

REPUBLIC OF KENYA



BOMET COUNTY ASSEMBLY

BOMET COUNTY ASSEMBLY
DR. JOYCE LABOSO CENTRE

CAREER PROGRESSION GUIDELINES

2ND EDITION



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REPUBLIC OF KENYA



BOMET COUNTY ASSEMBLY

COUNTY ASSEMBLY SERVICE BOARD

**CAREER PROGRESSION GUIDELINES
FOR THE COUNTY ASSEMBLY SERVICE**

2nd Edition

OCTOBER, 2021



APPROVAL

This Career Progression Guidelines was approved by the County Assembly Service Board on 7th October, 2021 vide Resolution Number **CASB/1488/07/10/2021**.

Signed: _____

Isaac Kitur, Board Secretary

Signed: _____

Hon. Nelson Mutai, Board Chairman.



FOREWORD

Career management is a lifelong process for every employee, and is geared towards building ability to attract and retain capable, competent, and well- motivated staff. This Guide provides for a structured upward and horizontal mobility of County Assembly Staff and retention of a skilled and dedicated workforce. The County Assembly is tasked with oversight, legislation, and representation across the county. Hence, county residents' expectation of the County Assembly remains high. It must therefore deliver in all its roles through the existing human resource.

The Guide recognizes that values such as transparency, inclusivity, merit, parity of treatment and non-discrimination, among others, provide the right environment towards sustainability of the service in line with career paths and modalities for vertical and horizontal mobility. Further, the guide is expected to integrate with other HR policies and procedures such as competency provision, skills determination, HRM planning, Training Needs Assessment, and performance management. I am certain that HRM practitioners in the County Assembly will find fulfilment in application of this guide. It expands the scope of responsibilities of supervisors and staff will view it as a serious and credible career tool.

The guide provides a linkage between an officer's performance and career advancement, and adopts a new Job Classification based on complexity of roles and competencies required to undertake work at the various levels. It is therefore, my expectation that we shall have a robust, re-energized County Assembly Service which will raise standards of quantity and quality of service to the citizens.

I wish to state that career management is a collaborative effort that requires the involvement of all stakeholders to ensure effective implementation of this guide. Professional bodies will be key stakeholders in building the human resource; enhancing competencies; and ensuring services are effectively carried out.

Hon. Nelson Mutai
SPEAKER/CHAIRPERSON,
COUNTY ASSEMBLY SERVICE BOARD



PREFACE

The County Assembly's commitment to providing efficient services to the residents of a County requires enhancement of the existing human resources to ensure their retention through a robust career management system. The need to have an effective guide for career management in the County Assembly Service cannot therefore be overemphasized. For the County Assembly to provide service through realization of its respective strategic plans, mandates and objectives, the career management tools must specify competences required for all cadres.

The guide will ensure that the County Assembly service has the systems, interventions, and right conditions for attracting and retaining the best skills for purpose of discharging mandates of the County Assembly, driving development, and offering services to citizens. It is intended to mainstream best practices that include career planning, pathing and development and offer linkages with other human resource practices; prioritizing resource allocation to career management; and broadening the training process to include coaching and mentoring. It also opens opportunities for the County Assembly to collaborate more objectively with clearly defined roles in management of careers.

Individual staff will be more pragmatic in shaping their career destinies since they will engage directly with supervisors and HRM personnel in setting career goals, and designing suitable career plans for attaining the goals. These developments will go side by side with integration of career management within the HRM Cycle; and application of career guidelines as tools for managing careers. The guide will provide clear prospects for vertical and horizontal mobility with corresponding competences.

It is envisaged that all stakeholders will work together to ensure effective operationalization of the guide. Hence, this will improve the way human resources are managed and at the same time motivate and equip them with the right skills. This will not only enable officers to deliver efficient and effective services to the citizens of this County but also compete at the national level.

Isaac Kitur
CLERK/SECRETARY,
COUNTY ASSEMBLY SERVICE BOARD



ACKNOWLEDGEMENT NOTE

The department of Human Resource Management wishes to sincerely thank all those who made valuable contributions towards the successful development of this Career Progression Guidelines.

Special thanks to the County Assembly Service Board for considering and approving this Guide, and to the Clerk for offering astute leadership to the Management in the course of development of this Guide.

I also acknowledge efforts of the editorial team that comprised Clement Kirui, Rashid Tonui and Nehemiah Lelley for painstakingly reviewing the previous version, researching on the gaps that existed, and compiling the final draft that was finally approved as the second edition of the Career Progression Guidelines. Many thanks also to Victor Emmanuel Mutai for overall formatting and graphic design.

Care has been taken to ensure that this Career Progression Guidelines is in line with HR practice and that it meets the standards set by the Public Service Commission, labour laws and other regulations.

As the directorate that is charged with the management of human resource in the Assembly, we undertake to implement it impartially and professionally.

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Diana Ngeno

Head of Human Resource Management and Development

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DEFINITION OF TERMS

Career Management is the provision of opportunities for employees to develop their abilities and careers in order to ensure that the County Assembly has the flow of talent it needs and to satisfy its own aspirations.

Career Management Tool is an instrument designed to monitor performance, employee retention, career progression, succession management, and County Assembly development needs.

Career Planning is an on-going process that identifies career paths or opportunities that exist within the County Assembly.

Career Development is the planned effort to link individual's career requirements with the County Assembly's workforce requirements.

Career Path is a sequence of job positions and experiences that lead to a specific career level.

Career Progression Guide is a basic career management tool that has been developed to accommodate all the cadres in a job family to ensure consistency in the way careers are managed.

CASB - Refers to the County Assembly Service Board

Grading Structure is a logically designed framework within which the County Assembly can determine where a group of jobs that are broadly comparable should be placed in a sequence, bands, defined pay levels, or scope for career and pay progression.

Scheme of Service is a policy document that provides clearly defined career structures, well-defined job descriptions, and specifications, standards for recruitment, training, advancement, career planning, and succession management.

Administrator of Scheme of Service manages and co-ordinates staffing activities for all the cadres that they administer.

Job Family is a group of jobs involving similar type of work and requires similar training, skills, knowledge, and expertise.

Competency Framework is a structure that sets out and defines each individual competency required by individuals working in the County Assembly.

Re-designation is the movement from one career path or cadre to another at a grade equal to one held before the movement, to facilitate officer's horizontal mobility.

Secretary to the County Assembly Service Board is the administrative head of the county assembly service and also the Clerk of the County Assembly.





SECTION 1: INTRODUCTION

1.1. Aims and Objectives of Career Progression Guidelines

The primary aims and objectives of this Career Progression Guidelines is to:

- (i) Provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitable personnel in the County Assembly.
- (ii) Provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements and demands of their jobs;
- (iii) Establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge, merit and ability as reflected in work performance and results.
- (iv) Ensure appropriate career planning and succession management.

1.2. Responsibility for Administration

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

1.3. Training Scope

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

1.4. Provision of Posts

This Career progression guideline does not constitute authority for creation of posts. Any additional posts required under the new grading structure must be submitted to the County Assembly Service Board for consideration and approval.

1.5. Conversion of Serving Officers

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

1.6. Incremental Credit

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

1.7. Advancement to Higher Grades

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

- (i) Existence of a vacancy in the authorized establishment;
- (ii) Merit and ability as reflected in work performance; and
- (iii) The approval of the CASB.

1.8. Implementation of the Career Progression Guidelines

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

1.9. Job and Appointment Specifications

These Career Progression Guidelines cater for various cadres whose job descriptions and specifications are stipulated in the rest of this document.

SECTION 2: CAREER MANAGEMENT IN THE COUNTY ASSEMBLY SERVICE

2.1. CAREER MANAGEMENT

Career management is the provision of opportunities for employees to develop their abilities and careers in order to ensure that the County Assembly has a flow of talent it needs and to satisfy its own aspirations. It is the process that ensures progression of individuals within the County Assembly is carried out in accordance with its needs and objectives, employees' performance potential and their preferences. It encompasses strategies, tools, processes, and technologies that facilitate talent development, agility and mobility.

Key components in managing careers include planning and shaping the progression of individuals within the County Assembly in accordance with its objectives and needs. As part of human resource management practices, career management tools and programmes are designed to monitor performance and identify, amongst others, career progression, employee retention, succession management and development needs.

2.1.1. Career Management Cycle

Career Management starts with recruitment and selection, progression and advancement in the grading structure and ends with exit of the employee. The Career Management cycle is critical in informing the following human resource processes and practices:

- (i) Recruitment and Selection;
- (ii) Placement and Deployment;
- (iii) Performance Management;
- (iv) Promotion and Advancement
- (v) Training and Development;
- (vi) Succession Management;
- (vii) Grading Structure;
- (viii) Remuneration Structure;
- (ix) Job Evaluation

2.1.2. Components of Career Management

The major components of career management include:

- Career planning
- Career pathing
- Career development.

(a) Career Planning

Career planning is the process of systematically matching career goals and individual capabilities with opportunities for their fulfillment. A career plan is an individual's choice of occupation, and career path. It is based on the employee's professional aspirations and competencies, available career paths, and the County

Assembly requirements.

To entrench career planning in the service, it will be necessary that it be carried out in a number of specific steps that help to identify personal skills, competencies, and attributes.

The County Assembly will determine how the skills will be utilized in a number of career fields that are of interest to the employee. The County Assembly will also plan for succession in order to develop generic pools of talent.

Career planning will include self-assessment, analysis of employee skills, competencies, experiences, strengths & weaknesses, training, mentoring & coaching as well as performance expectations. It will also involve the County Assembly supporting the employee to:

- (i) Analyse employee interests, values, goals and capabilities considering available options;
- (ii) Making decisions relating to the current job; and
- (iii) Establishing personal development plan that aligns individual and county assembly goals.

(b) Career Pathing

Career pathing is the process through which an employee charts a course for career development. It is a systematic approach to career development enabling employees to map multiple career paths scenarios, review job competencies, and evaluate skill gaps. Career pathing can be vertical, horizontal, or diagonal.

Career paths are routes that individuals take from their first foray into the job market through to their final positions before retirement. It is the way employee's progress in their work either in one job or in a series of jobs. A career path provides a sequence of job positions and requirements to rise to the positions.

The County Assembly will determine a sequence of grades to which employees can be promoted, transferred, or rotated to ensure that the County Assembly Service attracts and retains competent and committed employees. A career path provides employees with an on-going mechanism to enhance their skills and knowledge that can lead to mastery of their current jobs. Career paths will represent real progression possibilities, whether vertical (job enrichment), horizontal (job enlargement) or diagonal (application for a job within same job family at a higher level).

Career paths will be responsive to changes in job content, work priorities, and County Assembly's needs and will specify requisite competencies for performance at each level along the path; but not necessarily define any required standard speed of progression.

Career paths may include technical specialization without managerial/ supervisory responsibilities. These dual career paths will be especially critical in cadres whose members might want to make an option of progressing between technical specialization and management line.



The objective for using the dual career path approach is:

- (i) To retain the best professional or technical personnel;
- (ii) To increase the morale of professional/technical employees; and
- (iii) To create avenues for highly specialized/professional staff without managerial portfolio to rise to the highest levels within career structures.

(c) Career Development

Career development is a continuous acquisition or refinement of skills and knowledge, including job mastery and professional development, coupled with career planning activities. It is a series of activities or on-going life-long process of developing one's career. It may also be defined as the life long process of managing the employees' work experience within the County Assembly.

Career development provides opportunities for growth and enhanced skills, which opens up the possibilities for progression. It involves an individual taking responsibility for developing and progressing in their careers with support from the County Assembly. It therefore focuses more on the means by which individuals achieve their career goals.

The County Assembly will be required to support, encourage, and assist employees in career planning, pathing and development in order to develop their careers and talents, and in effect deliver services.

2.1.3. Grading Structure

Grading structures provide a logically designed framework within which the County Assembly can determine where jobs should be placed in a hierarchy, defined pay levels, and the scope for career and pay progression. A grading structure consists of a sequence or hierarchy of grades, bands or levels into which groups of jobs that are broadly comparable in size and complexity are placed. A grading structure will guide the County Assembly in placement of jobs and in development of career progression guidelines as dictated by the entry qualification requirements.

The grading structure is as indicated in the table below:

Current Position	Current Job Grade	New Job Grade	Job Group
Clerk	1	1	T
Deputy Clerk	3	3	R
Directors	3	3	R
Deputy Directors	-	4	Q
Assistant Directors	-	5	P
Principal Officers	4	6	N
Chief Officer	-	7	M
Senior Officer	5	8	L

Officer I	6	9	K
Officer II	7	10	J
Senior Assistant/Officer	8	11	H
Assistant I	9	12	G
Assistant II	10	13	F
Assistant III	11	14	E
Artisan	-	15	D
Auxiliary/Support Staff	12	16	C

(a) Entry Points

The entry points for the various grades is as follows:

Level of Training	Number of Years in Training	Entry Grade
Auxiliary/Support Staff	N/A	16
Artisans	(Trade Test Level)	15
Certificate (Other than	Lasting one(1) Year and above	13
Diploma	Lasting two (2) years and above	11
Bachelor's Degree	Four (4) Years and above	10
	4 years and *Internship *At least six months' internship	9

Note: Serving officers in the Service will have their grades regularized to the proper entry level as depicted above.

(b) Transition to Career Progression Guidelines

To objectively measure and account for the performance of the staff at various levels, particularly for cadres that are related, the County Assembly Service will move to a broad-based Career Management tool anchored on job families. Therefore, in these Career Progression Guidelines, there is classification of cadres into job families and competency framework for the County Assembly Service as basic tools for career management. The categorization of the existing cadres into job families in this Guide is based on:

- Jobs that have related functions;
- Jobs that require similar competencies;
- Jobs that have similar academic or professional qualifications and key accountabilities;

- Jobs that are regulated by similar professional bodies, where applicable.

This will provide a clear career path which allows for human resource planning as well as identification of existing skills and gaps in the Service.

(c) Job families and Career Progression Guidelines

A job family is a grouping of jobs involving similar types of work and requiring similar training, skills, knowledge and expertise. The Career Progression Guidelines have been developed to accommodate all the cadres in a job family to ensure consistency in the job description and specifications, grading structure and nomenclature, levels of accountability for jobs in the same grade, and mobility within the job family.

(d) Benefits of Career Management based on Job Families

The job family model will facilitate:-

- Parity of treatment for related cadres in terms of appointment, promotion, and staff development.
- Vertical and lateral career mobility;
- Mechanism for monitoring and evaluating career progression;
- Linkage between capacity building and job family performance needs;
- Introduction of continuous competency professional development programs to assist staff match the demands of the changing service delivery environment through the competency framework.

2.1.4. Linkages with other Human Resource Management Practices

Career management programmes have a direct link to other human resource management and development practices. Some of the practices that are directly associated with individual and County Assembly career management include, Human resource planning & succession management, recruitment & selection planning, training & development, performance, talent, retention and diversity management.

(a) Human Resource Planning and Succession Management

Human resource planning has a critical role in informing the design of an effective resourcing process of the County Assembly. The County Assembly has to proactively and innovatively embrace change as part of talent retention and succession management; identify the most effective ways to achieve objectives by attracting the right number of staff, at the right time, in the right place, with the right skills, knowledge, attributes and competencies; and assist individuals realize their career plans and aspirations in order to perform their roles effectively and efficiently.

Human resource planning and succession management processes will be necessary as they will enable the County Assembly to:

- Make optimal use of its human resources,
- Anticipate and manage surpluses and shortages of staff,
- Develop a multi-skilled, representative and flexible workforce, which will enable the County Assembly to adapt rapidly to a changing operational

environment

It is necessary for the County Assembly to identify the current capability and skills of their employees as well as gaps between current and future skill requirements. Once the Human Resource plan is created, it should be used as a basis to provide feedback to the workforce requirements.

(b) Planning for Recruitment, Selection and Promotion

Recruitment is based on existing vacancies in the County Assembly. Entry level recruitment will be based on the prescribed career progression guideline. The entry level for different cadres will be determined by the duration of training in tertiary institutions and work experience. However, the entry levels will be reviewed by the County Assembly Service Board from time to time.

(c) Training and Development

Training and acquisition of skills, competencies and knowledge involves the integrated use of coaching, mentoring, instructing and putting in place career management strategies to improve individual, group and County Assembly effectiveness.

Training and development has a dual objective of growth of the employee and that of the County Assembly, and focuses on providing employees with knowledge, skills, competencies, and positive attitudes for effectiveness in their current and future responsibilities.

Career progression guidelines will provide the relevant training and development needs required by employees to acquire skills and competencies as well as the right attitude for their jobs and enable them advance in their career.

(d) Talent Management

The County Assembly will undertake Training Needs Assessments (TNA) and identify officers with special talents and assist them fit in suitable career paths. By managing talent strategically, the County Assembly Service will build a high performance workforce. The County Assembly, in consultation with the Human Resource Department, will develop a talent management framework to facilitate identification and management of unique talents.

(e) Competency Appointment

The Competency Framework will provide an outline of required competencies based on defined Job Classifications. The classification is based on a pre-determined grading structure.

The overall objective of the Competency Framework is to provide the framework for identification of requisite competencies at various levels in the grading structure. The Competency Framework will act as a foundation for recruitment and selection among other HR functions to provide a means of consistently identifying and assessing suitability of individuals at all stages of the employment cycle.

The following competency framework will apply;

JOB FUNCTION	CASB GRADE	COMPETENCY TYPE
Top management	1	Leadership
	3	Competencies
For Progression to this Job Group, Competency Tests will include Leadership, Managerial and related skills training as required by the Scheme Administrator and Professional body		
Senior management and high level specialists	4	Managerial Competencies
	5	Technical Competencies
	6	
For Progression to this Job Group, Competency Tests will include Managerial and related skills training as required by the Scheme Administrator and Professional body		
Middle management and Middle level Specialist	7	Technical Competencies
	8	Managerial Competencies
For Progression following recruitment at Graduate level a written Competency Test, Supervisory skills and appraisal will be administered by the Supervisor; SMC and professional requirements		
Junior management and high level skilled officers	9	Technical
	10	Competencies
For Progression following recruitment the following requirements must be met: Suitability tests for re-designation		
Skilled/ Advanced operational	11	Technical
	12	Competencies
Semi-skilled Operational/Basic Skills	13	Core competencies
	14	
	15	
	16	

2.1.5. Performance Management

The Performance Management System forms the basis for managing employee's performance and career development towards achieving County Assembly's objectives. Through a performance-feedback process, employees are able to create, in conjunction with their supervisors, an individual development, and career plan. The plan should reflect on what competencies will be developed, the rationale for why it is important to develop these areas and a list of activities that will be undertaken to achieve the goals.

To a large extent, progression to higher levels in the career path will be based on performance, and meeting requirements as stipulated in the career progression guidelines.

2.2. CLASSIFICATION OF CADRES INTO JOB FAMILIES

1.9.1. Overview

This section provides a framework for classification of cadres into job families; highlighting the criteria used for the classification; the principles for career management within the job families; and the advantages and benefits of the job families in relation to other career management tools.

1.9.2. From Stand-Alone Cadres to Job Families

Schemes of Service have been the primary documents for guiding career management in the Civil Service. The Schemes are mainly cadre-based and fragmented, hence causing challenges in career management and making it difficult to ensure equity amongst employees in similar cadres. The move towards grouping cadres into job families will ensure consistency in career management. There is therefore need for consolidation of cadres into job families to ensure consistency in career management. The classification of cadres into job families in a functional model will result in the development and management of career management strategy in the County Assembly service.

The job family concept helps in grouping related jobs and results in the following advantages:

- (i) Clarifying career paths to allow lateral career movement within a job family;
- (ii) Increasing flexibility in pay structures;
- (iii) Guiding line managers on progression for their staff;
- (iv) Providing appropriate structure and progression opportunities;
- (v) Identifying skills and competency gaps;
- (vi) Providing training and professional development;
- (vii) Managing succession;
- (viii) Providing for uniform norms and standards; and
- (ix) Parity of treatment for related cadres in terms of appointments, promotions, and staff development.

1.9.3. Criteria for Classification of Job Families

The career management approach will adopt a functional classification of cadres into job families. This will provide a clear career path which allows for human resource planning as well as identification of existing skills and gaps in the Service. The classification is expected to address the rigidity in career growth and pave way for lateral movement across various cadres as well as eliminate duplications and overlaps of functions and ensure clarity of roles. There will be parity of treatment for related cadres in terms of appointment, promotion, and staff development. The following is the criteria for classification of job families:-

- (i) Jobs that have related functions;
- (ii) Jobs that require similar competencies;

- (iii) Jobs that have similar academic or professional qualifications and key accountabilities;
- (iv) Jobs that are regulated by similar professional bodies, where applicable.

1.9.4. Principles for Career Management within Job Families

- (i) **Flexibility:** on recruitment candidates will be eligible to join other cadres within the job family, when and if opportunities arise.
- (ii) **Lateral movement:** progression and movement across cadres in a job family will be provided to facilitate optional career opportunities.
- (iii) **Grading structure:** a similar grading structure and nomenclature will be applied for all cadres within the same job family.
- (iv) **Re-designation:** re-designation will be within the same job family and in related functions and will be subject to suitability interviews.
- (v) **Performance:** career mobility will be determined by individual performance towards achievement of County Assembly's goals.
- (vi) **Job descriptions and specifications:** there will be distinct job roles for each grade making tasks clearer thereby eliminating overlaps and duplications.
- (vii) **Career progression guidelines:** these will cover a job family.

1.9.5. Other Guiding Parameters in Career Management

All career progression guidelines falling under the same Job Family will be developed and/or revised at the same time. This will solve the problem of piecemeal development or revision. Further, it is to be noted that:

- (i) Where a new cadre is introduced into the County Assembly Service, it will be placed within the relevant existing job family and subsequently introduced into the career progression guidelines for the family;
- (ii) Entry requirements will be based on academic and professional qualifications.
- (iii) Promotion will largely be based on acquisition of the relevant competencies in addition to relevant work experience; and
- (iv) Officers will be responsible for self-development to acquire necessary professional qualifications and competencies required for promotion or are facilitated by the Service.

1.9.6. Job Families in the County Assembly Service

S/NO	JOB FAMILY	CADRE
1.	County Assembly Service Management	The Clerk
		The Deputy Clerk
2.	Human Capital Services	Human Resource Management and Development Officers
		Administrative Officers

3.	Committee, Legislative and Procedural Services	Clerk Assistant
4.	Financial Management Services	Accountants
		Finance
		Supply Chain Management Officers
		Internal Auditors
5.	Economic Policy and Planning Services	Fiscal Analysts
		Research Officers
6.	Legal Services	Legal Counsels
		Legal Assistants
7.	Information and Communication Services	Information and Communication Technology Officers
		Communication Officers
		Hansard Officers
		Sign Language Interpreters
		Sound Technicians
8.	Records and Documentation Services	Library Officers
		Records Management Officers
9.	Security Services	Serjeant-at-Arms
		Security Wardens
10.	Office Services	Office Administration Officers
		Clerical Officers
		Drivers and Transport Officers
		Maintenance staff
		Clerical Officers
		Cleaning and Support Staff
		Receptionist
11.	Hospitality Services	Catering
		Cooks/Chefs
		Waiters

2.3. COMPETENCY FRAMEWORK

2.3.1. Introduction

The introduction of the Competency Framework for the County Assembly Service is geared towards entrenchment of behavioural attributes required of all public servants. The Constitution requires that all public servants demonstrate national values and principles as enshrined in Articles 10, 232 and Chapter 6. These articles espouse good governance, national values, values, and principles of public service and leadership and integrity.

The objective of the Competency Framework is to provide a comprehensive way of linking individual performance to the goals of the Service. The framework intends to integrate the knowledge, skills, judgment, and attributes that public servants need to

perform a job effectively. The competencies in the framework correlate with job performance and can be measured against standards as well as be improved through induction, training, internship, coaching, mentoring, and modelling, experience, career counselling and guidance. The framework, therefore, consists of a set of specific competencies, bound together in an integrated way where value is placed at the core of service delivery. Thus, employees are expected to be responsible, accountable, adaptive, innovative, creative, self-directed, and self-motivated in the way they demonstrate competency in service delivery.

The Competency Framework is made up of core, leadership, managerial and technical competencies that are appropriate to all roles and responsibilities in the County Assembly Service. The framework, therefore, aims at guiding the Service in identifying, managing, developing, and harnessing competencies required for the execution of mandates of the County Assembly.

The CF provides detailed descriptions of the competencies required for job entry, career progression, and retention in the county assembly service. The competency requirements are dynamic and dictated by the kind of adaptive qualities and behaviour required to cope with a changing work environment and technology.

This undertaking is therefore meant to ensure that: officers demonstrate sufficient expertise during recruitment and selection of new staff; evaluating performance is focused and more effective; identifying skill and competency gaps is more efficient; provision of training and professional development is more customized; and finally, planning for succession is managed effectively.

2.3.2. Rationale for the Competency Framework

The Competency Framework will guide the County Assembly Service in recruitment, development of career guidelines, performance management and measurement, and transforming the culture and performance of staff. The framework will be used as a tool for capacity assessment, competency testing and as a basis for review of performance management system in the County Assembly Service. Further, it will ensure that employees are promoted from one job classification to another based on possession of the requisite competencies.

2.3.3. Objectives of the Competency Framework

The overall objective of the Competency Framework is to provide the County Assembly with sound guidelines that will assist in the identification of a candidate's demonstrated capacity to apply the requisite competencies.

The Competency Framework will be applicable in guiding the County Assembly and individual employees to possess the required professional and ethical standards for an efficient and effective workforce. Specifically, the Framework will assist the County Assembly in:

- (i) Determining competencies required for one to perform a job;
- (ii) Determining competencies for career progression and development;



- (iii) Attracting, selecting and recruiting candidates based on known requirements;
- (iv) Managing human resource planning and succession management;
- (v) Institutionalizing a value based and ethical culture in the county assembly service;
- (vi) Guiding performance management and appraisal in the county assembly service; and
- (vii) Providing a framework for competency testing.

2.3.4. Stratification of the County Assembly Service

The Competency framework has been stratified into five (5) categories of employees which include; Top management level; Senior management and high level specialists; Middle management and middle level specialists; Junior management and high level skilled officers; Skilled/ Advanced operational Staff; Semi-skilled Operational Staff ; Basic Skills. The following table shows the stratification of the different levels in the County Assembly Service.

JOB FUNCTION	CASB GRADE	COMPETENCY TYPE
Top management	1	Leadership
	3	Competencies
For Progression to this Job Group, Competency Tests will include Leadership, Managerial and related skills training as required by the Scheme Administrator and Professional body		
Senior management and high level specialists	4	Managerial Competencies
	5	Technical Competencies
	6	
For Progression to this Job Group, Competency Tests will include Managerial and related skills training as required by the Scheme Administrator and Professional body		
Middle management and Middle level Specialist	7	Technical Competencies
	8	Managerial Competencies
For Progression following recruitment at Graduate level a written Competency Test, Supervisory skills and appraisal will be administered by the Supervisor; SMC and professional requirements		
Junior management and high level skilled officers	9	Technical
	10	Competencies
For Progression following recruitment the following requirements must be met: Suitability tests for re-designation		
Skilled/ Advanced operational	11	Technical
	12	Competencies
Semi-skilled Operational/Basic	13	Core competencies
	14	
	15	

2.4. STRUCTURE OF THE FRAMEWORK

2.4.1. Introduction

The Competency Framework identifies and describes the core, leadership, managerial, and technical competencies that a public officer must possess to perform at certain levels in the service.

2.4.2. Types of Competencies

The following are different types of competencies.

2.4.2.1. CORE COMPETENCIES

These are the behavioural attributes that are mandatory for all public servants regardless of their job grades or functions. The framework outlines nine (9) core competencies which are grouped into three (3) clusters as follows:

I Strategy Cluster

(a) Planning & Organizing

- (i) Develops clear goals that are consistent with agreed strategies.
- (ii) Identifies priority activities and assignments; adjusts priorities as required.
- (iii) Allocates appropriate amount of time and resources for completing work.
- (iv) Foresees risks and allows for contingencies when planning.
- (v) Monitors and adjusts plans and actions as necessary.
- (vi) Uses time efficiently.

(b) Technological Awareness

- (i) Keeps abreast of available technology
- (ii) Understands applicability and limitation of technology to the work of the office
- (iii) Actively seeks to apply technology to appropriate tasks
- (iv) Shows willingness to learn new technology.

(c) Creativity & Innovativeness (Pro-activeness)

- (i) Actively seeks to improve programs or services.
- (ii) Offers new and different options to solve problems or meet client needs.
- (iii) Promotes and persuades others to consider new ideas.
- (iv) Takes calculated risks on new and unusual ideas and learning from mistakes.
- (v) Takes an interest in new ideas and new ways of doing things.
- (vi) Is not bound by current thinking or traditional approaches.
- (vii) Open minded and takes a proactive approach to deal with issues.

II People Cluster

(a) Communication

- (i) Speaks and writes clearly and effectively.
- (ii) Listens to others, correctly interprets messages from others and responds appropriately.
- (iii) Identifies appropriate channels of communication.
- (iv) Values feedback.
- (v) Seeks clarity.
- (vi) Tailors language, tone, style, and format to match the audience.
- (vii) Demonstrates openness in sharing information and keeping people informed.
- (viii) Uses appropriate public service style of writing.
- (ix) Able to clearly and accurately explain issues, policies, procedures and other pertinent information to clients and co-workers.
- (x) Keeps the supervisor informed about progress and challenges.

(b) Team Working

- (i) Works collaboratively with colleagues to achieve County Assembly goals.
- (ii) Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- (iii) Places team agenda before personal agenda.
- (iv) Easily adapts and blends with the team.
- (v) Builds consensus for task purpose and direction with team members.
- (vi) Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.
- (vii) Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- (viii) Treats others with dignity and respect and maintains a friendly demeanour.

(c) Respect and Concern for Others

- (i) Behaves in a way that shows you care, value other peoples' feelings, perspectives, time and space.
- (ii) Showing kindness and courtesy.
- (iii) Being polite.

III Performance Cluster

(a) Citizen Focus and Responsiveness

- (i) Considers all those to whom services are provided to be "clients" and treat them with respect.
- (ii) Seeing things from clients' point of view.
- (iii) Establishes and maintains productive partnerships with clients by gaining their trust and respect.

- (iv) Identifies clients and their needs and matches them to appropriate solutions.
- (v) Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate challenges.
- (vi) Keeps a client informed of progress or setbacks in projects.
- (vii) Meets timeline for delivery of product or services to client.
- (viii) Seeks to maintain the County Assembly image and reputation while dealing with clientele and co-workers.

(b) Time Management

- (i) Breaks indecision and procrastination habits.
- (ii) Uses technology to help manage time.
- (iii) Prioritizes or chooses activities to balance life and work.
- (iv) Schedules and focuses on results with less stress.

(c) Continuous Learning

- (i) Keeps abreast of new development in own occupation/ profession.
- (ii) Actively seeks to develop oneself professionally and personally.
- (iii) Contributes to the learning of colleagues and subordinates.
- (iv) Shows willingness to learn from others.
- (v) Seeks feedback to learn and improve.
- (vi) Assesses and recognizes own strengths and weaknesses.

2.4.2.2. LEADERSHIP COMPETENCIES

These are skills and behaviours that lead to strategic visioning and superior performance in the public service. The framework outlines fifteen (15) leadership competencies which are grouped into three (3) clusters as set out below:

Strategy

(a) Strategic Visioning

- (i) Anticipates possible future events and developments;
- (ii) Takes a long term view and builds a shared vision with others;
- (iii) Acts as a catalyst for county assembly's change;
- (iv) Influences others to translate vision into action;
- (v) Inspires and empowers individuals to give their best to achieve a desired result;
- (vi) Ensures that the team is equipped to achieve set objectives and county assembly's goals; and
- (vii) Leads and engages others in strategy formulation.

(b) Change leadership

- (i) Identifies windows of opportunity and takes advantage;



- (ii) Responds promptly to unforeseen changes in the County Assembly's environment;
- (iii) Questions conventional approaches; and
- (iv) Proactively identifies new initiatives in managing change.

(c) Policy formulation

- (i) Demonstrates thorough knowledge and understanding of issues pertaining to the specific area of policy;
- (ii) plays a lead role in identifying the need for new or improved policies and either develops the policies or oversees their development;
- (iii) incorporates new thing in policy development and implementation;
- (iv) identifies and involves stakeholders in policy formulation;
- (v) makes effective use of socio-political processes to influence and persuade others to create acceptance and support for ideas;
- (vi) gains commitment from others by persuading, convincing and negotiating.
- (vii) Creates evidence based strategies, evaluating options, impacts, risks and solutions.

(d) Strategic thinking

- (i) Formulates objectives and priorities;
- (ii) Implements plans consistent with long term interests of the County Assembly; and
- (iii) Capitalizes on opportunities and manages risks.

People

(a) Interpersonal Skills

- (i) Works collaboratively with colleagues to achieve County Assembly goals;
- (ii) Builds consensus for task purpose and direction among team members;
- (iii) Shows empathy; listens, supports and cares for others;
- (iv) Treats others with sensitivity, courtesy and respect;
- (v) Consults others and shares information and experience with them;
- (vi) Builds team spirit and reconciles conflict;
- (vii) Embraces diversity and inclusiveness;
- (viii) Builds and maintain positive relationships; and values the opinion of others.

(b) Communication

- (i) Effectively communicates County Assembly's strategies, goals and objectives;
- (ii) Involves others, listens and builds commitments;
- (iii) Uses effective listening skills to gain clarification from others;
- (iv) Expresses ideas clearly and concisely;
- (v) Disseminates information about decisions, plans and activities;

- (vi) Appropriately adapts his or her message, style and tone to accommodate a variety of audience; and
- (vii) Orientates arguments and presents them in different way.

(c) Managing Managers

- (i) Coaches and encourages other managers to challenge the status quo and experiment in new ways of doing things;
- (ii) Sets performance criteria that stimulates innovative thinking;
- (iii) Leverages diversity in the group;
- (iv) Helps managers to respond appropriately and variably to different situations and uncertainties;
- (v) Builds consensus and support through persuasion.

(d) Mentoring

- (i) Delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work;
- (ii) Encourages others to set challenging goals;
- (iii) Holds others accountable for achieving results related to their areas of responsibility;
- (iv) Genuinely values all staff members input and expertise;
- (v) Shows appreciation and rewards achievement and effort; and
- (vi) Involves others when making decision that affect them.

(e) Political Savvy

- (i) Identifies the internal and external politics that impacts the County Assembly;
- (ii) Negotiates political agenda skillfully;
- (iii) Understands the interrelationships, roles and responsibilities of the County Assembly;
- (iv) Develops and maintains professional relationships;
- (v) Uses knowledge of the County Assembly's culture in making decisions and perceives the impact and implications of such decisions;
- (vi) Identifies when issues need to be escalated to higher authorities and effectively alerts appropriate officials;
- (vii) Demonstrates sensitivity to surroundings and acts accordingly in conversations;
- (viii) Perceives County Assembly's and political sensitivities and acts accordingly;
- (ix) Understands corporate priorities, cultural norms and unwritten rules for success

(f) Protocol and Diplomacy

- (i) Upholds the etiquette and courtesy rules of diplomacy and affairs of office;
- (ii) Builds coalitions internally and with other government agencies, international organizations, non –profit organizations and private sector to

- achieve common goals;
- (iii) Conducts negotiations and resolves issues through peaceful means between representatives of groups and gets them to listen;
- (iv) Observes etiquette;
- (v) Handles conflict situations and puts forward one's point of view without causing offence; and
- (vi) Seeks to understand colleagues and what motivates them.

(g) Negotiations

- (i) Effectively represents his or her position to gain support and buy in from others;
- (ii) Generates multiple alternatives to challenges to meet the needs of other stakeholders;
- (iii) Works to achieve win - win outcomes;
- (iv) Appropriately utilizes settlement strategies such as compromise;
- (v) Makes a strong personal impact on others.

(h) Collaboration and Partnerships

- (i) Develops relationship with partners/stakeholders;
- (ii) Creates an environment to deliver shared policy outcome;
- (iii) Lobbies partners/stakeholders to achieve outcomes;
- (iv) Influences external partners/stakeholders; and
- (v) Establishes and maintains linkages.

Performance

(a) Resilience

- (i) Deals effectively with pressure;
- (ii) Remains optimistic and persistent even under adversity;
- (iii) Recovers quickly from setbacks;
- (iv) Manages issues to completion despite the challenges; and
- (v) Views failures and mistakes as an opportunity to learn.

(b) Flexibility

- (i) Is open to change and new information;
- (ii) Rapidly adapts to new information, changing conditions or unexpected obstacles; and
- (iii) Demonstrates a willingness to embrace new systems, process, technology and ideas.

(c) Decision Making

- (i) Makes well informed, effective and timely decisions;
- (ii) Perceives the impact and implications of decisions;
- (iii) Analyses situations, diagnoses problems and identifies the key issues;
- (iv) Establishes and evaluates alternative courses of action and produces a logical, practical and acceptable solution; and
- (v) Takes responsibility for actions, projects and decisions.

2.4.2.3. MANAGERIAL COMPETENCIES

These are competencies associated with planning, coordinating, organizing and motivating employees in a work environment. The framework outlines eleven (11) managerial competencies which are grouped into three (3) clusters

Strategy

(a) Risk Management

- (i) Ability to identify, analyse, mitigate uncertainty in decision making.
- (ii) Ability to carry out both internal and external environmental scan and recommend best alternatives.
- (iii) Ability to monitor and evaluate trends in public service management.
- (iv) Takes an active role in anticipating and minimizing the possibility of loss due to occurrence of risk.
- (v) Provides objective assurance, accountability and audit reports on effectiveness of risk management programs.
- (vi) Actively seeks alternative solutions, recognizes challenges as opportunities for process improvement.
- (vii) Exalts in testing and celebrates calculated and workable risky ventures/innovations for higher rewards.
- (viii) Generates ideas through management and action planning.

(b) Governance

- (i) Organizes qualitative information and data to identify/explain trends, challenges and their causes.
- (ii) Compares, contrasts and combines information to identify underlying issues at management level.
- (iii) Implements sound approaches that are value adding to public service processes.
- (iv) Develops short and long term strategic goals and determines long range objectives, develops broad timelines based on strategic goals.
- (v) Looks for and capitalizes on opportunities to encourage and reward successful team performers.
- (vi) Financial Management & Budgeting.
- (vii) Accurately performs financial analysis and implications of the financial information.
- (viii) Uses appropriate financial strategies and systems to maximize cash flow and limit risk to the County Assembly.
- (ix) Integrates financial data effectively allowing for the identification of key issues, decision making criteria and determination of strategies and plans.

(c) Policy Development

- (i) Demonstrates thorough knowledge and understanding of issues pertaining to the specific area of policy.
- (ii) Plays a lead role in identifying the need for new or improved policies and either develops the policy or oversees their development.

- (iii) Incorporates new thinking in policy development and implementation.
- (iv) Ability to analyse stakeholders views and options, design responses and advise on policy issues.

People

(a) Coaching

- (i) Assigns roles and responsibilities to team members for tasks and decisions.
- (ii) Communicates performance indicators, objectives and measures to team(s).
- (iii) Monitors and tracks team performance through implementing performance management systems so that team's goals and objectives are met.
- (iv) Sets stretch objectives for teams – gets others to perform at their best.
- (v) Provides unambiguous, constructive, (corrective and positive) feedback without holding information.
- (vi) Actively supports team members to successfully deliver on performance targets.
- (vii) Speaks of team members in positive terms thus expresses positive expectations of others in terms of their abilities, expected contributions.
- (viii) Recognizes and rewards desired behavior and results to employees.
- (ix) Provides effective feedback.
- (x) Identifies employee development needs and helps them to achieve optimal performance.

(b) People Management and Empowering Others

- (i) Delegate responsibility, clarifies expectations and gives staff autonomy in important areas of their work.
- (ii) Encourages others to set challenging goals.
- (iii) Holds others accountable for achieving results related to their area of responsibility.
- (iv) Genuinely values all staff members' input and expertise.
- (v) Shows appreciation and rewards achievement and effort.
- (vi) Involves others when making decisions that affect them.

(c) Resource and Knowledge Management

- (i) Demonstrates financial and non - financial resource awareness.
- (ii) Controls, costs and thinks in terms of added value.
- (iii) Uses best efforts to prevent any prejudice to the financial interest of the County Assembly.
- (iv) Ensures that all applicable procedures are followed in the acquisition or disposal of property.
- (v) Organizes and oversees work processes to achieve quality results with thin budgetary provisions.
- (vi) Ability to apply broad knowledge of theory and principles within a professional discipline to solve managerial challenges.
- (vii) Ability to collate, analyse and derive information from data to inform decision making.

- (viii) Identifies skills and competencies for succession planning.
- (ix) Ability to identify talent from relevant institutions of learning to match the human capital needs of the County Assembly.
- (x) Ability to harness informal, non-formal and traditional knowledge for productive use.

(d) Communicating with Impact

- (i) Communicates with impact and authority at all levels.
- (ii) Demonstrate effective listening skills.
- (iii) Effectively presents ideas which persuade and motivate executive leadership.
- (iv) Effectively presents ideas to external stakeholders which persuade and motivate.
- (v) Able to facilitate strategic and contentious discussions which persuade and influence others towards a desired objective.
- (vi) Ability to present effectively at all levels (one on one, small and large groups, with peers, direct reports and superiors) both within and outside the County Assembly.
- (vii) Ability to create a strong impression and impact – presents views assertively and confidently but not aggressively.
- (viii) Self - confident and has presence in unchartered territory.
- (ix) Establishes rapport and projects credibility and confidence in tough times through their magnetism and quiet persuasion.

(e) Building Trust

- (i) Provides an environment in which others can talk and act without fear or repercussion.
- (ii) Manages in a deliberate and predictable way.
- (iii) Operates with transparency.
- (iv) Places confidence in colleagues, staff members, and clients.
- (v) Gives credit where due.
- (vi) Follows through on agreed upon actions.
- (vii) Upholds confidentiality.

Performance

(a) Analytical, Problem Solving & Decision Making

- (i) Makes timely decisions in relation to the implementation of solutions or completion of tasks.
- (ii) Applies appropriate judgment to challenges.
- (iii) Is decisive under pressure, despite paucity (scarcity) of information.
- (iv) Takes personal responsibility for correcting any mistakes that may have occurred in dealing with the client.
- (v) Implements policies and procedures that reinforce behaviors for success.
- (vi) Implements changes to work processes.
- (vii) Responds to changes in situation on available information – can alter

response to suit situational requirement.

(b) Managing Projects

- (i) Has in-depth understanding of the project management cycle.
- (ii) Scans the business/service environment for intelligence.
- (iii) Recognizes and exploits opportunities in the environment.
- (iv) Identifies threats and weaknesses and develop appropriate intervention mechanisms.

(c) Managing Performance

- (i) Develops and implements strategic plans and performance contracts
- (ii) Understands performance culture.
- (iii) Delegates appropriate responsibility, accountability and decision- making authority.
- (iv) Ensures that roles, responsibilities and reporting lines are clear to each staff member.
- (v) Passes along credit and compliments everyone who makes a contribution to the achievement of results.
- (vi) Provides / explores mechanisms to recognize and reward exemplary performance.
- (vii) Makes appropriate decision on the amount of time and resources needed to accomplish a task.
- (viii) Monitors progress against milestones and deadlines.
- (ix) Regularly discusses performance and provides feedback and coaching to staff.
- (x) Encourages risk-taking and supports staff when they make mistakes.
- (xi) Actively supports the development and career aspirations of staff.
- (xii) Appraises performance fairly.
- (xiii) Consistently delivers expected results.
- (xiv) Consistently complies with quality standards and meets deadlines.

2.4.2.4. TECHNICAL COMPETENCIES

These are specific knowledge, skills and attitudes that are required for effective and efficient performance. They are acquired through professional skill based training and must be demonstrated in a work environment. They are diverse in nature and form part of the job requirements and are related to either generic or individual roles.

Technical competencies have been categorized into four(4) broad occupational clusters based on International Standards Classifications of Occupations (ISCO) namely; Crafts & related trade; technicians & technologists; professionals; and, specialized services managers.

(a) Craft and Related Trades Workers

The following occupational titles constitute the craft and related trades workers cluster:-

- (i) Food processing and related trades workers.
- (ii) Car, van and motorcycle drivers.
- (iii) Heavy truck and bus drivers.
- (iv) Cleaners and related trades workers.

Generic Competency Descriptors

- (i) Demonstrate basic understanding and appreciation of knowledge in the functional area;
- (ii) Demonstrate basic understanding of the concepts;
- (iii) Upholds professional ethics and adheres to the code of conduct;
- (iv) Operates within the regulatory and legislative framework;
- (v) Demonstrate teamwork and maintains effective relationships;
- (vi) Understands and easily adapts to change; and
- (vii) Acts as the front line point of contact in providing solutions to emerging risks and uncertainties.

(b) Technicians & Technologists

The following occupational titles constitute the technicians and technologists cluster:-

- (i) Financial and mathematical associate professionals.
- (ii) Supply chain professionals.
- (iii) Administrative and specialized secretaries.
- (iv) Regulatory government associate professionals.
- (v) Legal, social and religious associate professionals.
- (vi) Artistic, cultural and culinary associate professionals.
- (vii) Information and communications technology operations and user support technicians.
- (viii) Telecommunications and broadcasting technicians.
- (ix) General office clerks.
- (x) Secretaries (general).
- (xi) Other clerical support workers.
- (xii) Chefs and Cooks.
- (xiii) Other personal services workers.
- (xiv) Protective services workers.
- (xv) Gardeners.

Generic Competency Descriptors

- (i) Demonstrate comprehensive understanding and appreciation of knowledge in the functional area.
- (ii) Demonstrate comprehensive competency in working with relevant equipment/tools.
- (iii) Demonstrate in-depth understanding of the various concepts.
- (iv) Upholds professional ethics and adheres to the code of conduct.
- (v) Ability to coach and develop officers under their jurisdiction.
- (vi) Operates within the regulatory and legislative framework.
- (vii) Works independently with minimum supervision.

- (viii) Acquires new technical skills and applies the knowledge to work situations.
- (ix) Embraces technological developments in the area of specialization.
- (x) Acts as the first point of contact in providing solutions.
- (xi) Ability to detect risks.

(c) Professionals

The following occupational titles constitute the professional cluster:-

- (i) Mathematicians, actuaries and statisticians.
- (ii) Finance professionals.
- (iii) Administration professionals.
- (iv) Human Resource professionals.
- (v) Marketing and Public relations professionals.
- (vi) Software and applications developers and analysts.
- (vii) Database and network professionals.
- (viii) Legal professionals.
- (ix) Librarians, archivists and curators.
- (x) Authors, journalists and linguists.
- (xi) Creative and performing artists.

Generic Competency Descriptors

- (i) Demonstrate mastery and application of in-depth knowledge in area of specialization;
- (ii) Demonstrate expertise in the subject matter;
- (iii) Is conscientious and efficient to achieve performance targets and results;
- (iv) Ability to coach, mentor and develop officers under their jurisdiction;
- (v) Uphold professional ethics and adheres to the code of conduct;
- (vi) Acquires new technical skills and applies the knowledge to work situations;
- (vii) Ability to embrace technological developments in the area of specialization;
- (viii) Provides solutions and acts as a point of recourse to risks and uncertainties.
- (ix) Possess extensive knowledge of the regulatory and legislative framework

(d) Specialized Services Managers

The following occupational titles constitute the specialized services managers cluster:-

- (i) Directors (departmental heads)
- (ii) Committee services and administration managers
- (iii) Information and communications technology service managers
- (iv) Professional services managers
- (v) Other production and services managers

Generic Competency Descriptors

- (i) Demonstrate mastery and application of in-depth knowledge in area of specialization;
- (ii) Demonstrates leadership and expertise in area of specialization;
- (iii) Ability to effectively delegate and remain accountable;
- (iv) Possess extensive knowledge and experience of the operating and external environment;

- (v) Ability to coach, mentor and develop professionals under their jurisdiction;
- (vi) Ability to effectively delegate and remain accountable;
- (vii) Is conscientious and efficient to achieve performance targets and results;
- (viii) Upholds professional ethics and adheres to the code of conduct;
- (ix) Embraces new ideas and technological development and applies them in decision making;
- (x) Possess extensive knowledge of the regulatory and legislative framework;
- (xi) Ability to manage change;
- (xii) Ability to mitigate and handle risks and uncertainties.

2.4.2.5. SERVICE COMPETENCIES

Introduction

This competency framework sets out the aspirations of the County Assembly Service that is responsive, prompt, efficient, effective, impartial, and equitable in provision of services. It puts the Public Service values of professionalism, meritocracy, integrity, transparency, accountability, respect for diversity, and impartiality at the heart of County Assembly Service practice and management. It provides for core, technical, managerial and leadership competencies.

The Core, managerial and leadership competencies are grouped into three (3) major clusters namely; **Strategy, People, and Performance**. Technical competencies are categorized into four (4) broad occupational clusters based on International Standards Classifications of Occupations (ISCO) namely: Crafts & related trade; technicians & technologists; Professionals; and specialized services managers. The competencies are underpinned on the Public service values and principles that are mandatory to all public officers in execution of their duties.

Public Service Values and Principles

The core values of the Public Service which are applicable in the County Assembly and are derived from the Constitution and other legislations, include:

(a) Professionalism

- (i) Shows pride in work and achievements.
- (ii) Demonstrates professional competence and mastery of subject matter.
- (iii) Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- (iv) Is motivated by professional rather than personal concerns.
- (v) Upholds professional ethics.
- (vi) Shows persistence when faced with difficult problems or challenges.
- (vii) Remains calm in stressful situations.



(b) Integrity

- (i) Upholds and demonstrates the values and principles of the Public Service, including impartiality, fairness, honesty, and truthfulness, in daily activities and behaviours.
- (ii) Acts without consideration of personal gain.
- (iii) Declares any conflict of interest in the course of duty
- (iv) Resists undue political pressure in decision-making.
- (v) Does not abuse power or authority.
- (vi) Stands by decisions that are in the County Assembly's interest even if they are unpopular.
- (vii) Takes prompt action in cases of unprofessional or unethical behaviour.

(c) Transparency

- (i) Upholds openness in the discharge of duty.
- (ii) Willingly shares knowledge and information.
- (iii) Provides accurate information.

(d) Accountability

- (i) Takes ownership for all responsibilities and honours commitments.
- (ii) Delivers outputs for which one has responsibility within prescribed time, cost, and quality standards.
- (iii) Operates in compliance with County Assembly regulations and rules.
- (iv) Supports subordinates, provides oversight, and takes responsibility for delegated assignments.
- (v) Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

(e) Respect for Diversity

- (i) Works effectively with people from all backgrounds.
- (ii) Treats all people equitably with dignity and respect.
- (iii) Treats men and women equally.
- (iv) Shows respect for, and understanding of, diverse points of view and demonstrates this understanding in daily work and decision-making.
- (v) Examines own biases and behaviours to avoid stereotypical responses.
- (vi) Does not discriminate against any individual, religion, ethnicity, or group.
- (vii) Recognizes the strengths in national diversity and takes measures to harness them.
- (viii) Appreciates cross cultural uniqueness and recognizes differences in socio-economic status.

(f) Impartiality

- (i) Upholds fairness in discharge of duty.
- (ii) Observes objectivity.
- (iii) Treating all equally, reasonably and consistently.
- (iv) Provides equal opportunity for all.

- (v) Effectively works with people from diverse backgrounds by treating them with dignity and respect.
- (vi) Demonstrate an open minded approach to understanding people regardless of gender, ethnicity, religion, age, race, and disability.

2.5. REVIEW OF THE FRAMEWORK

This framework will be reviewed from time to time as circumstances may determine.



SECTION 3: CAREER PROGRESSION GUIDELINES

3.1. CLERK OF THE COUNTY ASSEMBLY

3.1.1. Function

The Function entails:-providing technical procedural advice to the Speaker, presiding officers and Members of the Assembly; ensuring timely processing and orderly disposal of the agenda of the County Assembly, also known as Orders of the Day which comprises of Questions; Motions; Bills; Petitions and Statements for ventilation of certain public concerns; overseeing smooth and efficient operation of Select Committees; providing information and research for the Speaker, Members and Staff; upon disposition of the Orders, the Clerk has to ensure production of accurate record of the same in form of Votes and Proceedings; marshalling all decisions arrived at by County Assembly; preparing and producing them pursuant to specified format set out in the Constitution of Kenya, statutes, Standing Orders, precedents, traditions and practices.

The Function also involves carrying out administrative chores necessary for operations of the County Assembly such as facilitating CASB, Committees, County Assembly service, and other County assembly structures.

3.1.2. Key Result Areas

- (i) PROCEDURE: Parliamentary procedure, practice, conventions, tradition and etiquette
- (ii) RESEARCH: Search for fresh information/ facts by consulting appropriate sources like documents or persons
- (iii) COMMITTEES: Offering administrative services to various types of county assembly committees.
- (iv) CONFERENCES: Activities pertaining to seminars and conferences for members of the County Assembly and staff
- (v) STRUCTURES: Ensuring that necessary county assembly offices and organs are instituted and operationalized.

3.1.3. Standards of Performance

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

- (i) STANDING ORDERS: All aspects of county assembly parliamentary business must be called to the standing orders
- (ii) DATA BANK: Research material gathered in past assignments must be maintained for answering routine / replicated questions
- (iii) DIARY: For scheduling the business of the various committees.
- (iv) CALENDAR: For scheduling conferences and seminars for Members and staff, and listing particular participants.
- (v) POLICY DOCUMENTS: For establishing institutional organs and procedures

3.1.4. Grading Structure

The Career Progression Guidelines establishes two (2) grades of Clerks who will be designated and graded as follows:

DESIGNATION	JOB GRADE	JOB GROUP
Clerk of the County Assembly	CASB 1	T
Deputy Clerk	CASB 3	R

3.1.5. Recognized Qualifications

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

- (i) At least five (5) years' relevant professional experience;
- (ii) A Bachelor's degree in any of the following Humanities or Social Sciences: Economics, Public Administration, Human Resource Management, Law, Communication, Business Administration, Education, Commerce or its equivalent qualification from a recognized institution;
- (iii) A master's degree in Social Sciences or equivalent qualifications;
- (iv) Membership to a relevant professional body;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Meets the requirements of leadership and integrity set out in Chapter Six of the Constitution;
- (viii) Such other qualifications as may be prescribed by the County Assembly Service Board or any written law.

3.1.6. CLERK OF THE COUNTY ASSEMBLY, CASB 1

(a) Duties and Responsibilities

The Clerk of the County Assembly is the Chief Executive Officer of the County Assembly Service responsible to the County Assembly Service Board for the day-to-day administration of the County Assembly. The office holder is the accounting and authorized officer of the County Assembly.

Duties and responsibilities will include:

- (i) Secretary to the County Assembly Service Board and custodian of the Board's records;
- (ii) Assigning duties and supervising the staff of the Board;

- (iii) Preparing and submitting of programmes necessary for the achievement of the Board's mandate for approval by the Board;
- (iv) Causing to be kept records of the proceedings and minutes of the meetings of the Board and such other records as the Board may direct;
- (v) Implementing the resolutions of the County Assembly Service Board to ensure the Members and Staff are properly facilitated to discharge their mandates at the County Assembly;
- (vi) Ensuring staff compliance with public service values, principles and ethics;
- (vii) Rendering expert, non-partisan and impartial advice to the members of the county assembly on the legislative process, and parliamentary procedure and practice;
- (viii) The principal adviser on all County Assembly procedures, practices, conventions and traditions to the Speaker, other Presiding Officers and to all Honourable Members;
- (ix) The Chief advisor to the Speaker in the exercise of all powers and functions that belong to the Speaker and through him to the House. He / she acts under authority and takes decisions on admissibility of notices in the name of the Speaker. Orders passed by the Clerk are the orders in the name of the Speaker and the latter accepts full responsibility for those orders;
- (x) Marshalling all legislative measures passed by the County Assembly;
- (xi) Coordinating external relations including international relations, inter-county assembly relations, conferences and protocol;
- (xii) Enhancing public understanding and knowledge of the work of the County Assembly and increasing public accessibility;
- (xiii) Drafting private members' bills and amendments;
- (xiv) Preparing the annual performance report of the assembly;
- (xv) Planning, budgeting and procurement plans;
- (xvi) Managing performance and capacity building of the County Assembly Services; and
- (xvii) Carrying out such other duties and exercising powers as may be conferred on him or her by law or by the Standing Orders and practices of the county assembly.

(b) Requirements for Appointment

For appointment to this grade an officer should meet the requirements set out in Section 13(2) of the County Government's Act. A candidate must: -

- (i) Be a citizen of Kenya;
- (ii) Have a degree from a university recognised in Kenya or its equivalent;
- (iii) Have had at least five years' relevant professional experience;

- (iv) Meet the requirements of leadership and integrity set out in Chapter Six of the Constitution.

In addition to the requirements set out above, the Clerk should: -

- (i) Have served in the position of Deputy Clerk, Director, management or in a similar position in the Public Service;
- (ii) Hold a Master's degree or equivalent qualification from a recognized institution as an added advantage;
- (iii) Have a certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (iv) Be a Member of a relevant professional body;
- (v) Demonstrated merit, ability and professional competence as reflected in work performance and results.

3.1.7. DEPUTY CLERK, CASB 3

The Deputy Clerk of the County Assembly will be the principal assistant to the Clerk and shall deputize the Clerk in execution of the Clerk function. The office holder may be assigned any duties from time to time by the Clerk.

(a) Requirements for Appointment

For appointment to this grade an officer should meet following requirements:-

- (i) Served in the grade of Director / Deputy Director or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Social Sciences or an equivalent qualifications from a recognized institution;
- (iii) A Master's degree in Social Sciences or an equivalent qualifications from a recognized institution as an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Membership to a relevant professional body;
- (vii) Demonstrated professional competence as reflected in work performance and results;
- (viii) Demonstrated merit and ability as reflected in work performance and results.

3.2. CLERK ASSISTANT

3.2.1. Function

The Clerk Assistant Function entails:- providing technical procedural advice to the Speaker, presiding officers and Members of the Assembly; ensuring timely processing and orderly disposal of the agenda of County Assembly, also known as Orders of the Day which comprises of Questions, Motions, Bills, Petitions and Statements for ventilation of certain public concerns; overseeing smooth and efficient operation of Select Committees; providing information and research for the Speaker, Members and Staff; Upon disposition of the Orders, the clerk assistants have to ensure production of accurate record of the same in form of Votes and Proceedings, Minutes, committee reports; marshalling all decisions arrived at by the County Assembly; preparing and producing them pursuant to specified format set out in the Constitution of Kenya, statutes, Standing Orders, precedents, traditions and practices. The Function also involves carrying out administrative duties necessary for operations of County Assembly such as facilitating Committees of the County Assembly, and other County assembly structures.

3.2.2. Key Result Areas

- (i) PROCEDURE: Assembly procedure, practice, conventions, tradition and etiquette.
- (ii) RESEARCH: Search for fresh information/ facts by consulting appropriate sources like documents or persons.
- (iii) COMMITTEES: Offering administrative services to various types of Assembly committees.
- (iv) CONFERENCES: Activities pertaining to seminars and conferences for members of Assembly and staff.

3.2.3. Standards of Performance

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

- (i) STANDING ORDERS: All aspects of Assembly business must be called to the standing orders
- (ii) DATA BANK: Research material gathered in past assignments must be maintained for answering routine / replicated questions
- (iii) DIARY: For scheduling the business of the various committees.
- (iv) CALENDAR: For scheduling conferences and seminars for Members and staff, and listing particular participants.

3.2.4. Grading Structure

The Career Progression Guidelines establishes eight (8) grades of Clerk Assistants who will be designated and graded as follows:

Designation	Job Grade	Job Group
Second Clerk Assistant	CASB 10	J
First Clerk Assistant	CASB 9	K
Senior Clerk Assistant II	CASB 8	L
Senior Clerk Assistant I	CASB 7	M
Principal Clerk Assistant	CASB 6	N
Assistant Director Committee/Procedural Services	CASB 5	P
Deputy Director Committee/Procedural Services	CASB 4	Q
Director Committee /Procedural Services	CASB 3	R

Note: The grades of Second Clerk Assistant and First Clerk Assistant, job grade CASB '10/9' for degree holders will form a common establishment for the purpose of this Career Progression Guideline.

3.2.5. Conversion Table

Previous Designation	Job Grade	New Designations	New Job Grade	Job Grade
-----	-----	Second Clerk Assistant	CASB 10	J
-----	-----	First Clerk Assistant	CASB 9	K
Clerk Assistant III	CASB 8	Senior Clerk Assistant II	CASB 8	L
Clerk Assistant II	CASB 7	Senior Clerk Assistant I	CASB 7	M
Clerk Assistant I	CASB 6	Principal Clerk Assistant	CASB 6	N
Senior Clerk Assistant	CASB 5	Assistant Director, Committee /Procedural Services	CASB 5	P
Principal Clerk Assistant	CASB 4	Deputy Director, Committee /Procedural Services	CASB 4	Q
Director, Committee Services	CASB 3	Director, Committee/ Procedural Services	CASB 3	R

3.2.6. Recognized Qualifications

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

- (i) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;
- (ii) A Master degree in Social Sciences or equivalent qualification from a recognized institution;
- (iii) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution.

3.2.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct entry will be made at the level of Second Clerk Assistant, CASB 10. In exceptional cases, however, direct appointment may be made beyond the minimum entry grade by the County Assembly Service Board on recommendation by the Clerk provided that the candidate is in possession of suitable qualifications and the necessary experience relevant to the level/grade.

3.2.8. SECOND CLERK ASSISTANT, CASB 10

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities will entail: -

- (i) Assisting in ensuring adherence to parliamentary procedures, practice, conventions, traditions and etiquette;
- (ii) Assisting in research involving search of new information/facts by consulting appropriate sources like documents or persons;
- (iii) Offering administrative services to the various house committees;
- (iv) Assisting in drafting minutes and reports of committees;
- (v) Assisting in recording of attendance of members at meetings;
- (vi) Maintaining records of bills and motions;
- (vii) Assisting with the preparation of notices of motions and statements;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution.

3.2.9. FIRST CLERK ASSISTANT, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Assisting in ensuring adherence to House procedures, practice, conventions, traditions and etiquette;
- (ii) Research involving search of new information/facts by consulting appropriate sources like documents or persons;
- (iii) Offering administrative services to the various house committees, including the county assembly service board;
- (iv) Organizing activities pertaining to seminars and conferences for members of county assembly and staff;
- (v) Drafting minutes and reports of committees;
- (vi) Ensuring that a record the attendance of members at meetings is maintained;
- (vii) Preparing draft procedural brief for the chairperson and members of the county assembly;
- (viii) Serving at the table to provide immediate advice to the members of the county assembly and the speaker on the interpretation of House rules, precedents and practices;
- (ix) Preparing votes and proceedings;
- (x) Keeping record of all changes in parliamentary procedures and keeps abreast of procedural development in other jurisdictions;
- (xi) Maintaining records of bills and motions;
- (xii) Preparation of the order paper and coordinates its distribution to members;
- (xiii) Assisting with the preparation of notices of motions and statements;
- (xiv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Second Clerk Assistant or in a similar position for a minimum period of three (3) years;

- (ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution.

3.2.10. SENIOR CLERK ASSISTANT II, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Assisting in ensuring adherence to parliamentary procedures, practice, conventions, traditions and etiquette;
- (ii) Research involving search of new information/facts by consulting appropriate sources like documents or persons;
- (iii) Offering administrative services to the various House Committees, including the County Assembly Service Board;
- (iv) Organizing activities pertaining to seminars and conferences for Members of county assembly and staff;
- (v) Drafting minutes and reports of committees;
- (vi) Ensuring that a record the attendance of members at meetings is maintained;
- (vii) Preparing draft procedural brief for the chairperson and members of the County Assembly;
- (viii) Serving at the table to provide immediate advice to the members of the County Assembly and the Speaker on the interpretation of parliamentary rules, precedents and practices;
- (ix) Preparing votes and proceedings;
- (x) Keeping record of all changes in parliamentary procedures and keeps abreast of procedural development in other jurisdictions;
- (xi) Maintaining records of Bills and motions;
- (xii) Preparation of the order paper and coordinates its distribution to members;
- (xiii) Assisting with the preparation of notices of motions and statements;
- (xiv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of First Clerk Assistant or in similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;

- (iii) Attended a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) Shown merit and ability as reflected in the work performance and result.

3.2.11. SENIOR CLERK ASSISTANT I, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities at this grade will include:

- (i) Drafting committee work plan;
- (ii) Preparing budgets and logistics for committees;
- (iii) Taking charge of Committees and arranging their Business;
- (iv) Taking minutes and writing reports of the Assembly Committees;
- (v) Advising Committee Chairs on procedural issues;
- (vi) Searching for fresh information or facts by consulting appropriate sources like documents or persons;
- (vii) Advising the Speaker and Members on the rules, practices and precedents of the Assembly;
- (viii) Coordinating assembly conferences and seminars hosted by the assembly;
- (ix) Preparing invitation letters, drafts and minutes for committees;
- (x) Preparing order papers, statements, questions and motions;
- (xi) Undertaking research on motions by consulting appropriate sources like documents or persons;
- (xii) Any other relevant duty as may be assigned from time to time

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Clerk Assistant II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in a relevant discipline from a recognized institution;
- (iii) A Certificate management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Extensive knowledge of parliamentary procedures;
- (v) Demonstrated professional competence as reflected in work performance and results.

3.2.12. PRINCIPAL CLERK ASSISTANT, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Advising the Speaker and other Presiding Officers and Members of County Assembly on County Assembly procedures and practices;
- (ii) Assisting in ensuring adherence to parliamentary procedure, practice, conventions, tradition and etiquette;

- (iii) Co-coordinating operations in any of the units such as Procedural Research, Committees, Legislative and Administration;
- (iv) Coordinating operations of the Table office in the Chambers;
- (v) Research involving search for fresh information/ facts by consulting appropriate sources like documents or persons;
- (vi) Drafting and preparing votes and proceedings of plenary sittings;
- (vii) Offering administrative services to the various types of County Assembly committees;
- (viii) Any other relevant duty as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Senior Clerk Assistant I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;
- (iii) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Extensive knowledge of parliamentary procedures;
- (v) Demonstrated professional competence as reflected in work performance and results.

3.2.13. ASSISTANT DIRECTOR COMMITTEE / PROCEDURAL SERVICES, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Planning and co-coordinating functions and operations of a section within the Clerk's Chambers, namely: the Table Office, the Committee Office, Procedural Research, Administrative and Financial duties;
- (ii) Offering advice on procedure and practice to the Speaker, other Presiding Officers and Members of County Assembly;
- (iii) Researching on matters pertaining to parliamentary practice and procedure by consulting appropriate sources like documents or persons;
- (iv) Offering administrative services to various types of County Assembly committees;
- (v) Advising the speaker, other presiding officers and members of the county assembly on legislative procedures and practices;
- (vi) Coordinating operations and functions of the legislature such as activities pertaining to seminars and conferences for members of County Assembly and staff;
- (vii) Preparing the order papers;
- (viii) Managing County Assembly procedure, practice, conventions, tradition and etiquette;
- (ix) Editing and preparing votes and proceedings of plenary sittings;

- (x) Any other relevant duty as may be assigned from time to time.

(b) Requirements for Appointment

- (i) Served in the grade of Principal Clerk Assistant or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;
- (iii) A Master's degree in Social Sciences or equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Extensive knowledge of parliamentary procedures;
- (vii) Demonstrated professional competence as reflected in work performance and results.

3.2.14. DEPUTY DIRECTOR COMMITTEE / PROCEDURAL SERVICES, CASB 4

(a) Duties and Responsibilities

The duties and responsibilities at this grade will include:

- (i) Planning and co-coordinating functions and operations of a section within the Clerk's Chambers, namely: the Table Office, the Committee Office, Procedural Research, Administrative and Financial duties;
- (ii) Offering advice on procedure and practice to the Speaker, other Presiding Officers and Members of County Assembly;
- (iii) Researching on matters pertaining to parliamentary practice and procedure by consulting appropriate sources like documents or persons;
- (iv) Offering administrative services to various types of County Assembly committees;
- (v) Advising the speaker, other presiding officers and members of the county assembly on legislative procedures and practices;
- (vi) Coordinating operations and functions of the legislature such as activities pertaining to seminars and conferences for members of County Assembly and staff;
- (vii) Ensuring preparation of order papers;
- (viii) Managing County Assembly procedure, practice, conventions, tradition and etiquette;
- (ix) Editing and preparing votes and proceedings of plenary sittings;
- (x) Supervision and performance management of the direct reportees; and
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

- (i) Served in the grade of Assistant Director Committee / Procedural Services or in a

- similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;
- (iii) A Master's degree in Social Sciences or equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Extensive knowledge of parliamentary procedures;
- (vii) Demonstrated professional competence as reflected in work performance and results;
- (viii) Membership to a relevant professional body.

3.2.15. DIRECTOR COMMITTEE / PROCEDURAL SERVICES, CASB 3

(a) Duties and Responsibilities

The duties and responsibilities at this grade will include:

- (i) Planning and co-coordinating functions and operations of a section within the Clerk's Chambers, namely: the Table Office, the Committee Office, Procedural Research, Administrative and Financial duties;
- (ii) Offering advice on procedure and practice to the Speaker, other Presiding Officers and Members of County Assembly;
- (iii) Researching on matters pertaining to parliamentary practice and procedure by consulting appropriate sources like documents or persons;
- (iv) Offering administrative services to various types of County Assembly committees;
- (v) Advising the speaker, other presiding officers and members of the county assembly on legislative procedures and practices;
- (vi) Coordinating operations and functions of the legislature such as activities pertaining to seminars and conferences for members of County Assembly and staff;
- (vii) Managing County Assembly procedure, practice, conventions, tradition and etiquette;
- (viii) Editing and preparing votes and proceedings of plenary sittings;
- (ix) Supervision and performance management of the direct reportees;
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

- (i) Served in the grade of Deputy Director Committee / Procedural Services or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Social Sciences or equivalent qualification from a recognized institution;
- (iii) A Master's degree in Social Sciences or equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;

- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Extensive knowledge of parliamentary procedures;
- (vii) Membership to a relevant professional body;
- (viii) Demonstrated professional competence as reflected in work performance and results.



3.3. THE SERJEANT-AT-ARMS

3.3.1. Function

The Serjeant-At-Arms Function entails:-Maintaining custody of the mace, ensuring protective security for all personnel and property, performing chamber and ceremonial duties, providing interdepartmental and chamber support services, enforcing and implementing the Speaker's orders and other directives, ensuring fire prevention and safety of the facilities, accessing control management, crowd management, ensuring desirable Parliamentary standards, maintaining decorum within precincts of the County Assembly, advising the Speaker and the Clerk on matters pertaining to security, identifying security threats and providing counter intelligence measures, disaster preparedness and mitigation, investigating incidents, dissemination of relevant information to members through notice boards, carrying out periodical security surveys, conducting institutional risk assessment, preserving County Assembly heritage and etiquette, formulating a prudent budget plan for the department and serving summons.

3.3.2. Key Result Areas

- (i) CHAMBER SERVICE: Executing Speaker's orders and service to members.
- (ii) VISITORS: Controlling authorized entry.
- (iii) CEREMONIAL SERVICE: Performing ceremonial duties and ushering visiting dignitaries.
- (iv) MACE CUSTODY: Securing and maintenance of the mace.
- (v) SECURITY: Miscellaneous security / safety duties.

3.3.3. Standards of Performance

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

- (i) DUTY ROSTER: For showing assignment of duties and times for Serjeant-at-arms.
- (ii) ATTENDANCE REGISTER: For recording attendance by MCAs.
- (iii) VISITING REGISTER: Record for listing details of visitors.
- (iv) INTERNAL DIRECTORY: Containing particulars of Members of the Assembly – names, telephone extensions, and physical location.
- (v) DAILY OCCURRENCE BOOK (D/OB): Maintaining daily reports of all incidents or matters reported to Sergeant-at-Arms and Security officers.

3.3.4. Grading Structure

Officers in the cadre will be designated and graded as follows: -

Designation	Job Grade	Job Group
Security Wardens		
Security Warden III	CASB 15	D
Security Warden II	CASB 14	E
Security Warden I	CASB 13	F
Senior Security Warden	CASB 12	G
Assistant Serjeant-at-Arms		
Assistant Serjeant-at-Arms III	CASB 12	G
Assistant Serjeant-at-Arms II	CASB 11	H
Assistant Serjeant-at-Arms I	CASB 10	J
Senior Assistant Serjeant-at-Arms	CASB 9	K
Serjeant-at-Arms		
Serjeant-at-Arms III	CASB 10	J
Serjeant-at-Arms II	CASB 9	K
Serjeant-at-Arms I	CASB 8	L
Senior Serjeant-at-Arms II	CASB 7	M
Senior Serjeant-at-Arms I	CASB 6	N
Principal Serjeant-at-Arms	CASB 5	P
Deputy Chief Serjeant-at-Arms	CASB 4	Q
Chief Serjeant -at-Arms	CASB 3	R

Note: The grades of Security Warden III & II CASB 15 & 14, Assistant Serjeant-at-Arms III & II CASB 12 & 11 and Serjeant-at-Arms III & II CASB 10 & 9 will form a common establishment for the purpose of this Career Progression Guideline.

3.3.5. Conversion Table

Designation	Job Grade	New Designations	New Job Grade	Job Group
Security Wardens				
Warden III	CASB 10	Security Warden III	CASB 15	D
Warden II	CASB 9	Security Warden II	CASB 14	E
Warden I	CASB 8	Security Warden I	CASB 13	F
-----	-----	Senior Security Warden	CASB 12	G
Assistant Serjeant-at-Arms				
Commissionaire III	CASB 10	Assistant Serjeant-at-Arms III	CASB 12	G
Commissionaire II	CASB 9	Assistant Serjeant-at-Arms II	CASB 11	H
Commissionaire I	CASB 8	Assistant Serjeant-at-Arms I	CASB 10	J
-----	-----	Senior Assistant Serjeant-at-Arms	CASB 9	K
Serjeant-at-Arms				
-----	-----	Serjeant-at-Arms III	CASB 10	J
-----	-----	Serjeant-at-Arms II	CASB 9	K
Serjeant-at-Arms III	CASB 8	Serjeant-at-Arms I	CASB 8	L
Serjeant-at-Arms II	CASB 7	Senior Serjeant-at-Arms II	CASB 7	M
Serjeant-at-Arms I	CASB 6	Senior Serjeant-at-Arms I	CASB 6	N
Senior Serjeant-at-Arms	CASB 5	Principal Serjeant-at-Arms	CASB 5	P
Principal Serjeant-at-Arms	CASB 4	Deputy Chief Serjeant at Arms	CASB 4	Q
Chief Serjeant-at-Arms	CASB 3	Chief Serjeant -at-Arms	CASB 3	R

3.3.6. Recognized Qualifications

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

- (i) A Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent qualifications.
- (ii) A recognized Para-Military/ Military Training Certificate.

- (iii) A First Aid/Fire-fighting Certificate.
- (iv) A Diploma from a recognized Institution.
- (v) A Higher Diploma from a recognized institution.
- (vi) A Bachelor's degree from a recognized University.
- (vii) A Master's degree from a recognized Institution.
- (viii) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution.
- (ix) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution.
- (x) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution.

3.3.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will be made in the grades of Security Warden III, Assistant Serjeant-at-Arms III, or Serjeant-at-Arms III. In exceptional circumstances, however, direct appointment may be made beyond these grades by the County Assembly Service Board provided that the candidate is in possession of the requisite qualifications as stipulated for that particular grade.

3.3.8. SECURITY WARDEN III, CASB 15

(a) Duties and responsibilities

Duties and responsibilities will entail:

- (i) Preventing removal of county assembly property without proper and authorized documentation;
- (ii) Handling of telephone services at security desks;
- (iii) Patrolling of offices, car parks and lounges etc.;
- (iv) Performing periodical security night duties;
- (v) Manning the security desk;
- (vi) Booking of visitors/guests at the entrances;
- (vii) Booking of Occurrence Book (O.B);
- (viii) Screening members and visitors;
- (ix) Storing visitors' baggage; and
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade a candidate must have: -

- (i) A Kenya Certificate of Secondary Education or its equivalent;

3.3.9. SECURITY WARDEN II, CASB 14

(a) Duties and responsibilities

Duties and responsibilities will entail:

- (i) Booking of visitors/guests at the entrances, issuance of entry badges, screening of visitors and storage of visitors' baggage;
- (ii) Preventing removal of institutional property without proper and authorized documentation;
- (iii) Handling of telephone services at security desks, control of vehicular traffic/parking and booking of occurrence book (O.B);
- (iv) Patrolling of offices/ car parks/ lounges etc., performing periodical security night duties; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements Appointment

For appointment to this grade a candidate must have:-

- (i) Served in the grade of Security Warden III or in a similar position for a minimum period of three (3) years;
- (ii) A certificate in First Aid or its equivalent from a recognized institution;
- (iii) Shown merit and ability in work performance and results.

3.3.10. SECURITY WARDEN I, CASB 13

(a) Duties and responsibilities

Duties and responsibilities will entail:

- (i) Booking of visitors/guests at the entrances, issuance of entry badges, screening of visitors and storage of visitors' baggage;
- (ii) Preventing removal of institutional property without proper and authorized documentation;
- (iii) Handling of telephone services at security desks, control of vehicular traffic/parking and booking of occurrence book (O.B);
- (iv) Patrolling of offices/ car parks/ lounges etc., performing periodical security night duties; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements Appointment

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Security Warden II or in a similar position for a minimum period of three (3) years;
- (ii) A certificate in First Aid OR its equivalent from a recognized institution.
- (iii) A certificate in basic security course at any recognized institution
- (iv) Have shown merit and ability in work performance and results.

3.3.11. SENIOR SECURITY WARDEN, CASB 12

(a) Duties and responsibilities

Duties and responsibilities will entail:

- (i) Booking of visitors/guests at the entrances, issuance of entry badges, screening of visitors and storage of visitors' baggage;
- (ii) Preventing removal of institutional property without proper and authorized documentation;
- (iii) Handling of telephone services at security desks, control of vehicular traffic/parking and booking of occurrence book (O.B);
- (iv) Patrolling of offices/ car parks/ lounges etc., performing periodical security night duties; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements Appointment

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Security Warden I or in a similar position for a minimum period of three (3) years;
- (ii) A certificate in First Aid or its equivalent from a recognized institution;
- (iii) A certificate in basic security course at any recognized institution;
- (iv) Have shown merit and ability in work performance and results.

3.3.12. ASSISTANT SERJEANT-AT-ARMS III, CASB 12

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Allocating of mail to MCA's Pigeon holes;
- (ii) Handling of telephone services at security desks;
- (iii) Controlling of vehicular traffic/parking;
- (iv) Patrolling of offices, car parks and lounges;
- (v) Manning the security desk;
- (vi) Booking of visitors/guests at the entrances; issuing entry badges;
- (vii) Collecting and issuing of house documents;
- (viii) Screening members and visitors;
- (ix) Storing visitors' baggage; and
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade a candidate must:-

- (i) A Kenya Certificate of Secondary Education or its equivalent;
- (ii) A certificate in First Aid/fire-fighting/disaster management or equivalent qualifications from a recognized institution.

3.3.13. ASSISTANT SERJEANT-AT-ARMS II, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Booking of visitors/guests at the entrances;
- (ii) Issuance of entry badges;
- (iii) Screening of visitors;
- (iv) Storage of visitors' baggage
- (v) Handling of telephone services at security desk;
- (vi) Control of vehicular traffic/parking;
- (vii) Patrolling of offices/ car parks/ lounges; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements Appointment

For appointment to this grade a candidate must have:-

- (i) Served in the grade of Assistant Serjeant-at-Arms III or in an equivalent position for a minimum period three (3) years;
- (ii) A certificate in First Aid/fire-fighting/disaster management or equivalent qualifications from a recognized institution; and
- (iii) Shown merit and ability in work performance and results.

3.3.14. ASSISTANT SERJEANT-AT-ARMS I, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Undertaking issuance of order papers;
- (ii) Ensuring that house bills and reports are supplied to members;
- (iii) Preventing any interruption as the county assembly meeting is in progress;
- (iv) Ensuring security in the public gallery within the county assembly;
- (v) Controlling the press in the public gallery when the county assembly is in progress;
- (vi) Controlling dress code in the public gallery to ensure decorum in the county assembly; and
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements Appointment

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Assistant Serjeant-at-Arms II or in a similar position for a minimum period of three (3) years;
- (ii) A certificate in First Aid/fire-fighting/disaster management or equivalent qualifications from a recognized institution;

- (iii) Have attended basic security course at any recognized institution;
- (iv) Have shown merit and ability in work performance and results.

3.3.15. SENIOR ASSISTANT SERJEANT-AT-ARMS, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Undertaking issuance of order papers;
- (ii) Ensuring that House bills and reports are supplied to members;
- (iii) Preventing any interruption as the county assembly meeting is in progress;
- (iv) Ensuring security in the public gallery within the county assembly;
- (v) Controlling the press in the public gallery when the county assembly is in progress;
- (vi) Controlling dress code in the public gallery to ensure decorum in the county assembly; and
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements Appointment

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Assistant Serjeant-at-Arms II or in a similar position for a minimum period of three (3) years;
- (ii) A certificate in First Aid/fire-fighting/disaster management or equivalent qualifications from a recognized institution.
- (iii) Have attended basic security course at any recognized institution
- (iv) Have a certificate in a supervisory skills course from a recognized institution; and
- (v) Have shown merit and ability in work performance and results.

3.3.16. SERJEANT-AT-ARMS III, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Performing ceremonial duties;
- (i) Ensuring proper housekeeping of the chamber;
- (ii) Coordinating security surveys, and ensuring that gardening standards are maintained;
- (iii) Controlling of authorized parking;
- (iv) Ensuring fire prevention and safety measure are put in place;
- (v) Controlling admission of visitors to the county assembly; and
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must: -

- (i) A Diploma in a relevant discipline from a recognized institution;
- (ii) Have certificate in fire-fighting / first aid / disaster management; and
- (iii) Possess an exemplary service certificate.

3.3.17. SERJEANT-AT-ARMS II, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Ensuring safe custody of the mace;
- (ii) Enforcing the speaker's rules and performing chamber and ceremonial duties;
- (iii) Posting information on boards for members;
- (iv) Providing fire and safety services;
- (v) Access control and crowd control management;
- (vi) Investigating incidence;
- (vii) Conducting security surveys;
- (viii) Maintaining decorum in the assembly precincts;
- (ix) Crime detection and prevention;
- (x) Ensuring security for personnel and property;
- (xi) Ensuring proper chamber standards are maintained; and
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Serjeant-At-Arms III or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in a relevant discipline from a recognized institution;
- (iii) A certificate in fire-fighting / first aid / disaster management; and
- (iv) An exemplary service certificate.

3.3.18. SERJEANT-AT-ARMS I, CASB 8

(a) Duties and responsibilities

Duties and responsibilities will entail:-

- (i) Ensuring safe custody of the mace;
- (ii) Enforcing the speaker's rules and performing chamber and ceremonial duties;
- (iii) Posting information on boards for members;
- (iv) Providing fire and safety services;
- (v) Access control and crowd control management;

- (vi) Investigating incidence;
- (vii) Conducting security surveys;
- (viii) Maintaining decorum in the assembly precincts;
- (ix) Crime detection and prevention;
- (x) Ensuring security for personnel and property;
- (xi) Ensuring proper chamber standards are maintained; and
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served satisfactorily at the grade of Serjeant-At-Arms II or in a similar position for a minimum period of three (3) years;
- (ii) A diploma in a relevant discipline from a recognized institution;
- (iii) A certificate in fire-fighting and first aid;
- (iv) A Certificate in supervisory skills course lasting not less than two (2) weeks.
- (v) An exemplarily service certificate; and
- (vi) Shown merit, competence and ability as exhibited in work performance.

3.3.19. SENIOR SERJEANT-AT-ARMS II, CASB 7

(a) Duties and responsibilities

Duties and responsibilities will entail:-

- (i) Ensuring safe custody of the mace;
- (ii) Ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
- (iii) Controlling of authorized parking to ensure order and security in the county assembly premises;
- (iv) Performing chamber and ceremonial duties as per the laid down guidelines;
- (v) Receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
- (vi) Ensuring cleanliness of the assembly premises in accordance to the assembly policies and procedures;
- (vii) Ensuring that CCTV cameras are functional and are well manned;
- (viii) Ensuring that conference facilitation are availed and secured especially when committee go out of the assembly; and
- (ix) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Serjeant-At-Arms I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in a relevant discipline from a recognized institution;

- (iii) Certificate in Management lasting for at least four (4) weeks from a recognized institution;
- (iv) Have certificate in firefighting and first aid;
- (v) An exemplarily service certificate; and
- (vi) Shown merit/competence and ability as exhibited in work performance.

3.3.20. SENIOR SERJEANT-AT-ARMS I, CASB 6

(a) Duties and responsibilities

Duties and responsibilities will entail:-

- (i) Ensuring safe custody of the mace;
- (ii) Ensuring safety and security of the assembly premises, firearms and of members of the county assembly;
- (iii) Controlling of authorized parking to ensure order and security in the county assembly premises;
- (iv) Performing chamber and ceremonial duties as per the laid down guidelines;
- (v) Receiving visitors to the assembly and directing them to the respective staff or department in the county assembly;
- (vi) Ensuring cleanliness of the assembly premises in accordance to the assembly policies and procedures;
- (vii) Ensuring that CCTV cameras are functional and are well manned;
- (viii) Ensuring that conference facilitation are availed and secured especially when committees go out of the assembly; and
- (ix) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Serjeant-At-Arms I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in a relevant discipline from a recognized institution;
- (iii) A Certificate in Management lasting for at least four (4) weeks from a recognized institution;
- (iv) A Certificate in leadership lasting for at least six (6) weeks from a recognized institution;
- (v) Have a certificate in firefighting and first aid;
- (vi) Possess an exemplarily service certificate; and
- (vii) Shown merit/competence and ability as exhibited in work performance.

3.3.21. PRINCIPAL SERJEANT-AT-ARMS, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Ensuring safe custody of the mace;
- (ii) Ensuring safety and security of the assembly premises firearms and of members of the county assembly;
- (iii) Controlling of authorized parking to ensure order and security in the county assembly premises;
- (iv) Performing chamber and ceremonial duties as per the laid down guidelines;
- (v) Receiving visitors and suppliers to the assembly and directing them to the respective staff or department in the county assembly;
- (vi) Ensuring that CCTV cameras are functional and are well manned;
- (vii) Ensuring that conference facilitation are availed and secured especially when committee go out of the assembly; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Serjeant-At-Arms I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in a relevant discipline from a recognized institution;
- (iii) A Certificate in Management lasting for at least four (4) weeks from a recognized institution;
- (iv) A Certificate in leadership lasting for at least six (6) weeks from a recognized institution;
- (v) Demonstrated understanding of parliamentary procedures; and
- (vi) Shown merit and ability as exhibited in work performance.

3.3.22. DEPUTY CHIEF SERJEANT-AT-ARMS, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Coordinating chamber and ceremonial duties as per the laid down guidelines;
- (ii) Assisting in formulating and implementing relevant policies for effective management of security in the county assembly;
- (iii) Advise the Clerk on security matters within the Assembly precincts;
- (iv) Conducting intermittent and periodic security surveys and investigations;
- (v) Ensuring protective security for all persons and property within the County Assembly;
- (vi) Providing interdepartmental and chamber support services;
- (vii) Ensuring fire prevention and safety of the county assembly facilities;

(viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served satisfactorily in the grade of Principal Serjeant-At- Arms or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in a relevant discipline from a recognized institution;
- (iii) A Master's degree in a relevant field is an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Demonstrated a thorough understanding of parliamentary procedures;
- (vii) Shown merit and ability as exhibited in work performance.

3.3.23. CHIEF SERJEANT-AT-ARMS, CASB 3

(a) Duties and Responsibilities

The Chief Serjeant-At-Arms shall be answerable to the Clerk. The officer will be the Head of the Serjeant-At-Arms directorate responsible for planning and coordination of security functions and operations in the County Assembly namely; Protective security and Ceremonial duties. Specifically, the office holder will be responsible for:

- (i) Coordinating chamber and ceremonial duties as per the laid down guidelines;
- (ii) Formulating and implementing relevant policies for effective management of security in the county assembly;
- (iii) Advising the Clerk on security matters within the Assembly precincts;
- (iv) Conducting intermittent and periodic security surveys and investigations;
- (v) Ensuring protective security for all persons and property within the County Assembly;
- (vi) Providing interdepartmental and chamber support services;
- (vii) Ensuring fire prevention and safety of the county assembly facilities; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Deputy Chief Serjeant-At- Arms or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in a relevant discipline from a recognized institution;
- (iii) A Master's degree in a relevant discipline from a recognized institution is an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;

- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Demonstrated a thorough understanding of parliamentary procedures; and
- (vii) Shown merit and ability as exhibited in work performance.



3.4. LEGAL COUNSELS AND LEGAL ASSISTANTS

3.4.1. Function

The Legal Services Function entails: - provision of non-partisan, professional legal services to members and staff of the County Assembly and to the CASB. Specifically, the function involves:- drafting Bills and advising Hon. Members on the same, rendering legal opinions to the Speaker, the Clerk, Management Committee, the various departments and Members of County Assembly on various issues concerning parliamentary and administrative work.

Advising on County Government Bills by assisting Committees of the Assembly and Members of County Assembly to scrutinize the Bills and draft proposed amendments to Bills before the Assembly, ensuring that the Bills passed by the Assembly are forwarded to the Office of the Speaker for the preparation of the Vellum copies prior to transmission to the Governor for assent, drafting rulings for the approval of and delivery by Hon. Speaker, serving as the Speaker's Counsel and in this capacity acts as legal counsel to the Speaker in respect of all official aspects of the Speaker's office, offering litigation services by attending to court cases involving County Assembly as a County government arm, in conjunction with the Speaker, legal research on assorted legal and procedural matters and participating in revising the County Assembly Standing Orders and Members' Handbook, subject to approval by the Standing Orders Committee, undertaking Chamber Services by advising on any legal issues that may arise in the course of proceedings in the Chamber of the Assembly, advising County Assembly Committees, writing legal opinions, briefs and memoranda for use by the Committees and other departments.

3.4.2. Key Result Areas for Legal Assistants

- (i) INFORMATION: Incoming and outgoing communication legal documents.
- (ii) PROCESSING: Preparation of facilitation documents – like drafts.
- (iii) RECORDS: Updating legal files and data banks.

3.4.3. Key Result Areas for Legal Counsels

- (i) COUNSEL: Legal opinion / advice.
- (ii) DRAFTING: Preparation of legal documents for editing and approval.
- (iii) LITIGATION: Attending to court cases – in both defense and prosecution.
- (iv) RESEARCH: Search for fresh / auxiliary information / facts by consulting appropriate sources like documents or persons.

3.4.4. Standards of Performance

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

(a) Legal Assistants

- (i) DOCUMENTS REGISTER: For recording movement of documents.
- (ii) EXAMINATION SECTION: For detection and correction of errors in the processing

of documents.

(b) Legal Counsels

- (i) DOCUMENTATION: Both the request for counsel / drafting and its reply must be documented, referenced, filed and preserved for future use.
- (ii) CASE REPORTING: A written report to the client must be availed at every stage of the matter under litigation.
- (iii) DATA BANK: Research material gathered in assignments must be maintained for addressing routine / replicated questions and issues.

3.4.5. Grading Structure

The Career Progression Guidelines establishes four (4) grades of Legal Assistants and eight (8) grades of Legal Counsels who will be designated and graded as follows:-

NO.	DESIGNATION	JOB GRADE	JOB GROUP
Legal Assistants			
1	Legal Assistant III	CASB 11	H
2	Legal Assistant II	CASB 10	J
3	Legal Assistant I	CASB 9	K
4	Senior Legal Assistant	CASB 8	L
5	Chief Legal Assistant	CASB 7	M
6	Principal Legal Assistant	CASB 6	N
Legal Counsels			
7	Legal Counsel II	CASB 10	J
8	Legal Counsel I	CASB 9	K
9	Senior Legal Counsel	CASB 8	L
10	Chief Legal Counsel	CASB 7	M
11	Principal Legal Counsel	CASB 6	N
12	Assistant General Counsel	CASB 5	P
13	Deputy General Counsel	CASB 4	Q
14	General Counsel	CASB 3	R

Note: The grades of Legal Assistant III/II Job Grade CASB 11/10 and grades of Legal Counsel II/I, Job Grade CASB 10/9 will form a common establishment for the purpose of this Career Progression Guidelines.

3.4.6. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATION	NEW JOB GRADE	JOB GROUP
Legal Assistants				
-----	-----	Legal Assistant III	CASB 11	H
Legal Clerk II	CASB 10	Legal Assistant II	CASB 10	J
Legal Clerk I	CASB 9	Legal Assistant I	CASB 9	K
Senior Legal Clerk	CASB 8	Senior Legal Assistant	CASB 8	L
-----	-----	Chief Legal Assistant	CASB 7	M
-----	-----	Principal Legal Assistant	CASB 6	N
Legal Counsels				
-----	-----	Legal Counsel II	CASB 10	J
-----	-----	Legal Counsel I	CASB 9	K
-----	-----	Senior Legal Counsel	CASB 8	L
Legal Counsel II	CASB 7	Chief Legal Counsel	CASB 7	M
Legal Counsel I	CASB 6	Principal Legal Counsel	CASB 6	N
Senior Legal Counsel	CASB 5	Assistant General Counsel	CASB 5	P
Principal Legal Counsel	CASB 4	Deputy General Counsel	CASB 4	Q
Director, Legal Services	CASB 3	General Counsel	CASB 3	R

3.4.7. Entry into the Career Progression Guidelines

(a) Direct Appointment

Direct appointment will normally be made in the grade of Legal Assistant III Grade CASB 11 for Diploma holders and Legal Counsel II Grade CASB 10 for Degree holders not admitted to the bar. Entry level for Legal officers admitted to the bar will be Legal Counsel I Grade CASB 9. In exceptional circumstances, however, direct appointment may be made beyond this grade by the County Assembly Service Board on the recommendation of the Clerk of Assembly provided that the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

(b) Recognized Qualifications

The following are the recognized qualifications for the purpose of these Career

Progression Guidelines: -

- (i) A Certificate in Law from a recognized Institution;
- (ii) A Diploma in Law from a recognized institution;
- (iii) A Bachelor of Laws degree from a recognized institution.
- (iv) A Post graduate Diploma or certificate in Law from the Kenya School of Law.
- (v) A Master's degree in a relevant discipline from a recognized institution.
- (vi) A Current Process Server's Certificate.
- (vii) Admission as an advocate of the High Court of Kenya.
- (viii) A Current/valid practicing certificate.
- (ix) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution.
- (x) A Certificate in a senior management course lasting not less than four (4) weeks from a recognized institution.
- (xi) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution.
- (xii) Proficiency in the use of basic computer applications.

LEGAL ASSISTANTS

3.4.8. LEGAL ASSISTANT III, CASB 11

(a) Duties and Responsibilities

This will be the entry grade for this cadre. Duties and responsibilities will entail:

- (i) Making copies of legal documents;
- (ii) Taking hearing dates in litigation matters;
- (iii) Receiving, recording, filling legal document for registration and filing;
- (iv) Updating legal files;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) A Diploma in Law from a recognized institution;
- (ii) A current Process Server's Certificate.

3.4.9. LEGAL ASSISTANT II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Preparing, presenting and lodging pleadings and other court documents for filing;
- (ii) Arrange/organize and facilities service of court and quasi- judicial bodies documents;
- (iii) Assist in the preparation, arranging and compiling court documents;
- (iv) Penile court files and update the Assembly file;

- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Legal Assistant III or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Law from a recognized institution;
- (iii) Possession of a current Process Server's Certificate.

3.4.10. LEGAL ASSISTANT I, CASB 9

a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Present and facilitate publication of bills, Acts, regulations, subsidiary legislation, and other documents.
- (ii) Collecting, circulation, indexing, and filing of published Bills, Acts, subsidiary legislation and regulations.
- (iii) Prepare, organize, lodge and file court documents.
- (iv) Facilitate service of courts and other legal documents or instruments.
- (v) Draft legal documents under the supervision of the relevant counsel.
- (vi) Prepare, organize and lodge for registration securities and other land transactions.
- (vii) Any other relevant duty that may be assigned from time to time.

b) Requirements for Appointment

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

- (i) Served in the grade of Legal Assistant II or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Law from a recognized institution;
- (iii) Current process server's license;
- (iv) Shows merit and ability as reflected in work performance.

3.4.11. SENIOR LEGAL ASSISTANT, CASB 8

(a) Duties and Responsibilities

Duties and Responsibilities will entail: -

- (i) Prepare, organize, seal and present securities and other legal documents for registration and subsequently present the same for safe keeping;
- (ii) Present files and revive legal pleadings in court;
- (iii) Serve committee summons issued by county Assembly committees upon any persons summoned;
- (iv) Organize, direct and manage court files and related materials;

- (v) Guide legal assistants in the organization and management of the file and the department's registry; and
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Legal Assistant I or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Law from a recognized institution;
- (iii) A current Process Server's Certificate;
- (iv) Shown merit and ability as reflected in work performance and results.

3.4.12. CHIEF LEGAL ASSISTANT, CASB 7

(a) Duties and Responsibilities

Duties and Responsibilities will entail: -

- (i) Prepare, organize, seal and present securities and other legal documents for registration and subsequently present the same for safe keeping;
- (ii) Present files and revive legal pleadings in court;
- (iii) Serve committee summons issued by county Assembly committees upon any persons summoned;
- (iv) Organize, direct and manage court files and related materials;
- (v) Guide legal assistants in the organization and management of the file and the department's registry; and
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Legal Assistant or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Law from a recognized institution;
- (iii) A current Process Server's Certificate;
- (iv) A Certificate in a supervisory course lasting not less than two (2) weeks from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

3.4.13. PRINCIPAL LEGAL ASSISTANT, CASB 6

(a) Duties and Responsibilities

Duties and Responsibilities will entail: -

- (i) Prepare, organize, seal and present securities and other legal documents for registration and subsequently present the same for safe keeping;

- (ii) Present files and revive legal pleadings in court;
- (iii) Serve committee summons issued by county Assembly committees upon any persons summoned;
- (iv) Organize, direct and manage court files and related materials;
- (v) Guide legal assistants in the organization and management of the file and the department's registry; and
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Chief Legal Assistant or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Law from a recognized institution;
- (iii) A current Process Server's Certificate;
- (iv) A Certificate in a supervisory course lasting not less than two (2) weeks from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

LEGAL COUNSELS

3.4.14. LEGAL COUNSEL II, CASB 10

(a) Duties and Responsibilities

This will be the entry and training grade. Duties and responsibilities will entail:

- (i) Drafting of Bills;
- (ii) Drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- (iii) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- (iv) Providing legal advice to the CASB, County Assembly and its Committee;
- (v) Ensuring that Bills passed by County Assembly comply with the Constitution;
- (vi) Providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- (vii) Undertaking legal research on matters before the Department;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade a candidate must: -

- (i) Have a Bachelor's degree in Law from a recognized university;
- (ii) Be admitted as an Advocate of the High Court of Kenya;
- (iii) Be in possession of a current practicing certificate.

3.4.15. LEGAL COUNSEL I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Drafting of Bills;
- (ii) Drafting of amendments to Bills to be proposed to the Assembly by any Member of County assembly or any Committee of County Assembly;
- (iii) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- (iv) Providing legal advice to the CASB, County Assembly and its Committee;
- (v) Ensuring that Bills passed by County Assembly comply with the Constitution;
- (vi) Providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk; and undertaking legal research on matters before the Department;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade a candidate must: -

- (i) Have served in the grade of Legal Counsel II or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor of Laws (LLB) degree from a recognized institution;
- (iii) Be admitted as an Advocate of the High Court of Kenya;
- (iv) Membership to Law Society or any recognized equivalent professional body;
- (v) Be in possession of a current practicing certificate.

3.4.16. SENIOR LEGAL COUNSEL, CASB 8

(a) Duties and Responsibilities

The duties and responsibilities will entail:

- (i) Drafting of Bills;
- (ii) Drafting of amendments to Bills to be proposed to the Assembly by any Member of County assembly or any Committee of County Assembly;
- (iii) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- (iv) Providing legal advice to the, County Assembly and its Committees;
- (v) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- (vi) Ensuring that Bills passed by County Assembly comply with the Constitution;
- (vii) Legal representation of County Assembly and the CASB in court proceedings; giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- (viii) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;

- (ix) Undertaking legal research on matters before the department;
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must: -

- (i) Have served in the grade of Legal Counsel I or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor of Laws (LLB) degree from a recognized institution;
- (iii) Have been admitted as an Advocate of the High Court of Kenya;
- (iv) Membership to Law Society or any recognized equivalent professional body;
- (v) Be in possession of a current practicing certificate;
- (vi) Have a certificate in a supervisory skills course lasting at least two (2) weeks from a recognized institution.

3.4.17. CHIEF LEGAL COUNSEL, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Drafting of Bills;
- (ii) Drafting of amendments to Bills to be proposed to the Assembly by any Member of County assembly or any Committee of County Assembly;
- (iii) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- (iv) Providing legal advice to the CASB, County Assembly and its Committee;
- (v) Ensuring that Bills passed by County Assembly comply with the Constitution;
- (vi) Providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- (vii) Undertaking legal research on matters before the Department; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a Legal Counsel must have:

- (i) Served in the grade of Senior Legal Counsel or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Law from a recognized university;
- (iii) Been admitted as an Advocate of the High Court of Kenya;
- (iv) Membership to Law Society of Kenya or any recognized equivalent professional body;
- (v) Be in possession of a current practicing certificate; and
- (vi) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution.

3.4.18. PRINCIPAL LEGAL COUNSEL, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Drafting of Bills;
- (ii) Drafting of amendments to Bills to be proposed to the Assembly by any Member of the County Assembly or any Committee of the County Assembly;
- (iii) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- (iv) Providing legal advice to the CASB, County Assembly and its committees;
- (v) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- (vi) Ensuring that Bills passed by County Assembly comply with the Constitution;
- (vii) Legal representation of County Assembly and the CASB in court proceedings;
- (viii) Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- (ix) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- (x) Carrying on legal research on matters before the Department;
- (xi) Offering professional, legal advice to the Speaker, County Assembly Service Board members, honourable members and staff on Parliamentary procedure on matters of tradition, practices, conventions and etiquette;
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Chief Legal Counsel or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor of Laws (LLB) degree from a recognized institution;
- (iii) Be admitted as an Advocate of the High Court of Kenya;
- (iv) Have a Membership to Law Society of Kenya or any recognized equivalent professional body;
- (v) Be in possession of a current practicing certificate;
- (vi) A Certificate in a senior management course lasting not less than four (4) weeks from a recognized institution.

3.4.19. ASSISTANT GENERAL COUNSEL, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Formulating and interpreting regulations and policies;
- (ii) Coordinating the drafting of Bills;
- (iii) Coordinating the drafting of amendments to Bills to be proposed to the

- Assembly by any Member of County Assembly or any Committee of County Assembly;
- (iv) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
 - (v) Providing legal advice to the CASB, County Assembly Service, County Assembly and its Committees;
 - (vi) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
 - (vii) Ensuring that Bills passed by County Assembly comply with the Constitution and other statutes;
 - (viii) Legal representation of County Assembly and the CASB in court proceedings;
 - (ix) Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
 - (x) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
 - (xi) Carrying out legal research on matters before the Department;
 - (xii) Overseeing all Assembly papers presented in the House in the course of debate;
 - (xiii) Offering professional, legal advice to the Speaker, County Assembly Service Board members, honourable members and staff on Parliamentary procedure on matters of tradition, practices, conventions and etiquette; and
 - (xiv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Principal Legal Counsel or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Law from a recognized institution;
- (iii) A Master's degree in Law or in any other relevant field from a recognized institution is an added advantage;
- (iv) Be admitted as an Advocate of the High Court of Kenya;
- (v) Membership to Law Society of Kenya or any recognized equivalent professional body;
- (vi) Be in possession of a valid practicing certificate;
- (vii) Certificate in a senior management course lasting not less than four (4) weeks from a recognized institution;
- (viii) Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (ix) Shown merit and ability as reflected in work performance and results.

3.4.20. DEPUTY GENERAL COUNSEL, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Formulating and interpreting regulations and policies;
- (ii) Commissioning drafting of bills;
- (iii) Commissioning drafting of amendments to bills to be proposed to the assembly by any member of county assembly or any committee of county assembly;
- (iv) Providing legal interpretation of acts and bills and generally giving legal advice on matters relating to county assembly;
- (v) Providing legal advice to the CASB, county assembly service, county assembly and its committees;
- (vi) Providing any other legal services that may be required by county assembly, the committees, the speaker, the CASB or the clerk;
- (vii) Ensuring that bills passed by county assembly comply with the constitution and other statutes;
- (viii) Legal representation of county assembly and the CASB in court proceedings;
- (ix) Giving of legal opinions on matters before or relating to county assembly and giving legal advice on commercial matters;
- (x) Providing any other legal services that may be required by county assembly, the committees, the speaker, the CASB or the clerk;
- (xi) Carrying on legal research on matters before the department;
- (xii) Custodian of all assembly papers presented in the house in the course of debate;
- (xiii) Offering professional, legal advice to the speaker, county assembly service board members, honourable members and staff on parliamentary procedure on matters of tradition, practices, conventions and etiquette; and
- (xiv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Assistant General Counsel or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Law from a recognized institution;
- (iii) A Master's degree in law or in any other relevant discipline from a recognized institution is an added advantage;
- (iv) Be admitted as an Advocate of the High Court of Kenya;
- (v) Membership to Law Society of Kenya or any recognized equivalent professional body;
- (vi) Certificate in a senior management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (viii) Be in possession of a valid practicing certificate;
- (ix) Shown merit and ability as reflected in work performance and results.

3.4.21. GENERAL COUNSEL, CASB 3

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Supervision of the officers in the directorate;
- (ii) Formulating and interpreting regulations and policies;
- (iii) Commissioning drafting of bills;
- (iv) Commissioning drafting of amendments to bills to be proposed to the assembly by any member of county assembly or any committee of county assembly;
- (v) Providing legal interpretation of acts and bills and generally giving legal advice on matters relating to county assembly;
- (vi) Providing legal advice to the CASB, county assembly service, county assembly and its committees;
- (vii) Providing any other legal services that may be required by county assembly, the committees, the speaker, the CASB or the Clerk;
- (viii) Ensuring that bills passed by county assembly comply with the constitution and other statutes;
- (ix) Legal representation of county assembly and the CASB in court proceedings;
- (x) Giving of legal opinions on matters before or relating to county assembly and giving legal advice on commercial matters;
- (xi) Providing any other legal services that may be required by county assembly, the committees, the speaker, the CASB or the clerk;
- (xii) Carrying on legal research on matters before the department;
- (xiii) Custodian of all assembly papers presented in the house in the course of debate;
- (xiv) Offering professional, legal advice to the speaker, county assembly service board members, honourable members and staff on parliamentary procedure on matters of tradition, practices, conventions and etiquette; and
- (xv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Deputy General Counsel or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Law from a recognized institution;
- (iii) A Master's degree in law or in any other relevant discipline from a recognized institution is an added advantage;
- (iv) Be admitted as an Advocate of the High Court of Kenya;
- (v) Membership to Law Society of Kenya or any recognized equivalent professional body;
- (vi) Certificate in a senior management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (viii) Be in possession of a valid practicing certificate;
- (ix) Shown merit and ability as reflected in work performance and results.

3.5. HANSARD EDITORS AND REPORTERS

3.5.1. Function

The Hansard Function entails: coordination and production of the Hansard (Official Record of the County Assembly), editing transcribed records, processing manuscripts, preparing accurate drafts, maintaining a consistent and accurate Hansard publishing format, maintaining an accurate database of Hansard publication, development and maintenance of policies, rules, standards and procedures governing Hansard production and maintaining links with relevant stakeholders, the public media, and other Editors' Associations and Unions.

Further, the function entails: checking transcripts to correct errors, by amending, deleting or adding information; organizing information for orderly storage and retrieval by sorting, classification, and indexing; searching for fresh information/facts by consulting appropriate sources like documents or persons; editing to minimize errors; printing, publishing and safe keeping of Hansard materials; ensuring usability of Hansard equipment; and maintaining researched material gathered in assignments.

3.5.2. Key Result Areas

- (i) REPORTING: Recording, Segmenting, Transcribing, and Translating and Archiving Audio-Visual materials.
- (ii) READING: Checking and authenticating the Audio verses the script and merging the Reporter's Scripts.
- (iii) EDITING: Cross-checking transcripts to correct errors, by amending, deleting or adding information. Ensuring the Commonwealth Practices and House Styles are adhered to.
- (iv) DOCUMENTATION: Organizing information for orderly storage and retrieval by sorting, classification, and indexing.
- (v) RESEARCH: Search for fresh information / facts by consulting appropriate sources like documents or persons.

3.5.3. Standards of Performance

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

- (i) BACK-UP: There should be back-up facilities for recording of proceedings and documents;
- (ii) CHAIN EDITING: Editing should be done by a chain of editors to minimize errors;
- (iii) DATA BANK: Research material gathered in assignments must be maintained for addressing routine/ replicated questions and issues;
- (iv) AUTOMATED RECORDING AND SEGMENTING: There should a Record and Segment Software in place.

3.5.4. Recognized Qualifications

The following are the recognized qualifications for this cadre:

- (i) A Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification – For Sign Language Interpreter.
- (ii) A Certificate in sign language/special needs from a recognized institution.
- (iii) A Diploma in sign language/special needs from a recognized institution;
- (iv) Typing, Audio-typing or computer skills in Word Processing.
- (v) A Bachelor's degree in any of the following disciplines: Linguistics - majoring in English and Kiswahili, Journalism, Mass Communication or any other equivalent qualification from a recognized institution.
- (vi) A Master's Degree in Mass Communication, Journalism, Linguistics or its equivalent qualification from a recognized institution.
- (vii) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution.
- (viii) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution.
- (ix) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution.
- (x) A Diploma in Electrical/Electronic Engineering, Computer Engineering, Mass Communication, Multimedia Studies or equivalent qualification;
- (xi) A Diploma in sound technology, video recording and editing, broadcasting, sound design, audio /video engineering, acoustic/visual, media production from a recognized institution

3.5.5. Grading Structure

Designation	Job Grade	Job Group
Sign Language Interpreters		
Sign Language Interpreter III	CASB 13	F
Sign Language Interpreter II	CASB 12	G
Sign Language Interpreter I	CASB 11	H
Sound Technicians		
Sound Technician III	CASB 13	F
Sound Technician II	CASB 12	G
Sound Technician I	CASB 11	H
Hansard Reporters and Editors		
Hansard Reporter II	CASB 10	J
Hansard Reporter I	CASB 9	K
Senior Hansard Reporter	CASB 8	L
Chief Hansard Reporter	CASB 7	M
Principal Hansard Reporter	CASB 6	N

Assistant Hansard Editor	CASB 5	P
Deputy Hansard Editor	CASB 4	Q
Hansard Editor	CASB 3	R

Note: Sign Language Interpreter III & II CASB 13 & 12, Sound Technician III & II CASB 13 & 12, Hansard Reporter II/Hansard Reporter II CASB 10 & 9 in respect of Degree Holders), Hansard Reporter I/Assistant Hansard Editor (Scales 5/6 in case of officers entering the Service with a post graduate Diploma in Journalism/Mass Communication will form common establishment for the purpose of this Career Progression Guidelines.

3.5.6. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATIONS	NEW JOB GRADE	JOB GROUP
Sign Language Interpreters				
-----	-----	Sign Language Interpreter III	CASB 13	F
-----	-----	Sign Language Interpreter II	CASB 12	G
-----	-----	Sign Language Interpreter I	CASB 11	H
Sound Technicians				
-----	-----	Sound Technician III	CASB 13	F
Sound Technician II	CASB 9	Sound Technician II	CASB 12	G
Sound Technician I	CASB 8	Sound Technician I	CASB 11	H
Hansard Editors and Reporters				
-----	-----	Hansard Reporter II	CASB 10	J
-----	-----	Hansard Reporter I	CASB 9	K
-----	-----	Senior Hansard Reporter	CASB 8	L
Hansard Reporter II	CASB 7	Chief Hansard Reporter	CASB 7	M
Hansard Reporter I	CASB 6	Principal Hansard Reporter	CASB 6	N
Senior Hansard Editor	CASB 5	Assistant Hansard Editor	CASB 5	P
Principal Hansard Editor	CASB 4	Deputy Hansard Editor	CASB 4	Q
-----	-----	Hansard Editor	CASB 3	R

3.5.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Sign Language Interpreter III CASB 13, Sound Technician III CASB 13 and Hansard Reporter II CASB 10. In exceptional cases, however, direct appointment may be made above these grades by the County Assembly Service Board, on the recommendation of the Clerk, provided that the candidate is in possession of the necessary qualifications and experience.

3.5.8. SIGN LANGUAGE INTERPRETER III, CASB 13

(a) Duties and Responsibilities

This is the entry grade for sign language interpreters. Duties and responsibilities will entail:

- (i) Helping deaf or hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
- (ii) Facilitating communication with the deaf through sign language;
- (iii) Providing accurate accounts of proceedings; and
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirement for appointment

For appointment to this grade a candidate must have:

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

3.5.9. SIGN LANGUAGE INTERPRETER II, CASB 12

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Helping deaf or hearing impaired individuals understand the proceedings of the plenaries and committees of the Assembly;
- (ii) Facilitating communication with the deaf through sign language;
- (iii) Serve as a liaison between County Assembly and the deaf community;
- (iv) Providing accurate accounts of proceedings; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirement for appointment

For appointment to this grade a candidate must have:-

- (i) Served as a Sign Language Interpreter III for a minimum period of three years;
- (ii) A Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification;
- (iii) A certificate in sign language/special needs from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.5.10. SIGN LANGUAGE INTERPRETER I, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Helping deaf or hearing impaired individuals understand the proceedings of the

- plenaries and committees of the Assembly;
- (ii) Facilitating communication with the deaf through sign language;
- (iii) Serve as a liaison between County Assembly and the deaf community;
- (iv) Providing accurate accounts of proceedings;
- (v) Preparing necessary reports; and
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for appointment

For appointment to this grade a candidate must have:-

- (i) Served as a Sign Language Interpreter III for a minimum period of three years;
- (ii) A Kenya Certificate of Secondary Education (KCSE) certificate or its equivalent qualification;
- (iii) A Diploma in sign language/special needs from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.5.11. SOUND TECHNICIAN III, CASB 13

(a) Duties and Responsibilities

The office holder will be responsible for the full range of activities relating to the production, enhancement or amplification of sounds and any other duty that may be assigned from time to time. Specific duties and responsibilities will entail:

- (i) Operating the public address systems and other technical equipment;
- (ii) Selecting the correct equipment for a particular job and making sure it is in working order;
- (iii) Recording sound and video in both a formal recording environment and live environments;
- (iv) Being in charge of the recording and/or mixing desk to make sure that sound and video quality is maintained;
- (v) Servicing, maintaining and repairing sound equipment;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade a candidate must have:-

- (i) A Certificate in Electrical/Electronic Engineering, Computer Engineering, Mass Communication, Multimedia Studies, or its equivalent from a recognized institution;

OR

- (ii) A Certificate in sound technology, video recording and editing, broadcasting, sound design, audio /video engineering, acoustic/visual, media production from a recognized institution.

3.5.12. SOUND TECHNICIAN II, CASB 12

(a) Duties and Responsibilities

The office holder will be responsible for the full range of activities relating to the production, enhancement or amplification of sounds and any other duty that may be assigned from time to time. Specific duties and responsibilities will entail:

- (i) Operating the public address systems and other technical equipment;
- (ii) Selecting the correct equipment for a particular job and making sure it is in working order;
- (iii) Recording sound and video in both a formal recording environment and live environments;
- (iv) Being in charge of the recording and/or mixing desk to make sure that sound and video quality is maintained;
- (v) Servicing, maintaining and repairing sound equipment;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

Requirement for appointment will include:

- (i) Served in the grade of Sound Technician III or in a similar position for a minimum period of three (3) years;
- (ii) A Certificate in Electrical/Electronic Engineering, Computer Engineering, Mass Communication, Multimedia Studies, or its equivalent from a recognized institution;

OR

- (iii) A Certificate in sound technology, video recording and editing, broadcasting, sound design, audio /video engineering, acoustic/visual, media production from a recognized institution.

3.5.13. SOUND TECHNICIAN I, CASB 11

(a) Duties and Responsibilities

The office holder will be responsible for the full range of activities relating to the production, enhancement or amplification of sounds and any other duty that may be assigned from time to time. Specific duties and responsibilities will entail:

- (i) Operating the public address systems and other technical equipment;
- (ii) Selecting the correct equipment for a particular job and making sure it is in working order;
- (iii) Recording sound and video in both a formal recording environment and live environments;
- (iv) Being in charge of the recording and/or mixing desk to make sure that sound and video quality is maintained;
- (v) Servicing, maintaining and repairing sound equipment;

- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

Requirement for appointment will include:

- (i) Must have served in the grade of Sound Technician II or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Electrical/Electronic Engineering, Computer Engineering, Mass Communication, Multimedia Studies, or its equivalent from a recognized institution;

OR

- (iii) A Diploma in sound technology, video recording and editing, broadcasting, sound design, audio /video engineering, acoustic/visual, media production, or equivalent qualification.

3.5.14. HANSARD REPORTER II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Ensuring timely and accurate transcription;
- (ii) Undertaking independent verbatim reporting of county assembly proceedings and those of relevant committees/functions within or outside the county assembly;
- (iii) Handling queries relating to Hansard reporting;
- (iv) Preparing transcripts for editing;
- (v) Sorting, checking transcripts from junior officers and amending as necessary;
- (vi) Assisting in classification, custody, archiving, retrieval and cross- checking of documents against references;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, officers must have:-

- (i) A Bachelor's degree in any of the following disciplines:- Journalism, Mass Communication, Education or Linguistics majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;

3.5.15. HANSARD REPORTER I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail:-

- (i) Receiving transcripts, Audio recordings and translation
- (ii) Checking and amending transcripts for conformity with acceptable Commonwealth Practices and County Assembly styles;

- (iii) Assisting in preliminary editorial work with emphasis on grammar, syntax, style and consistency;
- (iv) Compilation of indexes; ensuring timely and accurate transcription of assembly proceedings;
- (v) Undertaking independent verbal reporting of assembly proceedings and those of relevant committees or functions within and outside the assembly;
- (vi) Assisting in classification, custody, archiving, retrieval and cross- checking of documents against references;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to the grade of Hansard Reporter I, an officer must have:-

- (i) Served in the grade of Hansard Reporter II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: - Journalism, Mass Communication, Education or Linguistics majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in Typing II (30 w.p.m.) and Audio Typing I and II or its equivalent qualification, plus computer skills in Word Processing;
- (iv) Computerized Audio Document Processing Module I and II; and
- (v) Demonstrated professional competence as reflected in work performance.

3.5.16. SENIOR HANSARD REPORTER, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Receiving transcripts, audio recordings and translation
- (ii) Checking and amending transcripts for conformity with acceptable Commonwealth Practices and County Assembly House style;
- (iii) Assisting in preliminary editorial work with emphasis on grammar, syntax, style and consistency;
- (iv) Compilation of indexes; ensuring timely and accurate transcription of assembly proceedings;
- (v) Undertaking independent verbal reporting of assembly proceedings and those of relevant committees or functions within and outside the assembly;
- (vi) Assisting in classification, custody, archiving, retrieval and cross- checking of documents against references;
- (vii) Initial editing and compiling of whole meeting reports;
- (viii) Checking transcripts to correct errors, by amending, deleting or adding information;
- (ix) Coordinating various Hansard production functions, including liaising with printers in matters of time deadlines and textual style, and assisting in

implementing programs relating to research, translation, and compiling of indexes;

(x) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, serving officers must be have:

- (i) Served in the grade of Hansard Reporter I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Journalism, Mass Communication, Education or Linguistics majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in a supervision course lasting at least two (2) weeks from a recognized institution;
- (iv) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business; and
- (v) Demonstrated professional competence as reflected in work performance.

3.5.17. CHIEF HANSARD REPORTER, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities entail:-

- (i) Final editing and compiling of whole meeting reports
- (ii) Checking transcripts to correct errors, by amending, deleting or adding information
- (iii) Assisting in the coordination and management of the operations of the Department
- (iv) Assisting in day-to-day control and direction of critical Hansard processes and programs
- (v) Liaising with the public media and County Government Departments on matters of referencing and distribution of the Hansard
- (vi) Harmonizing Hansard function with technological, legislative and procedural changes, and enforcing conformity with acceptable editorial styles and standards of work;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, serving officers must have:

- (i) Served in the grade of Senior Hansard Reporter or in a similar for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Mass Communication, Education or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in management from a recognized institution lasting not less than

- four (4) weeks;
- (iv) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business; and
- (v) Demonstrated professional competence as reflected in work performance.

3.5.18. PRINCIPAL HANSARD REPORTER, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Operating the digital recording systems;
- (ii) Ensuring general safety, cleanliness and usability of the machines;
- (iii) Ensuring timely and accurate transcription;
- (iv) Undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/functions within or outside County Assembly;
- (v) Handling queries relating to Hansard reporting;
- (vi) Preparing transcripts for editing;
- (vii) Sorting and checking transcripts from junior officers and amending as necessary;
- (viii) Assist in preliminary editorial work with emphasis on grammar, syntax, style and consistency;
- (ix) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references; and
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, serving officers must have:

- (i) Served in the grade of Chief Hansard Reporter or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Mass Communication, Education or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in management from a recognized institution lasting not less than four (4) weeks;
- (iv) A Certificate in leadership from a recognized institution lasting not less than six (6) weeks;
- (v) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business;
- (vi) Demonstrated professional competence as reflected in work performance.

3.5.19. ASSISTANT HANSARD EDITOR, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Coordinating timely and accurate transcription;
- (ii) Undertaking independent verbatim reporting of County Assembly proceedings and those of relevant committees/functions within or outside County Assembly;
- (iii) Preparing transcripts for editing/editing prepared transcripts;
- (iv) Sorting and checking transcripts from junior officers and amending as necessary;
- (v) Assist in preliminary editorial work with emphasis on grammar, syntax, style and consistency;
- (vi) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references; and
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, serving officers must have:

- (i) Served in the grade of Principal Hansard Reporter for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Mass Communication, Education or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;
- (iii) A Master's degree in any of the following disciplines:- Mass Communication, Literature or Linguistics majoring in English or Kiswahili or any other equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (v) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business;
- (vii) Demonstrated professional competence as reflected in work performance

3.5.20. DEPUTY HANSARD EDITOR, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Drafting duty schedules for Hansard Reporters;
- (ii) Receiving transcripts, sound recordings and translation; checking and amending scripts for conformity with acceptable County Assembly standards and style;
- (iii) Compilation of indexes;
- (iv) Ensuring timely editing of county assembly proceedings;

- (v) Undertaking independent inspection of verbal reporting of assembly proceedings and those of relevant committees or functions within and outside assembly;
- (vi) Assisting in the management of performance;
- (vii) Defining classification, custody, archiving and retrieval and cross-checking of documents against references; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, serving officers must have:

- (i) Served in the grade of Assistant Hansard Editor or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Mass Communication, Education or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;
- (iii) A Master's degree in any of the following disciplines:- Mass Communication, Literature or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (v) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business;
- (vii) Demonstrated professional competence as reflected in work performance.

3.5.21. HANSARD EDITOR, CASB 3

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Developing and maintaining policies, rules, standards and procedures governing Hansard production;
- (ii) Liaising with County Government Departments, the public media, and other Commonwealth Editors' Associations and Unions;
- (iii) Overseeing implementation of departmental initiatives, projects and programs;
- (iv) Providing appropriate advice on matters relating to the Hansard department of county assembly;
- (v) Coordinating and controlling operations in the department to ensure the smooth running of the assembly's activities;
- (vi) Keeping in custody, archive and retrieve Hansard reports and audio records of the county assembly and the committees;
- (vii) Organizing information for orderly storage and retrieval by sorting, classifying

- and indexing;
- (viii) Search for fresh information/facts by consulting appropriate sources of information;
 - (ix) Prepare procurement plans and budgeting for the department;
 - (x) Coordinating of activities - recording, translating and transcribing proceedings of the county assembly and the committees;
 - (xi) Overseeing transcriptions to correct errors by amending, deleting or adding information;
 - (xii) Approving duty schedules for Hansard Reporters/Editors;
 - (xiii) Receiving copies of transcripts, sound recordings and translation;
 - (xiv) Checking and amending scripts for conformity with acceptable County Assembly standards and style;
 - (xv) Coordinating timely and accurate editing of assembly proceedings;
 - (xvi) Approve Hansard printing and publication;
 - (xvii) Managing overall performance of the department;
 - (xviii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Deputy Hansard Editor or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Mass Communication, Education or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution;
- (iii) A Master's degree in any of the following disciplines:- Mass Communication, Literature or Linguistics, majoring in English or Kiswahili or any other equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (v) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Demonstrated good knowledge of legislative procedures and the conduct of Assembly committee business;
- (vii) Demonstrated professional competence as reflected in work performance.

3.6. COMMUNICATIONS/ MEDIA RELATIONS OFFICERS

3.6.1. Function

The Communications/Media Relations Function entails: formulation and implementation of communication strategy, ensuring appropriate branding and visibility within & outside the Assembly, preparing official speeches, coordinating general protocol of the Assembly, convening public relations and media related meetings and chairing the sessions while ensuring all minutes are taken and filed; coordinating all public relations related activities including publishing of brochures, handbooks, flyers, news bulletins CDs etc.; updating of the Assembly website in liaison with the ICT department; coordinating of the outreach program; coordinating and receiving all visitors to Assembly; issuing press releases, react to media stories and proactive media reporting through the available channels; coordinating with the Assembly Broadcast Unit on broadcast/media aspects.

3.6.2. Key Result Areas

- (i) PUBLICATIONS: Information facilities–brochures, periodicals, newsletters, magazines, etc.
- (ii) WEBSITE: Internet data book for public access and information worldwide.
- (iii) OUTREACH: Interaction with external public.
- (iv) THE MEDIA: Facilities for informing the public.
- (v) PROTOCOL: Appropriate procedure of handling official matters, and particularly receiving important visitors.

3.6.3. Standards of Performance

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

- (i) DEADLINES: Deadlines for the various publications must be specified and made known to stakeholders.
- (ii) MAILING LIST: This must be prepared for distributing publications as needed.
- (iii) WEBSITE UPDATES: There must be a schedule for updating the website, and a register maintained accordingly.
- (iv) OUTREACH: All outreach activities must have prior approval and a register provided for the purpose.

3.6.4. Grading Structure

Officers in the cadre will be designated and graded as follows: -

DESIGNATION	CASB GRADE	IPPD GRADE
Communications and Media Relations Assistant III	CASB 11	H
Communications and Media Relations Assistant II	CASB 10	J
Communications and Media Relations Assistant I	CASB 9	K
Communications and Media Relations Officer II	CASB 10	J
Communications and Media Relations Officer I	CASB 9	K

Senior Communications and Media Relations Officer	CASB 8	L
Chief Communications and Media Relations Officer	CASB 7	M
Principal Communications and Media Relations Officer	CASB 6	N
Assistant Director, Communications and Media Relations	CASB 5	P
Deputy Director, Communications and Media Relations	CASB 4	Q

Note: Communication and Media Relations Assistant III & II CASB 11 & 10, and communication and media relations officer II & I CASB 10 & 9, will form common establishment for the purpose of this Career Progression Guidelines.

3.6.5. Recognized Qualifications

The following are the recognized qualifications:

- (i) A Certificate in Mass Communications, Public Relations, or a certificate in a Social Science
- (ii) A Diploma in Mass Communication, Public Relations or a Social Science; and
- (iii) A Bachelor's degree in Mass Communication, Public Relations, Information Science or any Social Science;
- (iv) A Master's degree from a recognized University in Mass Communication, Public Relations, Information Science or any other Social Science;
- (v) A certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (vi) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vii) A certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;

3.6.6. Entry into the Career Progression Guidelines

Direct Appointment

Direct Appointment will normally be made in the grades of Communication/Media Relations Assistant III/II, CASB 11/10 for diploma holders and Communication/Media Relations Officer II/I, CASB 10/9 for degree holders. In certain circumstances however, direct appointment may be made beyond these grades by the Board on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.6.7. COMMUNICATIONS AND MEDIA RELATIONS ASSISTANT III, CASB 13

(a) Duties and Responsibilities

This will be the entry and training grade for Communication/Media Relations Officer. Specific duties and responsibilities will include:

- (i) Distribute public relations related materials activities including brochures, handbooks, flyers, CDS etc.
- (ii) Checking whether the information in the county assembly website is current in liaison with the ICT department;
- (iii) Performing outreach programmes;
- (iv) Coordinating and receiving non VIP visitors to the county assembly;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must:

- (i) Have a Diploma in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field.

3.6.8. COMMUNICATIONS & MEDIA RELATIONS ASSISTANT II, CASB 12

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Information gathering on topical issues within the mandate of the Assembly;
- (ii) Verifying authenticity of information;
- (iii) Editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer;
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointed to this grade an officer must:

- (i) Have served in the grade of Communications/Media Relations Assistant III or in a similar position for a minimum period of three (3) years;
- (ii) Have a Diploma in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field.

3.6.9. COMMUNICATIONS AND MEDIA RELATIONS ASSISTANT I, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will include:

- (i) Gathering information on existing programmes, significant events and the

impact on the Assembly and forwarding the same to the head of Department for dissemination;

- (ii) Liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer;
- (iii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade an officer must:

- (i) Have served in the grade of Communications/Media Relations Assistant II or in a similar position for a minimum period of three (3) years;
- (ii) Have a Diploma in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field.

3.6.10. SENIOR COMMUNICATIONS & MEDIA RELATIONS ASSISTANT, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Gathering information on programmes and significant events within the mandate of the Assembly and forwarding the same to the head of a Public Communications Unit within the Assembly for dissemination;
- (ii) Assisting in the development of communications and media strategy;
- (iii) Editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern;
- (iv) Scheduling interviews with relevant bodies and managing assigned projects/programmes;
- (v) Organizing events under the guidance of the head of the department;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade an officer must:

- (i) Have served in the grade of Communications/Media Relations Assistant I or in a similar position for a minimum period of three (3) years;
- (ii) Have a Diploma in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field;
- (iii) Have attended a supervisory skills course lasting not less than two (2) weeks from a recognized institution.

3.6.11. COMMUNICATION/MEDIA RELATIONS OFFICER II, CASB 10

(a) Duties and Responsibilities

This will be the entry and training grade for Communication/Media Relations Officers. Specific duties and responsibilities will include:

- (i) Information gathering on topical issues within the mandate of the Assembly;

- (ii) Verifying authenticity of information;
- (iii) Editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer;
- (iv) Any other relevant duty that may be assigned by from time to time.

(b) Requirements for Appointment

For promotion to this grade an officer must:

- (i) Have a Bachelor's degree in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field.

3.6.12. COMMUNICATION/MEDIA RELATIONS OFFICER I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will include:

- (i) Gathering information on existing programmes, significant events and the impact on the Assembly and forwarding the same to the head of Department for dissemination;
- (ii) Liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer;
- (iii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade an officer must:

- (i) Have served in the grade of Communications/Media Relations Officer II or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field.

3.6.13. SENIOR COMMUNICATIONS/MEDIA RELATIONS OFFICER, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) Organizing public events;
- (ii) Implementing communication strategies for the assembly;
- (iii) Preparing speeches, media briefs and assembly's newsletters;
- (iv) Researching on content to be placed in media for publicity;
- (v) Ensuring print publication are well stored for future use;
- (vi) Collecting information for the preparation of the assembly's newsletter and supplements; and
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade a person must have:

- (i) Served in the grade of Communications/Media Relations Officer I or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Public Relations, Mass Communication, Journalism, Corporate Communications, or any other relevant field;
- (iii) A Certificate in a supervisory skills course lasting at least two (2) weeks from a recognized institution.

3.6.14. CHIEF COMMUNICATIONS/MEDIA RELATIONS OFFICER, CASB 7

(a) Duties and responsibilities

Duties and responsibilities will entail:

- (i) Implementing the Assembly's communications strategy;
- (ii) Providing logistical support for events;
- (iii) Providing media liaison services for the Assembly;
- (iv) Coordinating the preparation and placement of radio and television infomercials;
- (v) Preparing and organizing forums where Assembly policies, programmes and projects are propagated and promoted;
- (vi) Promoting stakeholder relations;
- (vii) Analysing articles in the media pertaining to the Assembly and making appropriate recommendations;
- (viii) Overseeing development of still and moving photography;
- (ix) Reviewing speeches, media briefs and Assembly's newsletters;
- (x) Sourcing for appropriate media to disseminate information on activities; developing corporate materials and branding;
- (xi) Documenting the Assembly's events through video, photography and press cuttings; and
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Communications/ Media Relations Officer or a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in a senior management course lasting not less than four (4) weeks from a recognized institution;
- (iv) A Certificate in computer applications skills from a recognized institution;
- (v) Registration with a relevant professional body with membership of good standing;
- (vi) Demonstrated merit and ability as reflected in work performance and results; and
- (vii) Any other relevant duty that may be assigned from time to time.

3.6.15. PRINCIPAL COMMUNICATIONS / MEDIA RELATIONS OFFICER, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Implementing the Assembly's communications strategy;
- (ii) Providing logistical support for events;
- (iii) Providing media liaison services for the Assembly;
- (iv) Coordinating the preparation and placement of radio and television infomercials;
- (v) Preparing and organizing forums where Assembly policies, programmes and projects are propagated and promoted;
- (vi) Promoting stakeholder relations;
- (vii) Analysing articles in the media pertaining to the Assembly and making appropriate recommendations;
- (viii) Overseeing development of still and moving photography;
- (ix) Reviewing speeches, media briefs and Assembly's newsletters;
- (x) Sourcing for appropriate media to disseminate information on activities; developing corporate materials and branding;
- (xi) Documenting the Assembly's events through video, photography and press cuttings; and
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Chief Communications / Media Relations Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (iv) A Certificate in computer applications skills from a recognized institution;
- (v) Registration with a relevant professional body with membership of good standing; and
- (vi) Demonstrated professional competence and administrative capability in work performance and results.

3.6.16. ASSISTANT DIRECTOR, PUBLIC COMMUNICATIONS / MEDIA RELATIONS, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Assigning, monitoring and evaluating work performance in the unit;

- (ii) Supervising staff in the unit;
- (iii) Mentoring and coaching staff in the unit;
- (iv) Overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
- (v) Overseeing corporate communications;
- (vi) Advising the Assembly on the best media practices;
- (vii) Identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
- (viii) Overseeing, designing, innovating and recommending corporate materials for building Assembly's brand;
- (ix) Coordinating all the Assembly public functions;
- (x) Coordinating and reviewing of the Assembly's corporate image;
- (xi) Ensuring that appropriate Public feedback mechanisms are in place;
- (xii) Coordinating Assembly's advertising and publicity;
- (xiii) Ensuring maintenance of all public affairs and communications records and photographs;
- (xiv) Managing and nurturing relations with critical stakeholders;
- (xv) Coordinating provision of protocol services in accordance with the National policies, practices and international norms and conventions; and
- (xvi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Communications / Media Relations Officer for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- (iii) A Master's degree in any of the following disciplines:- Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Registration with a relevant professional body with membership of good standing; and
- (vii) Demonstrated professional competence and administrative capability in work performance and results.

3.6.17. DEPUTY DIRECTOR, COMMUNICATIONS / MEDIA RELATIONS, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Assigning, monitoring and evaluating work performance in the unit;
- (ii) Supervising staff in the unit;
- (iii) Mentoring and coaching staff in the unit;
- (iv) Overseeing, reviewing and developing of comprehensive public affairs and communications strategies;
- (v) Overseeing corporate communications;
- (vi) Advising the Assembly on the best media practices;
- (vii) Identifying and coordinating significant events and programmes which require packaging for dissemination to the media and the public;
- (viii) Overseeing, designing, innovating and recommending corporate materials for building Assembly's brand;
- (ix) Coordinating all the Assembly public functions;
- (x) Coordinating and reviewing of the Assembly's corporate image;
- (xi) Ensuring that appropriate Public feedback mechanisms are in place;
- (xii) Coordinating Assembly's advertising and publicity;
- (xiii) Ensuring maintenance of all public affairs and communications records and photographs;
- (xiv) Managing and nurturing relations with critical stakeholders;
- (xv) Coordinating provision of protocol services in accordance with the existing policies, practices and national or international norms and conventions; and
- (xvi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director Communications / Media Relations or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- (iii) A Master's degree in any of the following disciplines:- Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Registration with a relevant professional body with membership of good standing; and
- (vii) Demonstrated professional competence and administrative capability in work performance and results.

3.7. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) OFFICERS

3.7.1. Function

The ICT Function entails:-Carrying out feasibility studies, system analysis and design, development and implementation of computerized information systems in Assembly; spearheading research and development of ICT standards, guidelines and approaches and coordination of their consistent and efficient application in Assembly; formulation and development of ICT Infrastructure, provision of centralized data processing services for the Assembly; coordinating development and implementation of ICT strategic plans and policies, and computerization efforts in Assembly; provision of advisory services on all matters related to information and communication technology; provision of training on the use of computers, relevant software packages and development customized applications; and provision of hardware maintenance support services and liaising with hardware vendors for administration of guarantees and warranties.

3.7.2. Key Result Areas

- (i) ICT GOVERNANCE: Formulating and implementing ICT strategic plans and ICT policies.
- (ii) ICT SYSTEMS: Analysing, designing, coding and testing computer programs.
- (iii) ICT APPLICATIONS: Implementing computer programs.
- (iv) INFRASTRUCTURE: Installation and testing of computer hardware / facilities and computer networks.
- (v) MAINTENANCE: Scheduled and ad-hoc repair and updating of computer hardware / software.

3.7.3. Standards of Performance

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

- (i) POLICY DOCUMENTS: ICT policies that need to be implemented and enforced.
- (ii) BACK-UPS: Alternative data storage facilities for fallback purposes.
- (iii) SYSTEMS UPDATING: Updating facilities for systems / programs must be installed.
- (iv) MAINTENANCE SCHEDULE: Time-table for repair or maintenance of computer systems / programs.
- (v) DOCUMENTATION: Documentation of networks, application systems, equipment, etc.

3.7.4. Grading Structure

Officers in the cadre will be designated and graded as follows: -

NO.	DESIGNATION	JOB GRADE	JOB GROUP
ICT Assistants			
1	ICT Assistant III	CASB 11	H
2	ICT Assistant II	CASB 10	J
3	ICT Assistant I	CASB 9	K
4	Senior ICT Assistant	CASB 8	L
ICT Officers			
5	ICT Officer III	CASB 11	H
6	ICT Officer II	CASB 10	J
7	ICT Officer I	CASB 9	K
8	Senior ICT Officer	CASB 8	L
9	Chief ICT Officer	CASB 7	M
12	Principal ICT Officer	CASB 6	N
11	Assistant Director ICT	CASB 5	P
12	Deputy Director ICT	CASB 4	Q
13	Director ICT	CASB 3	R

Note: ICT Assistant III & II CASB 11 & 10 and ICT Officer III & II, CASB 11 & 10 will form a common establishment for the purpose of this Career Progression Guideline.

3.7.5. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATIONS	NEW JOB GRADE	JOB GROUP
ICT Assistants				
-----	-----	ICT Assistant III	CASB 11	H
-----	-----	ICT Assistant II	CASB 10	J
ICT Assistant II	CASB 9	ICT Assistant I	CASB 9	K
ICT Assistant I	CASB 8	Senior ICT Assistant	CASB 8	L
ICT Officers				
-----	-----	ICT Officer III	CASB 11	H
-----	-----	ICT Officer II	CASB 10	J
-----	-----	ICT Officer I	CASB 9	K
-----	-----	Senior ICT Officer	CASB 8	L
ICT Officer II	CASB 7	Chief ICT Officer	CASB 7	M

ICT Officer I	CASB 6	Principal ICT Officer	CASB 6	N
Senior ICT Officer	CASB 5	Assistant Director ICT	CASB 5	P
Principal ICT Officer	CASB 4	Deputy Director ICT	CASB 4	Q
Director ICT	CASB 3	Director ICT	CASB 3	R

3.7.6. Recognized Qualifications

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

- (i) Ordinary/ Higher National Diploma in Computer Science, Hardware, Network administration, Maintenance, or Software Support;
- (ii) A Bachelor's degree in any of the following: Computer Science, Information Technology, Software Engineering or any other ICT related discipline with a bias in Information and Communication Technology from recognized institution;
- (iii) A Master's degree in Computer Science/Information Systems or its equivalent from a recognized University;
- (iv) A postgraduate diploma in Computer Science/Information Systems or its equivalent from a recognized Institution;
- (v) A certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vii) A certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (viii) Relevant certifications in operating systems, networking, database administration, information security, project management, or equivalent;
- (ix) A certificate in Computer Science, Information Technology or equivalent qualifications from a recognized institution; and
- (x) Occupational Proficiency Test in computer operations and data entry.

3.7.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grade of ICT Assistant III & II, CASB 11 & 10 for diploma holders and ICT Officer III & II, CASB 11 & 10 for degree holders. In certain circumstances however, direct appointment may be made beyond this grade by the County Assembly Service Board on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.7.8. ICT ASSISTANT III, CASB 11

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include:

- (i) Assisting in the implementation of the computer systems;
- (ii) Assisting in providing user support and training of users;
- (iii) Assisting in repair and maintenance of ICT equipment and associated peripherals;
- (iv) Assisting in monitoring the performance of ICT equipment and reporting any faults for further action;
- (v) Assisting in recording and maintaining register of ICT assets;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Diploma in any of the following fields: Computer Science, Information Technology, Electrical/Electronic Engineering or equivalent qualifications from a recognized institution

OR

- (ii) A certificate in Computer Science, Information Technology or equivalent qualifications from a recognized institution with relevant certifications in operating systems, networking, user support, or database administration.

3.7.9. ICT ASSISTANT II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) Assisting in the implementation of the computer systems;
- (ii) Assisting in providing user support and training of users;
- (iii) Assisting in repair and maintenance of ICT equipment and associated peripherals;
- (iv) Assisting in monitoring the performance of ICT equipment and reporting any faults for further action;
- (v) Assisting in recording and maintaining register of ICT assets;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of ICT Assistant III or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following fields: Computer Science, Information Technology, Electrical/Electronic Engineering or equivalent qualifications from a recognized institution

OR

- (iii) A certificate in Computer Science, Information Technology or equivalent qualifications from a recognized institution with relevant certifications in operating systems, networking, user support, or database administration.

3.7.10. ICT ASSISTANT I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) Assisting in the implementation of the computer systems;
- (ii) Assisting in providing user support and training of users;
- (iii) Assisting in repair and maintenance of ICT equipment and associated peripherals;
- (iv) Assisting in monitoring the performance of ICT equipment and reporting any faults for further action;
- (v) Assisting in recording and maintaining register of ICT assets;
- (vi) Assisting in certifying and configuring ICT equipment;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the position of ICT Assistant II or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following fields: Computer Science, Information Technology or equivalent qualifications from a recognized institution.
- (iii) Shown merit and ability as reflected in work performance and results.

3.7.11. SENIOR ICT ASSISTANT, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) Assisting in the implementation of the computer systems;
- (ii) Assisting in providing user support and training of users;
- (iii) Assisting in repair and maintenance of ICT equipment and associated peripherals;
- (iv) Assisting in monitoring the performance of ICT equipment and reporting any faults for further action;
- (v) Assisting in recording and maintaining register of ICT assets;
- (vi) Assisting in certifying and configuring ICT equipment;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the position of ICT Assistant I or in a similar position for a minimum period of three (3) years;

- (ii) A Diploma in any of the following fields: Computer Science, Information Technology or equivalent qualifications from a recognized institution;
- (iii) A certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) Shown merit and ability as reflected in work performance and results.

3.7.12. ICT OFFICER III, CASB 11

(a) Duties and Responsibilities

This is the entry and training grade for degree holders. Duties and responsibilities at this level will include:

- (i) Assisting in coding, testing and implementing computer programs;
- (ii) Configuration of Local Area Network and Wide Area Network;
- (iii) Assisting in updating and maintaining the county assembly website;
- (iv) Assisting in carrying out systems analysis, design and requirements specifications in liaison with users;
- (v) Carrying out repairs and maintenance of ICT equipment and associated peripherals;
- (vi) Assisting in drawing up hardware specifications for ICT equipment;
- (vii) Verification, validation and certification of ICT equipment;
- (viii) installing and supporting servers;
- (ix) installing and deployment of relevant hardware and software;
- (x) Assisting in recording and maintaining register of ICT assets;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Bachelor's degree in any of the following: Computer Science, Information Systems, Information Technology, Software Engineering, Electrical/Electronic Engineering, or any other ICT related discipline with a bias in ICT from a recognized institution;
- (ii) Relevant certifications in operating systems, networking, database administration, information security, project management, or equivalent will be an added advantage;
- (iii) Registration with a relevant professional body.

3.7.13. ICT OFFICER II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) Assisting in coding, testing and implementing computer programs;
- (ii) Configuration of Local Area Network and Wide Area Network;
- (iii) Assisting in updating and maintaining the county assembly website;

- (iv) Assisting in carrying out systems analysis, design and requirements specifications in liaison with users;
- (v) Carrying out repairs and maintenance of ICT equipment and associated peripherals;
- (vi) Assisting in drawing up hardware specifications for ICT equipment;
- (vii) Verification, validation and certification of ICT equipment;
- (viii) Installing and supporting servers;
- (ix) Installing and deployment of relevant hardware and software;
- (x) Assisting in recording and maintaining register of ICT assets;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of ICT Officer III or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Computer Science, Information Systems, Information Technology, Software Engineering, Electrical/Electronic Engineering, or any other ICT related discipline with a bias in ICT from a recognized institution;
- (iii) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification will be an added advantage;
- (iv) Registration with a relevant professional body.

3.7.14. ICT OFFICER I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) Assisting in coding, testing and implementing computer programs;
- (ii) Configuration of Local Area Network and Wide Area Network;
- (iii) Assisting in updating and maintaining the county assembly website;
- (iv) Assisting in carrying out systems analysis, design and programme specifications in liaison with users;
- (v) Carrying out repairs and maintenance of ICT equipment and associated peripherals;
- (vi) Assisting in drawing up hardware specifications for ICT equipment;
- (vii) Verification, validation and certification of ICT equipment;
- (viii) installing and supporting servers;
- (ix) installing and deployment of relevant hardware and software;
- (x) Assisting in recording and maintaining register of ICT assets;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of ICT Officer II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Computer Science, Information Technology, Software Engineering or any other equivalent qualification from recognized institution;
- (iii) Membership of good standing to a relevant professional body;
- (iv) Shown merit and ability as reflected in the work performance and results.

3.7.15. SENIOR ICT OFFICER, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:

- (i) Coordinating systems analysis, design and programme specifications;
- (ii) Assisting in coding, testing and implementing computer programs;
- (iii) Ensuring timely implementation and effective maintenance of systems;
- (iv) Developing reports on ICT standards; and supervising overall systems documentation;
- (v) Preparing progress reports of the ICT equipment maintenance;
- (vi) Evaluating and recommending on the suitability of ICT equipment;
- (vii) Training users on the use of ICT equipment and applications;
- (viii) Assisting in designing Local Area Network (LAN) and Wide Area Network (WAN);
- (ix) Liaising with user departments to ensure effective maintenance of ICT equipment;
- (x) Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of ICT Officer I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Computer Science, Information Technology, Software Engineering or any other equivalent qualification from recognized institution;
- (iii) Attended a supervisory course lasting at least two weeks in a recognized institution;
- (iv) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification;
- (v) Membership of good standing to a relevant professional body;
- (vi) Shown merit and ability as reflected in the work performance and results.

3.7.16. CHIEF ICT OFFICER, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:

- (i) Coordinating systems analysis, design and programme specifications;
- (ii) Assisting in coding, testing and implementing computer programs;
- (iii) Ensuring timely implementation and effective maintenance of systems;
- (iv) Developing reports on ICT standards; and supervising overall systems documentation;
- (v) Preparing progress reports of the ICT equipment maintenance;
- (vi) Evaluating and recommending on the suitability of ICT equipment;
- (vii) Training users on the use of ICT equipment and applications;
- (viii) Designing Local Area Network (LAN) and Wide Area Network (WAN);
- (ix) Liaising with user departments to ensure effective maintenance of ICT equipment;
- (x) Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior ICT Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Computer Science, Information Technology, Software Engineering or any other equivalent qualification from recognized institution;
- (iii) Attended a senior management course lasting not less than four (4) weeks in a recognized institution;
- (iv) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification;
- (v) Membership of good standing to a relevant professional body;
- (vi) Extensive knowledge of parliamentary information systems; and
- (vii) Shown merit and ability as reflected in the work performance and results.

3.7.17. PRINCIPAL ICT OFFICER, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will involve:

- (i) Coordinating systems development, implementation and maintenance; carrying out feasibility studies;
- (ii) Preparing progress report of the systems development;
- (iii) Evaluating systems and ensuring adherence to established information communication technology standards;

- (iv) Training staff in information communication technology matters;
- (v) Liaising with user divisions/units to ensure effective maintenance of information communication technology equipment; and
- (vi) Evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief ICT Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Computer Science, Information Systems, Information Technology, Software Engineering, or any other technology related discipline with a bias in ICT from a recognized institution;
- (iii) Attended a management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification;
- (v) Membership of good standing to a relevant professional body; and
- (vi) Shown merit and ability as reflected in the work performance and results.

3.7.18. ASSISTANT DIRECTOR ICT, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Supervising ICT staff and preparing their performance reports;
- (ii) Planning, monitoring and evaluating program activities;
- (iii) Assisting in development and implementation of ICT strategic plans and policies;
- (iv) Ensuring ICT goals and objectives are met;
- (v) Developing ICT standards for implementation;
- (vi) Liaising with users to ensure that information processing needs are met;
- (vii) Reviewing and evaluating feasibility studies and reports for implementation;
- (viii) Coordinating the development of ICT strategic plans;
- (ix) Ensuring that ICT projects are completed within the planned time and budget; ensuring that procedures and standards are adhered to;
- (x) Liaising with other heads of department in developing and assessing their ICT needs;
- (xi) Ensuring that officers are adequately trained;
- (xii) Drawing up the budget for the ICT department and procurement of ICT equipment and services;
- (xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal ICT Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Computer Science, Information Systems, Information Technology, Software Engineering, or any other technology related discipline with a bias in ICT from a recognized institution;
- (iii) A Master's degree in Information Technology, Computer Science or any other technology related discipline from a recognized institution is an added advantage;
- (iv) Attended a management course lasting not less than four (4) weeks from a recognized institution;
- (v) Attended a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification;
- (vii) Membership of good standing to a relevant professional body; and
- (viii) Demonstrated professional ability, initiative and competence in organizing and directing work.

3.7.19. DEPUTY DIRECTOR ICT, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Supervising ICT staff and preparing their performance reports;
- (ii) Planning, monitoring and evaluating program activities;
- (iii) Assisting in development and implementation of ICT strategic plans and policies;
- (iv) Ensuring ICT goals and objectives are met;
- (v) Developing ICT standards for implementation;
- (vi) Liaising with users to ensure that information processing needs are met;
- (vii) Reviewing and evaluating feasibility studies and reports for implementation;
- (viii) Coordinating the development of ICT strategic plans;
- (ix) Ensuring that ICT projects are completed within the planned time and budget; ensuring that procedures and standards are adhered to;
- (x) Liaising with other heads of department in developing and assessing their ICT needs;
- (xi) Ensuring that officers are adequately trained;
- (xii) Drawing up the budget for the ICT department and procurement of ICT equipment and services;
- (xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director ICT or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Computer Science, Information Systems, Information Technology, Software Engineering, or any other technology related discipline with a bias in ICT from a recognized institution;
- (iii) A Master's degree in Information Technology, Computer Science or any other technology related discipline from a recognized institution is an added advantage;
- (iv) Attended a management course lasting not less than four (4) weeks from a recognized institution;
- (v) Attended a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification;
- (vii) Membership of good standing to a relevant professional body; and
- (viii) Demonstrated professional ability, initiative and competence in organizing and directing work.

3.7.20. DIRECTOR ICT, CASB 3

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Supervising staff in the department and preparing performance management reports as required;
- (ii) Establishing vision and goals of the department and aligning them to the mandate of the county assembly;
- (iii) Leading in preparation of work plans, budget, procurement plans and service charter for the department;
- (iv) Approving departmental procurement requisitions and technical specifications of ICT equipment and services;
- (v) Oversee formulation and implementation of ICT strategic plans / master plans in line with the Assembly's overall strategy and mandate;
- (vi) Oversee the development and implementation of effective policies, procedures, systems and processes for systems administration, security; business applications and support, and network administration;
- (vii) Develop accountability structures, supervise projects, periodic reporting and monitor the performance indicators for the ICT department;
- (viii) Develop and coordinate the implementation of business continuity plans in line with the Assembly's strategy and operations;
- (ix) Oversee the development of user training programmes and materials, and the coordination of ICT training initiatives;
- (x) Overseeing maintenance and allocation of ICT equipment;
- (xi) Oversee the negotiation and management of ICT contracts and service level agreements with vendors and service providers;
- (xii) Building capacity of staff within the directorate by ensuring continued skills

improvement through training, mentoring, benchmarking and other relevant initiatives;

(xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director ICT or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Computer Science, Information Systems, Information Technology, Software Engineering, or any other ICT related discipline with a bias in ICT from a recognized institution;
- (iii) A Master's degree in Information Technology, Computer Science or any other technology-related discipline from a recognized institution is an added advantage;
- (iv) Attended a management course lasting not less than four (4) weeks from a recognized institution;
- (v) Attended a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Certification in operating systems, networking, database administration, information security, project management, or any other relevant certification;
- (vii) Membership of good standing to a relevant professional body;
- (viii) Demonstrated professional ability, initiative and competence in organizing and directing work.

3.8. RESEARCH OFFICERS

3.8.1. Function

The Research Function entails:- The provision of non- partisan, professional research assistance and analysis of issues to Presiding officers, Members, Committees, and staff of Assembly, an analysis on the strengths and weaknesses of policy options, the annual management reports of County Government Departments and Agencies; recommendations from various Assembly Committees; preparation of Assembly reports, Briefs, Background and Discussion papers and fact-sheets on various aspects of Assembly – including Procedures and Operations of Assembly; Rulings of the Chair, evolution, growth and contemporary aspects of the Assembly.

3.8.2. Key Result Areas

- (i) ANALYSIS: Assessing strengths and weaknesses of a process.
- (ii) INFERENCE: Interpretation / decision-making process.
- (iii) RECOMMENDATION: Suggesting actions to be taken.

3.8.3. Standards of Performance

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

- (i) RESEARCH MANUAL: Standardization handbook for systemizing research, by providing a standard format, instruments and methodology.
- (ii) BENCHMARKING: Before any research is embarked on, sufficient cross-checking should be done to avoid repetition of the same thing.

3.8.4. Grading Structure

Officers in the cadre will be designated and graded as follows:-

NO.	DESIGNATION	JOB GRADE	JOB GROUP
1.	Research Officer III	CASB	J
2.	Research Officer II	CASB 9	K
3.	Research Officer I	CASB 8	L
4.	Chief Research Officer	CASB 7	M
5.	Principal Research Officer	CASB 6	N
6.	Assistant Director, Research Services	CASB 5	P
7.	Deputy Director, Research Services	CASB 4	Q
8.	Director, Research Services	CASB 3	R

Note: The grades of Research Officer III & II CASB 10 & 9 will form a common establishment for the purpose of this Career Progression Guideline.

3.8.5. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATIONS	NEW JOB	JOB GROU
-----	-----	Research Officer III	CASB 10	J
-----	-----	Research Officer II	CASB 9	K
-----	-----	Research Officer I	CASB 8	L
Research Officer II	CASB 7	Chief Research Officer	CASB 7	M
Research Officer I	CASB 6	Principal Research Officer	CASB 6	N
Senior Research Officer	CASB 5	Assistant Director – Research Services	CASB 5	P
Principal Research Officer	CASB 4	Deputy Director – Research Services	CASB 4	Q
Director Research and Library Service	CASB 3	Director Research Services	CASB 3	R

3.8.6. Recognized Qualifications

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

- (i) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education, International Trade/Commerce or other Social Science related fields;
- (ii) A Master's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education, International Trade/Commerce or other Social Science related fields from a recognized Institution;
- (iii) A certificate in leadership course lasting not less than six (6) weeks from a recognized institution;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (vi) Certificate in statistical packages.

3.8.7. RESEARCH OFFICER III, CASB 10

(a) Duties and Responsibilities

This is the entry and training grade for this cadre of officers who have graduated with a degree. Duties and responsibilities at this level will include:

- (i) Providing non-partisan professional research assistance and analysis to members, committees and staff of the county assembly;
- (ii) Initiating and conduct anticipatory research and analysis on key policy issues;
- (iii) Providing expert interpretation, explanation and analysis, including assessing the strengths and weaknesses of policy options;
- (iv) Planning and coordinating functions and operations of a section within the clerk's office including table office, committee department and procedural research;
- (v) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (vi) Ensure quality control in the preparation of research papers, briefing notes and particular points of view; providing back up to county assembly committees;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education, International Trade/Commerce or other Social Science related fields;
- (ii) A thorough knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis ability to write, edit in a clear, concise and understandable manner;
- (iii) A Certificate in statistical packages for social sciences.

3.8.8. RESEARCH OFFICER II, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level are:

- (i) Providing non-partisan professional research assistance and analysis to Members, Committees and staff of the County Assembly;
- (ii) Initiating and conduct anticipatory research and analysis on key policy issues;
- (iii) Providing expert interpretation, explanation and analysis, including assessing the strengths and weaknesses of policy options;
- (iv) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (v) Ensure quality control in the preparation of research papers, briefing notes and particular points of view; providing back up to County Assembly committees;

(vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Research officer III or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education, International Trade/Commerce and other Social Science related fields;
- (iii) A thorough knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, ability to write, edit in a clear, concise and understandable manner;
- (iv) A Certificate in statistical packages for social sciences.

3.8.9. RESEARCH OFFICER I, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level are:

- (i) Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- (ii) Initiating and conducting anticipatory research and analysis on key policy issues;
- (iii) Providing expert interpretation, explanation and analysis, including assessing the strengths and weaknesses of policy options;
- (iv) Planning and coordinating functions and operations of a section within the clerk's office including table office, committee department and procedural research;
- (v) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (vi) Ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
- (vii) Providing technical back up to County Assembly committees;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

Appointments to this position will be made from serving officers who have the following qualifications: -

- (i) Served in the grade of Research Officer II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education, International Trade/Commerce or other

- Social Science related fields;
- (iii) A thorough demonstrable knowledge and understanding of concepts and techniques of professional research, with particular emphasis on public policy analysis;
 - (iv) A certificate in supervision lasting at least two (2) weeks from a recognized institution.

3.8.10. CHIEF RESEARCH OFFICER, CASB 7

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- (i) Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- (ii) Initiating and conducting anticipatory research and analysis on key policy issues;
- (iii) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (iv) Ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
- (v) Providing back up to County Assembly committees;
- (vi) Generating and disseminating research information to enhance County Assembly core functions - Law making, oversight and representation;
- (vii) Providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
- (viii) Carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure; evolution, growth and contemporary aspects of the County Assembly;
- (ix) Undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence- informed decision making in the legislature;
- (x) Building a credible data bank for reference and timely response to County Assembly's information needs;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must have;

- (i) Served in the grade of Research Officer I or in a comparable position for a minimum period of three (3) years;
- (ii) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education, International Trade/Commerce or other Social Science related fields;

- (iii) An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly;
- (iv) A thorough demonstrable knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis;
- (v) A certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Shown merit and ability as reflected in work performance and results.

3.8.11. PRINCIPAL RESEARCH OFFICER, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Providing non-partisan professional research assistance and analysis to Members, Committees and staff of the County Assembly;
- (ii) Initiating and conduct anticipatory research and analysis on key policy issues;
- (iii) Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- (iv) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (v) Ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
- (vi) Providing back up to County Assembly committees.
- (vii) Generating and disseminating research information to enhance County Assembly core functions - Law making, oversight and representation.
- (viii) Providing researched analytical information and facts to the Legislature with a view to contribute towards enhanced constitutional principle of separation of power;
- (ix) Carrying out research and assembling sectoral data, and information on comparative aspects of Assembly practice and procedure; evolution, growth and contemporary aspects of the County Assembly;
- (x) Undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence- informed decision making in the legislature;
- (xi) Building a credible data bank for reference and timely response to County Assembly's information needs;
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Chief Research Officer or an equivalent position in a recognized institution for a minimum period of three (3) years;
- (ii) A Bachelor's degree from a recognized university in a specialized discipline

including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education International Trade/Commerce and other Social Science related fields;

- (iii) Attended a management course lasting at least four (4) weeks from a recognized institution;
- (iv) A thorough demonstrable knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write reports in a clear, concise and understandable manner;
- (v) An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the Assembly; and
- (vi) Demonstrated outstanding administrative/managerial capability in the organization of the research services.

3.8.12. ASSISTANT DIRECTOR - RESEARCH SERVICES, CASB 5

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:

- (i) Implementing strategic objective on research functions;
- (ii) Policy formulation, interpretation and implementation;
- (iii) Initiating and conducting research and analysis on key policy issues;
- (iv) Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- (v) Maintaining a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (vi) Ensuring quality control in the preparation of research papers, briefing notes and particular points of view;
- (vii) Providing back up to county assembly committees;
- (viii) Generating and disseminating research information to enhance county assembly core functions - law making, oversight and representation;
- (ix) Providing researched analytical information and facts to the legislature with a view to contribute towards enhanced constitutional principle of separation of power;
- (x) Carrying out research and assembling sectoral data, and information on comparative aspects of assembly practice and procedure, evolution, growth and contemporary aspects of the county assembly;
- (xi) Undertaking legislative research and public policy analysis to generate policy briefs and options to sustain evidence- informed decision making in the legislature;
- (xii) Building a credible data bank for reference and timely response to county assembly's information needs;
- (xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Principal Research Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education International Trade/Commerce and other Social Science related fields;
- (iii) A Master's degree in Statistics, Economics, Social Sciences, sociology, political science, commerce or equivalent qualification from a recognized institution is an added advantage;
- (iv) An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the County Assembly;
- (v) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

3.8.13. DEPUTY DIRECTOR- RESEARCH SERVICES, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Policy formulation, interpretation and implementation;
- (ii) Planning and budgeting for research activities;
- (iii) Designing strategic objectives on research functions;
- (iv) Directing on conduct of research and analysis on key policy issues;
- (v) Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- (vi) Safe custody of updated inventory of publications on current issues, legislation and major public policy issues/questions;
- (vii) Define quality control standards in the preparation of research papers, briefing notes and particular points of view;
- (viii) Providing back up to county assembly committees;
- (ix) Supply research information and data to enhance county assembly core functions - law making, oversight and representation.
- (x) Assigning legislative research and public policy analysis to generate policy briefs and options to sustain evidence- informed decision making in the legislature;
- (xi) Supervising staff within the department by way of target setting and

- appraisals;
- (xii) Building a credible data bank for reference and timely response to county assembly's information needs;
- (xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Assistant Director- Research Services or in a comparable position for a minimum period of three (3) years;
- (ii) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, Education International Trade/Commerce and other Social Science related fields;
- (iii) A Master's degree in Statistics, Economics, Social Sciences, sociology, political science, commerce or equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Shown merit and ability as reflected in work performance and results.

3.8.14. DIRECTOR - RESEARCH SERVICES, CASB 3

(a) Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) Providing overall direction and general administration;
- (ii) Overseeing and Advising on formulation, interpretation and application of research policies, procedures, rules and regulations;
- (iii) Participating in senior management and policy formulation forums representing the Department;
- (iv) Enhancing team work in the use of professional skills and expertise among staff to ensure provision of professional, timely and objective information to research requests;
- (v) Liaising with other departments/directorates in building and provision of borderless analytical research services to Members and committees;
- (vi) Spearheading the development of departmental work plans and their effective implementation;
- (vii) Analysis of policy recommendations from parliamentary committees and annual management reports from county government departments;
- (viii) Facilitating technical support to committees to enable them pursue and accomplish their respective mandates;

(ix) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

- (i) Served in the grade of Deputy Director- Research Services or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree from a recognized university in a specialized discipline including Statistics, Economics, Agriculture; Environmental Management, Sociology, Political Science, International Trade/Commerce and other Social Science related fields;
- (iii) A Master degree in Statistics, Economics, Social Sciences, sociology, political science, commerce or equivalent qualification from a recognized institution is an added advantage;
- (iv) Attended a management course lasting at least four (4) weeks from a recognized institution;
- (v) Attended a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) A knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis with evidence of published papers on topical issues;
- (vii) An understanding of parliamentary process and a sensitivity to the research and policy analysis needs of the Assembly; and
- (viii) Demonstrated outstanding administrative/managerial capability in the organization of the research services.

3.9. LIBRARIANS

3.9.1. Function

The Library Services Function entails: Management and administration of Library Services, direction, control and co-ordination of library staff, implementation of library work programmes, selection and acquisition of books and library materials, formulation and implementation of library policies, estimating and vote control and preparation of annual reports.

3.9.2. Key Result Areas

- (i) ACQUISITION: Sourcing of reading materials.
- (ii) CATALOGUING: Indexing of reading material.
- (iii) RETRIEVAL: Use of the indexing system to access reading materials, and to shelve them appropriately.
- (iv) LENDING: The process of giving out and receiving back reading materials.
- (v) BINDING & MAINTENANCE: Strengthening reading materials by holding their pages together, and repairing them as necessary.

3.9.3. Standards of Performance

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

- (i) LIBRARY COMMITTEE: For guiding and controlling the main library activities – acquisition of new reading materials and equipment
- (ii) STANDARDIZATION: The cataloguing system should be standard / international for universal references and application
- (iii) RETENTION: To minimize losses, reading materials should not be checked out of the library

3.9.4. Grading Structure

Officers in the cadre will be designated and graded as follows:-

DESIGNATION	JOB GRADE	JOB GROUP
Library Assistants		
Library Assistant III	CASB 11	H
Library Assistant II	CASB 10	J
Library Assistant I	CASB 9	K
Senior Library Assistant	CASB 8	L
Librarians		
Librarian II	CASB 10	J
Librarian I	CASB 9	K

Note: The grades of Library Assistant III & II, CASB 11 & 10 and the grades

of Librarian II, CASB 10 will form a common establishment for the purpose of this Career Progression Guideline.

3.9.5. Recognized Qualifications

- (i) A Diploma in Library studies, Information sciences or equivalent qualification from a recognized institution;
- (ii) A Bachelor's degree in Library Studies, Information Sciences or Bachelor of Arts and Post-Graduate Diploma in Library Studies or/and Information Sciences;
- (iii) A supervisory course lasting at least two (2) weeks from a recognized institution;
- (iv) A management course lasting at least four (4) weeks from a recognized institution.

3.9.6. LIBRARY ASSISTANT III, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Keeping records of all incoming new books, pamphlets and periodicals;
- (ii) Receiving and filing of both local and foreign newspapers and newspaper clippings;
- (iii) Filing of typed catalogue cards;
- (iv) Indexing of local newspapers;
- (v) Shelving of books;
- (vi) Preparation and dispatch of overdue notices and reminders;
- (vii) Photocopying and any other duties as directed by all the senior library staff;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) A Diploma in Library studies, Information sciences or equivalent qualification from a recognized institution

3.9.7. LIBRARY ASSISTANT II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Conducting searches from electronic databases or book shelves;
- (ii) Classification, cataloguing, verification of materials / documents/serials, serial control;
- (iii) Accessioning of all new library materials;
- (iv) Indexing of local newspapers and maintaining shelf arrangement;
- (v) Photocopying and any other duties as may be directed by the senior library assistants;

- (vi) Control and recalling of overdue books;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in grade of Library Assistant III or in an equivalent position for a minimum period of three (3) years;
- (ii) A Diploma in Library studies, Information sciences or equivalent qualification from a recognized institution.

3.9.8. LIBRARY ASSISTANT 1, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Current awareness services, selection and acquisition of books and other library materials;
- (ii) Supervision of cataloguing and classification of library materials;
- (iii) Supervision of indexing and abstracting services;
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in grade of Library Assistant II or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Library studies, Information sciences or equivalent qualification from a recognized institution;
- (iii) Shown merit and ability as reflected in work performance and results;
- (iv) Knowledge in library management software.

3.9.9. SENIOR LIBRARIAN ASSISTANT, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this grade will entail: -

- (i) Current awareness service, selection and acquisition of books and other library materials;
- (ii) Supervision of cataloguing and classification of library materials;
- (iii) Supervision of indexing;
- (iv) Supervision of staff and their development;
- (v) Abstracting and other information repackaging services;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in grade of Library Assistant I or in a similar position for a minimum

- period of three (3) years;
- (ii) A Diploma in Library studies, Information sciences or equivalent qualification from a recognized institution;
- (iii) Shown merit and ability as reflected in work performance and results;
- (iv) Knowledge in library management software;
- (v) A certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution.

3.9.10. LIBRARIAN II, CASB 10

(a) Duties and Responsibilities

The officer in this position is responsible for the effective management and administration of Library Services. Duties include:

- (i) Direction, control and co-ordination of Library staff;
- (ii) Implementation of library work programmes;
- (iii) Selection and acquisition of books and other library materials;
- (iv) Training of Library staff and students on attachment;
- (v) Provision of reference and research services;
- (vi) Provision of the selective dissemination of information service and preparation of annual reports;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A Bachelor's degree in Library Studies/ Information Sciences
- OR

A Bachelor of Arts degree and Post Graduate Diploma in Library Studies and Information Sciences or equivalent qualification from a recognized institution

3.9.11. LIBRARIAN I, CASB 9

(a) Duties and Responsibilities

The officer in this position is responsible for the effective management and administration of Library Services. Duties include:

- (i) Direction, control and co-ordination of Library staff;
- (ii) Implementation of library work programmes;
- (iii) Selection and acquisition of books and other library materials;
- (iv) Training of Library staff and students on attachment;
- (v) Provision of reference and research services;
- (vi) Provision of the selective dissemination of information service and preparation of annual reports;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Librarian II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Library Studies/ Information Sciences

OR

A Bachelor of Arts degree and Post Graduate Diploma in Library Studies and Information Sciences or equivalent qualification from a recognized institution

- (iii) Knowledge in library management information systems;
- (iv) Shown merit and proven administrative capability with extensive knowledge and experience in library service.



3.10. FISCAL ANALYSTS

3.10.1. Function

The Fiscal Analysis Function involves preparing and delivering budgetary information to members and relevant House Committees; designing and carrying out relevant Budget research on specific area of interest; guiding the process of assessment of the strengths and weaknesses of County Government policy options relating to resource Mobilization, Allocation and Utilization; and monitoring the implementation of County Assembly's and Executives financial resources.

3.10.2. Key Result Areas

- (i) RESEARCH: Search for fresh / auxiliary information / facts by consulting appropriate sources like documents or persons.
- (ii) DISSEMINATION: Preparation of budgetary information reports, and / or informing stakeholders through meetings, workshops and other appropriate fora.
- (iii) BUDGET MONITORING AND REPORTING - Tracking the process of implementation of the budgets.
- (iv) ANALYSIS: budget planning, analysis, forecasting and reporting.

3.10.3. Standards of Performance

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

- (i) DATABANK: Research material gathered in assignments must be maintained for addressing routine / replicated questions and issues.
- (ii) BENCHMARKING: Before any research is embarked on, sufficient cross- checking must be done to ensure that it doesn't involve "re-inventing the wheel".
- (iii) DEADLINES: Budgetary reports must have programmed delivery deadlines clearly documented and adhered to.

3.10.4. Grading Structure

The Career Progression Guideline establishes eight (8) grades of Fiscal Analysts who will be designated and graded as below:

DESIGNATION	JOB GRADE	JOB GROUP
Fiscal Analyst II	CASB 10	J
Fiscal Analyst I	CASB 9	K
Senior Fiscal Analyst	CASB 8	L
Chief Fiscal Analyst	CASB 7	M
Principal Fiscal Analyst	CASB 6	N
Assistant Director Budget	CASB 5	P
Deputy Director Budget	CASB 4	Q
Director Budget	CASB 3	R

Note: Fiscal Analyst II (CASB 10) and Fiscal Analyst I (CASB 9) will form common establishment for the purpose of this Career Progression Guideline.

3.10.5. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATIONS	NEW JOB GRADE	JOB GROUP
-----	-----	Fiscal Analyst II	CASB 10	J
-----	-----	Fiscal Analyst I	CASB 9	K
-----	-----	Senior Fiscal Analyst	CASB 8	L
Fiscal Analyst II	CASB 7	Chief Fiscal Analyst	CASB 7	M
Fiscal Analyst I	CASB 6	Principal Fiscal Analyst	CASB 6	N
Senior Fiscal Analyst	CASB 5	Assistant Director of Budget	CASB 5	P
Principal Fiscal Analyst	CASB 4	Deputy Director Budget	CASB 4	Q
Director of Budget	CASB 3	Director Budget	CASB 3	R

3.10.6. Recognized Qualifications

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

- (i) A Degree in Economics or its equivalent from a recognized University;
- (ii) A Master's degree in Economics or equivalent from a recognized University;
- (iii) A Certified Investment & Financial Analyst (CIFA) Examination Parts I, II, III;
- (iv) A Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (v) A Certificate in a senior management course lasting not less than four (4) weeks from a recognized institution;
- (vi) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution.

3.10.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grade of Fiscal Analyst II, CASB 10. In certain circumstances, however, direct appointment may be made beyond these grades by the County Assembly Service Board on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.10.8. FISCAL ANALYST II, CASB 10

(a) Duties and responsibilities

This is an entry and training grade for fiscal analysts. Duties and responsibilities will entail:

- (i) Collecting and collating budgetary information from various sources for analysis;
- (ii) Maintaining relevant statistics on public revenue and expenditure figures;
- (iii) analysis of CIDP in relation to annual budgets;
- (iv) monitor budgetary cycle and ensure compliance;
- (v) Carrying out commissioned Budget research on specific area of interest;
- (vi) Assisting in preparing budgetary information reports to MCAs and relevant House Committees;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to the grade of Fiscal Analyst I, an officer must have:

- (i) A Bachelor's degree in Economics or its equivalent from a recognized University;
- (ii) Have general understanding of national and county budgetary process and public fiscal policies.

3.10.9. FISCAL ANALYST I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Collecting and collating budgetary information from various sources for analysis;
- (ii) Maintaining relevant statistics on public revenue and expenditure figures;
- (iii) Analysis of CIDP in relation to annual budgets;
- (iv) Monitor budgetary cycle and ensure compliance;
- (v) Carrying out commissioned budget research on specific area of interest;
- (vi) Assisting in preparing budgetary information reports to MCAs and relevant house committees;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to the grade of Fiscal Analyst I, an officer must have:-

- (i) Served in the grade of Fiscal Analyst II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Economics or its equivalent from a recognized University;
- (iii) General understanding of national and county budgetary process and public fiscal policies;
- (iv) Good communication and interpersonal skills.

3.10.10. SENIOR FISCAL ANALYST, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Carrying out commissioned Budget analysis and research on specific areas of interest as deemed necessary by the Head of Department;
- (ii) Carrying out assessment of the strengths and weaknesses of County Government policy options relating to allocation and utilization of resources;
- (iii) Assisting in preparing and delivering budgetary information to Members and relevant House Committees;
- (iv) Assisting in Budget workshops planning and participating in the workshops.
- (v) Assisting in formulating the departmental annual work plan;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to the grade of Senior Fiscal Analyst, an officer must have: -

- (i) Served in the grade of Fiscal Analyst I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Economics or its equivalent from a recognized University;
- (iii) A certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) General understanding of county and national budgetary process and public fiscal policies;
- (v) Good communication and interpersonal skills.

3.10.11. CHIEF FISCAL ANALYST, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Carrying out commissioned Budget analysis and research on specific area of interest;
- (ii) Carrying out assessment of the strengths and weaknesses of County Government policy options relating to resource mobilization and allocation;
- (iii) Designing and conducting relevant budget research on specific areas of interest;
- (iv) Guiding the process of assessment of the strengths and weaknesses of Government Policy Options relating to resource mobilization, allocation and utilization;
- (v) Any other relevant duty that may be assigned by from time to time.

(b) Requirements for Appointment

For appointment to the grade of Principal Fiscal Analyst, an officer must have:

- (i) Served in the grade of Senior Fiscal Analyst or in a similar position for a minimum period of three (3) years;

- (ii) A Bachelor's degree in Economics or its equivalent from a recognized University;
- (iii) A certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Good understanding of County and national budgetary process and public fiscal policies;
- (v) Be a team player with good communication and interpersonal skills.

3.10.12. PRINCIPAL FISCAL ANALYST, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Carrying out commissioned Budget analysis and research on specific area of interest;
- (ii) Carrying out assessment of the strengths and weaknesses of Government Policy Options relating to resource Mobilization and allocation;
- (iii) Designing and conducting relevant Budget research on specific areas of interest;
- (iv) Guiding the process of assessment of the strengths and weaknesses of Government Policy Options relating to resource mobilization, allocation and utilization;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to the grade of Principal Fiscal Analyst, an officer must:

- (i) Have served in the grade of Senior Fiscal Analyst or in a similar position for a minimum period of three (3) years;
- (ii) Have a Bachelor's degree in Economics or its equivalent from a recognized University;
- (iii) A certificate in a senior management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Good understanding of County and national budgetary process and public fiscal policies;
- (v) Be a team player with good communication and interpersonal skills.

3.10.13. ASSISTANT DIRECTOR OF BUDGET, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Preparing and analysing the delivering of budgetary information to members and relevant house committees;
- (ii) Designing and carrying out relevant budget research on specific area of interest;
- (iii) Guiding the process of assessment of the strength and weakness of county government policy options relating to resource mobilization and utilization;

- (iv) Preparing comprehensive analysis of county budget and appropriation proposal;
- (v) Prepare a monitoring report on county integrated development plan;
- (vi) Advise on budgetary cycle and ensure compliance;
- (vii) Formulating the departmental annual work plan, monitoring and evaluating its implementation;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to the grade of Principal Fiscal Analyst, an officer must have:

- (i) Served in the grade of Principal Fiscal Analyst or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Economics or its equivalent from a recognized University;
- (iii) A Master's degree in Economics or its equivalent will be an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Good understanding of county and national budgetary process and public fiscal policies;
- (vii) Good communication and interpersonal skills.

3.10.14. DEPUTY DIRECTOR OF BUDGET, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Interpretation of relevant laws, regulations and policies;
- (ii) Designing and conducting relevant budget research on specific area of interest;
- (iii) Guiding the process of assessment of the strengths and weaknesses of government policy, options relating to resource mobilization, allocation and utilization;
- (iv) Preparing comprehensive analysis of county budget and appropriation proposals;
- (v) Validate the monitoring report on county integrated development plan;
- (vi) Preparing and delivering budget information to members and relevant committees; and
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this position, an officer must have:

- (i) Served in the grade of Assistant Director of Budget or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Economics or its equivalent from a recognized University;
- (iii) A Master's degree in Economics or its equivalent from a recognized institution;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a

- recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
 - (vi) Good understanding of county and national budgetary process and public fiscal policies;
 - (vii) Good communication and interpersonal skills.

3.10.15. DIRECTOR OF BUDGET, CASB 3

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Head of the directorate, providing overall direction and administration of the department including provision of team leadership, guidance and technical expertise on Fiscal Management;
- (ii) Liaising with other Assembly departments, County Government and public sector players;
- (iii) Formulating the directorate annual work plan around the budget calendar and enforcing its implementation;
- (iv) Providing the Framework for regular Budget briefings to MCAs and Committees;
- (v) Planning and facilitating Budget workshops for Members of Assembly;
- (vi) Commissioning relevant Budget analysis and research on specific area(s) of interest as may be necessary;
- (vii) Oversee the assessment of the strengths and weaknesses of county government policy options;
- (viii) Ensuring provision of professional, timely and objective county budget related information to relevant House Committees and Members;
- (ix) Advising on suitable organizational arrangements for planning and coordinating budgetary policies and activities;
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this position an officer must have: -

- (i) Served in the grade of Deputy Director of Budget or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Economics or its equivalent from a recognized University;
- (iii) A Master's degree in a relevant discipline from a recognized institution;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Knowledge of national and county Budget process and fiscal policy analysis;
- (vii) A proven record of research on finance related issues.

3.11. ACCOUNTING AND FINANCE OFFICERS

3.11.1. Function

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

3.11.2. Key Result Areas

- (i) **ESTIMATES:** Planned expenditure yet to be approved
- (ii) **ALLOCATION (DISBURSEMENT):** Provision of funds based on approved expenditure
- (iii) **CONTROL:** Ensuring that budgets are used for approved items, and not exceeded.
- (iv) **DATA:** Financial information for decision making
- (v) **ACCOUNTING SYSTEMS:** Accounting policies, procedures, regulations and standards for operation and control purposes
- (vi) **EXPENDITURE:** Application of budgeted funds for operations and development
- (vii) **REVENUE:** Sourcing and collection of funds for augmenting expenditure

3.11.3. Standards of Performance

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

- (i) **BUDGET COMMITTEE:** Planned expenditure must emanate from users and approved by the County Assembly Service Board.
- (ii) **APPROVAL BY COUNTY ASSEMBLY:** Disbursement of funds must be subject to approval by the County Assembly.
- (iii) **DATABASE:** A self-updating system for providing the necessary financial parameters online for decision making and implementation.
- (iv) **FINANCIAL ORDERS:** The manual, amended by Treasury circulars, for financial regulations, procedures and practices – covering both expenditure and revenue
- (v) **AIE:** For any payment, Authority to Incur Expenditure (AIE) must be issued by the Accounting Officer
- (vi) **EXCHEQUER ISSUES:** Authority by Controller of Budget for funds to be released to the AIE holder

3.11.4. Grading Structure

Officers in the cadre will be designated and graded as follows:-

DESIGNATION	JOB GRADE	JOB GROUP
Accountant II	CASB 10	J
Accountant I	CASB 9	K
Senior Accountant	CASB 8	L
Chief Accountant	CASB 7	M
Principal Accountant	CASB 6	N
Assistant Director Finance and Accounting Services	CASB 5	P
Deputy Director Finance and Accounting Services	CASB 4	Q
Director Finance and Accounting Services	CASB 3	R

Note: Accountant II & I, CASB 10 & 9 will form a common establishment for the purpose of this Career Progression Guideline.

3.11.5. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATIONS	NEW JOB GRADE	JOB GROUP
-----	-----	Accountant II	CASB 10	L
-----	-----	Accountant I	CASB 9	K
-----	-----	Senior Accountant	CASB 8	L
Finance Officer II/ Accountant II	CASB 7	Chief Accountant	CASB 7	M
Finance Officer / Accountant I	CASB 6	Principal Accountant	CASB 6	N
Senior Finance Officer / Senior Accountant	CASB 5	Assistant Director Finance and Accounting Services	CASB 5	P
Principal Finance Officer / Principal Accounts Controller	CASB 4	Deputy Director Finance and Accounting Services	CASB 4	Q
Chief Finance Officer	CASB 3	Director Finance and Accounting Services	CASB 3	R

3.11.6. Recognized Qualifications

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

- (i) Master's degree in any of the following; Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
- (ii) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.
- (iii) A Postgraduate qualification in Financial Management from a recognized university/institution.
- (iv) A pass in part II and III (final) of the Certified Public Accountants (CPA) Examination or its recognized equivalent;
- (v) Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration with Accountants Board.
- (vi) A Supervisory course lasting not less than two (2) weeks from a recognized institution
- (vii) A Management course lasting not less than four (4) weeks from a recognized institution.
- (viii) A Leadership Course lasting not less than six (6) weeks from a recognized institution.

3.11.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grade of Accountant II, Job Grade CASB 10. In exceptional circumstances, however, direct appointment may be made beyond this grade by the County Assembly Service Board on the recommendation of the Clerk provided that the candidate is in possession of the requisite qualifications stipulated for that particular grade.

3.11.8. ACCOUNTANT II, CASB 10

(a) Duties and Responsibilities

This is the entry grade for accountants. Specifically, duties and responsibilities involve-

- (i) Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry;
- (ii) Routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.;
- (iii) Safe custody of records and assets under him /her;
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) A Bachelor's degree in Commerce (Finance or Accounting Option) or related fields

such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution.

- (ii) A Certified Public Accountant Part II qualification or a recognized equivalent from a recognized institution.

3.11.9. ACCOUNTANT I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this grade entail:

- (i) Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- (ii) Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers
- (iii) Preparation of management reports e.g. imprest and expenditure returns etc.;
- (iv) Safe custody of assembly records and assets under him/her,
- (v) Receiving duly processed payments and receipt vouchers;
- (vi) Extracting and providing cash liquidity analysis;
- (vii) Ensuring security of cheques and cheque books;
- (viii) Preparation of expenditure and authority to incur expenditure (AIE);
- (ix) Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
- (x) Receipting of all money due and payable to government.
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Accountant II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution;
- (iii) A Certified Public Accountant Part III qualification from a recognized institution; and
- (iv) Merit and ability in work performance and results.

3.11.10. SENIOR ACCOUNTANT, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this grade entail:

- (i) Responsible for timely and accurate preparation of quality management reports;
- (ii) Planning, directing, coordinating, supervising areas of control;
- (iii) Setting targets for the section(s);
- (iv) Undertake ad hoc assignments relating to accounting services;

- (v) May be assigned responsibilities to authorize payments and sign cheques subject to limit set;
- (vi) Certify and verify returns, documents, vouchers;
- (vii) Monitor collection of revenue including inspection (if any);
- (viii) Responsible for government assets, records and custody of accountable documents under his/her sections(s);
- (ix) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Accountant I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution.
- (iii) A Certified Public Accountant (CPA-K) or its equivalent from a recognized institution;
- (iv) A Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (v) Shown merit and ability in work performance and results.

3.11.11. CHIEF ACCOUNTANT, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities at this grade entail:

- (i) Responsible for timely and accurate preparation of quality management reports;
- (ii) Planning, directing, coordinating, supervising areas of control;
- (iii) Setting targets for the section(s);
- (iv) Undertake ad hoc assignments relating to accounting services;
- (v) May be assigned responsibilities to authorize payments and sign cheques subject to limit set;
- (vi) Certify and verify returns, documents, vouchers;
- (vii) Monitor collection of revenue including inspection (if any);
- (viii) Responsible for government assets, records and custody of accountable documents under his/her sections(s);
- (ix) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Accountant I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution;
- (iii) A Certified Public Accountant (CPA-K) or its equivalent from a recognized institution;

- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution; and
- (v) Shown merit and ability in work performance and results.

3.11.12. PRINCIPAL ACCOUNTANT, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities at this grade entail:

- (i) Responsible for timely and accurate preparation of quality management reports;
- (ii) Planning, directing, coordinating, supervising areas of control;
- (iii) Training and development of staff under him/her;
- (iv) Setting targets for the section(s);
- (v) Undertake ad hoc assignments relating to accounting services;
- (vi) May be assigned responsibilities to authorize payments and sign cheques subject to limit set;
- (vii) Certify and verify returns, documents, vouchers;
- (viii) Monitor collection of revenue including inspection (if any);
- (ix) Responsible for government assets, records and custody of accountable documents under his/her sections(s);
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Senior Accountant or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution.
- (iii) A Certified Public Accountant (CPA-K) or its equivalent from a recognized institution;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution; and
- (vi) Shown merit and ability in work performance and results.

3.11.13. ASSISTANT DIRECTOR FINANCE& ACCOUNTING SERVICES, CASB 5

(a) Duties and Responsibilities

An officer in this position will be responsible for: -

- (i) Monitoring implementation of Accounting standards and systems for compliance, including Integrated Financial Management Information System (IFMIS) operations;
- (ii) Following up implementation of Public Accounts Committee recommendations for the Assembly;

- (iii) Preparation of bi-annual accounts;
- (iv) Consolidation of cash flow projections;
- (v) Assisting the Director to provide advisory services to the Accounting Officer and other stake holders on all financial and accounting matters in the Assembly;
- (vi) Assist in setting targets for the accounts staff and evaluating achievements;
- (vii) Responsible for provision of quality and timely accounting services in the Assembly including maintenance of appropriate and up-to- date accounting records;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Principal Accountant or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, Mathematics and Finance from a recognized institution;
- (iii) A Master's degree in related discipline from a recognized institution is an added advantage;
- (iv) A Certified Public Accountants of Kenya (CPA K) or its equivalent recognized qualification from a recognized institution;
- (v) Registered with ICPAK and of good professional standing;
- (vi) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vii) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (viii) Demonstrated outstanding capability in financial Management, integrity professional competence and administrative ability as reflected in work performance and results.

3.11.14. DEPUTY DIRECTOR FINANCE AND ACCOUNTING SERVICES, CASB 4

(a) Duties and Responsibilities

An officer in this position will be responsible for: -

- (i) Providing advisory services to departmental heads and other stakeholders on all financial matters in the County Assembly
- (ii) Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
- (iii) Ensuring expenditures are within the voted allocations;
- (iv) Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- (v) Preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements, and revenue/AIA returns, cash flow statements, analysis of deposits etc. maintenance of up to date and accurate

- books of accounts;
- (vi) Safeguarding Government Assets and records in the County Assembly;
- (vii) Supervision, training, development and deployment of accountants in the County Assembly.
- (viii) Control and co-ordination of both routine and non-routine accountancy matters;
- (ix) Interpretation of financial policies, budgeting controls management accounting methods and financial returns.
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Assistant Director Finance and Accounting Services or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Commerce (Finance or Accounting Option) or related fields such as Accounting, Economics, Statistics, and Mathematics;
- (iii) A Master's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Mathematics, Statistics, Business Administration, or its equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certified Public Accountants of Kenya (CPA K) or its equivalent recognized qualification;
- (v) Registered with ICPAK and of good professional standing;
- (vi) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vii) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (viii) Demonstrated outstanding capability in financial Management, integrity professional competence and administrative ability as reflected in work performance and results.

3.11.15. DIRECTOR FINANCE AND ACCOUNTING SERVICES, CASB 4

(a) Duties and Responsibilities

The Director will be responsible to the Clerk for coordination and management of Finance and Accounting Services function. Duties and responsibilities entail:

- (i) Interpreting and implementing financial management statutes, policies, standards, strategies and programmes;
- (ii) Ensuring compliance with PFMA and other financial regulations and guidelines;
- (iii) Monitoring implementation of financial controls;
- (iv) Spearheading formulation and application of accounts manual;
- (v) Overseeing accounting for county assembly service funds as per the PFMA;
- (vi) Coordinating consolidation of budgets for the recurrent and development votes;
- (vii) Overseeing preparation of finance and account reports;
- (viii) Authorizing payments and signing of cheques subject to set limits;

- (ix) Spearheading establishment and maintenance of a comprehensive financial management and reporting systems;
- (x) Overseeing development and implementation of computerized financial and accounting information systems;
- (xi) Planning and budgeting;
- (xii) Managing performance and capacity building of the directorate;
- (xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Deputy Director Finance and Accounting Services or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution.
- (iii) A Master's degree in any of the following disciplines: Commerce (Finance/Accounting option), Economics, Mathematics, Statistics, Business Administration, or its equivalent qualification from a recognized institution is an added advantage;
- (iv) A Certified Public Accountants of Kenya (CPA K) or its equivalent recognized qualification;
- (v) Registered with ICPAK and of good professional standing;
- (vi) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vii) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (viii) Demonstrated outstanding capability in financial Management, integrity professional competence and administrative ability as reflected in work performance and results.

3.12. INTERNAL AUDITORS

3.12.1. Function

The Internal Audit Function entails: Auditing the governance mechanisms of the County Assembly and mechanisms for transparency and accountability with regard to the finances and assets of the Institution; Conducting risk-based, value-for-money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the County Assembly; Verifying the existence of assets administered by the County Assembly and ensuring that there are proper safeguards for their protection; Ensuring appropriate institutional policies and procedures and good business practices are followed by the County Assembly; Evaluating the adequacy and reliability of information available to management for making decisions with regard to the County Assembly and its operations; Identifying accounting errors, cases of fraud and initiate investigations; Advise the board (CASB) on matters of risks and controls; Liaising with Audit Committee as guided by statutes; Formulating and implementing an audit charter and other relevant policies; and Preparing and submitting annual audit plans to the County Assembly's Audit Committee.

3.12.2. Key Result Areas

- (i) RECONCILIATION: Tallying of expenditure with budget allocations; ensuring compliance with organizational procedures and regulations; and physical tallying of assets with records.
- (ii) EVALUATION: Assessment of effectiveness of existing safeguards (standards) review of such safeguards; and preparation of reports on such assessments and reviews.
- (iii) RISK ASSESSMENT: Continual risk analysis and development of comprehensive policies and procedures.

3.12.3. Standards of Performance

The following systems / facilities must be developed and installed:

- (i) VETTING: All reconciliations done by auditors must be examined and approved by the Audit Committee.
- (ii) AUDIT MANUALS: Internal Standards on Auditing (ISA); International.
- (iii) AUDIT COMMITTEE: The Audit committee must be in place to aid in compliance
- (iv) ACCOUNTING STANDARDS: International Public Sector Accounting
- (v) Standards (IPSAS); Internal Audit Charter; Audit Work Plan.

3.12.4. Grading Structure

The Career guideline establishes six (6) grades of Internal Audit officers who will be designated and graded as below:

DESIGNATION	JOB GRADE	JOB GROUP
Internal Auditor II	CASB 10	J
Internal Auditor I	CASB 9	K
Senior Internal Auditor	CASB 8	L
Chief Internal Auditor	CASB 7	M
Principal Internal Auditor	CASB 6	N
Assistant Director, Risk & Compliance	CASB 5	P
Deputy Director, Risk & Compliance	CASB 4	Q
Director Audit, Risk & Compliance	CASB 3	R

Note: Internal Auditor II & I, CASB 10 & 9 will form common establishment for the purpose of this Career Progression Guideline.

3.12.5. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATIONS	NEW JOB GRADE	JOB GROUP
-----	-----	Internal Auditor II	CASB 10	J
-----	-----	Internal Auditor I	CASB 9	K
-----	-----	Senior Internal Auditor	CASB 8	L
Internal Auditor II	CASB 7	Chief Internal Auditor	CASB 7	M
Internal Auditor I	CASB 6	Principal Internal Auditor	CASB 6	N
Senior Internal Auditor	CASB 5	Assistant Director Audit, Risk & Compliance	CASB 5	P
Principal Internal Auditor	CASB 4	Deputy Director Audit, Risk & Compliance	CASB 4	Q
Director Internal Audit	CASB 3	Director Audit, Risk & Compliance	CASB 3	R

3.12.6. Entry into the Career Progression Guidelines

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

3.12.7. Recognized Qualifications

The following are the recognized qualifications for this Cadre:

- (i) A Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution.
- (ii) A Master's Degree in a relevant discipline from a recognized institution.
- (iii) A Certified Public Accountants of Kenya (K) Parts I, II, III or its equivalent qualification.
- (iv) Parts I, II, III & IV of Certified Internal Auditors (CIA) qualification.
- (v) A post-graduate Diploma in Internal Auditing.
- (vi) Membership to a professional body
- (vii) A Supervisory course lasting not less than two (2) weeks from a recognized institution
- (viii) A Management course lasting not less than four (4) weeks from a recognized institution.
- (ix) A Leadership Course lasting not less than six (6) weeks from a recognized institution.

3.12.8. INTERNAL AUDITOR II, CASB 10

(a) Duties and Responsibilities

This is the entry grade for this cadre. An officer at this grade will be on the job training based on actual audit work and assignments carried out under the supervision of senior officers.

Duties and responsibilities will entail:

- (i) Undertaking a variety of audit assignments relating to pre- audit of payments;
- (ii) Evaluation and review of internal control systems and report on any weaknesses;
- (iii) Evaluating the effectiveness of existing financial regulations and establish the level of compliance in practice;
- (iv) Compiling and preparing reports based on audit observations made in his/her section/team; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) A Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- (ii) Certified Public Accountant Part II or an equivalent qualification;

3.12.9. INTERNAL AUDITOR I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Undertaking a variety of audit assignments relating to pre- audit of payments;
- (ii) Evaluation and review of internal control systems and report on any weaknesses;
- (iii) Evaluating the effectiveness of existing financial regulations and establish the level of compliance in practice;
- (iv) Compiling and preparing reports based on audit observations made in his/her section/team;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Internal Auditor II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- (iii) A Certified Public Accountant Part III or its equivalent qualification;
- (iv) Have shown merit and ability in work performance and results.

3.12.10. SENIOR INTERNAL AUDITOR, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Ensuring completeness and accuracy of records and reports emanating from the unit under purview;
- (ii) Verifying existence and safety of government assets;
- (iii) Assisting with on the job training of junior staff;
- (iv) Conducting internal systems evaluation and reviews;
- (v) Preparing sectional audit programmes and audit reports; and
- (vi) Any other relevant duty that may be assigned from time to time

(b) Requirements for Appointment

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

- (i) Served in the grade of Internal Auditor I for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- (iii) A Certified Public Accountant (CPA-K) or its equivalent qualification from a

recognized institution;

- (iv) A Certificate in supervision lasting at least two (2) weeks from a recognized institution;
- (v) Membership to a recognized professional body and of good standing;
- (vi) Shown merit and ability as reflected in work performance and results.

3.12.11. CHIEF INTERNAL AUDITOR, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Reviewing and developing audit techniques and procedures for systems audits;
- (ii) Preparing and updating audit guides and programmes;
- (iii) Drafting preliminary audit reports, queries and observations for the departmental heads consideration;
- (iv) Preparing audit reports to management and follow up on action taken;
- (v) Be responsible for supervision of staff working under him/her including their discipline and training needs; and
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Internal Auditor for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- (iii) A Certified Public Accountant (CPA-K) or an equivalent qualification;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a recognized professional body and of good standing;
- (vi) Shown merit and ability as reflected in work performance and results.

3.12.12. PRINCIPAL INTERNAL AUDITOR, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Preparation, implementation and supervision of all audit programmes used by the department;
- (ii) Reviewing all reports submitted by various sections of the department to confirm the accuracy and correctness of figures included therein before

- certification or signature
- (iii) Ensuring maintenance of high audit standards of performance in the department;
- (iv) Developing of training needs of the department; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Chief Internal Auditor or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- (iii) A Certified Public Accountant (CPA-K) or equivalent qualifications;
- (iv) A Certificate in a management course lasting for not less than four (4) weeks from a recognized institution;
- (v) A Certificate in leadership course lasting for not less than six (6) weeks from a recognized institution;
- (vi) Membership to a recognized professional body and of good standing;
- (vii) Demonstrated professional competence as reflected in work performance and results.

3.12.13. ASSISTANT DIRECTOR AUDIT, RISK & COMPLIANCE, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Assisting in co-ordination, and controlling of the operations of internal audit department;
- (ii) Ensuring the maintenance of high audit standards in the department.
- (iii) Monitoring and constantly reviewing audit programmes for all the sections in the department;
- (iv) Organizing planning, coordinating and controlling the audit activities through the Principal Internal Auditor and other sectional heads;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Principal Internal Auditor or in a similar position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or its equivalent qualification from a recognized institution;

- (iii) A Master's degree in a relevant discipline from a recognized institution is an added advantage;
- (iv) A Certified Public Accountants (CPA-K) or Certified Internal Auditors (CIA) Part IV from a recognized institution or any other equivalent qualification;
- (v) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vii) Membership to a recognized professional body and of good standing;
- (viii) Merit and ability as reflected in work performance and results.

3.12.14. DEPUTY DIRECTOR AUDIT, RISK & COMPLIANCE, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:

- (i) Formulating and interpreting regulations and policies;
- (ii) Identifying activities subject to audit coverage, evaluating their significance and assessing the degree risk inherent in terms of the audit costs involved;
- (iii) Determining adequacy and effectiveness of internal control systems;
- (iv) Carrying out investigations on irregularities identified or reported in audit reports;
- (v) Generating regular and /or ad-hoc reports e.g. Performance reports, Compliance reports, etc.;
- (vi) Ensuring Assembly assets are safeguarded and properly utilized and ensuring that operations of Internal Audit functions are within the recognized international audit standards.
- (vii) Ensure effective controls are in place on the use of county assembly monies and that all payments are eligible, justified and represent value for money;
- (viii) Ensure that financial records for all transactions are maintained accurately and on a timely basis;
- (ix) Ensure that there is an effective system of internal controls in place in order to prevent and detect fraud;
- (x) Recommend improvement for effective internal control mechanisms to ensure adherence to the Finance Manual, PFMA and other regulations;
- (xi) Carry out periodic risk assessment and test whether the controls in place respond to the risks identified;
- (xii) Maintenance of risk management policies and documentation, and other activities focusing on the advancement of risk accountability and culture;
- (xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of an Assistant Director Audit, Risk & Compliance or in a similar position for a minimum period of three (3) years;

- (ii) A Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration, Information Technology or its equivalent qualification from a recognized institution;
- (iii) A Master's degree in a relevant discipline from a recognized institution is an added advantage;
- (iv) A Certified Public Accountants (CPA-K) or Certified Internal Auditors (CIA) Part IV or its equivalent qualification from a recognized institution;
- (v) A Certificate in a management course lasting for a period not less than four (4) weeks from a recognized institution;
- (vi) A Certificate in a leadership course lasting for a period not less than six (6) weeks from a recognized institution;
- (vii) A membership (of good standing) to a relevant professional body;
- (viii) Demonstrated managerial, administrative and professional competence in work performance and results.

3.12.15. DIRECTOR AUDIT, RISK & COMPLIANCE, CASB 3

(a) Duties and Responsibilities

An officer at this level will be administratively responsible to the Clerk for efficient co-ordination and control of operations in the Audit Department. The officer will also be responsible for training, development and motivation of internal audit officers.

Duties and responsibilities at this level entail:

- (i) Formulating and interpreting regulations and policies;
- (ii) Identifying activities subject to audit coverage, evaluating their significance and assessing the degree risk inherent in terms of the audit costs involved;
- (iii) Determining adequacy and effectiveness of internal control systems;
- (iv) Carrying out investigations on irregularities identified or reported in audit reports;
- (v) Generating regular and /or ad-hoc reports e.g. Performance reports, Compliance reports, etc.;
- (vi) Ensuring Assembly assets are safeguarded and properly utilized and ensuring that operations of Internal Audit functions are within the recognized international audit standards;
- (vii) Ensure effective controls are in place on the use of county assembly monies and that all payments are eligible, justified and represent value for money;
- (viii) Ensure that financial records for all transactions are maintained accurately and on a timely basis;
- (ix) Ensure that there is an effective system of internal controls in place in order to prevent and detect fraud;
- (x) Recommend improvement for effective internal control mechanisms to ensure adherence to the Finance Manual, PFMA and other regulations;
- (xi) Carry out periodic risk assessment and test whether the controls in place respond to

- the risks identified;
- (xii) Maintenance of risk management policies and documentation, and other activities focusing on the advancement of risk accountability and culture.
 - (xiii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of an Assistant Director Audit, Risk & Compliance or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration, Information Technology or its equivalent qualification from a recognized institution;
- (iii) A Master's degree in a relevant discipline from a recognized institution is an added advantage;
- (iv) Certified Public Accountants (CPA-K) or Certified Internal Auditors (CIA) Part IV or its equivalent qualification from a recognized institution;
- (v) A Certificate in a management course lasting for a period not less than four (4) weeks from a recognized institution;
- (vi) A Certificate in a leadership course lasting for a period not less than six (6) weeks from a recognized institution;
- (vii) A membership of good standing to a relevant professional body;
- (viii) Demonstrated managerial, administrative and professional competence in work performance and results.

3.13. SUPPLY CHAIN MANAGEMENT OFFICERS AND ASSISTANTS

3.13.1. Function

The Supply Chain Management Function entail:- Coordinating activities in delivering a combination of inputs, outputs/outcomes for specified requirements in accordance with the Public Procurement and Disposal Regulations and other laws and policy on procurement; preparing procurement plans in accordance with budget processes; requisitioning, receiving and issuing of stores; preparing and maintenance of stores records; stocktaking and reconciling; store security, safety, maintenance and proper preservation of stores; reviewing, updating, interpreting and implementing existing Procurement Regulations, Procedures and Systems; preparing and ensuring implementation of procurement manual; sourcing of supplies; assessing and measuring performance of supplies of goods, works and services; maintenance of procurement records; conducting market research; carrying out internal monitoring and evaluation of stores; developing internal procurement on supply policy procedure manuals; ensuring smooth distribution of inventory; and management of receipts and issues.

3.13.2. Key Result Areas

- (i) **PURCHASING:** Receiving requisitions and specifications from users, doing tendering, and acquiring of goods and services.
- (ii) **STORAGE:** Documentation of goods / services, and custody of documents and goods.
- (iii) **DISPOSAL:** Commissioning of procured services, issuing of goods, and retiring of boarded goods.

3.13.3. Standards of Performance

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

- (i) **REQUISITION ORDER:** An instrument giving specifications for what is to be procured.
- (ii) **SOURCING:** The system of competitive sourcing of goods / services – as per the public procurement regulations.
- (iii) **ISSUING:** Issuance of stores for consumption by relevant departments.
- (iv) **INVENTORY:** Register for receipts and disposal of stores – also showing balances, deficits and surpluses.

3.13.4. Grading Structure

Officers in the cadre will be designated and graded as follows:-

DESIGNATION	JOB GRADE	JOB GROUP
Supply Chain Management Assistants		
Supply Chain Management Assistant III	CASB 11	H
Supply Chain Management Assistant II	CASB 10	J
Supply Chain Management Assistant I	CASB 9	K
Senior Supply Chain Management Assistant	CASB 8	L
Supply Chain Management Officers		
Supply Chain Management Officer II	CASB 10	J
Supply Chain Management Officer I	CASB 9	K
Senior Supply Chain Management Officer	CASB 8	L
Chief Supply Chain Management Officer	CASB 7	M
Principal Supply Chain Management Officer	CASB 6	N
Assistant Director Supply Chain Management	CASB 5	P
Deputy Director Supply Chain Management	CASB 4	Q
Director Supply Chain Management	CASB 3	R

Note: The grades of Supply Chain Management Assistant III & II Job Grade CASB 11 & 10 and grades of Supply Chain Management Officer II & I, Job Grade CASB 10 & 9 will form a common establishment for the purpose of this Career Progression Guidelines.

3.13.5. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATIONS	NEW JOB GRADE	JOB GROUP
Supply Chain Management Assistants				
-----	-----	Supply Chain Management Assistant III	CASB 11	H
Supply Chain Management Assistant III	CASB 10	Supply Chain Management Assistant II	CASB 10	J
Supply Chain Management Assistant II	CASB 9	Supply Chain Management Assistant I	CASB 9	K
Supply Chain Management Assistant I	CASB 8	Senior Supply Chain Management Assistant	CASB 8	L
Supply Chain Management Officers				
-----	-----	Supply Chain Management Officer II	CASB 10	J

-----	-----	Supply Chain Management Officer I	CASB 9	K
-----	-----	Senior Supply Chain Management Officer	CASB 8	L
Supply Chain Management Officer II	CASB 7	Chief Supply Chain Management Officer	CASB 7	M
Supply Chain Management Officer I	CASB 6	Principal Supply Chain Management Officer	CASB 6	N
Senior Supply Chain Management Officer	CASB 5	Assistant Director Supply Chain Management	CASB 5	P
Principal Supply Chain Management Officer	CASB 4	Deputy Director Supply Chain Management	CASB 4	Q
Director Supply Chain Management	CASB 3	Director Supply Chain Management	CASB 3	R

3.13.6. Recognized Qualifications

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

- (i) A Certificate in Supplies Management from a recognized institution;
- (ii) An Advanced Certificate in Supplies Management from a recognized institution;
- (iii) A Diploma in Supplies Management or equivalent from a recognized institution;
- (iv) A Bachelor's degree in Procurement, Purchasing and Supplies Management, Logistics, Economics, Commerce, Business Management, Business Administration or an equivalent from a recognized university;
- (v) A Master's degree in Procurement, Purchasing and Supplies Management, Logistics, Economics, Commerce, Business Management, Business Administration or an equivalent from a recognized university;
- (vi) Any relevant professional qualification in Procurement and Supplies management;
- (vii) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- (viii) Management course lasting not less than four (4) weeks from a recognized institution;
- (ix) Leadership Course lasting not less than six (6) weeks from a recognized institution.
- (x) Membership to a professional body.

3.13.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Supply Chain Management Assistant III/II, CASB Scale "11/10" for diploma holders and Supply Chain Management Officer II/I, CASB Scale "10/9" for Degree holders. In exceptional cases, direct appointment

may be made to the higher grades by the County Assembly Service Board on the recommendation of the Clerk provided that the candidate is in possession of the minimum qualifications and experience required for appointment to the grade.

3.13.8. SUPPLY CHAIN MANAGEMENT ASSISTANT III, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities entail:

- (i) Receipt of procured goods;
- (ii) Preparation and maintenance of stores records;
- (iii) Issuance of stores;
- (iv) Ensuring proper arrangement of stores record books and files;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to the grade of Supply Chain Management Assistant III, candidates must have:

- (i) A Diploma in Stores Management, Supplies Management or its equivalent qualification from a recognized institution;
- (ii) Membership to a relevant professional body.

3.13.9. SUPPLY CHAIN MANAGEMENT ASSISTANT II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities entail: -

- (i) Maintaining security and safe custody of stores;
- (ii) Issuing and rationing of stores;
- (iii) Preparation and maintenance of stores records;
- (iv) Delivering stores to other departments/divisions;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to the grade of Supply Chain Management Assistant II, a candidate must be in possession of following:

- (i) Served in the grade of Supply Chain Management Assistant III or in a similar position for a minimum period of three (3) years;
- (ii) A holder of a Diploma in supplies management or its equivalent qualification from a recognized institution.
- (iii) Membership to a relevant professional body

3.13.10. SUPPLY CHAIN MANAGEMENT ASSISTANT I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level entails:-

- (i) Preparing stores requisitions; updating the stores/stocks cards;
- (ii) Checking the stores issues against requisition made;
- (iii) Ensuring goods delivered by suppliers are of the right/required quality and quantity;
- (iv) Preparing payment vouchers for suppliers; and distributing quotations requests;
- (v) Making recommendations for disposal of unserviceable stores;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Supply Chain Management Assistant II or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Supply Chain Management or its equivalent qualification from a recognized institution;
- (iii) Membership to a relevant professional body; and
- (iv) Demonstrated professional competence as reflected in work performance and results.

3.13.11. SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level entails:-

- (i) Preparing stores requisitions; updating the stores/stocks cards;
- (ii) Checking the stores issues against requisition made;
- (iii) Ensuring goods delivered by suppliers are of the right/required quality and quantity;
- (iv) Preparing payment vouchers for suppliers; and distributing quotations requests;
- (v) Making recommendations for disposal of unserviceable stores;
- (vi) Participating in procurement committees;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Supply Chain Management Assistant I or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Supply Chain Management or its equivalent qualification from a recognized institution;
- (iii) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) Membership to a professional body; and
- (v) Demonstrated professional competence as reflected in work performance and results.

3.13.12. SUPPLY CHAIN MANAGEMENT OFFICER II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Implementing existing supplies regulations, procedures and policies;
- (ii) Recommending disposal of unserviceable stores;
- (iii) Implementing procurement manual and procurement plan;
- (iv) Conducting stock control, stock taking and stock audit;
- (v) Implementing of e-procurement strategies;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, a candidate must:-

- (i) Have a Bachelor's degree in any of the following disciplines:- Supply Chain Management, Commerce (Supplies Management option), Procurement or any other equivalent qualification from a recognized institution;
- (ii) Possession of a relevant professional qualification;
- (iii) Membership to a relevant professional body.

3.13.13. SUPPLY CHAIN MANAGEMENT OFFICER I, CASB 9

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

- (i) Implementing existing procurement policies, regulations and procedures;
- (ii) Assisting in preparing procurement plans in accordance with budget process;
- (iii) Coordinating with suppliers to deliver goods and services on time as required;
- (iv) Assessing the performance of suppliers and contractors;
- (v) Recommending disposal of unserviceable stores;
- (vi) Conducting market research;
- (vii) Taking stock of stores; ensuring goods delivered by suppliers are of the right quality and quantity; ensuring deliveries of stocks to stores of the county assembly;
- (viii) Participation in procurement committees;
- (ix) Maintenance of quotations and tender registers;
- (x) Preparing payment vouchers for suppliers; and distributing quotations requests;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Supply Chain Management Officer II for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: -Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;

- (iii) Possession of a relevant professional qualification;
- (iv) Membership to a relevant professional body; and
- (v) Demonstrated merit and ability in work performance.

3.13.14. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Implementing existing supplies regulations, procedures and system;
- (ii) Carrying out internal monitoring and evaluation on procurement;
- (iii) Assessing the performance of suppliers and contractors;
- (iv) Preparing procurement plans in accordance with budget process;
- (v) Coordinating the preparation and implementation of procurement manual;
- (vi) Conducting stock control, stock taking and stock audit;
- (vii) Implementing e-procurement strategies;
- (viii) Preparing payment vouchers for suppliers;
- (ix) Distributing quotation request; and
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Supply Chain Management Officer I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:-Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualifications from a recognized institution;
- (iii) Possession of a relevant professional qualification;
- (iv) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (v) Must be registered with a professional body; and
- (vi) Demonstrated professional competence in work performance.

3.13.15. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, CASB 7

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

- (i) Updating, interpreting and implementing existing procurement policies, regulations and procedures;
- (ii) Preparing procurement plans in accordance with budget process;
- (iii) Coordinating procurement activities;
- (iv) Carrying out internal monitoring and evaluation on procurement;
- (v) Assessing performance of suppliers and contractors;
- (vi) Coordinating the preparation and the implementation of procurement manual;

- (vii) Recommending disposal of unserviceable stores;
- (viii) Conducting market research;
- (ix) Taking stock of stores;
- (x) Checking stores issues against requisition made;
- (xi) Ensuring goods delivered by suppliers are of the right quality and quantity;
- (xii) Preparing payment vouchers for suppliers;
- (xiii) Distributing quotations requests; and
- (xiv) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Supply Chain Management Officer or a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
- (iii) Part III of Certified Procurement and Supply Professional (CPSP-K) or its equivalent qualification;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body; and
- (vi) Demonstrated merit and ability in work performance and results.

3.13.16. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, CASB 6

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

- (i) Updating, interpreting and implementing existing procurement policies, regulations and procedures;
- (ii) Preparing procurement plans in accordance with budget process;
- (iii) Coordinating procurement activities;
- (iv) Carrying out internal monitoring and evaluation on procurement;
- (v) Assessing the performance of suppliers and contractors;
- (vi) Coordinating the preparation and the implementation of procurement manual;
- (vii) Recommending disposal of unserviceable stores;
- (viii) Conducting market research;
- (ix) Taking stock of stores;
- (x) Checking the stores issues against requisition made;
- (xi) Ensuring goods delivered by suppliers are of the right quality and quantity;
- (xii) Preparing payment vouchers for suppliers;
- (xiii) Distributing quotations requests; and
- (xiv) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Supply Chain Management Officer or a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
- (iii) Possession of a relevant professional qualification;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) Leadership Course lasting not less than six (6) weeks from a recognized institution.
- (vi) Membership to a relevant professional body; and
- (vii) Demonstrated merit and ability in work performance and results.

3.13.17. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT, CASB 5

(a) Duties and Responsibilities

Duties and Responsibilities will entail:

- (i) Formulating and implementing the strategies and policies for procurement of goods and services;
- (ii) Developing long term and short term procurement plans in liaison with users as per the county assembly requirements;
- (iii) Updating, interpreting and implementing existing procurement policies, regulations and procedures;
- (iv) Preparing procurement plans in accordance with budget process;
- (v) Coordinating internal monitoring and evaluation on procurement;
- (vi) Assessing the performance of suppliers and contractors;
- (vii) Coordinating the preparation and the implementation of procurement manual;
- (viii) Preparing tender and pre-qualification documents for expression of interest; and
- (ix) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Supply Chain Management Officer or a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any equivalent qualification from a recognized institution;
- (iii) A Master's degree in any of the following disciplines; Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution is an added advantage;

- (iv) Possession of a relevant professional qualification;
- (v) Membership to a relevant professional body;
- (vi) Have a professional practicing license;
- (vii) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (viii) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution; and
- (ix) Demonstrated merit and ability in work performance and results.

3.13.18. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Interpretation of relevant laws, regulations and policies;
- (ii) Ensuring goods and services procured by county assembly meet tender specifications;
- (iii) Identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
- (iv) Developing detailed service level agreements in liaison with relevant user departments for third party providers outlining the key performance areas critical to the county assembly;
- (v) Monitoring third party providers' performance to assess ability to meet quality and delivery requirements;
- (vi) Convening and providing secretarial services to the tender committee;
- (vii) Ensuring maintenance of updated suppliers list;
- (viii) Ensuring that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels;
- (ix) Providing advisory services in the procurement matters to the county assembly including preparation of consolidated procurement and disposal plan; and
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director - Supply Chain Management or a similar position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
- (iii) Master degree in any of the following disciplines: Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution is an added advantage;
- (iv) Possession of a relevant professional qualification;

- (v) Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vii) Membership to a relevant professional body;
- (viii) Have a professional practicing license; and
- (ix) Demonstrated managerial and administrative and professional competence in work performance and results.

3.13.19. DIRECTOR SUPPLY CHAIN MANAGEMENT, CASB 3

(a) Duties and Responsibilities

An officer in this grade will be responsible to the Clerk of the County Assembly. Duties and responsibilities will entail:-

- (i) Interpretation of relevant laws, regulations and policies;
- (ii) Formulating and implementing strategies and policies for procurement of goods and services;
- (iii) Developing long-term and short-term procurement plans in liaison with users and as per the departments' requirements;
- (iv) Coordinating procurement of quality goods and services to support the county assembly's operations;
- (v) Coordinate internal monitoring and evaluation of the supply chain function of the county assembly;
- (vi) Overseeing preparation of tender and prequalification documents for expression of interest for the assembly and ensuring goods and services procured by the assembly meet tender specifications;
- (vii) Identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
- (viii) Developing detailed service level agreements in liaison with user departments for third party providers outlining the key performance areas critical to the county assembly;
- (ix) Monitoring third party providers' performance to assess ability to meet quality and delivery requirements; convening and providing secretarial services to the tender evaluation committees and ensure maintenance of updated suppliers list;
- (x) Provide advisory services in the procurement matters to the accounting officer including preparation of consolidated procurement and disposal plans; and
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Deputy Director Supply Chain Management or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines:- Supply Chain Management,

Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;

(iii) A Master's degree in a relevant discipline from a recognized institution is an added advantage;

(iv) Possession of a relevant professional qualification;

(v) Certificate in a management course lasting not less than four (4) weeks from a recognized institution;

(vi) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;

(vii) Have a professional practicing license;

(viii) Membership to a relevant professional body;

(ix) Demonstrated managerial, administrative and professional competence in work performance

3.14. ADMINISTRATIVE OFFICERS

3.14.1. Administration Function

The Administration Function entails: - overseeing office accommodation; managing office services and administrative staff; coordinating transport and logistics; preparing budget for administrative services; controlling and monitoring the location and movement of equipment; liaising with security and Serjeant-At-Arms on issues concerning security in the County Assembly; overseeing daily and weekly cleaning of offices and compound; investigating all security incidences and liaising with security agencies; ensuring safe custody of the County Assembly assets; overseeing maintenance and provision of transport; providing cross-functional administrative services; and liaising with relevant legal entities to acquire legal documents such as motor vehicle and assets insurances and licenses.

3.14.2. Key Result Areas

- (i) ACCOMMODATION: Allocation of office space, conference rooms, car park and open grounds.
- (ii) FLEET MANAGEMENT: Ensure records are properly maintained on transport and logistics.
- (iii) REGISTRY: Oversee the management of central registry within the establishment in terms of documents scrutiny, efficiency and retrievals.
- (iv) RELATIONSHIP: Providing administrative support to stakeholders during county assembly events, conferences, seminars and public participations.
- (v) CATERING: Overseeing general catering services.
- (vi) FACILITIES: Oversee the general condition of office equipment and structures.

3.14.3. Standards of Performance

The following systems/facilities must be developed and installed:

- (i) RECORDS: All records of motor vehicles including insurance, incidents, maintenance, etc.
- (ii) DOCUMENTS REGISTER: For recording transport management matters, registry records etc.
- (iii) MAINTENANCE REGISTER: Records of general condition of office equipment and structures.
- (iv) REQUISITION: General requisition of assets, goods and services and disposal.

3.14.4. Grading Structure

The Career Progression Guideline establishes the following grades of Administrative Officers who will be designated and graded as below: -

DESIGNATION	JOB GRADE	JOB GROUP
Administrative Assistants		
Administrative Assistant III	CASB 12	G
Administrative Assistant II	CASB 11	H
Administrative Assistant I	CASB 10	J
Administrative Officers		
Administrative Officer II	CASB 10	J
Administrative Officer I	CASB 9	K
Senior Administrative Officer	CASB 8	L
Chief Administrative Officer	CASB 7	M
Principal Administrative Officer	CASB 6	N
Assistant Director Administrative services	CASB 5	P
Deputy Director Administrative Services	CASB 4	Q
Director Administrative Services	CASB 3	R

Note: The grades of Administrative Assistant III/II, Job Grade CASB 12/11 and Grade of Administrative Officer II and I CASB Grade 10 & 9 will form a common establishment for the purpose of this Career Progression Guidelines.

3.14.5. Conversion Table

DESIGNATION	JOB GRADE	NEW DESIGNATION	NEW JOB GRADE	JOB GROUP
Administrative Assistants				
-----	-----	Administrative Assistant III	CASB 12	G
-----	-----	Administrative Assistant II	CASB 11	H
-----	-----	Administrative Assistant I	CASB 10	J
Administrative Officers				
-----	-----	Administrative Officer II	CASB 10	J
-----	-----	Administrative Officer I	CASB 9	K
-----	-----	Senior Administrative Officer	CASB 8	L
Administrative Officer II	CASB 7	Chief Administrative Officer	CASB 7	M

Administrative Officer I	CASB 6	Principal Administrative Officer	CASB 6	N
Senior Administrative Officer	CASB 5	Assistant Director Administrative services	CASB 5	P
Principal Administrative Officer	CASB 4	Deputy Director Administrative Services	CASB 4	Q
Director Administrative Services	CASB 3	Director Administrative Services	CASB 3	R

3.14.6. Recognized Qualifications

The following are the recognized minimum qualifications for the cadre:-

- (i) A Diploma in Social Science or any other equivalent qualification from a recognized institution;
- (ii) A Bachelor's Degree in Social Science or any other equivalent qualification from a recognized institution;
- (iii) A Master's Degree in Business Administration or any other equivalent qualification from a recognized institution;
- (iv) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- (v) Management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Leadership Course lasting not less than six (6) weeks from a recognized institution;
- (vii) Membership to a professional body.

3.14.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Administrative Assistant III CASB 12 or Administrative Officer III CASB Grade 10. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.14.8. ADMINISTRATIVE ASSISTANT III, CASB 12

(a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities will entail:-

- (i) Overseeing daily and weekly cleaning of offices in the offices including dusting of desks, windows and carpets;
- (ii) Supervising collection and disposal of dustbin contents;
- (iii) Ensuring that office furniture and equipment are well arranged and maintained;
- (iv) Processing and follow-up of payments of all bills for common services;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) A certificate in Social Science or any other equivalent qualification from a recognized institution.

3.14.9. ADMINISTRATIVE ASSISTANT II, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Identifying and recommending proper accommodation of staff within the organization;
- (ii) Facilitating the location and movement of equipment;
- (iii) Implementing recommendations of security operations in county assembly premises;
- (iv) Implementing administration policies;
- (v) Ensuring safety of offices and equipment;
- (vi) Monitoring the location of the equipment;
- (vii) Providing transport and logistics; making proposals for rental management; safeguarding county assembly assets;
- (viii) Overseeing weekly cleaning of offices and compound;
- (ix) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Administrative Assistant III or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Social Science or any other equivalent qualification from a recognized institution;

3.14.10. ADMINISTRATIVE ASSISTANT I, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entails:-

- (i) Interpreting and implementing strategies, policies, and standards pertaining to administrative services of the County Assembly;
- (ii) Procuring and effectively managing contracts relating to cleaning, mail/parcel delivery, and security;
- (iii) Implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;
- (iv) Coordinating repairs and maintenance of office equipment;
- (v) Ensuring prompt delivery of mail and execution of messengerial services; ensuring prompt settlement of utility services bills;
- (vi) Coordinating the execution of third party service contracts e.g. Cleaning and security services;
- (vii) Allocating of office and parking spaces;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Administrative Assistant II or in an equivalent position for a minimum period of three (3) years;
- (ii) A Diploma in Social Science or any other equivalent qualification from a recognized institution;
- (iii) A Supervisory Skill course lasting not less than two (2) weeks from a recognized institution; and
- (iv) Demonstrated merit and ability in work performance.

3.14.11. ADMINISTRATIVE OFFICER II, CASB 10

(a) Duties and Responsibilities

This is the entry grade for degree holders. Duties and responsibilities will entail:-

- (i) Ensuring prompt delivery of mail and execution of messengerial services; ensuring prompt settlement of utility services bills;
- (ii) Coordinating the execution of third party service contracts e.g. Cleaning and security services;
- (iii) Allocating of office and parking spaces;
- (iv) Sourcing for service providers;
- (v) Controlling the telephone expenditure in line with approved budget ceilings; overseeing auxiliary and courier services;
- (vi) Liaising with Supply Chain department for the procurement of telephone lines for officers, calling cards, scratch cards and any components related to this

- service;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A Bachelor's Degree in Social Science or any other equivalent qualification from a recognized institution.

3.14.12. ADMINISTRATIVE OFFICER I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Identifying and recommending proper accommodation of staff within the organization;
- (ii) Facilitating the location and movement of equipment;
- (iii) Implementing recommendations of security operations in county assembly premises;
- (iv) Ensuring office machines are serviceable;
- (v) Implementing administration policies;
- (vi) Providing cross-functional liaison for administration matters;
- (vii) Supervising catering services;
- (viii) Coordinating renewal of property insurance policies/visas/transport licensing board certificates;
- (ix) Monitoring the location of the equipment; and
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Must have served in the position of Administrative Assistant II or in a similar position for a period of at least three (3) years;
- (ii) A Bachelor's degree in Business Administration or Social Science from a recognized institution in Kenya.

3.14.13. SENIOR ADMINISTRATIVE OFFICER I, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Ensuring office machines are serviceable;
- (ii) Implementing administration policies;
- (iii) Providing cross-functional liaison for administration matters;
- (iv) Coordinating renewal of property insurance policies/visas/transport licensing

- board certificates;
- (v) Monitoring the location of the equipment;
- (vi) Providing transport and logistics;
- (vii) Making proposals for rental management;
- (viii) Safeguarding county assembly assets;
- (ix) Overseeing catering services and weekly cleaning of offices and compound;
- (x) Any other relevant duty that may be assigned from time to time.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Must have served in the position of Administrative Officer I or in a similar position for a minimum period of three (3) years;
- (ii) A certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution.

3.14.14. CHIEF ADMINISTRATIVE OFFICER I, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;
- (ii) Ensuring that office equipment are repaired and maintained.
- (iii) Management of fleet and logistics;
- (iv) Coordinating the management of catering and cleaning services;
- (v) Ensuring prompt delivery of mail and execution of messengerial services;
- (vi) Ensuring prompt settlement of utility services bills;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Administrative Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Social Science or any other equivalent qualification from a recognized institution;
- (iii) A certificate in a senior management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Registration to a professional body.

3.14.15. PRINCIPAL ADMINISTRATIVE OFFICER I, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Manage inventories of the administrative tools, equipment and other required

- facilities;
- (ii) Interpreting and implementing strategies, policies, and standards pertaining to Administration services of the County Assembly;
- (iii) Procuring and effectively managing contracts relating to cleaning, mail/parcel delivery;
- (iv) Implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;
- (v) Coordinating repairs and maintenance of office equipment;
- (vi) Ensuring prompt delivery of mail and execution of messengerial services;
- (vii) Ensuring prompt settlement of utility services bills;
- (viii) Coordinating the execution of third party service contracts e.g. Cleaning and security services;
- (ix) Coordinating planning and allocation of working tools and equipment;
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Administrative Officer or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Social Science or any other equivalent qualification from a recognized institution;
- (iii) A certificate in senior management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Registration to a professional body; and
- (v) Demonstrated managerial, administrative and professional competence in work performance.

3.14.16. ASSISTANT DIRECTOR ADMINISTRATIVE SERVICES, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Interpreting and implementing strategies, policies, and standards pertaining to administrative services of the County Assembly;
- (ii) Procuring and effectively managing contracts relating to cleaning, mail/parcel delivery, and security;
- (iii) Implementing statutory requirements relating to maintenance of the County Assembly's buildings and installations;
- (iv) Coordinating repairs and maintenance of office equipment;
- (v) Implementation of department's policies and procedures;
- (vi) Preparation of department's procurement plan.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Administrative Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Social Science or any other equivalent qualification from a recognized institution;
- (iii) A Master's Degree in Business Administration or any other or any other equivalent qualification from a recognized institution is an added advantage
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Membership to a professional body; and
- (vii) Demonstrated managerial, administrative and professional competence in work performance

3.14.17. DEPUTY DIRECTOR ADMINISTRATIVE SERVICES, CASB 4

(a) Duties and Responsibilities

The duties and responsibilities will entail:

- (i) Ensuring operationalization of service delivery in all County Assembly departments;
- (ii) Ensure timely and efficient communication and coordination in County assembly affairs and functions;
- (iii) Monitor and evaluate matters pertaining to administration, enforcement and service delivery in the devolved units;
- (iv) Set the goals and objectives of the department together with their strategies.
- (v) Supervise routine operational issues in the department;
- (vi) Perform any other duties as might be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director Administrative Services or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Social Science or any other equivalent qualification from a recognized institution;
- (iii) A Master's Degree in Business Administration or any other equivalent qualification from a recognized institution is an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Membership to a professional body; and
- (vii) Demonstrated managerial, administrative and professional competence in work

performance.

3.14.18. DIRECTOR ADMINISTRATIVE SERVICES, CASB 3

(a) Duties and Responsibilities

An officer at this level will be responsible to the Clerk of the County Assembly for providing strategic leadership and policy direction in the administration function. Specific duties and responsibilities shall include;

- (i) Formulation and disseminating policies, programmes and strategic plans;
- (ii) Monitoring and evaluating implementation of policies, programmes, strategic plans and performance contracts for the department;
- (iii) Representing the clerk in various meetings and in stakeholders' fora;
- (iv) Supervision, management and development of the department
- (v) Co-ordination and mobilization of resources for effective public service delivery;
- (vi) Co-ordinating parliamentary policy matters, official functions, and litigation matters affecting the department;
- (vii) Planning, budgeting, performance management and capacity building;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, one must have:-

- (i) Served in the grade of Deputy Director Administrative Services or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any Social Science or equivalent qualification from a university recognized in Kenya;
- (iii) A Master's Degree in any social science or equivalent qualification from a university recognized in Kenya is an added advantage;
- (iv) A certificate in a management or Administrative officer's induction course lasting not less than four (4) weeks;
- (v) A certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Membership to a professional body;
- (vii) Demonstrated merit and ability as reflected in work performance and results.

3.15. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICERS

3.15.1. Function

The Human Resource Management and Development Function entails:- developing advisory and consultancy capacity on Human Resource Planning, Management and Development Policy; providing leadership and direction in the implementation and review of Human Resource Management and Development policies, strategies and programmes; and formulating relevant policies, principles and programmes in line with the Constitution, Vision 2030 and other County Government priority goals.

Specific functions entail:- formulation, review and implementation of human resource management and development policies, strategies and procedures; provision of advice on suitable staff benefits and welfare schemes; provision of guidance on compliance with statutory requirements on labour laws and other related statutes; Human Resource Planning and succession management; Human Resource Management and Development Budgeting; recruitment and placement of staff in the County Assembly Service; coordination of staff performance management; mobilization of resources for training programmes; promotion of best human resource management and development standards and practices; Human resource development; formulation of innovative and creative strategies in human resource management and development; initiation of human resource management and development reforms; development and management of human resource information systems; management of employee relations and conduct; promotion of values and principles of public service; monitoring, evaluation and audit of human resource management and development activities and programmes.

3.15.2. Key Result Areas

- (i) STAFFING: Organization structure; Employment; HR Planning; Promotion; Deployment
- (ii) COMPENSATION: Pay and Benefits, Incentives, Allowances, Job Evaluation
- (iii) JOB PERFORMANCE: Job Description, Performance Appraisal, Training, Awards, Discipline
- (iv) EMPLOYEE RELATIONS & WELFARE: Labour Laws, Medicare, Housing, transport, Safety, Security
- (v) HR POLICY: HR Rules, Regulations and Policy; Terms and Conditions of Service; Duties on Staff Advisory Committee

3.15.3. Standards of Performance

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

- (i) HR AUDIT: Skills Audit; Staffing Audit; Staffing Levels
- (ii) JOB EVALUATION: Determine the relative worth of jobs, grade the jobs, and create career paths.
- (iii) SCHEMES OF SERVICE: Career Progression guidelines to delineate duties / responsibilities and to specify the required competencies.
- (iv) HR MANUALS: Terms and conditions of service.
- (v) KRAS & PMS: Key Result Areas, Standards of Performance, and Performance Management System.
- (vi) PAYROLL SYSTEM: With the defined cyclic operations and their deadlines.

3.15.4. Grading Structure

The Career Progression Guidelines establishes five (5) grades of Human Resource Assistants and five (5) grades of Human Resource Management and Development Officers who will be designated and graded as follows:

DESIGNATION	JOB GRADE	JOB GROUP
Human Resource Assistants		
Human Resource Assistant II	CASB 10	J
Human Resource Assistant I	CASB 9	K
Senior Human Resource Assistant	CASB 8	L
Chief Human Resource Assistant	CASB 7	M
Principal Human Resource Assistant	CASB 6	N
Human Resource Management and Development Officers		
Human Resource Management and Development Officer II	CASB 10	J
Human Resource Management and Development Officer I	CASB 9	K
Senior Human Resource Management and Development Officer	CASB 8	L
Chief Human Resource Management and Development Officer	CASB 7	M
Principal Human Resource Management and Development Officer	CASB 6	N
Assistant Director, Human Resource Management and Development	CASB 5	P

Deputy Director, Human Resource Management and Development	CASB 4	Q
Director, Human Resource Management and Development	CASB 3	R

Note: The grades of Human Resource Management Assistant II/I, Job Grade CASB 10/9 and Grade of Human Resource Management and Development Officer II & I CASB Grade 10 & 9 will form a common establishment for the purpose of this Career Progression Guideline.

3.15.5. Conversion to the New Grading Structure

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

PRESENT DESIGNATION	JOB GRADE	NEW DESIGNATION	JOB GRADE	JOB GROUP
Human Resource Assistants				
Human Resource Management Assistant II	CASB 10	Human Resource Assistant II	CASB 10	J
Human Resource Management Assistant I	CASB 9	Human Resource Assistant I	CASB 9	K
Senior Human Resource Management Assistant	CASB 8	Senior Human Resource Assistant	CASB 8	L
Chief Human Resource Management Assistant	CASB 7	Chief Human Resource Assistant	CASB 7	M
Principal Human Resource Assistant	CASB 6	Principal Human Resource Assistant	CASB 6	N
Human Resource Management and Development Officers				
-----	-----	Human Resource Management and Development Officer II	CASB 10	J
-----	-----	Human Resource Management and Development Officer I	CASB 9	K
-----	-----	Senior Human Resource Management and	CASB 8	L

		Development Officer		
Human Resource Management and Development Officer II	CASB 7	Chief Human Resource Management and Development Officer	CASB 7	M
Human Resource Management and Development Officer I	CASB 6	Principal Human Resource Management and Development Officer	CASB 6	N
Senior Human Resource Management and Development Officer I	CASB 5	Assistant Director, Human Resource Management and Development	CASB 5	P
Principal Human Resource Management and Development Officer	CASB 4	Deputy Director, Human Resource Management and Development	CASB 4	Q
Director Human Resource Management and Development	CASB 3	Director, Human Resource Management and Development	CASB 3	R

3.15.6. Recognized Qualifications

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

- (i) A Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or any other relevant qualification from a recognized institution.
- (ii) A Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or any other relevant qualification from a recognized institution.
- (iii) A Certified Public Secretaries Examinations, Part I/II/III, from KASNEB.
- (iv) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/ Government, Anthropology or any other relevant Social Science from a recognized institution.
- (v) A Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification

- from a recognized institution.
- (vi) A Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
 - (vii) A Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
 - (viii) A Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution.
 - (ix) Membership to Institute of Human Resource Management.

3.15.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Human Resource Assistant II, Job Group CASB '10'; and Human Resource Management and Development Officer II, Job Group CASB '10'. In exceptional circumstances, however, direct appointment may be made beyond these grades by the County Assembly Service Board on the recommendation of the Authorized Officer provided that the candidate is in possession of the requisite qualifications stipulated for that particular grade.

3.15.8. HUMAN RESOURCE ASSISTANT II, CASB 10

(a) Duties and Responsibilities

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

- (i) Processing human resource management matters including appointments and promotions within existing rules, regulations and procedures;
- (ii) Capturing and updating human resource data in HRIS;
- (iii) Drafting letters, verifying employees leave balances; and processing pension documents;
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution, lasting not less than nine (9) months; or Part I of the Certified Public Secretaries Examination from KASNEB; and
- (ii) Membership to Institute of Human Resource Management.

3.15.9. HUMAN RESOURCE ASSISTANT I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Verifying information relating to recruitment, appointment, transfers, training and development, discipline, establishment and complement control;
- (ii) Implementing human resource management and development decisions within existing rules, regulations and procedures;
- (iii) Verifying human resource data in HRIS; and processing pension documents.
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Assistant II or in an equivalent position for a minimum period of three (3) years;
- (ii) A Diploma in Human Resource Management, Industrial Relations or Labour Relations from a recognized institution lasting not less than nine (9) months; or Part II of the Certified Public Secretaries Examination from KASNEB;
- (iii) Membership to Institute of Human Resource Management; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.15.10. SENIOR HUMAN RESOURCE ASSISTANT, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Preparing cases for the Staff Advisory Committee;
- (ii) Verifying information relating to recruitment, appointments, transfers, training and development, discipline, establishment and complement control;
- (iii) Implementing human resource management and development decisions within existing rules, regulations and procedures;
- (iv) Verifying Human Resource Data in HRIS; and verifying pension documents;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Assistant I or in an equivalent position for a minimum period of three (3) years;
- (ii) A Diploma in Human Resource Management, Industrial Relations or Labour

- Relations from a recognized institution lasting not less than nine (9) months; or part II of the Certified Public Secretaries Examination from KASNEB;
- (iii) Membership to Institute of Human Resource Management;
- (iv) A Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Shown merit and ability as reflected in work performance and results.

3.15.11. CHIEF HUMAN RESOURCE ASSISTANT, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Overseeing activities in the areas of recruitment, management of HRIS, promotion and discipline;
- (ii) Preparing agenda and minutes for the Staff Advisory Committee; implementing human resource management decisions within existing rules, regulations and procedures;
- (iii) Verifying Human Resource Data in HRIS; and verifying pension documents.
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Human Resource Assistant or in an equivalent position for a minimum period of three (3) years;
- (ii) A Diploma in Human Resource Management, Industrial Relations, Labour Relations from a recognized institution lasting not less than nine (9) months; OR Part III of Certified Public Secretaries examination from KASNEB;
- (iii) A Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Membership to Institute of Human Resource Management; and
- (v) Shown merit and ability as reflected in work performance and results.

3.15.12. PRINCIPAL HUMAN RESOURCE ASSISTANT, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Participating in the planning of human resource management and development activities including recruitment, appointment, promotion, discipline;
- (ii) Management of human resource information system; payroll management; preparing agenda and minutes for the staff advisory committee;
- (iii) Implementing human resource management decisions within existing rules, regulations and procedures; and verifying pension documents;

- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Human Resource Assistant or in an equivalent position for a minimum period of three (3) years;
- (ii) A Higher Diploma in Human Resource Management, Industrial Relations, Labour Relations from a recognized institution; or Part III of Certified Public Secretaries Examination from KASNEB;
- (iii) A Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Membership to Institute of Human Resource Management; and
- (v) Demonstrated administrative and professional competence required at this level.

3.15.13. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II, CASB 10

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will perform a variety of human resource management and development duties under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will entail: -

- (i) Verifying information relating to recruitment, appointments, promotions, transfers and human resource management information systems; implementing human resource management decisions within existing rules, regulations and procedures;
- (ii) Collecting and collating data for assessing training needs; preparing training projections;
- (iii) Preparing agenda and minutes for staff advisory committee.
- (iv) Any other relevant duty that may be assigned by from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Bachelor's degree Human Resource Management or in any other relevant discipline from a recognized institution; and
- (ii) Membership to Institute of Human Resource Management.

3.15.14. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- (ii) Implementing human resource decisions within existing rules, regulations and procedures;
- (iii) Collecting and collating data for assessing training needs; preparing training projections;
- (iv) Preparing agenda and minutes for the staff advisory committee;
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Human Resource Management and Development Officer II or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following Social Sciences:- Business Administration, Human Resource Management/Development, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a recognized institution;
- (iii) Membership to the Institute of Human Resource Management; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.15.15. SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Coordinating human resource services in such areas as appointment, promotion, payroll management; discipline, pensions, establishment and complement control;
- (ii) Analyzing staffing levels and making proposals for succession planning; analysing utilization of human resources and advising on proper deployment;
- (iii) Analysing staff career progression and making proposals for career development; ensuring the correct interpretation and implementation of human resource management and development regulations;
- (iv) Preparing reports on the implementation of performance management and performance appraisal system;
- (v) Preparing reports on the administration and management of the human resource information system;

- (vi) Coordinating and implementing technical assistance training programmes; advising on appropriate training programmes;
- (vii) Undertaking training needs assessment; developing training plans and training projections;
- (viii) Monitoring and evaluating the impact of training programmes on performance and service delivery;
- (ix) Monitoring implementation of human resource management and development policies, rules and regulations;
- (x) Preparing and submitting reports on human resource management and development;
- (xi) Validation and authentication of academic and professional certificates in liaison with the relevant institutions.
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Management and Development Officer I or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/ Government, Anthropology or any other relevant Social Science from a recognized institution;
- (iii) A Membership to the Institute of Human Resource Management;
- (iv) A Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

3.15.16. CHIEF HUMAN RESOURCE OFFICER, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Coordinating human resource services in such areas as appointment, promotion, payroll management; discipline, pensions, establishment and complement control;
- (ii) Analysing staffing levels and making proposals for succession planning; analysing utilization of human resources and advising on proper deployment;
- (iii) Analysing staff career progression and making proposals for career development; ensuring the correct interpretation and implementation of human resource management and development regulations;
- (iv) Preparing reports on the implementation of performance management and

- performance appraisal system;
- (v) Preparing reports on the administration and management of the human resource information system;
- (vi) Coordinating and implementing technical assistance training programmes; advising on appropriate training programmes;
- (vii) Undertaking training needs assessment; developing training plans and training projections;
- (viii) Monitoring and evaluating the impact of training programmes on performance and service delivery;
- (ix) Monitoring implementation of human resource management and development policies, rules and regulations;
- (x) Preparing and submitting reports on human resource management and development;
- (xi) Validation and authentication of academic and professional certificates in liaison with the relevant institutions.
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Human Resource Management and Development Officer or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- (iii) A Membership to the Institute of Human Resource Management;
- (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

3.15.17. PRINCIPAL HUMAN RESOURCE OFFICER, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Interpreting and advising on human resource management and development policies and regulations;
- (ii) Monitoring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on staff;

- (iii) Ensuring that professional human resource management and
- (iv) Development standards are maintained;
- (v) Implementation of county assembly service board decisions;
- (vi) Advising departments on career and succession management, human resource planning and utilization of human resources;
- (vii) Coordinating the preparation of personnel emoluments (PE) budgets; coordinating the implementation of performance management systems including performance appraisal system and the reward and sanctions framework;
- (viii) Managing the human resource management information systems;
- (ix) Ensuring compliance with labour laws;
- (x) Coordinating the processing and verifying of the agenda and minutes for the staff advisory committee;
- (xi) Coordinating implementation of technical assistance training programmes including preparing training proposals;
- (xii) Coordinating training and human resource development activities;
- (xiii) Overseeing the development of training projections and plans;
- (xiv) Validation and authentication of academic and professional certificates in liaison with the relevant institutions.
- (xv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Human Resource Management and Development Officer or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- (iii) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (v) Membership to the Institute of Human Resource Management; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

3.15.18. ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Ensuring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on performance management;
- (ii) Coordinating the collection and collation of information to inform formulation of human resource management and development policies in the county assembly service;
- (iii) Advising the authorized officer on the exercise of delegated powers and ensuring that professional human resource management and development standards are maintained;
- (iv) Advising the board on career and succession management, human resource planning and optimal utilization of human resources;
- (v) Coordinating the implementation of performance management systems, including staff performance appraisal system and the rewards and sanctions framework;
- (vi) Overseeing and guiding the design, review and implementation of human resource information systems;
- (vii) Advising the board on general government policies on human resource management and development; ensuring compliance with labour laws;
- (viii) Designing and overseeing the implementation of training programmes based on the needs of the county assembly service;
- (ix) Overseeing the monitoring of implementation of training and human resource development plans;
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal, Human Resource Management and Development or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- (iii) A Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counseling Psychology or any

- other relevant qualification from a recognized institution is an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
 - (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
 - (vi) Membership to the Institute of Human Resource Management; and
 - (vii) Demonstrated a thorough understanding of national goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes.

3.15.19. DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, CASB 4

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Ensuring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on performance management;
- (ii) Coordinating the collection and collation of information to inform formulation of human resource management and development policies in the county assembly service;
- (iii) Advising the authorized officer on the exercise of delegated powers and ensuring that professional human resource management and development standards are maintained;
- (iv) Advising the board on career and succession management, human resource planning and optimal utilization of human resources;
- (v) Coordinating the implementation of performance management systems, including staff performance appraisal system and the rewards and sanctions framework;
- (vi) Overseeing and guiding the design, review and implementation of human resource information systems;
- (vii) Advising the board on general government policies on human resource management and development; ensuring compliance with labour laws;
- (viii) Designing and overseeing the implementation of training programmes based on the needs of the county assembly service;
- (ix) Overseeing the monitoring of implementation of training and human resource development plans;
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, Human Resource Management and Development officer or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/ Government, Anthropology or any other relevant Social Science from a recognized institution;
- (iii) A Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counseling Psychology or any other relevant qualification from a recognized institution is an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Membership to the Institute of Human Resource Management; and
- (vii) Demonstrated a thorough understanding of national goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes.

3.15.20. DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, CASB 3

(a) Duties and Responsibilities

The officer will be responsible to the Authorized Officer/Secretary, County Assembly Service Board for the following:

- (i) Ensuring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on performance management;
- (ii) Coordinating the collection and collation of information to inform formulation of human resource management and development policies in the county assembly service;
- (iii) Advising the authorized officer on the exercise of delegated powers and ensuring that professional human resource management and development standards are maintained;
- (iv) Advising the board on career and succession management, human resource planning and optimal utilization of human resources;
- (v) Coordinating the implementation of performance management systems, including staff performance appraisal system and the rewards and sanctions framework;

- (vi) Overseeing and guiding the design, review and implementation of human resource information systems;
- (vii) Advising the board on general government policies on human resource management and development; ensuring compliance with labour laws;
- (viii) Designing and overseeing the implementation of training programmes based on the needs of the county assembly service;
- (ix) Overseeing the monitoring of implementation of training and human resource development plans;
- (x) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director, Human Resource Management and Development or in an equivalent position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- (iii) A Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counseling Psychology or any other relevant qualification from a recognized institution is an added advantage;
- (iv) A certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution;
- (vi) Membership to the Institute of Human Resource Management.
- (vii) Demonstrated a thorough understanding of national goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes.

3.16. RECORDS MANAGEMENT OFFICERS

3.16.1. Records Management Function

The Records Management Function entails security of information and records in a registry; storage and maintenance of files and personnel records; management of files movement; supervision of the registry; receipt and dispatch of mail including maintenance of related registers; sorting and classifying documents for filing and storage; updating and maintenance of personnel records and file index; controlling opening of files; custody and maintenance of Government documents; and liaising with relevant government agencies on appraisal and disposal of dormant files/documents.

3.16.2. Key Result Areas

- (i) MAIL: Incoming and outgoing correspondences – letters, memos, invoices, cheques, reports, contracts, etc.
- (ii) FILING: Sorting, classification, putting documents in folders and retrieval.
- (iii) CUSTODY: Security of documents and associated facilities – Storage, Maintenance, Control of file movement, and Control of Access to documents.
- (iv) DISPOSAL: Removing, sorting and classifying inactive / dead documents for archiving / destruction.

3.16.3. Standards of Performance

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

- (i) DOCUMENTS REGISTER: For recording movement of mail.
- (ii) INDEXING SYSTEM: For classification of documents for filing and retrieval.
- (iii) DOCUMENTS CUSTODY FACILITIES: Cabinets – lockable and fire-resistant.
- (iv) DISPOSAL POLICY: Regulations governing retention, archiving and disposal of documents.

3.16.4. Grading Structure

This Career Progression Guidelines establishes six (6) grades of records management Officers who will be designated and graded as below: -

DESIGNATION	JOB GRADE	JOB GROUP
Records Management Assistants		
Records Management Assistant III	CASB 11	H
Records Management Assistant II	CASB 10	J
Records Management Assistant I	CASB 9	K
Senior Records Management Assistant	CASB 8	L
Records Management Officers		
Records Management Officer III	CASB 11	H
Records Management Officer II	CASB 10	J
Records Management Officer I	CASB 9	K
Senior Records Management Officer	CASB 8	L
Chief Records Management Officer	CASB 7	M
Principal Records Management officer	CASB 6	N

Note: The grades of Records Management Assistant III/II job grades CASB 11/10 for diploma holders and Records Management Officer III/II Job Grades CASB 11/10 will form a common establishment for degree holders for the purpose of this Career Progression Guidelines.

3.16.5. Conversion Table

PRESENT DESIGNATION	JOB GRADE	NEW DESIGNATION	NEW JOB GRADE	JOB GROUP
Records Management Assistants				
-----	-----	Records Management Assistant III	CASB 11	H
-----	-----	Records Management Assistant II	CASB 10	J
-----	-----	Records Management Assistant I	CASB 9	K

Records Management Assistant	CASB 8	Senior Records Management Assistant	CASB 8	L
Records Management Officers				
-----	-----	Records Management Officer III	CASB 11	H
-----	-----	Records Management Officer II	CASB 10	J
-----	-----	Records Management Officer I	CASB 9	K
Records Management Officer III	CASB 8	Senior Records Management Officer	CASB 8	L
Records Management Officer II	CASB 7	Chief Records Management Officer	CASB 7	M
Records Management Officer I	CASB 6	Principal Records Management officer	CASB 6	N

3.16.6. Recognized Qualifications

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

- (i) A certificate in any of the following: Records/Information Management, Information/Library Science, or equivalent qualifications from a recognized institution.
- (ii) A diploma in any of the following: Records/Information Management, Library/Information Science, or equivalent qualifications from a recognized institution.
- (iii) A Bachelor's degree in Information Science, Records Management, Knowledge Management or any of the Social Sciences from a recognized institution.
- (iv) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution.
- (v) Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution.
- (vi) Certificate in a management course lasting not less than four (4) weeks from

- a recognized institution.
- (vii) Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution.

3.16.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Records Management Officer III CASB 11 or Records Management Assistant III CASB 11. On certain circumstances however, direct appointment may be made beyond these grades by CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.16.8. RECORDS MANAGEMENT ASSISTANT III, CASB 11

(a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities will entail:-

- (i) Sorting,
- (ii) Opening files and filing documents,
- (iii) Minuting and distribution of mail;
- (iv) Dispatching of mails; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) A Diploma in Records/Information Management or equivalent qualifications from a recognized institution.

3.16.9. RECORDS MANAGEMENT ASSISTANT II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will include;

- (i) Ensuring security of files and documents;
- (ii) Renewing file covers;
- (iii) Ensuring proper handling of documents;
- (iv) Pending correspondence and bring-ups;
- (v) Receiving and dispatching letters and maintaining related registers;
- (vi) Preparing disposal schedules and disposing dead files in accordance with relevant government regulations; and
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Records Management Assistant III or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following: Records/ Information Management, Information/Library Science or any equivalent qualifications from a recognized Institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

3.16.10.RECORDS MANAGEMENT ASSISTANT I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will include;

- (i) Ensuring security of files and documents;
- (ii) Renewing file covers;
- (iii) Ensuring proper handling of documents;
- (iv) Pending correspondence and bring-ups;
- (v) Receiving and dispatching letters and maintaining related registers;
- (vi) Preparing disposal schedules and disposing dead files in accordance with relevant government regulations; and
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Records Management Assistant II or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following: Records/ Information Management, Information/Library Science or any equivalent qualifications from a recognized Institution;
- (iii) A Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution;

OR

- A Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution or its equivalent from a recognized institution;
- (iv) Shown merit and ability as reflected in work performance and results.

3.16.11.SENIOR RECORDS MANAGEMENT ASSISTANT, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will include:

- (i) Ensuring that file covers are well maintained;
- (ii) Ensuring documents are carefully handled;
- (iii) Ensuring pending correspondence and bring-ups are checked and

- appropriate action taken;
- (iv) Ensuring mails are received and sorted;
- (v) Ensuring opened and dispatched and related registers are maintained.
- (vi) Initiating appraisal and disposal of files/documents in liaison with national archives and documentation services;
- (vii) Ensuring security of information, documents, files and office equipment; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Records Management Assistant I or in a similar position in the Public Service for a minimum period of three (3) years;
- (ii) A Diploma in any of the following: Records/ Information Management, Information/Library Science or any equivalent qualifications from a recognized Institution;
- (iii) A Certificate in a Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (iv) Shown merit and ability as reflected in work performance and results.

3.16.12.RECORDS MANAGEMENT OFFICER III, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will include;

- (i) Ensuring security of files and documents;
- (ii) Renewing file covers;
- (iii) Ensuring proper handling of documents;
- (iv) Pending correspondence and bring-ups;
- (v) Receiving and dispatching letters and maintaining related registers;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A Bachelor's degree in Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution.

3.16.13.RECORDS MANAGEMENT OFFICER II, CASB 10

(a) Duties and Responsibilities

This is the entry grade for degree holders. Duties and responsibilities will entail:-

- (i) Ensuring that letters are filed and marked for action;
- (ii) Overseeing the updating and maintenance of up to date file movement

- records;
- (iii) Ensuring security of files and documents;
- (iv) Ensuring receipt and proper dispatch of mails and maintaining related registers;
- (v) Initiating appraisal and disposal of files and documents;
- (vi) Ensuring proper handling of documents, pending correspondence and bring-ups;
- (vii) Opening and controlling of files; and updating file index;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Records Management Officer III or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated professional competence as reflected in work performance and results.

3.16.14.RECORDS MANAGEMENT OFFICER I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Interpreting and implementing record management policies;
- (ii) Developing records management systems;
- (iii) Ensuring that file movement records are updated and maintained;
- (iv) Overseeing security of files and documents;
- (v) Ensuring receipt and proper dispatch of mails;
- (vi) Preparing appraisal and disposal schedule of files and documents in liaison with relevant agencies;
- (vii) Preparing and submitting plans and budget estimates for the registry;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Records Management Officer II or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution; and
- (iii) Demonstrate professional competence and management capabilities as reflected in work performance and results.

3.16.15.SENIOR RECORDS MANAGEMENT OFFICER, CASB 8

(a) Duties and Responsibilities

Specific duties and responsibilities will entail:

- (i) Ensuring that file covers are well maintained;
- (ii) Ensuring documents are carefully handled;
- (iii) Ensuring pending correspondence and bring-ups are checked and appropriate action taken;
- (iv) Ensuring mails are received and sorted;
- (v) Ensuring opened correspondences are dispatched and related registers are maintained;
- (vi) Initiating appraisal and disposal of files/documents in liaison with national archives and documentation services;
- (vii) Ensuring security of information, documents, files and office equipment; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Records Management officer I or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;
- (iii) A Certificate in supervision lasting not less than two (2) weeks from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.16.16.CHIEF RECORDS MANAGEMENT OFFICER, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Planning appropriate office accommodation for registries;
- (ii) Ensuring safety and security of records;
- (iii) Preparation and submission of budget estimates for the registries;
- (iv) Assist in setting of targets and appraisals;
- (v) Overseeing the updating and maintenance of up-to-date file movement records;
- (vi) Coordinating file indices;
- (vii) Initiating appraisal and disposal of files, documents and other records in registries; and

- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Records Management officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;
- (iii) Certificate in a management course lasting not less than four (4) weeks from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.16.17.PRINCIPAL RECORDS MANAGEMENT OFFICER, CASB 6

(a) Duties and Responsibilities

The officer at this level will be responsible for:

- (i) Planning appropriate office accommodation for registries;
- (ii) Preparation and submission of budget estimates for registry services;
- (iii) Initiating appraisal and disposal of files, documents and records in accordance with government regulations;
- (iv) Formulation, implementation and interpretation of records management policies, and procedures;
- (v) Liaising with relevant departments and professional agencies;
- (vi) Advising on all matters of record management;
- (vii) Training and career development of the records management staff; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Records Management officer or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized Institution;
- (iii) A Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (iv) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

3.17. OFFICE ADMINISTRATORS (SECRETARIAL STAFF)

3.17.1. Function

The Office Administrative Service Function entails: Provision of administrative services in a given office in the county assembly. These will include; taking oral dictation; managing and organizing office record and document; processing data; operating office equipment; attending to visitors/clients; handling telephone calls and appointment; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents including classified materials; preparing response to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; ensuring security, integrity and confidentiality of data; and managing office protocol and etiquette.

3.17.2. Key Result Areas

- (i) DOCUMENTS: Transcription; handling of documents– Memos, Invoices, Quotations, Reports, Contracts, Cheques, etc.
- (ii) OFFICE DIARY: Appointments, Reminders, Messages, Cyclic Events – weekly, fortnight, monthly, quarterly, annual, biannual, biennial, etc.
- (iii) CUSTOMER CARE: Handling of Clients – both internal & external activities – enquiries, information, guidelines, referrals, etc.
- (iv) FACILITIES: Office Machines & Equipment, Stationery, Refreshments, etc.

3.17.3. Standards of Performance

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

- (i) DOCUMENTS REGISTER: For recording receipt and dispatch of documents
- (ii) DAILY FILE: Copies of all letters emanating from the office.
- (iii) OFFICE DIARY: For official reminders
- (iv) CUSTOMER FEEDBACK: System for customer service satisfaction

3.17.4. Grading Structure

The Career Progression Guidelines establishes three (3) grades of Office Administrative Assistants, six (6) grades of Assistant Office administrators and seven (7) grades of office Administrators who will be designated and graded as follows:

DESIGNATION	JOB GRADE	JOB GROUP
Office Administrative Assistants		
Office Administrative Assistant II	CASB 11	H
Office Administrative Assistant I	CASB 10	J
Senior Office Administrative Assistant	CASB 9	K
Assistant Office Administrators		
Assistant Office Administrator III	CASB 11	H
Assistant Office Administrator II	CASB 10	J
Assistant Office Administrator I	CASB 9	K
Senior Assistant Office Administrator	CASB 8	L
Chief Assistant Office Administrator	CASB 7	M

Principal Assistant Office Administrator	CASB 6	N
Office Administrators		
Office Administrator II	CASB 10	J
Office Administrator I	CASB 9	K
Senior Office Administrator	CASB 8	L
Chief Office Administrator	CASB 7	M
Principal Office Administrator	CASB 6	N
Assistant Director, Office Administrative Services	CASB 5	P
Deputy Director, Office Administrative Services	CASB 4	Q

Note: The grades of Office Administrative Assistant II/I, Job Grade CASB 11/10, Assistant Office Administrator III/II, Job Grade CASB 11/10, and Office Administrator II/I Job Grade CASB10/9 will form a common establishment for the purpose of this Career Progression Guidelines.

Conversion Table

PRESENT DESIGNATION	JOB GRADE	NEW DESIGNATION	NEW JOB GRADE	JOB GROUP
Office Administrative Assistant				
-----	-----	Office Administrative Assistant Ii	CASB 11	H
-----	-----	Office Administrative Assistant I	CASB 10	J
-----	-----	Senior Office Administrative Assistant	CASB 9	K
Assistant Office Administrator				
-----	-----	Assistant Office Administrator Iii	CASB 11	H
Senior Assistant Office Administrator	CASB 10	Assistant Office Administrator Ii	CASB 10	J
Chief Assistant Office Administrator	CASB 9	Assistant Office Administrator I	CASB 9	K
Principal Assistant Office Administrator	CASB 8	Senior Assistant Office Administrator	CASB 8	L
-----	-----	Chief Assistant Office Administrator	CASB 7	M
-----	-----	Principal Assistant Office Administrator	CASB 6	N
Office Administrators				
-----	-----	Office Administrator Ii	CASB 10	J
-----	-----	Office	CASB 9	K

		Administrator I		
-----	-----	Senior Office Administrator	CASB 8	L
Office Administrator II	CASB 7	Chief Office Administrator	CASB 7	M
Office Administrator I	CASB 6	Principal Office Administrator	CASB 6	N
Senior Office Administrator	CASB 5	Assistant Director, Office Administrative Services	CASB 5	P
Principal Office Administrator	CASB 4	Deputy Director, Office Administrative Services	CASB 4	Q

3.17.5. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grade of Office Administrative Assistant II, Job Group 'H' Assistant office administrator III, Job Group H and Office administrator II, Job group 'J'. In exceptional cases, however, direct appointment may be made above these grades by the County Assembly Service Board, on the recommendation of the Clerk of the Assembly, provided that the candidate is in possession of the necessary qualifications and experience.

3.17.6. Recognized Qualifications

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

- (i) Business Education Single and Certificate (BES & GC) Stages I, II, III from Kenya National Examination Council.
- (ii) Craft Certificate in Secretarial Studies from Kenya National Examination Council
- (iii) A Diploma in Secretarial Studies from Kenya National Examination Council.
- (iv) A Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution OR Bachelor's Degree in Social Science plus a Diploma in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES & GC) stages I, II, III from Kenya National Examination Council.
- (v) A Master's degree in Business Administration/Office Management or any other equivalent and relevant qualification from a recognized institution.
- (vi) A Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from a recognized institution.
- (vii) A Certificate in Secretarial Management Courses lasting not less than three (3) weeks from a recognized institution
- (viii) A Certificate in Supervisory Skills Course lasting not less than two weeks (2) from a recognized institution

- (ix) A Certificate in management course lasting not less than four (4) weeks from a recognized institution.
- (x) A Certificate in a leadership course lasting not less than six (6) weeks from a recognized institution.

3.17.7. OFFICE ADMINISTRATIVE ASSISTANT II, CASB 11

(a) Duties and Responsibilities

This is an entry grade for this cadre. Duties and responsibilities at this level will entail: -

- (i) Typing from manuscripts
- (ii) Processing data
- (iii) Attending to visitors/clients
- (iv) Handling telephone calls and appointments
- (v) Operating office equipment
- (vi) Ensuring security of office equipment, documents and records
- (vii) Any other duty that may be assigned

(b) Requirements for Appointment

For appointment to this grade, one must have:-

- (i) A Diploma in Secretarial Studies from the Kenya National Examination Council (KNEC);

OR

Business Education Single and Group Certificate (BES & GC) from Kenya National Education Council in the following subjects:

- (a) Typewriting III (50w.p.m)/Computerized Document Processing III;
- (b) Short Hand II(80W.P.M);
- (c) Business English II/ Communication I;
- (d) Office Practice II;
- (e) Secretarial Duties II;
- (f) Commerce II;
- (g) Office Management III/ Office Administration and management III

3.17.8. OFFICE ADMINISTRATIVE ASSISTANT I, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) Typing from manuscripts;
- (ii) Processing data;
- (iii) Attending to visitors/clients;
- (iv) Handling telephone calls and appointments;
- (v) Operating office equipment;
- (vi) Ensuring security of office equipment, documents and records;
- (vii) Any other duty that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, one must have:-

- (i) Served as Office Administrative Assistant II or in a similar position for a minimum period of three (3) years;

- (ii) A Diploma in Secretarial Studies from the Kenya National Examination Council;
- (iii) Business Education Single and Group certificate (BES & GC) from the Kenya National Examinations Council in the following subjects:
 - (a) Shorthand III (minimum 100 w.p.m.);
 - (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
 - (c) Office Management III/Office Administration and Management III;
 - (d) Business English III/Communication II;
 - (e) Secretarial Duties II;
 - (f) Office Practice II;
 - (g) Commerce II;
 - (h) Shown merit and ability as reflected in work performance and results.

3.17.9. SENIOR OFFICE ADMINISTRATIVE ASSISTANT, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) Typing from manuscripts;
- (ii) Processing data;
- (iii) Attending to visitors/clients;
- (iv) Handling telephone calls and appointments;
- (v) Operating office equipment;
- (vi) Ensuring security of office equipment, documents and records;
- (vii) Any other duty that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, one must have:-

- (i) Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificate (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following Subjects:

- (a) Shorthand III (minimum 100 w.p.m.);
- (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
- (c) Business English III /Communications II;
- (d) Commerce II;
- (e) Office Practice II;
- (f) Office Movement III /Office Administration and Management III;
- (g) Secretarial Duties II;
- (iii) A Certificate in Public Relation and Customer Care Course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- (iv) Shown merit and ability as reflected in work performance and results.

3.17.10. ASSISTANT OFFICE ADMINISTRATOR III, CASB 11

(a) Duties and Responsibilities

This is an entry grade for this cadre. Duties and responsibilities at this level will entail: -

- (i) Word and data processing;
- (ii) taking oral dictation;
- (iii) Managing e-office;
- (iv) Ensuring security of office records, documents and office equipment;
- (v) Managing office protocol; managing office petty cash handling telephone calls and appointments;
- (vi) Supervising office cleanliness; and
- (vii) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for the Appointment

For appointment to this grade a candidate must have:

- (i) A Diploma in Secretarial Studies from the Kenya National Examination Council (KNEC);

OR

Business Education Single and Group Certificate (BES & GC) from Kenya National Education Council in the following subjects:

- a) Typewriting III (50w.p.m)/Computerized Document Processing III;
 - b) Short Hand II(80W.P.M);
 - c) Business English II/ Communication I;
 - d) Office Practice II;
 - e) Secretarial Duties II;
 - f) Commerce II;
 - g) Office Management III/ Office Administration and management III.
- (ii) Show merit and ability as reflected in work performance and results.

3.17.11. ASSISTANT OFFICE ADMINISTRATOR II, CASB 10

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Taking oral dictation
- (ii) Word and data processing;
- (iii) Managing e-office;
- (iv) Operating office equipment;
- (v) Handling telephone calls and appointment;
- (vi) Attending to visitors/clients;
- (vii) Maintaining office diary and travel itineraries;
- (viii) Establishing and monitoring procedures for record keeping of correspondence and file movement;
- (ix) Maintaining an up to date filing systems in the office;
- (x) Managing office protocol;

- (xi) Ensuring security of office records, equipment and documents including classified materials;
- (xii) Supervising of office cleanliness;
- (xiii) Managing petty cash; and
- (xiv) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Office Administrator III for a minimum period of three (3) years;
- (ii) A Diploma in Secretarial Studies from the Kenya National Examination Council;

OR

Business Education Single and Group certificate (BES & GC) from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 100 w.p.m.);
- (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
- (c) Office Management III/Office Administration and Management III;
- (d) Business English III/Communication II;
- (e) Secretarial Duties II;
- (f) Office Practice II;
- (g) Commerce II;
- (iii) Certificate in public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.17.12. ASSISTANT OFFICE ADMINISTRATOR I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (ii) Managing e-office;
- (iii) Word and data processing;
- (iv) Operating office equipment;
- (v) Attending to visitors/client;
- (vi) Handling telephone calls and appointment;
- (vii) Maintaining office diary and travel itineraries;
- (viii) Ensuring security of office records, equipment and documents including classified materials;
- (ix) Preparing responses to simple routine correspondence;
- (x) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (xi) Maintain an up to date filing system in the office;

- (xii) Ensuring security, integrity and confidentiality of data; managing office protocol and etiquette;
- (xiii) Supervising office cleanliness;
- (xiv) Managing petty cash; and
- (xv) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Office Administrator II or in a similar position for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificate (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following Subjects:

- (a) Shorthand III (minimum 100 w.p.m.);
- (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
- (c) Business English III /Communications II;
- (d) Commerce II;
- (e) Office Practice II;
- (f) Office Movement III /Office Administration and Management III;
- (g) Secretarial Duties II;
- (iii) Certificate in Public Relation and Customer Care Course lasting not less than two (2) weeks from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.17.13. SENIOR ASSISTANT OFFICE ADMINISTRATOR, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this entails:

- (i) Taking oral dictation;
- (ii) Managing e- office;
- (iii) Word and data processing;
- (iv) Operating office equipment;
- (v) Maintain office diary, appointments and travels itineraries;
- (vi) Attending to visitors/clients;
- (vii) Handling telephone calls;
- (viii) Co-coordinating schedules of meeting;
- (ix) Ensuring security of office records, equipment and documents including classified materials;
- (x) Maintain an update filing system in the office;
- (xi) Establishing and monitoring procedures for records keeping of correspondence and file movement;
- (xii) Preparing responses to simple routine correspondence;
- (xiii) Managing office protocol and etiquette;

- (xiv) Supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and
- (xv) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in in the grade of Assistant Office Administrative I or in a similar position for a minimum period of (3) years;
- (ii) Diploma in Secretarial Studies from Kenya Examinations Council;
OR
Business Education Single and Group Certificate (BES & GC) stage I, II, III from Kenya National Examination Council in the following Subject:
 - (a) Shorthand III (Minimum 110 w.p.m);
 - (b) Typewriting III (50 W.P.M) / Computerized Document Processing III.
 - (c) Business English III/ Communication II
 - (d) Office Practice II
 - (e) Commerce II;
 - (f) Office Management III/ Office Administration and Management III;
 - (g) Secretarial Duties II;
- (iii) Certificate in Public Relation and Customer Care Course lasting not less than two weeks from a recognized institution; and
- (iv) Shown merit ability as reflected in work performance and results.

3.17.14. 4. CHIEF ASSISTANT OFFICE ADMINISTRATOR, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) Taking oral dictation;
- (ii) Using e- office to research and process data;
- (iii) Operating office equipment;
- (iv) Attending to visitors/ clients;
- (v) Handling telephone calls;
- (vi) Coordinating schedule of meeting and appointment;
- (vii) Ensuring security of office records;
- (viii) Equipment and documents including classified materials preparing response to routine correspondence and file movement;
- (ix) Maintaining up to date filing system in the office;
- (x) Coordinating travel arrangement;
- (xi) Handling customer enquiries and complaints;
- (xii) Establish and undertaking; any
- (xiii) Other relevant duties that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:



- (i) Served in grade of Senior Assistant Office Administrator or in a similar position for a minimum period of (3) year;
- (ii) Diploma in secretarial studies from Kenya National Examination Council;

OR

Business Education Single and group Certificate (BES & GC) stages 1, II and III from Kenya National Examination Council in the following subject:

- (a) Shorthand III (minimum 120 W.P.M);
- (b) Typewriting III (50 W.P.M) / Computerized Document Processing III;
- (c) Business English III/ Communication II;
- (d) Commerce II;
- (e) Office Practice II;
- (f) Office management III/Office Administrative and management III;
- (g) Secretarial Duties II;
- (iii) Certificate in Secretarial Management Course lasting not less than three weeks from recognized institution;
- (iv) Certificate in Supervisory Skill Course lasting not less than three weeks from recognized institution;
- (v) Shown merit and ability as reflected in work performance and results.

3.17.15. PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Taking oral dictation;
- (ii) Using e-office to research and process data operating office equipment;
- (iii) Attending to visitors/ clients;
- (iv) Handling telephone calls;
- (v) Handling customer inquiries and complaints coordinating schedule of meeting and appointment;
- (vi) Co-coordinating travel arrangements;
- (vii) Ensuring security of office records;
- (viii) Equipment and documents including classified materials preparing response to routine correspondence and file movement;
- (ix) Maintaining up to date filing system in the office;
- (x) Coordinating travel arrangement;
- (xi) Handling customer enquiries and complaints;
- (xii) Establish and undertaking any other office administrative service duties that may be assigned.
- (xiii) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Chief Assistant Office Administrator or in a similar position for a minimum period of three (3) years;

- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examination Council in the following subjects:

- (a) Shorthand III (minimum 120 w.p.m.);
 - (b) Typewriting III (50 w.p.m.) / Computerized Document Processing III;
 - (c) Business English III / Communication II;
 - (d) Commerce II;
 - (e) Office Practice II;
 - (f) Office Management III / Office Administration and Management III;
 - (g) Secretarial Duties II.
- (iii) Certificate in Secretarial Management Course lasting not less than three weeks (3) weeks from recognized institution;
 - (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
 - (v) Demonstrated professional competence in Office Administrative Services.

3.17.16. OFFICE ADMINISTRATOR II, CASB 10

(a) Duties and Responsibilities

This is the entry and training grade of this cadre. Duties and Responsibilities at this level will entail:

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

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:

- (i) A Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

- (ii) A Bachelor's Degree in Social Science plus a Diploma in Secretarial Studies from a recognized institution; and

3.17.17. OFFICE ADMINISTRATOR I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (ii) Managing e-office word and data processing' operating office equipment;
- (iii) Attending to visitors/ client;
- (iv) Handling telephone calls and appointments;
- (v) Maintaining office diary and travel itineraries;
- (vi) Ensuring security of office records equipment and documents including classified materials;
- (vii) Preparing response to simple routine correspondence and file movements;
- (viii) Maintaining an up to date filing system in the office;
- (ix) Ensuring security, integrity and confidentiality of data;
- (x) Managing office protocol and etiquette;
- (xi) Managing petty cash;
- (xii) Supervising office cleanliness; and
- (xiii) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for the Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade Office Administrator II or in a similar position for a minimum period of three years (3);
- (ii) A Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

- A Bachelor's degree in Social Science plus a Diploma in Secretarial Studies from a recognized institution;
- (iii) A Certificate in Public Relations and Customer Care Course, lasting not less than two (2) weeks from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.17.18. SENIOR OFFICE ADMINISTRATOR, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (ii) Managing e-office;
- (iii) Word and data processing;
- (iv) Operating office equipment;
- (v) Attending to visitors/ clients;
- (vi) Handling telephone calls;
- (vii) Coordinating schedule of the meetings and appointments;
- (viii) Ensuring security of office records;
- (ix) Equipment and documents including classified materials;

- (x) Ensuring security integrity and confidentiality of data;
- (xi) Preparing response to routine correspondence and file movement;
- (xii) Maintaining up to date filing system office in the office;
- (xiii) Managing office protocol and etiquette;
- (xiv) Managing petty cash;
- (xv) Supervising office cleanliness; and
- (xvi) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade Office Administrator I or in a similar position for minimum period three (3) years
- (ii) A Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

- A Bachelor's Degree in Social Science plus a Diploma in Secretarial Studies from a recognize institution;
- (iii) A Certificate in Secretarial Management Course lasting not less than (4) weeks from Kenya school of Government or any other recognized institution; and
- (iv) A certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution
- (v) Shown merit and ability as reflected in work performance and results.

3.17.19. CHIEF OFFICE ADMINISTRATOR, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (ii) Using e-office to research and process data;
- (iii) Operating office equipment;
- (iv) Attending to visitors or client;
- (v) Handling telephone calls;
- (vi) Handling customer inquiries and complaints;
- (vii) Coordinating schedules of meetings and appointments;
- (viii) Coordinating travel arrangements;
- (ix) Ensuring security of office records, equipment and documents; including classified materials;
- (x) Ensuring security; integrity and confidentiality of data;
- (xi) Establishing and monitoring procedures for record keeping of correspondence, managing office protocol and etiquette;
- (xii) Managing petty cash; and
- (xiii) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Office Administrator or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

- A Bachelor's Degree in Social Science plus a Diploma in Secretarial Studies from a recognized institution;
- (iii) A Certificate in Secretarial Management Course lasting not less than three (3) weeks from recognized institution
- (iv) A Certificate in a management skills course lasting not less than four (4) weeks from a recognized institution;
- (v) Demonstrated professional competence in management of office; and administrative services.

3.17.20. PRINCIPAL OFFICE ADMINISTRATOR, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) Taking oral dictation;
- (ii) Using e- office to research and process data;
- (iii) Operating office equipment;
- (iv) Attending to visitors/ clients;
- (v) Handling telephone calls;
- (vi) Handling customer inquiries and complaints;
- (vii) Coordinating schedule of the meetings and appointments;
- (viii) Coordinating travel arrangements;
- (ix) Ensuring security of office records equipment and documents, including classified materials;
- (x) Ensuring security integrity and confidentiality of data;
- (xi) Establishing and monitoring procedures for record keeping and correspondence and file movements;
- (xii) Maintaining up to date filing system in an office;
- (xiii) Preparing response to routine correspondence;
- (xiv) Managing office protocol and etiquette and managing petty cash and any other office administrative service duties that may be assigned.
- (xv) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Office Administrator or in a similar position for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

A Bachelor's Degree in Social Science plus a Diploma in Secretarial Studies from a recognized institution;

- (iii) A Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution
- (iv) A Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) A Certificate in leadership Course lasting not less than six (6) weeks from a recognized institution;
- (vi) Demonstrated professional competence in management of office, and administrative services.

3.17.21.ASSISTANT DIRECTOR OFFICE ADMINISTRATIVE SERVICES, CASB 5

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (ii) Using e- office to research and process data;
- (iii) Operating office equipment;
- (iv) Attending to visitors/ clients;
- (v) Handling telephone calls;
- (vi) Handling customer inquiries and complaints;
- (vii) Coordinating schedule of the meetings and appointments;
- (viii) Ensuring security of office records equipment and documents including classified materials;
- (ix) Ensuring security integrity and confidentiality of data;
- (x) Establishing and monitoring procedures for record keeping and correspondence and file movements;
- (xi) Maintaining up to date filing system in an office;
- (xii) Preparing response to routine correspondence;
- (xiii) Managing office protocol and etiquette and managing petty cash;
- (xiv) Requisition supplies as needed;
- (xv) Coordinate work schedules and duty assignments;
- (xvi) Implement departmental policies, procedures and quality service standards;
- (xvii) In addition an officer will guide supervise other office administrative services personnel and any other office administrative services duties that may be assigned.

(b) Requirement for the Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Office Administrator for a minimum period of three (3) years;
- (ii) A Bachelor's degree in secretarial studies or bachelor of business and office management from a recognize institution.

OR

A Bachelor's Degree in Social Science plus a Diploma in Secretarial Studies from a recognize institution.

OR

A Bachelor's Degree in Social Science plus a Diploma in Secretarial Studies from a recognize institution;

OR

A Bachelor's Degree in Social Sciences plus Business Education Single and Group Certificate (BES&GC) stage I, III and III from Kenya National Examination Council in the following subjects:

- (a) Shorthand III(minimum120 W.P.M)
 - (b) Typewriting III (50 W.P.M)/ Computerized document processing III
 - (c) Business English III/ Communication II
 - (d) Commerce II
 - (e) Office management III/ Office Administration and Management III
 - (f) Secretarial duties II
- (iii) A Master's Degree in Business Administration/ Business Management from a recognized institution will be an added advantage;
- (iv) A Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognize institution;
- (v) A Certificate in a management course lasting not less than four (4) weeks from a recognize institution;
- (vi) A Certificate in a leadership course lasting not less than six (6) weeks from a recognize institution; and
- (vii) Demonstrated outstanding professional competence in management of secretarial service.

3.17.22. DEPUTY DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, CASB 4

a) Duties and Responsibilities

Specific duties and responsibilities will entail;

- (i) Interpreting and implementing office Administrative Services cadre policies and procedures in consultation with Human Resource Officer;
- (ii) Participating in recruitment, selection and promotion of Office Administrative Service Personnel in conjunction with the office of Human Resource;
- (iii) Participating in organizing and budgeting for seminars and workshops for Office Administrative Services;
- (iv) Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees;
- (v) Evaluate and verify employee performance through the review of completed work assignments and work techniques;
- (vi) Identify staff development and training needs in consultation with Human Resource office and ensure that training is obtained;
- (vii) Maintain records, prepare reports and compose correspondence relative to work; Design, revise and/or establish instructions for the work area;
- (viii) Take and transcribe dictations on technical and confidential matters;
- (ix) Take and transcribe minutes of meetings and prepare final draft for printing as required; Supervising office Administrative Services personnel;
- (x) Initiate correspondence and memoranda necessary in carrying out instructions and guidelines;
- (xi) Review work area budget proposals, equipment or supply requests and make comments or recommendations;
- (xii) Serve as a liaison between the Director, other departments and Office

Administrative personnel, transmits specific information among staff members and transmit privileged or confidential information to pre-authorized individuals;

- (xiii) Schedule and arrange meetings and conferences and notify concern parties, arrange meeting places and make travel reservations as needed;
- (xiv) Assist in creating and revising forms, proposes procedures, formats and standards for office correspondence;
- (xv) Implement departmental policies, procedures and quality service standards; and
- (xvi) Undertaking any other duties that may be assigned from time to time;

b) Requirement for Appointment

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

- (i) Served in grade of Senior Assistant Director, Office Administrative Services for a minimum period of three (3) years;
- (ii) A Bachelor's degree in secretarial studies or bachelor of business and Office Management from a recognizer institution;

OR

A Bachelor's degree in social science plus a diploma in secretarial studies from a recognize institution;

OR

A Bachelor's degree in social science plus Business Education single and group certificate (BES &GC) Stages I, II and III from Kenya National Examination Council in the following subjects:

- (a) Shorthand III (Minimum 120 W.P.M);
 - (b) Typewriting III (50 W.P.M)/ Computerized document processing III;
 - (c) Business English III/ Communication II;
 - (d) Commerce II;
 - (e) Office management III/ Office Administration and Management III;
 - (f) Secretarial duties II.
- (iii) Master's degree in Business Administration/ Business Management from a recognized institution;
 - (iv) A Certificate in a management course lasting not less than four (4) weeks from a recognize institution;
 - (v) A Certificate in a leadership course lasting not less than six (6) weeks from a recognize institution;
 - (vi) Demonstrated professional competence, Managerial capability and a thorough understanding of provision of office Administrative Services policies and have the ability to relate them to the Assembly goals.

3.18. RECEPTIONISTS

3.18.1. Function:

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

3.18.2. Key Result Areas

- (i) VISITORS MANAGEMENT: Ensure visitors are received, their queries responded to or directed appropriately.
- (ii) TELEPHONE MANAGEMENT: Place and receive calls and transfer them correctly. Receive and relay messages.
- (iii) INFORMATION MANAGEMENT- give the required information to callers and visitors.

3.18.3. Standards of Performance

The following systems / facilities must be developed and installed:

- (i) VISITORS MANAGEMENT: Professional handling of visitors and in a time manner, ensure reception is manned at all times.
- (ii) TELEPHONE MANAGEMENT: Timely relaying of messages, picking calls real-time.
- (iii) INFORMATION MANAGEMENT- updating oneself with current organizational information.

3.18.4. Grading Structure

The Career guideline establishes four (4) grades for receptionist who will be designated and graded as below:-

Designation	CASB GRADE	JOB GRADE
Receptionist III	11	H
Receptionist II	10	J
Receptionist I	9	K
Senior Receptionist	8	L

Note: Grade of Receptionist III/II, Job Grade CASB '11/10' will form a common establishment for the purpose of this Career Progression Guidelines.

3.18.5. Recognized Qualifications

- (i) A Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
- (ii) A Certificate in Supervisory Skills Course from a recognized institution;

- (iii) A Certificate of Management Course lasting not less than four (4) weeks from recognized institution; and
- (iv) Demonstration of integrity, professional competence and management capabilities as reflected in work performance and results

3.18.6. Entry into the Career Progression Guidelines

Direct appointment will normally be made in the grade of Receptionist III, Job Group 'H'. In exceptional cases, however, direct appointment may be made above these grades by the County Assembly Service Board, on the recommendation of the Clerk of the Assembly, provided that the candidate is in possession of the necessary qualifications and experience.

3.18.7. RECEPTIONIST III, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Compiling daily records of visitors;
- (ii) Providing relevant information to visitors;
- (iii) Responding to visitors' queries;
- (iv) Recording visitors' personal details;
- (v) Receiving, guiding and directing visitors to designated offices and areas;
- (vi) Issuing visitors passes; and
- (vii) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) A Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
- (ii) Demonstrated and professional competence.

3.18.8. RECEPTIONIST II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) Maintaining daily record of visitors' details;
- (ii) Manning the reception desk;
- (iii) Maintaining good ambience in the reception area;
- (iv) Responding to visitors queries;
- (v) Recording and confirming visitors appointments;
- (vi) Receiving, guiding and directing visitors to designated offices and areas;
- (vii) Issuing visitors passes; and
- (viii) Undertaking any other duties that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Receptionist III or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated integrity and professional competence as reflected in work performance and results.

3.18.9. RECEPTIONIST I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will include:

- (i) Manning the reception desk;
- (ii) Profiling visitors;
- (iii) Receiving and ushering VIPS/guests;
- (iv) Maintaining daily record of visitors details;
- (v) Maintaining good ambience in the reception area;
- (vi) Responding to visitors queries;
- (vii) Receiving, guiding and directing visitors to designated offices and areas;
- (viii) Issuing visitors passes;
- (ix) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Receptionist II or in a similar position, for a minimum period of three (3) years;
- (ii) A Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
- (iii) Demonstrated, professional competence and management capabilities as reflected in work performance and results.

3.18.10. SENIOR RECEPTIONIST, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will include:

- (i) Manning the reception desk;
- (ii) Profiling visitors;
- (iii) Receiving and ushering VIPS/guests;
- (iv) Maintaining daily record of visitors' details;

- (v) Maintaining good ambience in the reception area;
- (vi) Responding to visitors' queries;
- (vii) Receiving, guiding and directing visitors to designated offices and areas;
- (viii) Supervising other reception staff; and
- (ix) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Receptionist I or in a similar position, for a minimum period of three (3) years;
- (ii) A Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;
- (iii) A Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) A Certificate in Management Course lasting not less than four (4) weeks from recognized institution;
- (v) Demonstrated, professional competence and management capabilities as reflected in work performance and results.



3.19. CLERICAL OFFICERS

3.19.1. Function

The Clerical Function entails:- receiving, recording and filling of documents; processing of documents; managing registers; capturing and analysis data; indexing of documents; controlling movements of records and file movements; drafting correspondences; photocopying and scanning documents; and ensuring safe custody of equipment, documents and records.

3.19.2. Key Result Areas

- (i) INFORMATION: Incoming and outgoing communication – Letters, Invoices, Memos, Quotations, Contracts, Cheques, etc.
- (ii) PROCESSING: Preparation of facilitation documents – for aspects like Pay Change, Promotion, Appointments, Leave, Quotations and Payments.
- (iii) RECORDS: Updating files and data banks – complement control (staff establishment), payroll, website, debtors list, suppliers list, ledger accounts, attendance list, etc.

3.19.3. Standards of Performance

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

- (i) DOCUMENTS REGISTER: For recording movement of documents
- (ii) EXAMINATION SECTION: For detection and correction of errors in the processing of documents

3.19.4. Grading Structure

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

DESIGNATION	JOB GRADE	JOB GROUP
Clerical Officer II	CASB 13	F
Clerical Officer I	CASB 12	G
Senior Clerical Officer	CASB 11	H
Chief Clerical Officer	CASB 10	J
Principal Clerical Officer	CASB 9	K

Note: The grades of Clerical Officer II/I, Job Grade CASB 13/12 will form a common establishment for the purpose of this Career Progression Guidelines.

3.19.5. Conversion Table

PRESENT DESIGNATION	JOB GRADE	NEW DESIGNATION	JOB GRADE	JOB GRADE
-----	-----	Clerical Officer II	CASB 13	F
Clerical Officer II	CASB 12	Clerical Officer I	CASB 12	G
Clerical Officer I	CASB 11	Senior Clerical Officer	CASB 11	H
Senior Clerical Officer	CASB 10	Chief Clerical Officer	CASB 10	J
-----	-----	Principal Clerical Officer	CASB 9	K

3.19.6. Recognized Qualifications

The following are the minimum qualification for the purpose of these career progression guidelines:-

- (i) A Kenya Certificate of Secondary Education mean grade D+ (plain) or any other equivalent qualification.
- (ii) A Certificate in any of the following fields:- Business Administration, Business Management, Human Resource Management, Information and Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution.
- (iii) A Diploma in any of the following fields:- Business Administration, Business Management, Human Resource Management, Information and Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution.
- (iv) A Degree certificate in any of the following fields:- Business Administration, Business Management, Human Resource Management, Information and Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution.
- (v) A Certificate in a Proficiency Examination.

3.19.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Clerical Officer II job grade CASB13. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.19.8. CLERICAL OFFICER II, CASB 13

(a) Duties and Responsibilities

An officer at this level will handle clerical tasks of diverse nature and may be deployed within a section. Specific Duties and responsibilities will entail:-

- (i) Receiving, recording, folioing and filling applications for registration and licensing documents;
- (ii) Indexing of documents and records;
- (iii) Photocopying and scanning documents;
- (iv) Maintaining and updating files;
- (v) Photocopying and scanning documents;
- (vi) Keeping safe custody of equipment documents and records.
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) A Kenya Certificate of Secondary Education mean grade D+ (plain) or any other equivalent qualification;
- (ii) A Certificate in any of the following fields:- Business Administration, Business Management, Human Resource Management, Information and Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution;
- (iii) A Certificate in a Proficiency Examination.

3.19.9. CLERICAL OFFICER I, CASB 12

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Receiving, recording, folioing and filling applications for registration and licensing documents;
- (ii) Indexing of documents and records;
- (iii) Photocopying and scanning documents;
- (iv) Maintaining and updating files;
- (v) Photocopying and scanning documents;
- (vi) Keeping safe custody of equipment documents and records;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Clerical Officer II or in a similar position for a minimum period of three (3) years;
- (ii) Passed the proficiency tests for clerical officers;
- (iii) Shown merit and ability as demonstrated in work performance and results.

3.19.10.SENIOR CLERICAL OFFICER I, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Collecting, collating and compiling data;
- (ii) Receiving, recording, folioing and filling applications for registration and licensing documents;
- (iii) Indexing of documents and records;
- (iv) Photocopying and scanning documents;
- (v) Maintaining and updating files;
- (vi) Photocopying and scanning documents;
- (vii) Keeping safe custody of equipment documents and records;
- (viii) Any other relevant duty that may be assigned by from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Clerical Officer I or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following fields:- Business Administration, Business Management, Human Resource Management, Information and Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution.
- (iii) Passed the proficiency tests for clerical officers;
- (iv) Shown merit and ability as demonstrated in work performance and results.

3.19.11.CHIEF CLERICAL OFFICER, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Collating and compiling data;
- (ii) Recording, folioing and filling applications for registration;
- (iii) Licensing documents;
- (iv) Indexing of documents and records;
- (v) Photocopying and scanning documents;
- (vi) Maintaining and updating files;
- (vii) Photocopying and scanning documents;
- (viii) Processing of documents;
- (ix) Controlling movements of records and files;
- (x) Managing registers;
- (xi) Verifying and analyzing data;
- (xii) Drafting correspondences;
- (xiii) Preparing and verifying data and documents;
- (xiv) Ensuring safe custody of documents equipment and records;
- (xv) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Clerical Officer I or in an equivalent position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following fields:- Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution; and
- (iii) A Certificate in Supervisory skill course lasting not less than two (2) weeks from a recognized institution;
- (iv) Demonstrated merit and ability as reflected in work performance and results.

3.19.12.PRINCIPAL CLERICAL OFFICER, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Collating and compiling data;
- (ii) Recording folioing and filing documents & correspondences;
- (iii) Indexing of documents and records;
- (iv) Maintaining and updating files;
- (v) Photocopying and scanning documents;
- (vi) Processing of documents;
- (vii) Controlling movements of records and files;
- (viii) Managing registers;
- (ix) Verifying and analyzing data;
- (x) Drafting correspondences;
- (xi) Preparing and verifying data and documents;
- (xii) Ensuring safe custody of documents, equipment and records; and
- (xiii) Undertaking any other relevant duties that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Chief Clerical Officer or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following fields: Business Administration, Business Management, Human Resource Management, Information and Communication Technology, Accounts, Supply Chain Management or any other equivalent qualifications from a recognized institution;
- (iii) Passed the proficiency tests for clerical officers;
- (iv) A Certificate in Supervisory skill course lasting not less than two (2) weeks from a recognized institution;
- (v) Demonstrated merit and ability as reflected in work performance and results.

3.20. TRANSPORT OFFICERS AND DRIVERS

3.20.1. Function

The Transport Function basically involves driving duties; routine checks and maintenance of the vehicle; maintenance of work tickets; carrying out first aid; detecting and reporting any malfunctioning of the vehicle's systems; security of the vehicle on and off the road; safety of passengers and/or goods; carrying authorized passengers and/or goods; cleanliness and overall vehicle maintenance and management; and scheduling of vehicles for official transport duties.

3.20.2. Key Result Areas for Drivers

- (i) ROAD: Driving the vehicle, and maintaining work tickets
- (ii) VEHICLE: Carrying out routine checks on the vehicle
- (iii) PASSENGERS / CARGO: Care of passengers / goods in the vehicle

3.20.3. Standards of Performance for Drivers

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

- (i) SERVICE SCHEDULE: Showing the appropriate mileages for various servicing of vehicles
- (ii) WORK TICKET: Register for authorized journeys and fuel issued

3.20.4. Key Result Areas for Transport Officers

- (i) MAINTENANCE: Fixing of what is damaged, broken or not working.
- (ii) SCHEDULING: Specifying activities, timelines, resources and actors.
- (iii) RECORDS: Compiling data on vehicles and drivers.

3.20.5. Standards of Performance for Transport Officers

- (i) WORK TICKET: Each vehicle's movement, fueling, repairs and servicing must be recorded in a work ticket
- (ii) OPERATIONS MANUAL: Vehicle servicing, repairs must be carried out in accordance with the operations manual.

3.20.6. Grading Structure

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

DESIGNATION	JOB GRADE	JOB GROUP
Drivers		
Driver III	CASB 14	E
Driver II	CASB 13	F
Driver I	CASB 12	G
Senior Driver	CASB 11	H
Chief Driver	CASB 9	J
Principal Driver	CASB 8	K
Transport Officers		
Transport Officer III	CASB 8	L

Transport Officer II	CASB 7	M
Transport Officer I	CASB 6	N

Note: The grades of Driver III/II, Job Grade CASB 14/13 will form a common establishment for the purpose of this Career Progression Guidelines.

3.20.7. Conversion Table

PRESENT DESIGNATION	JOB GRADE	NEW DESIGNATION	NEW JOB GRADE	JOB GROUP
-----	-----	Driver III	CASB 14	E
-----	-----	Driver II	CASB 13	F
-----	-----	Driver I	CASB 12	G
-----	-----	Senior Driver	CASB 11	H
Driver I	CASB 10	Chief Driver	CASB 10	J
-----	-----	Principal Driver	CASB 9	K
-----	-----	Transport Officer III	CASB 8	L
Transport Officer II	CASB 7	Transport Officer II	CASB 7	M
-----	-----	Transport Officer I	CASB 6	N

3.20.8. Recognized Qualifications

The following are the minimum qualifications for this cadre:-

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

3.20.9. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Driver III/II CASB 14/13 for drivers and Transport Officer II CASB 8. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.20.10. DRIVER III, CASB 14

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

- (i) Driving vehicles as authorized
- (ii) Carrying out routine checks on the vehicles' cooling fluid, electrical and brake systems and tyre pressure;
- (iii) Detecting malfunctioning of vehicles system;
- (iv) Maintenance of work tickets for vehicles assigned;
- (v) Ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein;
- (vi) Maintaining cleanliness of the vehicle.
- (vii) Any other relevant duty that may be assigned by from time to time.

(b) Requirements for Appointment

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

- (i) A Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (ii) Passed the Suitability Test for Drivers Grade III;
- (iii) A First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (iv) A Valid Certificate of Good Conduct; and
- (v) Shown merit and ability as reflected in work performance and results.

3.20.11. DRIVER II, CASB 13

(a) Duties and Responsibilities

Duties and Responsibilities will entail:-

- (i) Driving vehicles as authorized
- (ii) Carrying out routine checks on the vehicles' cooling fluid, electrical and brake systems and tyre pressure;
- (iii) Detecting malfunctioning of vehicles system;
- (iv) Maintenance of work tickets for vehicles assigned;
- (v) Ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein;
- (vi) Maintaining cleanliness of the vehicle;
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

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

3.20.12. DRIVER I, CASB 12

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Driving vehicles and detecting common mechanical faults;
- (ii) Carrying out minor repairs;
- (iii) Maintaining work tickets for vehicles assigned;
- (iv) Ensuring safety of the vehicle on and off the road;
- (v) Maintaining cleanliness of the assigned vehicle; and;
- (vi) Ensuring adherence to or observations of traffic laws.
- (vii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Driver II or in a similar position for a minimum period of three (3) years;
- (ii) A Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iii) A Certificate in Defensive driving from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- (iv) Passed the Suitability Test for Drivers Grade II;
- (v) First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (vi) A Valid Certificate of Good Conduct; and
- (vii) Shown merit and ability as reflected in work performance and results.

3.20.13. SENIOR DRIVER, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:

- (i) Driving vehicles as authorized;
- (ii) Carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc.;

- (iii) Detecting malfunctioning of vehicles system;
- (iv) Maintenance of work tickets for vehicles assigned;
- (v) Ensuring security and safety of the vehicle on and off the road;
- (vi) Overseeing safety of the passengers and/or goods therein;
- (vii) Maintaining cleanliness of the vehicle; and
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

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

3.20.14. CHIEF DRIVER, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:

- (i) Driving vehicles as authorized;
- (ii) Carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc.;
- (iii) Detecting malfunctioning of vehicles system;
- (iv) Maintenance of work tickets for vehicles assigned;
- (v) Ensuring security and safety of the vehicle on and off the road;
- (vi) Overseeing safety of the passengers and/or goods therein;
- (vii) Maintaining cleanliness of the vehicle;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Senior Driver or in an equivalent position for a minimum period of three (3) years;
- (ii) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iii) Defensive driving certificate from Automobile association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (iv) Passed the Suitability Test for Drivers Grade I;
- (v) A First-Aid Certificate Course lasting not less than one (1) week from St.

- John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (vi) A Valid Certificate of Good Conduct; and
- (vii) Demonstrated integrity and professional competence as reflected in work performance and results.

3.20.15. PRINCIPAL DRIVER, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities at this level entail:

- (i) Driving vehicles as authorized;
- (ii) Carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc.;
- (iii) Detecting malfunctioning of vehicles system;
- (iv) Maintenance of work tickets for vehicles assigned;
- (v) Ensuring security and safety of the vehicle on and off the road;
- (vi) Overseeing safety of the passengers and/or goods therein;
- (vii) Maintaining cleanliness of the vehicle;
- (viii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

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

3.20.16. TRANSPORT OFFICER III, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Supervise drivers in their day-to-day duties;
- (ii) Oversee booking and scheduling of vehicles;
- (iii) Allocate vehicles and duties to drivers;
- (iv) Prepare maintenance / repair schedules for vehicles;
- (v) Ensure all vehicles are kept in good condition;
- (vi) Analyse work-tickets and ensure compliance;
- (vii) Receive and compile motor vehicle statistics for management use;
- (viii) Manage motor-vehicle file registry and maintain motor-vehicle fleet

- register;
- (ix) Coordinate the ordering of new vehicles;
- (x) Vehicle insurance and licensing;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) A Diploma in Logistics Management, Fleet Management, Motor Vehicle Engineering or its equivalent from a recognized institution.

3.20.17. TRANSPORT OFFICER II, CASB 7

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Supervise drivers in their day-to-day duties;
- (ii) Oversee booking and scheduling of vehicles;
- (iii) Allocate vehicles and duties to drivers;
- (iv) Prepare maintenance / repair schedules for vehicles;
- (v) Ensure all vehicles are kept in good condition;
- (vi) Analyse work-tickets and ensure compliance;
- (vii) Receive and compile motor vehicle statistics for management use;
- (viii) Manage motor-vehicle file registry and maintain motor-vehicle fleet register;
- (ix) Coordinate the ordering of new vehicles;
- (x) Vehicle insurance and licensing;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Transport Officer III or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Logistics Management, Fleet Management, Transport Economics, Motor Vehicle Engineering or its equivalent from a recognized institution.

3.20.18. TRANSPORT OFFICER I, CASB 6

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Supervise drivers in their day-to-day duties;
- (ii) Oversee booking and scheduling of vehicles;
- (iii) Allocate vehicles and duties to drivers;
- (iv) Prepare maintenance / repair schedules for vehicles;
- (v) Ensure all vehicles are kept in good condition;
- (vi) Analyse work-tickets and ensure compliance;
- (vii) Receive and compile motor vehicle statistics for management use;

- (viii) Manage motor-vehicle file registry and maintain motor-vehicle fleet register;
- (ix) Coordinate the ordering of new vehicles;
- (x) Vehicle insurance and licensing;
- (xi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

- (i) Served in the grade of Transport Officer II or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in Logistics Management, Fleet Management, Transport Economics, Motor Vehicle Engineering or its equivalent from a recognized institution;
- (iii) A Certificate in a supervisory skills course lasting not less than two (2) weeks from a recognized institution.

3.21. OFFICE ATTENDANTS

3.21.1. Function

The Office Attendants Function entails:- Office cleaning, messengerial duties, responsibility for office equipment and delivery letters and documents from office to office.

3.21.2. Key Result Areas

- (i) CLEANING: Cleaning of offices, kitchens, and entire compound; collecting and cleaning crockery for serving tea;
- (ii) MESSENGERIAL: Collecting and delivering documents outside the organization; Delivering documents within the organization

3.21.3. Standards of Performance

The following systems / facilities must be developed and installed

- (i) CLEANING SCHEDULE: Showing days, times and areas for cleaning
- (ii) DELIVERY BOOK: For details of documents delivered

3.21.4. Grading Structure

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

DESIGNATION	JOB GRADE	JOB GROUP
Office Attendant III	CASB 16	C
Office Attendant II	CASB 15	D
Office Attendant I	CASB 14	E
Assistant Office Superintendent	CASB 13	F
Office Superintendent	CASB 12	G

Note: The grades of Office Attendant III/II, Job Grade CASB 16/15 will form a common establishment for the purpose of this Career Progression Guidelines.

3.21.5. Conversion Table

PRESENT DESIGNATION	JOB GRADE	NEW DESIGNATION	NEW JOB GRADE	JOB GROUP
-----	-----	Office Attendant III	CASB 16	C
-----	-----	Office Attendant II	CASB 15	D
Office Attendant II	CASB 12	Office Attendant I	CASB 14	E
Office Attendant I	CASB 11	Assistant Office Superintendent	CASB 13	F
Senior Office Attendant	CASB 10	Office Superintendent	CASB 12	G

3.21.6. Recognized Qualifications

The following are the minimum qualification for this cadre:-

- (i) A Kenya Certificate of Secondary Certificate or any other equivalent qualification;
- (ii) A Certificate in Supervisory Skills Course from a recognized institution;
- (iii) A Certificate of good conduct.

3.21.7. Entry into the Career Progression Guidelines

Direct Appointment

Direct appointment will normally be made in the grades of Office Attendant III CASB 16. On certain circumstances however, direct appointment may be made beyond these grades by the CASB on the recommendation of the Clerk provided the candidate is in possession of the prescribed minimum qualifications and/or experience for appointment to the grade.

3.21.8. OFFICE ATTENDANT III, CASB 16

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Cleaning of offices, kitchen, lavatories and entire compound;
- (ii) Tending and cultivating a garden;
- (iii) Performing reprographic services;
- (iv) Preparing and serving tea;
- (v) Collecting and cleaning utensils;
- (vi) Collecting and disposing waste;
- (vii) Dusting offices and ensuring habitable office conditions;
- (viii) Moving or carrying office equipment, furniture and ensuring orderly arrangement;

- (ix) Dispatching letters;
- (x) Collecting and delivering documents/ correspondences outside the county assembly;
- (xi) Delivering documents/correspondences within the county assembly;
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) A Kenya Certificate of Secondary Certificate or any other equivalent qualification; and
- (ii) Certificate of good conduct.

3.21.9. OFFICE ATTENDANT II, CASB 15

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Cleaning of offices, kitchen, lavatories and entire compound;
- (ii) Tending and cultivating a garden;
- (iii) Performing reprographic services;
- (iv) Preparing and serving tea;
- (v) Collecting and cleaning utensils;
- (vi) Collecting and disposing waste;
- (vii) Dusting offices and ensuring habitable office conditions;
- (viii) Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- (ix) Dispatching letters;
- (x) Collecting and delivering documents/ correspondences outside the county assembly;
- (xi) Delivering documents/correspondences within the county assembly; and
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Office Attendant III or in a similar position for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education or any other equivalent qualification;
- (iii) Certificate of good conduct; and
- (iv) Shown merit and ability as reflected in work performance and results.



3.21.10. OFFICE ATTENDANT I, CASB 14

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Cleaning of offices, kitchen, lavatories and entire compound;
- (ii) Tending and cultivating a garden;
- (iii) Performing reprographic services;
- (iv) Preparing and serving tea;
- (v) Collecting and cleaning utensils;
- (vi) Collecting and disposing waste;
- (vii) Dusting offices and ensuring habitable office conditions;
- (viii) Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- (ix) Dispatching letters;
- (x) Collecting and delivering documents/ correspondences outside the county assembly;
- (xi) Delivering documents/correspondences within the county assembly; and
- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Office Attendant III or in a similar position for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education or any other equivalent qualification;
- (iii) Certificate of good conduct; and
- (iv) Shown merit and ability as reflected in work performance and results.

3.21.11. ASSISTANT OFFICE SUPERINTENDENT, CASB 13

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) Cleaning of offices, kitchen, lavatories and entire compound;
- (ii) Tending and cultivating a garden;
- (iii) Performing reprographic services;
- (iv) Preparing and serving tea;
- (v) Collecting and cleaning utensils;
- (vi) Collecting and delivering documents/ correspondences outside the county assembly;
- (vii) Delivering documents/correspondences within the county assembly;
- (viii) Dusting offices and ensuring habitable office conditions;
- (ix) Supervising cleaning of offices and managing performance;
- (x) Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- (xi) Dispatching letters; and

- (xii) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Office Attendant I or in a similar position for a minimum period of three (3) years; and
- (ii) Kenya Certificate of Secondary Certificate or any other equivalent qualification;
- (iii) Certificate of good conduct;
- (iv) Shown merit and ability as reflected in work performance and results.

3.21.12. OFFICE SUPERITENDENT, CASB 12

(a) Duties and Responsibilities

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

- (i) Enforcing management advisories regarding office attendants;
- (ii) Implement relevant institutional policies;
- (iii) Prepare and submit timely reports;
- (iv) developing duty roster;
- (v) supervising cleaning of offices and managing general performance;
- (vi) Any other relevant duty that may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Served in the grade of Assistant Office Superintendent for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Certificate or any other equivalent qualification;
- (iii) Certificate of good conduct.

3.22. MAINTENANCE STAFF

3.22.1. Function

The maintenance function involves provision of good working conditions, clean and safe environment that facilitate effective and efficient provision of services by members of Assembly and staff. The maintenance function also involves carrying out repairs and maintenance of buildings, plant and equipment and coordination of design, documentation and implementation of development and capital projects. The maintenance function further involves the following: Preparation of designs and contract documents for development and other capital projects and overseeing implementation of projects; coordinating and carrying out repair works required on buildings, plant and equipment; provision of technical inputs; by preparing specifications of minor repair works and minor alterations in buildings, plant and equipment; and ensuring continuous supply of power, water and other utilities.

3.22.2. Key Result Areas

- (i) DESIGN: Plan / drawing of what is to be constructed.
- (ii) CONSTRUCTION: Building / fabrication of what has been designated.
- (iii) REPAIR / MAINTENANCE: Fixing of what is damaged, broken, or not working properly.

3.22.3. Standards of Performance

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

- (i) APPROVED DESIGN: All engineering designs must be of the approved and scheduled projects.
- (ii) APPROVED CONSTRUCTION: All engineering constructions must be of approved and scheduled projects.
- (iii) CONSTRUCTION SCHEDULE: Construction / repair activities must conform to the project's approved Gantt Chart.

3.22.4. Grading Structure

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

DESIGNATION	JOB GRADE	JOB GROUP
Artisan III	CASB 14	E
Artisan II	CASB 13	F
Artisan I	CASB 12	G
Maintenance Officer III	CASB 11	H
Maintenance Officer II	CASB 10	J
Maintenance Officer I	CASB 9	K
Senior Maintenance Officer	CASB 8	L

Note: The grades of Artisan III/II, Job Grade CASB 14/13 will

form a common establishment for the purpose of this Career Progression Guideline.

3.22.5. Recognized Qualifications

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

- (i) A Certificate in Construction, Electrical Engineering, Mechanical engineering Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution.
- (ii) A Diploma in any of the following disciplines: Civil Engineering, Building and Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in supervisory skill course lasting not less than two (2) weeks from a recognized institution;

3.22.6. ARTISAN III, CASB 14

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Carrying out Electrical and mechanical works;
- (ii) Repairing furniture, machines and equipment;
- (iii) Painting under the supervision of a senior officer;
- (iv) Maintaining buildings, plant and equipment; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) A Certificate in Building and Construction, Civil Engineering, Electrical Engineering, Mechanical engineering Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution.

3.22.7. ARTISAN II, CASB 13

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Carrying out Electrical and mechanical works;
- (ii) Repairing furniture, machines and equipment;
- (iii) Painting under the supervision of a senior officer;
- (iv) Maintaining buildings, plant and equipment; and
- (v) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Artisan III or in a similar position for a minimum period of three (3) years;
- (ii) A Certificate in any of the following disciplines: Building and Construction, Civil

Engineering, Electrical Engineering, Masonry, Mechanical engineering, Carpentry, Plumbing or any other equivalent qualification from a recognized institution; and

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

3.22.8. ARTISAN I, CASB 12

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Preparing budget for materials and labour;
- (ii) Carrying out Electrical and mechanical works;
- (iii) Repairing furniture, machines and equipment;
- (iv) Painting under the supervision of a senior officer;
- (v) Maintaining buildings, plant and equipment; and
- (vi) Any other relevant duty that may be assigned from time to time

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Artisan II or in a similar position for a minimum period of three (3) years;
- (ii) A Certificate in any of the following disciplines: Building and Construction, Civil Engineering, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

3.22.9. MAINTENANCE OFFICER III, CASB 11

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Preparing designs, bills of quantities and other contract documents for development and other capital projects;
- (ii) Supervising repairs of buildings, plant and equipment and painting as performed by artisans;
- (iii) Overseeing implementation of capital and development projects; and
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Served in the grade of Artisan I or in a similar position for a minimum period of three (3) years;

OR

- (ii) Diploma in any of the following disciplines: Civil Engineering, Building and Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
- (iii) Shown merit and ability as reflected in work performance and results.

3.22.10. MAINTENANCE OFFICER II, CASB 10

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Preparing designs, bills of quantities and other contract documents for development and other capital projects;
- (ii) Supervising repairs and renovations of buildings, plant and equipment and painting as performed by artisans;
- (iii) Monitoring implementation of capital and development projects; and
- (iv) Any other relevant duty that may be assigned from time to time.

(b) Requirement for Appointment

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

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

3.22.11. MAINTENANCE OFFICER I, CASB 9

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Preparing designs, bills of quantities and other contract documents for development and other capital projects;
- (ii) Coordinating repairs of buildings, plant and equipment and painting as performed by artisans;
- (iii) Overseeing implementation of capital and development projects;
- (iv) Project management duties including providing liaison between various parties; and
- (v) Any other relevant duty that may be assigned from time to time

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Maintenance Officer II or in a comparable position for a

- minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Civil Engineering, Building and Construction, Mechanical engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

3.22.12. SENIOR MAINTENANCE OFFICER, CASB 8

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Formulate and interpret policies on maintenance and repairs;
- (ii) Perform planning and budgeting for the section/unit;
- (iii) Prepare operational and ad hoc reports;
- (iv) Approving designs, bills of quantities and other contract documents for development and other capital projects;
- (v) Supervising repairs of buildings, plant and equipment and painting as performed by Artisans;
- (vi) Superintending implementation of capital and development projects;
- (vii) Provide linkage between various stakeholders;
- (viii) Train and supervise staff working within the section/unit; and
- (ix) Set and appraise targets for the team.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Maintenance Officer I or in a similar position for a minimum period of three (3) years;
- (ii) A Diploma in any of the following disciplines: Civil Engineering, Building and Construction, Mechanical Engineering, Electrical Engineering, Masonry, Carpentry, Plumbing or any other equivalent qualification from a recognized institution;
- (iii) A Certificate in supervisory skill course lasting not less than two (2) weeks from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

THE END