all advertising both internally and externally to media houses.
- vii. Formulating and implementing institutional crisis management strategies for the University.
- viii. Ensure media monitoring and evaluation and advise management accordingly.
- ix. Organize and co- ordinate in organizing university exhibitions and marketing activities.
- x. Responsible for formulation, planning and control of the departmental budget
- xi. Any other duty as may be assigned by the supervisor

CHIEF PUBLIC RELATIONS OFFICER - GRADE 14

Reports To:Supervisor

Requirements for Direct Appointment:

- i. Master's degree in Communication and Public Relations Or Marketing or its equivalent from a recognized institution
- ii. Bachelor's degree in Communication and Public Relations/ Social Sciences and postgraduate diploma in Mass Communication or its equivalent from a recognized institution.
- iii. At least fifteen (15) years relevant work experience
- iv. Computer literate
- v. Registered member of a professional body

Serving Officer

- i. Master's degree in Communication and Public Relations or Marketing or its equivalent from a recognized institution
- ii. At least three (3)years relevant work experience as a Senior Public Relations Officer grade 13

- iii. Registered member of a professional body
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Coordinate reception of University visitors
- ii. Ensure the corporate image of the University is visible and vibrant
- iii. Ensure adequate media coverage of all University functions
- iv. Develop and implement comprehensive and effective marketing strategies
- v. Establish and maintain a University Customer care desk/ office
- vi. Advise the University Management on the appropriate corporate branding
- vii. Coverage of University activities both video and photography
- viii. Ensure the posting of all advertising both internally and externally to media houses.
- ix. Formulating and implementing institutional crisis management strategies for the University.
- x. Ensure media monitoring and evaluation and advise management accordingly.
- xi. Coordinating University exhibitions and marketing activities.
- xii. Responsible for formulation, planning and control of the departmental budget
- xiii. Market University Programmes
- xiv. Act as a liaison person on behalf of the Vice- Chancellor
- xv. Any other duty as may be assigned by the supervisor

b) MARKETING STAFF

DESIGNATION	GRADE
Marketing Assistant II	Grade 7
Marketing Assistant I	Grade 8
Assistant Marketing Officer III	Grade 9
Assistant Marketing Officer II	Grade 10
Assistant Marketing Officer I	Grade 11
Marketing Officer	Grade 12
Senior Marketing Officer	Grade 13
Chief Marketing Officer	Grade 14

MARKETING ASSISTANT II- GRADE 7

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Marketing or Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution.
- ii. Computer literate

Duties and Responsibilities

- i. Prepare and disseminate Marketing information materials like posters, banners, calendars, diaries, brochures and prospectus.
- ii. Participate in road shows and
- iii. Preparations of Marketing materials
- iv. Participate in University exhibitions and marketing activities.
- v. Any other relevant duty as may be assigned by the supervisor

MARKETING ASSISTANT I- GRADE 8

Reports To: Supervisor

Requirements for Direct Appointment:

- iii. Bachelor's degree in Marketing or Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution.
- iv. At least three (3) years relevant work experience as a Marketing Assistant II grade 7 or its equivalent
- v. Computer literate

Serving Officer

- i. Bachelor's degree in Marketing or Bachelors Degree in Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as a Marketing Assistant II grade 7
- iii. Computer literate

Duties and Responsibilities

- i. Prepare and disseminate Marketing information materials like posters, banners, calendars, diaries, brochures and prospectus.
- ii. Participate in road shows and
- iii. Preparations of Marketing materials
- iv. Participate in University exhibitions and marketing activities.
- v. Any other relevant duty as may be assigned by the supervisor

ASSISTANT MARKETING OFFICER II - GRADE 9

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Marketing or Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution
- ii. At least (3) years relevant work experience as a Marketing Assistant I grade 8 or its equivalent
- iii. Be computer literate

Serving Officer

- i. At least (3) years relevant work experience as a Marketing Assistant II grade 8
- ii. Satisfactory work performance

Duties and Responsibilities

- i. Prepare and disseminate marketing information materials like posters, banners, calendars, diaries, prospectus and brochures
- ii. Prepare marketing advertisements for media houses
- iii. Participate university exhibitions and marketing activities.
- iv. Any other duty assigned by the supervisor

ASSISTANT MARKETING OFFICER I - GRADE 10

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Marketing Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution
- ii. At least (3) years relevant work experience as a Marketing Assistant II grade 9 or its equivalent
- iii. Be computer literate

Serving Officer

- i. At least (3) years relevant work experience as a Marketing Assistant II grade 9
- ii. Satisfactory work performance

Duties and Responsibilities

- i. Prepare and disseminate marketing information materials like posters, banners, calendars, diaries, prospectus and brochures
- ii. Prepare marketing advertisements for media houses
- iii. Participate university exhibitions and marketing activities.
- iv. Any other duty assigned by the supervisor

MARKETING OFFICER II - GRADE 11

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Bachelor's degree in Marketing from a recognized institution OR a Bachelor's degree in Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution.
- ii. At least six (6) years relevant work experience Be computer literate

Serving Officer

- i. Bachelor's degree Marketing or Social Sciences and a post graduate diploma in marketing or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as an Assistant Marketing Officer II grade 9/10
- iii. Satisfactory work performance.
- iv. Master's degree in Marketing will be an added advantage

Duties and Responsibilities

- i. Prepare and disseminate marketing information materials like posters, banners, calendars, diaries, prospectus and monthly update newsletters.
- ii. Prepare marketing advertisements for media houses.
- iii. Participate in organizing and coordinating University exhibitions and marketing activities.
- iv. Any other relevant duty assigned by the supervisor

MARKETING OFFICER I - GRADE 12

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Master's degree in Marketing from a recognized institution in addition to a Bachelor's degree in Marketing OR Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution.
- ii. At least nine (9) years relevant work experience
- iii. Computer literate
- iv. Registered member of a relevant professional body

Serving Officer.

- i. Master's degree in Marketing or its equivalent from a recognized institution
- ii. Bachelor's degree in Marketing or its equivalent from a recognized institution
- iii. At least three years (3) relevant work experience as an Assistant Marketing Officer I grade 11
- iv. Satisfactory work performance.

- v. Attendance of seminars/workshops/conferences locally and internationally will be an added advantage

Duties and Responsibilities

- i. Coordinate the preparation and dissemination of Marketing information materials like posters, diaries, prospectus, calendars, banners, ,monthly update newsletters.
- ii. Supervise staff under his/her section.
- iii. Ensure the posting of all marketing advertising both internally and externally to media houses.
- iv. Coordinate and participate in organizing university exhibitions and marketing activities.
- v. Managing and directing the internal and external advertising with the University
- vi. Any other relevant duty assigned by the supervisor

SENIOR MARKETING OFFICER - GRADE 13

Reports To: Supervisor

Requirements for Direct Appointment:

- i. Master's degree in Marketing from a recognized institution
- ii. Bachelor's degree in Marketing or Social Sciences and postgraduate diploma in Marketing or its equivalent from a recognized institution.
- iii. At least twelve (12) years relevant work experience
- iv. Computer literate
- v. Registered member of a relevant professional body

Serving Officer

- i. Masters degree in Marketing from a recognized institution
- ii. At least three (3) years relevant work experience as a Marketing Officer Grade 12
- iii. Registered member of a relevant professional body
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Ensure proper dissemination of Marketing information materials like posters, banners, calendar, diaries, prospectus, and monthly update newsletters.
- ii. Oversee the preparation and dissemination of marketing materials
- iii. Ensure the posting of all marketing advertising both internally and externally to media houses.

- iv. Ensure media monitoring and evaluation and advise management accordingly.
- v. Organize and co- ordinate in organizing university exhibitions and marketing activities.
- vi. Responsible for formulation, planning and control of the departmental budget
- vii. Any other relevant duty assigned by the supervisor

CHIEF MARKETING OFFICER GRADE 14

Reports To:Supervisor

Requirements for Direct Appointment:

- i. Masters degree in Communications and Public Relations Or Marketing or its equivalent from a recognized institution
- ii. Bachelor's degree in Communications and Public Relations or Social Sciences and postgraduate diploma in Mass Communication or its equivalent from a recognized institution
- iii. At least fifteen (15) years relevant work experience
- iv. Computer literate
- v. Registered member of a relevant professional body

Serving Officer

- i. Master's degree in Communications and Public Relations or Marketing or its equivalent from a recognized institution
- ii. At least three (3)yearsrelevant work experience asaSenior Marketing Officer grade 13
- iii. Registered member of a relevant professional body
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Coordinate reception of University visitors
- ii. Ensure the corporate image of the University is visible and vibrant
- iii. Ensure adequate media coverage of all University functions
- iv. Develop and implement comprehensive and effective marketing strategies
- v. Establish and maintain a University Customer care desk/ office
- vi. Advice the University Management on the appropriate corporate branding
- vii. Coverage of University activities both video and photography
- viii. Ensure the posting of all advertising both internally and externally to media houses.
- ix. Formulating and implementing institutional crisis management strategies for the University.

- x. Ensure media monitoring and evaluation and advise management accordingly.
- xi. Coordinating University exhibitions and marketing activities.
- xii. Responsible for formulation, planning and control of the departmental budget
- xiii. Market University Programmes
- xiv. Act as a liaison person on behalf of the Vice- Chancellor
- xv. Any other relevant duty assigned by the supervisor

SCHEME OF SERVICE FOR SECRETARIAL STAFF

DESIGNATION	GRADE
Secretary II	5
Secretary I	6
Senior Secretary IV	7
Senior Secretary III	8
Senior Secretary II	9
Senior Secretary I	10
Executive Secretary II	11
Executive Secretary I	12

SECRETARY II - GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment:

- i. Minimum KCSE Certificate mean grade (C-) or its equivalent.
- ii. Typewriting II (40 w.p.m)/ Computerized document processing II
- iii. Office practice II/Secretarial duties II/ Office Procedures II
- iv. Business English II/ Communication skills
- v. Commerce II
- vi. Shorthand II (80 w.p.m)
- vii. The above qualification should be from KNEC
- viii. Computer literate
- ix. Diploma in Secretarial studies from a recognized institution will be an added advantage
- x. At least five years (5) relevant work experience.

Serving Officers

- i. KCSE Certificate mean grade (C-) or its equivalent.
 - ii. Typewriting II (40 w.p.m)/Document processing II
 - iii. Office practice II/Secretarial duties II/ Office Procedures II
 - iv. Business English II/ Communication skills
 - v. Commerce II
 - vi. Shorthand II (80 w.p.m)
 - vii. The above qualification should be from KNEC
 - viii. Computer literate
 - ix. Diploma in Secretarial studies from a recognized institution will be an added advantage
- OR

- x. At least three (3) years as a copy typist grade 3/4

Duties and Responsibilities

- i. Supervise cleaner /messengers.
- ii. Receive telephone calls and customers care duties.
- iii. Type from manuscripts
- iv. Take dictation in shorthand and transcribe.
- v. Operate office Machines (photocopying/scanners/duplicating).
- vi. Undertake routine office duties.
- vii. Access and utilize online information.
- viii. Maintain office diary.
- ix. Any other duties that may be assigned by the supervisor.

SECRETARY I - GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment:

- i. Minimum KCSE Certificate mean grade (C-) or its equivalent.
- ii. Typewriting II (40 w.p.m)/ Computerized document processing II
- iii. Office practice II/Secretarial duties II/ Office Procedures II
- iv. Business English II/ Communication skills
- v. Commerce II
- vi. Shorthand II (80 w.p.m)
- vii. The above qualification should be from KNEC
- viii. Computer literate
- ix. Diploma in Secretarial studies from a recognized institution will be an added advantage
- x. At least five years (5) relevant work experience.

Serving Officers

- i. KCSE Certificate mean grade (C-) or its equivalent.
- ii. Typewriting II (40 w.p.m)/Document processing II
- iii. Office practice II/Secretarial duties II/ Office Procedures II
- iv. Business English II/ Communication skills
- v. Commerce II
- vi. Shorthand II (80 w.p.m)
- vii. The above qualification should be from KNEC
- viii. Computer literate
- ix. Diploma in Secretarial studies from a recognized institution will be an added advantage
- x. At least three (3) years relevant work experience as a Secretary II grade 5.

Duties and Responsibilities

- i. Supervise cleaner /messengers.
- ii. Receive telephone calls and customers care duties.
- iii. Type from manuscripts
- iv. Take dictation in shorthand and transcribe.
- v. Operate office Machines (photocopying/scanners/duplicating).
- vi. Undertake routine office duties.
- vii. Access and utilize online information.
- viii. Maintain office diary.
- ix. Any other duties that may be assigned by the supervisor.

SENIOR SECRETARY IV - GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment:

- i. KCSE Certificate mean grade (C-) or its equivalent
- ii. Communication Skills III/Business English III
- iii. Typewriting III (50 w.p.m)/Computerized Document Processing III
- iv. Office Management III
- v. Commerce II
- vi. Shorthand III (100 w.p.m)
- vii. The above qualification should be from KNEC
- viii. Diploma in secretarial Studies from KNEC

OR

- ix. Higher National Diploma in Secretarial studies/A Bachelors degree in Office Management from a recognized institution
- x. At least five (5) years relevant work experience, three years at the level of Secretary I grade 6 or its equivalent.

Serving Officers

- i. Diploma in secretarial Studies or Single and Group Stage III from KNEC or its equivalent
- ii. At least three (3) years relevant work experience as a Secretary I grade 6
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise staff under him/her
- ii. Receive telephone calls and perform Public Relation duties.
- iii. Type from manuscripts.

- iv. Take dictation in shorthand and transcribe.
- v. Operate Office machines (photocopying/scanners/duplicating).
- vi. Undertake routine office duties with little or no supervision.
- vii. Access and utilize online information.
- viii. Draft official correspondence and handle confidential documents.
- ix. Take charge of documents and files including classified materials
- x. Ensure security of the office documents and equipment
- xi. Any other duties that may be assigned by the supervisor

SENIOR SECRETARY III - GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment:

- i. KCSE Certificate mean grade (C-) or its equivalent
- ii. Communication Skills III/Business English III
- iii. Typewriting III (50 w.p.m)/Computerized Document Processing III
- iv. Office Management III
- v. Commerce II
- vi. Shorthand III (100 w.p.m)
- vii. The above qualification should be from KNEC
- viii. Diploma in secretarial Studies from KNEC

OR

- ix. Higher National Diploma in Secretarial Studies/aBachelors degree in Office Management from a recognized institution
- x. Atleastthree (3)years work experience at the level of Secretary IV grade 7 or its equivalent.

Serving Officers

- i. Diploma in secretarial Studies or Single and Group Stage III from KNEC or its equivalent
- ii. At leastthree (3) years relevant work experience at the level of Secretary IV grade 7
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise staff under him/her
- ii. Receive telephone calls and perform Public Relation duties.
- iii. Type from manuscripts.
- iv. Take dictation in shorthand and transcribe.
- v. Operate Office machines (photocopying/scanners/duplicating).

- vi. Undertake routine office duties with little or no supervision.
- vii. Access and utilize online information.
- viii. Draft official correspondence and handle confidential documents.
- ix. Take charge of documents and files including classified materials
- x. Ensure security of the office documents and equipment
- xi. Any other duties that may be assigned by the supervisor

SENIOR SECRETARY II - GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment:

- i. KCSE Certificate mean grade (C-) or its equivalent
- ii. Typewriting III (50 w.p.m) / Computerized Document Processing III
- iii. Office Management III
- iv. Personnel Management II
- v. Communication Skills III/Business English III
- vi. Commerce II
- vii. Shorthand III (100 w.p.m)
- viii. The above qualification should be from KNEC

OR

- i. Diploma in Secretarial Studies from KNEC
- ii. Higher National Diploma in Secretarial studies from a recognized institution OR Bachelor's degree in Business related field from a recognized institution
- iii. At least three (3) years relevant work experience at the level of Senior Secretary III grade 8 or its equivalent

Serving Officers

- i. Higher National Diploma in Secretarial Studies from KNEC or its equivalent

OR

Bachelor's degree in Business related field from a recognized institution

- ii. At least three (3) years experience as a Senior Secretary III grade 8
- iii. Satisfactory Performance

Duties and Responsibilities

- i. Receive telephone calls and perform public relations duties.
- ii. Type from manuscripts
- iii. Take dictation in shorthand and transcribe
- iv. Supervise staff under him/her
- v. Undertake routine office duties with little or no supervision.
- vi. Access and utilize online information.
- vii. Draft official correspondence and handle confidential documents.

- viii. Assist in coordinating training, workshops and conferences.
- ix. Take charge of documents and files including classified materials
- x. Ensure security of the office documents and equipment
- xi. Guide and supervise junior staff
- xii. Any other duties that may be assigned supervisor

SENIOR SECRETARY I - GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment:

- i. KCSE Certificate mean grade (C-) or its equivalent
- ii. Typewriting III (50 w.p.m) / Computerized Document Processing III
- iii. Office Management III
- iv. Personnel Management II
- v. Communication Skills III/Business English III
- vi. Commerce II
- vii. Shorthand III (100 w.p.m)
- viii. The above qualification should be from KNEC

OR

- i. Diploma in Secretarial Studies from KNEC
- ii. Higher National Diploma in Secretarial Studies from a recognized institution OR Bachelor's degree in Business related field from a recognized institution
- iii. At least three (3) years relevant work experience at the level of Senior Secretary II grade 9 or its equivalent

Serving Officers

- i. Higher National Diploma in Secretarial Studies from KNEC or its equivalent
OR
Bachelor's degree in Business related field from a recognized institution
- ii. At least three (3) years experience as a Senior Secretary II grade 9
- iii. Satisfactory Performance

Duties and Responsibilities

- i. Receive telephone calls and perform public relations duties.
- ii. Type from manuscripts
- iii. Take dictation in shorthand and transcribe
- iv. Supervise staff under him/her
- v. Undertake routine office duties with little or no supervision.
- vi. Access and utilize online information.
- vii. Draft official correspondence and handle confidential documents.

- viii. Assist in coordinating training, workshops and conferences.
- ix. Take charge of documents and files including classified materials
- x. Ensure security of the office documents and equipment
- xi. Guide and supervise junior staff
- xii. Any other duties that may be assigned supervisor

EXECUTIVE SECRETARY II - GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment:

- i. KCSE Certificate mean grade (C-) or its equivalent
- ii. Typewriting III (50 w.p.m)/ Computerized Document Processing III
- iii. Office Management III
- iv. Business English III/ Communication Skills III
- v. Commerce II
- vi. Shorthand III (100 w.p.m)
OR Diploma in Secretarial Studies from KNEC
OR Bachelor degree in Secretarial studies.
- vii. The above qualification should be from KNEC
- viii. At least nine (9) years relevant work experience three years at the level of Senior Secretary I grade 10 or its equivalent

Serving Officers

- i. Higher Diploma in Secretarial Studies from KNEC or its equivalent
OR
- ii. Bachelor's degree in Business related field or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as a Senior Secretary I grade 10
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Prepares and books all meetings for the officer to whom assigned
- ii. Operates and manages Office Float for the office to whom assigned
- iii. Orders and controls office stationery/equipment for the office.
- iv. Manages, administers and coordinates all in-coming and out-going mails/correspondence.
- v. Books appointments/updates and maintains the Diary for the officer to whom assigned.
- vi. Perform public relation duties
- vii. Filling/Retrieval and maintaining of records for the office.

- viii. Act as Secretariat to some meetings
- ix. Supervise staff under him/her
- x. Access and utilize online information.
- xi. Any other duties that may be assigned by the supervisor.

EXECUTIVE SECRETARY I - GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment:

- i. KCSE Certificate mean grade (C-) or its equivalent, Typewriting III (50 w.p.m)/Computerized Document Processing III
- ii. Office Management III
- iii. Business English III/ Communication Skills III
- iv. Commerce II
- v. Shorthand III (100 w.p.m)
- vi. The above qualification should be from KNEC
OR Diploma in secretarial Studies from KNEC
- vii. Master's degree in Business Administration/Office Management or equivalent.
- viii. Bachelor's degree in Office Management or Business related field from a recognized institution
- ix. At least twelve (12) years relevant work experience
- x. Registered member of a relevant professional body

Serving Officer

- i. Master's degree in a relevant area from a recognized institution
- ii. Bachelor's degree in relevant area from a recognized institution
- iii. At least three (3) years relevant work experience as an Executive Secretary II grade 11
- iv. Registered member of a relevant professional body
- v. Attendance of seminars/ workshops/ conferences locally and internationally will be an added advantage
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Prepares and books all meetings for the officer to whom assigned
- ii. Operates and manages Office Float for the office to whom assigned
- iii. Orders and controls office stationery/equipment for the office.
- iv. Manages, administers and coordinates all in-coming and out-going mails/correspondence.
- v. Books appointments/updates and maintains the Diary for the officer to whom assigned
- vi. Performs Public relations duties

- vii. Filling/Retrieval and maintaining of records for the office.
- viii. Act as Secretariat to some meetings
- ix. Supervise staff under him/her.
- x. Any other duties that may be assigned by the supervisor

SCHEME OF SERVICE FOR TECHNICAL STAFF IN TEACHING DEPARTMENTS

DESIGNATION	GRADE
Lab AttendantII /Field Attendant II/Nursery Attendant II	3
Lab AttendantI/Field Attendant I/Nusery Attendant I	4
Technical AssistantII/Field Assistant II	5
TechnicalAssistant I/Field Assistant I	6
Technologist II	7
Technologist I	8
Senior Technologist II	9
Senior Technologist I	10
Principal Technologist II	11
Principal Technologist I	12
Chief Technologist	13

LAB ATTENDANT II/FIELD ATTENDANT II/NURSERY ATTENDANT II– GRADE 3

Repos to: Supervisor

Requirements for direct appointment

- i. MinimumKCSE mean grade D+ (plus)
- ii. Certificate in Science Laboratory Technology or it's equivalent

Duties and Responsibilities

- i. Cleaning and mopping the lab.
- ii. Maintaining cleanliness in the lab
- iii. Arrangement of the Laboratory furniture
- iv. Care for animals/specimens/botanical gardens/fish pond/nurseries
- v. Performing any other duties as assigned by the supervisor

LAB ATTENDANT I/FIELD ATTENDANT I/NURSERY ATTENDANT I – GRADE 4

Repos to: Supervisor

Requirements for direct appointment

- i. Minimum KCSE mean grade D+ (plus)
- ii. Certificate in Science Laboratory Technology or it's equivalent

- iii. At least three (3) years relevant work experience at the level of Lab Attendant II grade 3 or its equivalent

Serving Officer

- i. Certificate (KNEC) in Science Laboratory Technology of relevant discipline from a recognized institution
- ii. At least three (3) years relevant work experience at the level of Lab Attendant II grade 3
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Cleaning and mopping the lab.
- ii. Maintaining cleanliness in the lab
- iii. Arrangement of the Laboratory furniture
- iv. Care for animals/specimens/botanical gardens/fish pond/nurseries
- v. Performing any other duties as assigned by the supervisor

TECHNICAL ASSISTANT II/FIELD ASSISTANT II – GRADE 5

Reports to: Supervisor

Requirements for direct appointment

- i. A KCSE C- (minus) or its equivalent with a bias in science subjects
- ii. Diploma in Science Laboratory Technology or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience at the level of Lab Attendant I/Field Attendant I grade 4 or its equivalent

Serving Officer

- i. Certificate (KNEC) in Science Laboratory Technology of relevant discipline from a recognized institution
- ii. At least three (3) years relevant work experience at the level of Lab Attendant I/Field Attendant I grade 4
- iii. Satisfactory work performance

Duties and responsibilities

- i. Cleaning of glassware and apparatus for teaching and research.
- ii. Dusting of all equipment used for teaching and research.
- iii. Ensuring the storage of chemicals is clean, well labeled shelves arranged in order.

- iv. Ensuring safety and security of lab apparatus and equipment.
- v. Any other duties that may be assigned by the supervisor

TECHNICAL ASSISTANT I/FIELD ASSISTANT I – GRADE 6

Reports to: Supervisor

Requirements for direct appointment

- i. A KCSE C- (minus) or its equivalent with a bias in science subjects
- ii. Diploma in Science Laboratory Technology or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience at the level of Technical Assistant II/Field Assistant II grade 5 or its equivalent

Serving Officer

- i. Certificate (KNEC) in Science Laboratory Technology of relevant discipline from a recognized institution
- ii. At least three (3) years relevant work experience at the level of Technical Assistant II/Field Assistant II grade 5
- iii. Satisfactory work performance

Duties and responsibilities

- i. Cleaning of glassware and apparatus for teaching and research.
- ii. Dusting of all equipment used for teaching and research.
- iii. Ensuring the storage of chemicals is clean, well labeled shelves arranged in order.
- iv. Ensuring safety and security of lab apparatus and equipment.
- v. Any other duties that may be assigned by the supervisor

TECHNOLOGIST II – GRADE 7

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in a relevant discipline from a recognized institution with at least five (5) years relevant work experience three of which must be at the level of Technical Assistant I /Field Assistant I grade 6 or its equivalent in a teaching/research laboratories.
- ii. Diploma in a relevant discipline will be an added advantage

Serving Officers

- i. Bachelor's degree in a relevant discipline from a recognized institution plus (3) years relevant work experience at the level of Technical Assistant I/Field Assistant I grade 6

OR

Higher National Diploma (KNEC) in a relevant discipline from a recognized institution plus at least three (3) years experience at the level of Technical Assistant I/Field Assistant I grade 6

OR

- ii. Diploma (KNEC) in a relevant discipline from a recognized institution with at least five (5) years experience at the level of Technical Assistant I/Field Assistant I grade 6
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Collection and preparation of teaching and research materials.
- ii. Ensure that the laboratory, glass ware and equipment are clean
- iii. Arranging equipment for practical
- iv. Guide students during practicals
- v. Supervise Technical Attendants and Technical Assistants.
- vi. Ensure adherence to good laboratory practices and safety
- vii. Disposal of any hazardous wastes and chemicals according to the required standards
- viii. Perform any other duties as may be assigned by the supervisor

TECHNOLOGIST I – GRADE 8

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in a relevant discipline from a recognized institution with at least five (5) years relevant work experience three of which must be at the level of Technical Assistant I grade 6 or its equivalent in a teaching/research laboratories.
- ii. At least three (3) years relevant work experience at the level of Technologist II grade 7 or its equivalent
- iii. Computer literate
- iv. Diploma in a relevant discipline will be an added advantage

Serving Officers

- i. Bachelor's degree in a relevant discipline from a recognized institution plus (3) years relevant work experience at the level of level of Technologist II grade 7

OR

Higher National Diploma (KNEC) in a relevant discipline from a recognized institution plus at least three (3) years experience at the level of level of Technologist II grade 7

OR

Diploma (KNEC) in a relevant discipline from a recognized institution with at least five (5) years experience at the level of Technical level of Technologist II grade 7

- ii. Satisfactory work performance

Duties and Responsibilities

- i. Collection and preparation of teaching and research materials.
- ii. Ensure that the laboratory, glass ware and equipment
- iii. Arranging equipment for practical
- iv. Guide students during practicals
- v. Supervise Technical Attendants and Technical Assistants.
- vi. Ensure adherence to good laboratory practices and safety
- vii. Disposal of any hazardous wastes and chemicals according to the required standards
- viii. Perform any other duties as may be assigned by the supervisor

SENIOR TECHNOLOGIST II – GRADE 9

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in relevant area plus at least seven years relevant work experience three at the level of Technologist I grade 8 or its equivalent
- ii. Diploma in relevant area will be an added advantage

Serving Officer

- i. Higher National Diploma in relevant discipline from a recognized institution **OR**
 - ii. BSc in relevant field
- OR**
- iii. Bachelor of Science degree with a diploma in relevant area
 - iv. At least three (3) years relevant work experience as a Technologist I grade 8
 - v. Satisfactory work performance.

Duties and responsibilities

- i. Supervise Technologists.
- ii. Preparation of teaching and research materials.
- iii. Guide students during practicals/field trips

- iv. Obtaining and setting equipment for practical and demonstrations Assist the teaching staff and students in carrying out various laboratory and field activities.
- v. Carry out basic routine analysis in any relevant discipline in the laboratory.
- vi. Carry out planned calibration, preventive maintenance of laboratory equipment.
- vii. Ensure adherence to good laboratory practices and safety
- viii. Perform any other duties as may be directed and assigned by the Head of Department.
- ix. Any other duties that may be assigned by the supervisor

SENIOR TECHNOLOGIST I – GRADE 10

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in relevant area plus at least seven (7) years relevant work experience three (3) at the level of Senior Technologist II grade 9 or its equivalent
- ii. Diploma in relevant area will be an added advantage

Serving Officer

- i. Higher National Diploma in relevant discipline from a recognized institution **OR**
 - ii. BSc in relevant field
- OR**
- Bachelor of Science degree with a diploma in relevant area
- iii. At least three (3) years relevant work experience as a Senior Technologist II grade 9
 - iv. Satisfactory work performance.

Duties and responsibilities

- i. Supervise Technologists.
- ii. Preparation of teaching and research materials.
- iii. Guide students during practicals/field trips
- iv. Obtaining and setting equipment for practical and demonstrations
- v. Assist the teaching staff and students in carrying out various laboratory and field activities.
- vi. Any other duties that may be assigned by the supervisor

PRINCIPAL TECHNOLOGIST II – GRADE 11

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in relevant disciplines from recognized institutions plus nine (9) years relevant experience 3 as a Senior Technologist I grade 10 or its equivalent in teaching/research institution.
- ii. Diploma in a relevant area will be an added advantage

Serving Officer

- i. Bachelor's degree in relevant disciplines from recognized institutions OR Higher National Diploma in relevant discipline from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Technologist I grade 10
- iii. Diploma in a relevant area will be an added advantage
- iv. Satisfactory work performance

Duties and responsibilities

- i. Carry out planning, designing and development of Laboratory teaching and research activities.
- ii. Preparation of teaching and research material.
- iii. Carry out basic routine analysis, planned calibration and preventive maintenance of laboratory equipment
- iv. Ensure adherence to good laboratory practices and safety
- v. Carry out analytical work in specialized discipline.
- vi. Supervise and train on the job, laboratory Staff on specialized application.
- vii. Keep proper inventory records of the equipment, teaching and research materials.
- viii. Responsible for planning of procurement, stocking, of reagents and equipments
- ix. Carry out quality assurance and quality control programs.
- x. Any other duties that may be assigned by the supervisor

PRINCIPAL TECHNOLOGIST I – GRADE 12

Reports to: Supervisor

Requirements for direct appointment

- i. Master's degree in relevant field and at least 9 years relevant work experience in teaching/research institution
- ii. Bachelor's degree in relevant disciplines from recognized institutions
- iii. Diploma in a relevant discipline will be an added advantage

Serving Officer

- i. Bachelor's degree in a relevant field with at least three (3) years relevant work experience at the level of Principal Technologist II grade 11
OR

Bachelor's degree with a diploma in a relevant discipline from a recognized institution with at least 3 years' experience at the level of Principal Technologist II grade 11.

- ii. Master's degree will be an added advantage.
- iii. Satisfactory work performance.

Duties and responsibilities

- i. Responsible for Organization and administration of the teaching and research activities.
- ii. Prepare and submit procurement plan for the departmental lab
- iii. Schedule of duties and timetables for practical's /Field trips.
- iv. Ensure adherence to good laboratory practices and safety!
- v. Direct and co-ordinate teaching and research activities through identification of divisional/departmental needs in liaison with HOD for the successful implementation of teaching and research activities.
- vi. Compilation of laboratory/workshop equipment and supplies.
- vii. Supervision postgraduate practicals.
- viii. Supervision of technical staff in the division/department.
- ix. Participate in planning, designing and developing teaching and research activities.
- x. Any other duties that may be assigned by the supervisor

CHIEF TECHNOLOGIST – GRADE 13

- i. **Reports to:** Supervisor

Requirements for direct appointment

- i. Master's degree in relevant field and at least twelve(12) years relevant work experience in teaching or research institution.
- ii. Bachelor's degree in relevant disciplines from recognized institutions
- iii. Diploma in a relevant discipline will be an added advantage

Serving Officer

- i. Master's degree in the relevant field with at least three (3) years experience at the level of Principal TechnologistI grade 12
- ii. Bachelor's degree in a relevant discipline from a recognized institution
- iii. Diploma in a relevant discipline will be an added advantage
- iv. Satisfactory work performance

Duties and responsibilities

- i. Responsible for Organization and administration of the teaching and research activities.

- ii. Direct and co-ordinate teaching and research activities through identification of divisional/departmental needs in liaison with HOD
- iii. Compilation of laboratory equipment and supplies.
- iv. Supervision of postgraduate practicals.
- v. Supervision of technical staff in the division/department.
- vi. Participate in planning, designing and developing teaching and research activities.
- vii. In liaison with Head of Division/Department, provide professional support to improve and manage the consultancy services undertaken in the laboratories in order to ensure reliability of the results.
- viii. Identify training needs for technical staff in liaison with HOD.
- ix. Perform any other duties as may be directed and assigned by the supervisor

SCHEME OF SERVICE FOR TECHNICIANS IN TEACHING DEPARTMENTS OF THE HEALTH SCIENCES DISCIPLINES

DESIGNATION	GRADE
Mortician II	Grade 3
Mortician I	Grade 4
Senior Mortician II	Grade 5
Senior Mortician I	Grade 6
Technician IV	Grade 7
Technician III	Grade 8
Technician II	Grade 9
Technician I	Grade 10
Senior Technician	Grade 11
Principal Technician	Grade 12
Chief Technician	Grade 13

MORTICIAN II - GRADE 3

Report to: Supervisor

Requirements for Direct Appointment

- i. A minimum KCSE D+ (plus)
- ii. Certificate in a relevant area from a recognized institution

Duties and Responsibilities

- i. Care and preservation of bodies, cadavers care and tissues, a preparation room, a casket selection room, viewing areas, and a chapel, hearses
- ii. Attend to funeral home duties like dressing bodies, placing bodies in caskets and applying cosmetics to visible parts of the body.
- iii. Work under pathologists and forensic experts from time to time
- iv. Participate in autopsies and postmortems as required by the law.
- v. Perform fixtures and reconstructive surgery of mutilated bodies.
- vi. Assist in preparation/preservation of specimen/body parts for teaching
- vii. Ensure security & safety of anatomy laboratory/autopsy equipment and bodies/body parts according to Public Health Act, Anatomy Act Requirements and by-laws that will come to effect from time to time
- viii. Any other duties that may be assigned by the supervisor

MORTICIAN I - GRADE 4

Report to: Supervisor

Requirements for Direct Appointment

- i. A minimum KCSE D+ (plus)
- ii. Certificate in a relevant area from a recognized institution
- iii. At least three (3) years relevant work experience as a Mortician II grade 3 or its equivalent

Serving Officers

- i. Certificate in the relevant area from a recognized institution
- ii. At least three (3) years relevant work experience as a Mortician II grade 3 or its equivalent
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Care and preservation of bodies, cadavers care and tissues, a preparation room, a casket selection room, viewing areas, and a chapel, hearses
- ii. Attend to funeral home duties like dressing bodies, placing bodies in caskets and applying cosmetics to visible parts of the body.
- iii. Work under pathologists and forensic experts from time to time
- iv. Participate in autopsies and postmortems as required by the law.
- v. Perform fixtures and reconstructive surgery of mutilated bodies.
- vi. Assist in preparation/preservation of specimen/body parts for teaching
- vii. Ensure security & safety of anatomy laboratory/autopsy equipment and bodies/body parts according to Public Health Act, Anatomy Act Requirements and by-laws that will come to effect from time to time
- viii. Any other duties that may be assigned by the supervisor

SENIOR MORTICIAN II - GRADE 5

Report to: Supervisor

Requirements for Direct Appointment.

- i. A minimum KCSE C- (minus).
- ii. Certificate or its equivalent in the relevant area from a recognized institution
- iii. At least three (3) years relevant work experience as Mortician I grade 4 or its equivalent
- iv. Advanced Certificate of participation in a relevant course/field will be an added advantage

Serving Officers

- i. Certificate in the relevant area from a recognized institution
- ii. At least three (3) years relevant work experience as Mortician I grade 4

- iii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise staff under them
- ii. Ensure preventive maintenance of cooling systems and ventilations in the morgue.
- iii. Work under pathologists and forensic experts from time to time: Assist in the performance of autopsies and postmortems as required by the law.
- iv. Assist in gazettelement and Disposal of unclaimed bodies according to the laws of Kenya.
- v. Advise on business and financial decisions related to mortuary,
- vi. Managing the morgue.
- vii. Assist students undergoing dissections and gross anatomy from time to time
- viii. Preparation/preservation of specimens/body parts for teaching
- ix. Assist families with end-of-life planning and services like funeral, hearse logistics.
- x. Ensure security & safety of lab equipment and bodies according to Public Health Act, Anatomy Act requirements and by-laws that will come to effect from time to time
- xi. Any other duties that may be assigned by the supervisor

SENIOR MORTICIAN I - GRADE 6

Report to: Supervisor

Requirements for Direct Appointment.

- i. A minimum KCSE C- (minus).
- ii. Certificate or its equivalent in the relevant area from a recognized institution
- iii. At least six (6) years relevant work experience three (3) years at the level of Senior Mortician II grade 5 or its equivalent
- iv. Advanced Certificate of participation in a relevant course/field will be an added advantage

Serving Officers

- i. Certificate in the relevant area from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Mortician II grade 5
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise staff under them
- ii. Ensure preventive maintenance of cooling systems and ventilations in the morgue.

- iii. Work under pathologists and forensic experts from time to time: Assist in the performance of autopsies and postmortems as required by the law.
- iv. Assist in gazettelement and Disposal of unclaimed bodies according to the laws of Kenya.
- v. Advise on business and financial decisions related to mortuary,
- vi. Managing the morgue.
- vii. Assist students undergoing dissections and gross anatomy from time to time
- viii. Preparation/preservation of specimens/body parts for teaching
- ix. Assist families with end-of-life planning and services like funeral, hearse logistics.
- x. Ensure security & safety of lab equipment and bodies according to Public Health Act, Anatomy Act requirements and by-laws that will come to effect from time to time
- xi. Any other duties that may be assigned by the supervisor

TECHNICIAN IV– GRADE 7

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelors degree in a relevant discipline from a recognized institution with at least five (5) years relevant work experience three of which must be at the level of Senior Mortician I grade 6 or its equivalent in a teaching institution/research laboratory.
- ii. Diploma in EMT, AEMT credentials for the following: BLS, ACLS, or Medical laboratory, Mortuary science, or biological sciences, Physiotherapy, or equivalent qualifications will be an added advantage
- iii. Current EMT certification/AEMT, or Medical laboratory, or any other relevant regulatory body

Serving Officers

- i. Bachelor's degree in a relevant discipline from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Mortician I grade 6
OR
- iii. Higher National Diploma in a relevant discipline from a recognized institution with at least five (5) years relevant work experience as a Senior Mortician I grade 6
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Collection and preparation of teaching and research materials.
- ii. Conducting demonstrations to students about anatomy and physiology, CPR, first aid, and specialty skills;
- iii. Arranging equipment for practical

- iv. Relating to emergency medical care;
- v. Performing hands-on training activities with students in simulated and clinical settings;
- vi. Providing direct patient first-aid treatment in pre-hospital and hospital;
- vii. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- viii. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- ix. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- x. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- xi. Formulating protocols and SOPs to be used in health sciences laboratories;
- xii. Ensure adherence to good laboratory practices and safety
- xiii. Formulating protocols and SOPs to be used in health sciences laboratories;
- xiv. Conducting clinical rotations with students in hospitals or other healthcare facilities;
- xv. Maintaining student attendance records in the laboratories;
- xvi. Providing guidance to students on handling stressful situations such as emergencies
- xvii. Perform any other duties as may be directed and assigned by the Supervisor

TECHNICIAN III– GRADE 8

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelors degree in a relevant discipline from a recognized institution with at least five (5) years relevant work experience three of which must be at the level of Technician IV grade 7 or its equivalent
- ii. Diploma in EMT, AEMT credentials for the following: BLS, ACLS, or Medical laboratory, Mortuary science, or biological sciences, Physiotherapy, or equivalent qualifications will be an added advantage
- iii. Current EMT certification/AEMT, or Medical laboratory, or any other relevant regulatory body

Serving Officers

- i. Bachelor's degree in a relevant discipline from a recognized institution
- ii. At least three (3) years relevant work experience as a Technician IV grade 7

OR

- iii. Higher National Diploma in a relevant discipline from a recognized institution with at least five (5) years relevant work experience as a Technician III grade 7
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Collection and preparation of teaching and research materials.
- ii. Conducting demonstrations to students about anatomy and physiology, CPR, first aid, and specialty skills;
- iii. Arranging equipment for practical
- iv. Relating to emergency medical care;
- v. Performing hands-on training activities with students in simulated and clinical settings;
- vi. Providing direct patient first-aid treatment in pre-hospital and hospital;
- vii. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- viii. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- ix. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- x. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- xi. Formulating protocols and SOPs to be used in health sciences laboratories;
- xii. Ensure adherence to good laboratory practices and safety
- xiii. Formulating protocols and SOPs to be used in health sciences laboratories;
- xiv. Conducting clinical rotations with students in hospitals or other healthcare facilities;
- xv. Maintaining student attendance records in the laboratories;
- xvi. Providing guidance to students on handling stressful situations such as emergencies
- xvii. Perform any other duties as may be directed and assigned by the Supervisor

TECHNICIAN II- GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment.

- i. Bachelor's degree in either: Clinical Medicine, Nursing, Environmental Health, Nutrition & Dietetics, Pharmaceutical Technology, Medical Laboratory Technology (or in other programs that may come into effect as the University may introduce) from a recognized institution with at least three (3) years relevant work experience as clinical officer, nursing officer, public health

officer, nutritionist/dietician, pharmaceutical technologist, medical laboratory technologist as Technician III grade 8 or its equivalent

- ii. A Higher National Diploma or its equivalent in the relevant field with at least five (5) years relevant work experience will be an added advantage
- iii. Registered with the respective statutory body.

Serving Officers

- i. Bachelor's degree in a relevant discipline from a recognized institution plus three (3) years relevant work experience at the level of Technician III grade 8

OR

Higher National Diploma (KNEC) in a relevant discipline from a recognized institution with at least three (3) years relevant work experience as a Technician II grade 8

- ii. Satisfactory performance.

Duties and Responsibilities

- i. Maintenance of Inventory, Setting Up and Cleaning After Procedures, Appointments and Bookings of Lab Slots.
- ii. Maintenance of Discipline and Conduct of Students during practical/Lab Session/clinical rotations,
- iii. Implement Preventive Maintenance, Cleanliness, Security & safety of lab equipment according to statutory Requirements.
- iv. Prepare, post and distribute rota/ schedules for practicum/clinical/skills lab demonstrations/hospital or facility
- v. Liaise with the teaching hospital for clinical instruction and practical in inpatient/outpatient or any other medical/health set up.
- vi. Give technical assistance to students ,faculty and staff
- vii. Guide students during field work/educational trips/rural attachment /COBES/Community Diagnosis
- viii. Participate in implementing practical/clinical assessments
- ix. Conducting demonstrations to students about anatomy and physiology, CPR, first aid, and specialty skills;
- x. Performing hands-on training activities with students in simulated and clinical settings;
- xi. Providing direct patient first-aid treatment in pre-hospital and hospital;
- xii. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- xiii. Formulating protocols and SOPs to be used in health sciences laboratories;
- xiv. Maintaining student attendance records;

- xv. Performing administrative tasks such as maintaining student records and filing paperwork;
- xvi. Performing any other duties as may be assigned by the supervisor

TECHNICIAN I– GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in either: Clinical Medicine, Nursing, Environmental Health, Nutrition & Dietetics, Pharmaceutical Technology, Medical Laboratory Technology (or in other programs that may come into effect as the University may introduce) from a recognized institution with three (3) years cumulative working experience as clinical officer, nursing officer, public health officer, nutritionist/dietician, pharmaceutical technologist, medical laboratory technologist
- ii. At least three (3) years relevant work experience as a Technician II grade 9 or its equivalent.
- iii. A Higher National Diploma or its equivalent in the relevant field with 5yrs experience will be an added advantage
- iv. Registered with the respective statutory body

Serving Officers

- i. Bachelor's degree in a relevant discipline from a recognized institution plus three (3) years relevant work experience as a Technician II grade 9

OR

Higher National Diploma (KNEC) in a relevant discipline from a recognized institution with at least three (3) years relevant work experience at the level of Technician I grade 9

- ii. Satisfactory work performance

Duties and Responsibilities

- i. Maintenance of Inventory, Setting Up and Cleaning After Procedures, Appointments and Bookings of Lab Slots.
- ii. Maintenance of Discipline and Conduct of Students during practical/Lab Session/clinical rotations,
- iii. Implement Preventive Maintenance, Cleanliness, Security & safety of lab equipment according to statutory Requirements.
- iv. Prepare, post and distribute rota/ schedules for practicum/clinical/skills lab demonstrations/hospital or facility

- v. Liaise with the teaching hospital for clinical instruction and practical in inpatient/outpatient or any other medical/health set up.
- vi. Give technical assistance to students ,faculty and staff
- vii. Guide students during field work/educational trips/rural attachment /COBES/Community Diagnosis
- viii. Participate in implementing practical/clinical assessments
- ix. Conducting demonstrations to students about anatomy and physiology, CPR, first aid, and specialty skills;
- x. Performing hands-on training activities with students in simulated and clinical settings;
- xi. Providing direct patient first-aid treatment in pre-hospital and hospital;
- xii. Assisting in setting up and demonstrating formative scenarios and summative simulations;
- xiii. Formulating protocols and SOPs to be used in health sciences laboratories;
- xiv. Maintaining student attendance records;
- xv. Performing administrative tasks such as maintaining student records and filing paperwork;
- xvi. Any other duties as may be assigned by the supervisor

SENIOR TECHNICIAN– GRADE 11

Reports to:Supervisor

Requirements for Direct Appointment

- i. A Bachelor's degree in a relevant discipline from a recognized institution in Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition & Dietetics, Pharmaceutical Technology, Medical Laboratory Technology or its equivalent with at least six (6) years working experience after internship
OR
 Bachelor's degree with EMT, AEMT credentials for the following: BLS, ACLS, or Medical laboratory, Mortuary science, or biological sciences, or Physiotherapy with five (5) years' experience of which three (3) as Technician I Grade 10 and equivalent.
OR
 HND with EMT, AEMT credentials for the following: BLS, ACLS, or Medical laboratory, Mortuary science, or biological sciences, or Physiotherapy with six (6) years' experience of which three (3) as Technician I Grade 9/10 or equivalent;
- ii. Current EMT certification/ AEMT, or Medical laboratory, or any other relevant regulatory body.
- iii. Registered with the respective statutory body

Serving Officer

- i. Bachelor's degree in relevant discipline from a recognized institution in Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition & Dietetics, Pharmaceutical Technology, Medical Laboratory Technology or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as Technician I grade 10
- iii. Registered with the respective statutory body

Duties and Responsibilities

- i. Oversee students in manufacturing, pharmacy, Anatomy, histology & gross anatomy laboratory.
- ii. Promote safe laboratory environment.
- iii. Utilize prescribed procedure manual.
- iv. Liaison with the teaching hospital/health facility for clinicals/practicum. work in inpatient
- v. Supervise and give clinical instructions to students under the directions of teaching staff.
- vi. Supervise students during field work,- educational trips/rural attachment /COBES/Community Diagnosis
- vii. Ensure general Discipline and Conduct of Students during The Lab Session
- viii. Ensure preparation, posting and distribution of rota/ schedules for practicum/clinical/skills lab demonstrations/hospital or facility
- ix. Maintenance of records of student attendance and faculty attendance of class/clinical/ practical /laboratory
- x. Give technical assistance to students ,faculty and staff
- xi. Ensure implementation of practical/clinical assessments
- xii. Conducting demonstrations to students about anatomy and physiology, CPR, first aid, and specialty skills;
- xiii. Relating to emergency medical care;
- xiv. Performing hands-on training activities with students in simulated and clinical settings;
- xv. Conducting clinical rotations with students in hospitals or other healthcare facilities;
- xvi. Maintaining student attendance records;
- xvii. Providing guidance to students on handling stressful situations such as emergencies;
- xviii. Performing any other duties as may be assigned by the supervisor

PRINCIPAL TECHNICIAN – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree or its equivalent in either: Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition, Pharmaceutical Technology, Medical Laboratory Technology Mortuary science, or biological sciences, or Physiotherapy or equivalent from a recognized institution plus six (6) years working experience

OR

- Bachelor's degree with EMT, AEMT credentials for the following: BLS, ACLS, or Medical laboratory, Mortuary science, or biological sciences, or Physiotherapy plus nine (9) years' relevant experience
- ii. Current EMT certification/ AEMT, or Medical laboratory, or any other relevant regulatory body.

Serving Officers

- i. Master's degree in Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition & Dietetics, Pharmaceutical Technology, Medical Laboratory Technology or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Technician grade 11
- iii. Registered with the respective statutory body

Duties and Responsibilities

- i. Maintenance of Inventory,
- ii. Setting up Procedures,
- iii. Appointments and Bookings of Lab Slots,
- iv. General Discipline and Conduct of Students during the Lab Session.
- v. Plan Preventive Maintenance of lab equipment according to statutory requirements
- vi. Work in manufacturing, pharmacy, Anatomy, histology gross laboratory like specimen collection, laboratory tests, infection prevention & control and microscopy.
- vii. Ensure utilize prescribed procedure manual.
- viii. Liaise with the teaching hospital, clinical work in inpatient or any other medical/health set up. Research and evidence based practice.
- ix. Give instructions/Small group tutorials and clinical supervision to diploma and degree students
- x. Ensure maintenance of records of student attendance and faculty attendance of class/clinicals/ practical /laboratory

- xi. Organize and implement practical/clinical assessments
- xii. Supervise staff under him/her
- xiii. Perform any other assignments as may be assigned by the supervisor from time to time.
- xiv. Give technical assistance to students ,faculty and staff
- xv. Ensure implementation and maintenance of QMS
- xvi. Implementation of policy
- xvii. Performing any other duties as may be assigned by the supervisor

CHIEF TECHNICIAN– GRADE 13

Reports to:Supervisor

Requirements for Direct appointment

- i. A Masters degree or its equivalent in either: Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition, Pharmaceutical Technology, Medical Laboratory Technology in a relevant field plus nine (9) yearsrelevantwork experience.
- ii. Registered with the relevant statutory body

Serving Officer

- i. Masters degree or its equivalent in either: Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition, Pharmaceutical Technology, Medical Laboratory Technology from a recognized institution plus five (5) years' relevant experience in Principal Technician grade 12 .

OR

Higher NationalDiploma or its equivalent in either: Clinical Medicine & Surgery, Nursing, Environmental Health, Nutrition &Dietetics, Pharmaceutical Technology, Medical Laboratory Technology from a recognized institutionplus five (5) years' relevant experience in Principal Technician grade 12

- ii. Satisfactory work performance

Duties and Responsibilities

- i. To supervise Principal Technologists, Senior Technologists and Technologists who handle the technical/clinical aspects of the student learning in the Health Sciences Campus.
- ii. Ensure maintenance of records of student attendance and faculty attendance of class/clinical/ practical /laboratory
- iii. Ensure liaison with teaching hospitals and clinical instruction and practical attachment sites for continued partnership

- iv. Direct the technical, hands-on, professional roles of student learning.
- v. Responsible for handling the professional and practical development of the students.
- vi. Oversee the smooth running of laboratory work, field work and clinical area, patient-staff therapeutic interaction.
- vii. Participates in some aspects of teaching and skills instruction for the students in the areas of their background training.
- viii. Source and obtain simulated patients for teaching
- ix. Undertake research and perform evidence based practice.
- x. Plan, organize and coordinate practical/clinical assessments
- xi. Ensure implementation of QMs
- xii. Formulation of policy
- xiii. Perform any other duties as may be assigned by the supervisor

SCHEME OF SERVICE FOR HEALTH SERVICES DEPARTMENT

MEDICAL OFFICERS	GRADE
MedicalOfficer	Grade 12
SeniorMedicalOfficer	Grade 13
DeputyChiefMedicalOfficer	Grade 14
ChiefMedical Officer	Grade 15
CLINICAL OFFICERS	
ClinicalOfficer V	Grade 7
ClinicalOfficer V	Grade 8
ClinicalOfficer III	Grade 9
ClinicalOfficer II	Grade 10
ClinicalOfficer I	Grade 11
SeniorClinicalOfficer II	Grade 12
SeniorClinicalOfficer I	Grade 13
NURSING OFFICERS	
NursingOfficer V	Grade 7
NursingOfficer IV	Grade 8
NursingOfficer III	Grade 9
NursingOfficer II	Grade 10
NursingOfficer I	Grade 11
SeniorNursingOfficer II	Grade 12
Senior Nursing Officer I	Grade 13
PUBLIC HEALTH OFFICERS	
PublicHealthOfficer II	Grade 9
PublicHealthOfficer I	Grade 10
SeniorPublicHealthOfficer	Grade 11
Principal Public Health Officer	Grade 12
PHARMACEUTICAL TECHNOLOGISTS	
PharmaceuticalTechnologist VI	Grade 5
PharmaceuticalTechnologist V	Grade 6
PharmaceuticalTechnologist IV	Grade 7
PharmaceuticalTechnologist III	Grade 8
PharmaceuticalTechnologist II	Grade 9
PharmaceuticalTechnologist I	Grade 10
SeniorPharmaceuticalTechnologist	Grade 11
PrincipalPharmaceuticalTechnologist	Grade 12
MEDICAL LABORATORY TECHNOLOGIST	
MedicalLaboratoryTechnologist VI	Grade 5
MedicalLaboratoryTechnologist V	Grade 6
MedicalLaboratoryTechnologist IV	Grade 7
MedicalLaboratoryTechnologist III	Grade 8
MedicalLaboratoryTechnologist II	Grade 9
MedicalLaboratoryTechnologist I	Grade 10

Senior Laboratory Technologist	Grade 11
HEALTH RECORDS AND INFORMATION	
Health Records and Information Officer IV	Grade 5
Health Records and Information Officer III	Grade 6
Health Record and Information Officer II	Grade 7
Health Records and Information Officer I	Grade 8
Senior Health Records and Information Officer II	Grade 9
Senior Health Health Records and Information Officer I	Grade 10
HTS COUNSELLORS	
HTS Counsellor IV	Grade 5
HTS Counsellor II	Grade 6
HTS Counsellor II	Grade 7
HTS Counsellor I	Grade 8
PATIENT ATTENDANT	
Patient Attendant II	Grade 3
Patient Attendant I	Grade 4
LAB ATTENDANT	
Lab attendant IV	Grade 3
Lab attendant III	Grade 4
Lab attendant II	Grade 5
Lab attendant I	Grade 6

SCHEME OF SERVICE FOR MEDICAL OFFICERS

MEDICAL OFFICER—GRADE 12

Report to: Supervisor

Requirements for Direct appointment

- i. Bachelor of Medicine and Surgery (MBCChB) obtained from a recognized University.
- ii. Completed three years of post-internship experience
- iii. Registration certificate from Medical Practitioners, Pharmacists and Dentists board with a valid practicing license.
- iv. Evidence of continuing professional development

Duties and Responsibilities

- i. Attend to patients
- ii. Conduct medical rounds
- iii. Referral services
- iv. Consultancy services
- v. Provision of medical services to patients and clients.
- vi. Provision both formal and information training to other health Staff working under him/her.
- vii. Ensure proper operation of Clinical services.

- viii. Organization, planning and controlling resources available to the University.
- ix. Participation in the Planning Development Committee so as to provide the health component input in the overall management and implementation of projects for health services development.
- x. Control of finance and supplies and supervisions of staff including their training and development.
- xi. Provision of specialized services in any of the various disciplines in Medicine surgery and other recognized specialties; guidance and training of junior doctors and technical support cadres in management in various conditions in these disciplines.
- xii. Management of medical stores of plant and equipment use in the relevant specialization and facility
- xiii. Any other duties as may be assigned by the supervisor

SENIOR MEDICAL OFFICER–GRADE13

Reportsto:Supervisor

Requirements for Direct Appointment

- i. MBChB and MMed in Pediatrics,Medicine,Obstetrics&Gynecologistor Surgery or other specialty from a recognized University.
- ii. Bachelor's degree in Pediatrics,Medicine,Obstetrics &Gynecologist or Surgery or others pecialty from a recognized University.
- iii. A certificate of registration by the Medical Practitioners, Pharmacists & Dentists Board
- iv. Atleast five(5) years relevant work experience

Serving Officer

- i. Bachelor of Medicine and Surgery(MBChB) obtained from any recognized University
- ii. Atleast three years (3) relevant work experience as a Medical Officer grade12
- iii. A certificate of registration by the Medical Practitioners, Pharmacists & Dentist Board.
- iv. Master's degree in relevant area will be an added advantage
- v. Satisfactory work performance

Duties and responsibilities

- i. Attend to patients
- ii. Conduct medical rounds
- iii. Referral services
- iv. Consultancy services
- v. Provision of medical services to patients and clients.
- vi. Management of the Health Centers.
- vii. Ensure proper operation of Clinical services.
- viii. Organization,planning and controlling resources available.

- ix. Participation in the Planning Development Committee so as to provide the health component input in the overall management and implementation of projects for health services development including outreach services.
- x. Supervision of staff.
- xi. Provision of specialized services in any of the various disciplines in Medicine surgery and other recognized specialties; guidance and training of health staff
- xii. Management of medical stores of plant and equipment use in the relevant specialization and facility
- xiii. Any other duties as may be assigned by the supervisor

DEPUTY CHIEF MEDICAL OFFICER-GRADE 14

Reportsto:Supervisor

Requirements for Direct Appointment

- i. Masters in Medicine(MMed)in a relevant field from a recognized University.
- ii. Bachelor of Medicine and Bachelor of surgery(MBChB)from arecognized University.
- iii. Minimum experience of 8 years in a busy health institution five of which must have been at the level of medical officer grade13 or its equivalent.
- iv. Be registered by the Kenya Medical Practitioners,Pharmacists&Dentists Board.

Serving Officer

- i. Masters in Medicine (MMed) in a relevant field from a recognized University.
- ii. Bachelor of Medicine and Bachelor of surgery(MBChB)from a recognized University.
- iii. A certificate of registration by the Medical Practitioners,Pharmacists&Dentist Board.
- iv. Completed at least five(5)years experience as a senior Medical Officer Grade13.
- v. Satisfactory performance

Dutiesand Responsibilities

- i. Advising the University Management on all health matters
- ii. Attend to patient
- iii. Conduct medical rounds
- iv. Referral services
- v. Consultancy services
- vi. Provision of medical services to patients and clients.
- vii. Management of the Health Centers.
- viii. Ensure proper operation of Clinical services.
- ix. Organization,planningand controlling resources available.
- x. Participation in the Planning Development Committee so as to provide

the health component input in the overall management and implementation of projects for health services development including outreach services.

- xi. Supervision of staff.
- xii. Provision of specialized services in any of the various disciplines in Medicine surgery and other recognized specialties; guidance and training of healthstaffs.
- xiii. Management of medical stores of plant and equipment use in the relevant specialization and facility.
- xiv. Control and Co-ordination of Health Services at the University.
- xv. Direction and development of health services including curative, preventive and promoting services.
- xvi. Formulation of policy for operation and development of health services.
- xvii. Responsible for management of resources for the medical operations. Responsible for performance management system
- xviii. Responsible for Quality Management System
- xix. Any other duties as may be assigned by the supervisor

CHIEF MEDICAL OFFICER-GRADE 15

Reports to: Supervisor

Requirements for Direct Appointment

- i. Masters in Medicine (MMed) in a relevant field from a recognized University.
- ii. Bachelor of Medicine and Bachelor of surgery (MBChB) from a recognized University.
- iii. At least twelve (12) years relevant work experience
- iv. Registered by the Kenya Medical Practitioners, Pharmacists & Dentists Board.

Serving Officer

- i. Masters in Medicine (MMed) in a relevant field from a recognized University.
- ii. Bachelor of Medicine and Bachelor of surgery (MBChB) from a recognized University.
- iii. A certificate of registration by the Medical Practitioners, Pharmacists & Dentist Board.
- iv. At least three (3) years relevant work experience as a Deputy Medical Officer grade 14
- v. Satisfactory work performance

Duties and Responsibilities

- i. Advising the University Management on all health matters
- ii. Attend to patient & Conduct medical rounds
- iii. Referral services
- iv. Consultancy services
- v. Provision of medical services to patients and clients.

- vi. Management of the Health Centers.
- vii. Ensure proper operation of Clinical services.
- viii. Organization, planning and controlling resources available.
- ix. Participation in the Planning Development Committee so as to provide the health component input in the overall management and implementation of projects for health services development including out reach services.
- x. Supervision of staff and appraise staff
- xi. Provision of specialized services in any of the various disciplines in Medicine surgery and other recognized specialties; guidance and training of health staffs.
- xii. Management of medical stores of plant and equipment use in the relevant specialization and facility.
- xiii. Control and Co-ordination of Health Services at the University.
- xiv. Direction and development of health services including curative, preventive and promoting services.
- xv. Formulation of policy for operation and development of health services.
- xvi. Responsible for management of resources for the operations of medical.
- xvii. Responsible for performance management system
- xviii. Responsible for Quality Management System.

SCHEME OF SERVICE FOR CLINICAL OFFICERS

CLINICAL OFFICER V-GRADE 7

Reportsto:Supervisor

Requirements for Direct Appointment

- i. A Diploma in Clinical Medicine & Surgery from a recognized institution.
- ii. At least one(1) year relevant working experience after internship.
- iii. Registered with the Clinical Officer's Council, and a valid practicing license.
- iv. A valid Practicing Licence.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

- i. Examining patients
- ii. Screening of patients for referral
- iii. Diagnosing and treating patient ailments
- iv. Planning and conducting community health care activities
- v. Health education of patients.
- vi. Perform any other duties as may be assigned from time to time

CLINICAL OFFICER IV–GRADE 8

Reports to:Supervisor

Requirements for Direct Appointment

- i. A Diploma in Clinical Medicine & Surgery from a recognized institution.
- ii. Atleast three(3) years relevant work experience as a Clinical Officer V grade 7 or its equivalent
- iii. Registered with the Clinical Officer's Council,and a valid practicing license.
- iv. Must possess a valid Practicing Licence.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution

Serving Officer

- i. A Diploma in Clinical Medicine & Surgery from a recognized institution.
- ii. Atleast three (3)years relevant work experience as a Clinical Officer V grade 7
- iii. Registered with the Clinical Officer's Council,and a valid practicing license
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Examining patients
- ii. Screening of patients for referral
- iii. Diagnosing and treating patient ailments
- iv. Planning and conducting community health care activities
- v. Health education of patients.
- vi. Perform any other duties as may be assigned from time to time

CLINICAL OFFICER III–GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. A Higher National Diploma in Clinical Medicine & Surgery from a recognized institution or its equivalent.
- ii. Atleast five(5)years relevant work experience after internship
- iii. Registered with the Clinical Officer's Council,and avalid practicing license.
- iv. A valid Practicing Licence.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Serving Officer

- i. Diploma in Clinical Medicine & Surgery from a recognized institution.

- ii. At least three (3) years relevant work experience as a Clinical Officer IV grade 8
- iii. Registered with the Clinical Officer's Council, and a valid practicing license.

Duties and Responsibilities

- i. Examining patients
- ii. Screening of patients for referral
- iii. Diagnosing and treating patient ailments
- iv. Planning and conducting community health care activities
- v. Health education of patients.
- vi. Perform any other duties as may be assigned from time to time

CLINICAL OFFICER II–GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Clinical Medicine & Surgery from a recognized institution or its equivalent.
- ii. At least five (5) years relevant work experience three (3) years as a Clinical Officer III grade 9 or its equivalent
- iii. Registered with the Clinical Officer's Council, and a valid practicing license.
- iv. Must possess a valid Practicing Licence.
- v. Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Serving Officer

- i. Diploma in Clinical Medicine & Surgery from a recognized institution.
- ii. At least three (3) years relevant work experience as a Clinical Officer III grade 9.
- iii. Registered with the Clinical Officer's Council, and a valid practicing license.
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Examining patients
- ii. Screening of patients for referral
- iii. Diagnosing and treating patient ailments
- iv. Planning and conducting community health care activities
- v. Health education of patients.
- vi. Perform any other duties as may be assigned from time to time

CLINICAL OFFICER 1–GRADE 11
Reports to: Supervisor

Requirements for Direct Appointment

- i. BSc in Clinical Medicine and Surgery plus three (3) years postinternship working experience

OR

Higher National Diploma in Clinical Medicine and surgery in any of the relevant specialties e.g Pediatrics, ENT, Anesthesia, Ophthalmology, Skin and Chest plus five (5) years cumulative work experience.

- ii. Registered with the Clinical Officer's Council.

Serving Officer

- i. BSc in Clinical Medicine and Surgery

OR

Diploma in Clinical Medicine & Surgery Plus BSc in Environmental health (public health), Counseling Psychology, Sociology or its equivalent

OR

Higher National Diploma in Clinical Medicine and surgery in any of the relevant specialties e.g Pediatrics, ENT, Anesthesia, Ophthalmology, Skin and Chest, oncology, medical education, or its equivalent.

- ii. At least three (3) years relevant work experience as a Clinical Officer II grade 10
- iii. A valid Practicing Licence.
- iv. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- v. Certificate in Computer Applications from a recognized institution.
- vi. Satisfactory performance

Duties and Responsibilities

- i. Examining patients
- ii. Screening of patients for referral
- iii. Diagnosing and treating patient ailments
- iv. Planning and conducting community health care activities
- v. Health education to patients.
- vi. Professional guidance to health staff.
- vii. Handling filtered and referred patients according to his/her specialty in addition to general clinical duties.
- viii. Any other relevant duties that may be assigned by the supervisor.

SENIOR CLINICAL OFFICER II-GRADE 12

Reports to: Supervisor Requirements for Direct appointment

- i. A BSc in Clinical Medicine and Surgery or its equivalent
- ii. At least five (5) years post internship work experience
- iii. Registered with the Clinical Officer's Council with a valid practicing license.
- iv. A valid Practicing Licence.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Serving Officer

- i. BSc in Clinical Medicine and Surgery or its equivalent
OR
Higher diploma in Clinical Medicine and surgery in any of the relevant specialties e.g. Pediatrics, ENT, Anesthesia, Ophthalmology, Skin and Chest, oncology, medical education, its equivalent OR
Diploma in clinical medicine with BSC Environmental Health/Public Health/ Counselling Psychology/Sociology
- ii. Registered with the Clinical Officer's Council.
- iii. Valid practicing license
- iv. At least three (3) years relevant work experience as Clinical Officer Grade I
- v. Satisfactory work performance

Duties and Responsibilities

- i. Examining patients
- ii. Screening of patients for referral
- iii. Diagnosing and treating patient ailments
- iv. Planning and conducting community health care activities
- v. Health education to patients.
- vi. Professionally guide and advice clinical officers working under him/her
- vii. Handle filtered and referred patients according to his/her specialty in addition to general clinical duties.
- viii. Participate in Community Health education, training, Planning and organization.
- ix. Assist in allocation of duties.

SENIOR CLINICAL OFFICER I- GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment.

- i. A Master's degree in Clinical Medicine and Surgery or its equivalent
- ii. A BSc in Clinical Medicine and Community Health or its equivalent
- iii. At least eight(8) years post internship working experience four of which must be at a senior position.
- iv. Registered with the Clinical Officer's Council.

Serving Officer

- i. BSc in Clinical Medicine and Surgery or its equivalent
- ii. Three (3) years work experience as a Senior Clinical Officer II grade 12
- iii. Registered with the Clinical Officer's Council.
- iv. Valid practicing license.
- v. Satisfactory performance.

Duties and Responsibilities

- i. Examining patients
- ii. Screening of patients for referral
- iii. Diagnosing and treating patient ailments
- iv. Planning and conducting community health care activities
- v. Health education to patients.
- vi. Working in collaboration of medical officer
- vii. Member of health management team
- viii. Coordination of specialist clinical services/programs
- ix. Management of health outreaches and programs
- x. Planning, Budgeting and implementation of health program
- xi. Annual operational planning for the hospital
- xii. Disease surveillance
- xiii. Training/Mentoring of students/staff.
- xiv. Policy dissemination

SCHEME OF SERVICE FOR NURSING OFFICERS

NURSING OFFICER V –GRADE 7

Reports to: Supervisor

Requirements for direct Appointment

- i. Diploma in Nursing from a recognized institution
- ii. At least two (2) years post qualification experience.
- iii. Registered by Nursing Council of Kenya.
- iv. A valid Practicing Licence.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

- i. Evaluating and Providing nursing care of patients
- ii. Organizing and coordinating of nursing services within a section in the Health Unit.
- iii. Ensure availability and safety of equipment in Health Unit.
- iv. Guiding and counseling of patients.
- v. Carry out triage activities
- vi. Perform many other relevant duties as may be assigned.

NURSING OFFICER I V GRADE 8

Reports to: Supervisor

Requirements for direct Appointment

- i. Diploma in Nursing from a recognized institution
- ii. At least three (3) years relevant work experience as a Nursing Officer V grade 7 or its equivalent.
- iii. Registered by Nursing Council of Kenya.
- iv. A valid Practicing Licence.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Serving Officer

- i. Bachelor's Degree in Nursing from a recognized institution.

OR

Higher National Diploma in one of the following disciplines: Kenya Registered Critical Care Nursing, Kenya Registered Pediatric Nursing, Psychiatric/Mental Health Nursing, Nursing Administration, Counselling Psychology, Public Health Nursing or equivalent qualifications from a recognized institution.

OR

Diploma in Nursing Plus BSc Environmental Health/Public Health/ Counselling Psychology/Sociology.

- ii. At least three (3) years relevant work experience as a Nursing Officer V grade 7.
- iii. Registered by Nursing Council of Kenya.
- iv. Valid Practicing License
- v. Satisfactory work performance

Duties and Responsibilities

- i. Evaluating and Providing nursing care of patients
- ii. Organizing and coordinating of nursing services within a section in the Health Unit.
- iii. Ensure availability and safety of equipment in Health Unit.
- iv. Guiding and counseling of patients.
- v. Carry out triage activities
- vi. Perform many other relevant duties as may be assigned.

NURSING OFFICER III-GRADE 9

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in Nursing from a recognized institution.

OR

Higher National Diploma in one of the following disciplines: Kenya Registered Critical Care Nursing, Kenya Registered Paediatric Nursing, Psychiatric/Mental Health Nursing or equivalent qualifications from a recognized institution.

OR

Diploma in Nursing from a recognized institution with at least five (5) years relevant experience.

- ii. At least three (3) years relevant work experience as a Nursing Officer IV grade 8 or its equivalent
- iii. Registered with the Nursing Council of Kenya

- iv. Valid practicing license.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Serving Officer

- i. Bachelor's Degree in Nursing from a recognized institution.

OR

Higher National Diploma in one of the following disciplines: Kenya Registered Critical Care Nursing, Kenya Registered Pediatric Nursing, Psychiatric/Mental Health Nursing, Nursing Administration, Counselling Psychology, Public Health Nursing or equivalent qualifications from a recognized institution.

OR

Diploma in Nursing Plus BSc Environmental Health/Public Health/ Counselling Psychology/Sociology.

- ii. At least three (3) years relevant work experience as a Nursing Officer IV grade 8.
- iii. Registered by Nursing Council of Kenya.
- iv. Valid Practicing License
- v. Satisfactory performance

Duties and Responsibilities

- i. Evaluating and Providing nursing care of patients
- ii. Organizing and coordinating of nursing services within a section in the Health Unit.
- iii. Ensure availability and safety of equipment in Health Unit.
- iv. Guiding and counseling of patients.
- v. Supervise triage activities
- vi. Scheduling of duties.
- vii. Any other relevant duties as may be assigned by the supervisor

NURSING OFFICER II—GRADE 10

Reportsto: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in Nursing from a recognized institution.

OR

Higher National Diploma in one of the following disciplines: Kenya Registered Critical Care Nursing, Kenya Registered Paediatric Nursing, Psychiatric/Mental Health Nursing or equivalent qualifications from a recognized institution.

OR

Diploma in Nursing from a recognized institution with at least five (5) years relevant experience.

- ii. At least three (3) years relevant work experience at the level of Nursing Officer III grade 9 or its equivalent
- iii. Registered with the Nursing Council of Kenya
- iv. Valid practicing license.
- v. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- vi. Certificate in Computer Applications from a recognized institution.

Serving Officer

- i. Bachelor's Degree in Nursing from a recognized institution.

OR

Higher National Diploma in one of the following disciplines: Kenya Registered Critical Care Nursing, Kenya Registered Pediatric Nursing, Psychiatric/Mental Health Nursing, Nursing Administration, Counselling Psychology, Public Health Nursing or equivalent qualifications from a recognized institution.

OR

Diploma in Nursing Plus BSc Environmental Health/Public Health/ Counselling Psychology/Sociology.

- ii. At least three (3) years relevant work experience at the level of Nursing Officer III grade 9 or its equivalent
- iii. Registered by Nursing Council of Kenya.
- iv. Valid Practicing License
- v. Satisfactory work performance

Duties and Responsibilities

- i. Evaluating and Providing nursing care of patients
- ii. Organizing and coordinating of nursing services within a section in the Health Unit.
- iii. Ensure availability and safety of equipment in Health Unit.
- iv. Guiding and counseling of patients.
- v. Supervise triage activities
- vi. Scheduling of duties.
- vii. Any other relevant duties as may be assigned by the supervisor

NURSING OFFICER I-GRADE 11
Reports to:Supervisor

Requirements for direct appointment

- i. BSc in either Nursing OR Midwifery from a recognized institution.
- ii. Seven (7)years relevant work experience.-
- iii. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- iv. Good interpersonal and Communication skills.
- v. High integrity and confidentiality.
- vi. Certificate in Computer applications from a recognized institution
- vii. Registered by NursingCouncilofKenya
- viii. Valid Practicing license

Serving Officer

- i. BSc in Nursing or Midwifery from a recognized institution.

OR

Higher National Diploma in one of the following disciplines: Kenya Registered Critical Care Nursing, Kenya Registered Paediatric Nursing, Psychiatric/Mental Health Nursing, Nursing Administration, Counselling Psychology, Public Health Nursing or equivalent qualifications from a recognized institution;

At least three(3) years relevant experience as a Nursing Officer II grade 9/10

- ii. Registered by Nursing Council of Kenya.
- iii. Valid Practicing license.
- iv. Satisfactory performance

Duties and Responsibilities

- i. Evaluating and Providing nursing care of patients
- ii. Organizing and coordinating of nursing services within a section in the Health Unit.
- iii. Ensure availability and safety of equipment in Health Unit.
- iv. Guiding and counseling of patients.
- v. Supervise triage activities
- vi. Scheduling of duties.
- vii. Any other relevant duties as may be assigned by the supervisor

SENIOR NURSING OFFICER II—GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. A Master's degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community health Nursing, Nursing Education, Nursing management and leadership, Mental Health or Geriatric Nursing from a recognized institution;

OR

- ii. A Bachelor's degree in either Nursing or Midwifery from a recognized institution;
plus at least seven (7) years relevant work experience
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- iv. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- v. Certificate in Computer Applications from a recognized institution
- vi. Registered by Nursing Council of Kenya.
- vii. Valid Practicing License

Serving Officer

- i. Bachelor's degree in either Nursing or Midwifery from a recognized institution.
- ii. At least three (3) years relevant working experience as a Nursing Officer I grade 11
- iii. Registered by Nursing Council of Kenya.
- iv. Valid Practicing License.
- v. Satisfactory Performance.

Duties and Responsibilities.

- i. Facilitate quality Nursing care of patients in the Unit.
- ii. Ensure compliance with professional conduct.
- iii. Monitoring of patients admitted in Hospital.
- iv. Ensure availability of inventory.
- v. Participate in counseling of patients.
- vi. Perform any other relevant duties as may be assigned.

SENIOR NURSING OFFICER I–GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Nursing in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community health Nursing, Nursing Education, Nursing management and leadership, Mental Health or Geriatric Nursing from a recognized institution.

OR

- ii. BSc in either Nursing or Midwifery from a recognized institution plus at least nine (9) years relevant working experience.
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- iv. A Basic Life Support and Advanced Cardiovascular Life Support Certificate.
- v. Registered with the Nursing Council of Kenya.
- vi. A valid practicing License; and
- vii. Certificate in Computer Applications from a recognized institution.

Serving Officer

- i. A Master's degree in Nursing in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical care Nursing, Neonatology Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community health Nursing, Nursing Education, Nursing management and leadership, Mental Health or Geriatric Nursing from a recognized institution.

OR

- ii. BSc in either Nursing or Midwifery from a recognized institution.
- iii. At least three (3) years relevant work experience as a Senior Nursing Officer II grade 12
- iv. Registered with the Nursing Council of Kenya.
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Valid Practicing License.
- vii. Satisfactory work performance.

Duties and Responsibilities

- i. Assessing, planning and implementing nursing interventions.
- ii. Providing appropriate health care services

- iii. Evaluating patients' outcomes and supervision of nursing services
- iv. Maintaining patients records.
- v. Ensuring a tidy and safe clinical environment
- vi. Supervision of healthcare workers under them.
- vii. Diagnosing common health conditions
- viii. Providing health education/counseling to patients/clients.
- ix. Collecting and collating data for research
- x. A member of health management team
- xi. Assist in ordering of nursing commodities
- xii. Assisting the medical officer in managing and running of health services
- xiii. Overall supervisor of nursing activities
- xiv. Initiating development of Nursing policies standards and guidelines in the provision of nursing services
- xv. Implementing of projects and programs
- xvi. Ensuring application of nursing process at service delivery points
- xvii. Liaising with other stakeholders
- xviii. Developing annual operation and strategic plans
- xix. Any other relevant duties as may be assigned

SCHEME OF SERVICE FOR PUBLIC HEALTH OFFICERS

PUBLIC HEALTH OFFICER II—GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Environmental/Public Health or its equivalent.
- ii. At least three (3) years relevant work experience
- iii. Bachelor's degree in Environmental/Public Health from a recognized institution will be an added advantage

Duties and responsibilities

- i. Provide Environmental Health Extension Services
- ii. Monitoring and evaluating environmental health risks
- iii. Implementing promotive and preventive health programs
- iv. Monitoring and evaluating compliance to sanitation standards in dwellings
- v. Monitoring and evaluating solid/liquid and other hazardous wastes
- vi. Promoting hygiene education to the University community
- vii. Carry out surveillance on environmental health pollutants
- viii. Advising on prevention and control of disease incidences and

- outbreaks
- ix. Compiling and analyzing research reports on public health
- x. Perform any other duties as may be assigned from time to time

PUBLIC HEALTH OFFICER I–GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Environmental/Public Health or its equivalent.
- ii. At least three(3)years relevant work experience at the level of Public Officer II grade 9 or its equivalent
- iii. Bachelor's degree in Environmental/Public Health from a recognized institution will be an added advantage

Duties and responsibilities

- i. Provide Environmental Health Extension Services
- ii. Monitoring and evaluating environmental health risks
- iii. Implementing promotive and preventive health programs
- iv. Monitoring and evaluating compliance to sanitation standards in dwellings
- v. Monitoring and evaluating solid/liquid and other hazardous wastes
- vi. Promoting hygiene education to the University community
- vii. Carry out surveillance on environmental health pollutants
- viii. Advising on prevention and control of disease incidences and outbreaks
- ix. Compiling and analyzing research reports on public health
- x. Perform any other duties as may be assigned from time to time

Serving Officers

- i. BSc degree in Environmental/Public Health from a recognized institution
OR
Higher National Diploma in Environmental/Public Health or its equivalent from a recognized institution
- ii. At least three(3)years relevant work experience at the level of Public Health Officer II Grade 9
- iii. Satisfactory work performance

SENIOR PUBLIC HEALTH OFFICER–GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. BSc in Environmental/Public Health or its equivalent
- ii. At least eight(8)years relevant work experience

- iii. Registered by the relevant professional body

Serving Officers

- i. BSc degree in Environmental/Public Health from a recognized institution
OR
Higher National Diploma in Environmental/Public Health or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Public Health Officer I Grade 10
- iii. Satisfactory work performance

Duties and responsibilities

- i. Provide Environmental Health Extension Services
- ii. Monitoring and evaluating environmental health risk
- iii. Implementing promotive and preventive health programs
- iv. Monitoring and evaluating compliance to sanitation standards in dwellings
- v. Monitoring and evaluating solid/liquid and other hazardous wastes
- vi. Promoting hygiene education to the University community
- vii. Carry out surveillance on environmental health pollutants
- viii. Advising on prevention and control of disease incidences and outbreaks
- ix. Compiling and analyzing research reports on public health
- x. Perform any other duties as may be assigned from time to time
- xi. Responsible for quality management system
- xii. Responsible for performance contracting

PRINCIPAL PUBLIC HEALTH OFFICER-GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Environmental/Public Health Sciences or its equivalent.
- ii. At least eight (8) years relevant working experience.
- iii. Registered by a relevant professional body

Serving Officers

- i. Bachelor's degree in Environmental/Public Health or its equivalent.
- ii. At least three (3) years relevant work experience as a Senior Public Health Officer grade 11
- iii. Master's degree in Environmental/Public Health from a recognized institution will be an added advantage
- iv. Satisfactory work performance

Duties and responsibilities

- i. Provide Environmental Health Extension Services
- ii. Monitoring and evaluating environmental health risks
- iii. Implementing promotive and preventive health programs
- iv. Monitoring and evaluating compliance to sanitation standards in dwellings
- v. Monitoring and evaluating solid/liquid and other hazardous wastes
- vi. Promoting hygiene education to the University community
- vii. Carry out surveillance on environmental health pollutants
- viii. Advising on prevention and control of disease incidences and outbreaks
- ix. Compiling and analyzing research reports on public health
- x. Implementing public health policies, guidelines, standards, procedures and programs.
- xi. Preparing proposals on public health programs projects
- xii. Planning and budgeting for departmental resources
- xiii. Coaching and mentoring of staff
- xiv. Overseeing the development of strategic/workplans
- xv. Perform any other duties as may be assigned from time to time by the supervisor

SCHEME OF SERVICE FOR PHARMACEUTICAL TECHNOLOGISTS

PHAMACEUTICAL TECHNOLOGIST VI- GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. Registered with Pharmacy and Poisons Board.
- iii. Certificate in Computer Application Skills from a recognized institution
- iv. Valid practicing license

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescription
- ii. Verifying and maintaining information relating to drugs issued to patients
- iii. Promoting rational drug/medicine use
- iv. Ordering and recording of drugs and other supplies.
- v. Preparing and submitting reports on drugs to the supervisor
- vi. Providing health education on rational use of drugs/medicine
- vii. Pharmaco vigilance reporting
- viii. Perform any other duties as may be assigned from time to time.

PHAMACEUTICAL TECHNOLOGIST V- GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three (3) years relevant work experience as a Pharmaceutical Technologist VI grade 5 or its equivalent
- iii. Registered with Pharmacy and Poisons Board.
- iv. Certificate in Computer Application Skills from a recognized institution
- v. Valid practicing license

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescription
- ii. Verifying and maintaining information relating to drugs issued to patients

- iii. Promoting rational drug/medicine use
- iv. Ordering and recording of drugs and other supplies.
- v. Preparing and submitting reports on drugs to the supervisor
- vi. Providing health education on rational use of drugs/medicine
- vii. Pharmaco vigilance reporting
- viii. Perform any other duties as may be assigned from time to time.

Serving Officer

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three (3) years relevant work experience as a Pharmaceutical Technologist VI grade 5
- iii. Registered with Pharmacy and Poisons Board.
- iv. Valid practicing license
- v. Satisfactory performance

PHARMACEUTICAL TECHNOLOGISTS IV–GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three (3) years relevant work experience as a Pharmaceutical Technologist V grade 6 or its equivalent
- iii. Registered with Pharmacy and Poisons Board.
- iv. Certificate in Computer application skills from a recognized institution
- v. Valid practicing license

Serving Officer

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three (3) years relevant work experience as a Pharmaceutical Technologist V grade 6
- iii. Registered with Pharmacy and Poisons Board.
- iv. Valid practicing license
- v. Satisfactory work performance

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescription
- ii. Verifying and maintaining information relating to drugs issued to patients
- iii. Promoting rational drug/medicine use
- iv. Ordering and recording of drugs and other supplies.

- v. Preparing and submitting reports on drugs to the supervisor
- vi. Providing health education on rational use of drugs/medicine
- vii. Pharmaco vigilance reporting
- viii. Perform any other duties as may be assigned from time to time.

PHARMACEUTICAL TECHNOLOGISTS III–GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three (3) years relevant work experience as a Pharmaceutical Technologist III grade 7
- iii. Registered with Pharmacy and Poisons Board.
- iv. Certificate in Computer application skills from a recognized institution
- v. Valid practicing license

Serving Officer

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three (3) years relevant work experience as a Pharmaceutical Technologist III grade 7 or its equivalent
- iii. Registered with Pharmacy and Poisons Board Registered with Pharmacy and Poisons Board.
- iv. Valid practicing license
- v. Satisfactory work performance

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescription
- ii. Verifying and maintaining information relating to drugs issued to patients
- iii. Promoting rational drug/medicine use
- iv. Ordering and recording of drugs and other supplies.
- v. Preparing and submitting reports on drugs to the supervisor
- vi. Providing health education on rational use of drugs/medicine
- vii. Pharmaco vigilance reporting
- viii. Perform any other duties as may be assigned from time to time.

PHARMACEUTICAL TECHNOLOGIST II–GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Pharmaceutical Technology from a

- recognized institution.
- ii. Six(6) years postqualification experience,three (3)years as a Pharmaceutical Technologist II grade 8 or its equivalent
- iii. Registered with Pharmacy and Poisons Board.
- iv. Valid practicing license

Serving Officer

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution.
- v. At least three(3)years relevant work experience as a Pharmaceutical Technologist II grade 8
- ii. Registered with Pharmacy and Poisons Board.
- iii. Valid practicing license
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Receiving,interpreting and processing of prescription
- ii. Supervising and mentoring pharmaceutical Staff/interns/students.
- iii. Preparing and submitting reports on drugs to the supervisor
- iv. Providing health education on rational use of drugs/medicine
- v. Pharmaco vigilance reporting
- vi. Ordering and maintaining records of drugs and other supplies on bincards and registers.
- vii. Ordering and maintaining records of drugs and other supplies on bincards and registers.
- viii.Show merit and ability as reflected in work performance and results
- ix. Prepare and executing plans to ensure efficient running of the Pharmacy Section.
- x. Medication Therapy Management
- xi. Any other duties as may be assigned by the supervisor

PHARMACEUTICAL TECHNOLOGIST I–GRADE 10

Reports to:Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Pharmaceutical Technology from a recognized institution.
- ii. At least Six(6)years postqualification experience three (3) years as a Pharmaceutical Technologist I grade 9 or its equivalent
- iii. Registered with Pharmacy and Poisons Board.
- iv. Valid practicing license

Serving Officer

- i. Diplomain Pharmacy/Pharmaceutical Technology from a

- ii. recognized institution.
- ii. At least three(3)years relevant work experience the level of PharmaceuticalTechnologist I grade 9
- iii. Registered with Pharmacy and Poisons Board.
- iv. Valid practicing license
- v. Satisfactory work performance

Duties and Responsibilities

- i. Receiving,interpreting and processing of prescription
- ii. Supervising and mentoring pharmaceutical Staff/interns/students.
- iii. Preparing and submitting reports on drugs to the supervisor
- iv. Providing health education on rational use of drugs/medicine
- v. Pharmaco vigilance reporting
- vi. Ordering and maintaining records of drugs and other supplies on bincards and registers.
- vii. Ordering and maintaining records of drugs and other supplies on bincards and registers.
- viii. Show merit and ability as reflected in work performance and results
- ix. Prepare and executing plans to ensure efficient running of the Pharmacy Section.
- x. Medication Therapy Management
- xi. Any other duties as may be assigned by the supervisor

SENIOR PHARMACEUTICAL TECHNOLOGIST–GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Pharmacy/Pharmaceutical Technology from a recognized institution
OR Higher National Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution plus nine(9)years relevant working experience.
- ii. Registered with Pharmacy and Poisons Board.
- iii. Valid practicing license

Serving Officer

- i. Bachelor's degree in Pharmacy/Pharmaceutical Technology
OR
Higher National Diplomain Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three(3)years relevant work experience as a Pharmaceutical Technologists I grade 10
- iii. Registered with Pharmacy and Poisons Board.
- iv. Valid Practicing license

Duties and Responsibilities

- i. Responsible on all matters of pharmaceutical services in Health Services.
- ii. Requisition of medicines and supplies.
- iii. Planning, supervising, coordination and evaluation of pharmaceutical services in the University health services.
- iv. Responsible for quality management system
- v. Responsible for performance contracting
- vi. Receiving, interpreting and processing of prescription
- vii. Supervising and mentoring pharmaceutical Staff/interns/students.
- viii. Preparing and submitting reports on drugs to the supervisor
- ix. Providing health education on rational use of drugs/medicine
- x. Pharmaco vigilance reporting
- xi. Ordering and maintaining records of drugs and other supplies on bin cards and registers.
- xii. Show merit and ability as reflected in work performance and results
- xiii. Prepare and executing plans to ensure efficient running of the Pharmacy Section.
- xiv. Medication Therapy Management
- xv. Assessing drugs Requirements based on diseases patterns and emergency outbreaks.
- xvi. Coordinating Continuing Professional Development for staff and other stakeholders
- xvii. Preparing work plans and budget/capacity building for the unit
- xviii. Participating in formulation and review of pharmaceutical policies, standards, guidelines, projects and programs.
- xix. Ensuring implementation of performance appraisal/contracts for pharmaceutical technologist.
- xx. Any other duties as may be assigned by the supervisor

PRINCIPAL PHARMACEUTICAL TECHNOLOGIST–GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Pharmacy/Pharmaceutical Technology from a recognized institution or its equivalent
OR
Bachelor's degree in Pharmacy/Pharmaceutical Technology from a recognized institution plus eight (8) years relevant work experience.
- ii. Registered with Pharmacy and Poisons Board.
- iii. Valid practicing license

Serving Officer

- i. Bachelor's degree in Pharmacy/Pharmaceutical Technology from a recognized institution.
- ii. At least three (3) years relevant work experience as a Senior

- iii. Pharmaceutical Technologists II grade 11
- iv. Registered with pharmacy and poisons Board.
- v. Valid practicing license
- v. Satisfactory work performance

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescription
- ii. Supervising and mentoring pharmaceutical Staff/interns/students.
- iii. Preparing and submitting reports on drugs to the supervisor
- iv. Providing health education on rational use of drugs/medicine
- v. Pharmaco vigilance reporting
- vi. Ordering and maintaining records of drugs and other supplies on bin cards and registers.
- vii. Show merit and ability as reflected in work performance and results
- viii. Prepare and executing plans to ensure efficient running of the Pharmacy Section.
- ix. Medication Therapy Management
- x. Assessing drugs Requirements based on diseases patterns and emergency outbreaks
- xi. Coordinating Continuing Professional Development for staff and other stakeholders. Preparing work plans and budget/capacity building for the unit Responsible for quality management system
- xii. Responsible for performance contracting
- xiii. Implementation of performance appraisal/contracts for pharmaceutical technologist.
- xiv. Any other duties as may be assigned by the supervisor

SCHEME OF SERVICE FOR MEDICAL LABORATORY TECHNOLOGIST

DESIGNATION	GRADE
Laboratory Attendant IV	Grade 3
Laboratory Attendant III	Grade 4
Laboratory Attendant II	Grade 5
Laboratory Attendant I	Grade 6
Medical Laboratory Technologist VI	Grade 5
Medical Laboratory Technologist V	Grade 6
Medical Laboratory Technologist IV	Grade 7
Medical Laboratory Technologist III	Grade 8
Medical Laboratory Technologists II	Grade 9
Medical Laboratory Technologist I	Grade 10

Senior Laboratory Technologist	Grade 11
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LABORATORY ATTENDANT IV- GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. A minimum KCSE C-(minus).
- ii. Certificate in Phlebotomy from a recognized institution
- iii. At least two (2) years relevant work experience

Duties and Responsibilities

- i. Collecting samples for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of post age results
- iv. Cleaning of glassware/working surface
- v. Any other duties as may be assigned by the supervisor

LABORATORY ATTENDANT III- GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. A minimum KCSE C-(minus).
- ii. Certificate in Phlebotomy from a recognized institution
- iii. At least three (3) years relevant work experience as a Laboratory Attendant IV Grade 3 or its equivalent

Duties and Responsibilities

- i. Collecting samples for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of postage results
- iv. Cleaning of glassware/working surface
- v. Any other duties as may be assigned by the supervisor

Serving Officer

- i. A minimum KCSE C-(minus).
- ii. Certificate in Phlebotomy from a recognized institution
- iii. At least three (3) years relevant work experience as a Laboratory Attendant IV grade 3 or its equivalent
- iv. Satisfactory work performance

LABORATORY ATTENDANT II -GRADE 5

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Minimum of C-(minus) in KCSE
- ii. Certificate in Phlebotomy from arecognized institution
- iii. Atleast Six(6) years relevant work experience

Requirements for Serving Officer

- i. Aminimum KCSE C-(minus).
- ii. Certificate in Phlebotomy from a recognized institution
- iii. At least three (3)years relevant work experience as Laboratory Attendant IIII Grade 4
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Collecting samples for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of postage results
- iv. Cleaning of glassware/working surface
- v. Any other duties as may be assigned by the supervisor

LABORATORY ATTENDANT I -GRADE 6

Reports to:Supervisor

Requirements for Direct Appointment

- i. Minimum of C-(minus) in KCSE
- ii. Certificate in Phlebotomy from a recognized institution
- iii. Atleast Six(6)years relevant work experience three (3)years as a Laboratory Attendant II Grade 5 or its equivalent

Serving Officer

- i. Aminimum KCSE C-(minus).
- ii. Certificate in Phlebotomy from a recognized institution
- iii. At least three (3)years relevant work experience as a Laboratory Attendant II Grade

Duties and Responsibilities

- i. Collecting samples for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of postage results
- iv. Cleaning of glassware/working surface
- v. Any other duties as may be assigned by the supervisor

MEDICAL LABORATORY TECHNOLOGIST VI–GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. Registered with the Kenya medical laboratory board
- iii. Current practicing license

Duties and Responsibilities

- i. Performing laboratory procedures for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of postage results.
- iv. Ensure quality techniques and efficiency of recording, reporting and postage of results
- v. Any other duties as may be assigned by the supervisor

MEDICAL LABORATORY TECHNOLOGIST V–GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three (3) years relevant work experience as a Medical Laboratory Technologist VI grade 5 or its equivalent
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Current practicing license

Duties and Responsibilities

- i. Performing laboratory procedures for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of postage results.
- iv. Ensure quality techniques and efficiency of recording, reporting and postage of results
- v. Any other duties as may be assigned by the supervisor

Serving Officer

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three (3) years relevant work experience as a Medical Laboratory Technologist VI grade 5
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Current practicing license
- v. Satisfactory work performance

MEDICAL LABORATORY TECHNOLOGIST IV–GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three (3) years relevant work experience as a Medical Laboratory Technologist V grade 6 or its equivalent.
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Certificate in Computer Application Skills from a recognized institution (add)
- v. Valid practicing license

Serving Officer

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three (3) years relevant work experience as a Medical Laboratory Technologist V grade 6.
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Performing laboratory procedures for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of postage results.
- iv. Ensure quality techniques and efficiency of recording, reporting and postage of results
- v. Any other duties as may be assigned by the supervisor

MEDICAL LABORATORY TECHNOLOGIST III–GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three (3) years relevant work experience as a Medical Laboratory Technologist IV grade 7 or its equivalent.
- iii. Registered with the Kenya Medical Laboratory Board

- iv. Certificate in Computer Application Skills from a recognized institution(add)
- v. Valid practicing license

Serving Officer

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three(3)years relevant work experience as a Medical Laboratory Technologist IV grade7
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Performing laboratory procedures for pathological investigation.
- ii. Maintain laboratory records.
- iii. Collection of postage results.
- iv. Ensure quality techniques and efficiency of recording,reporting and postage of results
- v. Any other duties as may be assigned by the supervisor

MEDICAL LABORATORY TECHNOLOGIST II–GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Medical Laboratory Science from a recognized training institution.
- ii. At least six(6)years relevant work experience, three(3)years as a Medical Laboratory Technologist III grade 8 or its equivalent.
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Valid practicing license

Serving Officer

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three(3)years relevant working experience as a Medical Laboratory Technologist III grade 8.
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Ensure quality assurance,techniques and controls.
- ii. Performing advanced pathological laboratory procedures and investigations.
- iii. Plan,supervise,evaluate and coordinate provision of laboratory services.
- iv. Ensure availability of supplies and equipment.
- v. Responsible for medical laboratory matters in the University.
- vi. Responsible for quality management system
- vii. Responsiblefor performance contracting

- viii. Any other duties as may be assigned by the supervisor

MEDICAL LABORATORY TECHNOLOGIST I–GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Medical Laboratory Science from a recognized training institution.
- ii. At least six (6) years relevant work experience, three (3) years at the level of as Medical Laboratory Technologist II grade 9 or its equivalent
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Valid practicing license

Serving Officer

- i. Diploma in Medical Laboratory Science from a recognized institution.
- ii. At least three (3) years relevant working experience as a Medical Laboratory Technologist II grade 9.
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Satisfactory performance

Duties and Responsibilities

- i. Ensure quality assurance, techniques and controls.
- ii. Performing advanced pathological laboratory procedures and investigations.
- iii. Plan, supervise, evaluate and coordinate provision of laboratory services.
- iv. Ensure availability of supplies and equipment.
- v. Responsible for medical laboratory matters in the University.
- vi. Responsible for quality management system
- vii. Responsible for Performance Contracting
- viii. Any other duties as may be assigned by the supervisor

SENIOR MEDICAL LABORATORY TECHNOLOGIST GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Medical Laboratory Science from a recognized institution.
- ii. At least nine (9) years relevant work experience
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Certificate in Computer Application Skills from a recognized institution.
- v. Valid practising license

Serving Officer

- i. Bachelor's degree in Medical Laboratory Science from a recognized institution

OR

Higher National Diploma in Medical Laboratory Science from a recognized institution

- ii. At least three (3) years relevant working experience as a Medical Laboratory Technologist I grade 9/10
- iii. Registered with the Kenya Medical Laboratory Board
- iv. Valid practising license
- v. Satisfactory work performance

Duties and Responsibilities

- i. Receiving and scrutinizing Laboratory requisition forms and specimen
- ii. Preparation of patients for collection of specimens
- iii. Labeling and registering of specimen
- iv. Preparation of reagents
- v. Examination of specimen for quality, writing and recording of laboratory results.
- vi. Collect, analyze, process and record laboratory specimen according to Standard Operating Procedures Coaching and mentoring trainees on practical attachment
- vii. Prepare periodic report
- viii. Dispatch Laboratory results for diagnosis
- ix. Coordinating the preparation of reagents and examining specimen
- x. Verification and approving results
- xi. Preparation of operational research proposal
- xii. Maintaining equipment and reagents for vector and insecticide application
- xiii. Validation and calibrating equipment
- xiv. Formulate Laboratory policy, guidelines, strategies and programs
- xv. Archiving specimen of medical importance for further reference
- xvi. Monitoring and evaluation
- xvii. Any other duties as may be assigned by the supervisor

SCHEME OF SERVICE FOR HEALTH RECORDS AND INFORMATION STAFF

HEALTH RECORDS AND INFORMATION OFFICER IV–GRADE 5

Reports to:Supervisor

Requirements for Direct Appointment

- i. Certificate in Health Records and Information Management from a recognized institution.
- ii. At least three(3)yearsrelevantwork experience in a busy medical institution

Duties and Responsibilities

- i. Control of reception,registration and appointment procedures
- ii. Ensure the letters are appropriatelyfilled and marked to action officers
- iii. Controlling and opening of files and updating file index
- iv. Ensuring security of information/files in the registry
- v. Updating and maintaining up to date file movement records
- vi. Guide and supervise staff working under them
- vii. Any other duties as may be assigned by the supervisor

HEALTH RECORDS AND INFORMATION OFFICER III–GRADE 6

Reports to:Supervisor

Requirements for Direct Appointment

- i. Certificate in Health Records and Information Management from a recognizedinstitution.
- ii. At least(5)yearsrelevantworkexperience,three (3)yearsas a Health Records and Information Officer grade 5 or its equivalent

Duties and Responsibilities

- i. Control of reception,registration and appointment procedures
- ii. Ensure the letters are appropriatelyfilled and marked to action officers
- iii. Controlling and opening of files and updating file index
- iv. Ensuring security of information/files in the registry
- v. Updating and maintaining up to date file movement records
- vi. Guide and supervise staff working under them
- vii. Any other duties as may be assigned by the supervisor

Serving Officer

- i. Diploma in Health Records and Information Management from a recognized institution.
- ii. At leastthree(3)years relevant work experienceas a Health Records and

- Information Officer IV grade 5
- iii. Satisfactory work performance

HEALTH RECORDS AND INFORMATION OFFICER II–GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Health Records and Information Management from a recognized institution.
- ii. At least three(3) years relevant work experience in a busy medical institution at a level of a Health Records and Information Officer III grade 6 or its equivalent

Serving Officer

- i. Diploma in Health Records and Information Management from a recognized institution.
- ii. At least three(3) years relevant work experience as a Health Records and Information Officer III grade 6
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Maintain health records and information.
- ii. Control of reception, registration and appointment procedures
- iii. Administer, edit and other discharge procedures.
- iv. Maintenance of the bureau and waiting list procedures.
- v. Supervision of coding and indexing of diseases and surgical operations in accordance with medical standards.
- vi. Maintenance of patient's master indexes, diagnostic index surgical operation index and other medical records indexes.
- vii. Compiling and providing statistical (data) to the hospital management as may be required for health records information services.
- viii. Any other duties as may be assigned by the supervisor.

HEALTH RECORDS AND INFORMATION OFFICER I–GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Health Records and Information Management from a recognized institution.
- ii. At least five(5) years relevant working experience in a busy medical institution three (3) at a level of a Health Records and Information Officer II grade 7 or its equivalent

Serving Officer

- i. Diploma in Health Records and Information Management from a recognized institution.
- ii. At least three (3) years relevant work experience as a Health Records and Information Officer II grade 7
- iii. Satisfactory work performance

Duties and Responsibilities.

- i. Maintain health records and information.
- ii. Control of reception, registration and appointment procedures
- iii. Administer, edit and other discharge procedures.
- iv. Maintenance of the bureau and waiting list procedures.
- v. Supervision of coding and indexing of diseases and surgical operations in
- vi. Accordance with medical standards.
- vii. Maintenance of patient's master indexes, diagnostic index surgical operation
- viii. Index and other medical records indexes.
- ix. Compiling and providing statistical (data) to the hospital management as may be required for health records information services.
- x. Any other duties as may be assigned by the supervisor

SENIOR HEALTH RECORDS AND INFORMATION OFFICER II- GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Health records and information management or its equivalent from a recognized institution
- ii. Five (5) years relevant work experience three (3) years as a Health Records and Information Officer I grade 8 or its equivalent

Serving Officer

- i. Higher National Diploma in Health Records and Information Management from a recognized institution.
- ii. Three (3) years relevant work experience as a Health Records and Information Officer I grade 8
- iii. Satisfactory work Performance

Duties and Responsibilities

- i. To administer the health records services in the institution.
- ii. Compile and provide statistical data to the hospital management as may be required from time to time.
- iii. Toplan liaison with the officer in charge on general administration e.g. staffing, space and equipment.

- iv. To participate the research of the Health records contents on health information system.
- v. To institute medical and surgical classification system in the hospital and to provide appropriate diagnostic information to medical staff and hospital authorized inquiries.
- vi. Implementation of administrative policies regarding health records and information.
- vii. Planning,organizing,coordinatingandcontrollinghealthrecords andinformationservicestoallhealthfacilities.
- viii. To plan and conduct in-service training programs for health records and information Staff and also participate in training of other health Staff in the use of the health record information.
- ix. Serve on health records and information committees and other committees within the health institution.
- x. Advice in legal aspects of health records and information
- xi. Any other duties as may be assigned by the supervisor

SENIOR HEALTHRECORDS AND INFORMATION OFFICER I-GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Health Records and Information Management or its equivalent from a recognized institution
- ii. At least five(5)years relevant work experience three (3) years as a Senior Health Records and Information Officer II grade 9 or its equivalent

Serving Officer

- i. Higher National Diploma in Health Records and Information Management from a recognized institution.
- ii. At least three(3)years relevant work experience as a Senior Health Records and Information Officer II grade 9
- iii. Satisfactory work performance

Duties and Responsibilities

- i. To administer the health records services in the institution.
- ii. Compile and provide statistical data to the hospital management as may be required from time to time.
- iii. Toplan liaison with the officer incharge on general administration e.g.staffing,space and equipment.
- iv. To participate the research of the Health records contents on health information system.
- v. To institute medical and surgical classification system in the

- hospital and to provide appropriate diagnostic information to medical staff and hospital authorized inquiries.
- vi. Implementation of administrative policies regarding health records and information.
 - vii. Planning, organizing, coordinating and controlling health records and information services to all health facilities.
 - viii. To plan and conduct in-service training programs for health records and information Staff and also participate in training of other health Staff in the use of the health record information.
 - ix. Serve on health records and information committees and other committees within the health institution.
 - x. Advice in legal aspects of health records and information
 - xi. Any other duties as may be assigned by the supervisor

SCHEME OF SERVICE FOR HTS COUNSELLORS

HTS COUNSELOR IV-GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Social Sciences or its equivalent from a recognized institution
- ii. Certificate course certified by NASCOP or relevant bodies in PTC, PMTCT, HTS/or PMTC module in harmonized HIV curriculum or structured On Job Training (OJT) for HTS in HIV testing and Counseling certified by the relevant body
- iii. Computer Literate
- iv. One (1) year relevant work experience

Duties and Responsibilities

- i. Identification of clients with social problems
- ii. HIV testing and Counseling and information
- iii. Offer HTC services with appropriate referrals
- iv. Offer PTC services in conjunction with the health unit
- v. Condom distribution in all the designated points
- vi. Peer education sessions facilitation and mobilizing participants for other services offered at the health unit
- vii. Clients referral
- viii. Carrying out client follow-up
- ix. Any other duty as may be assigned by the supervisor

HTS COUNSELOR III-GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Social Sciences or its equivalent from a recognized institution
- ii. Certificate course certified by NASCOP or relevant bodies in PITC, PMTCT, HTS/ or PMTC module in harmonized HIV curriculum or structured OnJ ob. Training (OJT) for HTS in HIV testing and Counseling certified by the relevant body
- iii. Computer Literate
- iv. At least three (3) years relevant work experience as a HTS Counsellor IV grade 5 or its equivalent

Serving Officer

- i. Diploma in any Social Sciences relevant to the field or its equivalent
- ii. At least three (3) years of relevant work experience as a HTS Counsellor IV grade 5
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Identification of clients with social problems
- ii. HIV testing and Counseling and information
- iii. Offer HTC services with appropriate referrals
- iv. Offer PITC services in conjunction with the health unit
- v. Condom distribution in all the designated points
- vi. Peer education sessions facilitation and mobilizing participants for other services offered at the health unit
- vii. Clients referral
- viii. Carrying out client follow-up
- ix. Any other duty as may be assigned by the supervisor

HTS COUNSELLOR II-GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Social Sciences or Counselling Psychology or Social Work and Community Development
- ii. Certificate course certified by NASCOP or relevant bodies in PITC, PMTCT, HTS/ or PMTCT module in harmonized HIV curriculum or structured On Job Training (OJT) for HTS in HIV testing and Counseling certified by the relevant body
- iii. Computer Literate

- iv. At least three (3) years relevant work experience

Serving Officer

- i. Diploma in any Social Sciences relevant to the field or its equivalent
- ii. At least three (3) years of relevant work experience as an HTS Counsellor III grade 6
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Identification of clients with social problems
- ii. HIV testing and Counseling and information
- iii. Keeping appropriate records
- iv. Attend continuing professional education
- v. Seeking counseling therapy
- vi. Reporting to relevant authority.
- vii. Offer HTC services with appropriate referrals
- viii. Offer PITC services in conjunction with the health unit
- ix. Condom distribution in all the designated points
- x. Report writing and data filling
- xi. Peer education sessions facilitation and mobilizing participants for other services offered at the health unit
- xii. Passing of positive behavior change messages to peers in the institution
- xiii. Documenting of best practices, successes and challenges and recommendations for planning purpose
- xiv. Clients referral
- xv. Carrying out client follow-up
- xvi. Responsible for Quality Management System.
- xvii. Any other duty as may be assigned by the supervisor

HTS COUNSELLOR I GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Social Sciences or Counselling Psychology or Social Work and Community Development
- ii. Certificate course certified by NASCOP or relevant bodies in PITC, PMTCT, HTS/ or PMTCT module in harmonized HIV curriculum or structured On Job Training (OJT) for HTS in HIV testing and Counseling certified by the relevant body
- iii. Computer Literate
- iv. At least three (3) years relevant work experience at the position of a HTS Counsellor II grade 7 or its equivalent

Serving Officer

- i. Diploma in any Social Sciences relevant to the field or its equivalent
- ii. At least three (3) years of relevant work experience as a HTS Counsellor II grade 7
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Identification of clients with social problems
- ii. HIV testing and Counseling and information
- iii. Keeping appropriate records
- iv. Attend continuing professional education
- v. Seeking counseling therapy
- vi. Reporting to relevant authority.
- vii. Offer HTC services with appropriate referrals
- viii. Offer PTC services in conjunction with the health unit
- ix. Condom distribution in all the designated points
- x. Report writing and data filling
- xi. Peer education sessions facilitation and mobilizing participants for otherservicesofferedatthehealthunit
- xii. Passing of positive behavior change messages to peers in the institution
- xiii. Documenting of best practices,successes and challenges and recommendations for planning purpose
- xiv. Clients referral
- xv. Carrying out client follow-up
- xvi. Responsible for Quality Management System.
- xvii. Any other duty as may be assigned by the Supervisor

PATIENT ATTENDANT II- GRADE 3

Reports to:Supervisor

Requirements for DirectAppointment

- i. A minimum KCSED+(plus).
- ii. Certificate in Nurse Aid or its equivalent from are cognized institution
- iii. Atleast two(2) years relevant work experiences

Duties and Responsibilities

- i. Answer patients signal calls or bed cells to determine services needed,bath,dresspatients.
- ii. Serve and feed patient requiring help.
- iii. Collect tray after meals.
- iv. Transport patients to treatment units in wheelchairs or assist them in walking.
- v. Drape patients prior to examination ortreatment and remain with

- patients performing such duties as holding instruments adjusting and position light.
- vi. Dust,clean,change bedlinen,deliversmessageanddirectvisitors
- vii. Record food and liquid intake/output as directed.
- viii. Massage and apply compressors.
- ix. Dusting and assisting in preparation of drugs and maintenance of records.
- x. Ensure that equipment are ready for use and assist in the maintenance of records.
- xi. Any other assignments as may be prescribed from time to time by the supervisor

PATIENT ATTENDANT I-GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. A minimum KCSED+(plus).
- ii. Certificate in NurseAid or its equivalent from a recognized institution
- iii. At least three(3)years relevant work experience as a Patient Attendant II grade 3 or its equivalent

Duties and Responsibilities

- i. Answer patients signal calls or bed cells to determine services needed,bath,dresspatients.
- ii. Serve and feed patient requiring help.
- iii. Collect tray after meals.
- iv. Transport patients to treatment units in wheelchairs or assist them in walking.
- v. Drape patients prior to examination ortreatment and remain with patients performing such duties as holding instruments adjusting and position light.
- vi. Dust,clean,change bedlinen,deliversmessageanddirectvisitors
- vii. Record food and liquid intake/output as directed.
- viii. Massage and apply compressors.
- ix. Dusting and assisting in preparation of drugs and maintenance of records.
- x. Ensure that equipment are ready for use and assist in the maintenance of records.
- xi. Any other assignments as may be prescribed from time to time by the supervisor

SCHEME OF SERVICE FOR STUDENT AFFAIRS DEPARTMENT

SECTION/POSITION	GRADE
BRaille TRANSCRIBER	
BRAILLE TRANSCRIBER TECHNICIAN II	7
BRAILLE TRANSCRIBER TECHNICIAN I	8
SENIOR BRAILLE TRANSCRIBER TECHNICIAN II	9
SENIOR BRAILLE TRANSCRIBER TECHNICIAN I	10
ASSISTANT BRAILLE TRANSCRIBER OFFICER	11
BRAILLE TRANSCRIBER OFFICER	12
SIGN LANGUAGE	
GRADE	
SIGN LANGUAGE INTERPRETER II	7
SIGN LANGUAGE INTERPRETER I	8
SENIOR SIGN LANGUAGE INTERPRETER II	9
SENIOR SIGN LANGUAGE INTERPRETER I	10

CHOIR TRAINERS

SECTION/POSITION	GRADE
ASSISTANT CHOIR TRAINER	7
SENIOR ASSISTANT CHOIR TRAINER	8
CHOIR TRAINER	9
SENIOR CHOIR TRAINER	10

GAMES AND SPORTS

SECTION/POSITION	GRADE
SPORTS ATTENDANT VI	3
SPORTS ATTENDANT V	4
SPORTS ASSISTANT IV	5
SPORTS ASSISTANT III	6
SPORTS ASSISTANT II	7
SPORTS ASSISTANT I	8
SENIOR SPORTS ASSISTANT II	9
SENIOR SPORTS ASSISTANT I	10
ASSISTANT GAMES TUTOR	11
GAMES TUTOR	12

CAREERS & PLACEMENT STAFF

SECTION/POSITION	GRADE
ASSISTANT CAREER & PLACEMENT OFFICER	GRADE 11
CAREER & PLACEMENT OFFICER	GRADE 12

STUDENT COUNSELLORS

SECTION/POSITION	GRADE
ASSISTANT STUDENT COUNSELOR III	GRADE 9
ASSISTANT STUDENT COUNSELOR II	GRADE 10
ASSISTANT STUDENT COUNSELOR I	GRADE 11
STUDENT COUNSELOR	GRADE 12
SENIOR STUDENT COUNSELOR	GRADE 13

CHAPLAINCY

SECTION/POSITION	GRADE
ASSISTANT CHAPLAIN	11
CHAPLAIN	12
SENIOR CHAPLAIN	13

DEAN OF STUDENTS

SECTION/POSITION	GRADE
ASSISTANT DEAN OF STUDENTS	12
SENIOR ASSISTANT DEAN OF STUDENTS	13
DEPUTY DEAN OF STUDENTS	14
DEAN OF STUDENTS	15

BRAILLE TRANSCRIBER TECHNICIAN II - GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Special Education from a recognized institution
- ii. Certificate in Braille Proficiency
- iii. Certificate in orientation and mobility
- iv. Certificate in Braille Machine Repair and Maintenance
- v. At least one (1) year relevant work experience in a well-established institution dealing with disability matters
- vi. Computer proficiency/literacy
- vii. Knowledge in braille software and formatting would be an added advantage

Duties and Responsibilities

- i. Transcription of printed materials printed materials, such as books, documents, educational materials, and signage, into Braille format.
- ii. To ensure the accuracy and quality of Braille materials by carefully proofreading and reviewing the transcribed content to verify its correctness and completeness
- iii. Compliance with accessibility standards and regulations to ensure that Braille materials meet the needs of Braille readers and adhere to accessibility requirements

- iv. Customize Braille materials to meet the specific needs and preferences of Braille users as well as incorporating tactile graphics, diagrams, and illustrations to enhance comprehension and accessibility
- v. Communication and Collaboration with educators, publishers, authors, and organizations to fulfill specific transcription requests and coordinate the production and distribution of Braille materials
- vi. Any other relevant duty assigned by the supervisor

BRaille TRANSCRIBER TECHNICIAN I - GRADE 8

Reportsto:Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Special Education from a recognized institution
- ii. Certificate in Braille Proficiency
- iii. Certificate in orientation and mobility
- iv. Certificate in Braille Machine Repair and Maintenance
- v. At least three (3) years relevant work experience a Braille Transcriber Technician II grade 7 or its equivalent
- vi. Computer proficiency/literacy
- vii. Knowledge in braille software and formatting would be an added advantage

Serving Officers

- i. Bachelor's degree in Special Education from a recognized institution
- ii. Certificate in Braille Proficiency
- iii. At least three (3) years relevant work experience a Braille Transcriber Technician II grade 7
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Transcription of printed materials printed materials, such as books, documents, educational materials, and signage, into Braille format.
- ii. To ensure the accuracy and quality of Braille materials by carefully proofreading and reviewing the transcribed content to verify its correctness and completeness
- iii. Compliance with accessibility standards and regulations to ensure that Braille materials meet the needs of Braille readers and adhere to accessibility requirements
- iv. Customize Braille materials to meet the specific needs and preferences of Braille users as well as incorporating tactile graphics, diagrams, and illustrations to enhance comprehension and accessibility

- v. Communication and Collaboration with educators, publishers, authors, and organizations to fulfill specific transcription requests and coordinate the production and distribution of Braille materials
- vi. Any other duty assigned by the supervisor

SENIOR BRAILLE TRANSCRIBER TECHNICIAN II - GRADE 9

Reportsto: Supervisor

Requirements for Direct Appointment

- (i) Bachelor's degree in SpecialNeeds Education from a recognized Institution
- (ii) Certificate in Braille Proficiency
- (iii) Computer literate/proficiency
- (iv) Certificate inOrientation and Mobility
- (v) At least three (3) years relevant working experience as a Braille Transcriber Technician I grade 8 or its equivalent
- (vi) Knowledge in braille software and formatting would be an added advantage

Serving Officers

- (i) Bachelor's degree in Special Education from a recognized institution
- (ii) Certificate in Braille Proficiency
- (iii) At least three (3) years relevant work experience as a Braille Transcriber Technician I grade 8
- (iv) Computer literate/proficient

Duties and Responsibilities

- i. Transcription of printed materials printed materials, such as books, documents, educational materials, and signage, into Braille format.
- ii. To ensure the accuracy and quality of Braille materials by carefully proofreading and reviewing the transcribed content to verify its correctness and completeness
- iii. Compliance with accessibility standards and regulations to ensure that Braille materials meet the needs of Braille readers and adhere to accessibility requirements
- iv. Customize Braille materials to meet the specific needs and preferences of Braille users as well as incorporating tactile graphics, diagrams, and illustrations to enhance comprehension and accessibility
- v. Communication and Collaboration with educators, publishers, authors, and organizations to fulfill specific transcription requests and coordinate the production and distribution of Braille materials
- vi. Any other duty assigned by the supervisor

SENIOR BRAILLE TRANSCRIBER TECHNICIAN I - GRADE 10

Reportsto: Supervisor

Requirements for Direct Appointment

- (i) Bachelor's degree in Special Needs Education from a recognized Institution
- (ii) Certificate in Braille Proficiency
- (iii) Computer literate/proficiency
- (iv) Certificate in Orientation and Mobility
- (v) At least four (4) years relevant work experience three (3) years as a Senior Braille Transcriber Technician II grade 9 or its equivalent
- (vi) Knowledge in braille software and formatting would be an added advantage

Serving Officers

- i. Bachelor's degree in Special Education from a recognized institution
- ii. Certificate in Braille Proficiency
- iii. At least three (3) years relevant work experience as a Senior Braille Transcriber Technician II grade 9
- iv. Computer literate/proficient

Duties and Responsibilities

- i. Transcription of printed materials printed materials, such as books, documents, educational materials, and signage, into Braille format.
- ii. To ensure the accuracy and quality of Braille materials by carefully proofreading and reviewing the transcribed content to verify its correctness and completeness
- iii. Compliance with accessibility standards and regulations to ensure that Braille materials meet the needs of Braille readers and adhere to accessibility requirements
- iv. Customize Braille materials to meet the specific needs and preferences of Braille users as well as incorporating tactile graphics, diagrams, and illustrations to enhance comprehension and accessibility
- v. Communication and Collaboration with educators, publishers, authors, and organizations to fulfill specific transcription requests and coordinate the production and distribution of Braille materials
- vi. Any other duty assigned by the supervisor

ASSISTANT BRAILLE TRANSCRIBER OFFICER GRADE 11

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Special Education
- ii. Certificate in Braille Proficiency

- iii. Certificate in Orientation and Mobility
- iv. At least six (6) years relevant work experience three (3) years as a Senior Braille Transcriber Technician I grade 10 or its equivalent
- v. A Master's degree in Special Education will be an added advantage

Serving Officers

- i. Bachelor's degree in Special Education from a recognized institution
- ii. Certificate in Braille Proficiency
- iii. At least three (3) years working experience as a Senior Braille Transcriber Technician I grade 10
- iv. Satisfactory work performance

BRaille TRANSCRIBER OFFICER GRADE 12

Reportsto: Supervisor

Requirements for Direct Appointment

- (i) Master's degree plus a Bachelor's degree in Special Education from a recognized institution
in Special Education from a recognized institution
- (ii) Certificate in Braille Proficiency
- (iii) Certificate in Orientation and Mobility
- (vii) At least six (6) years relevant workthree (3) years as a Senior Braille Transcriber Technician Igrade11 or its equivalent
- (iv) Computer literate/proficient
- (v) Knowledge in braille software and formatting used in braille production e.g.Duxburry Braille Technology (DBT)

Serving officers

- (i) Master's degree in Special Education from a recognized institution or equivalent qualification
- (ii) At least three (3) years relevant work experience as a Senior Braille Transcriber Technician I grade 11
- (iii) Satisfactory work performance

Duties and Responsibilities

- i. Transcription of printed materials printed materials, such as books, documents, educational materials, and signage, into Braille format.
- ii. To ensure the accuracy and quality of Braille materials by carefully proofreading and reviewing the transcribed content to verify its correctness and completeness
- iii. Compliance with accessibility standards and regulations to ensure that Braille materials meet the needs of Braille readers and adhere to accessibility requirements

- iv. Customize Braille materials to meet the specific needs and preferences of Braille users as well as incorporating tactile graphics, diagrams, and illustrations to enhance comprehension and accessibility
- v. Communication and Collaboration with educators, publishers, authors, and organizations to fulfill specific transcription requests and coordinate the production and distribution of Braille materials
- vi. Any other duty assigned by the supervisor

SIGN LANGUAGE INTERPRETER II - GRADE 7

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Special Education (Hearing Impaired Option)
- ii. A minimum KCSE grade of C+ in English and Kiswahili
- iii. At least one (1) year experience in use and practice of Kenya Sign Language/Deaf Culture
- iv. Certificate in KSL proficiency or C plain in KSL at KCSE level
- v. Proficiency in computer applications

Duties and Responsibilities

- i. Provide sign language interpretation services during lectures, social activities, meeting and any other event in the Institution
- ii. Provide technical support to course lectures, departments and students in sign Language Courses
- iii. Utilize modern technology to provide the best Sign Language Interpretation services
- iv. Maintains awareness of Sign Language interpreting best practices and emerging trends in both language and society
- v. Promote positive morale and teamwork within the Special Needs Unit aimed at providing exceptional customer service to students, staff and community
- vi. Any other duties assigned by the Supervisor

SIGN LANGUAGE INTERPRETER I - GRADE 8

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Special Education (Hearing Impaired Option)
- ii. A minimum KCSE grade of C+ in English and Kiswahili
- iii. At least three (3) years relevant work experience as a Sign Language Interpreter II grade 7 or its equivalent.
- iv. Certificate in KSL proficiency or C plain in KSL at KCSE level

- v. Proficiency in computer applications

Duties and Responsibilities

- i. Provide sign language interpretation services during lectures, social activities, meeting and any other event in the Institution
- ii. Provide technical support to course lectures, departments and students in sign Language Courses
- iii. Utilize modern technology to provide the best Sign Language Interpretation services
- iv. Maintains awareness of Sign Language interpreting best practices and emerging trends in both language and society
- v. Promote positive morale and teamwork within the Special Needs Unit aimed at providing exceptional customer service to students, staff and community
- vi. Any other duties assigned by the Supervisor

Serving officers

- (i) Bachelor's degree in Special Education (Hearing Impaired Option)
- (ii) At least three (3) years relevant work experience as a Sign Language Interpreter IV Grade 7
- (iii) Satisfactory work performance

SENIOR SIGN LANGUAGE INTERPRETER II – GRADE 9

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Special Education (Hearing Impaired Option)
- ii. Proficiency in computer applications
- vi. At least three (3) years as a Sign Language Interpreter I grade 8 or its equivalent.
- iii. A minimum KCSE grade of C+ in English

Serving officers

- (i) Bachelor's degree in Special Education (Hearing Impaired Option)
- (ii) At least three (3) years relevant work experience as a Sign Language Interpreter I grade 8

Duties and Responsibilities

- i. Provides sign language interpretation services during lectures, social activities, meetings and any other events at the institution.
- ii. Provides technical support to course lecturers and students in sign language courses.
- iii. Utilises technology to provide sign language interpretation services.

- iv. Maintains awareness of sign language interpreting best practices and emerging trends.
- v. Promotes positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- vi. Any other duties assigned by the Supervisor

SENIOR SIGN LANGUAGE INTERPRETER I – GRADE 10

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Special Education (Hearing Impaired Option)
- ii. Proficiency in computer applications
- iii. At least three (4) years relevant workexperience three (3) yearsas a Senior Sign language Interpreter II grade 9 or its Equivalent.
- iv. A minimum KCSE grade of C+ in English

Serving officers

- i. Bachelor's degree in Special Education (Hearing Impaired Option)
- ii. At least three (3) years relevant work experience as a Senior Sign language Interpreter II grade 9

Duties and Responsibilities

- i. Provides sign language interpretation services during lectures, social activities, meetings and any other events at the institution.
- ii. Provides technical support to course lecturers and students in sign language courses.
- iii. Utilises technology to provide sign language interpretation services.
- iv. Maintains awareness of sign language interpreting best practices and emerging trends.
- v. Promotes positive morale and teamwork within the department and provides exceptional customer service to students, staff and community.
- vi. Any other duties assigned by the Supervisor

SCHEME OF SERVICE FOR CHOIR TRAINERS

ASSISTANT CHOIR TRAINER – GRADE 7

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Music Education or Performing/Creative Arts from a recognized institution.
- ii. At least one (1) year relevant work experience
- iii. Computer literate

Duties and Responsibilities

- i. Conducting rehearsals
- ii. Conducting performances
- iii. Developing vocal skills
- iv. Organizing choir training and practicing on a daily basis
- v. Taking charge of all performing costumes and instruments
- vi. Ensuring discipline of choir members
- vii. Recruiting new choir members
- viii. Any other duties assigned by the Supervisor

SENIOR ASSISTANT CHOIR TRAINER – GRADE 8

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Music Education or Performing/Creative Arts from a recognized institution.
- ii. At least three (3) years relevant work experience as an Assistant Choir Trainer grade 7 or its equivalent
- iii. Computer literate

Serving Officers

- i. Bachelor's degree in Music Education or Performing/Creative Arts from a recognized institution
- ii. At least three (3) years relevant work experience as an Assistant Choir Trainer grade 7

Duties and Responsibilities

- i. Conducting rehearsals
- ii. Conducting performances
- iii. Developing vocal skills
- iv. Organizing choir training and practicing on a daily basis
- v. Taking charge of all performing costumes and instruments

- vi. Ensuring discipline of choir members
- vii. Recruiting new choir members
- viii. Any other duties assigned by the Supervisor

CHOIR TRAINER – GRADE 9

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Music Education or Performing/Creative Arts from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Assistant Choir Trainer grade 8 or its equivalent
- iii. Sound knowledge of training a wide range of musical activities e.g. own compositions, arrangements of African melodies and dances.
- iv. Sound professional leadership and management of musical programmes.
- v. Computer literate

Serving Officers

- iii. Bachelor's degree in Music Education or Performing/Creative Arts from a recognized institution
- iv. At least three (3) years relevant work experience as a Senior Assistant Choir Trainer grade 8

Duties and Responsibilities

- i. Supervising rehearsals
- ii. Supervising performances
- iii. Supervising development of vocal skills
- iv. Supervising choir training and practicing on a daily basis
- v. Taking charge of all performing costumes and instruments
- vi. Choosing appropriate music for the choir to performe based on the occassaion
- vii. Any other duty assigned by the Supervisor

SENIOR CHOIR TRAINER – GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Music Education or Performing/Creative Arts from a recognized institution

- ii. At least three (3) years relevant work experience as a Choir Trainer grade 9 or its equivalent
- iii. Sound knowledge of training a wide range of musical activities e.g. own compositions, arrangements of African melodies and dances.
- iv. Sound professional leadership and management of musical programmes.
- v. Computer literate

Serving Officers

- i. Bachelor's degree in Music Education or Performing/Creative Arts from a recognized institution
- ii. At least three (3) years relevant work experience as a Choir Trainer grade 9
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Supervising rehearsals
- ii. Supervising performances
- iii. Supervising development of vocal skills
- iv. Supervising choir training and practicing on a daily basis
- v. Taking charge of all performing costumes and instruments
- vi. Choosing appropriate music for the choir to perform based on the occasion
- vii. Any other duty assigned by the Supervisor

SCHEME OF SERVICE FOR GAMES AND SPORTS

SPORTS ATTENDANT II - GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. KCSE mean grade C- (minus) or its equivalent.
- ii. certificate in Physical Education or Sports or Leisure recreation from a recognized institution.
- iii. At least one (1) year relevant post qualification work experience in a recognized institution.

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Any other relevant duty as may be assigned by the supervisor

SPORTS ATTENDANT I - GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. A minimum of KCSE mean grade C- (minus) or its equivalent.
- ii. Certificate in Physical Education or Sports or Leisure recreation from a recognized institution.
- iii. At least three (3) years relevant post qualification work experience in a recognized institution.

Serving Officer

- i. Certificate in Physical Education and its equivalent
- ii. At least three (3) years relevant work experience
- iii. Satisfactory work performance

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Any other relevant duty as may be assigned by the supervisor

SPORTS ASSISTANT IV – GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Physical Education and its equivalent
- ii. At least three (3) years relevant work experience

Serving Officer

- i. Diploma in Physical Education and its equivalent
- ii. At least three (3) years relevant work experience
- iii. Satisfactory work performance

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Any other relevant duty as may be assigned by the supervisor

SPORTS ASSISTANT III – GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Physical Education and its equivalent

- ii. At least three (3) years relevant work experience

Serving Officer

- i. Diploma in Physical Education and its equivalent
- ii. At least three (3) years relevant work experience
- iii. Satisfactory work performance

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Any other relevant duty as may be assigned by the supervisor

SPORTS ASSISTANT II – GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution
- ii. Atleast three (3) years relevant work experience

Serving Officer

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution
- ii. Atleast three (3)years relevant work experience
- iii. Satisfactory work performance

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Ensure sports activities are well coordinated among students
- iii. Any other relevant duty as may be assigned by the supervisor

SPORTS ASSISTANT I – GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution
- ii. Atleast three (3)years relevant work experience

Serving Officer

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution

- ii. At least three (3) years relevant work experience
- iii. Satisfactory work performance

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Ensure sports activities are well coordinated among students
- iii. Any other relevant duty as may be assigned by the supervisor

SENIOR SPORTS ASSISTANT II– GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution
- ii. At least six (6) years relevant work experience

Serving Officer

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience
- iii. Satisfactory work performance

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Ensure sports activities are well coordinated among students
- iii. Any other relevant duty as may be assigned by the supervisor

SENIOR SPORTS ASSISTANT I– GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution
- ii. At least six (6) years relevant work experience

Serving Officer

- i. Bachelor's degree in Physical Education/ Sport Science or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience
- iii. Satisfactory work performance

Duties and responsibilities

- i. Ensure that sports equipments/ facilities are available and in good condition
- ii. Ensure sports activities are well coordinated among students
- iii. Any other relevant duty as may be assigned by the supervisor

ASSISTANT GAMES TUTOR - SCALE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree or Postgraduate diploma in Physical Education or Sports Science or its equivalent from a recognized institution with at least nine (9) years experience three (3) years in a tertiary institution or 2 years at university level
- ii. Coaching certificates in at least three (3) disciplines
- iii. Computer literate

Serving Officer

- i. Bachelor's degree or Postgraduate diploma in Physical Education or its equivalent from a recognized university
- ii. at least three (3) years working experience as an Assistant Games Tutor
- iii. Coaching certificates in at least three (3) disciplines
- iv. Membership of professional body in sports/games
- v. Computer knowledge
- vi. Satisfactory work performance

Duties and responsibilities

- i. Responsible for effective training and sporting activities by:
- ii. Conducting training and coaching of specified sports as assigned
- iii. Organizing practice and build-up matches for specified teams
- iv. Umpire sporting activities
- v. Taking charge of games trips
- vi. Motivating and inspiring students to participate in sports and games through leisure fixtures of non-competitive nature and provision of incentives
- vii. Ensure all games and sports are carried out
- viii. Any other relevant duty as may be assigned by the supervisor

GAMES TUTOR – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Physical Education or Sports Science or its equivalent from a recognized institution with at least nine (9) years experience three at grade 11 in charge of games in a tertiary institution or university
- ii. Coaching certificates in at least five (5) disciplines
- iii. Membership of professional body in sports or games
- iv. Computer literate

Serving Officer

- i. Master's degree in Physical Education or its equivalent from a recognized university
- ii. at least three (3) years working experience as an Assistant Games Tutor
- iii. Coaching certificates in at least three (3) disciplines
- iv. Membership of professional body in sports/games
- v. Computer knowledge
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Oversee the staff who do administrative work on the playgrounds
- ii. Organize sports/games activities
- iii. Coordinate the training and practices
- iv. Responsible for all inventories, acquisition of sports equipment
- v. Ensure safe custody of sporting equipment
- vi. Any other relevant duty as may be assigned by the supervisor

Career & Placement Assistant II – GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors degree in Social Sciences or its equivalent from a recognized University
- ii. Computer literate
- iii. At least three (3) years relevant work experience
- iv. A course in career training will be an added advantage

Duties and Responsibilities

- i. Assist students with prerequisite job search skills in the country and outside

- ii. Maintain records of links between academic departments, prospective employers and University of Kabianga students from professional employment, vocational jobs and industrial attachment
- iii. Coordinate student work-study programs
- iv. Any other duty assigned by the supervisor

Career & Placement Assistant I – GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor’s degree in Social Sciences or its equivalent from a recognized University
- ii. At least three (3) years relevant work experience as an Assistant Career Placement Assistant II grade 9 or its equivalent
- iii. A course in career training will be an added advantage
- iv. Computer literate

Serving Officers

- i. Bachelor’s degree in Social Sciences (Anthropology, Sociology, Psychology, Political Science & Economics), Business Administration or its equivalent from a recognized University
- ii. At least three (3) years relevant work experience as an Assistant Career Placement Assistant II grade 9
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Assist students with prerequisite job search skills in the country and outside
- ii. Maintain records of links between academic departments, prospective employers and University of Kabianga students from professional employment, vocational jobs and industrial attachment
- iii. Coordinate student work-study programs
- iv. Any other duty assigned by the supervisor

ASSISTANT CAREER AND PLACEMENT OFFICER – GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Education/Marketing/Counseling, Social Sciences (Anthropology, Sociology, Psychology, Political Science, Economics & Social Work) or its equivalent from a recognized University with at least six

(6)years experience three (3) years at the level of Career and Placement Assistant I grade 10 or its equivalent

- ii. Must be registered with a relevant professional body
- iii. At least a Certificate of attendance for career training
- iv. Computer literate

Duties and Responsibilities

- i. Provide students with prerequisite job search skills in the country and outside
- ii. Promote links between academic departments, prospective employers and University of Kabianga students from professional employment, vocational jobs and industrial attachment
- iii. Coordinate student work-study programs
- iv. Facilitate employment opportunities for UoK graduates within the East Africa region and beyond
- v. Organize public lectures on career development
- vi. Any other relevant duties as may be assigned by the supervisor

CAREER AND PLACEMENT OFFICER – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Education/Marketing/Counseling or in any Social Science discipline (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) from a recognized university
- ii. At least nine (9) years working experience three years at grade 11 in guidance and counseling or related field at the level of a university or tertiary institution
- iii. Computer literate
- iv. At least a Certificate of attendance for career training
- v. PhD in the relevant field will be an added advantage

Serving Officer

- i. Master's degree in Education/Marketing/Counseling or in any Social Science discipline (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) from a recognized university
- ii. Merit and ability over a period of at least three (3) years' experience as Assistant Career and Placement Officer grade 11
- iii. At least a Certificate of attendance career training
- iv. Computer literate
- v. Registered with a relevant professional body

Duties and Responsibilities

- i. Ensure that students are provided with prerequisite job search skills in the country and outside
- ii. Coordinate student work-study programs
- iii. Identify skills and career interests of students and organize relevant career talks
- iv. Compile and maintain a databank of the UoK alumni
- v. Liaise with other departments to provide specialized skills to interested students
- vi. Perform any other relevant duties as assigned by the Supervisor

SENIOR CAREER AND PLACEMENT OFFICER – GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD degree in Education/Marketing/Counseling or in any Social Science discipline (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) from a recognized university
- ii. At least three (3) years relevant work experience as a Career Placement Officer grade 12 or its equivalent
- iii. Computer literate
- iv. Registered with a relevant professional body (where applicable)
- v. Certificate of attendance in career training

Serving Officer

- i. Master's degree in Education/Marketing/Counseling or in any Social Science discipline (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) from a recognized university
- ii. At least three (3) years relevant experience as an Assistant Career and Placement Officer grade 12
- iii. Certificate of attendance in career training
- iv. Computer literate
- v. Registered with a relevant professional body (where applicable)

Duties and Responsibilities

- i. Promote links and explore opportunities between academic departments, prospective employers and the UoK students for professional employment, vocational jobs and industrial attachment
- ii. Coordinate employment bureau, surveying manpower needs and self-employment opportunities
- iii. Organize career talks and/or public lectures tailored to preparing students for the job market

- iv. Plan and implement careers and/or open days
- v. Any other relevant duties assigned by the Supervisor

PRINCIPAL CAREER AND PLACEMENT OFFICER – GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD degree in Education/Marketing/Counseling or in any Social Science discipline (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) from a recognized university
- ii. At least six (6) years relevant work experience, three (3) years as a Senior Career and Placement Officer grade 13 or its equivalent
- iii. Certificate of attendance in career degree in Education/Marketing/Counseling or in any Social Science discipline from a recognized university
- iv. At least three (3) years relevant work experience as a Senior Career and Placement Officer Grade 13
- v. Certificate of attendance in career training
- vi. Computer literate
- vii. Registered with a relevant professional body (where applicable)

Duties and Responsibilities

- i. Oversee the staff in Careers & Placement section
- ii. Coordinate Careers & Placement activities
- iii. Undertake any other relevant activities assigned by the Supervisor
- iv. Explore the possibilities of graduates getting jobs within the East Africa region and international market
- v. Organize workshops and seminars on counselling and career development
- vi. Any other relevant duties assigned by the Supervisor

SCHEME OF SERVICE FOR STUDENT COUNSELLORS

SECTION/POSITION	GRADE
ASSISTANT STUDENT COUNSELOR II	GRADE 9
ASSISTANT STUDENT COUNSELOR I	GRADE 10
STUDENT COUNSELOR II	GRADE 11
STUDENT COUNSELOR I	GRADE 12
SENIOR STUDENT COUNSELOR	GRADE 13

ASSISTANT STUDENT COUNSELOR II – GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Guidance & Counseling, Education with Guidance and Counselling, Psychology, Counseling Psychology
OR
SocialSciences(Anthropology, Sociology, Psychology, Political Science &Economics) /Education with a post graduate Diploma in Guidance & Counseling
- ii. At least (3) years relevant work experience with students at secondary or tertiary institutions.
- iii. Computer literate
- iv. Registered with a relevant professional body

Duties and Responsibilities

- i. Provide individual and group counseling services
- ii. Assist in orientation of new students
- iii. Provide family life education in conjunction with the Health Unit
- iv. Plan in-reach activities with Peer Educators and Peer Counselors
- v. Coordinate crisis interventions
- vi. Any other duty assigned by the Supervisor

ASSISTANT STUDENT COUNSELOR I – GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Guidance & Counseling, Education with Guidance and Counselling, Psychology, Counseling Psychology
ORSocialSciences(Anthropology, Sociology, Psychology, Political Science &Economics) /Education with a post graduate Diploma in Guidance & Counseling
- ii. six (6) years relevant work experience with students at secondary or tertiary institutions three (3) years of at the level of an Assistant Student Counselor II grade 9 or its equivalent.
- iii. Computer literate
- iv. Registered with a relevant professional body

Serving Officer

- i. A Bachelor's degree in either counseling, Education with Guidance and Counselling, Psychology, Counselling Psychology or Social Science (Anthropology, Sociology, Psychology, Political Science & Economics) from a recognized university
- ii. At least three (3) years at the level of an Assistant Student Counselor II grade 9
- iii. Be registered with a recognized, relevant counseling/psychology body or association
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Provide individual and group counseling services
- ii. Assist in orientation of new students
- iii. Provide family life education in conjunction with the Health Unit
- iv. Plan in-reach activities with Peer Educators and Peer Counselors
- v. Coordinate crisis interventions
- vi. Any other duty assigned by the Supervisor

STUDENT COUNSELOR II – GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Guidance & Counseling, Education with Guidance and Counselling, Psychology, Counseling Psychology or Social science (Anthropology, Sociology, Psychology, Political Science & Economics) with a post graduate Diploma in Guidance & Counseling
- ii. At least six (6) years relevant working experience with students at secondary or tertiary institution three (3) years at the level of an Assistant Student Counselor I grade 10 or its equivalent
- v. Computer literate
- vi. Registered with a relevant professional body

Serving Officer

- i. A Master's degree in either counseling, Education with Guidance and Counselling, Counselling Psychology, Psychology or Social Sciences (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) with a Post Graduate Diploma in Guidance and Counselling from a recognized university

- ii. At least three (3) years relevant work experience as at the level of an Assistant Student Counselor I grade 10
- iii. Be registered with a recognized counseling/psychology body or association
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Provide individual and group counseling services
- ii. Assist in orientation of new students
- iii. Provide family life education in conjunction with the Health Unit
- iv. Plan for and oversee public lectures, seminars on issues of social and psychological concern
- v. Coordinate, in conjunction with partners, the training of Peer Counselors and Peer Educators
- vi. Supervise Peer Educators/Counselors
- vii. Plan in-reach activities with Peer Educators and Peer Counselors
- viii. Coordinate crisis interventions
- ix. Any other duty assigned by the supervisor

STUDENT COUNSELOR I – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Guidance & Counseling, Education with Guidance and Counselling, Psychology, Counseling Psychology or Social Sciences (Anthropology, Sociology, Psychology, Political Science Economics, Social Work) with a post Graduate Diploma in Guidance & Counseling from a recognized university with eight (8) years working experience three (3) years as a Student Counselor II grade 11
- ii. Be registered with a recognized counseling/psychology body or association
- iii. Computer literate

Serving Officer

- i. A Master's degree in Counseling, Education with Guidance and Counselling, Psychology or Social Sciences (Anthropology, Sociology, Psychology, Political Science Economics, Social Work) with a post Graduate Diploma in Guidance & Counseling from a recognized university with working experience.
- ii. At least three (3) years relevant work experience as a Student Counselor II grade 11
- iii. Be registered with a relevant professional body or association
- iv. Satisfactory work performance

Duties and responsibilities

- i. Responsible for provision of Counseling services in the University
- ii. Responsible for preparation, development, and monitoring of Counseling services
- iii. Provide individual and group counseling services
- iv. Identify and assist students with social, psychological and/or health related problems
- v. Liaise with University health unit to assist students with psychological and related issues
- vi. Liaise with the janitors/housekeepers/health unit in counseling and advising students on personal and social matters within the halls of residence
- vii. Organize public lectures on psychological and social issues
- viii. Coordinate peer counselors
- ix. Train peer counselors
- x. Any other relevant duties as may be assigned by the supervisor

SENIOR STUDENT COUNSELOR – GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Guidance & Counseling, Education with Guidance and Counselling, Psychology, Counseling Psychology or Social Science (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) with a Post Graduate Diploma in Guidance & Counseling from a recognized university.
- ii. At least ten (10) years relevant work experience three (3) years as a Student Counselor I grade 12 at the university or tertiary institution or its equivalent
- iii. PhD in a relevant area will be an added advantage
- iv. Registered with a relevant professional body
- v. Computer literate

Serving Officer

- i. Master's degree in Guidance & Counseling, Education with Guidance and Counselling, Psychology, Counseling Psychology or Social Science (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) with a Post Graduate Diploma in Guidance & Counseling from a recognized university with
- ii. At least three (3) years relevant work experience as a Student Counselor I grade 12
- iii. PhD in a relevant area will be an added advantage
- iv. A registered member of a recognized and relevant professional body
- v. Computer knowledge
- vi. Satisfactory work performance

Duties & responsibilities

- i. Responsible for all counseling issues
- ii. Coordinate individual and/or group counseling of students on various issues
- iii. Participate in orientation of new students
- iv. Prepare and/or review general information booklets for students
- v. Liaise with the wardens on matters concerning counseling and guidance of students
- vi. Coordinate family life counseling and education in conjunction with the university Health unit.
- vii. Liaise with the Deans of schools in counseling students with issues concerning academic matters
- viii. Design counseling programs
- ix. Organize counseling seminars/workshops for students and staff
- x. Prepare and submit Performance Contract reports to relevant bodies
- xi. Carry out periodic on-campus analysis of alcohol drug and substance abuse and/or any other life-threatening issues
- xii. Monitor the performances of Peer Educators and Peer Counselors
- xiii. Coordinate and supervise the activities of the counselling section
- xiv. Any other duty assigned by the supervisor.

CHAPLAINCY

SECTION/POSITION	GRADE
ASSISTANT CHAPLAIN	11
CHAPLAIN	12
SENIOR CHAPLAIN	13

ASSISTANT CHAPLAIN – GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Religion/Theology/Divinity or its equivalent, from a recognized university
- ii. Diploma or Certificate in Guidance and Counselling or its equivalent will be an added advantage
- iii. Licensed/ ordained by a registered religious organization he/she is affiliated to
- iv. At least seven (7) years relevant work experience as a chaplain in high school or tertiary institution

- v. Evidence of good standing with church or religious organization Master's degree in a relevant area will be an added advantage

Duties and Responsibilities

- i. Provide religious /spiritual/care/counseling to both staff and students
- ii. Perform religious ceremonies
- iii. Provide religious guidance and support in accordance with particular religious groups/ denomination
- iv. Coordinate activities of various religious groups in liaison with the chaplaincy committee
- v. Any other duty assigned by the Supervisor

CHAPLAIN - GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Religion/Theology/Divinity or its equivalent, from a recognized university Licensed/ ordained by a registered religious organization he/she is affiliated to
- ii. Evidence of good standing with church or religious organization
- iii. At least nine (9) years relevant work experience, three (3) years as an Assistant Chaplain grade 11 or its equivalent
- iv. Diploma or Certificate in Guidance and Counselling or its equivalent will be an added advantage
- v. Computer literate

Serving Officer

- i. Master's degree in Religion/ Theology/Divinity or its equivalent, with Counselling psychology from a recognized university
- ii. At least three (3) years relevant work experience as an Assistant Chaplain Grade 11
- i. Computer literate
- ii. Satisfactory work performance

Duties and Responsibilities

- i. Provide religious support, guidance training and religious leadership
- ii. Administer temporal affairs within the university community such managing funerals and other national functions related to the chaplaincy.
- iii. Administer religious rites.
- iv. Organize religious visits at hostels
- v. Visit the indisposed at their places of residence and/or the hospitals

- vi. Plan and implement religious outreaches
- vii. Custodian of moral ethics and values
- viii. Any other relevant duties as may be assigned by the supervisor

SENIOR CHAPLAIN – GRADE 13

Reports to: Supervisor

Requirements for direct appointments

- i. Master's degree in Religion/Theology/Divinity or its equivalent, from a recognized university
- ii. At least twelve (12) years relevant experience as a chaplain in university or tertiary institution
- iii. Diploma or Certificate in Guidance and Counselling or its equivalent will be an added advantage
- iv. Licensed/ ordained by a registered religious organization he/she is affiliated to
- v. Evidence of good standing with church or religious organization Display a competent understanding of basic Christian doctrines and practice
- vi. Computer literate
- vii. A member of Association of Chaplains or an equivalent body
- viii. PhD in the relevant area will be an added advantage

Serving Officer

- i. Master's degree in Religion/Theology/Divinity or its equivalent, from a recognized university
- ii. At least three (3) years relevant working experience as a Chaplain in Grade 12.
- iii. High integrity and moral standing.
- iv. Member of Association of Chaplains or its equivalent body

Duties and responsibilities

- i. Providing pastoral support, guidance, training and religious leadership in the university (Staff and Students);
- ii. Administering temporal affairs within the University Community e.g. manages funerals and other national functions related to the chaplaincy;
- iii. Administering sacraments of Baptism and Holy Communion;
- iv. Providing pastoral visits at staff houses and hostels;
- v. Visiting the indisposed at home and the hospitals;
- vi. Participating in community based projects (religious and social);
- vii. Shall preside over weddings of both staff and students from time to time
- viii. Swear-in to office any staff or students who need to take an oath of office in the absence of the University Legal Officer
- ix. Overseeing the totality of the University Chaplaincy and general administration.

- x. Compile relevant reports as required within the department and entire university and ensure all correspondence are responded to as per departmental service charter.
- xi. Contribute to the development and delivery of both medium term and long term strategies for Student Affairs Department with responsibility for implementation within the section and department.
- xii. Attend relevant boards/meetings and actively contribute either as chair or team member as assigned by Dean of Students from time to time.
- xiii. Any other duty assigned by the supervisor

5. DEAN OF STUDENTS

SECTION/POSITION	GRADE
ASSISTANT DEAN OF STUDENTS	12
SENIOR ASSISTANT DEAN OF STUDENTS	13
DEPUTY DEAN OF STUDENTS	14
DEAN OF STUDENTS	15

ASSISTANT DEAN OF STUDENTS – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Social Science (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work), Education, Psychology or equivalent from a recognized University
- ii. At least nine (9) years relevant work experience in the provision of student welfare services
- iii. Computer literacy
- iv. Membership to a relevant professional body

Duties and Responsibilities

- i. Register student clubs, societies or organizations and supervising annual elections for each of them.
- ii. Organize community outreaches
- iii. Supervise and coordinate co-curricular activities relating to clubs, societies and organizations.
- iv. Participate in orientation of new students.
- v. Allocate work to support staff and evaluate performance on daily basis
- vi. Oversee kitchenette applications and allocation procedures.
- vii. Any other duty assigned by the Supervisor

SENIOR ASSISTANT DEAN OF STUDENTS – GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Education, Social Sciences (Anthropology, Sociology, Psychology, Political Science & Economics, Social Work) or equivalent qualification from a recognized University
- ii. At least four (4) years relevant work experience as an Assistant Dean of Students grade 12 or its equivalent from a recognized University or 12 years experience in the provision of student welfare services
- iii. Membership to a relevant, recognized professional body
- iv. Competence in ICT

Serving Officer

- i. Master's degree in Social Sciences (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work), Education, Psychology or its equivalent from a recognized University
- ii. At least three (3) years relevant work experience as an Assistant Dean of Students grade 12
- iii. Competence in ICT
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Provide parental advice and direction to students
- ii. Raising the level of students' educational and cultural awareness.
- iii. Providing opportunity to explore educational career interests.
- iv. Developing a sense of community belonging within the hostels.
- v. Helping to maintain discipline within the halls of residence.
- vi. Contact potential donor/s or sponsor/s for needy students
- vii. Oversee outside student accommodation
- viii. Coordinate entertainment activities
- ix. Help in planning and engaging students in productive leisure experiences and entertainment.
- x. Facilitate informal contacts with schools and administrative staff.
- xi. Contribute to development through group interactions and opportunity for leadership experiences.
- xii. Participate in building self-confidence, assertiveness and respectability in students as well as inculcate them on their sexual responsibility
- xiii. Any other duty assigned by the Supervisor

DEPUTY DEAN OF STUDENTS – GRADE14

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD degree in Education or Social Sciences (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) or equivalent qualification from a recognized University
- ii. Have served in the grade of Senior Assistant Dean of Students or its equivalent at University level for at least four (4) years at grade 13 or its equivalent or 15 years experience in the provision of student welfare service
- iii. Membership of a relevant, recognized professional body
- iv. Evidence of high integrity and moral standing
- v. Competence in ICT

Serving Officer

- i. PhD degree in Education, Psychology, Social Science (Anthropology, Sociology, Psychology, Political Science & Economics) or equivalent from a recognized University or Master's degree in Education, Social Science (Anthropology, Sociology, Psychology, Political Science & Economics) or equivalent from a recognized University with at least 12 years' experience five (5) years of which must have been served as a Senior Assistant Dean of Students at University level or its equivalent
- ii. At least three (3) years relevant work experience as a Senior Assistant Dean of Students grade 13
- iii. Competence in ICT
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Liaise with other service departments that affect housing, health, sports and general welfare of students including guidance and academic advisory
- ii. Advise the Students Governing Council (SGC) in matters concerning its functions and expenditure of their finances
- iii. Coordinate UoKSO general elections and ensuring a smooth handing over of offices
- iv. Handling of internal and external students' correspondences
- v. Coordinate, in liaison with the SGC, all types of student entertainments including cultural week activities
- vi. Coordinate student talks, in liaison with wardens, in the halls of residence
- vii. Receive students' disciplinary cases and process them in consultation with the head of division through the Dean of Students

- viii. Supervise and coordinate all students' publications like newsletters and magazines
- ix. Maintain communication (dialogue) between the university administration and the students through UoKSO.
- x. Help in clearing students leaving the country to other countries in conjunction with the ministry of Education
- xi. Coordinate the functions of the Business Centre
- xii. Any other duty assigned by the supervisor

DEAN OF STUDENTS –GRADE 15

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD in Education or Social Sciences (Anthropology, Sociology, Psychology, Political Science & Economics) or equivalent qualification from a recognized University with at least twelve (12) years experience five (5) years of which must have been served as a Deputy Dean of Students grade 14 at a University level or its equivalent
OR
Master's degree in Education, Social Sciences (Anthropology, Sociology, Psychology, Political Science, Economics, Social Work) or equivalent from a recognized University with at least fifteen (15) years experience five (5) years of which must have been served as Deputy Dean of Students at University level or its equivalent
- ii. Should have attended at least one leadership and governance training Program in a recognized institution
- iii. Should have excellent communication & interpersonal skills
- iv. Should demonstrate mastery and understanding of government policies, procedure and regulations governing relevant fields/areas
- v. Must be a Member of a relevant recognized professional body
- vi. Competence in ICT

Serving Officer

- i. PhD in Education or Social Sciences (Anthropology, Sociology, Psychology, Political Science & Economics) or equivalent qualification from a recognized University with at least twelve (12) years relevant work experience three (3) years of which must have been served as Deputy Dean of Students grade 14 at University level or its equivalent
OR
Master's degree in Education, Social Science (Anthropology, Sociology, Psychology, Political Science & Economics) or equivalent from a recognized University with at least fifteen (15) years relevant work experience three (3) years of

which must have been served as Deputy Dean of Students grade 14 at University level or its equivalent

- ii. Attended at least one leadership and governance training programme in a recognized institution
- iii. Excellent communication & interpersonal skills
- iv. Demonstrate mastery and understanding of government policies, procedure and regulations governing relevant fields/areas
- v. Member of a relevant recognized professional body
- vi. Competent in ICT
- vii. Satisfactory work performance

Duties and Responsibilities

- i. Coordinating the work of student welfare services, students counselors, chaplaincy, Career and work placement academic advisory, student governance, special needs, accommodation services (residence and non-residence), works study programme, HELB loans, games and sports, Bursaries and Kitchenettes and other support services.
- ii. Acts as the link between the students, Administration and the Community.
- iii. Advising the student governing council (SGC) on matters concerning its functions and regulate expenditure of its finances.
- iv. Liaise with other departments that may affect student welfare such as health, catering and accommodation
- v. Liaise with wardens to ensure student discipline and orderliness in the halls of residence
- vi. Receiving students' disciplinary cases and processing them in consultation with the University Legal Officer, Security and Deputy Vice Chancellor, Academic and Student Affairs for student disciplinary committee
- vii. Receive and act upon wardens reports or, where necessary, forward them to the head of division for further action
- viii. Liaise with the general public with regard to rules and regulations governing the conduct and discipline of the students
- ix. Responsible for the departmental planning
- x. Oversee ISO implementation in the department
- xi. Oversee the implementation of Performance Contract in the department
- xii. Establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions and exercise leadership.

- xiii. Provide leadership and be responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug abuse, student conduct and topical issues.
- xiv. Administers the policies and regulations of the University as they pertain to students, including internal University judicial disciplinary procedures.
- xv. Member of Deans Committee and Senate and other University Committees.
- xvi. Any other duty assigned by the supervisor

SCHEME OF SERVICE FOR LEGAL STAFF

DESIGNATION	GRADE
Legal Clerk II	Grade 5
Legal Clerk I	Grade 6
Senior Legal Clerk II	Grade 7
Senior Legal Clerk I	Grade 8
Legal Assistant II	Grade 9
Legal Assistant I	Grade 10
Assistant Legal Officer	Grade 11.
Legal Officer	Grade 12
Senior Legal Officer	Grade 13
Deputy Chief Legal Officer	Grade 14

LEGAL CLERK II – GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in law or its equivalent from a recognized institution.
- ii. Minimum KCSE C (plain)
- iii. Computer literate.
- iv. Certificate of good conduct
- v. Certificate of court/ process server

Duties and Responsibilities

- i. Receives and files documents and records.
- ii. Maintains all legal files and records.
- iii. Responds to questions regarding legal documents from legal staff.
- iv. Opens mails, prioritizes requests and then files requests with appropriate staff/entities.
- v. Ensures proper documents for use by university officers.
- vi. Preparing legal documents as required.
- vii. Any other duty assigned by the supervisor

LEGAL CLERK I – GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in law or its equivalent from a recognized institution.
- ii. Minimum KCSE C (plain)

- iii. At least three (3) years relevant work experience as a Legal Clerk II grade 5 or its equivalent
- iv. Computer literate.
- v. Certificate of good conduct
- vi. Certificate of court/ process server

Serving Officer

- i. Diploma in law or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as a Legal ClerkII grade 5
- iii. Certificate of court/ process server
- iv. Computer knowledge
- v. Satisfactory work performance

Duties and Responsibilities

- i. Receives and files documents and records.
- ii. Maintains all legal files and records.
- iii. Responds to questions regarding legal documents from legal staff.
- iv. Opens mails, prioritizes requests and then files requests with appropriate staff/entities.
- v. Ensures proper documents for use by university officers.
- vi. Preparing legal documents as required.
- vii. Any other duty assigned by the supervisor

SENIOR LEGAL CLERK II – GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors degree in law or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience at the level of Legal Clerk I grade 6 or its equivalent
- iii. Certificate of court/ process server
- iv. computer literate.

Serving Officer

- i. Diploma in law or its equivalent from a recognized institution.
- ii. At least three (3) years working experience as Legal Clerk I grade 6
- iii. Certificate of court/ process server
- iv. Diploma in law from KSL will be an added advantage
- v. Computer knowledge
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Responsible for the custody of all legal documents
- ii. Ensure receipt and filing of documents and records.
- iii. Ensure maintenance of all legal files and records.
- iv. Responds to questions regarding legal documents.
- v. Opens mails, prioritizes requests and then files requests with appropriate staff/entities.
- vi. Ensures that proper documents for use by university officers.
- vii. Preparing legal documents as required.
- viii. Any other duty assigned by the supervisor

SENIOR LEGAL CLERK I – GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors degree in law or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Legal Clerk II grade 7 or its equivalent
- iii. Certificate of court/ process server
- iv. Computer literate.

Serving Officer

- i. Diploma in law or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as a Senior Legal Clerk II grade 7
- iii. Certificate of court/ process server
- iv. Diploma in law from KSL will be an added advantage
- v. Computer knowledge
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Responsible for the custody of all legal documents
- ii. Ensure receipt and filing of documents and records.
- iii. Ensure maintenance of all legal files and records.
- iv. Responds to questions regarding legal documents.
- v. Opens mails, prioritizes requests and then files requests with appropriate staff/entities.
- vi. Ensures that proper documents for use by university officers.
- vii. Preparing legal documents as required.
- viii. Any other duty assigned by the supervisor

LEGAL ASSISTANT II - GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors Degree in Law from a recognized institution
- ii. computer literate.
- iii. At least six (6) years relevant work experience three (3) as a Senior Legal Clerk I grade 8 or its equivalent
- iv. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- v. Certificate of court/ process server
- vi. Diploma in law from KSL will be an added advantage

Serving Officer

- i. Bachelors Degree in law from a recognized institution
- ii. computer literate.
- iii. At least three (3) years relevant work experience as a Senior Legal Clerk I grade 8
- iv. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- v. Certificate of court/ process server
- vi. Diploma in law from KSL will be an added advantage
- vii. Satisfactory work performance

Duties and Responsibilities

- i. Organize and schedule meetings.
- ii. Take minutes in meetings
- iii. Keeps cases organized by organizing files, monitoring calendars.
- iv. Develops cases and maintains contacts with the involved clients and confirming case status with the legal officer.
- v. Enhance trial proceedings by organizing evidences, preparing exhibits and scheduling witnesses.
- vi. Update job knowledge by Participating in educational opportunities and reading professional publications.
- vii. Maintain case costs by verifying outstanding balances with clients, advocates and service providers.
- viii. Any other duty assigned by the supervisor

LEGAL ASSISTANT I - GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's Degree in law from a recognized institution
- ii. Computer literate.
- iii. At least six (6) years relevant work experience three (3) as a Senior Legal Clerk II grade 9 or its equivalent
- iv. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- v. Certificate of court/ process server
- vi. Diploma in law from KSL will be an added advantage

Serving Officer

- i. Bachelors Degree in law from a recognized institution
- ii. Computer literate.
- iii. At least three (3) years relevant work experience as a Senior Legal Clerk II grade 9
- iv. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- v. Certificate of court/ process server
- vi. Diploma in law from KSL will be an added advantage
- vii. Satisfactory work performance

Duties and Responsibilities

- i. Organize and schedule meetings.
- ii. Take minutes in meetings
- iii. Keeps cases organized by organizing files, monitoring calendars.
- iv. Develops cases and maintains contacts with the involved clients and confirming case status with the legal officer.
- v. Enhance trial proceedings by organizing evidences, preparing exhibits and scheduling witnesses.
- vi. Update job knowledge by Participating in educational opportunities and reading professional publications.
- vii. Maintain case costs by verifying outstanding balances with clients, advocates and service providers.
- viii. Any other duty assigned by the supervisor

ASSISTANT LEGAL OFFICER - GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. LLB from a recognized institution with a postgraduate diploma in law from Kenya School of Law
- ii. At least Six (6) years relevant work experience three (3) as a Legal Assistant I grade 10 or its equivalent
- iii. Certificate of court/ process server
- iv. Computer literate.
- v. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- vi. Current law proficiency certificate

Serving Officer

- i. LLB from a recognized institution with a postgraduate diploma in law from Kenya School of Law.
- ii. At least three (3) years relevant work experience as a Legal Assistant I grade 10
- iii. Certificate of court/ process server
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Provide legal advice and assistance to clients.
- ii. Brief the legal officer on the cases.
- iii. Design contracts.
- iv. Provide advice and directions for staff.
- v. Interpret legal policies and documents.
- vi. Represent the institution in community activities.
- vii. Provide and develop new clients and new areas of work.
- viii. Any other duty assigned by the supervisor

LEGAL OFFICER GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. LLB from a recognized institution with a postgraduate diploma in law from Kenya School of Law.
- ii. At least twelve (12) years relevant work experience three (3) as an Assistant Legal Officer grade 11 or its equivalent
- iii. Advocate of the High Court of Kenya
- iv. Certificate of court/ process server
- v. Current Law Practicing Certificate

- vi. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- vii. Masters degree in law from a recognized institution will be an added advantage
- viii. Computer literate.

Serving Officer

- i. LLB from a recognized institution with a postgraduate diploma in law from Kenya School of Law.
- ii. At least three (3) years relevant work experience as an Assistant Legal Officer grade 11
- iii. Masters degree in law from a recognized institution will be an added advantage
- iv. Must have Certificate of court/ process server
- v. Be computer literate.
- vi. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- vii. Satisfactory work performance

Duties and Responsibilities

- i. Supervises staff under his/her section.
- ii. Handles and advises on all legal matters for the University
- iii. Assist contracted university lawyers in all court proceedings involving the University College which include:
- iv. Litigation.
- v. Gathering of evidence, facts and exchange of the same with University lawyers,
- vi. Responsible for drafting general contracts and agreements.
- vii. Ensuring that witnesses attend court when called to do so.
- viii. Perusal and advising the University on fees payable to contracted university lawyers as per the advocates' remuneration order.
- ix. Ensuring that the university adheres to the laid down procedures and regulations in employee matters, disciplinary measures and any other matter which has legal implications.
- x. Attend and counsel on staff and students disciplinary cases.
- xi. Guide and assist in the review and interpretation of University Statutes.
- xii. Any other duties assigned by the immediate supervisor.
- xiii. Ensures student indemnity.
- xiv. Funeral assistance for members of staff and students.

- xv. Pension matters
- xvi. Ensures that record keeping in accordance with Requirements of standardization.
- xvii. Any other duty assigned by the supervisor

SENIOR LEGAL OFFICER - GRADE 13

Reports to:Supervisor

Requirements for Direct Appointment

- i. Masters in Law (LLM)
- ii. LLB from a recognized institution with a postgraduate diploma in law from Kenya School of Law.
- iii. At least sixteen (16) years relevant work experience four of which must have been at the level of Legal Officer grade 12 or its equivalent
- iv. Be computer literate.
- v. Advocate of the High Court of Kenya
- vi. Current Law Practicing Certificate
- vii. Display litigation skills, research skills, legal administrative skills and must pay attention to details.

Serving Officer

- i. LLB from a recognized institution with a postgraduate diploma in law from Kenya School of Law.
- ii. Certificate of court/ process server
- iii. Current Law Practicing Certificate
- iv. At least three (3) years as a Legal Officer grade 12
- v. Computer literate.
- vi. Display litigation skills, research skills, legal administrative skills and must pay attention to details.
- vii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise staff under the section.
- ii. Handle and advise on all legal matters for the University
- iii. Assist contracted university lawyers in all court proceedings involving the University which include:
- iv. Preparation of documents to be used as evidence in court
- v. Holding of pre-trial briefings of witnesses and or University representatives,
- vi. Gathering of evidence, facts and exchange of the same with University lawyers,

- vii. Attending of court and briefing the university authorities on the development of cases,
- viii. Ensuring that witnesses attend court when called to do so.
- ix. Preparation of agreements and/or contracts for approval by relevant parties.
- x. Perusal and advising the University on fees payable to contracted university lawyers as per the advocates' remuneration order.
- xi. Ensuring that the university adheres to the laid down procedures and regulations in employee matters, disciplinary measures and any other matter which has legal implications.
- xii. Attend and counsel on staff and students disciplinary cases.
- xiii. Guide and assist in the review and interpretation of University Statutes.
- xiv. Any other duty assigned by the supervisor

DEPUTY CHIEF LEGAL OFFICER GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. Masters in Law (LLM)
- ii. Bachelor's of laws (LLB) from a recognized institution with a postgraduate diploma in law from Kenya School of Law.
- iii. At least sixteen(16) years relevant work experience four of which must have been at the level of Senior legal officer grade 13 or its equivalent
- iv. Computer literate.
- v. Advocate of the High Court of Kenya
- vi. Valid Practicing Certificate.

Serving Officer

- i. Master's in law from a recognized institution
- ii. Bachelor's of laws (LLB)from a recognized institution with a postgraduate diploma in law from Kenya School of Law.
- iii. Valid Practicing Certificate
- iv. At least three (3) years relevant work experience as a Senior Legal Officer grade 13
- v. Computer literate.
- vi. Display litigation skills, research skills, legal administrative skills and must pay attention to details.

Duties and Responsibilities

- i. Supervise staff under the section.
- ii. Assist contracted university lawyers in all court proceedings involving the University which include:
- iii. Preparation of documents to be used as evidence in court
- iv. Holding of pre-trial briefings of witnesses and or University representatives,
- v. Gathering of evidence, facts and exchange of the same with University lawyers,
- vi. Attending of court and briefing the university authorities on the development of cases,
- vii. Ensuring that witnesses attend court when called to do so.
- viii. Any other duty assigned by the supervisor

SCHEME OF SERVICE FOR FINANCE STAFF

The following are the recognized qualifications for this scheme of service:

- i. Masters Degree in Finance/Accounting
- ii. Bachelors Degree in any relevant field such as Accounting, Finance from a recognized university
- iii. KATC, Certified Public Accountants (CPA) examination or its equivalent
- iv. Association of Certified Chartered Accountant (ACCA)
- v. Such other relevant qualification that may be recognized by the university

The scheme of service establishes grades for finance staff who will be designated as follows:

GRADING STRUCTURE

DESIGNATION	GRADE
Accounts Assistant II	Grade 5
Accounts Assistant I	Grade 6
Senior Accounts Assistant II	Grade 7
Senior Accounts Assistant I	Grade 8
Assistant Accountant II	Grade 9
Assistant Accountant I	Grade 10
Accountant II	Grade 11
Accountant I	Grade 12
Senior Accountant	Grade 13
Deputy Finance Officer	Grade 14
Finance Officer	Grade 15

ACCOUNTS ASSISTANT II – GRADE 5

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA I
- ii. KCSE mean grade C and above or its equivalent
- iii. Diploma in a business related field will be an added advantage
- iv. At least three (3) years relevant work experience as an Accounts Clerk I grade 4 or its equivalent

Serving Officers

- i. CPA I
- ii. KCSE mean grade C and above or its equivalent

- iii. At least three (3) years relevant work experience as an Accounts Clerk grade 4
- iv. Satisfactory work performance

Duties and Responsibilities

- i. This is basically a training grade. Accounts Assistant II will undergo on the job training supplemented by formal training.
- ii. Formal training is intended to give the trainees detailed understanding of basic Accounting and Auditing knowledge.
- iii. Processing of vouchers and imprests
- iv. Maintenance of cash books
- v. Posting of entries in various ledgers
- vi. Any other duty assigned by the supervisor

ACCOUNTS ASSISTANT I – GRADE 6

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA 1
- ii. KCSE mean grade C and above or its equivalent
- iii. Diploma in a business related field will be an added advantage
- iv. At least three (3) years relevant work experience as an Accounts Assistant II grade 5 or its equivalent

Serving Officers

- i. CPA 1
- ii. Diploma in a business related field will be an added advantage
- iii. At least three (3) years relevant work experience as an Accounts Assistant II grade 5
- iv. Satisfactory work performance

Duties and Responsibilities

- i. This is basically a training grade. Accounts Assistant II will undergo on the job training supplemented by formal training.
- ii. Formal training is intended to give the trainees detailed understanding of basic Accounting and Auditing knowledge.
- iii. Processing of vouchers and imprests
- iv. Maintenance of cash books
- v. Posting of entries in various ledgers
- vi. Any other duty assigned by the supervisor

SENIOR ACCOUNTS ASSISTANT II– GRADE 7

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelorsdegree in business relatedfield with CPA II
- ii. At least three (3) years relevant work experience as an AccountsAssistant I grade 6 or its equivalent
- iii. Computer literacy

Serving Officers

- i. Bachelorsdegreein a business relatedfieldwith CPA I
- ii. At least three (3) years relevant work experience as an Accounts Assistant I grade 6 or its equivalent
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Maintain books of accounts to ensure that all transactions are properly recorded.
- ii. Ensuring that transactions being so recorded are in accordance with University regulations and policies.
- iii. Posting of transactions in ledger accounts
- iv. Producing monthly reports.
- v. Supervise staff working under him/her
- vi. Any other duty assigned by the supervisor

SENIOR ACCOUNTS ASSISTANT I– GRADE 8

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelors degree in a business related field with CPA II
- ii. At least three (3) years relevant work experience as an SeniorAccountsAssistant II grade 7 or its equivalent
- iii. Computer literacy

Serving Officers

- i. Bachelor's degree in a business related field with CPA I
- ii. At least three (3) years relevant work experience as an SeniorAccountsAssistant II grade 7
- iii. Satisfactory work performance.

Duties and Responsibilities

- i. Maintain books of accounts to ensure that all transactions are properly recorded.
- ii. Ensuring that transactions being so recorded are in accordance with University regulations and policies.
- iii. Posting of transactions in ledger accounts
- iv. Producing monthly reports.
- v. Supervise staff working under him/her
- vi. Any other duty assigned by the supervisor

ASSISTANT ACCOUNTANT II – GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance with CPA II.
- ii. At least five (5) years relevant experience three of which must be at the level of Senior Accounts Assistant I grade 8 or its equivalent.
- iii. Practical knowledge of ICT in a relevant area is mandatory

Serving Officer

- i. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance, with CPA II
- ii. At least three (3) years relevant work experience as Senior Accounts Assistant I grade 8
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Bank reconciliation
- ii. Budget comparison reports
- iii. Make timely management reports
- iv. Any other duty assigned by the supervisor

ASSISTANT ACCOUNTANT I – GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance with CPA II.
- ii. At least five (5) years relevant work experience three (3) of which must be at the level of Assistant Accountant II grade 9 or its equivalent.
- iii. Practical knowledge of ICT in a relevant area is mandatory

Serving Officer

- i. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance, with CPA II.
- ii. At least three (3) years relevant work experience as an Assistant Accountant II grade 9
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Bank reconciliation
- ii. Budget comparison reports
- iii. Make timely management reports
- iv. Any other duty assigned by the supervisor

ACCOUNTANT II – GRADE 11

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA (K)
- ii. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent
- iii. Six (6) years relevant work experience of which three years as an Assistant Accountant I grade 10 or its equivalent
- iv. Practical knowledge of ICT in relevant area is mandatory.

Serving Officer

- i. CPA Part III.
- ii. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance
- iii. At least three (3) years relevant work experience as an Assistant Accountant I grade 10
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Required to head a section under the direction of the Accountant
- ii. Undertake specific accounting assignments such as bank reconciliation, budget comparison reports etc and make timely reports.
- iii. Any other duty assigned by the supervisor

ACCOUNTANT I– GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. CPA (K)
- ii. A Masters degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iii. Nine (9) years relevant experience of which three years must be at grade 11 or its equivalent
- iv. Must be a registered member of ICPAK or an equivalent professional body
- v. Practical knowledge of ICT in relevant area is mandatory

Serving Officer

- i. CPA (K)
- ii. Must have a Master degree from a recognized institution in a relevant field such as Accounting, Finance or its equivalent
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least three (3) years relevant work experience as an Accountant II Grade 11

Duties and Responsibilities

- i. An Accountant is in-charge of a section/unit comprising of Assistant Accountant, Senior Account Assistants and Accounts Assistant.
- ii. He/she will be expected to verify payment vouchers, payment schedules, ledger postings etc in accordance with the laid down rules and regulations.
- iii. He/she should have a sufficient broad and detailed knowledge of accounting procedures and practices to enable him/her deal efficiently with all routine matters with minimal supervision.
- iv. He/she should be able to prepare Final Accounts
- v. Any other duty assigned by the supervisor

SENIOR ACCOUNTANT – GRADE 13

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA(K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized Institution
- iii. A Bachelors degree from a recognized Institution in a relevant field such as Accounting, Finance or its equivalent.

- iv. At least twelve (12) years relevant work experience four (4) as an Accountant grade 12 or its equivalent
- v. Registered member of ICPAK or an equivalent professional body
- vi. Practical knowledge of ICT in a relevant area is mandatory

Serving Officer

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University.
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance and Business Administration.
- iv. At least three (3) years relevant work experience as an Accountant grade 12
- v. Registered member of ICPAK or an equivalent professional body

Duties and Responsibilities

- i. Directing, controlling and coordinating of both routine and non-routine accountancy matters.
- ii. The Senior Accountant is responsible for advising on all financial policies as well as ensuring that sound accounting principles and controls are applied on all financial transactions.
- iii. Mentoring, Training and developing staff for high efficiency in accounting services.
- iv. Supervising of work at this level is generally informal and results oriented.
- v. Any other duty assigned by the supervisor

DEPUTY FINANCE OFFICER – SCALE 14

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least Fifteen (15) years relevant work experience five (5) as a Senior Accountant grade 13 or its equivalent
- v. Registered member of ICPAK or an equivalent professional body
- vi. Practical knowledge of ICT in a relevant area is mandatory

Serving Officer

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. Atleastthree (3yearsrelevant work experience as aSenior Accountant grade 13
- v. Registered member of ICPAK or an equivalent accountancy professional body.
- vi. Practical knowledge of ICT is a mandatory at this level.

Duties and Responsibilities

- i. The Deputy Finance Officer is answerable to the Finance Officer for overall accounting and financial functions of a large section. The holder of this post will be responsible for:
- ii. The organization structure of the accounting and finance unit that facilitate communication, delegation of authority and the scope of responsibility and segregation of duties.
- iii. Implementation of an adequate accounting system as a means of maintaining sound financial records, which must recognize, classify, post summarize and report transactions.
- iv. Overall operation and supervision of finance function in the system.
- v. Maintenance of high accounting standards and integrity within the department.
- vi. Assist Finance Officer in implementing the financial policies.
- vii. Supervision and development of staff in the department.
- viii. He/ She should satisfy the Requirements of chapter six of the constitution
- ix. Any other duty assigned by the supervisor

FINANCE OFFICER – GRADE15

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA (K).
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least fifteen (15) years relevantwork experience, five (5) years as a Deputy Finance officer grade 14 or its equivalent
- v. Registered member of ICPAK or an equivalent professional body
- vi. Practical knowledge of ICT in relevant area is mandatory

- vii. Should have attended at least one leadership and governance training Program in a recognized institution
- viii. Should have excellent communication & interpersonal skills
- ix. Should demonstrate mastery and understanding of government policies, procedure and regulations governing relevant fields/areas
- x. Consistently demonstrated outstanding qualities for leadership, coordination and organization capabilities at top management level.
- xi. PhD in relevant field such as Accounting, Finance or its equivalent will be an added advantage

Serving Officer

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least three (3) years service at the level of Deputy Finance Officer Grade 14.
- v. Should be a registered member of ICPAK or an equivalent professional body.
- vi. Should have attended at least one leadership and governance training Program in a recognized institution
- vii. Should have excellent communication & interpersonal skills
- viii. Should demonstrate mastery and understanding of government policies, procedure and regulations governing relevant fields/areas
- ix. Practical knowledge of ICT in relevant area is mandatory.

Duties and Responsibilities

- i. Organization and management of accounting units.
- ii. Interpretation of financial policies, budgetary control system, management accounting methods and monthly/quarterly/annual financial returns.
- iii. The overall formulation and implementation of the finance strategy for the department.
- iv. Advising the University management on all financial matters.
- v. Responsible for efficient organization, control and supervision of all accounting units.
- vi. Responsible for review, planning, coordination, design, implementation, development of accounting services and systems.
- vii. Timely submission of annual financial statements and accounts.
- viii. Setting and maintaining high accounting standards in the University.

- ix. He/ She is responsible for advising on all financial policies as well as ensuring that sound accounting principles and controls are applied on all financial transactions.
- x. Any other duty assigned by the supervisor

SCHEME OF SERVICE FOR INTERNAL AUDITORS

The following are the recognized qualifications for Internal Auditors;

- i. Kenya Accounting Technician Certificate (KATC)
- ii. Certified Public Accountant (CPA)
- iii. Association of Chartered Accountants (ACCA)
- iv. Certified Internal Auditor (CIA)
- v. Certified Information Systems Auditor (CISA)
- vi. Relevant Bachelors degree e.g. BCom, BBM,BA
- vii. Relevant MastersDegree such as MBA.

GRADING STRUCTURE

POSITION	GRADE
Audit Assistant II	Grade 5
Audit Assistant I	Grade 6
Senior Audit Assistant II	Grade 7
Senior Audit Assistant I	Grade 8
Assistant Internal Auditor II	Grade 9
Assistant Internal Auditor I	Grade 10
Information Systems Auditor II	Grade 9
Information Systems Auditor I	Grade 10
Risk Officer	Grade 11
Senior Assistant Internal Auditor	Grade 11
Internal Auditor	Grade 12
Senior internal Auditor	Grade 13
Deputy Chief Internal Auditor	Grade 14
Chief Internal Auditor	Grade 15

JOB AND APPOINTMENT SPECIFICATIONS

AUDIT ASSISTANT II – GRADE 5

Reports to: Supervisor

Requirements for Direct appointment

- i. KCSE mean grade C or its equivalent.
- ii. CPA I or KATC (Final)
- iii. At least one (1) year relevant work experience
- iv. Computer literacy

Duties and Responsibilities

- i. Examine all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety.
- ii. Any other duty assigned by the supervisor

AUDIT ASSISTANT I – GRADE 6

Reports to: Supervisor

Requirements for Direct appointment

- i. KCSE mean grade C or its equivalent.
- ii. CPA I or KATC (Final)
- iii. At least three(3) years relevant work experience as an Audit Assistant II grade 5 or its equivalent
- iv. Computer literacy

Serving Officer

- i. KCSE mean grade C or its equivalent.
- ii. CPA I or KATC (Final)
- iii. Computer literacy
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Examine all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety
- ii. Any other duty assigned by the supervisor

SENIOR AUDIT ASSISTANT II– GRADE 7

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA II
- ii. Bachelors Degree in Commerce/ business Administration/ business Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as an Audit Assistant I grade 6 or its equivalent.
- iv. CIA will be an added advantage
- v. Computer literacy

Serving Officer

- i. CPA I
- ii. Bachelorsdegree in Commerce/ Business Administration/ Business Management or its equivalent from a recognized institution

- iii. At least three (3) years relevant work experience as an Audit Assistant Grade 6
- iv. CIA will be an added advantage
- v. Computer literacy
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Examine all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety.
- ii. Carry out with minimum supervision the audit of records of functional departments.
- iii. Take charge of an audit assignment and make reports to the immediate senior officer.
- iv. Supervise junior staff working under him/her
- v. Any other duty assigned by the supervisor

SENIOR AUDIT ASSISTANT I– GRADE 8

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelor’s degree in Commerce/ Business Administration/ Business Management or its equivalent from a recognized institution
- ii. CPA II
- iii. At least three (3) years relevant work experience as a Senior Audit Assistant II grade 7 or its equivalent
- iv. CIA will be an added advantage
- v. Computer literacy

Serving Officer

- i. Bachelorsdegree in Commerce/ Business Administration/ Business Management or its equivalent from a recognized institution
- ii. CPA I
- iii. At least three (3) years relevant work experience as a Senior Audit Assistant II grade 7
- iv. CIA will be an added advantage
- v. Computer literacy
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Examine all books of accounts to ascertain that transactions have been made in accordance with the regulations and vouch their accuracy and propriety.

- ii. Carry out with minimum supervision the audit of records of functional departments.
- iii. Take charge of an audit assignment and make reports to the immediate senior officer.
- iv. Supervise junior staff working under him/her
- v. Any other duty assigned by the supervisor

ASSISTANT INTERNAL AUDITOR II– GRADE 9

Reports to: Supervisor

Requirements for Direct appointment

- i. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance with CPA part III
- ii. At least five (5) years relevant experience three years of which must be at the level of Senior Audit Assistant I grade 8 or its equivalent
- iii. Practical knowledge of ICT
- iv. CIA / CISA will be an added advantage.

Serving Officer

- i. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance, with CPA Part II.
- ii. At least three (3) years relevant work experience as of Senior Audit Assistant I grade 8
- iii. CIA / CISA
- iv. Satisfactory work performance

Duties and responsibilities

- i. Undertake a variety of auditing work of unlimited scope and complexity
- ii. lead a team of Audit and Senior Audit Assistants under the direction of the Supervisor.
- iii. Undertake specific audit assignments and prepare detailed audit observations and report.
- iv. To carry out a review of accounting, financial and budgetary systems
- v. Any other duty assigned by the supervisor

ASSISTANT INTERNAL AUDITOR I– GRADE 10

Reports to: Supervisor

Requirements for Direct appointment

- i. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance with CPA part III

- ii. At least five (5) years relevant experience three years of which must be at the level of an Assistant Internal Auditor II grade 9 or its equivalent.
- iii. Practical knowledge of ICT
- iv. CIA / CISA will be an added advantage.

Serving Officer

- i. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance, with CPA Part II.
- ii. At least three (3) years relevant work experience as an Assistant Internal Auditor II grade 9
- iii. CIA / CISA
- iv. Satisfactory work performance

Duties and responsibilities

- i. undertake a variety of auditing work of unlimited scope and complexity.
- ii. lead a team of Audit and Senior Audit Assistants under the direction of the Supervisor.
- iii. Undertake specific audit assignments and prepare detailed audit observations and report.
- iv. Carry out a review of accounting, financial and budgetary systems
- v. Any other duty assigned by the supervisor

INFORMATION SYSTEMS AUDITOR II - GRADE 9

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelor's degree in Computer Science or IT related field from a recognized university;
- ii. Professional Qualifications in Certified Information Systems Audit (CISA) or Certified Information Systems Management (CISM) is desirable.
- iii. At least three (3) years relevant work experience in Information Systems Audit within an internal audit function or external audit work experience specializing in Information Systems audit from a reputable institution.
- iv. Possession of qualifications such as CIA, CPA or ACCA is an added advantage.
- v. Evidence of knowledge of business processes and of Network Security and controls for LAN/WAN will be an added advantage.

Duties and Responsibilities

- i. Conducting regular risk assessments in University's Information System and recommend measures to mitigate them;
- ii. Contribute to the development of the annual Information Systems audit plan, programmes and schedules on priority basis.
- iii. Execute Information systems audit reviews based on the annual Information Systems Audit plan;
- iv. Perform audits of information systems controls including data integrity, backup and disaster recovery, data Centre procedures, data communication and access controls, database administration and end user control;
- v. Conduct applications systems audits to determine the completeness and accuracy of transactions that have already been processed and the internal controls therein.
- vi. Evaluate management action and controls needed to manage risks effectively, advise and where needed facilitate improvements;
- vii. Monitor the implementation and operation of defined controls and recommendations on an ongoing basis;
- viii. Ensure that the University's information technology is in compliance with the University's Policies and Procedures Requirements;
- ix. Assist in IT and other fraud investigations.
- x. Any other duty assigned by the supervisor

INFORMATION SYSTEMS AUDITOR I - GRADE 10

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelor's degree in Computer Science or IT related field from a recognized university;
- ii. Professional Qualifications in Certified Information Systems Audit (CISA) or Certified Information Systems Management (CISM) is desirable.
- iii. At least five (5) years relevant work three at the level of Information Systems Auditor II or its equivalent.
- iv. Possession of qualifications such as CIA, CPA or ACCA is an added advantage.
- v. Evidence of knowledge of business processes and of Network Security and controls for LAN/WAN will be an added advantage.

Duties and Responsibilities

- i. Conducting regular risk assessments in University's Information System and recommend measures to mitigate them;

- ii. Contribute to the development of the annual Information Systems audit plan, programmes and schedules on priority basis.
- iii. Execute Information systems audit reviews based on the annual Information Systems Audit plan;
- iv. Perform audits of information systems controls including data integrity, backup and disaster recovery, data Centre procedures, data communication and access controls, database administration and end user control;
- v. Conduct applications systems audits to determine the completeness and accuracy of transactions that have already been processed and the internal controls therein.
- vi. Evaluate management action and controls needed to manage risks effectively, advise and where needed facilitate improvements;
- vii. Monitor the implementation and operation of defined controls and recommendations on an ongoing basis;
- viii. Ensure that the University's information technology is in compliance with the University's Policies and Procedures Requirements;
- ix. Assist in IT and other fraud investigations.
- x. Any other duty assigned by the supervisor

RISK OFFICER- GRADE 11

Reports to: Supervisor

Requirements for Direct appointment

- i. Masters degree in business related field
- ii. A business-related degree or equivalent (Bachelor of Commerce, Economics, Business Administration) from a recognized University.
- iii. Professional qualifications and/or certification in Risk Management.
- iv. Membership to a recognized professional body in Risk Management.
- v. Three (3) years middle level management experience with clear understanding of and knowledge in Enterprise Risk Management Framework Implementation.
- vi. Good interpersonal and analytical skills.

Duties and Responsibilities

- i. Planning, designing and implementing an overall risk management process for the University.
- ii. Risk assessment, which involves analyzing risks as well as identifying, describing and estimating the risks affecting the Institution;
- iii. Risk evaluation, which involves comparing estimated risks with criteria established by the University such as costs, legal requirements and environmental factors and evaluating the organization's previous handling of risks;
- iv. Updating and monitoring implementation of the University's Risk Appetite Statement to ensure risks are managed within the set tolerance levels;
- v. Develop and update University risk registers;
- vi. Risk reporting in an appropriate way for different audiences, for example, to the board of directors so they understand the most significant risks, to business heads to ensure they are aware of risks relevant to their parts of the business and to individual staff to understand their accountability for individual risks;
- vii. Conducting audits of policy and compliance to standards, including liaison with internal and external auditors;
- viii. Undertaking capacity building and awareness on Enterprise Risk Management, including legal and regulatory compliance in the University.
- ix. Provision of secretariat and other support for Risk Management Committee.
- x. Performing any other duties as may be assigned by the Supervisor.

SENIOR ASSISTANT INTERNAL AUDITOR – GRADE 11

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA (k)
- ii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent
- iii. At least six (6) years relevant work experience of which three years at Assistant Internal Auditor I grade 10 or its equivalent
- iv. Practical knowledge of ICT in relevant area
- v. CISA/ CIA will be an added advantage.
- vi. Proficiency in ERP system.

Serving Officer

- i. CPA (K)
- ii. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance, Business Administration.

- iii. At least three (3) years work experience as an Assistant Internal Auditor I grade 10
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Required to lead a team of Audit and Senior Audit Assistants under the direction of the supervisor.
- ii. Undertake specific audit assignments and prepare detailed audit observations and report.
- iii. To carry out a review of audit systems and procedures.
- iv. Ensure Implementation of Audit Policies, plans and programmes.
- v. Any other duties as may be assigned by supervisor.

INTERNAL AUDITOR – GRADE 12

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA (K)
- ii. A Masters degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iii. At least nine (9) years relevant work experience of which three years must be at grade 11 or its equivalent.
- iv. Registered member of ICPAK or an equivalent professional body in good standing.
- v. CISA/CIA holders will have an added advantage.
- vi. Practical knowledge of ICT in relevant area

Serving Officer

- i. CPA (K)
- ii. A Masters Degree in a relevant field such as Accounting Finance or its equivalent.
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least three (3) years relevant work experience as a Senior Assistant Auditor/Risk Officer grade 11
- v. Be a registered member ICPAK or relevant professional body in good standing
- vi. Satisfactory work performance

Duties and Responsibilities

- i. An Internal Auditor may be assigned to be in-charge of a section/unit.
- ii. Responsible for a given audit assignment in a University.

- iii. Take charge of an audit assignment and make reports to the immediate supervisor.
- iv. To supervise and appraise staff below him/her.
- v. Will be expected to develop audit techniques and processes.
- vi. Ensure implementation of Audit policies and programmes in the University.
- vii. Perform any other duties that may assigned by the supervisor

SENIOR INTERNAL AUDITOR – GRADE 13

Reports to: Supervisor

Requirements for Direct appointment

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized Institution
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least twelve (12) years relevant work experience 4 years of which must have served at grade 12 or its equivalent
- v. Registered member of ICPAK or an equivalent professional body.
- vi. CISA /CIA holders will have an added advantage.
- vii. Practical knowledge of ICT in a relevant area

Serving Officer

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized Institution
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance and Business Administration.
- iv. At least three (3) years relevant work experience as an Internal Auditor grade 12
- v. Registered member of ICPAK or an equivalent professional body.
- vi. Practical knowledge of ICT in a relevant area

Duties and Responsibilities

- i. Review and develop audit techniques and procedures.
- ii. Draw up audit programmes under guidance of the Chief Internal Auditor.
- iii. Issue primary audit reports, queries and observations.
- iv. Responsible for supervision and appraisal of staff.
- v. Ensure implementation of Audit policies and programmes in the University.
- vi. Perform any other duties that may be assigned by the supervisor

DEPUTY CHIEF INTERNAL AUDITOR – GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. CPA (K).
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. Twelve (12) years relevant experience five (5) years of which must have been served Senior Internal Auditor grade 13 or its equivalent
- v. Be an active member of the Institute of Certified Public Accountants of Kenya;
- vi. Registered member of ICPAK or an equivalent professional body.
- vii. CISA / CIA holders will have an added advantage.
- viii. Practical knowledge of ICT in a relevant area

Serving Officer

- i. CPA (K)
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized Institution
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance and Business Administration.
- iv. At least three (3) years relevant work experience as a Senior Internal Auditor grade 13
- v. Registered member of ICPAK or an equivalent professional body.
- vi. Practical knowledge of ICT in a relevant area

Duties and Responsibilities

- i. Conduct systems audits in order to provide reasonable assurance that key operating systems are functioning effectively and that strategic/ operational objectives are consistently met in an efficient and cost effective manner.
- ii. Conduct risk based audits to provide reasonable assurance that Risk Management processes and structures put in place by management function effectively.
- iii. Conduct staff appraisal to provide feedback to staff in the department on their work and also to identify staff for recommendation for promotion
- iv. Facilitate formulation and implementation of internal audit policies and operations to ensure conformance to quality standards Identify and critically

evaluate elements of governance and risk management and design appropriate risk management and mitigation strategies for implementation.

- v. Initiate investigations and special audits on irregularities identified to ensure that proper controls are in place
- vi. Facilitate follow up audits on outstanding audit issues to confirm if corrective actions as recommended have been taken
- vii. Carry out forensic audits as and when needed
- viii. Approve departmental staff leave to ensure adequate staffing of the department all year round
- ix. Responsible for the appraisal, preparation of summaries and discussion of audit findings with relevant departments or sections
- x. Revise and review existing internal audit control systems in order to ensure that they function effectively
- xi. Facilitate the preparation of the departmental budget
- xii. Monitor expenditure to ensure that it is in line with the approved budget
- xiii. Any other duty assigned by the supervisor

CHIEF INTERNAL AUDITOR – GRADE 15

Reports to: Supervisor

Requirements for Direct Appointment

- i. CPA (K).
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University and be a Certified Internal Auditor and Certified Public Accountant Final and CISA (Certified Information Systems Audit) Final or its equivalent.
- iii. A Bachelor's degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least fifteen (15) years relevant work experience, five (5) years of which must have served as a Deputy Chief Internal Auditor grade 14 or its equivalent
- v. Must be a member of relevant professional bodies and in good standing.
- vi. CISA / CIA holders will have an added advantage.
- vii. Practical knowledge of ICT in a relevant area

Serving Officer

- i. CPA (K).
- ii. A Masters degree in Accounting/ Finance or its equivalent from a recognized University
- iii. A Bachelors degree from a recognized University in a relevant field such as Accounting, Finance or its equivalent.
- iv. At least three (3) years relevant work experience as a Deputy Chief Internal Auditor grade 14

- v. Registered member of ICPAK or an equivalent accountancy professional body.
- vi. At least three (3)years in good standing since registration with the body
- vii. Practical knowledge of ICT

Duties and Responsibilities

- i. Advising the University Management on all operational and financial matters.
- ii. The overall formulation, coordination and implementation of all the audit policies
- iii. Develop and implement audit work plans
- iv. Initiating and directing investigation when need arises
- v. Ensure compliance with national and international audit and accounting standards.
- vi. Review and present audit reports to Management and Audit Committee of the Council.
- vii. Serve as Secretary to the Audit Committee of the Council.
- viii. Implementation of the performance management system of the department
- ix. Ensure adherence to the Quality Management Standards(QMS)
- x. Responsible for formulation and implementation of the departmental strategic plan
- xi. Any other duty assigned by the supervisor

SCHEME OF SERVICE FOR PROCUREMENT AND SUPPLIES STAFF

DESIGNATION	GRADE
ProcurementStores/Clerk II	Grade 3
ProcurementStores/Clerk I	Grade 4
Procurement Assistant II	Grade 5
Procurement Assistant I	Grade 6
Senior Procurement Assistant II	Grade 7
Senior Procurement Assistant I	Grade 8
Assistant Procurement Officer II	Grade 9
Assistant Procurement Officer I	Grade 10
Senior Assistant Procurement Officer	Grade 11
Procurement Officer	Grade 12
Senior Procurement Officer	Grade 13
Principal Procurement Officer	Grade 14
Chief Procurement Officer	Grade 15

PROCUREMENT /STORESCLERK II - GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Certificate in Purchasing/Supply Chain Management or its equivalent from a recognized institution
- ii. Minimum of KCSE D+ (Plus)
- iii. At least one (1) year relevant work experience
- iv. APS-I will be an added advantage
- v. Computer literate
- vi. Registration with the Kenya Institute of Supplies Management (KISM) in any category

Duties and Responsibilities

- i. Receive and check purchase requisitions from the users
- ii. Register purchase requisition and forward to the HOP for assignments
- iii. Open procurement file, forward to the assigned officer and register in the tracking book
- iv. Alerting on quotations / tenders due for opening
- v. Receive and record evaluation reports, forward to the HOP for professional opinion
- vi. Record and forward the professional opinions to the AO
- vii. Record and forward the approved professional opinions to the assigned officers for LPO/LSO/Contract processing
- viii. Filing and record keeping

- ix. Unloading of materials/deliveries
- x. Preparation for inspection
- xi. Storage and preservation
- xii. Materials handling
- xiii. Ensure good housekeeping (i.e. check for obstructions)
- xiv. Maintenance of stock records
- xv. Stock-checking
- xvi. Check for damage/shortage and prepare report
- xvii. Ensure the stores area is kept clean and tidy and free from hazards
- xviii. Any other duties as may be assigned from time to time by the supervisor

PROCUREMENT /STORES CLERK I - GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Certificate in Purchasing/Supply Chain Management or its equivalent from a recognized institution
- ii. Minimum of KCSE D+ (Plus)
- iii. At least three (3) years relevant work experience at the level of Procurement Clerk II grade 3 or its equivalent
- iv. APS-I will be an added advantage
- v. Computer literate
- vi. Registration with the Kenya Institute of Supplies Management (KISM) in any category

Duties and Responsibilities

- i. Receive and check purchase requisitions from the users
- ii. Register purchase requisition and forward to the HOP for assignments
- iii. Open procurement file, forward to the assigned officer and register in the tracking book
- iv. Alerting on quotations / tenders due for opening
- v. Receive and record evaluation reports, forward to the HOP for professional opinion
- vi. Record and forward the professional opinions to the AO
- vii. Record and forward the approved professional opinions to the assigned officers for LPO/LSO/Contract processing
- viii. Filing and record keeping
- ix. Unloading of materials/deliveries
- x. Preparation for inspection
- xi. Storage and preservation
- xii. Materials handling
- xiii. Ensure good housekeeping (i.e. check for obstructions)
- xiv. Maintenance of stock records
- xv. Stock-checking

- xvi. Check for damage/shortage and prepare report
- xvii. Ensure the stores area is kept clean and tidy and free from hazards
- xviii. Any other duties as may be assigned from time to time by the supervisor

PROCUREMENT ASSISTANT II-GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Have minimum KCSE mean grade C-(minus)
- ii. Diploma in Purchasing / Supplies Management or its equivalent from a recognized institution
- iii. APS-K will be an added advantage
- iv. At least three (3) years relevant work experience as Procurement Clerk I grade 4 or its equivalent.
- v. Must be an active member of the Kenya Institute of Supplies Management (KISM)
- vi. Computer literate

Serving Officer

- i. Diploma in Purchasing/Supplies Management or its equivalent from a recognized institution
- ii. APS-K will be an added advantage
- iii. At least three (3) years relevant work experience as a Procurement Clerk I grade 4
- iv. Must be a member of the Kenya Institute of Supplies Management (KISM)
- v. Satisfactory Performance
- vi. Computer literate

Duties and Responsibilities

- i. Receive deliveries and arrange for inspection
- ii. Complete vendors consignment/delivery note
- iii. Post receipts to bin cards and ABNO system
- iv. Prepare Goods Receipt Note (GRN)
- v. Prepare Goods Rejection Memo (in case of goods rejected)
- vi. Issue to customers on approved requisitions
- vii. Initiate development of stores catalogue
- viii. Establish and maintain re-order levels for stock items
- ix. Process suppliers' payments
- x. Alert for stock replenishment
- xi. Maintenance of stock records
- xii. Any other relevant duties and responsibilities as may be assigned by the supervisor

PROCUREMENT ASSISTANT I-GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Have minimum KCSE mean grade C-(minus)
- ii. Diploma in Purchasing / Supplies Management or its equivalent from a recognized institution
- iii. APS-K will be an added advantage
- iv. At least three (3) years relevant work experience as Procurement Assistant II grade 5 or its equivalent.
- v. Must be an active member of the Kenya Institute of Supplies Management (KISM)
- vi. Computer literate

Serving Officer

- i. Diploma in Purchasing/Supplies Management or its equivalent from a recognized institution
- ii. APS-K will be an added advantage
- iii. At least three (3) years relevant work experience as Procurement Assistant II grade 5
- iv. Must be a member of the Kenya Institute of Supplies Management (KISM)
- v. Satisfactory Performance
- vi. Computer literate

Duties and Responsibilities

- i. Receive deliveries and arrange for inspection
- ii. Complete vendors consignment/delivery note
- iii. Post receipts to bin cards and ABNO system
- iv. Prepare Goods Receipt Note (GRN)
- v. Prepare Goods Rejection Memo (in case of goods rejected)
- vi. Issue to customers on approved requisitions
- vii. Initiate development of stores catalogue
- viii. Establish and maintain re-order levels for stock items
- ix. Process suppliers' payments
- x. Alert for stock replenishment
- xi. Maintenance of stock records
- xii. Any other relevant duties and responsibilities as may be assigned by the supervisor

SENIOR PROCUREMENT II ASSISTANT – GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors Degree in Purchasing /Supply Chain Management or its equivalent
- ii. At least four (4) years relevant work experience three (3) at the level of Procurement Assistant I grade 6 or its equivalent
- iii. Registered member of the Kenya Institute of Supplies Management (KISM)
- iv. Computer literate
- v. CPSP-I/CIPS Level 4 will be an added advantage

Serving Officer

- i. Bachelors Degree in Purchasing /Supply Management or its equivalent
- ii. At least three (3) years relevant work experience as a Procurement Assistant I grade 6
- iii. Computer literate
- iv. Member of the Kenya Institute of Supplies Management (KISM)
- v. Satisfactory performance

Duties and Responsibilities

- i. Asset tagging
- ii. Updating asset register
- iii. Identifying and preparing obsolete, surplus and unserviceable stores for disposal
- iv. Liaising with the users in preparation of disposal plans
- v. Providing secretarial services during disposal committee meetings
- vi. Providing secretarial services during inspection and acceptance committee meetings
- vii. Carryout periodic checks of the quantities of materials held in stock both physical and system
- viii. Maintenance of stock records
- ix. Ensuring a place for every item and every item in its place
- x. Placing requests for general stationery and monitoring consumption, including maintenance of re-order levels for stock items
- xi. Any other duties and responsibilities assigned by their supervisor

SENIOR PROCUREMENT I ASSISTANT – GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors Degree in Purchasing /Supply Chain Management or its equivalent
- ii. At least four (4) years relevant work experience three (3) at the level of Senior Procurement Assistant II grade 7 or its equivalent
- iii. Registered member of the Kenya Institute of Supplies Management (KISM)
- iv. Computer literate
- v. CPSP-I/CIPS Level 4 will be an added advantage

Serving Officer

- i. Bachelors Degree in Purchasing /Supply Management or its equivalent
- ii. At least three (3) years relevant work experience as a Senior Procurement Assistant II grade 7 or its equivalent
- iii. Computer literate
- iv. Member of the Kenya Institute of Supplies Management (KISM)
- v. Satisfactory performance

Duties and Responsibilities

- i. Asset tagging
- ii. Updating asset register
- iii. Identifying and preparing obsolete, surplus and unserviceable stores for disposal
- iv. Liaising with the users in preparation of disposal plans
- v. Providing secretarial services during disposal committee meetings
- vi. Providing secretarial services during inspection and acceptance committee meetings
- vii. Carryout periodic checks of the quantities of materials held in stock both physical and system
- viii. Maintenance of stock records
- ix. Ensuring a place for every item and every item in its place
- x. Placing requests for general stationery and monitoring consumption, including maintenance of re-order levels for stock items
- xi. Any other duties and responsibilities assigned by their supervisor

ASSISTANT PROCUREMENT OFFICER II -GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors Degree in Purchasing /Supply Management or its equivalent
- ii. CPSP-II/CIPS Level 5 will be an added advantage
- iii. At least six (6) yearsrelevantwork experience 3 of which must have been at level of Senior Procurement Assistant I grade 8 or its equivalent in a reputable organization
- iv. Computer literate
- v. Member of the Kenya Institute of Supplies Management (KISM)

Serving Officers

- i. Bachelor's degree in Purchasing /Supply Management or its equivalent from a recognized institution
- ii. At least three (3)yearsrelevant work experience as a Senior Procurement Assistant I grade 8
- iii. Must be an active member of the Kenya Institute of Supplies Management (KISM)
- iv. Computer literate
- v. Satisfactory performance

Duties and Responsibilities

- i. Prepare quotations forms
- ii. Check the list of registered suppliers and based on rotations propose firms to the HOP for approval
- iii. Invite quotations
- iv. Carry out market surveys either physical or online
- v. Participate in opening quotations
- vi. Prepare quotation opening minutes
- vii. Participate in evaluation of quotations
- viii. Prepare evaluation report and submit to the HOP
- ix. Generate LPOs/LSOs and follow up on approvals
- x. Ensure quotations and LPOs are dispatched to suppliers promptly
- xi. Progress orders, alert on delayed deliveries
- xii. Filing and record keeping
- xiii. Provide details required for statutory and institutional reporting
- xiv. Support users during preparation of departmental procurement plans

- xv. To receive requisitions from users for purchase of goods and Services and confirm correct specifications and deliveries requested
- xvi. To physically check received supplies and ensure they are correct to specifications and in good condition

- xvii. To counter check suppliers invoice with original quotations or Tender documents and ensure original terms have been adhered to.
- xviii. Any other duties and responsibilities assigned by their supervisor

ASSISTANT PROCUREMENT OFFICER I -GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors Degree in Purchasing /Supply Management or its equivalent
- ii. CPSP-II/CIPS Level 5 will be an added advantage
- iii. At least six (6) years relevant work experience 3 of which must have been at level of Assistant Procurement Officer II grade 9 or its equivalent
- iv. Computer literate
- v. Member of the Kenya Institute of Supplies Management (KISM)

Serving Officers

- i. Bachelor's degree in Purchasing /Supply Management or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Assistant Procurement Officer II grade 9
- iii. Must be an active member of the Kenya Institute of Supplies Management (KISM)
- iv. Computer literate
- v. Satisfactory performance

Duties and Responsibilities

- i. Prepare quotations forms
- ii. Check the list of registered suppliers and based on rotations propose firms to the HOP for approval
- iii. Invite quotations
- iv. Carry out market surveys either physical or online
- v. Participate in opening quotations
- vi. Prepare quotation opening minutes
- vii. Participate in evaluation of quotations
- viii. Prepare evaluation report and submit to the HOP
- ix. Generate LPOs/LSOs and follow up on approvals
- x. Ensure quotations and LPOs are dispatched to suppliers promptly
- xi. Progress orders, alert on delayed deliveries
- xii. Filing and record keeping
- xiii. Provide details required for statutory and institutional reporting
- xiv. Support users during preparation of departmental procurement plans

- xv. To receive requisitions from users for purchase of goods and Services and confirm correct specifications and deliveries requested
- xvi. To physically check received supplies and ensure they are correct to specifications and in good condition
- xvii. To counter check suppliers invoice with original quotations or Tender documents and ensure original terms have been adhered to
- xviii. Any other duties and responsibilities assigned by their supervisor

SENIOR ASSISTANT PROCUREMENT OFFICER - GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Masters in Purchasing /Supply Management will be an added advantage
- ii. Bachelors Degree in Purchasing /Supply Management or its equivalent
- iii. CPSP-III/CIPS LEVEL 5
- iv. At least eight (8) years relevant work experience
- v. Computer literate
- vi. Must be an active member of the Kenya Institute of Supplies Management (KISM)
- vii. Must be conversant with Public Procurement Procedures

Serving Officers

- i. Bachelor's Degree in Purchasing /Supply Management or its equivalent
- ii. Must have served for a minimum of three (3) years at grade 9/10
- iii. CPSP-III/CIPS LEVEL 5 will be an added advantage
- iv. Computer literate
- v. Member of the Kenya Institute of Supplies Management (KISM)
- vi. Must be conversant with Public Procurement Procedures
- vii. Satisfactory Performance

Duties and Responsibilities

- i. Prepare tender documents and forward to the HOP for review
- ii. Advertise tenders in the daily newspapers and upload in the public procurement information portal
- iii. Participate in opening of tenders
- iv. Prepare tender opening minutes
- v. Participate in evaluation of tenders
- vi. Prepare evaluation report and submit to the HOP
- vii. Draft notifications of award and debriefing notices, contracts and follow up on approvals
- viii. Ensure approved contracts are dispatched to the contractors promptly

- ix. Progress contracts, alert on deviations or delayed deliveries
- x. Participate in contract implementation committees
- xi. Prepare quarterly reports for submission to PPRA and council
- xii. Prepare quarterly statutory and institutional reports (PPRA and Council)
- xiii. Support users during preparation of departmental procurement plans
- xiv. Represent the department in cross-sectional committees
- xv.** Any other relevant duties and responsibilities as may be assigned by the supervisor

PROCUREMENT OFFICER -GRADE 12

Reports to; Supervisor

Requirements for Direct Appointment

- i. CPSP-K/CIPS LEVEL 6
- ii. Masters Degree in Purchasing/ Supply Management or its equivalent
- iii. Bachelors Degree in Purchasing /Supply Management or its equivalent
- iv. At least ten (10) years relevant work experience
- v. Computer literate
- vi. Member of the Kenya Institute of Supplies Management (KISM) and licensed to practice
- vii. Conversant with Public Procurement Procedures

Serving Officer

- i. Masters Degree in Purchasing/ Supply Management or its equivalent
- ii. Bachelors Degree in Purchasing/Supply Management or its equivalent
- iii. CPSP-K/CIPS LEVEL 6
- iv. At least three (3) years relevant work experience as a Senior Assistant Procurement Officer grade 11
- v. Computer literate
- vi. Must be a member of the Kenya Institute of Supplies Management (KISM) and licensed to practice
- vii. Satisfactory Performance

Duties and Responsibilities

- i. Deputize Senior Procurement Officer
- ii. To undertake the day-to-day supervision of the stores service and staff
- iii. Ensure that rules and regulations relating to physical custody and preservation of stores are followed
- iv. Ensure Receipts and Issues are correctly documented

- v. Ensure correct accounting of stores and that the integrity of the stores area is maintained at all times
- vi. To ensure accurate accountability of all transactions to and from the stores
- vii. To facilitate periodic checks of the quantities of materials held in stock
- viii. Ensure safety and security of stock items, including custody of the keys
- ix. Identifying and preparing obsolete, surplus and unserviceable stores for disposal
- x. Consolidating annual disposal plan
- xi. Providing secretarial services during disposal committee meetings
- xii. Maintaining movable and immovable assets register
- xiii. Coordinate assets verification and stocktaking exercises
- xiv. Carryout market surveys, either physical or online
- xv. Any other duties as may be assigned from time to time by Supervisor

SENIOR PROCUREMENT OFFICER-SCALE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Masters Degree in Purchasing and Supply Chain Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Chain Management or its equivalent
- iii. CPSP-K/CIPS LEVEL 6
- iv. At leasttwelve (12) years relevant workexperienceCertificate of Attendance for Management/Leadership course lasting not less than three (3)weeks
- v. Computer literate
- vi. Member of the Kenya Institute of Supplies Management (KISM) and licensed to practice
- vii. Conversant with Public Procurement Procedures

Serving Officer

- i. Masters Degree in Purchasing and Supply Chain Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Chain Management or its equivalent
- iii. CPSP-K/CIPS LEVEL 6
- iv. At leastthree (3)yearsrelevant work experience as a Procurement Officer grade 12
- v. Computer literate
- vi. Member of the Kenya Institute of Supplies Management (KISM) and licensed to practice

- vii. Conversant with Public Procurement Procedures
- viii. Satisfactory Performance

Duties and Responsibilities

- i. Deputize Principal Procurement Officer
- ii. Co-ordinate maintenance of equipment and machinery, prepare maintenance plans
- iii. Ensure statutory and council reports are prepared in time
- iv. Champion of Quality Management System (QMS)
- v. Maintaining procurement records and an up-to-date list of registered suppliers
- vi. Providing secretarial services during committee meetings
- vii. Reviewing quotation forms and tender documents to ensure correct information is captured
- viii. drafting framework agreements, contract documents and coordinating supplier performance management review
- ix. Carryout market surveys, either physical or online
- x. Participating in assets verification exercise
- xi. Any other duties as may be assigned from time to time by Supervisor

PRINCIPAL PROCUREMENT OFFICER -GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. Masters Degree in Purchasing and Supply Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Management or its equivalent
- iii. CPSP-K/CIPS LEVEL 6
- iv. At least fourteen (14)years relevant work experience Certificate of Attendance for Management/Leadership course lasting not less than three (3)weeks
- v. Computer literate
- vi. Member of the Kenya Institute of Supplies Management (KISM) and licensed to practice
- vii. Conversant with Public Procurement Procedures

Serving Officer

- i. Masters Degree in Purchasing and Supply Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Management or its equivalent
- iii. CPSP-K/CIPS LEVEL 6
- iv. Atleast three (3) years relevant work as a Senior Procurement Officer grade 13
- v. Computer literate
- vi. Member of the Kenya Institute of Supplies Management (KISM) and licensed to practice

- vii. Conversant with Public Procurement Procedures
- viii. Satisfactory Performance

Duties and Responsibilities

- i. Deputize the Chief Procurement officer
- ii. Represent the department as a monitoring and evaluation officer
- iii. Co-ordinate the receiving and opening of tender documents
- iv. Co-ordinate the evaluation of tenders, quotations and proposals
- v. Ensure compliance with the public procurement rules and regulations
- vi. Liaise with users on development of specifications and terms of reference to ensure clear communication of need
- vii. Participate in reviewing procurement policies and manuals for the university
- viii. Update standing lists of registered suppliers and service providers required by the procuring entity
- ix. Providing secretarial services during committee meetings
- x. Participating in procurement planning, budgeting and supplier prequalification
- xi. Coordinating tender processing, drafting tender documents and contract documents
- xii. Ensuring contract implementation
- xiii. Any other duties as may be assigned from time to time by the Supervisor.

CHIEF PROCUREMENT OFFICER - GRADE 15

Reports to: Supervisor

Requirements for Direct Appointment

- i. Masters Degree in Purchasing /Supply Chain Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Management or its equivalent
- iii. CPSP-K/CIPS LEVEL 6
- iv. At least sixteen (16) years relevant work experience
- v. Certificate of Attendance for Management/Leadership course lasting not less than three (3)weeks
- vi. Computer literate
- vii. Member of the Kenya Institute of Supplies Management (KISM) and licensed to practice
- viii. Conversant with Public Procurement Procedures
- ix. PhD in a relevant area will be an added advantage

Serving Officer

- i. Masters Degree in Purchasing and Supply Management or its equivalent
- ii. Bachelors Degree in Purchasing /Supply Chain Management or its equivalent
- iii. CPSP-K/CIPS LEVEL 6

- iv. At least three (3) years relevant work experience as a Principal Procurement Officer grade 14
- v. Computer literate
- vi. Member of the Kenya Institute of Supplies Management (KISM) and licensed to practice
- vii. Conversant with Public Procurement Procedures
- viii. Satisfactory Performance

Duties and Responsibilities

- i. Providing professional guidance to the accounting officer through professional opinions for award decisions
- ii. Ensure compliance with the public procurement rules and regulations
- iii. Development of organizational procurement strategy
- iv. Identification and realization of cost-saving and cost-reduction opportunities
- v. Management of procurement staff in (and across) sourcing, contracting, transactional purchasing, supplier management, and miscellaneous internal procurement support activities
- vi. Creating a talent management process in coordination with HR to ensure that the right resources are in place
- vii. Managing the skills and competency development of procurement staff, including training development and knowledge management capabilities
- viii. Leadership of cross-functional teaming across other business functions and initiatives
- ix. Budget management for categories under management – and for procurement itself
- x. Development of benchmarks and scorecards to be used for continuous improvement
- xi. Approve LPOs, Quotations, store issues, out-bound correspondence
- xii. Formulating and reviewing procurement policies and manuals for the university
- xiii. Co-ordinate internal monitoring and evaluation of the supply chain function
- xiv. Maintain a list of registered suppliers and service providers required by the procuring entity
- xv. Prepare, publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interests
- xvi. Preparation and implementation of the unit's performance appraisal systems
- xvii. Contract management
- xviii. Preparing and consolidating annual procurement and disposal plans
- xix. Develop, implement, review and update procurement work instructions, policies and procedures
- xx. Any other duties as may be assigned from time to time by the Supervisor.

THE SCHEME OF SERVICE FOR SECURITY STAFF

Title	GRADE
Assistant Security Guard	2
Security Guard II	3
Security Guard I	4
Assistant Security Officer II	5
Assistant Security Officer I	6
Senior Assistant Security Officer II	7
Senior Assistant Security Officer I	8
Security Officer II	9
Security Officer I	10
Senior Security Officer	11
Principal Security Officer	12
Senior Principal Security Officer	13
Deputy Chief Security Officer	14
Chief Security Officer	15

ASSISTANT SECURITY GUARD - GRADE 2

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. At least three (3) years relevant work experience as an Assistant Security Guard II grade 1
- iii. Certificate in paramilitary studies
- iv. Certificate of Good Conduct

Duties and Responsibilities

- i. Guard Duties
- ii. Patrol Duties
- iii. Gate Keepers
- iv. Sentry Duties
- v. Escort Duties
- vi. Security Desk Duties
- vii. Search Duties at place of work
- viii. Keep, update and maintain precise and accurate records
- ix. Protect lives and property
- x. Crime and theft prevention

- xi. Any other relevant duty as may be assigned by the supervisor

SECURITY GUARD II- GRADE 3

Reports to: Supervisor

Requirements for Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Criminology/Security Science or its equivalent from recognized institution
- iii. Certificate of Good Conduct
- iv. At least four (4) years relevant work experience three (3) at the level of Assistant Security Guard I grade 2 or its equivalent

Serving Officer

- i. Minimum KCSE D+ (plus)
- ii. Basic Security/paramilitary training from recognized institution
- iii. At least three (3) years relevant work experience as an Assistant Security Guard I grade 2
- iv. Certificate of Good Conduct
- v. Satisfactory work performance

Duties and Responsibilities

- i. Ensure maximum guard duties are carried out
- ii. Ensure maximum Patrol Duties
- iii. Gate Keepers
- iv. Sentry Duties
- v. Escort Duties
- vi. Security Desk Duties
- vii. Search Duties At place of work
- viii. Keep, update and maintain precise and accurate records
- ix. Protect lives and property
- x. Crime and theft prevention
- xi. Any other relevant duty as may be assigned by the supervisor

SECURITY GUARD I- GRADE 4

Reports to: Supervisor

Requirements for Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Criminology/Security Science or its equivalent from recognized institution
- iii. Certificate of Good Conduct
- iv. At least four (4) years relevant work experience three (3) at the level of Security Guard II grade 3 or its equivalent

Serving Officer

- i. Minimum KCSE D+ (plus)
- ii. Basic Security/paramilitary training from recognized institution
- iii. At least three (3) years relevant work experience as a Security Guard II grade 3 or
- iv. Certificate of Good Conduct
- v. Satisfactory work performance

Duties and Responsibilities

- i. Ensure maximum guard duties are carried out
- ii. Ensure maximum Patrol Duties
- iii. Gate Keepers
- iv. Sentry Duties
- v. Escort Duties
- vi. Security Desk Duties
- vii. Search Duties At place of work
- viii. Keep, update and maintain precise and accurate records
- ix. Protect lives and property
- x. Crime and theft prevention
- xi. Any other relevant duty as may be assigned by the supervisor

ASSISTANT SECURITY OFFICER II- GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE C- (minus)
- ii. Diploma in Criminology/Security Science or its equivalent from a recognized institution
- iii. At least five (5) years relevant work experience three (3) as a Security Guard I grade 4 or its equivalent

- iv. Certificate of Good Conduct

Serving Officer

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Criminology/Security Science or its equivalent from recognized institution
- iii. At least three (3) years relevant work experience as a Security Guard I grade 4
- iv. Certificate of Good Conduct
- v. Satisfactory work performance

Duties and Responsibilities

- i. To man sensitive assignment
- ii. To take initial action on any report made/reported
- iii. To oversee searches, inspections, patrols and report to his supervisor
- iv. To visit scene of crime or incident and preserve evidence discovered
- v. Any other relevant duty as may be assigned by the supervisor

ASSISTANT SECURITY OFFICER I – GRADE 6

Reports To: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE C- (minus)
- ii. Diploma in criminology/security science or its equivalent from a recognized institution
- iii. At least five (5) years relevant work experience three (3) as an Assistant Security Officer II grade 5 or its equivalent
- iv. Certificate of Good Conduct

Serving Officer

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Criminology/Security Science or its equivalent from recognized institution
- iii. At least three (3) years relevant work experience as a Assistant Security Officer II grade 5
- iv. Certificate of Good Conduct
- v. Satisfactory work performance

Duties and Responsibilities

- i. To man sensitive assignment
- ii. To take initial action on any report made/reported
- iii. To oversee searches, inspections, patrols and report to his supervisor
- iv. To visit scene of crime or incident and preserve evidence discovered
- v. Any other relevant duty as may be assigned by the supervisor

SENIOR ASSISTANT SECURITY OFFICER II - GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At leastfour (4) years relevant work experience three (3) as an Assistant Security Officer I grade 6 or its equivalent
- iii. Valid Certificate of Good Conduct
- iv. Computer literate
- v. Work experience as a Sergeant/Warrant Officer in KenyaPolice Service/Kenya Defense Forces with a clean discharge certificatewill be anadded advantage

Serving Officer

- i. Diploma in Criminology/Security Science or its equivalent from a recognized institution
- ii. At leastthree (3) years relevantwor experience as an Assistant Security Officer I grade 6
- iii. Certificate of Good Conduct
- iv. Satisfactory work performance

SENIOR ASSISTANT SECURITY OFFICER I - GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At leastfour (4) years relevant work experience three (3) as aSenior Assistant Security Officer II grade 7 or its equivalent
- iii. Valid Certificate of Good Conduct
- iv. Computer literate
- v. Work experience as a Sergeant/Warrant Officer in KenyaPolice Service/Kenya Defense Forces with a clean discharge certificatewill be anadded advantage

Serving Officer

- i. Diploma in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Assistant Security Officer II grade 7
- iii. Certificate of Good Conduct
- iv. Satisfactory work performance

Duties and Responsibilities

- i. General Security duties Beat/Patrol
- ii. Prevention and detection of crime
- iii. Apprehension of crime offenders
- iv. Preserving the scenes of crime, initial investigation in area of supervision
- v. Investigating breaking, burglaries, rape cases, fraud, burglaries and stealing
- vi. Ensure that guard report on duty in time and allocating duties in assignments
- vii. Issue the guards with instructions/briefs during parade
- viii. Ensure that handing and taking over duties is carried out and signed by both incoming and outgoing guards
- ix. Convey information as communicated by the Assistant Security Officer who is the duty officer to all the guards
- x. Any other relevant duty as may be assigned by the supervisor

SECURITY OFFICER II -GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least seven (7) years relevant work experience 3 of which must have been served as a Senior Assistant Security Officer I grade 8 or its equivalent
- iii. Certificate of Good Conduct
- iv. Computer literate
- v. Work experience as a Sergeant/Warrant Officer in Kenya Police Service/Kenya Defense Forces with a clean discharge certificate

Serving Officer

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. Certificate of Good Conduct
- iii. Computer literate
- iv. At least three (3) years relevant work experience as a Senior Assistant Security Officer I grade 8
- v. Satisfactory work performance

Duties and Responsibilities

- i. In charge of Security in the Shift
- ii. Supervise the supervisors in the shifts and co-ordinates work between the security officer, supervisors and guards
- iii. Prevent and detection of crime in the shift
- iv. Carry out initial investigations of what occurs in the University
- v. Liaise with the duty officer and other law enforcement agencies on any follow up action and assist in investigation relating to matters affecting the University
- vi. Making and submitting reports to the Security Officer for action
- vii. Any other relevant duty as may be assigned by the supervisor

SECURITY OFFICER I -GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least seven (7) years relevant work experience three(3) of which must have been at a level of Security Officer II grade 9 or its equivalent
- iii. Certificate of Good Conduct
- iv. Computer literate
- v. Work experience as a Sergeant/Warrant Officer in Kenya Police Service/Kenya Defense Forces with a clean discharge certificate

Serving Officer

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. Certificate of Good Conduct
- iii. Computer literate
- iv. At least three (3) years relevant work experience as a Security Officer II grade 9

- v. Satisfactory work performance

Duties and Responsibilities

- i. In charge of Security in the Shift
- ii. Supervise the supervisors in the shifts and co-ordinates work between the security officer, supervisors and guards
- iii. Prevent and detection of crime in the shift
- iv. Carry out initial investigations of what occurs in the University
- v. Liaise with the duty officer and other law enforcement agencies on any follow up action and assist in investigation relating to matters affecting the University
- vi. Making and submitting reports to the Security Officer for action
- vii. Any other relevant duty as may be assigned by the supervisor

SENIOR SECURITY OFFICER GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least nine (9) years relevant work experience 3 of which must have been at level of Security Officer I grade 10 or its equivalent
- iii. Certificate of Good Conduct
- iv. Computer literate
- vi. Work experience as a Sergeant/Warrant Officer in Kenya Police Service/Kenya Defense Forces with a clean discharge certificate

Serving Officer

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. Certificate of Good Conduct
- iii. At least three(3) years relevant work experience as a Security Officer I grade 10

Duties and Responsibilities

- i. Information collection
- ii. Prevention of crime and riots

- iii. To be a duty officer in a campus
- iv. Be in charge of security of senior Officers
- v. Any other relevant duty as may be assigned by the supervisor

PRINCIPAL SECURITY OFFICER - GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least twelve (12) years relevant work experience
- iii. Certificate of Good Conduct
- iv. Computer literate
- v. Worked as Inspector in Kenya Police Service or Major in Kenya Defense Forces with a clean discharge certificate.

Serving Officer

- i. Bachelor's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Security Officer Grade 11
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Prevention and detection of crime
- ii. In charge of campus security
- iii. Investigation work in the campus
- iv. Preparation and reporting of Security Information
- v. Supervise the management of security functions of office, Residential Premises
- vi. Ensuring the service ability of electronic security surveillances appliances plus regular testing of alarm equipment
- vii. Any other relevant duty as may be assigned by the supervisor

SENIOR PRINCIPAL SECURITY OFFICER – GRADE 13

Reports to: Supervisor

Requirements for Direct Appointments

- i. Master's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least thirteen (13) years relevant work experience
- iii. Certificate of Good Conduct

- iv. Computer literate
- v. Worked as an Inspector of Kenya Police Service or Lieutenant in Kenya Defense Forces with a clean discharge certificate.

Serving Officer

- i. Master's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Principal Security Officer Grade 12
- iii. Certificate of Good Conduct
- iv. Computer literate

Duties and Responsibilities

- i. Carry out general administration duties in the unit
- ii. Investigate cases relating to fraud, accident, loss of property and make the necessary reports
- iii. Represent the institution in court when necessary
- iv. Maintain close liaison with police on security information and follow up Court Cases
- v. Ensure effective security is maintained for University property for staff and students
- vi. Any other relevant duty as may be assigned by the supervisor

CHIEF SECURITY OFFICER – GRADE 14

Reports to: Supervisor

Requirements for Direct Appointments

- i. Master's degree in Criminology/Security Science or its equivalent from a recognized institution
- ii. At least fifteen (15) years relevant work experience
- iii. Certificate of Good Conduct
- iv. Computer literate
- v. Training in cyber security will be an added advantage
- vi. At least three (3) years as a Deputy County Commissioner/Chief Inspector of Kenya Police Service or Captain in Kenya Defense Forces with a clean discharge certificate.
- vii. PhD degree in Criminology/Security Science or its equivalent from a recognized institution will be an added advantage

Serving Officer

- I. Master's degree in Criminology/Security Science or its equivalent from a recognized institution
- II. Certificate of Good Conduct
- III. Computer literate
- IV. At least three (3) years relevant work experience as a Senior Principal Security Officer grade 13

Duties and Responsibilities

- i. Responsible for all security matters in the University
- ii. To provide good security and safety to staff, students and University property
- iii. To liaise with other law enforcing organs/agencies of the government in order to minimize and prevent crime.
- iv. Responsible for all staff and students disciplinary matters
- v. Formulation and implementation of University security policies
- vi. Responsible for PC/ ISO/ Strategic plan
- vii. Member of Security and Safety committee
- viii. Any other relevant duty as may be assigned by the supervisor

SCHEME OF SERVICE FOR HOSTEL STAFF

GRADING STRUCTURE

DESIGNATION	GRADE
Hostel AttendantII	Grade 1
Hostel AttendantI	Grade 2
Assistant Janitor /Assistant Housekeeper II	Grade 3
Assistant Janitor /Assistant HousekeeperI	Grade 4
Janitor / HousekeeperII	Grade 5
Janitor / Housekeeper I	Grade 6
Senior Janitor/ Senior HousekeeperII	Grade 7
Senior Janitor/ Senior HousekeeperI	Grade 8
Assistant Hostel OfficerII	Grade 9
Assistant Hostel OfficerI	Grade 10
Senior Assistant Hostel officer	Grade 11
Hostels Officer	Grade 12
Senior Hostel Officer	Grade 13
Catering and Hostel Manager	Grade 14

HOSTEL ATTENDANT II- GRADE 1

Reports to: Supervisor

Requirements for Direct Appointment

- i. KCSE mean grade D+ and above
- ii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.
- iii. Certificate of good conduct

Duties and Responsibilities

- i. Collecting and disposal of garbage/litter
- ii. Unblocking of drainage
- iii. Ensure cleanliness of hostels and its surrounding
- iv. Report damages that require repair/ maintenance in their workstations
- v. Any other duties that may be assigned from time to time by the supervisor

HOSTEL ATTENDANT I- GRADE 2

Reports to: Supervisor

Requirements for Direct Appointment

- i. KCSE mean grade D+ and above

- ii. At least three (3) years relevant work experience as a Hostel Attendant II grade 1 or its equivalent
- iii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.
- iv. Certificate of good conduct

Duties and Responsibilities

- i. Collecting and disposal of garbage/litter
- ii. Unblocking of drainage
- iii. Ensure cleanliness of hostels and its surrounding
- iv. Report damages that require repair/ maintenance in their workstations
- v. Any other duties that may be assigned from time to time by the supervisor

ASSISTANT JANITOR II –GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade D+
- ii. Certificate in Security Management
- iii. Any other equivalent certification awarded by the Kenya National Qualification Authority (KNQA) as recognition of prior learning (RPL) will be an added advantage
- v. At least three (3) years relevant work experience as a Hostel Attendant I grade 2 or its equivalent
- iv. Certificate of good conduct

Serving Officers

- i. KCSE mean grade D+ and above
- ii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added Advantage
- iii. At least three (3) years relevant work experience as a Hostel Attendant I grade 2
- iv. Satisfactory Performance

Duties and Responsibilities

- i. Enforcement of hostel rules and regulations in liaison with the security office
- ii. Handle issues sick students in liaison with the University clinic and security Staff.

- iii. Monitor and report all emergency cases which may arise during hours of service to Head Janitor or Security Supervisor and obtain help as needed.
- iv. To monitor and report to Head Janitor any unusual events or misconduct of students or staff.
- v. Monitor and report any University property misplaced or require repairs and maintenance is reported.
- vi. Ensure that all security lights are in working order and report any area that requires repairs and replacement.
- vii. Perform any duties as may be prescribed by the Supervisor

ASSISTANT JANITOR I –GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade D+
- ii. Certificate in Security Management
- iii. Any other equivalent certification awarded by the Kenya National Qualification Authority (KNQA) as recognition of prior learning (RPL) will be an added advantage
- vi. At least three (3) years relevant work experience as an Assistant Janitor II grade 3 or its equivalent
- iv. Certificate of good conduct

Serving Officers

- i. KCSE mean grade D+ and above
- ii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added Advantage
- iii. At least three (3) years relevant work experience as an Assistant Janitor II grade 3
- iv. Satisfactory Performance

Duties and Responsibilities

- i. Enforcement of hostel rules and regulations in liaison with the security office
- ii. Handle issues sick students in liaison with the University clinic and security Staff.
- iii. Monitor and report all emergency cases which may arise during hours of service to Head Janitor or Security Supervisor and obtain help as needed.
- iv. To monitor and report to Head Janitor any unusual events or misconduct of students or staff.
- v. Monitor and report any University property misplaced or require repairs and maintenance is reported.

- vi. Ensure that all security lights are in working order and report any area that requires repairs and replacement.
- vii. Perform any duties as may be prescribed by the Supervisor

ASSISTANT HOUSEKEEPER II –GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade D+
- ii. Certificate in institutional management/ housekeeping
- iii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.
- iv. At least three years(3) relevant work experience

Serving Officers

- i. KCSE mean grade D+ and above
- ii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.
- iii. At least three (3) years relevant work experience as a Hostel Attendant I Grade 2
- iv. Satisfactory work Performance

Duties and Responsibilities

- i. Supervises the cleaning of Hostels sections in accordance with instructions issued by the Housekeeper.
- ii. Closely supervises cleaners and sweepers constantly advising on constant upkeep of housekeeping standards.
- iii. To ensure that all cleaners/sweepers are presentable and clean.
- iv. To assist the Housekeeper in keeping proper records of Hostels keys and proper count and maintenance of key rack.
- v. Responsible for performing any other duties as may be prescribed by the Supervisor

ASSISTANT HOUSEKEEPER I –GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade D+
- ii. Certificate in institutional management/ housekeeping
- iii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.

- iv. At least three years(3) relevant work experience as an Assistant House Keeper II grade 3 or its equivalent

Serving Officers

- i. KCSE mean grade D+ and above
- ii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.
- iii. At least three (3) years relevant work experience an Assistant House Keeper II grade 3
- iv. Satisfactory work Performance

Duties and Responsibilities

- i. Supervises the cleaning of Hostels sections in accordance with instructions issued by the Housekeeper.
- ii. Closely supervises cleaners and sweepers constantly advising on constant upkeep of housekeeping standards.
- iii. To ensure that all cleaners/sweepers are presentable and clean.
- iv. To assist the Housekeeper in keeping proper records of Hostels keys and proper count and maintenance of key rack.
- v. Responsible for performing any other duties as may be prescribed by the Supervisor

JANITOR II- GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE C- (minus)
- ii. Diploma in security studies or its equivalent from a recognized institution
- iii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.
- iv. At least Six(6) years relevant work experience three at the level of an an Assistant Janitor I grade 4

Serving Officers

- i. KCSE D+ (plus)
- ii. Certificate in institutional management or security studies
- iii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL).
- iv. At least three (3) years relevant work experience as an Assistant Janitor I Grade 4
- v. Satisfactory work Performance

Duties and responsibilities

- i. Advises the Senior Janitor of any incidences in students or employees behavior.
- ii. Advises on changes in Hostel operating procedures and equipment to reflect better security or protective methods.
- iii. Directly deals with students when there is a problem in Halls of Residence.
- iv. Responsible for students' safety and accident prevention programme.
- v. To handle in liaison with security staff any emergency that may arise.
- vi. Handle issues sick students in liaison with the University clinic and security Staff.
- vii. Responsible for enforcing policy regulations on visiting hours.
- viii. Performing any other duties as may be prescribed by the Supervisor

JANITOR I- GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE C- (minus)
- ii. Diploma in security studies or its equivalent from a recognized institution
- iii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL) will be an added advantage.
- iv. At least Six (6) years relevant work experience three at the level of an a Janitor II grade 5 or its equivalent

Serving Officers

- i. KCSE D+ (plus)
- ii. Certificate in institutional management or security studies
- iii. Any other equivalent certification awarded by the Kenya national qualification authority (KNQA) as recognition of prior learning (RPL).
- iv. At least three (3) years relevant work experience as a Janitor II grade 5
- v. Satisfactory work Performance

Duties and responsibilities

HOUSEKEEPER II – GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (minus)
- ii. Diploma in Security Studies or its equivalent from a recognized institution
- iii. At least Six (6) years relevant work experience three at the level of an Assistant House Keeper I grade 4 or its equivalent

Serving Officers

- i. KCSE mean grade D+ and above
- ii. Certificate in institutional management/ housekeeping
- iii. At least three (3) years relevant work experience an Assistant House Keeper I grade 4
- iv. Satisfactory work Performance

Duties and Responsibilities

- i. Responsible over assistant Housekeepers and for the standards of cleanliness in accordance with Departmental Requirements.
- ii. Prepare staff working schedules to meet peak and slack periods.
- iii. Conduct daily inspections of all areas to check on housekeeping standards and issue necessary orders for correction.
- iv. Meets regularly with Asst. Hostels Officer to ensure smooth flow of supplies and repair work.
- v. Responsible for proper control of stores.
- vi. To ensure that work is carried out and Hostels are cleaned and inspected before going off-duty.
- vii. Performing any other duties as may be prescribed by the supervisor.

HOUSEKEEPER I – GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean grade C- (minus)
- ii. Diploma in Security Studies or its equivalent from a recognized institution
- iii. At least Six (6) years relevant work experience three at the level of a House Keeper II grade 5 or its equivalent

Serving Officers

- i. KCSE mean grade D+ and above
- ii. Certificate in institutional management/ housekeeping
- iii. At least three (3) years relevant work experience as a House Keeper II grade 5
- iv. Satisfactory work Performance

Duties and Responsibilities

- i. Responsible over assistant Housekeepers and for the standards of cleanliness in accordance with Departmental Requirements.
- ii. Prepare staff working schedules to meet peak and slack periods.
- iii. Conduct daily inspections of all areas to check on housekeeping standards and issue necessary orders for correction.
- iv. Meets regularly with Asst. Hostels Officer to ensure smooth flow of supplies and repair work.
- v. Responsible for proper control of stores.

- vi. To ensure that work is carried out and Hostels are cleaned and inspected before going off-duty.
Performing any other duties as may be prescribed by the supervisor

SENIOR JANITOR II– GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Security Studies or its equivalent from a recognized institution
- ii. At least six(6) years relevant work experience three at the level of Janitor I grade 6
- iii. Computer literate

Serving Officers

- i. Diploma in security studies or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Janitor I grade 6
- iii. Computer literate
- iv. Satisfactory work Performance

Duties and responsibilities

- i. Responsible for the general direction/administration of Janitors.
- ii. Advises the Senior Hostels Officer of any incidences in students or employees behavior.
- iii. Advises on changes in Hostel operating procedures and equipment to reflect better security or protective methods.
- iv. Directly intervenes on students' problems in Halls of Residence.
- v. Responsible for students' safety and accident prevention programme.
- vi. To handle in liaison with security staff any emergency that may arise.
- vii. Handle issues sick students in liaison with the University clinic and security Staff.
- viii. Responsible for enforcing policy regulations on visiting hours.
- ix. Any other relevant duties as may be assigned by the Supervisor

SENIOR JANITOR I– GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Security Studies or its equivalent from a recognized institution
- ii. At least six (6) years relevant work experience three at the level of a Senior Janitor II grade 7
- iii. Computer literate

Serving Officers

- i. Diploma in security studies or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Janitor II grade 7
- iii. Computer literate
- iv. Satisfactory work Performance

Duties and responsibilities

- i. Responsible for the general direction/administration of Janitors.
- ii. Advises the Senior Hostels Officer of any incidences in students or employees behavior.
- iii. Advises on changes in Hostel operating procedures and equipment to reflect better security or protective methods.
- iv. Directly intervenes on students' problems in Halls of Residence.
- v. Responsible for students' safety and accident prevention programme.
- vi. To handle in liaison with security staff any emergency that may arise.
- vii. Handle issues sick students in liaison with the University clinic and security Staff.
- viii. Responsible for enforcing policy regulations on visiting hours.
- ix. Any other relevant duties as may be assigned by the Supervisor

SENIOR HOUSEKEEPER II – GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor degree in Hospitality management or related degree or its equivalent from a recognized university
- ii. At least six(6) years relevant work experience three at the level of House Keeper I grade 6
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or related degree or its equivalent from a recognized University plus three (3) years relevant experience as a House Keeper I grade 6

OR

Higher National Diploma in Institutional Management from a recognized institution plus three (3) years relevant experience as a House Keeper I grade 6

OR

Diploma in Institutional Management from a recognized institution with six (6) years relevant experience three (3) of which must have been as a House Keeper I grade 6

- ii. Computer literate
- iii. Satisfactory work Performance

Duties and Responsibilities

- i. Responsible to direct supervision of Housekeepers.
- ii. Ensure that all Stores Requisition Notes are done according to financial regulations and signed for by the Hostels Officer.
- iii. To requisition and issue all necessary cleaning materials and detergents and other necessary stores to Housekeepers for the smooth operations of Hostels.
- iv. To report any Requirements for repairs and maintenance.
- v. Responsible for promoting good relations between students and staffs.
- vi. Responsible for ensuring that room allocation procedure is implemented accurately.
- vii. Responsible for assisting in investigations of students and staff offences within the hostel
- viii. Any other relevant duties as may be assigned by the Supervisor

SENIOR HOUSEKEEPER I – GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor degree in Hospitality management or related degree or its equivalent from a recognized university
- ii. At least six (6) years relevant work experience three at the level of Senior House Keeper II grade 7 or its equivalent
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or related degree or its equivalent from a recognized University plus three (3) years relevant experience as a Senior House Keeper II grade 7

OR

Higher National Diploma in Institutional Management from a recognized institution plus three (3) years relevant experience as a Senior House Keeper II grade 7 **OR**

Diploma in Institutional Management from a recognized institution with six (6) years relevant experience three (3) of which must have been as a Senior House Keeper II grade 7

- ii. Computer literate
- iii. Satisfactory work Performance

Duties and Responsibilities

- i. Responsible to direct supervision of Housekeepers.
- ii. Ensure that all Stores Requisition Notes are done according to financial regulations and signed for by the Hostels Officer.
- iii. To requisition and issue all necessary cleaning materials and detergents and other necessary stores to Housekeepers for the smooth operations of Hostels.
- iv. To report any Requirements for repairs and maintenance.
- v. Responsible for promoting good relations between students and staffs.
- vi. Responsible for ensuring that room allocation procedure is implemented accurately.
- vii. Responsible for assisting in investigations of students and staff offences within the hostel
- viii. Any other relevant duties as may be assigned by the Supervisor

ASSISTANT HOSTEL OFFICER II–GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
OR
Higher National Diploma in Institutional Management from a recognized institution.
- ii. At least nine(9) years relevant work experience three at the level of Senior House Keeper I grade 8 or its equivalent
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution plus three (3) relevant work experience as a Senior House Keeper I grade 8
OR
Higher National Diploma in Institutional Management from a recognized institution plus six (6) relevant work experience as a Senior House Keeper I grade 8
OR
Diploma in Institutional Management from a recognized institution plus nine (9) relevant work experience as a Senior House Keeper I grade 8
- ii. Computer literate
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Conduct frequent checks and inspections of Hostels, grounds and its environs and direct decisions as necessary.
- ii. Ensures that all pending repairs and maintenance are acted on in consultation with the Hostels Officer.
- iii. Act as liaison person between the staff and office of the Hostels Officer on staff matters.
- iv. Ensure that good staff/students relationship is maintained at all times.
- v. Any other relevant duties as may be assigned by the Supervisor

ASSISTANT HOSTEL OFFICER I–GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
OR
Higher National Diploma in Institutional Management from a recognized institution.
- ii. At least nine (9) years relevant work experience three at the level of an Assistant Hostels Officer II grade 9 or its equivalent
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution plus three (3) relevant work experience as an Assistant Hostels Officer II grade 9
OR
Higher National Diploma in Institutional Management from a recognized institution plus six (6) relevant work experience as an Assistant Hostels Officer II grade 9
OR
Diploma in Institutional Management from a recognized institution plus nine (9) relevant work experience as an Assistant Hostels Officer II grade 9
- ii. Computer literate
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Conduct frequent checks and inspections of Hostels, grounds and its environs and direct decisions as necessary.

- ii. Ensures that all pending repairs and maintenance are acted on in consultation with the Hostels Officer.
- iii. Act as liaison person between the staff and office of the Hostels Officer on staff matters.
- iv. Ensure that good staff/students relationship is maintained at all times.
- v. Any other relevant duties as may be assigned by the Supervisor

SENIOR ASSISTANT HOSTEL OFFICER –GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution

OR

Higher National Diploma in Institutional Management or its equivalent from a recognized institution

- ii. At least twelve (12) years relevant work experience
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution plus three (3) years relevant work experience as an Assistant Hostel Officer grade 9/10

OR

Higher National Diploma in Institutional Management from a recognized institution plus three (3) years relevant work experience as an Assistant Hostel Officer grade 9/10

- i. Computer literate
- ii. Satisfactory work performance

Duties and Responsibilities

- i. Ensuring frequent checks and inspections of Hostels, grounds and its environs and give directions.
- ii. Ensuring repairs and maintenance in consultation with the Hostels Officer's office.
- iii. Responsible for close liaison between the staff and office of the Hostels Officer in matter of discipline and efficiency.
- iv. Ensuring good staff/students relationship is achieved at all times.
- v. Any other relevant duties as may be assigned by the Supervisor

HOSTELS OFFICER – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. At least twelve (12) years of relevant work experience Registered with relevant professional body
- iv. Computer literate

Serving Officer

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. At least three (3) years of relevant work experience as a Senior Assistant Hostel Officer grade 11
- iv. Computer literate
- v. Satisfactory work performance

Duties and Responsibilities

- i. Responsible for ensuring cleanliness and hygiene in Hostels.
- ii. Responsible for staff discipline.
- iii. Responsible for good relations between staff and students in the hostel.
- iv. Responsible for designing work procedures and programmes for staff.
- v. Responsible for preparation of departmental budgets, plans
- vi. Responsible for hostel data maintenance/management
- vii. Responsible for stock levels
- viii. Responsibility for implementation of hostel related University policies.
- ix. Responsible for clearing students from Halls of Residence, ensuring that University property is returned in good order and any damage cost of which is fully invoiced and charged to those responsible for.
- x. Any other relevant duties as may be assigned by the Supervisor

SENIOR HOSTELS OFFICER – GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution plus fifteen (15) years relevant work experience

- vi. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Registered with a relevant professional body
- iii. Computer literate

Serving Officer

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant experience as a Hostel Officer grade 12
- iv. Satisfactory performance

Duties and Responsibilities

- i. Responsible to overall direction and smooth operations in Hostels or Accommodation services of Hostels Department.
- ii. Responsible for preparing staff establishments for Hostels Section in consultation with Hospitality Manager and to ensure that approved levels are kept.
- iii. Responsible for carrying out full inspection, regularly and often and report the findings to Hospitality Manager.
- iv. Responsible for organizing leave rotas, transfers, off-days and other management movements in consultation with Hospitality Manager.
- v. To advise Hospitality Manager on all hostel & staff matters.
- vi. Performing any other duties as may be prescribed by the Supervisor

CATERING AND HOSTEL MANAGER – GRADE 14

Reports to: Supervisor

Requirements for Direct Appointments

- i. Master's degree in a relevant field or its equivalent from a recognized institution plus 18 years relevant work experience
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. Registered member of a relevant professional body.
- iv. Computer literate
- v. Those who have attended and participated in seminars/workshops/conferences locally and internationally will have an added advantage
- vi. PhD degree in a relevant field will be an added advantage

Serving Officer

- i. Master's degree in hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as a Senior Catering/Hostel Officer Grade 13
- iv. Registered member of a relevant professional body.
- v. Certificate of attendance of seminars/workshops/conferences locally and internationally will have an added advantage

Duties and Responsibilities

- i. Responsible for providing effective leadership in the direction, organization, administration and programmes of Catering and Hostels Department.
- ii. Formulate policies
- iii. To advise the Management as required on operational matters.
- iv. To liaise with heads of Department in the Catering and Hostels Departments on daily operations
- v. Formulate and implement policy decisions of the University concerning catering and accommodation services.
- vi. To monitor and evaluate the performance of Catering and Hostels Departments.
- vii. Responsible for preparing annual budget (estimates) for the departments.
- viii. Implementation of the performance management system of the department
- ix. Ensure adherence to the Quality Management Standards(QMS)
- x. Performs any other duties as may be assigned by Supervisor

SCHEME OF SERVICE FOR CATERING STAFF

GRADING STRUCTURE

DESIGNATION	GRADE
Kitchen AttendantII	Grade 1
Kitchen AttendantI	Grade 2
CookII	Grade 3
CookI	Grade 4
Head CookII	Grade 5
Head CookI	Grade 6
Dining hall attendantII	Grade 1
Dining hall attendantI	Grade 2
Dining Hall CheckerII	Grade 1
Dining Hall CheckerI	Grade 2
Dining Hall AssistantII	Grade 3
Dining Hall AssistantI	Grade 4
Dining Hall SupervisorII	Grade 5
Dining Hall SupervisorI	Grade 6
Assistant Cateress/CatererII	Grade 3
Assistant Cateress/Caterer I	Grade 4
Cateress/CatererII	Grade 5
Cateress/CatererI	Grade 6
Senior Cateress/CatererII	Grade 7
Senior Cateress/CatererI	Grade 8
Assistant Catering OfficerII	Grade 9
Assistant Catering OfficerI	Grade 10
Senior Assistant Catering Officer	Grade 11
Catering Officer	Grade 12
Senior Catering Officer	Grade 13
Catering and Hostel Manager	Grade 14

KITCHEN ATTENDANT II– GRADE 1

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE grade D+.

Duties and Responsibilities

- i. Responsible for general cleanliness of the kitchen and all areas assigned before, during and after service.
- ii. Assist the off-loading and issues of stores.
- iii. Any other relevant duties as may be assigned by the Supervisor

KITCHEN ATTENDANT I– GRADE 2

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE grade D+.
- ii. At least three (3) years relevant work experience as a Kitchen Attendant II grade 1

Duties and Responsibilities

- i. Responsible for general cleanliness of the kitchen and all areas assigned before, during and after service.
- ii. Assist the off-loading and issues of stores.
- iii. Any other relevant duties as may be assigned by the Supervisor

COOK II –GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Food Production from a recognized institution plus at least three(3) year relevant work experience as an Kitchen Attendant I grade 2 or its equivalent

Duties and Responsibilities

- i. Ensure that the working area is kept clean at all times
- ii. Ensure that mise-en-place is ready in time.
- iii. Ensures that maximum care is taken in the use of dangerous machinery and equipment.
- iv. Ensure good public relations between staff and students and avoid confrontations
- v. Any other relevant duties as may be assigned by the Supervisor

COOK I –GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- iii. Minimum KCSE D+ (plus)
- iv. Certificate in Food Production from a recognized institution plus at least three(3) year relevant work experience as Cook II grade 3 or its equivalent

Duties and Responsibilities

- i. Ensure that the working area is kept clean at all times
- ii. Ensure that mise-en-place is ready in time.
- iii. Ensures that maximum care is taken in the use of dangerous machinery and equipment.
- iv. Ensure good public relations between staff and students and avoid confrontations
- v. Any other relevant duties as may be assigned by the Supervisor

HEAD COOK II–GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSEC- (minus)
- ii. Diploma in Food Production or its equivalent from a recognized institution

OR

Advanced Certificate in Food Production from Kenya Utalii College or any other recognized institution

- iii. At least three (3) years relevant work experience as Cook grade I grade 4 or its equivalent

Serving Officer

- i. Minimum KCSE C- (minus)
- ii. Advanced Certificate in Food Production from Kenya Utalii College

OR

Diploma in Food Production or its equivalent from a recognized institution

- iii. At least three (3) years relevant work experience as a Cook grade I grade 4
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Ensure good quality food is produced at all times.
- ii. Assist the cateress/caterer in ensuring adequate supplies of food-stuff is made available always.
- iii. Assigns daily duties for Kitchen staff

- iv. Responsible for cleanliness of the kitchen, equipment and staff.
- v. Generate purchase requisition for approval by the cateress/caterer.
- vi. Assist in preparation of menus for all types of meals.
- vii. Performs any other duty assigned by supervisor.

HEAD COOK I–GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE C- (minus)
- ii. Diploma in Food Production or its equivalent from a recognized institution

OR

Advanced Certificate in Food Production from Kenya Utalii College or any other recognized institution

- iii. At least three (3) years relevant work experience as Head Cook II grade 5 or its equivalent

Serving Officer

- i. Minimum KCSE C- (minus)
- ii. Advanced Certificate in Food Production from Kenya Utalii College

OR

Diploma in Food Production or its equivalent from a recognized institution

- iii. At least three (3) years relevant work experience as a Head Cook II grade 5
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Ensure good quality food is produced at all times.
- ii. Assist the cateress/caterer in ensuring adequate supplies of food-stuff is made available always.
- iii. Assigns daily duties for Kitchen staff
- iv. Responsible for cleanliness of the kitchen, equipment and staff.
- v. Generate purchase requisition for approval by the cateress/caterer.
- vi. Assist in preparation of menus for all types of meals.
- vii. Performs any other duty assigned by supervisor.

DINING HALL ATTENDANT II- GRADE 1

Reports to: Supervisor

Requirements for direct appointment

- i. Minimum KCSE D+ (plus).
- ii. Certificate of good conduct

Duties and Responsibilities

- i. Ensure cleanliness of the dining hall
- ii. Ensure safe custody of dining hall keys

- iii. Maintain dining hall and equipments therein
- iv. Identify and report required repair and maintenance needed in the dining hall
- v. Observe hygiene and good grooming
- vi. Any other relevant duties as may be assigned by the Supervisor

DINING HALL ATTENDANT I- GRADE 2

Reports to: Supervisor

Requirements for direct appointment

- i. Minimum KCSE D+ (plus).
- ii. At least three (3) years relevant work experience as a Dining Hall Attendant II grade I or its equivalent
- iii. Certificate of good conduct

Duties and Responsibilities

- i. Ensure cleanliness of the dining hall
- ii. Ensure safe custody of dining hall keys
- iii. Maintain dining hall and equipments therein
- iv. Identify and report required repair and maintenance needed in the dining hall
- v. Observe hygiene and good grooming
- vi. Any other relevant duties as may be assigned by the Supervisor

DINING HALL CHECKER II –GRADE 1

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Food and Beverage from a recognized institution

Duties and Responsibilities

- i. Ensures safety of crockery, cutlery and glassware. That operating equipment does not leave Dining Halls.
- ii. Responsible for weekly physical stock count of all operating equipment. Make regular visits to students' hostels to recover any operating equipment.
- iii. Reports any breakages in Dining hall and advice necessary repairs and maintenance.
- iv. Ensure that students keep orderliness during meal times and abide by regulations governing students conduct in Dining Halls and Kitchens.
- v. Any other relevant duties as may be assigned by the Supervisor

DINNING HALL CHECKER I –GRADE 2

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Food and Beverage from a recognized institution
- iii. At least three (3) years relevant work experience as a Dining Hall Checker II grade 1 or its equivalent

Duties and Responsibilities

- i. Ensures safety of crockery, cutlery and glassware. That operating equipment does not leave Dining Halls.
- ii. Responsible for weekly physical stock count of all operating equipment. Make regular visits to students' hostels to recover any operating equipment.
- iii. Reports any breakages in Dining hall and advice necessary repairs and maintenance.
- iv. Ensure that students keep orderliness during meal times and abide by regulations governing students conduct in Dining Halls and Kitchens.
- v. Any other relevant duties as may be assigned by the Supervisor

DINING HALL ASSISTANT II –GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Food and Beverage Service from a recognized institution plus three(3) years relevant experience as a Dining Hall Checker I grade 2 or its equivalent
- iii. Food Handlers Medical Certificate

Serving Officer

- i. Minimum KCSE D+ (plus)
- ii. At least three (3) years relevant work experience as a Dining Hall Attendant grade 1/2
- iii. Food Handlers Medical Certificate

Duties and Responsibilities

- i. Ensure that prior to service all tables are fully laid and well-arranged and spotlessly clean.
- ii. Ensure best service standards and presentations

- iii. Ensure that dining service area is cleaned continuously and soiled plates and cutlery cleared.
- iv. Show courtesy and restraint at all times to students
- v. Consults and liaises with Dining Hall Supervisor at all times to ensure that daily instructions are clear.
- vi. Responsible for polishing and sorting of cutlery and crockery.
- vii. Responsible for collecting Dining Hall operation equipment, furniture from Hostels and other areas not meant for.
- viii. Any other relevant duties as may be assigned by the Supervisor

DINING HALL ASSISTANT I –GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Food and Beverage Service from a recognized institution plus three(3) years relevant experience as a Dining Assistant II grade 3 or its equivalent
- iii. Food Handlers Medical Certificate

Serving Officer

- i. Minimum KCSE D+ (plus)
- ii. At least three (3) years relevant work experience as a Dining Hall Assistant II grade 3 or its equivalent Food Handlers Medical Certificate

Duties and Responsibilities

- i. Ensure that prior to service all tables are fully laid and well-arranged and spotlessly clean.
- ii. Ensure best service standards and presentations
- iii. Ensure that dining service area is cleaned continuously and soiled plates and cutlery cleared.
- iv. Show courtesy and restraint at all times to students
- v. Consults and liaises with Dining Hall Supervisor at all times to ensure that daily instructions are clear.
- vi. Responsible for polishing and sorting of cutlery and crockery.
- vii. Responsible for collecting Dining Hall operation equipment, furniture from Hostels and other areas not meant for.

Any other relevant duties as may be assigned by the Supervisor

DINING HALL SUPERVISOR II –GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Food and Beverage Management from a recognized institution
- ii. At least three (3) years relevant work experience as a Dining Hall Assistant I grade 4 or its equivalent
- iii. Computer literate

Serving Officer

- i. Certificate in Food and Beverage, Sales and Service from Kenya Utalii College or any other recognized institution
- ii. Diploma in Food and Beverage Management from a recognized institution
- iii. At least three (3) years relevant work experience as a Dining Hall Assistant I grade 4
- iv. Computer literate
- v. Satisfactory performance.

Duties and Responsibilities

- i. Inspects Dining areas to ensure cleanliness and that all the furniture are well laid in readiness for service.
- ii. Consults the cateress on duty on to the days' menu to determine the type of equipment required for service daily.
- iii. Updates the menu list periodically and communicate the same to customers.
- iv. Allocates waiters on their stations and instructs on the menus' contents daily.
- v. Carry out repair and maintenance checklist on furniture, equipment and the dining area periodically.
- vi. Maintains inventory on cutlery, crockery and glassware regularly.
- vii. Performs any other duty assigned by supervisor.

DINING HALL SUPERVISOR I –GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Food and Beverage Management from a recognized institution At least three (3) years relevant work experience as a Dining Hall Supervisor II grade 5 or its equivalent
- ii. Computer literate

Serving Officer

- i. Certificate in Food and Beverage, Sales and Service from Kenya Utalii College or any other recognized institution

- ii. Diploma in Food and Beverage Management from a recognized institution At least three (3) years relevant work experience as a Dining Hall Supervisor II grade 5
- iii. Computer literate
- iv. Satisfactory performance.

Duties and Responsibilities

- i. Inspects Dining areas to ensure cleanliness and that all the furniture are well laid in readiness for service.
- ii. Consults the cateress on duty on to the days' menu to determine the type of equipment required for service daily.
- iii. Updates the menu list periodically and communicate the same to customers.
- iv. Allocates waiters on their stations and instructs on the menus' contents daily.
- v. Carry out repair and maintenance checklist on furniture, equipment and the dining area periodically.
- vi. Maintains inventory on cutlery, crockery and glassware regularly.
- vii. Performs any other duty assigned by supervisor.

ASSISTANT CATERESS/CATERER II –GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Institutional Management from a recognized institution.
- iii. At least three years relevant work experience as a Kitchen Attendant I grade 2 or its equivalent

Duties and Responsibilities

- i. Co-ordinates replenishing of food by the cooks.
- ii. Ensures that all staff are smartly dressed in uniform and maintain high standard of personal hygiene.
- iii. Supervise junior staff for efficient and good quality service.
- iv. Checks the service counter
- v. Performs any other duties assigned by the Supervisor

ASSISTANT CATERESS/CATERER I –GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (plus)
- ii. Certificate in Institutional Management from a recognized institution.
- iii. At least three years relevant work experience as an Assistant Cateress/Caterer II grade 3 or its equivalent

Duties and Responsibilities

- i. Co-ordinates replenishing of food by the cooks.
- ii. Ensures that all staff are smartly dressed in uniform and maintain high standard of personal hygiene.
- iii. Supervise junior staff for efficient and good quality service.
- iv. Checks the service counter
- v. Any other duty assigned by the supervisor

CATERESS/CATERER II –GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Institutional Management from a recognized Institution
OR
Advanced Certificate in Food Production/Beverage Sales from Kenya Utalii College or any other recognized institution
- ii. At least three (3) years relevant work experience as an Assistant Cateress/Caterer I grade 4 or its equivalent
- iii. Computer literate

Serving Officer

- i. Advanced Certificate in Food Production/Beverage sales from Kenya Utalii College
- ii. At least three (3) years relevant work experience as an Assistant Cateress/Caterer I grade 4
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Responsible for kitchen production and service operation daily
- ii. Responsible for general organization and supervision of kitchen functions and staff.
- iii. Ensure that all kitchen staff are in clean uniform and smartly dressed with high standard of personal hygiene.
- iv. Requests for food stuffs and cleaning materials from the stores.
- v. Checks the quality and quantity of food stuff on delivery.
- vi. Responsible for strict control and on safety of foodstuff in raw or cooked form.
- vii. Allocates tasks and directs staff in function catering.
- viii. Performs any other duties as may be assigned by the supervisor.

CATERESS/CATERER I –GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Institutional Management from a recognized Institution
OR
Advanced Certificate in Food Production/Beverage Sales from Kenya Utalii College or any other recognized institution
- ii. At least three (3) years relevant work experience as aCateress/Caterer II grade 5 or its equivalent
- iii. Computer literate

Serving Officer

- i. Advanced Certificate in Food Production/Beverage sales from Kenya Utalii College
- ii. At least three (3) years relevant work experience as aCateress/Caterer II grade 5
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Responsible for kitchen production and service operation daily
- ii. Responsible for general organization and supervision of kitchen functions and staff.
- iii. Ensure that all kitchen staff are in clean uniform and smartly dressed with high standard of personal hygiene.
- iv. Requests for food stuffs and cleaning materials from the stores.
- v. Checks the quality and quantity of food stuff on delivery.
- vi. Responsible for strict control and on safety of foodstuff in raw or cooked form.
- vii. Allocates tasks and directs staff in function catering.
- viii. Performs any other duties as may be assigned by the supervisor.

SENIOR CATERESS/CATERER II –GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution plus four (4) years relevant work experience three at the level of Cateress/Caterer I grade 6 or its equivalent
- ii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution plus three (3) years relevant work experience as a Cateress/Caterer I grade 6
- ii. Computer literate

Duties and Responsibilities

- i. Supervises all Catering outlets on daily basis.
- ii. Ensures efficiency in running of all kitchens and dining areas.
- iii. Ensure that stores requisitions are made as per financial regulations approved.
- iv. To advice on possible savings on food cost and measures to be taken.
- v. Prepares work- schedules (duty rosters) and leave rosters
- vi. Performs any other duties as assigned by the Supervisor

SENIOR CATERESS/CATERER I –GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- iii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution plus four (4) years relevant work experience three at the level of a Senior Cateress/Caterer II grade 7 or its equivalent
- iv. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution plus three (3) years relevant work experience as a a Senior Cateress/Caterer II grade 7
- ii. Computer literate

Duties and Responsibilities

- i. Supervises all Catering outlets on daily basis.
- ii. Ensures efficiency in running of all kitchens and dining areas.
- iii. Ensure that stores requisitions are made as per financial regulations approved.
- iv. To advice on possible savings on food cost and measures to be taken.
- v. Prepares work- schedules (duty rosters) and leave rosters
- vi. Performs any other duties as assigned by the Supervisor

ASSISTANT CATERING OFFICER II –GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Hospitality Management in a relevant area from recognized institution.
- ii. At least six (6) years relevant work experience in a busy establishment 3 of which must have been as a Senior Caterers/ Caterer I grade 8 or equivalent.
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as Senior Caterers/ Caterer I grade 8
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Ensure correct staffing in all sections of the department on daily basis
- ii. Ensure that all operations of kitchens and service are of high standard.
- iii. Ensure that all resources required by operation areas are issued and records kept as per the laid- down procedures.
- iv. Ensure that all statutory regulations are fulfilled in time.
- v. Performs any other duties as assigned by the Supervisor

ASSISTANT CATERING OFFICER I –GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Hospitality Management in a relevant area from recognized institution.
- ii. At least six (6) years relevant work experience in a busy establishment 3 of which must have been as an Assistant Catering Officer II grade 9 or equivalent.
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as an Assistant Catering Officer II grade 9
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Ensure correct staffing in all sections of the department on daily basis
- ii. Ensure that all operations of kitchens and service are of high standard.
- iii. Ensure that all resources required by operation areas are issued and records kept as per the laid- down procedures.
- iv. Ensure that all statutory regulations are fulfilled in time.
- v. Performs any other duties as assigned by the Supervisor

SENIOR ASSISTANT CATERING OFFICER –GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution.
- ii. At least eight (8) years relevant work experience
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as an Assistant Catering Officer grade 9/10.
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Ensure correct staffing in all sections of the department on daily basis
- ii. Ensure that all operations of kitchens and service are of high standard.
- iii. Ensure that all resources required by operation areas are issued and records kept as per the laid- down procedures.
- iv. Ensure that all statutory regulations are fulfilled in time.
- v. Performs any other duties that may be assigned by the supervisor

CATERING OFFICER – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. At least ten (10) years relevant work experience.

Serving Officer

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as a Senior Assistant Catering Officer grade 11
- iv. Computer literate
- v. Satisfactory work performance

Duties and Responsibilities

- i. Responsible for the smooth operations of all kitchens, dining halls, Cafeterias and any other Catering units as may be assigned.
- ii. Responsible for ensuring absolute cleanliness and hygiene in all Catering outlets under his/her supervision.
- iii. Responsible for the quality of the food presented and served in all Catering outlets.
- iv. Ensure discipline and good public relations between staff and the customers to the department.
- v. Ensures control is exercised the sale of food by use of standard equipment.
- vi. Responsible for the continuous improvement of menus, recipes and cost controls.
- vii. Supervises stock taking activities for every unit and adherence to budgets agreed upon.
- viii. Performs any other duties as assigned by the supervisor.

SENIOR CATERING OFFICER – GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution.
- iii. At least twelve (12) years relevant work experience
- iv. Registered and in good standing with a relevant professional body
- v. Certificate of Attendance of a leadership course
- vi. Computer literate

Serving Officers:-

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution.
- iii. At least three (3) years relevant work experience as a Catering Officer grade 12
- iv. Computer literate
- v. Satisfactory performance

Duties and Responsibilities:

- i. Responsible for the overall smooth operations of Catering services for the University.
- ii. To prepare staff establishments for catering section in consultation with Catering officers
- iii. To implement policy decisions for catering services.
- iv. To liaise with other department on issues of concern e.g repairs and maintenance financial matters etc.
- v. To advise Catering and hostels Manager on staff training Requirements.
- vi. Supervise and appraise staff in the department.
- vii. Performs any other duties as may be assigned by the supervisor

CATERING AND HOSTEL MANAGER – GRADE 14

Reports to: Supervisor

Requirements for Direct Appointments

- i. Master's degree in a relevant field or its equivalent from a recognized institution plus 18 years relevant work experience
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution
- iii. Registered member of a relevant professional body.
- iv. Computer literate
- v. Those who have attended and participated in seminars/workshops/conferences locally and internationally will have an added advantage
- vi. PhD degree in a relevant field will be an added advantage

Serving Officer

- i. Master's degree in Hospitality Management or its equivalent from a recognized institution
- ii. Bachelor's degree in Hospitality Management or its equivalent from a recognized institution

- iii. At least three (3) years relevant work experience as a Senior Catering/Hostel Officer Grade 13
- iv. Registered member of a relevant professional body.
- v. Certificate of attendance of seminars/workshops/conferences locally and internationally will have an added advantage

Duties and Responsibilities

- i. Responsible for providing effective leadership in the direction, organization, administration and programmes of Catering and Hostels Department.
- ii. Formulate policies
- iii. To advise the Management as required on operational matters.
- iv. To liaise with heads of Department in the Catering and Hostels Departments on daily operations
- v. Formulate and implement policy decisions of the University concerning catering and accommodation services.
- vi. To monitor and evaluate the performance of Catering and Hostels Departments.
- vii. Responsible for preparing annual budget (estimates) for the departments.
- viii. Implementation of the performance management system of the department
- ix. Ensure adherence to the Quality Management Standards(QMS)
- x. Performs any other duties as may be assigned by Supervisor

SCHEME OF SERVICE FOR TRANSPORT AND WORKSHOP STAFF

Workshop Staff	
Artisan II	Grade 3
Artisan I	Grade 4
Mechanic II	Grade 5
Mechanic I	Grade 6
Workshop Supervisor II	Grade 7
Workshop Supervisor I	Grade 8
Transport Staff	
Driver IV	Grade 3
Driver III	Grade 4
Driver II/Ambulance Driver	Grade 5
Driver I/Ambulance Driver	Grade 6
Senior Driver/ Senior Ambulance Driver	Grade 7
Senior Driver/ Senior Ambulance Driver	Grade 8

Transport Supervisor	Grade 9
Transport Supervisor	Grade 10
Assistant Transport Officer	Grade 11
Transport Officer	Grade 12

WORKSHOP STAFF

ARTISAN II- GRADE 3

Reports to: Supervisor

Requirements for Direct appointment

- i. Trade test I or Craft Certificate in Mechanics
- ii. At least one (1) year relevant work experience

Duties and responsibilities

- i. Perform routine repair and service on motor vehicles under the guidance of Mechanic I.
- ii. Repair punctures.
- iii. Safe custody of tools and equipment being used.
- iv. Any other relevant duties as may be assigned by Supervisor.

ARTISAN I- GRADE 4

Reports to: Supervisor

Requirements for Direct appointment

- i. Trade test I or Craft Certificate in Mechanics
- ii. At least three (3) years relevant work experience as an Artisan II grade 3 or its equivalent

Duties and responsibilities

- i. Perform routine repair and service on motor vehicles under the guidance of Mechanic I.
- ii. Repair punctures.
- iii. Safe custody of tools and equipment being used.
- iv. Any other relevant duties as may be assigned by Supervisor.

MECHANIC II – GRADE 5

Reports to: Supervisor

Requirements for Direct appointment

- i. Diploma in Automotive Engineering or its equivalent three (3) years relevant work experience at the level of Artisan I grade 4 or its equivalent
- ii. Computer literacy is an added advantage.

Duties and responsibilities

- i. Perform routine service on motor vehicles.
- ii. Signs and collects from store tools and equipment being used.
- iii. In charge of safety and cleanliness of a work area assigned.
- iv. Any other relevant duties as may be assigned by Supervisor.

MECHANIC I – GRADE 6

Reports to: Supervisor

Requirements for Direct appointment

- i. Diploma in Automotive Engineering or its equivalent three (3) years relevant work experience at the level of a Mechanic II grade 5 or its equivalent
- ii. Computer literacy is an added advantage.

Duties and responsibilities

- i. Perform routine service on motor vehicles.
- ii. Signs and collects from store tools and equipment being used.
- iii. In charge of safety and cleanliness of a work area assigned.
- iv. Any other relevant duties as may be assigned by Supervisor.

WORKSHOP SUPERVISOR II – GRADE 7

Reports to: Supervisor

Requirements for Direct appointment

- i. Higher National Diploma in Automotive Engineering or its equivalent from a recognized institution plus at least three (3) years relevant work experience at a level of Mechanic I grade 6 or its equivalent

OR

Diploma in Automotive Engineering or its equivalent from a recognized institution plus at least six (6) years relevant work experience

- ii. Bachelor's degree in Mechanical/Automotive Engineering or its equivalent from a recognized institution will be an added advantage
- iii. Computer literate

Serving Officer

- i. Higher National Diploma in Automotive Engineering or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Mechanic I grade 6
- iii. Computer literate

Duties and responsibilities

- i. Ensures routine repair service on motor vehicles.

- ii. Maintain records of service of motor vehicles
- iii. Maintain records of tools
- iv. Advise the Transport Officer on road worthiness of vehicles
- v. Ensures store tools and equipment being used are available.
- vi. Ensures safety and cleanliness of a work area assigned.
- vii. Ensure maintenance of vehicles
- viii. Any other relevant duties as may be assigned by Supervisor.

WORKSHOP SUPERVISOR I – GRADE 8

Reports to: Supervisor

Requirements for Direct appointment

- i. Higher National Diploma in Automotive Engineering or its equivalent from a recognized institution plus at least three (3) years relevant work experience at a level of Workshop Supervisor II grade 7 or its equivalent

OR

Diploma in Automotive Engineering or its equivalent from a recognized institution plus at least six (6) years relevant work experience

- ii. Bachelor's degree in Mechanical/Automotive Engineering or its equivalent from a recognized institution will be an added advantage
- iii. Computer literate

Serving Officer

- i. Higher National Diploma in Automotive Engineering or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Workshop Supervisor II grade 7
- iii. Computer literate

Duties and responsibilities

- i. Ensures routine repair service on motor vehicles.
- ii. Maintain records of service of motor vehicles
- iii. Maintain records of tools
- iv. Advise the Transport Officer on road worthiness of vehicles
- v. Ensures store tools and equipment being used are available.
- vi. Ensures safety and cleanliness of a work area assigned.
- vii. Ensure maintenance of vehicles
- viii. Any other relevant duties as may be assigned by Supervisor.

TRANSPORT STAFF

DRIVER IV – GRADE 3

Reports to: Supervisor

Requirements for Direct appointment

- i. Minimum KCSE mean grade D+ (plus)
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus six (6) years relevant work experience
- iii. Occupational Trade Test III or its equivalent from a recognized institution
- iv. Valid Certificate of Good Conduct.

- v. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- vi. Motor Vehicle Mechanics Trade Test III will be an added advantage

Duties and Responsibilities

- i. Check the vehicle condition and related requirements before and after the journey
- ii. Driving carefully , safely and courteously
- iii. Carry authorized passengers or baggage
- iv. Ensure safety of the vehicle and the passengers
- v. Clean the vehicles during and after the journey
- vi. Observe traffic rules and regulations
- vii. Maintain the work ticket
- viii. Ensure compliance to statutory road Requirements including licenses
- ix. Detect and report any defect on the vehicle
- x. Take precautions when driving
- xi. Fill the defects form after arriving from a journey
- xii. Respond to emergencies
- xiii. Any other relevant duties as may be assigned by Supervisor.

DRIVER III – GRADE 4

Reports to: Supervisor

Requirements for Direct appointment

- i. Minimum KCSE mean grade D+ (plus)
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus six (6) years relevant work experience three at the level of Driver IV grade 3 or its equivalent
- iii. Occupational Trade Test III or its equivalent from a recognized institution
- iv. Valid Certificate of Good Conduct.
- v. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- vi. Motor Vehicle Mechanics Trade Test III will be an added advantage

Duties and Responsibilities

- i. Check the vehicle condition and related requirements before and after the journey
- ii. Driving carefully , safely and courteously
- iii. Carry authorized passengers or baggage
- iv. Ensure safety of the vehicle and the passengers
- v. Clean the vehicles during and after the journey
- vi. Observe traffic rules and regulations

- vii. Maintain the work ticket
- viii. Ensure compliance to statutory road Requirements including licenses
- ix. Detect and report any defect on the vehicle
- x. Take precautions when driving
- xi. Fill the defects form after arriving from a journey
- xii. Respond to emergencies
- xiii. Any other relevant duties as may be assigned by Supervisor.

AMBULANCE DRIVER II – GRADE 5

Reports to: Supervisor

Requirements for Direct appointment

- i. Minimum KCSE mean grade C- (minus)
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus six (6) years relevant work experience
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Valid Emergency Medical Technician Certificate
- vi. Occupational Trade Test II or its equivalent.
- vii. At least nine (9) years relevant work experience
- viii. Motor Vehicle Mechanics Trade Test III will be an added advantage

Duties and Responsibilities

- i. Complete a mechanical checklist before each shift to ensure ambulance is in working order and ready to transport patients to and from required locations, and report any mechanical issues to appropriate service personnel
- ii. Ensure ambulance is clean and stocked properly with first aid and medical supplies prior to each shift and between patient transports throughout the day
- iii. Accept patient transport assignments daily and drive ambulance with any necessary medical personnel to patient location
- iv. Help patients onto ambulance gurney and load them into the ambulance, assisted by a partner or other medical personnel
- v. Transport patient to assigned medical facility, unload patient and take patient inside the facility and to where directed by medical personnel
- vi. Accompany EMTs and paramedics on emergency calls to transport patients to hospitals when assigned to do so
- vii. Report accident or other emergency facts to medical personnel and/or law enforcement when necessary
- viii. Maintain the work ticket
- ix. Ensure compliance to statutory road requirements
- x. Respond to emergencies
- xi. Any other relevant duties as may be assigned by Supervisor.

AMBULANCE DRIVER I – GRADE 6

Reports to: Supervisor

Requirements for Direct appointment

- i. Minimum KCSE mean grade C- (minus)
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus six (6) years relevant work experience three at the level of Ambulance Driver II grade 5 or its equivalent.
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Valid Emergency Medical Technician Certificate
- vi. Occupational Trade Test II or its equivalent.
- vii. At least nine (9) years relevant work experience
- viii. Motor Vehicle Mechanics Trade Test III will be an added advantage

Duties and Responsibilities

- i. Complete a mechanical checklist before each shift to ensure ambulance is in working order and ready to transport patients to and from required locations, and report any mechanical issues to appropriate service personnel
- ii. Ensure ambulance is clean and stocked properly with first aid and medical supplies prior to each shift and between patient transports throughout the day
- iii. Accept patient transport assignments daily and drive ambulance with any necessary medical personnel to patient location
- iv. Help patients onto ambulance gurney and load them into the ambulance, assisted by a partner or other medical personnel
- v. Transport patient to assigned medical facility, unload patient and take patient inside the facility and to where directed by medical personnel
- vi. Accompany EMTs and paramedics on emergency calls to transport patients to hospitals when assigned to do so
- vii. Report accident or other emergency facts to medical personnel and/or law enforcement when necessary
- viii. Maintain the work ticket
- ix. Ensure compliance to statutory road requirements
- x. Respond to emergencies
- xi. Any other relevant duties as may be assigned by Supervisor.

DRIVER II – GRADE 5

Reports to: Supervisor

Requirements for Direct appointment

- i. Minimum KCSE mean grade C- (Minus)

- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus eight(8) years relevant work experience three at the level of Driver III grade 4 or its equivalent
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Fire Fighting Certificate from a recognized institution
- vi. Occupational Trade Test II or its equivalent from a recognized institution.
- vii. Motor Vehicle Mechanics Trade Test III from a recognized institution will be an added advantage

Serving Officers

- i. Minimum KCSE mean grade D+ (plus)
- ii. At least three (3) years relevant work experience as a Driver III grade 4

Duties and Responsibilities

- i. Check the vehicle condition and related requirements before and after the journey
- ii. Driving carefully, safely and courteously
- iii. Carry authorized passengers or baggage
- iv. Ensure safety of the vehicle and the passengers
- v. Clean the vehicles during and after the journey
- vi. Observe traffic rules and regulations
- vii. Maintain the work ticket
- viii. Ensure compliance to statutory road Requirements including licenses
- ix. Detect and report any defect on the vehicle
- x. Take precautions when driving
- xi. Fill the defects form after arriving from a journey
- xii. Respond to emergencies
- xiii. Any other relevant duties as may be assigned by Supervisor.

DRIVER I – GRADE 6

Reports to: Supervisor

Requirements for Direct appointment

- i. Minimum KCSE mean grade C- (Minus)
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus eight(8) years relevant work experience three at the level of Driver II grade 5 or its equivalent
- iii. Certificate of good conduct.

- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Fire Fighting Certificate from a recognized institution
- vi. Occupational Trade Test II or its equivalent from a recognized institution.
- vii. Motor Vehicle Mechanics Trade Test III from a recognized institution will be an added advantage

Serving Officers

- i. Minimum KCSE mean grade D+ (plus)
- ii. At least three (3) years relevant work experience as a Driver II grade 5

Duties and Responsibilities

- i. Check the vehicle condition and related requirements before and after the journey
- ii. Driving carefully, safely and courteously
- iii. Carry authorized passengers or baggage
- iv. Ensure safety of the vehicle and the passengers
- v. Clean the vehicles during and after the journey
- vi. Observe traffic rules and regulations
- vii. Maintain the work ticket
- viii. Ensure compliance to statutory road Requirements including licenses
- ix. Detect and report any defect on the vehicle
- x. Take precautions when driving
- xi. Fill the defects form after arriving from a journey
- xii. Respond to emergencies
- xiii. Any other relevant duties as may be assigned by Supervisor

SENIOR DRIVER II – GRADE 7

Reports to: Supervisor

Requirements for Direct appointment

- i. KCSE mean grade C- (minus) and above
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus ten (10) years relevant work experience three at the level Driver I grade 6 or its equivalent
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Occupational Trade Test I or its equivalent from a recognized institution.
- vi. Motor Vehicle Mechanics Trade Test I from a recognized institution will be an added advantage

- vii. Certificate of Participation in Defensive driving
- viii. Computer literate.

Serving Officer

- i. KCSE mean grade C- (minus)
- ii. At least three (3) years relevant work experience as a Driver I grade 6
- iii. Computer literate.

Duties and Responsibilities

- i. Check the vehicle condition and related requirements before and after the journey
- ii. Driving carefully, safely and courteously
- iii. Carry authorized passengers or baggage
- iv. Ensure safety of the vehicle and the passengers
- v. Clean the vehicles during and after the journey
- vi. Observe traffic rules and regulations
- vii. Maintain the work ticket
- viii. Ensure compliance to statutory road Requirements including licenses
- ix. Detect and report any defect on the vehicle
- x. Take precautions when driving
- xi. Fill the defects form after arriving from a journey
- xii. Respond to emergencies
- xiii. Any other relevant duties as may be assigned by Supervisor.

SENIOR DRIVER I – GRADE 8

Reports to: Supervisor

Requirements for Direct appointment

- i. KCSE mean grade C- (minus) and above
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus ten (10) years relevant work experience three at the level Senior Driver II grade 7 or its equivalent
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Occupational Trade Test I or its equivalent from a recognized institution.
- vi. Motor Vehicle Mechanics Trade Test I from a recognized institution will be an added advantage
- vii. Certificate of Participation in Defensive driving
- viii. Computer literate.

Serving Officer

- i. KCSE mean grade C- (minus)
- ii. At least three (3) years relevant work experience as a Senior Driver II grade 7
- iii. Computer literate.

Duties and Responsibilities

- i. Check the vehicle condition and related requirements before and after the journey
- ii. Driving carefully, safely and courteously
- iii. Carry authorized passengers or baggage
- iv. Ensure safety of the vehicle and the passengers
- v. Clean the vehicles during and after the journey
- vi. Observe traffic rules and regulations
- vii. Maintain the work ticket
- viii. Ensure compliance to statutory road Requirements including licenses
- ix. Detect and report any defect on the vehicle
- x. Take precautions when driving
- xi. Fill the defects form after arriving from a journey
- xii. Respond to emergencies
- xiii. Any other relevant duties as may be assigned by Supervisor.

SENIOR AMBULANCE DRIVER II – GRADE 7

Reports to: Supervisor

Requirements for Direct appointment

- i. KCSE mean grade C- (minus) and above
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus ten (10) years relevant work experience three at the level of Ambulance Driver I grade 6 or its equivalent
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Valid Emergency Medical Technician Certificate from a recognized institution
- ix. Occupational Trade Test I or its equivalent from a recognized institution
- x. Motor Vehicle Mechanics Trade Test I from a recognized institution will be an added advantage
- xi. Certificate of Participation in Defensive Driving
- xii. Computer literate.

Serving Officer

- i. KCSE mean grade C- (minus)
- ii. At least three (3) years relevant work experience as an Ambulance Driver I grade 6
- iii. Computer literate.

Duties and Responsibilities

- i. Complete a mechanical checklist before each shift to ensure ambulance is in working order and ready to transport patients to and from required locations, and report any mechanical issues to appropriate service personnel
- ii. Ensure ambulance is clean and stocked properly with first aid and medical supplies prior to each shift and between patient transports throughout the day
- iii. Accept patient transport assignments daily and drive ambulance with any necessary medical personnel to patient location
- iv. Help patients onto ambulance gurney and load them into the ambulance, assisted by a partner or other medical personnel
- v. Transport patient to assigned medical facility, unload patient and take patient inside the facility and to where directed by medical personnel
- vi. Accompany EMTs and paramedics on emergency calls to transport patients to hospitals when assigned to do so
- vii. Report accident or other emergency facts to medical personnel and/or law enforcement when necessary
- viii. Maintain the work ticket
- ix. Ensure compliance to statutory road requirements
- x. Respond to emergencies
- xi. Any other relevant duties as may be assigned by the Supervisor.

SENIOR AMBULANCE DRIVER I – GRADE 8

Reports to: Supervisor

Requirements for Direct appointment

- i. KCSE mean grade C- (minus) and above
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus ten (10) years relevant work experience three at the level of a Senior Ambulance Driver II grade 7 or its equivalent
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance, Kenya Red Cross or any other recognized institution
- v. Valid Emergency Medical Technician Certificate from a recognized institution
- xiii. Occupational Trade Test I or its equivalent from a recognized institution
- xiv. Motor Vehicle Mechanics Trade Test I from a recognized institution will be an added advantage
- xv. Certificate of Participation in Defensive Driving

- xvi. Computer literate.

Serving Officer

- i. KCSE mean grade C- (minus)
- ii. At least three (3) years relevant work experience as a Senior Ambulance Driver II grade 7
- iii. Computer literate.

Duties and Responsibilities

- i. Complete a mechanical checklist before each shift to ensure ambulance is in working order and ready to transport patients to and from required locations, and report any mechanical issues to appropriate service personnel
- ii. Ensure ambulance is clean and stocked properly with first aid and medical supplies prior to each shift and between patient transports throughout the day
- iii. Accept patient transport assignments daily and drive ambulance with any necessary medical personnel to patient location
- iv. Help patients onto ambulance gurney and load them into the ambulance, assisted by a partner or other medical personnel
- v. Transport patient to assigned medical facility, unload patient and take patient inside the facility and to where directed by medical personnel
- vi. Accompany EMTs and paramedics on emergency calls to transport patients to hospitals when assigned to do so
- vii. Report accident or other emergency facts to medical personnel and/or law enforcement when necessary
- viii. Maintain the work ticket
- ix. Ensure compliance to statutory road requirements
- x. Respond to emergencies
- xi. Any other relevant duties as may be assigned by the Supervisor.

TRANSPORT SUPERVISOR II – GRADE 9

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelor's degree in a relevant area from a recognized institution plus four (4) years relevant work experience
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus ten (10) years relevant work experience three at the level of a Senior Driver I grade 8 or its equivalent
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance, Kenya Red Cross or any other recognized institution
- v. Occupational Trade Test I or its equivalent from a recognized institution.
- vi. Motor Vehicle Mechanics Trade Test I will be an added advantage
- vii. Certificate of Participation in Defensive driving

- viii. Member of a relevant professional body
- ix. At least a Certificate in Business Administration will be an added advantage.
- x. Computer literate.

Serving Officer

- i. Diploma Fleet Management or relevant field from a recognized institution.
- ii. At least three (3) years relevant work experience as a Senior Driver I grade 8
- iii. Computer literate.
- iv. Higher National Diploma in Automotive Engineering or its equivalent from a recognized institution will be an added advantage

Duties and Responsibilities

- i. Receive and compile motor vehicle statistics for management use.
- ii. Assist in the management of motor vehicle files registry and maintenance of motor vehicle fleet register.
- iii. Develop and implement Transport Vehicle maintenance schedule
- iv. Assist in the implementation of policy guidelines and regulation on use and management of the vehicle fleet.
- v. Coordinate the ordering of new vehicles, vehicles insurance and licensing, keeping logbooks and recording of written off vehicles.
- vi. Coordinate the usage and servicing vehicles with a view to ensuring efficient and economic utilization.
- vii. Any other relevant duties as may be assigned by the Supervisor

TRANSPORT SUPERVISOR I – GRADE 10

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelor's degree in a relevant area from a recognized institution plus four (4) years relevant work experience
- ii. Valid Driving Licence class A/B/C/E or its equivalent with PSV endorsement plus ten (10) years relevant work experience three at the level of a Transport Supervisor II grade 9 or its equivalent
- iii. Certificate of good conduct.
- iv. First-Aid Certificate lasting not less than one week from St. John's Ambulance , Kenya Red Cross or any other recognized institution
- v. Occupational Trade Test I or its equivalent from a recognized institution.
- vi. Motor Vehicle Mechanics Trade Test I will be an added advantage
- vii. Certificate of Participation in Defensive driving
- viii. Member of a relevant professional body
- ix. At least a Certificate in Business Administration will be an added advantage.
- x. Computer literate.

Serving Officer

- i. Diploma Fleet Management or relevant field from a recognized institution.
- ii. At least three (3) years relevant work experience as a Transport Supervisor II grade 9
- iii. Computer literate.
- iv. Higher National Diploma in Automotive Engineering or its equivalent from a recognized institution will be an added advantage

Duties and Responsibilities

- i. Receive and compile motor vehicle statistics for management use.
- ii. Assist in the management of motor vehicle files registry and maintenance of motor vehicle fleet register.
- iii. Develop and implement Transport Vehicle maintenance schedule
- iv. Assist in the implementation of policy guidelines and regulation on use and management of the vehicle fleet.
- v. Coordinate the ordering of new vehicles, vehicles insurance and licensing, keeping logbooks and recording of written off vehicles.
- vi. Coordinate the usage and servicing vehicles with a view to ensuring efficient and economic utilization.
- vii. Any other relevant duties as may be assigned by the Supervisor.

ASSISTANT TRANSPORT OFFICER – GRADE 11

Reports to: Supervisor

Requirements for Direct appointment

- i. Bachelor's degree in Automotive Engineering/Fleet Management or its equivalent from a recognized institution plus six (6) years relevant work experience
- ii. Valid Driving Licence class A/B/C/E or its equivalent
- iii. At least a Certificate in Business Administration or its equivalent
- iv. Computer literate

Serving Officer

- i. Bachelor's degree in Automotive Engineering/Fleet Management from a recognized institution
OR
HND in Automotive Engineering/Fleet Management from a recognized institution
- ii. At least three (3) years relevant work experience as a Transport Supervisor grade 9/10.
- iii. Valid Driving Licence class A/B/C/E or its equivalent

- iv. Computer literate
- v. At least Certificate of Attendance for public relations course
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Receive and compile motor vehicle statistics for management use.
- ii. Assist in the management of motor vehicle files registry and maintenance of motor vehicle fleet register.
- iii. Develop and implement Transport Vehicle maintenance schedule
- iv. Assist in the implementation of policy guidelines and regulation on use and management of the vehicle fleet.
- v. Coordinate the ordering of new vehicles, vehicles insurance and licensing, keeping logbooks and recording of written off vehicles.
- vi. Coordinate the usage and servicing vehicles with a view to ensuring efficient and economic utilization.
- vii. Any other relevant duties as may be assigned by the Supervisor.

TRANSPORT OFFICER – GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Fleet Management, Transport and Logistics Management or its equivalent from a recognized institution plus six (6) years relevant work experience
- ii. Bachelor's degree in Mechanical/ Automotive Engineering, Fleet Management or its equivalent from a recognized institution
- iii. Conversant with fleet management information system

Serving Officer

- i. At least three (3) years relevant work experience as an Assistant Transport Officer grade 11
- ii. Certificate in Automotive Engineering or Business Administration or its equivalent.
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Receive and compile motor vehicle statistics for management use.
- ii. Assist in the management of motor vehicle files registry and maintenance of motor vehicle fleet register.
- iii. Develop and implement Transport Vehicle maintenance schedule

- iv. Assist in the implementation of policy guidelines and regulation on use and management of the vehicle fleet.
- v. Coordinate the ordering of new vehicles, vehicles insurance and licensing, keeping logbooks and recording of written off vehicles.
- vi. Coordinate the usage and servicing vehicles with a view to ensuring efficient and economic utilization.
- vii. Any other relevant duties as may be assigned by the Supervisor.

SCHEME OF SERVICE FOR ESTATES STAFF

DESIGNATION	GRADE
Tradesmen II	Grade 1
Tradesmen I	Grade 2
Artisan II	Grade 3
Artisan I	Grade 4
Technician II	Grade 5
Technician I	Grade 6
Senior Technician II	Grade 7
Senior Technician I	Grade 8
Assistant Maintenance Officer II	Grade 9
Assistant Maintenance Officer I	Grade 10
Maintenance Officer	Grade 11
Senior Maintenance Officer	Grade 12
Estates Officer	Grade 13
Estates Manager	Grade 14

A. GROUNDS AND PARKS

DESIGNATION	GRADE
Tradesmen II	1
Tradesmen I	2
Artisan II	3
Artisan I	4
Technician II	5
Technician I	6
Senior Technician II	7
Senior Technician I	8
Assistant Maintenance Officer II	9
Assistant Maintenance Officer I	10
Maintenance Officer	11

SCHEME OF SERVICE FOR ESTATES STAFF

DESIGNATION	GRADE
Tradesmen II	Grade1
Tradesmen I	Grade2
Artisan II	Grade3
Artisan I	Grade4
Technician II	Grade5
Technician I	Grade6
SeniorTechnician II	Grade7
SeniorTechnician I	Grade8
AssistantMaintenanceOfficer II	Grade9
AssistantMaintenanceOfficer I	Grade10
MaintenanceOfficer	Grade11
SeniorMaintenanceOfficer	Grade12
EstatesOfficer	Grade13
EstatesManager	Grade14

B. GROUNDS AND PARKS

Tradesmen II Grade 1(Groundsmen)

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(Plus)

DutiesandResponsibilities

- i. Attending toassignedworkareas
- ii. Preparationandcleaningofworkingtools.
- iii. Cleaningoflocationofworkbeforeandafterwork.
- iv. Excavationofdrains,trenchesandpits
- v. Cartingawayofexcavatedmaterials.
- vi. Mowing
- vii. Slashing
- viii. Weeding

SENIOR TECHNICIAN II (GROUNDS AND PARKS) GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KSCEC-(minus)

- ii. Diploma (KNEC) in Landscape design OR Building Construction or Building & Civil Engineering or its equivalent from a recognized institution with 5 years experience in relevant field.

Serving Officer

- i. Must have Craft (KNEC) certificate in Building Construction or Building & Civil Engineering or Landscape design or its equivalent from a recognized institution with 3 years in construction in relevant field as Technician.
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Installation of recreational furniture in parks and gardens.
- ii. Planting of trees, flowers and shrubs
- iii. Repair and service of park benches, hanging lines monuments.
- iv. Maintenance of parks, lawns, gardens, flower beds, shrubs, fences and hedges.
- v. Prepare working schedules and zoning of areas to be maintained.
- vi. Mowing, weeding and pruning of trees.
- vii. Maintain compound cleanliness, garbage disposal and incineration.
- viii. Any other relevant duty as may be assigned by the supervisor.

SENIOR TECHNICIAN I (GROUNDS AND PARKS) GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KSCEC-(minus)
- ii. Diploma (KNEC) in Landscape design OR Building Construction or Building & Civil Engineering or its equivalent from a recognized institution with 5 years experience in relevant field.

Serving Officer

- i. Must have Craft (KNEC) certificate in Building Construction or Building & Civil Engineering or Landscape design or its equivalent from a recognized institution with 3 years in construction in relevant field as Technician.
- ii. Satisfactory work performance.

Duties and Responsibilities

- ix. Installation of recreational furniture in parks and gardens.
- x. Planting of trees, flowers and shrubs
- xi. Repair and service of park benches, hanging lines monuments.
- xii. Maintenance of parks, lawns, gardens, flower beds, shrubs, fences and hedges.
- xiii. Prepare working schedules and zoning of areas to be maintained.
- xiv. Mowing, weeding and pruning of trees.
- xv. Maintain compound cleanliness, garbage disposal and incineration.
- xvi. Any other relevant duty as may be assigned by the supervisor.

ASSISTANT MAINTENANCE OFFICER II (GROUNDS AND PARKS) GRADE 9

Report to: Supervisor

Requirements for Direct Appointment

- i. Minimum KSCEC-(minus)
- ii. Higher National Diploma (KNEC) in Landscape design OR Building Construction or Building & Civil Engineering or its equivalent from a recognized institution with 8 years experience 5 of which three years at a level of Senior Technician grade 7/8 or its equivalent

Serving Officer

- i. Must have Diploma (KNEC) in Building Construction or Building & Civil Engineering or Landscape design or its equivalent from a recognized institution with 3 years in construction in relevant field as Senior Technician grade 7/8
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Supervise installation of recreational furniture in parks and gardens.
- ii. Supervise planting of trees, flowers and shrubs
- iii. Supervise repair and service of park benches, hanging lines monuments.
- iv. Supervise maintenance of parks, lawns, gardens, flower beds, shrubs, fences and hedges.
- v. Prepare working schedules and zoning of areas to be maintained.
- vi. Supervise and ensure compound cleanliness, garbage disposal and incineration.
- vii. Supervise staff under them
- viii. Any other relevant duty as may be assigned by the supervisor.

ASSISTANT MAINTENANCE OFFICER I (GROUNDS AND PARKS) GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KSCEC-(minus)
- ii. Higher National Diploma (KNEC) in Landscape design OR Building Construction or Building & Civil Engineering or its equivalent from a recognized institution with 8 years experience 5 of which three years at a level of Senior Technician grade 7/8 or its equivalent

Serving Officer

- i. Must have Diploma (KNEC) in Building Construction or Building & Civil Engineering or Landscape design or its equivalent from a recognized institution with 3 years in construction in relevant field as Senior Technician grade 7/8
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Supervise installation of recreational furniture in parks and gardens.
- ii. Supervise planting of trees, flowers and shrubs
- iii. Supervise repair and service of park benches, hanging lines monuments.
- iv. Supervise maintenance of parks, lawns, gardens, flowerbeds, shrubs, fences and hedges.
- v. Prepare working schedules and zoning of areas to be maintained.
- vi. Supervise and ensure compound cleanliness, garbage disposal and incineration.
- vii. Supervise staff under them
- viii. Any other relevant duty as may be assigned by the supervisor.

MAINTENANCE OFFICER (GROUNDS AND PARKS) GRADE 11

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Minimum KSCEC-(minus)
- ii. Bachelor's Degree in Landscape design OR Building Construction or Building & Civil Engineering or its equivalent from a recognized institution with 5 years experience in relevant field.

OR

Higher National Diploma (KNEC) in Landscape design OR Building Construction or Building & Civil Engineering or its equivalent from a recognized institution with 8 years experience 5 of which must have Served in relevant field.

Serving Officer

- i. Must have Higher National Diploma (KNEC) in Building Construction or Building & Civil Engineering or Landscape design or its equivalent from a recognized institution with 3 years in construction in relevant field as Assistant Maintenance officer.
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Supervise installation of recreational furniture in parks and gardens.
- ii. Supervise planting of trees, flowers and shrubs
- iii. Supervise repair and service of park benches, hanging lines monuments.
- iv. Supervise maintenance of parks, lawns, gardens, flowerbeds, shrubs, fences and hedges.
- v. Prepare working schedules and zoning of areas to be maintained.
- vi. Supervise and ensure compound cleanliness, garbage disposal and incineration.
- vii. Supervise staff under them
- viii. Any other relevant duty as may be assigned by the supervisor.

ELECTRICAL SECTION

DESIGNATION	GRADE
ARTISAN II (ELECTRICAL)	3
ARTISAN I (ELECTRICAL)	4
TECHNICIAN II (ELECTRICAL)	5
TECHNICIAN I (ELECTRICAL)	6
SENIOR TECHNICIAN II (ELECTRICAL)	7
SENIOR TECHNICIAN I (ELECTRICAL)	8
ASSISTANT MAINTENANCE OFFICER II (ELECTRICAL)	9
ASSISTANT MAINTENANCE OFFICER I (ELECTRICAL)	10
MAINTENANCE OFFICER (ELECTRICAL)	11

ARTISAN II (ELECTRICAL)-GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus) with five (5) years relevant work experience
- ii. Craft Certificate in Electrical Installations

Duties and Responsibilities

- i. Installation of wiring in buildings
- ii. Repair and service of electrical machines
- iii. Inspection of all Distribution Boards for safety purposes
- iv. Ensuring continuous supply electricity
- v. Any other relevant duty as may be assigned by the supervisor

ARTISAN I (ELECTRICAL)-GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus) with five (5) years relevant work experience
- ii. Craft Certificate in Electrical Installations

Serving Officer

- i. Craft II (KNEC) Certificate/ Government Trade Test I in Electrical Installations or its equivalent
- ii. At least three (3) years relevant work experience as an Artisan II grade 3
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Installation of wiring in buildings
- ii. Repair and service of electrical machines
- iii. Inspection of all Distribution Boards for safety purposes
- iv. Ensuring continuous supply electricity
- v. Any other relevant duty as may be assigned by the supervisor

TECHNICIAN II (ELECTRICAL) GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Craft (KNEC) Certificate Electrical Installations or its equivalent from a recognized institution plus at least five years relevant work experience three at the level of Artisan Electrical grade 3/4 or its equivalent

Serving Officer

- iv. Craft II (KNEC) Certificate/ Government Trade Test I in Electrical Installations or its equivalent.
- v. At least three(3) years relevant work experience as an Artisan grade 3/4
- vi. Satisfactory work performance.

Duties and Responsibilities

- i. Installation of wiring in buildings.
- ii. Repair and Maintenance of electrical machines
- iii. Inspectional Distribution Boards for safety purposes.
- iv. Ensuring continuous supply of electricity.
- v. Interpret electrical drawings
- vi. Any other relevant duty as may be assigned by the supervisor.

TECHNICIAN I (ELECTRICAL) GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Craft (KNEC) Certificate Electrical Installations or its equivalent from a recognized institution plus at least five years relevant work experience three at the level of Artisan Electrical grade 3/4 or its equivalent

Serving Officer

- i. Craft II (KNEC) Certificate/ Government Trade Test I in Electrical Installations or its equivalent.
- ii. At least three(3) years relevant work experience as an Artisan grade 3/4.
- iii. Satisfactory work performance.

Duties and Responsibilities

- i. Installation of wiring in buildings.
- ii. Repair and Maintenance of electrical machines

- iii. Inspectional IDistribution Boards for safety purposes.
- iv. Ensuring continuous supply of electricity.
- v. Interpret electrical drawings
- vi. Anyother relevant duty as may be assigned by the supervisor

SENIOR TECHNICIAN II (ELECTRICAL) GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma(KNEC)inElectrical Engineeringor its equivalent from a recognized institution plus five (5)years relevant work, three (3) years at the level of a Technician (Electrical) grade 5/6 experience

Serving Officer

- i. Craft Certificate (KNEC) in Electrical Installations or its equivalent from a recognized institution plus at least three (3) years relevant work experience as a Technician (Electrical) grade 5/6
- ii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Installation of wiring in buildings
- ii. Supervise Repair and Maintenance of electrical machines
- iii. Inspection all Distribution Boards for safety purposes
- iv. Prepare working schedules for electrical works and materials
- v. Supervise staff under them
- vi. Anyother relevant duty as may be assigned by the supervisor

SENIOR TECHNICIAN I (ELECTRICAL) GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma(KNEC)in Electrical Engineering or its equivalent from a recognized institution plus five (5)years relevant work, three (3) years at the level of a Technician (Electrical) grade 5/6 experience

Serving Officer

- i. Craft Certificate (KNEC) in Electrical Installations or its equivalent from a recognized institution plus at least three (3) years relevant work experience as a Technician (Electrical) grade 5/6
- ii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Installation of wiring in buildings.
- ii. Supervise Repair and Maintenance of electrical machines
- iii. Inspection all Distribution Boards for safety purposes.
- iv. Prepare working schedules for electrical works and materials.
- v. Supervise staff under them.
- vi. Anyother relevant duty as may be assigned by the supervisor

ASSISTANT MAINTENANCE OFFICER II (ELECTRICAL) GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma (KNEC) in Electrical Engineering (Power Option) or its equivalent from a recognized institution plus five (5) years relevant work experience, three(3)years at the level of aSenior Technician (Electrical) grade 7/8 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma(KNEC)in Electrical Engineering (Power Option) or its equivalent from are cognized institution
- ii. At least three(3)years relevant work experience as a Senior Technician (Electrical) grade 7/8
- iii. Computer literate
- iv. Satisfactory work performance.

Duties and Responsibilities

- i. Supervision of staff
- ii. Draw and interpret electrical drawings
- iii. Co-ordinate resumption of power when there is power outages
- iv. Makeelectricalrequisitionof materials, toolsandequipment
- v. Anyother relevant duty as may be assigned by the supervisor

ASSISTANT MAINTENANCE OFFICER I (ELECTRICAL) GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma(KNEC)in Electrical Engineering (Power Option) or its equivalent from a recognized institution plus five (5)years relevant work experience, three(3)years at the level of a Senior Technician (Electrical) grade 7/8 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma (KNEC) in Electrical Engineering (Power Option) or its equivalent from a recognized institution
- ii. At least three(3)years relevant work experience as a Senior Technician (Electrical) grade 7/8
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Supervision of staff
- ii. Draw and interpret electrical drawings
- iii. Co-ordinate resumption of power when there is power outages
- iv. Make electrical requisitionof materials, tools and equipment
- v. Any other relevant duty as may be assigned by the supervisor

MAINTENANCE OFFICER (ELECTRICAL) GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Electrical Engineering(Power Option) or its equivalent from arecognized institution plus eight (8) with years relevant work experience with at least three years as an AssistantMaintenanceOfficer grade 9/10 or its equivalent

i. OR

Higher National Diploma (KNEC) in Electrical Engineering or its equivalentfrom a recognized institution with eight (8) years asaassistantmaintenanceofficer

- ii. Computer literate

Serving Officer

- i. Higher National Diploma (KNEC) in Electrical Engineering (Power Option) or its equivalent from a recognized institution plus three(3) years relevant work experience as an Assistant Maintenance Officer grade 9/10
- ii. Computer literate
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Supervision of staff
- ii. Inspection of wiring installations
- iii. Inspection of electrical machines
- iv. Inspect all Distribution Boards for safety purposes
- v. Co-ordinate work schedules
- vi. Ensuring continuous supply of electricity
- vii. Co-ordinate other works for staff under them in the Section
- viii. Make electrical requisition of materials, tools and equipment
- ix. Any other relevant duty as may be assigned by the supervisor

SENIOR MAINTENANCE OFFICER (ELECTRICAL) GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Electrical Engineering (Power Option) or its equivalent from a recognized institution plus ten (10) years relevant work experience, three (3) years as an Maintenance Officer grade 11 or its equivalent
- ii. Masters degree in a relevant area will be an added advantage
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Electrical Engineering (Power Option) or its equivalent from a recognized institution plus three (3) years relevant work experience as an Maintenance Officer grade 11
- ii. Computer literate
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Coordinate preparation of design and estimate cost of electrical works
- ii. Coordinate Supervision of electrical works
- iii. Coordinate preparation of progress reports on electrical works
- iv. Liaise with contractors and consultants on electrical works
- v. Responsible for quality assurance of electrical works
- vi. Co-ordinate staff training and development and other Staff matters
- vii. Any other relevant duty as may be assigned by the supervisor

WATER SECTION

DESIGNATION	GRADE
ARTISAN II (WATER OPERATOR)	3
ARTISAN I (WATER OPERATOR)	4
ARTISAN II (WATER LAB TECHNICIAN)	3
ARTISAN I (WATER LAB TECHNICIAN)	4
ARTISAN II (PUMP ATTENDANT)	3
ARTISAN I (PUMP ATTENDANT)	4
ARTISAN II (PLUMBER)	3
ARTISAN I (PLUMBER)	4
TECHNICIAN II (SENIOR PLUMBER)	5
TECHNICIAN I (SENIOR PLUMBER)	6
WATER TECHNICIAN II	5
WATER TECHNICIAN I	6
SENIOR WATER TECHNICIAN II	7
SENIOR WATER TECHNICIAN I	8
ASSISTANT MAINTENANCE OFFICER II (WATER)	9
ASSISTANT MAINTENANCE OFFICER I (WATER)	10
MAINTENANCE OFFICER (WATER)	11
SENIOR MAINTENANCE OFFICER (WATER)	12

ARTISAN II (WATER OPERATOR) GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Advanced Certificate in Water Operator Course.
- iii. Minimum Five (5) years in water operation.

Duties and Responsibilities

- i. Ensures that water is distributed fairly in the university.
- ii. Carry out actual water treatment at the treatment works.
- iii. Any other relevant duty as may be assigned by the supervisor

ARTISAN I (WATER OPERATOR) GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Advanced Certificate in Water Operator Course.
- iii. Minimum Five (5) years in water operation.

Serving Officer

Duties and Responsibilities

- i. Ensures that water is distributed fairly in the university.
- ii. Carry out actual water treatment at the treatment works.
- iii. Any other relevant duty as may be assigned by the supervisor

ARTISAN II (WATER LAB TECHNICIAN) GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) in Water Lab Technology.
- iii. Five (5) years in Water Lab Technology works postqualification.

Duties and Responsibilities

- i. Carry out daily water quality analysis and submit findings to the concerned officer for necessary adjustment of chemical dosing
- ii. In charge of all apparatus and equipment in water Lab
- iii. Carries university samples to external government chemists when need arises
- iv. Tidy the water lab at all times
- v. Any other relevant duty as may be assigned by the supervisor

ARTISAN I (WATER LAB TECHNICIAN) GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) in Water Lab Technology.
- iii. Five (5)years in Water Lab Technology works postqualification.

Serving Officer

- i. Must be physically fit.
- ii. Government Trade Test I II in Plumbing works Plant Mechanic
- iii. Three(3)years experience as Artisan II Water Lab Technician grade 3

Duties and Responsibilities

- i. Carry out daily water quality analysis and submit findings to the concerned officer for necessary adjustment of chemical dosing
- ii. In charge of all apparatus and equipment in water Lab
- iii. Carries university samples to external government chemists when need arises
- iv. Tidy the water lab at all times
- v. Anyother relevant duty as may be assigned by the supervisor

ARTISAN II (PUMP ATTENDANT) GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) or Government Trade Test I in Plant mechanic.
- iii. Five (5)years in plant mechanic relevant work experience.

Duties and Responsibilities

- i. Engage and disengage water pumps.
- ii. Periodically grease all the running parts in all water pumps.
- iii. Replace worn out gland packing.
- iv. Tidy the pump house(s) area.
- v. Anyother relevant duty as may be assigned by the supervisor

ARTISAN I (PUMP ATTENDANT) GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) or Government Trade Test I in Plant mechanic
- iii. Five (5)years in plant mechanic relevant work experience

Serving Officer

- iv. Must be physically fit
- v. Government Trade Test II in Plant Mechanic
- vi. Three(3)years experience as Artisan II Pump Attendant grade 3

Duties and Responsibilities

- i. Engage and disengage water pumps.
- ii. Periodically grease all the running parts in all water pumps.
- iii. Replace worn out gland packing.
- iv. Tidy the pump house(s) area.
- v. Anyother relevant duty as may be assigned by the supervisor

ARTISAN II (PLUMBER) GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED (Plain)
- ii. Craft or Government Trade Test I in Plumbing and Pipe Fitting.
- iii. Five (5) years relevant experience

Duties and Responsibilities

- i. Attending to minor and major repair of plumbing works in the university
- ii. Attending to new and old building for plumbing installation of pipe fittings in the University.
- iii. Attending to minor and major repair of sewer lines, waste drainages and waste water pipes.
- iv. Anyother relevant duty as may be assigned by the supervisor

ARTISAN I (PLUMBER) GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED (Plain)
- ii. Craft or Government Trade Test I in Plumbing and Pipe Fitting.
- iii. Five (5) years relevant experience

Serving Officer

- vii. Government Trade Test I in Plumbing and Pipe Fitting.
- viii. Three(3)year as attendant in relevant field as Artisan

Duties and Responsibilities

- i. Attending to minor and major repair of plumbing works in the university
- ii. Attending to new and old building for plumbing installation of pipe fittings in the University.
- iii. Attending to minor and major repair of sewer lines, waste drainages and waste water pipes.
- iv. Any other relevant duty as may be assigned by the supervisor

TECHNICIAN II (SENIOR PLUMBER) GRADE 5

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC)Plumbing.
- iii. Minimum 5years relevant experience.

Serving Officer

- i. Craft certificate II (KNEC)/ Government Trade Test Iinplumbing.
- ii. At least three(3)years relevant work experience as a Senior Artisan grade 3/4.
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Attending to minor and major repair of plumbing works in the university
- ii. Attending to new and old building for installation of Pipe Fittings in the University.
- iii. Attending to minor and major repair of sewer lines,

- iv. Any other relevant duty as may be assigned by the supervisor

TECHNICIAN I (SENIOR PLUMBER) GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) Plumbing.
- iii. Minimum 5years relevant experience.

Serving Officer

- i. Craft certificate II (KNEC)/ Government Trade Test I in plumbing.
- ii. At least three(3)years relevant work experience as a Senior Artisan grade 3/4.
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Attending to minor and major repair of plumbing works in the university
- ii. Attending to new and old building for installation of Pipe Fittings in the University.
- iii. Attending to minor and major repair of sewer lines,
- iv. Any other relevant duty as may be assigned by the supervisor

WATER TECHNICIAN II GRADE 5

Reportsto: Supervisor

RequirementsforDirectAppointment

- i. MinimumKCSED+(plus)
- ii. Must haveCraftCertificate (KNEC)CertificateinWaterTechnology (KEWI)oritsequivalent.
- iii. Musthave5yearsrelevantexperience.

ServingOfficer

- i. CraftCertificate II (KNEC)/ Government Trade Test IinWaterTechnology(KEWI)orits equivalent
- ii. At least three(3)years relevant working experienceasanArtisan grade 3/4.
- iii. Satisfactory work performance.

DufiesandResponsibilities

- i. Operateandmaintaindosageofwaterchemicalsattreatmentplant

- ii. Oversee maintenance of watertreatmentplant.
- iii. Anyother relevant dutyasmaybeassignedbythesupervisor

WATER TECHNICIAN I GRADE 6

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Must haveCraft Certificate (KNEC)Certificate in Water Technology (KEWI)or its equivalent.
- iii. Must have 5 years relevant experience.

Serving Officer

- i. Craft Certificate II (KNEC)/ Government Trade Test I in Water Technology(KEWI)or its equivalent
- ii. At least three(3)years relevant working experience as an Artisan grade 3/4.
- iii. Satisfactory work performance.

Duties and Responsibilities

- i. Operateandmaintaindosageofwaterchemicalsattreatmentplant
- ii. Oversee maintenance of watertreatmentplant.
- iii. Anyother relevant duty as may be assigned by the supervisor

SENIOR WATER TECHNICIAN II GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma (KNEC) in Water Technology from KEWI or its equivalent from a recognized institution with 5 years experience in relevant field.
- ii. Computer literate

Serving Officer

- i. CraftCertificate (KNEC) in Water Technology from KEWI or its equivalent from a recognized institutionplus three (3) years relevant experience as a Technician grade 5/6.
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Responsible for daily running cum maintenance of water treatment and general water supply in the University
- ii. Co-ordinate all field activities in liaison with other departments
- iii. Supervision of water treatment operation at the treatment plant
- iv. Keep records of water treatment chemicals and make requisitions when need arises.
- v. Supervise staff under them.
- vi. Any other relevant duty as may be assigned by the supervisor

SENIOR WATER TECHNICIAN I GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma(KNEC)in Water Technology from KEWI or its equivalent from a recognized institution with 5 years experience in relevant field.
- ii. Computer literate

Serving Officer

- i. Craft Certificate (KNEC) in Water Technology from KEWI or its equivalent from a recognized institution plus three (3) years relevant experience as a Technician grade 5/6.
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Responsible for daily running cum maintenance of water treatment and general water supply in the University
- ii. Co-ordinate all field activities in liaison with other departments
- iii. Supervision of water treatment operation at the treatment plant
- iv. Keep records of water treatment chemicals and make requisitions when need arises.
- v. Supervise staff under them.
- vi. Any other relevant duty as may be assigned by the supervisor

ASSISTANT MAINTENANCE OFFICER II (WATER) GRADE 9

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma(KNEC)inWater technology from KEWI or its equivalent from a recognized institution.
- ii. Five (5)years experience in the relevant field five of which must have served as Senior Technician (Water & Sewerage) grade 7/8 or its equivalent
- iii. Computer literate

Serving Officer

- i. Diploma(KNEC) in Water technology from KEWI or its equivalent from arecognized institution
- ii. At least three (3) years relevant experience as a Senior Technician(Water) grade 7/8
- iii. Satisfactory work performance.

Duties and Responsibilities

- i. Carry out actual estimates and costing of minor repair and construction works in water supplies
- ii. Ensure the correct standards are maintained in water supply operations
- iii. Make requisitions for water treatment chemicals
- iv. Supervise staff under them
- v. Any other duties assigned by the supervisor

ASSISTANT MAINTENANCE OFFICER I (WATER)–GRADE 10

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma(KNEC)in Water technology from KEWI or its equivalent from a recognized institution.
- ii. Five (5)years experience in the relevant field five of which must have served as Senior Technician (Water & Sewerage) grade 7/8 or its equivalent
- iii. Computer literate

Serving Officer

- i. Diploma (KNEC) in Water technology from KEWI or its equivalent from a recognized institution
- ii. At least three (3) years relevant experience as a Senior Technician (Water) grade 7/8
- iii. Satisfactory work performance.

Duties and Responsibilities

- i. Carry out actual estimates and costing of minor repair and construction works in water supplies
- ii. Ensure the correct standards are maintained in water supply operations
- iii. Make requisitions for water treatment chemicals
- iv. Supervise staff under them
- v. Any other duties assigned by the supervisor

MAINTENANCE OFFICER (WATER) GRADE 11

Report to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Water Engineering or its equivalent from a recognized institution with five (5) years relevant experience three of which must have served as an Assistant Maintenance Officer (Water) grade 9/10 or its equivalent

OR

Higher National Diploma (KNEC) Water Engineering or its equivalent from a recognized institution with five (5) years relevant experience

- ii. Computer literate

Serving Officer

- i. Higher National Diploma (KNEC) in Water Engineering or its equivalent from a recognized institution plus three (3) years relevant work experience as an Assistant Maintenance Officer grade 9/10.
- ii. Satisfactory performance.

Duties and Responsibilities

- i. To be in charge of operation and maintenance of university water

- supply section
- ii. Supervise minor extension of water supply as designed by water engineer
- iii. To work out construction cost estimates for minor works
- iv. Supervise staff under them
- v. AnyOther duties assigned by immediate supervisor.

SENIOR MAINTENANCE OFFICER (WATER) GRADE 12

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Water Engineering or Mechanical Engineering (Hydraulics of Fluid Mechanics)oritsequivalentfromarecognizedinstitution.
- ii. Master'sdegree in a relevant field will beanaddedadvantage
- iii. Five(5)yearsexperiencein the relevant field of which must have been served as Maintenance Officer grade 11or its equivalent
- iv. Computer literate

Serving Officer

- i. Bachelor's degree in Water Engineering or Mechanical Engineering (Hydraulics or FluidMechanics)oritsequivalentfromarecognizedinstitution.
- ii. At leastthree (3) years relevant work experience as a Maintenance Officer grade 11

Duties and Responsibilities

- i. To be in charge of water section in the university
- ii. Responsible for operation and maintenance of water systems in the university
- iii. In charge of policy matters related to administration and development of water systems
- iv. Design and costing of minor water works
- v. Supervise staff under them
- vi. Anyother duties that may be assigned by the immediate Supervisor.

SEWERAGE SECTION

DESIGNATION	GRADE
ARTISAN II (SEWERAGE OPERATOR)	3
ARTISAN I (SEWERAGE OPERATOR)	4
SEWERAGE TECHNICIAN II	5
SEWERAGE TECHNICIAN I	6
SENIORSEWERAGE TECHNICIAN II	7
SENIORSEWERAGE TECHNICIAN I	8
ASSISTANTMAINTENANCEOFFICER II (SEWERAGE)	9
ASSISTANTMAINTENANCEOFFICER I (SEWERAGE)	10
MAINTENANCEOFFICER (SEWERAGE)	11
SENIOR MAINTENANCE OFFICER (SEWERAGE)	12

ARTISAN II (SEWERAGE OPERATOR)GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) or Government Trade Test I in Sewerage Operator Course.
- iii. At least five (5)years relevant work experience

Duties and Responsibilities

- i. Removal of screenings at the screen chamber and grit removal from the grit chamber.
- ii. Scum removal from the ponds and subsequent disposal.
- iii. Adjustment of outlet weirs.
- iv. Cleaning and flushing drains in the treatment works.
- v. Allocate duties to sewerage attendants and groundsmen at the treatment works.
- vi. Carry out waste/sewer sampling for analysis
- vii. Anyother relevant duty as may be assignedbysupervisor.

ARTISAN I (SEWERAGE OPERATOR) GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) or Government Trade Test I in Sewerage Operator Course.
- iii. At least five (5) years relevant work experience

Duties and Responsibilities

- i. Removal of screenings at the screen chamber and grit removal from the grit chamber.
- ii. Scum removal from the ponds and subsequent disposal.
- iii. Adjustment of outlet weirs.
- iv. Cleaning and flushing drains in the treatment works.
- v. Allocate duties to sewerage attendants and groundsmen at the treatment works.
- vi. Carry out waste/sewer sampling for analysis
- vii. Any Other relevant duty as may be assigned by supervisor.

SEWERAGE TECHNICIAN II GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) in Sewerage Technology (KEWI) or its equivalent from a recognized institution.
- iii. At least five (5) years relevant work experience three (3) years served as an Artisan (Sewerage Operator) grade 3/4 or its equivalent

Serving Officer

- i. Craft II (KNEC) Certificate/ Government Trade Test I in Sewerage Technology (KEWI) or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as Artisan (Sewerage Operator) grade 3/4
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Oversee Maintenance and repair of sewerage works
- ii. Oversee Operation of sewerage treatment plant
- iii. Anyother relevant duty as may be assigned by supervisor

SEWERAGE TECHNICIAN I GRADE 6

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC)in Sewerage Technology (KEWI)or its equivalent from a recognized institution.
- iii. At least five (5) years relevant work experience three(3)years served as Artisan (Sewerage Operator) grade 3/4 or its equivalent

Serving Office

- i. Craft II(KNEC)Certificate/ Government Trade Test I in Sewerage Technology(KEWI)or its equivalent from a recognized institution.
- ii. At least three(3)years relevant work experience as Artisan (Sewerage Operator) grade 3/4
- iii. Satisfactory workperformance

Duties and Responsibilities

- i. Oversee Maintenance and repair of sewerage works.
- ii. Oversee Operation of sewerage treatment plant
- iii. Anyother relevant duty as may be assigned by supervisor

SENIOR SEWERAGE TECHNICIAN II GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma(KNEC) in Sewerage Technology from KEWI or its equivalent from a recognized institution with5 years relevant work experience three (3) years at the level of a Sewerage Technician grade 5/6 or its equivalent
- ii. Computer literate

Serving Officer

- i. Craft Certificate (KNEC)in Sewerage Technology from KEWI or its equivalent from a recognized institution plus three (3) years relevant work experience as a Sewerage Technician grade 5/6
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Responsible for daily running cum maintenance of waste water treatment
- ii. Flow data collection and monitoring sewerage effluent for pollution control measures
- iii. Co-ordinate all field activities in liaison with other sections
- iv. Anyother relevant duty as may be assignedbysupervisor

SENIOR SEWERAGE TECHNICIAN I GRADE 8

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Diploma(KNEC)in Sewerage Technology from KEWI or its equivalent from a recognized institution with5 years relevant work experience three (3) years at the level of a Sewerage Technician grade 5/6 or its equivalent
- ii. Computer literate

Serving Officer

- i. Craft Certificate (KNEC)in Sewerage Technology from KEWI or its equivalent from a recognized institution plus three (3) years relevant work experience as a Sewerage Technician grade 5/6
- ii. Satisfactory work performance.

Duties and Responsibilities

- i. Responsible for daily running cum maintenance of waste water treatment
- ii. Flow data collection and monitoring sewerage effluent for pollution control measures
- iii. Co-ordinate all field activities in liaison with other sections
- iv. Anyother relevant duty as may be assignedbysupervisor

ASSISTANT MAINTENANCE OFFICER II (SEWERAGE)–GRADE 9

Reportsto: Supervisor

RequirementsforDirectAppointment

- i. Higher NationalDiploma(KNEC)inSewerageTechnologyfromKEWI or its equivalent plus eight (8)years relevant workexperiencethree (3) years at thelevel ofasa Senior Sewerage Technician grade 7/8 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma(KNEC)inSewerage Technology from KEWI or its equivalent plus at least three (3) years relevantworkexperience as a SeniorSewerage Technician grade 7/8
- ii. Computer literate
- iii. Satisfactory performance.

Duties and Responsibilities

- i. Carry out actual estimates and costing of minor repair and construction works in waste water supplies
- ii. Ensure the correct standards are maintained in waste water operations
- iii. Co-ordinate all field activities in liaison with other sections
- iv. Make requisitions for waste water treatment chemicals/bacteriological organisms
- v. Supervise staff under them
- vi. Anyother relevant duty as may be assignedbysupervisor

ASSISTANT MAINTENANCE OFFICER I (SEWERAGE)–GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma(KNEC) in Sewerage Technology from KEWI or its equivalent plus eight (8)years relevant work experience three (3) years at thelevel of a Senior Sewerage Technician grade 7/8 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma(KNEC) in Sewerage Technology from KEWI or its equivalent

plus at least three (3) years relevant work experience as a Senior Sewerage Technician grade 7/8

- ii. Computer literate
- iii. Satisfactory performance

Duties and Responsibilities

- i. Carry out actual estimates and costing of minor repair and construction works in waste water supplies
- ii. Ensure the correct standards are maintained in waste water operations
- iii. Co-ordinate all field activities in liaison with other sections
- iv. Make requisitions for waste water treatment chemicals/bacteriological organisms
- v. Supervise staff under them
- vi. Any other relevant duties assigned by the supervisor

MAINTENANCE OFFICER (SEWERAGE) GRADE 11

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Mechanical Engineering (Hydraulics or Fluid Mechanics) or its equivalent from a recognized institution plus five (5) years relevant work experience three (3) at a level of an Assistant Maintenance Officer (Sewerage) grade 9/10 or its equivalent

OR

Higher National Diploma (KNEC) in Mechanical Engineering (Hydraulics or Fluid Mechanics) or its equivalent from a recognized institution plus five (5) years relevant work experience three (3) at a level of an Assistant Maintenance Officer (Sewerage) grade 9/10 or its equivalent

- ii. Computer literate

Serving Officer

- i. Higher National Diploma (KNEC) in Mechanical Engineering (Hydraulics or Fluid Mechanics) or its equivalent from a recognized institution plus (3) years relevant work experience as an Assistant Maintenance Officer (Sewerage) grade 9/10
- ii. Computer literate

- iii. Satisfactory work performance

Duties and Responsibilities

- i. To be in charge of operation and maintenance of university sewerage section
- ii. Supervise minor extension of sewerage works as designed by sewerage engineer
- iii. To work out construction cost estimates for minor works
- iv. Supervise staff under them
- v. AnyOther relevant duty as may be assignedbysupervisor

SENIOR MAINTENANCE OFFICER (SEWERAGE) GRADE 12

Reportsto: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Mechanical Engineering (Hydraulics or FluidMechanics)oritsequivalentfromarecognizedinstitution plus five (5) years relevant work experience three (3) at a level of a Maintenance Officer (Sewerage) grade 11 or its equivalent
- ii. Master'sdegree in a relevant field will be an added advantage
- iii. Computer literate

Serving Officer

- i. Bachelor's degree in Mechanical Engineering (Hydraulics or Fluid Mechanics)oritsequivalentfromarecognizedinstitution plus three (3) relevant work experience as a Maintenance Officer (Sewerage) grade 11

Duties and Responsibilities

- i. To be in charge of sewerage section in the university
- ii. Responsible for operation and maintenance of sewerage systems in the university
- iii. In charge of policy matters related to administration and development of sewerage systems
- iv. Design and costing of minor sewerage works
- v. Supervise staff under them
- vi. AnyOther relevant duty as may be assignedbysupervisor

BUILDING SECTION

DESIGNATION	GRADE
ARTISAN II (PAINTER)	3
ARTISAN I (PAINTER)	4
ARTISAN II (WELDER)	3
ARTISAN I (WELDER)	4
ARTISAN II(CARPENTER)	3
ARTISAN I(CARPENTER)	4
ARTISAN II(BUILDINGS)	3
ARTISAN I(BUILDINGS)	4
TECHNICIAN II (PAINTER)	5
TECHNICIAN I (PAINTER)	6
TECHNICIAN II(CARPENTER)	5
TECHNICIAN I(CARPENTER)	6
TECHNICIAN II(BUILDINGS)	5
TECHNICIAN I(BUILDINGS)	6
SENIOR TECHNICIAN II (BUILDINGS)	7
SENIOR TECHNICIAN I (BUILDINGS)	8
ASSISTANT MAINTENANCE OFFICER II (BUILDINGS)	9
ASSISTANT MAINTENANCE OFFICER I (BUILDINGS)	10
MAINTENANCE OFFICER(BUILDINGS)	11
SENIOR MAINTENANCE OFFICER(BUILDINGS)	12
ESTATES OFFICER	13
FACILITY MANAGER	14

ARTISAN I (PAINTER) GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(Plus)
- ii. Craft Certificate or Government Trade Test I in Painting.
- iii. At least five (5) years relevant work experience

Duties and Responsibilities

- i. Paint all buildings.

- ii. Make estimates of work materials.
- iii. Painting of sign boards.
- iv. Labeling of assets.
- v. Replacement of windowpanes.
- vi. Anyother relevant duties assigned by supervisor

ARTISANI (PAINTER) GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(Plus)
- ii. Craft Certificate or Government Trade Test I in Painting
- iii. At least five (5) years relevant work experience

Serving Officer

- i. Craft II or Government Trade Test I in Painting.
- ii. At least three(3) years relevant work experience as an Artisan (Painter) grade 3

Duties and Responsibilities

- vii. Paint all buildings.
- viii. Make estimates of work materials.
- ix. Painting of sign boards.
- x. Labeling of assets.
- xi. Replacement of windowpanes.
- xii. Anyother relevant duties assigned by supervisor

TECHNICIANI I (PAINTER) GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Craft Certificate (KNEC) in Painting.
- ii. At least five (5) years relevant work experience three at a level of an Artisan (Painter) grade 3/4 or its equivalent

Serving Officer

- iii. Craft II or Government Trade Test I in Painting.
- iv. At least three(3) years relevant work experience as an Artisan (Painter) grade 4

Duties and Responsibilities

- xiii. Paint all buildings.
- xiv. Make estimates of work materials.
- xv. Painting of sign boards.
- xvi. Labeling of assets.
- xvii. Replacement of windowpanes.
- xviii. Anyother relevant duties assigned by supervisor

TECHNICIAN I (PAINTER)GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Craft Certificate (KNEC)in Painting.
- ii. At least five (5)years relevant work experience three at a level of an Artisan (Painter) grade 3/4 or its equivalent

Serving Officer

- i. Craft II or Government Trade Test I in Painting.
- ii. At least three(3)years relevant work experience as an Artisan (Painter) grade 3/4
- iii. Satisfactory work performance

DutiesandResponsibilities

- i. Paint all buildings.
- ii. Make estimates of work materials.
- iii. Painting of signboards.
- iv. Labeling of assets.
- v. Replacement of windowpanes.
- vi. Anyother relevant duty as may be assigned by supervisor

ARTISAN II (WELDER)GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+
- ii. Craft Certificate or Government Trade Test I in Welding.
- iii. At least five (5)years relevant work experience

Serving Officer

- i. Government Trade Test I in Welding.
- ii. At least three(3)years relevant work experience as an Attendant grade 1/2

Duties and Responsibilities

- i. Fabrication of metal grills
- ii. Fabrication and repair of all metalworks
- iii. Requisition of tools and equipment from central stores.
- iv. Estimate and specify materials.
- v. Anyother relevant duty as may be assigned by the supervisor

ARTISAN I (WELDER)GRADE 4

Reports to: Supervisor

Requirements for DirectAppointment

- i. Minimum KCSED+
- ii. Craft Certificate or Government Trade Test I in Welding.
- iii. At least five (5)years relevant work experience

Serving Officer

- i. Government Trade Test I in Welding.
- ii. At least three(3)years relevant work experience as an Attendant grad1/2
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Fabrication of metal grills
- ii. Fabrication and repair of all metalworks
- iii. Requisition of tools and equipmentfrom central stores.
- iv. Estimate and specify materials.
- v. Anyother relevant duty as may be assigned by the supervisor

ARTISAN II (CARPENTER)-GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) or Government Trade Test I inCarpentry and Joinery or its equivalent from a recognized Institution.
- iii. Five (5) year experience in carpentry works postqualification

Serving Officer

- i. Government Trade Testlin Carpentry and Joinery.
- ii. At least three (3)years relevant work experiences as an Attendant grade 1/2

Duties and Responsibilities

- i. All carpentry works and repairs
- ii. Fixing of PVC, wooden and carpet floors.
- iii. Fabrication of partitions,
- iv. Construction of wooden structures and fences
- v. Operating woodworking machines for planing and splitting in preparing materials in the workshop.
- vi. Carrying out joinery work and repairs.
- vii. Making and repair of furniture, lockers, and shelves.
- viii. Make and repair all doors, door frames, Roof Trusses and Roof leakages
- ix. Requisition of materials from central stores
- x. Any other duty as may be assigned by the supervisor

ARTISAN I (CARPENTER)-GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+ (plus)
- ii. Craft Certificate (KNEC) or Government Trade Test I in Carpentry and Joinery or its equivalent from a recognized Institution
- iii. Five (5) years experience in carpentry works post qualification

Serving Officer

- i. Government Trade Test I in Carpentry and Joinery
- ii. At least three (3)years relevant work experiences as an Attendant grade 1/2

Duties and Responsibilities

- i. All carpentry works and repairs
- ii. Fixing of PVC, wooden and carpet floors
- iii. Fabrication of partitions
- iv. Construction of wooden structures and fences
- v. Operating woodworking machines for planing and splitting in preparing material in the workshop

- vi. Carrying out joinery works and repairs
- vii. Making and repair of furniture,lockers,and shelves
- viii. Make and repair all doors,doorframes,RoofTrusses and Roofleakages
- ix. Requisition of materials from central stores
- x. Anyother duty as may be assigned by the supervisor

TECHNICIAN II (CARPENTER)-GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) in Carpentry and Joinery or its equivalent from a recognized institution.
- iii. At least five (5)years relevant work experience,three (3)years at the level ofasArtisan (Carpenter) grade 3/4 or its equivalent

Serving Officer

- i. Craft II in Carpentry and Joinery
- ii. At least three (3)years relevant work experience as Artisan I (Carpenter) grade 4

Duties and Responsibilities

- i. All carpentry works and repairs
- ii. Fixing of PVC,wooden and carpetfloors.
- iii. Fabrication of partitions,
- iv. Construction of wooden structures and fences
- v. Operating woodworking machines for planning and splitting in preparing materials in the workshop.
- vi. Carrying out joinery works and repairs.
- vii. Making and repair of furniture,lockers,and shelves.
- viii. Make and repair all doors,doorframes,RoofTrussesand Roof leakages
- ix. Requisition of materials from central stores
- x. Anyother duty as may be assigned by the supervisor

TECHNICIAN I (CARPENTER)-GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) in Carpentry and Joinery or its equivalent from a recognized institution.
- iii. At least five (5) years relevant work experience, three (3) years at the level of a Technician II (Carpenter) grade 5 or its equivalent

Serving Officer

- i. Craft II in Carpentry and Joinery.
- ii. At least three (3) years relevant work experience as Artisan (Carpenter) grade 3/4
- iii. Satisfactory work performance

Duties and Responsibilities

- i. All carpentry works and repairs
- ii. Fixing of PVC, wooden and carpet floors.
- iii. Fabrication of partitions,
- iv. Construction of wooden structures and fences
- v. Operating woodworking machines for planing and splitting in preparing materials in the workshop.
- vi. Carrying out joinery works and repairs.
- vii. Making and repair of furniture, lockers, and shelves.
- viii. Make and repair all doors, doorframes, Roof Trusses and Roof leakages
- ix. Requisition of materials from central stores
- x. Any other duty as may be assigned by the supervisor

ARTISAN II (BUILDINGS) GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate (KNEC) or Government Trade Test I in Masonry or its equivalent from a recognized institution.
- iii. At least five (5) years relevant work experience

Duties and Responsibilities

- i. Masonry repair work in all buildings

- ii. Fixing grills on windows & doors
- iii. Lying slabs on path ways
- iv. Constructing walls
- v. Repairing leaking roofs
- vi. Installation of ceramic tiles
- vii. Repairing of manholes
- viii. Anyother relevant duty as may be assigned by the supervisor

ARTISAN I (BUILDINGS) GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSED+(plus)
- ii. Craft Certificate(KNEC) or Government Trade Test I in Masonry or its equivalent from a recognized institution.
- iii. At least five (5)years relevant work experience

Serving Officer

- i. Trade test craft
- ii. Government Trade Test II I in Masonry.
- iii. At least three(3)years relevant work experience as an Artisan II (Buildings) grade 3

Duties and Responsibilities

- i. Masonry repair work in all buildings
- ii. Fixing grillson windows & doors
- iii. Lying slabs on pathways
- iv. Constructing walls
- v. Repairing leaking roofs
- vi. Installation of ceramic tiles
- vii. Repairing of manholes
- viii. Anyother relevant duty as may be assigned by the supervisor

TECHNICIAN II (BUILDINGS) GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Craft certificate(KNEC) in Building Construction or its equivalent
- ii. At least five (5)years relevant work experience, three (3)years at the level of an Artisan(Buildings) grade 3/4 or its equivalent

Serving Officer

- i. Craft III (KNEC) Government Trade Test I in Building Construction or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as an Artisan (Buildings) grade 3/4

Duties and Responsibilities

- i. In-charge of specific repairs
- ii. Masonry repair work in all buildings in the University
- iii. Fixing grills on windows & doors
- iv. Laying slabs on pathways
- v. Constructing masonry work
- vi. Repairing leaking roofs
- vii. Installation of tiles
- viii. Construction and repair of manholes
- ix. Any other relevant duty as may be assigned by the supervisor

TECHNICIAN I (BUILDINGS) GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Craft certificate (KNEC) in Building Construction or its equivalent
- ii. At least five (5) years relevant work experience, three (3) years at the level of a Technician II (Buildings) grade 5 or its equivalent

Serving Officer

- i. Craft II (KNEC) Government Trade Test I in Building Construction or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Technician II (Buildings) grade 5
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Incharge of specific repairs
- ii. Masonry repair work in all buildings in the University
- iii. Fixing grills on windows & doors
- iv. Laying slabs on pathways
- v. Constructing masonry work
- vi. Repairing leaking roofs
- vii. Installation of tiles
- viii. Construction and repair of manholes
- ix. Any other relevant duty as may be assigned by the supervisor

SENIOR TECHNICIAN II (BUILDINGS) GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma(KNEC)in Building Construction or Building & Civil Engineering plus at least five (5) years relevant work experienceat least three (3)years at a level of a Technician I (Buildings) grade 6 or its equivalent
- ii. Computer literate

Serving Officer

- i. Craft Certificate(KNEC)inBuilding Construction plus at least three (3)years relevant work experience as a Technician I (Buildings) grade 6
- ii. Computer literate
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Read and interpretdrawings for works
- ii. Carry out costing and quantity of works and equipment
- iii. Supervise maintenance works and equipment
- iv. Supervise staff under them to work as assigned
- v. Prepare work schedules
- vi. Make requisition of requires materials from central stores
- vii. Supervise construction work on internal projects
- viii. Report on technical matters in relation to construction projects
- ix. Ensure delivery of quality services and workmanship
- x. Any other relevant duty as may be assigned by the supervisor

SENIOR TECHNICIAN I (BUILDINGS) GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma (KNEC) in Building Construction or Building & Civil Engineering plus at least five (5) years relevant work experience at least three (3)years at a level of a Senior Technician II (Buildings) grade 7 or its equivalent
- ii. Computer literate

Serving Officer

- i. Craft Certificate (KNEC) in Building Construction plus at least three (3) years relevant work experience as a Senior Technician II (Buildings) grade 7
- ii. Computer literate
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Read and interpret drawings for works
- ii. Carry out costing and quantity of works and equipment
- iii. Supervise maintenance works and equipment
- iv. Supervise staff under them to work as assigned
- v. Prepare work schedules
- vi. Make requisition of requires materials from central stores
- vii. Supervise construction work on internal projects
- viii. Report on technical matters in relation to construction projects
- ix. Ensure delivery of quality services and workmanship
- x. Any other relevant duty as may be assigned by the supervisor

ASSISTANT MAINTENANCE OFFICER II (BUILDINGS) GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma (KNEC) in Building Construction or Building & Civil Engineering or its equivalent from a recognized institution plus five (5) years relevant work experience, three (3) years at a level of a Senior Technician (Buildings) grade 7/8 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma (KNEC) in Building Construction or Building & Civil Engineering or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Technician (Buildings) grade 7/8
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Read and interpret drawings for works
- ii. Carry out costing and quantity of works and equipment
- iii. Supervise maintenance works and equipment
- iv. Supervise staff under them to work as assigned Supervisor

- v. Prepare work schedules
- vi. Supervise construction work on internal projects
- vii. Report on technical matters in relation to construction projects
- viii. Ensure delivery of quality services and workmanship
- ix. Co-ordinate other works for staff
- x. Any other relevant duty as may be assigned by the supervisor

ASSISTANT MAINTENANCE OFFICER I (BUILDINGS) GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma (KNEC) in Building Construction or Building & Civil Engineering or its equivalent from a recognized institution plus five (5) years relevant work experience, three (3) years at a level of a Senior Technician (Buildings) grade 7/8 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma (KNEC) in Building Construction or Building & Civil Engineering or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Technician (Buildings) grade 7/8
- iii. Satisfactory performance

Duties and Responsibilities

- i. Read and interpret drawings for works.
- ii. Carry out costing and quantity of works and equipment.
- iii. Supervise maintenance works and equipment.
- iv. Supervise staff under them to work as assigned.
- v. Prepare work schedules.
- vi. Supervise construction work on internal projects.
- vii. Report on technical matters in relation to construction projects.
- viii. Ensure delivery of quality services and workmanship.
- ix. Co-ordinate other works for staff
- x. Any other relevant duty as may be assigned by the supervisor.

MAINTENANCE OFFICER (BUILDINGS) GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Building and Civil Engineering or its equivalent from a recognized institution plus at least five (5) relevant work experience with at least three years at a level of an Assistant Maintenance officer grade 9/10

OR

- Higher National Diploma (KNEC) in building and civil engineering or its equivalent from a recognized institution with 8 years experience in the relevant field
- ii. Computer literate

Serving Officer

- i. Higher National Diploma (KNEC) in relevant field or its equivalent from a recognized institution with 3 years experience as Assistant Maintenance officer grade 9/10.
- ii. Computer literate
- iii. Satisfactory performance

Duties and Responsibilities

- i. Read and interpret drawings for works.
- ii. Carry out costing and quantity of works and equipment.
- iii. Coordinate maintenance works and equipment.
- iv. Co-ordinate staff under them to work as assigned.
- v. Co-ordinate work schedules.
- vi. Supervise construction works on capital projects.
- vii. Advise on technical matters in relation to construction projects.
- viii. Ensure delivery of quality services and workmanship.
- ix. Any other duty that may be assigned by the supervisor.

SENIOR MAINTENANCE OFFICER (BUILDINGS) GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Building Construction or Civil Engineering or its equivalent from a recognized institution
- ii. Master's degree is an added advantage
- iii. At least seven (7) years' experience in the relevant field three of which must

have been as Maintenance Officer grade 11

Serving Officer

- i. Bachelor's degree in Building Construction or Civil Engineering or its equivalent from a recognized institution
- ii. Satisfactory performance.
- iii. Masters Degree is an added advantage
- iv. Three(3)years experience three of which must have been as Maintenance Officer grade 11

Duties and Responsibilities

- i. Coordinate preparation of design and estimate cost of works.
- ii. Coordinate Supervision of building works.
- iii. Coordinate preparation of progress reports on building works.
- iv. Liaise with contractors and consultants on building works.
- v. Responsible for quality assurance of building works
- vi. Co-ordinate staff training and development and other Staff matters.
- vii. Any other duties that may be assigned by the immediate Supervisor.

ESTATES OFFICER GRADE 13

Report to: Supervisor

Requirements for Direct Appointment

- i. Master's degree Land Economics / Property Management or in any relevant field from a recognized institution
- ii. Bachelors degree in relevant field or its equivalent from a recognized institution
- iii. Active member of a professional body
- iv. Ten (10) years experience three of which must have been as Senior Maintenance Officer grade 11 or its equivalent

Serving Officer

- i. Master's degree in Land Economics / Property Management or in any relevant field from a recognized institution
- ii. Bachelor's degree in any relevant field from a recognized institution

- iii. Member of a professional body
- iv. Satisfactory performance
- v. At least three (3) years relevant work experience as Senior Maintenance Officer grade 12

Duties and Responsibilities

- i. Deputize Estates Manager
- ii. Organizing, managing and performing all function of the department
- iii. Maintenance of plants, properties and equipment.
- iv. Preparation and implementation of departmental budget provision.
- v. Submission of plant, property and equipment reports.
- vi. Formulation and submission of policy proposal on physical infrastructure.
- vii. Any other duties that may be assigned by supervisor.

FACILITY MANAGER GRADE 14

Report to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in a relevant field from a recognized institution
- ii. Bachelor's degree in the relevant field from a recognized institution
- iii. An active Member of a professional body
- iv. At least twelve (12) years relevant work experience field three of which must have been as Estates Officer grade 13 or its equivalent

Serving Officer

- i. Master's degree in a relevant field from a recognized institution
- ii. Bachelor's degree in a relevant field from a recognized institution
- iii. Member of a professional body
- iv. At least three (3) years relevant work experience as an Estates Officer grade 13.
- v. Satisfactory work performance

i.

Duties and Responsibilities

- i. Responsible for all Estates and Maintenance functions
- ii. Responsible for maintenance of all plants, properties and equipment
- iii. Submission of reports of plant, property and equipment

- iv. Advise on the physical development
- v. Formulate and submit policy proposal on Estate and all property
- vi. Responsible for preparation and control of department all budget
- vii. In-Charge of staff matters within the department
- viii. Responsible for formulation of and implementation of strategic plan of the department
- ix. Responsible for the organization, management and performance of all functions of the department
- x. Responsible for ISO/performance contracting in the department
- xi. Any other duties that may be assigned by immediate supervihsor.

SCHEME OF SERVICE FOR ADMINISTRATIVE STAFF

DESIGNATION	GRADE
Administrative Assistant II	Grade 7
Administrative Assistant I	Grade 8
Administrative Officer II	Grade 9
Administrative Officer I	Grade 10
Senior Administrative Officer	Grade 11
Assistant Registrar	Grade 12
Senior Assistant Registrar	Grade 13
Senior Assistant Registrar (Human Resource)	Grade 13
Deputy Registrar (Human Resource)	Grade 14
Deputy Registrar	Grade 14
Registrar	Grade 15

ADMINISTRATIVE ASSISTANT II - GRADE 7

Reports to: Supervisor

Requirements for Direct Appointments

- i. Bachelors' degree in a relevant area from a recognized institution
- ii. Computer literate

Duties and Responsibilities

Responsible for provision of effective administrative services

- i. Organize for meetings (issue notice)
- ii. Preparing the agendas for meetings
- iii. Prepare documentation for meetings
- iv. Take accurate minutes in various committees
- v. Maintain records
- vi. Supervision of secretaries and Clerk under them
- vii. Ensure maintenance of cleanliness and equipment in their offices
- viii. Ensure provision of furniture and other equipments
- ix. Ensure provision of meals for meetings
- x. Prepare procurement plans
- xi. Compile reports
- xii. Provide technical advice to the Chair of a meeting
- xiii. Ensure functioning of clocking in/out registers,

- xiv. Ensure functioning of complaints and complaints
- xv. Assist in the implementation of administrative functions of the division/ Department or school.
- xvi. Any other relevant duties as may be assigned to them by the supervisor.

ADMINISTRATIVE ASSISTANT I - GRADE 8

Reports to: Supervisor

Requirements for Direct Appointments

- i. Bachelors' degree in a relevant area from a recognized institution
- ii. computer literate
- iii. At least three years relevant work experience at the level of Administrative Assistant II grade 7 or its equivalent

Serving Officer

- i. Bachelor's degree in a relevant area from a recognized University
- ii. At least three(3) years relevant work experience as an Administrative Assistant II grade 7
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

Responsible for provision of effective administrative services

- i. Organize for meetings (issue notice)
- ii. Preparing the agendas for meetings
- iii. Prepare documentation for meetings
- iv. Take accurate minutes in various committees
- v. Maintain records
- vi. Supervision of secretaries and Clerk under them
- vii. Ensure maintenance of cleanliness and equipment in their offices
- viii. Ensure provision of furniture and other equipments
- ix. Ensure provision of meals for meetings
- x. Prepare procurement plans
- xi. Compile reports
- xii. Provide technical advice to the Chair of a meeting
- xiii. Ensure functioning of clocking in/out registers,
- xiv. Ensure functioning of complaints and complaints
- xv. Assist in the implementation of administrative functions of the division/ Department or school.
- xvi. Any other relevant duties as may be assigned to them by the supervisor.

ADMINISTRATIVE OFFICER II - GRADE 9

Reports to: Supervisor

Requirements for Direct Appointments

- i. A Bachelors' degree in a relevant area from a recognized institution
- ii. At least three years of relevant work experience as an administrative Assistant I grade 8 or its equivalent
- iii. Must be proficient in computer applications packages Computer literate

Serving Officer

- i. Bachelor's degree in a relevant area from a recognized University
- ii. At least three(3) years relevant work experience as an administrative Assistant I grade 8
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Assist in the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advice the head of department on all matters relating to the department
- v. Assist in the setting and implementation of the departmental PC targets
- vi. Assist in the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Any other relevant duties as may be assigned to them by the supervisor.

ADMINISTRATIVE OFFICER I - GRADE 10

Reports to: Supervisor

Requirements for Direct Appointments

- i. A Bachelors' degree in a relevant area from a recognized institution
- ii. At least three years of relevant work experience as an Administrative Officer II grade 9 or its equivalent
- iii. Must be proficient in computer applications packages Computer literate

Serving Officer

- i. Bachelor's degree in a relevant area from a recognized University
- ii. At least three(3) years relevant work experience as an Administrative Officer II grade 9
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Assist in the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department
- v. Assist in the setting and implementation of the departmental PC targets
- vi. Assist in the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Any other relevant duties as may be assigned to them by the supervisor

SENIOR ADMINISTRATIVE OFFICER - GRADE 11

Reports To: Supervisor

Requirements for Direct Appointments

- i. Bachelor's degree in a relevant area from a recognized University
- ii. At least six (6)years relevant work experience in Administrative position three of which must have been at grade 9/10 or its equivalent
- iii. Computer literate
- iv. Master's degree in a relevant area will be an added advantage

Serving Officer

- i. Bachelor's degree in a relevant area from a recognized University
- ii. At least three (3) relevant work experience as an Administrative Officer grade 9/10
- iii. Postgraduate diploma in a relevant field will be an added advantage.
- iv. Computer literate
- v. Satisfactory performance

Duties and Responsibilities

- i. Assist in the implementation of administrative functions of the division/ Department or school.

- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department
- v. Assist in the setting and implementation of the departmental PC targets
- vi. Assist in the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Assist in formulation and implementation of departmental policies
- viii. Assist in planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Any other relevant duties as may be assigned to them by the supervisor.

ASSISTANT REGISTRAR - GRADE 12

Reports To: Supervisor

Requirements for Direct Appointment

- i. Master's degree in a relevant area from a recognized University
- ii. Bachelor's degree in a relevant area from a recognized University.
- iii. At least nine (9) years relevant work experience in administrative work 3 years of which must have been at level of grade 11 or its equivalent
- iv. Postgraduate diploma in a relevant field will be an added advantage.
- v. Registered member of a professional body where applicable
- vi. Computer literate

Serving Officers

- i. Master's degree in a relevant area from a recognized University.
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. At least three (3) years relevant work experience as a Senior Administrative Officer grade 11
- iv. Postgraduate diploma in a relevant field will be an added advantage.
- v. Computer literate
- vi. Satisfactory performance

Duties and Responsibilities

- i. Responsible for the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department

- v. Responsible for the setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Responsible for formulation and implementation of departmental policies
- viii. Responsible for planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Responsible for planning, coordinating and control of administrative duties within the department
- x. Responsible for training and developing the staff under them
- xi. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- xii. Responsible for the departmental budget
- xiii. Any other relevant duties as may be assigned to them by the supervisor.

ASSISTANT REGISTRAR (HUMAN RESOURCE) - GRADE 12

Reports To: Supervisor

Requirements for Direct Appointment

- i. Master's degree in a relevant area from a recognized University
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. CHRP
- iv. At least nine (9) years relevant work experience in administrative work 3 years of which must have been at level of grade 11 or its equivalent
- v. Registered member of a professional body where applicable
- vi. Computer literate
- vii. Postgraduate diploma in a relevant field will be an added advantage.

Serving Officers

- i. Master's degree in a relevant area from a recognized University
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. CHRP
- iv. At least three (3) years relevant work experience as a Senior Administrative Officer grade 11
- v. Postgraduate diploma in a relevant field will be an added advantage.
- vi. Computer literate
- vii. Postgraduate diploma in a relevant field will be an added advantage.
- viii. Satisfactory performance

Duties and Responsibilities

- i. Responsible for the implementation of administrative functions of the division/ Department or school.
- ii. Taking minutes in various committees
- iii. Supervision of staff under them
- iv. Advise the head of department on all matters relating to the department
- v. Responsible for the setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department
- vii. Responsible for formulation and implementation of departmental policies
- viii. Responsible for planning for the departmental resources and equipment that will contribute towards achieving University objectives and goals.
- ix. Responsible for planning, coordinating and control of administrative duties within the department
- x. Responsible for training and developing the staff under them
- xi. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- xii. Responsible for the departmental budget
- xiii. Any other relevant duties as may be assigned to them by the supervisor.

SENIOR ASSISTANT REGISTRAR GRADE 13

Reports To: Supervisor

Requirements for Direct Appointment

- i. Master's degree in a relevant area from a recognized institution
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. At least twelve (12) years relevant work experience administrative work, four (4) of which must have been served at the level of Assistant Registrar Grade 12 or its equivalent
- iv. Postgraduate diploma in a relevant area will be an added advantage.
- v. Registered member of a professional body
- vi. Computer literate

Serving Officer

- i. Master's degree in a relevant area from a recognized institution
- ii. Bachelor's degree in a relevant area from a recognized University

- iii. At least three(3) years relevant work experience as an Assistant Registrar grade 12.
- iv. Postgraduate diploma in a relevant field will be an added advantage.
- v. Registered member of a professional body
- vi. Computer literate
- vii. Satisfactory Performance.

Duties and responsibilities

- i. Responsible for the overall and smooth running of the unit/department/section/ school
- ii. Responsible for departmental resources and equipments that will contribute towards achieving University objectives and goals
- iii. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- iv. Advice the University on all matters concerning the unit/department/section/ school
- v. Responsible for setting and implementation of the departmental PC targets
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department/ unit/ school/section
- vii. Responsible for timely submission of reports
- viii. Responsible for the formulation and implementation of the departmental strategic plan
- ix. Any other relevant duties as may be assigned to them by the supervisor

SENIOR ASSISTANT REGISTRAR (HUMAN RESOURCE) GRADE 13

Reports To: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Human Resource or Master of Business Management (Human Resource option) from a recognized institution with at least twelve (12) years relevant work experience three (3) of which must have been served at the level of Assistant Registrar Grade (Human Resource) grade 12 or its equivalent
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. CHRP
- iv. Registered member of Institute of Human Resource Management (IHRM)
- v. Computer literate

Serving Officer

- i. Master's degree in Human Resource or Master of Business Management (Human Resource option) from a recognized institution
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. CHRP
- iv. At least three (3) years relevant work experience as an Assistant Registrar Grade (Human Resource) grade 12 or its equivalent
- v. Postgraduate diploma in a relevant area will be an added advantage.
- vi. Registered member of Institute of Human Resource Management (IHRM) and in good standing
- vii. Computer literate
- viii. Satisfactory work Performance

Duties and responsibilities

- i. Assist in the smooth running of the various human capital matters in administrative and academic departments within the University
- ii. Responsible for the overall and smooth running of the department/section
- iii. Responsible for departmental resources and equipments that will contribute towards achieving University objectives and goals
- iv. Responsible for receiving confidential reports for all staff under them and recommend for training, promotion or transfer
- v. Responsible for setting and implementation of the departmental PC targets and annual work plans
- vi. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the department/section
- vii. Responsible for timely submission of reports
- viii. Implementation of management decisions
- ix. Responsible for the formulation and implementation of the departmental strategic plan
- x. Assist in providing efficient and transformational leadership on all HR functions
- xi. Assist in development of HR policies and ensure reviews of terms with HR trends and dynamics in the market
- xii. Assist in staff recruitment, induction , training & development, appraisal, promotion and disciplinary matters
- xiii. Any other relevant duties as may be assigned to them by the supervisor

DEPUTY REGISTRAR (HUMAN RESOURCE) - GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Human Resource or Master of Business Management (Human Resource option) from a recognized institution plus at least fifteen (15) years relevant work experience, five (5) of which must have been served at the level of Senior Assistant Registrar (Human Resource) grade 13 or its equivalent
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. CHRP III or a post graduate diploma in human resource management or its equivalent
- iv. Registered member of Institute of Human Resource Management (IHRM) and in good standing
- v. Valid practicing license will be an added advantage
- vi. Computer literate

Serving Officers

- i. Master's degree in Human Resource or Master of Business Management (Human Resource option) from a recognized institution
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. At least three (3) years relevant work experience as a Senior Assistant Registrar (Human Resource) grade 13
- iv. CHRP II or a post graduate diploma in human resource management or its equivalent
- v. Registered member of Institute of Human Resource Management (IHRM)
- vi. Valid practicing license will be an added advantage
- vii. Computer literate
- viii. PhD degree in Human Resource Management will be an added advantage

Duties and Responsibilities

- i. Responsible for the overall and smooth running of the various administrative and academic departments within the University
- ii. Advise the University on all matters concerning the various administrative and academic departments within the University
- iii. Responsible for setting and implementation of PC targets in the various administrative and academic departments within the University
- iv. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system

- of the various administrative and academic departments within the University
- v. Responsible for timely submission of reports
 - vi. Responsible for the formulation and implementation of the strategic plan
 - vii. Implementation of management decisions
 - viii. Assist in providing efficient and transformational leadership on all HR functions
 - ix. Assist in development of HR policies and ensure reviews of terms with HR trends and dynamics in the market
 - x. Assist in staff recruitment, induction , training & development, appraisal, promotion and disciplinary matters
 - xi. Any other relevant duties as may be assigned to them by the supervisor

DEPUTY REGISTRAR- GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in a relevant area plus at least fifteen (15) years relevant work experience administrative work, five (5) of which must have been served at the level of Senior Assistant Registrar grade 13
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. Postgraduate diploma in a relevant field will be an added advantage.
- iv. Registered member of a professional body
- v. Computer literate

Serving Officers

- i. Master's degree in a relevant area from a recognized University
- ii. Bachelor's degree in a relevant area from a recognized University
- iii. At least three (3) years relevant work experience as a Senior Assistant Registrar grade 13.
- iv. Postgraduate diploma in a relevant field will be an added advantage.
- v. Registered member of a professional body
- vi. Computer literate
- vii. PhD in a relevant area will be an added advantage

Duties and Responsibilities

- i. Responsible for the overall and smooth running of the various administrative and academic departments within the University
- ii. Advise the University on all matters concerning the various administrative and academic departments within the University

- iii. Responsible for setting and implementation of PC targets in the various administrative and academic departments within the University
- iv. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the various administrative and academic departments within the University
- v. Responsible for timely submission of reports
- vi. Responsible for the formulation and implementation of the strategic plan
- vii. Any other relevant duties as may be assigned to them by the supervisor

REGISTRAR - GRADE 15

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD degree in a relevant area plus at least twelve (12) years relevant work experience in administrative work, five (5) of which must have served as a Deputy Registrar grade 14 or its equivalent
OR
Master's degree in a relevant area from a recognized institution plus at least eighteen (18) years relevant work experience
CS (K)
- ii. Member of Institute of Human Resource Management (IHRM) and in good standing
- iii. CHRP III or a post graduate diploma in human resource management or its equivalent
- iv. Valid practice certificate
- v. Registered member of a professional body
- vi. Certificate of participation in seminars/conferences related to administration and management
- vii. Computer literate
- viii. Publications in refereed journals will be an added advantage
- ix. Certificate of attendance of at least one Leadership and Governance Training Program in a recognized institution

Serving Officer

- x. Master's degree in a relevant area plus at least three (3) relevant work experience as a Deputy Registrar grade 14
PhD degree in a relevant area will be an added advantage

- xi. Certificate of attendance of at least one Leadership and Governance Training Program in a recognized institution
- xii. Postgraduate diploma in a relevant area will have an added advantage
- xiii. Be an active member of Institute of Human Resource Management (IHRM)
- xiv. Computer literate
- xv. Satisfactory work performance

Duties and Responsibilities

- i. Responsible for the overall organization, control and supervision of administrative functions of the University.
- ii. Responsible for policy formulation, interpretation and implementation of University policies.
- iii. Provide professional advice to the University Management Board on various matters affecting the university/staff
- iv. Responsible for setting and maintenance of high administrative standards in the university
- v. Responsible for coordinating running of the various departments within a Division.
- vi. Responsible for setting and coordinating implementation of PC targets in the various departments within the division.
- vii. Responsible for the adherence to the Quality Management Standards (QMS) for the implementation of the performance management system of the various administrative and academic departments within the University
- viii. Responsible for timely submission of reports
- ix. Responsible for the formulation and implementation of the strategic plan
- x. Responsible for staff recruitment, induction , training & development, appraisal, promotion, transfers and disciplinary matters
- xi. Responsible for the implementation of management decisions
- xii. Responsible for the provision of efficient and transformational leadership within the University
- xiii. Responsible for the development and review of policies in line with current trends in the market
- xiv. Any other relevant duties as may be assigned to them by the supervisor

SCHEME OF SERVICE FOR LIBRARY STAFF

DESIGNATION	GRADE
Library Checker I	3
Senior Library Checker	4
Assistant Library Security Officer	5
Library Security Officer	6
Senior Library Security Officer	7
Library Attendant II	3
Library Attendant I	4
Library Assistant IV	5
Library Assistant III	6
Library Assistant II	7
Library Assistant I	8
Senior Library Assistant II	9
Senior Library Assistant I	10
Library Systems Assistant II	9
Library Systems Assistant I	10
Assistant Librarian	11
Assistant Systems Librarian	11
Librarian/Systems Librarian	12
Senior Librarian/Senior System Librarian	13
Deputy University Librarian	14
University Librarian	15

LIBRARY CHECKER I- GRADE 3

Reports To: Supervisor

Requirement for Appointment

- i. Minimum KCSED+(plus)
- ii. Certificate in Criminology/Security Science or its equivalent from recognized institution
- iii. Certificate of Good Conduct
- iv. At least four(4) years relevant work experience

Serving Officer

Requirement for Appointment

- i. Minimum KCSED+(plus)
- ii. Basic Security/paramilitary training from recognized institution

- iii. At least three (3) years as Library Checker II (Grade 2)
- iv. Certificate of Good Conduct
- v. Exemplary work performance

Duties and Responsibilities

- i. Check identification cards for all users at entrance
- ii. Inspect all luggage out of the library
- iii. Confirm official check out of books,
- iv. Direct and make referrals to guests and users
- v. Vigilance on theft, mutilation and destruction of Library materials
- vi. Observe security of library users in and outside the building
- vii. Monitor user activities observing library policies
- viii. Ensure closure of doors after opening hours
- ix. Protect library machines and equipment i.e. computers;
- x. Collect and process library newspapers and take library statistic

SENIOR LIBRARY CHECKER—GRADE 4

Reports To: Supervisor

Requirement for Appointment

- i. Minimum KCSEC-(minus)
- ii. Diploma in Criminology/Security Science or its equivalent from a recognized institution
- iii. At least five (5) years relevant work experience
- iv. Certificate of Good Conduct

Serving Officer

- i. Minimum KCSED+(plus)
- ii. Certificate in Criminology/Security Science or its equivalent from recognized institution
- iii. At least three (3) years in the grade of Library Checker Grade 3.
- iv. Certificate of Good Conduct
- v. Exemplary work performance

Duties and Responsibilities

- i. Check identification cards for all users at entrance
- ii. Inspect all luggage out of the library

- iii. Confirm official check out of books,
- iv. Direct and make referrals to guests and users
- v. Vigilance on theft, mutilation and destruction of Library materials
- vi. Observe security of library users in and outside the building
- vii. Monitor user activities observing library policies
- viii. Ensure closure of doors after opening hours
- ix. Protect library machines and equipment i.e. computers;
- x. Collect and process library newspapers and take library statistics

ASSISTANT LIBRARY SECURITY OFFICER- GRADE 5

Reports to: Security Officer

Requirements for Direct Appointment

- i. Minimum KCSEC-(minus).
- ii. Diploma In Criminology/Security Science or its equivalent from a recognized institution
- iii. At least four(4) years relevant work experience
- iv. Certificate of Good Conduct
- v. Computer literate

Serving Officer

- i. Diploma In Criminology/Security Science or its equivalent from a recognized institution
- ii. At least three(3) years as a Senior Library Checker grade 4
- iii. Certificate of Good Conduct
- iv. Exemplary work performance

Duties and Responsibilities

- i. Supervision of junior checkers
- ii. Check identification cards for all users at entrance
- iii. Inspect all luggage out of the library
- iv. Confirm official check out of books
- v. Direct and make referrals to guests and users
- vi. Vigilance on theft, mutilation and destruction of Library materials
- vii. Observe security of library users in and outside the building
- viii. Monitor user activities observing library policies
- ix. Ensure closure of doors after opening hours
- x. Protect library machines and equipment i.e. computers;
- xi. Collect and process library newspapers and take library statistics

LIBRARY SECURITY OFFICER-GRADE 6

Reports to:Senior Library Security Officer

Requirements for Direct Appointment

- i. Minimum KCSEC- (minus).
- ii. Bachelor's Degree in Criminology/Security Science or its equivalent from a recognized institution
- iii. At least the level of Seven(7)years relevant work experience
3 of which must have been at the level of Assistant Library Security Officer grade 5 or its equivalent
- iv. Certificate of Good Conduct
- v. Computer literate

Serving Officer

- i. Bachelor's Degree in criminology/security science or its equivalent from a recognized institution
- ii. Certificate of Good Conduct
- iii. computer literate
- iv. At least three years as an Assistant Library Security Officer grade 5
- v. Exemplary work performance

Duties and Responsibilities

- i. Responsible for all security matters in the University Libraries
- ii. To provide good security and safety to staff, students and University library property
- iii. To liaise with other law enforcing organs/agencies of the government in order to minimize and prevent crime.
- iv. To under take any responsibilities which be assigned from time to time.
- v. Responsible for all staff and students disciplinary matters
- vi. Oversee use of security equipment
- vii. Supervise junior security staff

SENIOR LIBRARY SECURITY OFFICER-GRADE 7

Reports to:University Librarian

Requirements for Direct Appointment

- i. Minimum KCSEC- (minus).
- ii. Bachelor's Degree in Criminology/Security Science or its equivalent from a recognized institution

- iii. At least seven (7) years relevant work experience three (3) of which must have been at a level Library Security Officer grade 6 or its equivalent
- iv. Certificate of Good Conduct
- v. Computer literate

Serving Officer

- i. Must have a Bachelor's Degree in criminology/security science or its equivalent from a recognized institution
- ii. Must have a Certificate of Good Conduct
- iii. Must be computer literate
- iv. At least three (3) as a Library Security Officer grade 6
- v. Exemplary work performance

Duties and Responsibilities

- i. Manage Library CCTV and oversee other security machines
- ii. Prepare regular reports and submit to University librarian
- iii. Responsible for all security matters in all University Libraries
- iv. To provide good security and safety to staff, students and University library property
- v. To liaise with other law enforcing organs/agencies of the government in order to minimize and prevent crime.
- vi. To undertake any responsibilities which be assigned from time to time.
- vii. Responsible for all staff and students' disciplinary matters
- viii. Formulation and implementation of University security policies
- ix. Responsible for PC/ISO/Strategic plan
- x. Member of Security and Safety committee

LIBRARY ATTENDANT II GRADE 3

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (Plus)
- ii. Certificate in Library and Information Studies from a recognized institution.
- iii. At least two (2) years relevant work experience at a level of a Library Checker I grade 2 or its equivalent
- iv. Computer literate

Serving Officer

- i. KCSE D+ (Plus)
- ii. Certificate in Library Studies/Paramilitary Studies/ Security Studies plus at least three (3) years relevant work experience as a Library Checker I grade 2 or its equivalent
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Perform a variety of clerical duties, including processing and maintaining library media, entering records and files, books and related reference materials.
- ii. Carry out reprographic services
- iii. Shelving information materials
- iv. Provide basic circulation functions to library patrons, including checking out materials, renewals and checking in returned materials
- v. Performing bibliographic searches in the Card catalogue and/or OPAC.
- vi. Checking prices of books, pamphlets, periodicals, and audiovisual materials during the process of acquisition
- vii. Clean, tidy, secure the library.
- viii. Any other relevant duty as may be assigned by the supervisor

LIBRARY ATTENDANT I GRADE 4

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE D+ (Plus)
- ii. Certificate in Library and Information Studies from a recognized institution.
- iii. At least two (2) years relevant work experience at a level of a Library Attendant II grade 3 or its equivalent
- iv. Computer literate

Serving Officer

- i. KCSE D+ (Plus)

- ii. Certificate in Library Studies/Paramilitary Studies/ Security Studies plus at least three (3) years relevant work experience as a Library Attendant II grade 3 or its equivalent
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Perform a variety of clerical duties, including processing and maintaining library media, entering records and files, books and related reference materials.
- ii. Carry out reprographic services
- iii. Shelving information materials
- iv. Provide basic circulation functions to library patrons, including checking out materials, renewals and checking in returned materials
- v. Performing bibliographic searches in the Card catalogue and/or OPAC.
- vi. Checking prices of books, pamphlets, periodicals, and audiovisual materials during the process of acquisition
- vii. Clean, tidy, secure the library.
- viii. Any other relevant duty as may be assigned by the supervisor

LIBRARY ASSISTANT IV - GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Library and Information Studies or its equivalent from a recognized institution.
- ii. At least four (4) years relevant work experience three (3) years relevant work experience as a Library Attendant II grade 4 or its equivalent
- iii. Computer literate

Serving Officer

- i. Diploma in Library and Information Studies from a recognized Institution.
- ii. At least three (3) years relevant work experience as a Library Attendant II grade 4
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Library Attendants by performing shelf-reading activities.

- ii. Shelving of information materials
- iii. Performing circulation duties
- iv. Carrying out information outreach activities
- v. Classify information materials
- vi. Catalogue information materials
- vii. Processing of information materials
- viii. Assist in acquisition of information materials
- ix. Collect usage statistics, assist with surveys, and monitor service levels and other quality checks
- x. Any other relevant duty as may be assigned by the supervisor

LIBRARY ASSISTANT III - GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Library and Information Studies or its equivalent from a recognized institution.
- ii. At least four (4) years relevant work experience three (3) years relevant work experience as a Library Assistant IV grade 5 or its equivalent
- iii. Computer literate

Serving Officer

- i. Diploma in Library and Information Studies from a recognized Institution.
- ii. At least three (3) years relevant work experience as a Library Assistant IV grade 5
- iii. Computer literate
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Library Attendants by performing shelf-reading activities.
- ii. Shelving of information materials
- iii. Performing circulation duties
- iv. Carrying out information outreach activities
- v. Classify information materials
- vi. Catalogue information materials
- vii. Processing of information materials
- viii. Assist in acquisition of information materials
- ix. Collect usage statistics, assist with surveys, and monitor service levels and other quality check

LIBRARY ASSISTANT II GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Library and Information Studies from a recognized institution plus a minimum of three (3) years relevant work experience at the level of a Library Assistant III grade 6 or its equivalent
- ii. Computer literate
- iii. Membership to a relevant Professional Society/Association will be an added advantage

Serving Officer

- i. Bachelor's degree in a relevant area plus at least three (3) years relevant work experience as a Library Assistant II grade 5/6

OR

- Higher National Diploma in Library and Information Studies from a recognized institution plus at least three (3) years relevant work experience as a Library Assistant III grade 6 Computer literate
- ii. Membership to a relevant Professional Society/Association will be an added advantage
 - iii. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Library Assistants
- ii. Shelving of information materials
- iii. Responsible for Circulation tasks supervision of issue desk staff.
- iv. Carry out information outreach activities
- v. Classification of information materials
- vi. Cataloguing of information materials;
- vii. Processing of information materials
- viii. Perform off-line and on-line searching of information for library users
- ix. Assist in acquisition information materials.
- x. Schedule and supervise clerical workers, volunteers, and student assistants
- xi. May be assigned to operate in campus libraries.
- xii. Implement staff working Schedules
- xiii. Any other relevant duty as may be assigned by the supervisor

LIBRARY ASSISTANT I GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Library and Information Studies from a recognized institution plus a minimum of three (3) years relevant work experience at the level of a Library Assistant II grade 7 or its equivalent
- ii. Computer literate
- iii. Membership to a relevant Professional Society/Association will be an added advantage

Serving Officer

- i. Bachelor's degree in a relevant area plus at least three (3) years relevant work experience as a Library Assistant II grade 5/6

OR

Higher National Diploma in Library and Information Studies from a recognized institution plus at least three (3) years relevant work experience as a Library Assistant II grade

- ii. Computer literate
- iii. Membership to a relevant Professional Society/Association will be an added advantage
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Library Assistants
- ii. Shelving of information materials
- iii. Responsible for Circulation tasks supervision of issue desk staff.
- iv. Carry out information outreach activities
- v. Classification of information materials
- vi. Cataloguing of information materials;
- vii. Processing of information materials
- viii. Perform off-line and on-line searching of information for library users
- ix. Assist in acquisition information materials.
- x. Schedule and supervise clerical workers, volunteers, and student assistants
- xi. May be assigned to operate in campus libraries.
- xii. Implement staff working Schedules
- xiii. Any other relevant duty as may be assigned by the supervisor

SENIOR LIBRARY ASSISTANT II GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Library and Information Sciences or its equivalent from a recognized institution.
- ii. At least six (6) years relevant work experience three as a Library Assistant I grade 8 or its equivalent working experience in a well-established automated library.
- iii. Computer literate
- iv. Membership to a relevant professional Society/Association will be an added advantage

Serving Officer

- i. Bachelor's degree in Library and Information Sciences or its equivalent from a recognized Institution
- ii. At least three (3) years relevant work experience as a Library Assistant I grade 8
- iii. Computer literate
- iv. Membership to a relevant professional society/Association will be an added advantage
- v. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Senior Library Assistants
- ii. Take action to deal with disruptive or problem patrons.
- iii. Implement Cataloguing standards
- iv. Implement Classification standards
- v. Provide and manage electronic information services
- vi. Provide reference services
- vii. Perform indexing and abstracting duties
- viii. Perform acquisition duties
- ix. Conduct information literacy trainings
- x. May be deployed to manage Campus libraries
- xi. Any other relevant duty as may be assigned by the supervisor

SENIOR LIBRARY ASSISTANT I GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Library and Information Sciences or its equivalent from a recognized institution.

- ii. At least six (6) years relevant work experience three as a Senior Library Assistant II grade 9 or its equivalent working experience in a well-established automated library.
- iii. Computer literate
- iv. Membership to a relevant professional Society/Association will be an added advantage

Serving Officer

- i. Bachelor's degree in Library and Information Sciences or its equivalent from a recognized Institution
- ii. At least three (3) years relevant work experience as a Senior Library Assistant II grade 9
- iii. Computer literate
- iv. Membership to a relevant professional society/Association will be an added advantage
- v. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Senior Library Assistants
- ii. Take action to deal with disruptive or problem patrons.
- iii. Implement Cataloguing standards
- iv. Implement Classification standards
- v. Provide and manage electronic information services
- vi. Provide reference services
- vii. Perform indexing and abstracting duties
- viii. Perform acquisition duties
- ix. Conduct information literacy trainings
- x. May be deployed to manage Campus libraries
- xi. Any other relevant duty as may be assigned by the supervisor

LIBRARY SYSTEMS ASSISTANT II GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Library and Information Science with a major in IT, or related field from a recognized institution.
- ii. At least three (3) years relevant work experience
- iii. Library Management Systems (KOHA) and Digital repository (Dspace);
- iv. Membership to a relevant professional Society/Association will be an added advantage.

Duties and Responsibilities

- i. Managing of all the library digital systems, including but not limited to, Koha, D-space, OPAC, E-resources, OJS, RemoteX, MyLoff
- ii. Managing digital library collections, archives and repositories.
- iii. Training library users and staffs, the use of digital library systems such as e-resources and OPAC.
- iv. Managing the library's Local Area Network (LAN) and maintaining links with the Wide Area Network (WAN);
- v. Provide maintenance services for library computer systems;
- vi. To formulate and generate system activity reports and audit reports;
- vii. Provide user support services to all the library users and staffs in the University
- viii. Establishing long-term library needs in as far as ICT, the library services are concerned.
- ix. To ensure all library systems are compliant with the industry standards; and
- x. Any other relevant duty as may be assigned by the supervisor.

LIBRARY SYSTEMS ASSISTANT I GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Library and Information Science with a major in IT, or related field from a recognized institution.
- ii. At least three (3) years relevant work experience
- iii. Library Management Systems (KOHA) and Digital repository (Dspace);
- iv. Membership to a relevant professional Society/Association will be an added advantage.

Serving Officer

- i. Bachelor's degree in Library and Information Science with IT/ICT option
OR
Bachelor's degree in Information Technology (IT)/Computer Science
- ii. At least three (3) years relevant work experience as a Library Systems Assistant II grade 9
- iii. Membership to a relevant professional society/Association.
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Managing of all the library digital systems, including but not limited to, Koha, D-space, OPAC, E-resources, OJS, RemoteX, MyLoff

- ii. Managing digital library collections, archives and repositories
- iii. Training library users and staffs, the use of digital library systems such as e-resources and OPAC.
- iv. Managing the library's Local Area Network (LAN) and maintaining links with the Wide Area Network (WAN);
- v. Provide maintenance services for library computer systems;
- vi. To formulate and generate system activity reports and audit reports;
- vii. Provide user support services to all the library users and staffs in the University
- viii. Establishing long-term library needs in as far as ICT, the library services are concerned.
- ix. To ensure all library systems are compliant with the industry standards; and
- x. Any other relevant duty as may be assigned by the supervisor

ASSISTANT SYSTEMS LIBRARIAN GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Library and Information Science with IT/ICT option
OR
Bachelor's degree in Information Technology (IT)/ Computer Science
- ii. Master's degree in Information Systems or its equivalent from a recognized institution will be an added advantage.
- v. At least six (6) years relevant work experience (3) years at the level of a Library Systems Assistant grade 9/10 or its equivalent
- iii. Registered member of a relevant professional body

Serving Officer

- vi. Bachelor's degree in Library and Information Science with IT/ICT option
OR
Bachelor's degree in Information Technology (IT)/Computer Science
- vii. Masters in Information Systems or its equivalent is an added advantage.
- viii. At least three (3) years relevant work experience as a Library Systems Assistant grade 9/10
- ix. Membership to a relevant professional society/Association.
- x. Satisfactory performance

Duties and Responsibilities

- i. Monitoring and advising on library & Information Communication Technology matters.

- ii. Managing the library's Local Area Network (LAN) and maintaining links with the Wide Area Network (WAN)
- iii. Maintaining library computer software and hardware particularly: The Integrated Library Management System (KOHA),The Digital Repository (D-space)The Open Journal Systems (RFID and E M Technologies)
- iv. Assisting in the formulation and implementation of policies and procedures, particularly in the area of systems development.
- v. Coordinating and conducting staff training for development of ICT skills in the use of automated systems and computer based products, services and emerging trends.
- vi. Concurrently managing multiple projects, administer systems, troubleshooting computing problems, plan and managing change in the library computing environment and acting as liaison with other information technology professionals.
- vii. Routine troubleshooting of hardware and software and
- viii. Ensuring standards are appropriate to library applications such as MARC 21 (machine readable cataloguing) Html, Z 39.50, e.t.c.
- ix. Preparation of instructional and procedural materials/manuals for Library System, automated resources
- x. Handling SQL, MySQL, HTML, CSS and JavaScript operations
- xi. Any other relevant duty as may be assigned by the supervisor

ASSISTANT LIBRARIAN - GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Library and Information Sciences or its equivalent from a recognized institution
- ii. At least six (6) years relevant work experience 3 at the level of as a Senior Library Assistant grade 9/10 or its equivalent in a well established and automated academic library.
- iii. Computer literate
- iv. Membership to a relevant professional Society/Association

Serving Officer

- i. Master's degree in Library and Information Sciences or its equivalent from a recognized Institution
- ii. At least three (3) years relevant work experience as a Senior Library Assistant grade 9/10

- iii. Satisfactory work performance
- iv. Membership to a relevant professional society/Association.

Duties and Responsibilities

- i. Supervise Principal Library Assistants
- ii. Provide information Services
- iii. Identify information needs of various groups of library users
- iv. Maintain and interpret information on library use
- v. Conduct user education programmes and information literacy
- vi. Manage ICT services including all electronic information
- vii. Be in-charge of a library sections or service points within the University Library.
- viii. Account for all the library resources through inventory, records management and stock taking
- ix. Plan, design, coordinate and implement comprehensive knowledge management initiatives and strategies.
- x. Any other relevant duty as may be assigned by the supervisor

LIBRARIAN - GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Library and Information Sciences major in Information Technology or its equivalent from a recognized institution
- ii. At least nine (9) years cumulative relevant work experience 3 of which must be at the level of an Assistant Librarian 11 or its equivalent in a well-established and automated academic library.
- iii. Computer literate

Serving Officer

- i. Master's degree in Library and Information Sciences or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as an Assistant Librarian grade 11.
- iii. Computer literate
- iv. Membership to a relevant professional society/Association.
- v. Satisfactory work performance

Duties and Responsibilities

- i. Manage Abstracting and indexing of information materials
- ii. Manage Acquisition of information materials
- iii. Ensure conformity to cataloguing and classification standards
- iv. Maintain user profiles
- v. Provide Current Awareness Services (CAS)
- vi. Provide Selective Dissemination of Information (SDI)
- vii. Prepare estimates of expenditure and vote control
- viii. Provide training in Information Literacy Skills.
- ix. Manage User Education Services
- x. Manage ICT Services in the Library
- xi. Attend official professional meetings
- xii. Any other relevant duty as may be assigned by the supervisor.

SYSTEMS LIBRARIAN GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Library and Information Sciences majoring in IT or its equivalent from a recognized Institution.
- ii. At least nine (9) years relevant work experience three of which should be at grade 11 or its equivalent in a well established and automated academic library specializing in ICT Services.
- iii. Certificate of attendance and presentation in conferences/ workshops
- iv. Membership to a relevant professional society/Association

Serving Officer

- i. Master's degree in Library and Information Sciences majoring in IT or its equivalent from a recognized Institution.
- ii. At least three (3) years relevant work experience as an Assistant Systems Librarian grade 11 or its equivalent
- iii. Satisfactory work performance
- iv. Membership to a relevant professional society/Association

Duties and Responsibilities

- i. Managing ICT resources in the University library
- ii. Develop Information Technology Policies for the library
- iii. Train staff on the use and application of ICTs in the library
- iv. Planning and management of information systems development

- v. Provide support in use of electronic information sources
- vi. Manage the library's Web Pages
- vii. Provide Online searching using the Internet
- viii. Manage Operating systems
- ix. Design and realization of bibliographic databases
- x. Database management and operations
- xi. Provide information literacy programmes
- xii. Manage the functions of computing, network and systems, support services
- xiii. Executing and controlling information and services budget
- xiv. Ensure automation of services in University Libraries
- xv. Supervise Systems Librarians
- xvi. Communicate regularly and negotiate with system vendors
- xvii. Attend relevant meetings
- xviii. Ensure proper management of library web pages
- xix. Ensure proper planning and management of information systems development
- xx. Designing and realization of electronic information sources and databases
- xxi. Control and manage ICT resources in the university library
- xxii. Prepare system reports and statistics
- xxiii. Prepare budgets for IT equipment, resources and services
- xxiv. Train staff on use and application of ICTs in the library
- xxv. Develop information technology policies for the library
- xxvi. Ensure automation of services in the library
- xxvii. Any other relevant duty as may be assigned by the supervisor.

SENIOR LIBRARIAN - GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Library and Information Sciences or its equivalent from a recognized institution.
- ii. At least twelve (12) years relevant work experience in a well established and automated academic library 4 of which must have been at the level of Librarian grade 12 or its equivalent
- iii. PhD degree in a relevant area from a recognized institutiton will be an added advantage
- iv. Minimum of one (1) publication in a peer reviewed journal or one book chapter in a peer reviewed book
- v. Computer literate

- vi. Certificate of attendance and presentation in conferences/ workshops
- vii. Membership to a relevant professional society/association

Serving Officer

- i. Master's degree in Library and Information Sciences or its equivalent from a recognized institution.
- ii. At least three (3) years relevant work experience as a Librarian Grade 12.
- iii. Minimum of one (1) publication in a peer reviewed journal or one book chapter in a peer reviewed book
- iv. Membership to a relevant professional society/Association.
- v. Computer literate
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Supervise Librarians and Assistant Librarians
- ii. Attend official meetings as may be directed by the Director, Library and information services
- iii. Manage and coordinate stocktaking activities
- iv. Manage and coordinate in-house staff training
- v. Market the Library resources and promotes its use
- vi. Conduct needs assessment and baseline surveys to determine the information needs of various players.
- vii. Teach and conduct research in library and information skills
- viii. Manage and coordinate for activities Disaster management activities
- ix. Assist in formulation and implementation of library policies.
- x. Attend and participate in professional meetings
- xi. Any other relevant duty as may be assigned by the supervisor

SENIOR SYSTEMS LIBRARIAN GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Library and Information Sciences majoring in IT or its equivalent from a recognized Institution.
- ii. At least twelve (12) years relevant work experience 4 of which should be at a level of Systems Librarian grade 12 or its equivalent in a well-established and automated academic library specializing in ICT Services.
- iii. PhD will be an added advantage
- iv. Certificate of attendance and presentation in conferences/ workshops
- v. Computer literate
- vi. Membership to a relevant professional society/Association

Serving Officer

- i. Master's degree in Library and Information Sciences majoring in IT or its equivalent from a recognized Institution.
- ii. three (3) years relevant work experience as a Librarian grade 12
- iii. Membership to a relevant professional society/Association.
- iv. Satisfactory work performance

Duties and Responsibilities

- i. Managing ICT resources in the University library
- ii. Develop Information Technology Policies for the library
- iii. Train staff on the use and application of ICTs in the library
- iv. Planning and management of information systems development
- v. Provide support in use of electronic information sources
- vi. Manage the library's Web Pages
- vii. Provide Online searching using the Internet
- viii. Manage Operating systems
- ix. Design and realization of bibliographic databases
- x. Database management and operations
- xi. Provide information literacy programmes
- xii. Manage the functions of computing, network and systems, support services
- xiii. Executing and controlling information and services budget
- xiv. Ensure automation of services in University Libraries
- xv. Supervise Systems Librarians
- xvi. Communicate regularly and negotiate with system vendors
- xvii. Attend relevant meetings
- xviii. Ensure proper management of library web pages
- xix. Ensure proper planning and management of information systems development
- xx. Designing and realization of electronic information sources and databases
- xxi. Control and manage ICT resources in the university library
- xxii. Prepare system reports and statistics
- xxiii. Prepare budgets for IT equipment, resources and services
- xxiv. Train staff on use and application of ICTs in the library
- xxv. Develop information technology policies for the library
- xxvi. Ensure automation of services in the library
- xxvii. Any other relevant duty as may be assigned to them by the supervisor.

DEPUTY UNIVERSITY LIBRARIAN - GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD degree in Library and Information Sciences or its equivalent from a recognized institution plus eleven (11) years relevant work experience five of which must have been at the level of Senior Librarian/ Senior Systems Librarian grade 13 or its equivalent
- OR**
- Master's degree in Library and Information Sciences or its equivalent from a recognized institution plus fourteen (14) years relevant work experience in a well established and automated library of which 5 the level of Senior Librarian/ Senior Systems Librarian must have been at grade 13
- ii. Minimum of two (2) publications in a peer reviewed journal or two book chapters in a peer reviewed book
 - iii. Computer literate
 - iv. Certificate of attendance and presentation in conferences/ workshops
 - v. Membership to a relevant professional society/Association

Serving Officer

- i. Master's degree in Library and Information Sciences or its equivalent from a recognized institution
- ii. At least (3) years relevant work experience as a Senior Librarian/Senior Systems Librarian grade 13.
- iii. Minimum of two (2) publications in a peer reviewed journal or two (2) book chapters in a peer reviewed book
- iv. Computer literate
- v. Certificate of attendance and presentation in conferences/ workshops
- vi. Satisfactory work performance
- vii. Membership to a relevant professional society/Association.
- viii. PhD degree in a relevant area from a recognized institution will be an added advantage

Duties and Responsibilities

- i. Deputize the University Librarian
- ii. Liaison with Branch Librarians
- iii. Co-ordinates staff development and promotions
- iv. Manages guidance and counseling activities in the Library

- v. Manage staff performance appraisal activities
- vi. Handles staff disciplinary matters
- vii. Manage Budget preparation and harmonization task
- viii. Promotion of staff welfare
- ix. Coordinates Library IGU activities
- x. Ensure evaluation of library services
- xi. Assist in formulation and implementation of library policies.
- xii. Attend and participate in professional and University meetings
- xiii. Any other relevant duty as may be assigned to them by the supervisor.

UNIVERSITY LIBRARIAN - GRADE 15

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD degree in Library and Information Sciences or equivalent qualification from a recognized institution plus fifteen (15) with 5 years relevant work experience at level of grade 14 or its equivalent
- ii. Minimum of three (3) publications in a peer reviewed journal or three (3) book chapters in a peer reviewed book
- iii. Membership to a relevant professional society/Association.
- iv. Computer literate
- v. Certificate of attendance and presentation in conferences/ workshops

Serving Officer

- i. PhD degree in Library and Information Sciences or its equivalent from a recognized institution plus at least three (3) years relevant work experience as a Deputy University Librarian.
- ii. Minimum of three (3) publications in a peer reviewed journal or three (3) book chapters in a peer reviewed book
- iii. Computer literate
- iv. Membership to a relevant professional society/Association.
- v. Satisfactory work performance

Duties and Responsibilities

- i. Ensure disseminate of information to users using print and electronic media by:
 - i. Advise University Management on the strategic direction of the library
 - ii. Overall administration, coordination and management of Library services.

- iii. Formulation and development Library policies to meet university goals and objectives.
- iv. Oversee the collection development and management of university resources
- v. Ensure development of human resource through staff performance appraisal, assisting in the staff recruitment and selection and making recommendations for promotion and training of library staff.
- vi. Planning for the University Library physical resources and equipment as well as the information services that will contribute towards the university goals and objectives.
- vii. Coordinate all Library Services with Faculties, Institutions, Colleges and Schools within the University Community
- viii. Attends management, Senate, Deans and other university meetings.
- ix. Plan, control and execute the budget for University Library Services
- x. Oversee Library Fundraising activities and coordinate Linkages
- xi. Attend and participate in professional meetings
- xii. To utilize modern information technology to facilitate timely acquisition, provision and preservation information resources and services
- xiii. To ensure a conducive environment for study and research
- xiv. To benchmark and enrich information resources and services in accordance with local and international standards
- xv. To preserve and disseminate the University's intellectual output as a contribution to society through creation of local content.
- xvi. To meet the University standards as per Commission for Universities Education Requirements.
- xvii. Ensure compliance of quality management system and performance management
- xviii. Prepare and submit reports to DVC A&SA periodically
- xix. Any other relevant duty as may be assigned by the supervisor

SCHEME OF SERVICE FOR DEVELOPMENT STAFF

DESIGNATION	GRADE
Assistant Clerk of Works II	Grade 7
Assistant Clerk of Works I	Grade 8
Clerk of Works II	Grade 9
Clerk of Works I	Grade 10
Senior Clerk of Works	Grade 11
Quantity Survey Assistant II	Grade 7
Quantity Survey Assistant I	Grade 8
Senior Quantity Survey Assistant II	Grade 9
Senior Quantity Survey Assistant I	Grade 10
Assistant Quantity Surveyor	Grade 11
Quantity Surveyor	Grade 12
Senior Quantity Surveyor	Grade 13
Development Supritendant	Grade 14

ASSISTANT CLERK OF WORKS II - GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Building and Civil Engineering (KNEC) or its equivalent from a recognized institution plus a minimum of six (6) years relevant work experience
- ii. Computer Literate

Duties and Responsibilities

- i. Assisting in the planning of a building programme for a number of buildings
- ii. Estimating costs of new buildings
- iii. Monitoring and supervision of work in progress on site
- iv. Assisting in preparation of monthly progress returns of expenditure and of individual projects
- v. Checking on specifications and standards in accordance with the Architects, Structural and Electrical Engineers' drawings on the on-going work on site.
- vi. Supervise repairs, maintenance and alteration being carried out on existing buildings, including auditing of quantities of materials required for such jobs.

- vii. Allocates work, controls and supervises staff working under him/her.
- viii. Any other relevant duties assigned by Supervisor

ASSISTANT CLERK OF WORKS II - GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Diploma in Building and Civil Engineering (KNEC) or its equivalent from a recognized institution plus a minimum of six (6) years relevant work experience
- ii. Computer Literate

Serving Officer

- i. Be in possession of the Diploma in Building and Civil Engineering from the Kenya National Examinations Council or other approved equivalent qualification
- ii. Have served in the grade of Superintendent (Buildings) for at least three (3) years and
- iii. Satisfactory performance.

Duties and Responsibilities

- i. Assisting in the planning of a building programme for a number of buildings
- ii. Estimating costs of new buildings
- iii. Monitoring and supervision of work in progress on site
- iv. Assisting in preparation of monthly progress returns of expenditure and of individual projects
- v. Checking on specifications and standards in accordance with the Architects, Structural and Electrical Engineers' drawings on the on-going work on site.
- vi. Supervise repairs, maintenance and alteration being carried out on existing buildings, including auditing of quantities of materials required for such jobs.
- vii. Allocates work, controls and supervises staff working under him/her.
- viii. Any other relevant duties assigned by Supervisor

CLERK OF WORKS II - GRADE 9

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Building and Civil Engineering (KNEC) or its equivalent from a recognised institution plus a minimum of nine (9) years relevant work experience (3) years of which must have been at grade 8 or its equivalent in a large organization or Government.
- ii. Computer Literate

Serving Officer

- i. Diploma in Building and Civil Engineering (KNEC) or its equivalent from a recognized institution.
- ii. At least Three (3) Years relevant work experience as a Assistant Clerk of Works grade 8 Computer literate
- iii. Satisfactory Performance.

Duties and Responsibilities

- i. The main responsibilities entail assisting in the planning of a building programme for a number of buildings; the administration of Government buildings including estimating costs of new buildings, monitoring and supervision of work in progress on site, assisting in preparation of monthly progress returns of expenditure and of individual projects checking on specifications and standards in accordance with the Architects, Structural and Electrical Engineers' drawings on the on-going work on site.
- ii. The officer may also supervise repairs, maintenance and alteration being carried out on existing buildings, including auditing of quantities of materials required for such jobs.
- iii. In addition, the officer allocates work, controls and supervises staff working under him.
- iv. Any other relevant duties assigned by Supervisor

CLERK OF WORKS I - GRADE 10

Reports to: Supervisor

Requirements for Direct Appointment

- i. Higher National Diploma in Building and Civil Engineering (KNEC) or its equivalent from a recognised institution plus a minimum of nine (9) years relevant work experience (3) years of which must have been at grade 9 or its equivalent in a large organization or Government.
- ii. Computer Literate

Serving Officer

- i. Diploma in Building and Civil Engineering (KNEC) or its equivalent from a recognized institution.
- ii. At least Three (3) Years relevant work experience as a Assistant Clerk of Works grade 9.
- iii. Computer literate
- iv. Satisfactory Performance.

Duties and Responsibilities

- i. The main responsibilities entail assisting in the planning of a building programme for a number of buildings; the administration of Government buildings including estimating costs of new buildings, monitoring and supervision of work in progress on site, assisting in preparation of monthly progress returns of expenditure and of individual projects checking on specifications and standards in accordance with the Architects, Structural and Electrical Engineers' drawings on the on-going work on site.
- ii. The officer may also supervise repairs, maintenance and alteration being carried out on existing buildings, including auditing of quantities of materials required for such jobs.
- iii. In addition, the officer allocates work, controls and supervises staff working under him.
- iv. Any other relevant duties assigned by Supervisor

SENIOR CLERK OF WORKS-GRADE 11

Reports to: Supervisor

Requirements for Appointment

- i. Bachelor s degree in Building and Civil Engineering (KNEC) or Its equivalent from recognized institution
- ii. At least twelve (12) years relevant work experience 3 of which must have served as Clerk of Works grade 10 or its equivalent

Serving Officers

- i. Higher National Diploma in Building and Civil Engineering (KNEC) or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Clerk of Works grade 10
- iii. Computer literate
- iv. Satisfactory Performance

Duties and Responsibilities

- i. Responsible for the running of a building programme for a number of buildings;
- ii. Assisting in administration of building contracts, including checking on the estimated costs of new buildings and the prepared monthly progress returns of expenditure on each project,
- iii. Assisting in checking and ensuring adherence to professional building specifications and standards and also whether work is progressing according to schedule.
- iv. Controls and supervises complex repairs and alterations in existing buildings, and assists in the estimating of quantities of materials required for such jobs.
- v. Valuation of existing buildings.
- vi. Supervises all junior staff working under him/her.
- vii. Any other relevant duties assigned by Supervisor

QUANTITY SURVEYORS

QUANTITY SURVEY ASSISTANT II - GRADE 7

Reports to: Supervisor

Requirements for Appointment

- i. Diploma in Quantity Survey (KNEC) or its equivalent from recognized institution with six (6) years relevant work experience
- ii. Computer literate

Duties and Responsibilities

- i. Preparation of taking off quantities
- ii. Preparation of specifications for medium sized projects, site measurements and preparation of payment certificates and final accounts for medium sized projects;
- iii. Control of specialized units relating to fees, pre-contract documentation, contract documentation and maintenance of contract records.
- iv. Supervises junior staff working under him/her.
- v. Any other relevant duties assigned by Supervisor

QUANTITY SURVEY ASSISTANT I - GRADE 8

Reports to: Supervisor

Requirements for Appointment

- i. Diploma in Quantity Survey (KNEC) or its equivalent from recognized institution with six (6) years relevant work experience
- ii. Computer literate

Serving Officer

- i. Must have a Higher National Diploma in Quantity Survey or its equivalent from a recognized institution.
- ii. Must be in possession of the National Ordinary Diploma in Quantity Survey from the Kenya National Examinations Council or its approved equivalent with three (3) working experience in relevant field
- iii. Have served in the grade of Quantity Survey Assistant II for at least three years and
- iv. Have shown merit and ability as reflected in Satisfactory performance and work results.

Duties and Responsibilities

- i. Preparation of taking off quantities
- ii. Preparation of specifications for medium sized projects, site measurements and preparation of payment certificates and final accounts for medium sized projects;
- iii. Control of specialized units relating to fees, pre-contract documentation, contract documentation and maintenance of contract records.
- iv. Supervises junior staff working under him/her.
- v. Any other relevant duties assigned by Supervisor

SENIOR QUANTITY SURVEY ASSISTANT II – GRADE 9

Reports to: Supervisor

Requirements for Appointment

- i. Higher National Diploma in Quantity Survey (KNEC) or its equivalent from a recognized institution plus nine (9) years relevant work experience three (3) years at the level of a Quantity Survey Assistant I grade 8 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma in Quantity Survey (KNEC) or its equivalent from a recognized institution
- ii. At least three (3)years relevant work experience as a Quantity Survey Assistant I grade of 8
- iii. Computer literate
- iv. Satisfactory performance

Duties and Responsibilities

- i. Cost control, contract valuation
- ii. Audit of final accounts relating to contracts
- iii. Supervises, controls and trains junior staff
- iv. Any other relevant duties assigned by Supervisor

SENIOR QUANTITY SURVEY ASSISTANT I – GRADE 10

Reports to: Supervisor

Requirements for Appointment

- i. Higher National Diploma in Quantity Survey (KNEC) or its equivalent from a recognized institution plus nine (9) years relevant work experience three (3)years at the level of a Senior Quantity Survey Assistant II grade of 9 or its equivalent
- ii. Computer literate

Serving Officer

- i. Diploma in Quantity Survey (KNEC) or its equivalent from a recognized institution
- ii. At least three (3)years relevant work experience as a Senior Quantity Survey Assistant II grade of 9
- iii. Computer literate
- iv. Satisfactory performance.

Duties and Responsibilities

- i. Cost control, contract valuation
- ii. Audit of final accounts relating to contracts
- iii. Supervises, controls and trains junior staff
- iv. Any other relevant duties assigned by Supervisor

ASSISTANT QUANTITY SURVEYOR GRADE 11

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor of Arts degree in Building Economics or its equivalent from a recognized institution plus at least six (6) years relevant work experience three (3) years at the level of a Senior Quantity Survey Assistant grade of 9/10 or its equivalent
- ii. Registered with a relevant professional body
- iii. Computer literate

Serving Officer

- i. Higher National Diploma in Quantity Survey (KNEC) or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as a Senior Quantity Survey Assistant grade of 9/10
- iii. Computer literate
- iv. Satisfactory performance

Duties and Responsibilities

- i. Quantity Surveying of buildings and other construction works.
- ii. Any other relevant duties assigned by Supervisor

QUANTITY SURVEYOR GRADE 12

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor of Arts degree in Building Economics or its equivalent from a recognized institution plus at least nine (9) years relevant work experience three (3) years at the level of a Assistant Quantity Surveyor grade 11 or its equivalent
- ii. Registered by the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iii. Post-graduate qualification in Quantity Surveying or its equivalent from a recognized institution will be an added advantage.
- iv. Registered member of a recognized professional body.

Serving Officer

- i. Bachelor of Arts degree in Building Economics or its equivalent from a recognized institution plus at least three (3) years relevant work experience as a Assistant Quantity Surveyor grade 11

- ii. Registered by the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iii. Computer literate
- iv. Satisfactory Performance.

Duties and Responsibilities

- i. Implementation of tender/contract procedure
- ii. Preparation of Bills of Quantities and specifications
- iii. Cost estimating, planning and analysis
- iv. Valuation, site measurements and preparation of final accounts
- v. Any other relevant duties assigned by Supervisor

SENIOR QUANTITY SURVEYOR GRADE 13

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master of Arts degree in Building Economics or its equivalent from recognized institution plus atleast nine (9) years relevant work experienceleastthree (3)yearsat the level of a Quantity Surveyor grade 12 or its equivalent
- ii. Bachelor of Arts degree in Building Economics or its equivalent from a recognized institution
- iii. Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iv. Valid practicing licence
- v. Computer literate

Serving Officer

- i. Bachelor of Arts degree in Building Economics or its equivalent from a recognized institution plus at least three (3)years relevant work experience as a Quantity Surveyor grade 12
- ii. Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iii. Valid practicing license
- iv. Satisfactory Performance.

Duties and Responsibilities

- i. Responsible for co-ordination, checking and approval of Bills of Quantities and specifications.

- ii. Responsible for Technical Administration which entails inter alia, dealing with correspondence, reports and papers on Policy Matters of Quantity Surveying nature.
- iii. Co-ordination of staff matters including Schemes of Service, Manpower projections, staff training and development, Departmental Budget and Estimate of Expenditure.
- iv. Liaison with other Technical Departments and contract administration.
- v. Any other relevant duties assigned by Supervisor

DEVELOPMENT SUPERINTENDENT GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master of Arts degree in Building Economics or its equivalent from recognized institution plus atleast twelve (12) years relevant work experiencethree (3)yearsat the level of a Senior Quantity Surveyor grade 13 or its equivalent
- i. Bachelor of Arts degree in Building Economics or its equivalent from a recognized institution.
- ii. Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iii. Valid practicing license
- iv. Computer literate

Serving Officers

- i. Master of Arts degree in Building Economics or its equivalent from a recognized institution plus at least three (3)years relevant work experience as a Senior Quantity Surveyor grade 13.
- ii. Bachelor of Arts degree in Building Economics from a recognized University or equivalent qualification acceptable to the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iii. Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iv. Valid Practising License
- v. Computer literate
- vi. Satisfactory Performance

Duties and Responsibilities

- i. Performance and evaluation of contracts Formation, implementation and control of policy on tendering and procurement procedures,
- ii. Financial and contractual administration of all building construction and maintenance contracts
- iii. Advise the University on procurement, financial and contractual management of building construction and maintenance projects.
- iv. Custodian of the register of consulting quantity surveyors, architects, contractors, sub-contractors and suppliers registered with the University.
- v. Any other relevant duties assigned by Supervisor

SCHEME OF SERVICE FOR ICT STAFF

DESIGNATION	GRADE
Assistant Computer TechnologistII	Grade 5
Assistant Computer Technologist I	Grade 6
Assistant Computer TechnologistII	Grade 7
Assistant Computer Technologist I	Grade 8
Computer Technologist IV	Grade 9
Computer Technologist III	Grade 10
Computer Technologist IV	Grade 9
Computer Technologist III	Grade 10
Computer Technologist II	Grade 11
Computer Technologist I	Grade 12
Senior Computer Technologist	Grade 13
Deputy ICT Director	Grade 14
ICT Director	Grade 15

ASSISTANT COMPUTER TECHNOLOGIST II - GRADE 5

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean Grade C- (minus) or its equivalent from a recognized institution;
- ii. Diploma in Computer Science/Information Technology or its equivalent from a recognized institution plus one (1) year relevant work experience

Duties and Responsibilities;

- i. Organization of operation and maintenance of the helpdesk for end-user incident reporting, recording and management
- ii. General maintenance of computers and computer related equipment
- iii. Any other relevant duty as may be assigned by the supervisor

ASSISTANT COMPUTER TECHNOLOGIST I - GRADE 6

Reports to: Supervisor

Requirements for Direct Appointment

- i. Minimum KCSE mean Grade C- (minus) or its equivalent from a recognized institution;
- ii. Diploma in Computer Science/Information Technology or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as an Assistant Computer Technologist II grade 5

Serving Officer

- i. Diploma in Computer Science/Information Technology or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as an Assistant Computer Technologist II grade 5
- iii. Satisfactory work performance

Duties and Responsibilities;

- i. Organization of operation and maintenance of the helpdesk for end-user incident reporting, recording and management
- ii. General maintenance of computers and computer related equipment
- iii. Any other relevant duty as may be assigned by the supervisor

ASSISTANT COMPUTER TECHNOLOGIST II – GRADE 7

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's Degree in Computer Science/Information Technology or its equivalent from a recognized institution
- ii. At least two (2) years relevant work experience as an Assistant Computer Technologist I grade 6 or its equivalent

Serving Officer

- i. Diploma in Computer Science/ Information Technology or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as an Assistant Computer Technologist I grade 6
- iii. Satisfactory work performance.

Duties and responsibilities

- i. Repair and maintenance of computer hardware, software, networking devices, electronic and related equipment
- ii. Providing ICT-related front office assistance for end-users in operations of computer hardware and software, institutional information systems, e-mail and Internet services
- iii. Guiding Junior Help Desk Officers in providing ICT-related front office assistance for end-users in operations of computer hardware and software, information systems, e-mail and Internet services
- xvii. Any other relevant duty as may be assigned by the supervisor

ASSISTANT COMPUTER TECHNOLOGIST I – GRADE 8

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's Degree in Computer Science/Information Technology or its equivalent from a recognized institution
- ii. At least two (2) years relevant work experience as an Assistant Computer Technologist II grade 7 or its equivalent

Serving Officer

- i. Diploma in Computer Science/ Information Technology or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as an Assistant Computer Technologist II grade 7 or its equivalent
- iii. Satisfactory work performance.

Duties and responsibilities

- i. Repair and maintenance of computer hardware, software, networking devices, electronic and related equipment
- ii. Providing ICT-related front office assistance for end-users in operations of computer hardware and software, institutional information systems, e-mail and Internet services
- iii. Guiding Junior Help Desk Officers in providing ICT-related front office assistance for end-users in operations of computer hardware and software, information systems, e-mail and Internet services
- iv. Any other relevant duty as may be assigned to them by the supervisor.

COMPUTER TECHNOLOGIST IV - GRADE 9

(Senior ICT Help Desk Officer, Senior ICT Technician, Assistant Computer Programmer, Assistant Database Admin, Assistant Information System Support, Assistant Systems Administrator, Assistant Systems Analyst, Assistant Network Administrator, Assistant Web Master.)

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelors degree in Computer Studies/Sciences/ Information Technology or its equivalent
- ii. At least three (3) years relevant work experience as an Assistant Computer Technologist I grade 8 or its equivalent

Serving Officer

- i. Bachelor's degree in Computer Studies/Sciences/Information Technology
- ii. At least three (3) years relevant work experiences as an Assistant Computer Technologist I grade 8
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Providing guidance and procedures for operations and maintenance of computing systems (hardware, software and networks) and data communication systems;
- ii. Preparation and monitoring of maintenance procedures; installation, upgrading and maintenance of computer software and hardware;
- iii. Acquisition of new software and hardware;
- iv. Any other relevant duty as may be assigned by the supervisor.

COMPUTER TECHNOLOGIST IV (Senior ICT Help Desk Officer)

- i. Guiding Junior Help Desk Officers in providing ICT-related front office assistance for end-users in operations of computer hardware and software, information systems, e-mail and Internet services
- ii. Any other relevant duty as may be assigned by the supervisor.

COMPUTER TECHNOLOGIST IV (Senior ICT Technician)

- i. Organization of design, development, installation, configuration, upgrading and maintenance of software and information systems;
- ii. Assisting the Computer Technologist in the collection and preparation of teaching and research materials;
- iii. Assisting the computer technologist in installing new software and upgrading the old software;

- iv. Ensuring that the computer laboratory/workshop and the computer equipment are clean and available;
- v. Supervising Technical assistants and performing any other duties as may be assigned by the Supervisor.

COMPUTER TECHNOLOGIST IV (Assistant Computer Programmer)

- i. assisting the Computer Programmer in writing and testing computer programs;
- ii. assist in the implementation of information systems; performing technical and systems documentation;
- iii. installing programs and maintaining it by adding more features or amending to adapt to changing functionality;
- iv. Any other relevant duty as may be assigned by the supervisor.

COMPUTER TECHNOLOGIST IV (Assistant Database Administrator)

Assisting the Database Administrator in planning, designing and implementing the University corporate databases;

- i. Performing database backups, monitoring, tuning and data recovery procedures;
- ii. Ensuring database security and assisting Computer Programmers with database issues; controlling and monitoring database usage;
- iii. Any other relevant duty as may be assigned by the supervisor.

COMPUTER TECHNOLOGIST IV (Assistant Systems Administrator)

Assisting the Systems Administrator in implementing and maintaining server systems, data communication infrastructure and services;

- i. Plan, design and implement server systems, infrastructure and services; provide systems administration services for University servers;
- ii. Install, configure, optimize and maintain server systems; Internet & E-Mail servers administration;
- iii. Any other relevant duty as may be assigned by the supervisor

COMPUTER TECHNOLOGIST IV (Assistant End-User Support Officer)

Guiding Help Desk Officers in providing ICT-related front office assistance for end-users in operations of computer hardware and software, network access, information systems, e-mail and Internet services, compiling of quarterly reports on help desk activities

- i. Any other duty as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST IV (Assistant Software Engineer)

- i. Assisting senior officers in the design, development, installation, configuration and maintenance of software; maintaining and upgrading of computer software
- ii. Any other duty as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST IV (Assistant Hardware Engineer)

Assisting the maintenance and Operations Officer in organizing the operation and maintenance of computer hardware, Uninterruptible Power Supplies (UPS), printers, scanners and other ICT electronic equipment

- i. Any other duty as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST IV (Assistant ICT Trainer) duties

- i. Assisting the ICT Trainer in organizing, designing, scheduling and managing ICT training for end users in the University
- ii. Any other duty as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST IV (Assistant Webmaster)

Assisting the Webmaster in development and maintenance of the University website; gathering and collection of web update information from end-user units;

- i. Any other duty as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST III - GRADE 10

(Senior ICT Help Desk Officer, Senior ICT Technician, Assistant Computer Programmer, Assistant Database Admin, Assistant Information System Support, Assistant Systems Administrator, Assistant Systems Analyst, Assistant Network Administrator, Assistant Web Master.)

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in Computer Studies/Sciences/ Information Technology or its equivalent
- ii. At least three (3) years relevant work experience as a Computer Technologist III grade 9 or its equivalent.

Serving Officer

- i. Bachelor's degree in Computer Studies/Sciences/Information Technology
- ii. At least three (3) years relevant work experience as a Computer Technologist IV grade 9
- iii. Satisfactory work performance

Duties and Responsibilities

- i. Providing guidance and procedures for operations and maintenance of computing systems (hardware, software and networks) and data communication systems;
- ii. Preparation and monitoring of maintenance procedures; installation, upgrading and maintenance of computer software and hardware;
- iii. Acquisition of new software and hardware;
- iv. Any other relevant duty as may be assigned by the supervisor.

COMPUTER TECHNOLOGIST III (Senior ICT Help Desk Officer)

- i. Guiding Junior Help Desk Officers in providing ICT-related front office assistance for end-users in operations of computer hardware and software, information systems, e-mail and Internet services,
- ii. Any other relevant duty as may be assigned to them by the supervisor.

COMPUTER TECHNOLOGIST III (Senior ICT Technician)

- i. organization of design, development, installation, configuration, upgrading and maintenance of software and information systems;
- ii. assisting the Computer Technologist in the collection and preparation of teaching and research materials;
- iii. assisting the computer technologist in installing new software and upgrading the old software;
- iv. ensuring that the computer laboratory/workshop and the computer equipment are clean and available;
- v. Supervising Technical assistants
- vi. Any other duty as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST III(Assistant Computer Programmer)

Assisting the Computer Programmer in writing and testing computer programs;

- i. Assist in the implementation of information systems; performing technical and systems documentation;
- ii. Installing programs and maintaining it by adding more features or amending to adapt to changing functionality;
- iii. Any other relevant duty as may be assigned by the supervisor.

COMPUTER TECHNOLOGIST III (Assistant Database Administrator)

Assisting the Database Administrator in planning, designing and implementing the University corporate databases;

- i. Performing database backups, monitoring, tuning and data recovery procedures;
- ii. Ensuring database security and assisting Computer Programmers with database issues; controlling and monitoring database usage;
- iii. Any other relevant duty as may be assigned to them by the supervisor.

COMPUTER TECHNOLOGIST III (Assistant Systems Administrator)

Assisting the Systems Administrator in implementing and maintaining server systems, data communication infrastructure and services;

- i. Plan, design and implement server systems, infrastructure and services; provide systems administration services for University servers;
- ii. Install, configure, optimize and maintain server systems; Internet & E-Mail servers administration; and any other duties as may be assigned by the ICT Director.

COMPUTER TECHNOLOGIST III (Assistant End-User Support Officer)

- ii. Guiding Help Desk Officers in providing ICT-related front office assistance for end-users in operations of computer hardware and software, network access, information systems, e-mail and Internet services, compiling of quarterly reports on help desk activities
- iii. Any other duty as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST III (Assistant Software Engineer)

- i. Assisting senior officers in the design, development, installation, configuration and maintenance of software; maintaining and upgrading of computer software;
- ii. Any other duty as may be assigned by the Supervisor.

COMPUTER TECHNOLOGIST III (Assistant Hardware Engineer)

- i. Assisting the maintenance and Operations Officer in organizing the operation and maintenance of computer hardware, Uninterruptible Power Supplies (UPS), printers, scanners and other ICT electronic equipment;
- ii. Any other duties as may be assigned by the Supervisor

COMPUTER TECHNOLOGIST III (Assistant ICT Trainer) duties

- i. Assisting the ICT Trainer in organizing, designing, scheduling and managing ICT training for end users in the University; and any other duties as may be assigned by the ICT Director.

COMPUTER TECHNOLOGIST III (Assistant Webmaster)

- i. Assisting the Webmaster in development and maintenance of the University website; gathering and collection of web update information from end-user units;
- ii. Any other duties as may be assigned by the ICT Director.

COMPUTER TECHNOLOGIST II – GRADE 11

(Senior Assistant Computer Programmer, Senior Assistant Database Administrator, Senior Assistant Information System Support Officer, Senior Assistant Systems Administrator, Senior Assistant Systems Analyst, Senior Assistant Web Master, Senior Assistant Network Administrator)

Reports to: Supervisor

Requirements for Direct Appointment

- i. Bachelor's degree in computer Science/Information Technology or its equivalent from a recognized institution
- ii. At least Six (6) years relevant work experience three years at the level of Computer Technologist III grade 9/10 or its equivalent

Serving Officers

- i. Bachelor's degree in Computer Science/Information Technology or its equivalent from a recognized institution
- ii. At least three (3) years relevant work experience as Computer Technologist III grade 10
- iii. Satisfactory work performance.

A Senior Assistant Computer Programmer duty at this level will entail: assisting the Computer Programmer and Information Systems Support officer in design, development, installation, configuration and maintenance of software and

information systems; and performing any other duties as may be assigned by Supervisor

A Senior Assistant Database Administrator duties at this level will entail: assisting the Database Administrator in planning, designing and implementing the University corporate databases; performing database backups, monitoring, tuning and data recovery procedures; ensuring database security and assisting information systems developers with database issues; controlling and monitoring database usage; and any other duties as may be assigned by the Supervisor

A Senior Assistant Systems Administrator duties at this level will entail: assisting the Systems Administrator in organization, installation, configuration, operation and maintenance of the Servers and Networks; and performing any other duties as may be assigned by the ICT Director.

A Senior Assistant End-User Support Officer duties at this level will entail: supervising provision of end-user services on operations of computer hardware and software; e-mail and Internet services support; helpdesk services; and any other duties as may be assigned by the Supervisor

A Senior Assistant Software Engineer duties at this level will entail: design, development, installation, configuration and maintenance of software; maintaining and upgrading of computer software; and any other duties as may be assigned by the Supervisor

A Senior Assistant Hardware Engineer duties at this level will entail: operation and maintenance of computer hardware, uninterruptible power supplies (UPS), printers, scanners and other ICT electronic equipment; Any other relevant duty as may be assigned by the supervisor.

A Senior Assistant ICT Trainer duties at this level will entail: assisting the ICT trainer in organizing, designing, scheduling and managing ICT training for end users in the University; developing ICT training course materials; developing, planning, coordinating and delivering courses in accordance with identified ICT needs; and Any other relevant duty as may be assigned by the supervisor.

A Senior Assistant Webmaster duty at this level will entail: assisting the Webmaster in planning, designing, developing, implementing and maintaining university corporate websites; and any other duties as may be assigned by the Supervisor ICT Director.

COMPUTER TECHNOLOGIST I – GRADE 12

(Computer Programmer/ Database Administrator/ System Support Officer/ Systems Administrator/ Systems Analyst/ ICT Trainer/ Operations and Maintenance/ Web Master)

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Computer Science/Information Technology or its equivalent from a recognized institution
- ii. At least six (6) years relevant work experience three years at the level of a Computer Technologist II grade 11 or its equivalent.
- iii. Registered by professional body where applicable

Serving Officer

- i. Master's degree in Computer Science/Information Technology or its equivalent from a recognized institution

OR

Bachelor's degree in Computer Science/Information Technology or its equivalent from a recognized institution.

- ii. Registered by professional body where applicable
- iii. At least three (3) years relevant work experience Computer Technologist II grade 11
- iv. Satisfactory work performance.

Duties and Responsibilities

A Computer Programmer duties at this level will entail:

- i. Coding and testing computer programs according to instructions and specifications prepared by more senior officers;
- ii. Performing technical and systems documentation tasks;
- iii. carrying out feasibility study on existing and proposed systems to determine economic viability of the system;
- iv. co-ordinate the implementation of new or modified systems;
- v. install programs and maintain it by adding more features or amending to adapt to changing functionality;
- vi. Any other relevant duty as may be assigned by the supervisor.

A Database Administrator's duties at this level will entail:

- i. database design and development;
- ii. plan, implement and maintain university corporate databases and information systems;

- iii. evaluate, install, test and configure university databases;
- iv. coordinate, perform and monitor database processes and operations;
- v. control and monitor database usage; ensure database security;
- vi. perform database and mail backups, monitoring, tuning and data recovery procedures; assist information systems developers with database issues;
- vii. installation and maintenance of database and mail servers;
- vii. Any other relevant duty as may be assigned by the supervisor.

A Systems Administrator's duties at this level will entail:

- i. Providing guidance and procedures in systems installation, configuration and maintenance of university networks; ensuring ICT security (e.g using firewalls);
- ii. Planning, installing and maintaining university server systems;
- iii. Installation and maintenance of data communication infrastructure and services; provide systems administration services for university servers;
- iv. Install, configure, optimize and maintain internet and intranet servers;
- v. Ensure that the network security measures are maintained;
- vi. Ensure effectiveness and efficiency of network performance;
- vii. Designing of quality network systems in schools and departments;
- viii. Any other relevant duty as may be assigned by the supervisor

A Webmaster's duties at this level will entail:

- i. Designing, development, planning, implementation and maintenance of university websites on both internet and intranet;
- ii. Coordinate the installation, maintenance and administration of on-line services like e-learning; installation, configuration and maintenance of web servers;
- iii. Any other relevant duty as may be assigned by the supervisor.

A Maintenance and Operations Officer's duties at this level will entail:

- i. Coordinating the maintenance of computer hardware, software, networking devices, printers, monitors, un-interruptible power supplies (UPS) and other ICT electronic equipment;
- ii. Provide guidance and procedures in operations and maintenance of computing and data communications equipment;
- iii. Planning, preparation, scheduling and monitoring of maintenance procedures in the University; identifying tools, services and facility requirements and advice on their procurement;

- iv. Adequately document maintenance and operations activities, prepare and submit to the ICT Director quarterly ICT maintenance and operation reports;
- viii. Any other relevant duty as may be assigned by the supervisor.

An Information Systems Support Officer's duties at this level will entail:

- i. Design, development, planning and implementation of Information Systems;
- ii. Carry out feasibility study on existing and proposed systems to determine economic viability of the system;
- iii. Plan, design and implement university corporate information systems;
- iv. Evaluate, install, test, configure and maintain information systems;
- v. Coordinate the implementation of new or modified systems;
- vi. Oversee the analysis, design, construction, implementation, maintenance and support of information systems across varied platforms, prepare and submit quarterly reports to the ICT Director;
- vii. Any other duties as may be assigned by the Supervisor

An ICT Planning and Development Officer duties at this level will entail:

- i. Implementation of ICT strategic/master plans, coordination of procurement, installation, testing and commissioning of ICT computing systems (hardware and software) and data communication systems;
- ii. Coordinate the development and maintenance of business application systems;
- iii. Liaise with the procurement department to ensure strict adherence to University/NEMA guidelines on disposal of obsolete ICT equipment,
- ix. Any other duties as may be assigned by the Supervisor

An ICT Trainer duties at this level will entail:

- i. Designing, scheduling and managing ICT training for end users in the University; coordinate the preparation ICT training course materials;
- ii. Organize ICT end-user training and seminars for members of staff on relevant ICT teaching and research tools and resources;
- iii. Provide leadership in the planning, development, operation and maintenance of Learning Technologies and support Schools/departments in developing online course materials to support e-learning;
- iv. Develop, plan, coordinate and deliver courses in accordance with identified ICT needs; continually monitor the provision of ICT training;
- v. Evaluate quality and develop ICT training in response to evaluation;

- vi. Identify ICT skill requirements and implement appropriate training;
- x. Any other duties as may be assigned by the Supervisor

SENIOR COMPUTER TECHNOLOGIST – GRADE 13

(Senior Management and Information System Administrator / Senior Network and Systems Administrator)

Reports to: Supervisor

Requirements for Direct Appointment

- i. Master's degree in Computer Science, Information Technology or its equivalent from a recognized university
- ii. At least nine (9) years relevant work experience in a relevant position 4 years of which must have been at the level of grade 12.
- iii. Registered with a relevant professional body

Serving Officer

- i. A Master's Degree in Computer Science, Information Technology or its equivalent from a recognized university
- ii. At least three (3) years relevant work experience as a Computer Technologist I grade 12
- iii. Registered with a relevant professional body
- iv. Satisfactory work performance

SENIOR NETWORK AND SYSTEMS ADMINISTRATOR:

- i. Supervising and coordinating the network installation and maintenance; development, implementation and maintenance of network systems;
- ii. Planning, installing and maintaining university server systems;
- iii. Supervising the installation and maintenance of data communication infrastructure and services;
- iv. Provide systems administration services for university servers; install, configure, optimize and maintain internet and intranet server systems;
- v. Ensure that the network security measures are maintained; ensure effectiveness and efficiency of network performance;
- vi. Supervise the design and development of quality network systems in schools and departments;
- vii. Coordinate the installation and maintenance of university database systems;

- viii. Ensure that the database server, e-mail server and any other relevant servers are up and running at all times;
- ix. Ensure users access the required information in the database when they need it;
- x. Monitor the database server's performance and tuning it accordingly;
- xi. Organization, configuration, operation and maintenance of database systems;
- xii. Design and control of the organizations database to preserve its integrity and prevent unauthorized usage or change;
- xiii. Maintain database security through regular backups and recovery duties;
- xiv. Establish the appropriate content and format of data records, the structure of data relationships and the appropriate data names and key fields; database management and administration;
- xv. Managing database users and database security by assigning usernames, passwords and permissions;
- xvi. Establishing and enforcing database standards;
- xvii. Supervising and coordinating the planning, designing, development and implementation university corporate information systems;
- xviii. Supervising and coordinating the feasibility study on existing and proposed systems to determine economic viability of the system;
- xix. Evaluate, install, test, configure and maintain information systems;
- xx. Co-ordinate the implementation of new or modified systems;
- xxi. Oversee the analysis, design, construction, implementation, maintenance and support of information systems across varied platforms;
- xxii. Any other relevant duties as may be assigned by the Supervisor

SENIOR MANAGEMENT AND INFORMATION SYSTEMS ADMINISTRATOR:

- i. Supervising and coordinating the design, development, implementation and maintenance of university websites and other portals on both internet and intranet;
- ii. Coordinate the installation and administration of on-line services like e-learning;
- iii. Supervise the configuration and maintenance of web servers, guide junior web-developers on tools for web design,
- iv. Development/revision of ICT strategic/master plans, supervision and coordination of procurement, installation, testing and commissioning of ICT computing systems (hardware and software) and data communication systems;
- v. Supervision and coordination of the development and maintenance of business application systems;

- vi. Marketing and utilization of ICT services in the university;
- vii. Coordinate the ICT income generating projects;
- viii. Supervising, organizing and coordinating the operation and maintenance of computer hardware, software, networking devices, electronic equipment, printers, monitors, un-interruptible power supplies (ups) and other ICT electronic equipment;
- ix. Provide guidance and procedures in operations and maintenance of computing and data communications equipment;
- x. Planning, preparation and monitoring of maintenance procedures in the university;
- xi. Identify tools, services and facility requirements and advice on their procurement;
- xii. Adequately document ICT maintenance and operations activities;
- xiii. Supervising and coordinating, scheduling and managing ICT training for end users in the university;
- xiv. Coordinate the development of ICT end-user course modules; organize ICT end-user training and seminars for members of staff on relevant ICT teaching and research tools and resources;
- xv. Provide leadership in the planning, development, operation and maintenance of learning technologies and support schools/departments in developing online course materials to support e-learning;
- xvi. Develop, plan, coordinate and deliver courses in accordance with identified ICT needs;
- xvii. Continually monitor the provision of ICT end-user training in the university;
- xviii. Evaluate quality and develop ICT training in response to evaluation; identify ICT skill requirements and implement appropriate training;
- xix. Any other duties as may be assigned by the Supervisor

DEPUTY ICT DIRECTOR - GRADE 14

Reports to: Supervisor

Requirements for Direct Appointment

- i. A Master's degree in Computer Science, Information Technology, or its equivalent from a recognized university;
- ii. At least twelve (12) years relevant work experience Served in the grade of senior computer technologist or in a comparable and relevant position for at least eleven (11) years five of which at the level of 13 or its equivalent
- iii. Registered with a relevant professional body
- iv. At least one publication in a refereed journal will be an added advantage

Serving Officer

- i. Master's degree in Computer Science, Information Technology, or its equivalent from a recognized university;
- ii. Served in the grade of senior computer technologist or in a comparable and relevant position for at least five (5) years;
- iii. Registered with a relevant professional body
- iv. At least one publication in a refereed journal will be an added advantage
- v. Satisfactory work performance

Duties and Responsibilities

- i. Organization and administration of ICT services, teaching and research activities; Directing and coordinating ICT services in liaison with the ICT Director for the successful implementation of teaching and research activities;
- ii. Compilation of laboratory/workshop computer equipment and supplies; supervision of technical staff in the division/Department;
- iii. Participating in planning, designing and developing ICT policies, teaching and research activities;
- iv. Identifying training needs for computer technical staff in liaison with ICT Director;
- v. Organization and presentation of information to end-users to facilitate the use of information available in the various information systems;
- vi. Maintaining information systems security; development of new systems and applications software;
- vii. Supervising and compiling overall systems documentation and ensuring adherence to systems documentation standards;
- viii. Providing support to the end-users; day-to-day systems operation and control;
- ix. Reviewing and maintaining existing systems; provide technical support in the implementation of information systems;
- x. Monitoring overall systems performance and implementation of ICT standards;
- xi. Advising University management on computer hardware and software issues;
- xii. Any other relevant duty as may be assigned by the Supervisor

ICT DIRECTOR - GRADE 15

Reports to: Supervisor

Requirements for Direct Appointment

- i. PhD degree in Information Technology/Computer Science or its equivalent from a recognized Institution plus twelve (12) years relevant work experience five of which at the level of 14 Deputy Director ICT or its equivalent
- i. Registered member of a professional body
- ii. Attendance Certificate for a management course lasting for not less than twelve (12) weeks
- iii. At least one publication in a refereed journal

Serving Officer

- i. PhD degree in Information Technology/Computer Science or its equivalent from a recognized university
- ii. At least three (3) years relevant work experience as a Deputy ICT Director grade 14
- iii. Attendance Certificate for a management course lasting for not less than twelve (12) weeks
- iv. At least one publication in a refereed journal
- v. Registered member of a professional body
- vi. Satisfactory performance

Duties and Responsibilities

- i. Execution of ICT Policy matters and Management of Information and Communication Technologies in the entire University. Specifically, the Officer will be responsible for the overall administration of Information and Communication Technology services (ICT infrastructure planning, maintenance and operation) in the University.
- ii. Interpreting, planning and directing the implementation of ICT policies in the University (advise on Information and Communication Technology (ICT) implementation);
- iii. Developing and coordinating ICT functions within the University environment, including automation and networking;
- iv. Developing and managing information systems (planning for connectivity and maintenance of ICT facilities in the campuses);
- v. Directing the installation, maintenance and upgrading of software/hardware components;
- vi. Overseeing the implementation, operation and maintenance of Data Communication Infrastructure for administrative and academic functions;

- vii. Coordinating in-service Information and Communication Technology training for University staff; and performing any other duties as may be assigned by the University Council, Vice Chancellor and University Management.
- viii. Any other relevant duty as may be assigned by the Supervisor

SCHEME OF SERVICE FOR UNIVERSITY FARM STAFF

DESIGNATION	GRADE
Assistant Farm Manager II	Grade 9
Assistant Farm Manager I	Grade 10
Farm Manager	Grade 11

ASSISTANT FARM MANAGER II - GRADE 9

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in Agriculture/Agricultural Economics or its equivalent from a recognized university plus at least three (3) years relevant work experience
OR
Diploma in Farm management or its equivalent from a recognized institution at least six (6) years relevant work experience
- ii. Computer literate.
- iii. At least a Certificate in Business Management, Project Management or Marketing from a recognized institution will be an added advantage.

Duties and Responsibilities

- i. Assisting the Farm Manager on day to day operations of the University Farm;
- ii. Ensuring production targets of each farm units are achieved;
- iii. Supervising staff and keeping attendance records;
- iv. Supervising students on attachment;
- v. Field patrols/ scouting on regular basis and making reports;
- vi. Collecting soil samples from the fields as directed by the Farm Manager;
- vii. Record keeping of farm inputs and outputs;
- viii. Safeguarding farm inputs and outputs; and
- ix. Any other relevant duty as may be assigned by the Supervisor

ASSISTANT FARM MANAGER I - GRADE 10

Reports to: Supervisor

Requirements for direct appointment

- i. Bachelor's degree in Agriculture/Agricultural Economics or its equivalent from a recognized university plus at least three (3) years relevant work experience
OR
Diploma in Farm management or its equivalent from a recognized institution at least six (6) years relevant work experience
- ii. Computer literate.

- iii. At least a Certificate in Business Management, Project Management or Marketing from a recognized institution will be an added advantage.

Serving Officer

- i. Bachelor's degree in Agriculture/Agricultural Economics or its equivalent any related field from a recognized university plus at least three (3) years relevant work experience
OR
- ii. Diploma in Farm management or its equivalent from a recognized institution
- iii. At least three (3) years relevant work experience as an Assistant Farm Manager II grade 9
- iv. Computer literate
- v. At least a Certificate in Business Management, Project Management or Marketing from a recognized institution will be an added advantage.
- vi. Satisfactory work performance

Duties and Responsibilities

- i. Assisting the Farm Manager on day to day operations of the University Farm;
- ii. Ensuring production targets of each farm units are achieved;
- iii. Supervising staff and keeping attendance records;
- iv. Supervising students on attachment;
- v. Field patrols/ scouting on regular basis and making reports;
- vi. Collecting soil samples from the fields as directed by the Farm Manager;
- vii. Record keeping of farm inputs and outputs;
- viii. Safeguarding farm inputs and outputs; and
- ix. Any other relevant duty as may be assigned by the Supervisor

FARM MANAGER - GRADE 11

Reports to: Supervisor

Requirements for direct appointment

- i. Master's degree in Agricultural Economics or its equivalent from a recognized university plus three (3) years relevant work experience as an Assistant Farm Manager grade 9/10 or its equivalent
OR
- ii. Bachelor's degree in Agronomy/Agricultural Economics or its equivalent from a recognized university plus six (6) years relevant work experience three (3) years at the level of an Assistant Farm Manager grade 9/10 or its equivalent

- iii. Computer literate
- iv. At least a Certificate in Business Management, Project Management or Marketing from a recognized institution

Serving Officer

- i. Bachelor's degree in Agronomy/Agricultural Economics or its equivalent from a recognized university.
- ii. Minimum of three (3) years relevant work experience as an Assistant Farm Manager grade 9/10
- iii. Computer literate
- iv. At least a Certificate in Business Management, Project Management or Marketing from a recognized institution
- v. Satisfactory work performance

Duties and Responsibilities

- i. Planning and implementing the maintenance and repair plan for farm buildings/Structures, machinery and equipment
- ii. Developing the farm annual budget, procurement and work plans. Ordering and purchasing of farm supplies, such as fertilizer and seeds and equipment.
- iii. Manage the University farm for teaching, research and as a profitable business
- iv. Effective supervision and allocation of duties to regular and casual employees in the Farm.
- v. Managing production and ensuring that products are ready for markets
- vi. Maintain financial and other farm records; ensure security of all farm records
- vii. Review farm reports to monitor farms productivity and efficiency.
- viii. Advising on strategic direction of the University Farm and activities
- ix. Maintaining and monitoring the quality of yields (livestock or crops)
- x. Making contingency plans for farming activities to curb implications of adverse weather conditions
- xi. Maintaining knowledge of pests and diseases to control out breaks and spread
- xii. Monitoring animal and Crop health by ensuring timely crop and animal treatment
- xiii. Ensuring health and safety standards and hygienic handling of farm products.

- xiv. Monitoring and documenting all yields and land use to meet funding requirements
- xv. Ensure security of farm facilities, animal and equipment
- xvi. Ensure high profit margin to support productivity and meet running costs
- xvii. Prepare and submitting monthly reports on farm activities and advice the University Management on ways of improving the farm to maximize production and profit
- xviii. Any other relevant duties may be assigned by the Supervisor

REVIEW

This policy shall be reviewed after every three years from the effective date and/or when need arises as Council may decide from time to time.

EFFECTIVE DATE

This scheme of service shall take effect as from 14th May, 2025.

APPENDICES

Types of Scholarly Publications and their Grading as per cue criteria

No.	Type of Publication and other Scholarly Output	Maximum Points
1.	One University Level Scholarly Book*	24 Points
2.	Patented Invention or Innovation	16 points
3.	One Article in a Referred Journal *	8 points
4.	One Tertiary Level Scholarly Book	8 points
5.	Book Chapter in a University Level Scholarly Book	6 points
6.	Refereed Learning Modules	6 points
7.	One Reviewed Conference Paper	4 points
8.	One Secondary School Level Textbook	4 points
9.	Short Communication in a Referred/ Scholarly Journal	4 points
10.	Consultancy and project Reports	4 points
11.	Referred Exhibitions and Performances**	4 points
12.	One non – Reviewed Conference Paper	2 points
13.	Any Other Book	2 points
14.	Editorship of a Book or Conference Proceedings	2 points
15.	Scholarly Presentations at Conferences/ Workshops/ Seminars	2 points
16.	Book Review Published in Referred Journals	1 point

PERFORMANCE SCORING SYSTEM

6.1: Performance scoring system for Academic Ranks

	Qualifications (Maximum 5 points)	Experience (Maximum 5 points)	Teaching, Supervision & Productivity* (Maximum 35 points)	Research Productivity (Maximum 40 points)	Community Service & Professional Affiliation** (Maximum 8 points)	Attracting Research & Development Funding (Maximum 2 points)	Other Contributions*** (Maximum 5 points)	Total Minimum Points
Graduate Assistant	5	0	0	0	0	0	0	5
Tutorial Fellow	5	0	10	10	2	0	1	28
Assistant Lecturer	5	2	25	10	3	0	2	47
Lecturer Masters Ph.D	3 4	3	30	15	5	0	3	59 60
Senior Lecturer Masters Ph.D	2 3	4	35	20	5	2	4	72 73
Associate Professor	2	5	25	30	7	2	4	75
Professor	2	5	20	40	8	2	5	82

Table 6.1.1: Performance scoring system for Academic ranks

Teaching, Supervision and Productivity Indicators:

1. Teaching Load
2. Supervision of student work and thesis
3. Student evaluation of instructor
4. External examiners and moderators reports
5. Referees' recommendations

NB: Schools to develop their own grading criteria based on the above indicators and any other relevant indicator.

Community Service indicators:

1. Professional affiliation
2. Service in:
 - i. Educational institutions
 - ii. Religious organizations
 - iii. Community-based organizations
 - iv. Non-governmental organizations
 - v. Self-help groups
 - vi. Health and clinical services
 - vii. Legal clinics/services

Other Contributions Indicators include:

1. Attracting research and developmental funding
2. University committee membership
3. Administrative responsibilities
4. Attendance of university school and departmental board meetings
5. National, Regional and International appointments and service

REQUEST TO COUNCIL

Council is requested to receive, consider and approve the Revised Scheme of Service for implementation pending alignment with the Public Service Commission Scheme of Service.

CHAIRMAN OF COMMITTEE

ENK/ekk

21.10.2025