UNIVERSITY OF NAIROBI

REPORT

OF

THE UNIVERSITY MANAGEMENT BOARD COMMITTEE

TO REVIEW POLICY

ON

TRAINING, PROMOTION AND ESTABLISHMENT

CHAIRMAN: Professor M. M. Kagiko

May 2006

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1.   INTRODUCTION

1.1   PREAMBLE

1.1.1   Recent developments in training opportunities in Kenya have posed major challenges to the University of Nairobi as an employer, particularly with regard to its policies and practices on training and promotion vis-à-vis staff establishment.

1.1.2   The challenge to the University has been heightened by expansion of opportunities in higher education, especially the introduction of Module II programmes, which has resulted to many requests for sponsorship and study leave from members of staff. Upon completion of the courses undertaken, the staff have, normally, gone on to seek promotion on the basis of the newly acquired qualifications and skills.

1.1.3   Prior to the introduction of Module II programmes, requests for sponsorship and study leave were processed through the Senior and Junior Non-Teaching Staff Development Committees. Staff who wished to pursue first degree courses were not supported in terms of sponsorship or study leave. The turning point in this practice came in the 1980's when some Library Assistants were granted study leave with full pay to study for Bachelors degree courses in Information Science at Moi University and Makerere University, Uganda.

1.1.4   Over the years, some members of staff have been granted unpaid study leave or granted time off duty to study for Bachelors degrees on paid salary. Some members of staff have registered for studies on their own but later sought sponsorship and/or study leave both of which are normally granted.

1.1.5   The training of staff is currently not always at the initiative or in the interest of the University; in many cases the staff have undertaken the training independently.

1.1.6   All the above has happened outside the structured training programme. The university has sometimes overlooked to adhere to existing Schemes of Service. It also lacks a Staff Performance Appraisal (SPA) system and does not carry out Training Needs Assessment. The University does not carry out Job Evaluation and Job Analysis reviews.

1.1.7   The University has found itself in a dilemma when staff who have acquired additional qualifications have sought promotion and or redesignation on the basis of those qualifications. In this connection, some departments have sought to accommodate the concerned staff, by tailoring internal job advertisement to suit the affected staff. This practice contravenes the fundamental practice/rule of **'not jumping grades'.**

1.1.8   Promotion in the University has been pegged on the existence of vacancies against which one could be appointed. However, the practice has been tested by demand for promotion by staff who have stagnated in one grade due to lack of vacancies in the establishment.

1.1.9   In view of the emerging problems, UMB at its meeting held on 6th June, 2002 appointed a committee to review the policy and practice related to staff training, promotion and establishment.

1.2   MEMBERSHIP OF THE COMMITTEE

The original membership of the Committee was as shown below: -

Prof. R. K. Mibey	- CHAIRMAN
Prof. J.O. Ndinya-Achola	- Member
Prof. P.M. Syagga	- Member
Prof. E. Aosa	- Member
Registrar, Administration	- Member
Mr. Mbalu Rep. Registrar, Academic	- Member
Mr. Okemwa Rep. Finance Officer	- Member
Ms. E. Mbebe	- Member
Ms. R.W. Ngondo	- Member
Mr. F.M Mulwa	- Member
Miss R.A. Ngesa	- Secretary (upto Dec., 2002)
Mr. J.K.M. Mokaya	- Secretary (for 1 Meeting)
Mr. G.P. Mbugua	- Secretary
Mr. Coleman Otage	- Alternate Secretary (up to April, 2003)

At its third meeting, the Committee expanded its membership to include representatives from all colleges of the University. Consequently, in consultation with the relevant colleges and the Chairman of UMB, the Committee co-opted the following persons:

Prof. M.M. Kagiko	- College of Agriculture and Veterinary Sciences (CAVS)
Prof. P. Wanyande	- College of Humanities & Social Sciences (CHSS)
Prof. B. Nganda	- College of Humanities & Social Sciences (CHSS)
Dr. G.N. Kimani	- College of Education & External Studies (CEES)
Prof. G.J. Magutu	- College of Architecture and Engineering (CAE)

Prof. Mibey left the University of Nairobi in February 2004 and the Vice Chancellor appointed Prof. M. M. Kagiko to chair the committee's meetings.

The full membership of the Committee was, therefore: -

Prof. M. M. Kagiko	-	Chairman
Prof. J.O. Ndinya-Achola	-	Member
Mr. Awori wa Kataka	-	Member
Mr. M.M. Gacuhi (Alt; Mr.S.Mbalu)	-	Member
Mr. M. Karue (Alt. Mr. Okemwa)	-	Member
Ms. E. Mbebe	-	Member
Ms. R.W. Ngondo	-	Member
Prof. P. Wanyande	-	Member
Prof. B. Nganda	-	Member
Dr. G.N. Kimani	-	Member

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Prof. J.G. Magutu	-	Member
Mr. F.M Mulwa	-	Member
Mr. G.P. Mbugua	-	Secretary

1.3 TERMS OF REFERENCE

The Terms of Reference (T.O.R.) given to the Committee were as follows:

- To examine and review the current University practice on training and promotion of staff and the current establishment vis-à-vis positions held.

- To consider any other matters that may be related to the above.

- To make recommendations to UMB.

1.4 METHODOLOGY

The Committee used the following methods to collect and collate data as detailed below:-

1.4.1 Review of Relevant Existing Documents

The Committee reviewed the following documents: -

- Minutes of UMB's meeting of 6th June, 2002.
- Brief from Registrar (Administration) to the Vice-Chancellor on the promotion of four clerical staff in the Academic Division to Administrative Assistant Grade D posts.
- Documents on job requirements for all staff and schemes of service for non-teaching staff.
- Report on the Rationalization of Functions and Staff Rightsizing, University of Nairobi, 1999.
- Report on Appointment and Terms of Service for Academic Staff on Training Grades (Sinei Report), 1990.
- Document on promotion criteria for teaching staff in Egerton University.
- Draft Document on promotion criteria for teaching staff in the College of Health Sciences, University of Nairobi.
- Approved schemes of service and job requirements.
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1.4.2 Internal Correspondence

The Committee solicited information from colleges and departments in Central Administration on training and promotion of staff.

1.4.3 Meetings

The Committee held a total of ten meetings and a 3-day workshop by a sub-committee appointed to draft the report. The draft sub-committee held four meetings to finalize the draft.

1.5 Staff Handbook on Training and Promotion

The Committee observed that the current policy, procedures and practices on training and promotion are scattered in diverse documents. The committee further observed that there was need to compile these policies, rules, procedures and practices into one document for ease of reference.

Recommendation 1:

The committee recommends that a staff handbook which would contain the policy, rules, procedures and practices on training and promotion in the University be compiled.

2 TRAINING AND DEVELOPMENT

2.1 INTRODUCTION

Training and Management Development are sometimes viewed as synonymous. It is, however, important to note that whereas both involve improvement in the quality of work performance by employees, there exists a clear distinction between the two terms as shown in the definitions below: -

> *Training means the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated programme, course, …or routine of instruction or education in…fields which will improve individual and organizational performance and assist in achieving the organization's mission and performance goals.*

> *Management Development (on the other hand) means: -*

>> *Organization-sponsored instruction provided to broaden the capabilities of individuals in the organization; or*

>> *A process of training and educating employees to become good managers and…monitoring the progress of their managerial skills over time; or*

>> *A process of training and educating employees to become good managers and…developing managerial skills over time.*

From the above definitions it is clear that whereas training aims at equipping staff with skills to improve their work performance now, management development also prepares staff at managerial level to improve performance for now and in the future.

2.2   Justification for Training and Development

For an organization to meet its goals and objectives, it should equip its staff with appropriate skills and attitudes through training and development. Training and development should, therefore, be organized and structured to meet the needs of both the employer and the employee. Consequently, every organization should have a proactive training policy with concomitant financial resources to facilitate the achievement of the above goals.

The commonly used methods of identifying training needs are:

(i)   Staff Performance Appraisal
(ii)   Skills Inventory
(iii)   Training Needs Assessment.

2.3   Modes of Training

The commonly used modes of training include: -

- Orientation/induction programmes for new employees and internally re-deployed staff;
- On the job training;
- In-house training seminars and workshops;
- Formal structured training; and
- Training under collaborative arrangements.

2.3.1   Orientation/Induction

Induction programmes are critical as the first form of training for an organization's new employees or recruits as this is the entry point at which values, attitudes and culture including procedures and rules of the organization are inculcated. This sets the tone for the expected performance in compliance with schemes of service. The employees get to know their expectations, rights and obligations. The process of induction and orientation has been formalized in the University. The Committee noted the need to strengthen the existing induction programme for University staff.

2.3.2   On-the-job training:

On-the-job training takes place all the time in the context of day-to-day functions at the work place and within the structured chain of command. The committee observed that on-the-job training at the University is hampered by wide span of control.

Recommendation 2:

The committee recommends that the University enhances on-the-job training subject to availability of funds.

2.3.2   In-house training seminars and workshops:

This is a form of training in which staff are exposed to new and emerging issues in the area of management and operations.   Resource person from within or without organizations usually does it through workshops and seminars.

This is an affordable and effective way of addressing training/skills deficiencies in an organization in a customized manner.   It fosters team building, which is critical to an organization.

The Committee observed that top management has from time to time held seminars and workshops, which have addressed policy matters but that the same has rarely been used to address operational issues and training needs at other levels.   The committee further observed that there exists ad hoc in-house training in some departments.   This, however, has not addressed the above training/skills deficiencies.

Recommendation 3:

The Committee recommends that training needs assessment be carried out with planned in-house training to address the identified training gaps.

2.3.3   Formal training

Ideally this type of training should be initiated by the relevant management unit in response to training needs in the unit.

The Committee observed that the University of Nairobi: -

(i)   Staff performance appraisal was a new phenomenon, having been implemented only in the year 2004/2005. Furthermore, skills inventory in respect of staff was generally lacking;

(ii)   Does not carry out training needs assessment;

(iii)   Does not effectively implement schemes of service;

(iv)   Does not have a formal training program for non-teaching staff.   Consequently, members of staff have, out of their own initiative, pursued studies relevant, and sometimes irrelevant, to their career development;

(v)   It was further observed that the onset of Module II programmes has aggravated the above scenario because more and more staff are now undertaking courses that are not related to their career paths.   Further, the University has supported such studies through financial assistance, granting of study leave/time off duty and recognition of the academic achievements through promotion of staff;

(vi)   Sometimes staff undertake formal training within their career paths and are sponsored by the University.   Such staff are granted study leave, financial support/scholarships to pursue full time or sandwich programmes;

(vii) Training in relevant fields sometimes is not fully supported by the University through Staff Support Fund and granting time off for examinations, basically due to inadequacy of funds;

(viii) Training in areas not relevant to career paths is sometimes partially supported by the University through Staff Support Fund and granting of time off for examinations;

(ix) Some training takes place under collaborative programmes.

Recommendation 4:

The Committee recommends that:

(a) *Those training within their career paths be supported by the University subject to availability of funds provided they fulfill the following conditions: -*
- *be on permanent and pensionable terms;*
- *have been confirmed on appointment;*
- *have served the University for three (3) years, including probation period;*
- *be nominated and recommended by their department, school/institute/faculty and college as appropriate;*
- *have served for at least three years since the last training session of over three months.*

(b) *Those training but not fully supported,*
- *should have rendered service of 3 years including probation period;*
- *be on permanent and pensionable terms;*
- *have been confirmed on appointment;*
- *have served for at least 3 years since the last training session of over three months.*

(c) *The University should not support training of staff training outside their career paths.*

(d) *For training under collaborative programmes, the provisions of the collective agreement will determine the terms of the training in compliance with University of Nairobi regulations.*

(e) *Training in computer literacy be facilitated for all employees but onus to train is on staff.*

3   PROMOTION

3.1   INTRODUCTION

Promotion is the advancement of an employee to a higher position within the organization. Promotion may be tied to a position and, by implication, status, or it can be through a reward system such as bonuses, salary increments, etc. Every employee joining an organization expects upward mobility in their career path or scheme of service and improved terms and conditions of service. The benefits of promoting employees include staff motivation, commitment, retention and loyalty.

3.2   BASIS FOR PROMOTION

The normal practice is to base promotion on: -

- Additional qualifications
- Skills and competence acquired through training
- Quality of performance and output
- Work maturity and experience

3.3   CRITERIA FOR PROMOTION

The University has clear criteria for promoting its staff. These are based on Schemes of Service, where such schemes exist, or general job requirements and job specifications where no schemes of service exist. The relevant criteria are provided in **Appendices A and B**.

The Committee noted the need for common criteria for promotion of teaching staff. This position was also supported by most of the Colleges through their representatives in the Committee. The proposed harmonized criteria are contained in **Appendix B**.

3.4   CURRENT PRACTICE ON PROMOTION

3.4.1   Promotion Based on Vacancies in the Establishment

The Committee noted that this is the most commonly used method of promoting staff in the University. It was further noted that the Exchequer capitation for personal emoluments has, traditionally, been based on the approved personnel establishment, that is, all staff positions created within the University for the purpose of satisfying its personnel needs. The approved staff establishment is, therefore, the 'pool' from which the University draws posts against which new staff are appointed and existing staff promoted or, even, transferred internally.

It was further noted that this method has limitations and is restrictive especially in cases where staff merit promotion but cannot be promoted due to the lack of vacant positions. The University has attempted to address the problem as follows: -

a)   Promoting staff 'outside establishment' in cases where there are no vacancies. These posts are later regularized or created through the Development Planning and Establishment Committee (DPEC).

b)   Freezing, collapsing or combining two or more positions in the establishment and uses the funds to support the staff member who has been promoted.

c)   In rare cases, through mutual agreement and management's approval, one department's post has been utilized by another department to support promotion within the latter department.

The Committee noted that the more appropriate means of promoting staff would be on the basis of the provisions of Schemes of Service. However, it was reported that most cadres of staff did not have approved Schemes of Service. The Committee was of the view that there ought to be Schemes of Service for all cadres of staff. In this connection, the Committee learned that approved Schemes of Service existed only for those cadres of staff specified in Appendix C.

Recommendation 5:

The Committee recommends that Schemes of Service be developed for all cadres of non-teaching staff.

Recommendation 6:

The Committee further recommends that the promotion criteria for all teaching staff be as specified in Appendix B.

3.5   CURRENT PROCEDURE FOR PROMOTION

The committee noted that the promotion procedure takes the following steps: -

3.5.1   Advertisement of Positions

Internal Advertisements meant for University employees only.
External Advertisements; open to both University and external applicants.

The following steps are taken in the promotion process:
▪ Requests to advertise are sent from departments to Deputy Vice-Chancellor (Administration & Finance [DVC(A&F)] for approval.

▪ Recruitment & Training Officer verifies the existence of vacancies and staffing levels and advises DVC(A&F) accordingly.

▪ Where authority is given to advertise, the number of posts to be filled is spelt out.

- Drafts for advertisements are prepared by the relevant unit and sent to Recruitment and Training, which then are sent to the media. Internal Advertisements are circulated within the University.

- Advertisements are open for 3 weeks.

- All applications for Grades I-F in Central Administration and all Academic positions from Senior Lecturer upwards are received by the Senior Assistant Registrar, Recruitment and Training.

- All applications for promotion to Lectureships position and Grade II to F are received by College Principals.

3.5.2 Processing of Applications

After the closing date, the applications are processed as follows: -

- Folder containing all applications is sent to relevant Chairman/Head of Department for short listing by relevant short-listing committees.

- The shortlist is then sent to the Senior Assistant Registrar, Recruitment and Training Section or College Registrar/Secretary, as the case may be.

3.5.3 Interviews

The following committees of Council are mandated with the Selection Process: -

Staff Appointment Committees

Membership
(i)   For academic staff of the level of Assistant Lecturer and below: -
- College Principal – Chairman
- Dean of the Faculty (or his/her nominee)
- Chairman of the department (or his/her nominee)
- One Academic Board representative
- One Departmental representative
- Secretary

In attendance
- College Bursar

(ii)   *For Lecturers and Senior Lecturers*

- Deputy Vice-Chancellor (Academic) – Chairman
- One Council representative appointed on behalf of the Council by the Chairman of Council (for Senior Lectureships only)
- Principal of the College
- Dean of the Faculty (or his nominee)

- Chairman of Department
- One Departmental representative
- Two Senate representatives appointed by Chairman of Senate
- (One representative only for Lectureships)
- Secretary

(iii)   *For Associate Professors:*

- Vice-Chancellor – Chairman
- One Council representative appointed on behalf of Council by the Chairman of the Council
- Deputy Vice-Chancellors
- College Principal
- Dean of the Faculty
- Two Senate representatives appointed on behalf of Senate by the Chairman of the Senate.
- Chairman of Department
- Secretary

(iv)   *For Professors:*

- Chairman of Council – Chairman
- One Council representative appointed on behalf of the Council by the Chairman of the Council
- Vice-Chancellor
- Deputy Vice-Chancellors
- College Principal
- Dean of the Faculty
- Two Senate representatives appointed by the Chairman of Senate
- Chairman of Department
- Secretary

(v)   *For visiting Staff on Academic terms not on the Establishment:*

- Deputy Vice-Chancellor (Academic)
- College Principal
- Dean of the Faculty
- Chairman of the Department
- Secretary

Note:

- ✓ If the Dean is also the Chairman concerned, another Chairman of Department should be nominated by the Vice-Chancellor to participate; and
- ✓ In the Faculty of Medicine, for Clinical Departments, the Director of Medical Services will be represented.

(vi)   *For Non-Academic Staff:*

1.   *Grades I – F (Colleges)*

- Principal of College – Chairman
- Dean of the Faculty
- Head or Chairman of Department
- One Departmental representative
- Secretary

In Attendance

- College Bursar

2.   *For Staff in Grades I-F (Central Administration)*

- Deputy Vice-Chancellor (Administration and Finance) – Chairman
- Head of Department or Division
- Finance Officer
- Administration Registrar
- Secretary

3.   *For Assistant Registrar, Senior Assistant Registrar and Other Equivalent non-teaching Staff Grades:*

- Deputy Vice-Chancellor (Administration and Finance) – Chairman
- One Council representative appointed on behalf of Council by Chairman of Council (for Senior Assistant Registrar only)
- Head of Department representative
- Two Senate representatives appointed on behalf of Senate by the Chairman of Senate (one representative only for Assistant Registrar)

4.   *For Deputy Registrar and Other Equivalent non-teaching staff grades:*

- Vice-Chancellor – Chairman
- One Council representative appointed on behalf of Council by the Chairman of Council
- Deputy Vice-Chancellors
- Two Senate representatives appointed on behalf of Senate by the Chairman of Senate
- Head of Department of Division
- Secretary

5. *For Registrars and other equivalent non-teaching grades: -*

- Chairman of Council – Chairman
- One Council representative appointed on behalf of Council by the Chairman of Council
- Vice-Chancellor
- Deputy Vice Chancellors
- Two Senate representatives appointed on behalf of Senate by the Chairman of Senate.
- Secretary.

Interviews are conducted, minutes prepared/approved and letters of offer issued to successful candidates.

3.6   OBSERVATIONS

The Committee observed that: -

(i)   Interviews for advertised posts in the University take unnecessarily long before they are held;

(ii)   Delays occur in the following stages of the procedure;
- Approval to advertise
- Short listing
- Convening of appointment committees
- Preparation and approval of minutes

(iii)   There is over-reliance on the use of internal advertisements leading to 'inbreeding' hence depriving the University of the injection of fresh blood/ideas and competition;

(iv)   Often times internal advertisement are 'tailored' for intended applicants in the departments;

(v)   In the lower cadres, there has been a movement of staff from department to department without necessarily satisfying the need for recruitment. In some instances, some departments have failed to release staff that have been promoted to take up posts in other departments. They have insisted on retaining the staff thereby defeating the initial purpose for advertisement;

(vi)   With internal advertisements, there is no guarantee of University-wide circulation in comparison to the external adverts which appear in the print media and are therefore accessible to all;

(vii)   The acquisition of additional qualification by staff has increased the use of internal advertisements to cater for staff that have acquired qualifications outside their career paths. Use of internal advertisements in cases like above has led to the flouting of the policy of not 'jumping grades'.

3.7   RECOMMENDATIONS

In view of the above, the Committee made the following recommendations: -

Recommendation 7:

That decisions as to whether advertisements should be internal or external should continue to be centrally determined rather than by units.

Recommendation 8:

That criteria set for either internal or external posts should have standard qualifications in accordance with the approved qualification requirements.

Recommendation 9:

That all advertisements be drafted centrally after receiving the specified job descriptions from the units to ensure standardisation, harmony, transparency and compliance with policy.

Recommendation 10:

That short listing is strictly based on job requirement criteria, without exception.

Recommendation 11:

That after the close of advertisements interviews be finalized as follows: -

(a)   Within six months, where it is mandatory to obtain external references on the candidates;
(b)   Within four months, where it is not a requirement to obtain external references.

Recommendation 12:

That whereas promotion of staff is pegged on availability of vacant positions, the Committee recommends that the University considers the reward system (salary increments) based on staff performance appraisal.

Recommendation 13:

That the University adopts, entrenches and strictly implements the recommendations in this report.

4   DECLARATION

We the undersigned agree with the contents of this report and below append our signatures: -

<u>NAME</u>	<u>POSITION</u>	<u>SIGNATURE</u>	<u>DATE</u>
Prof. M. M. Kagiko	**Chairman**	_____	_____
Prof. J.O. Ndinya-Achola	**Member**	_____	_____
Mr. Awori wa Kataka	**Member**	_____	_____
Mr.S. Mbalu	**Member**	_____	_____
Mr. J. Okemwa	**Member**	_____	_____
Ms. E. Mbebe	**Member**	_____	_____
Ms. R.W. Ngondo	**Member**	_____	_____
Prof. P. Wanyande	**Member**	_____	_____
Dr. G.N. Kimani	**Member**	_____	_____
Prof. J.G. Magutu	**Member**	_____	_____
Mr. F.M Mulwa	**Member**	_____	_____
Mr. G.P. Mbugua	**Secretary**	_____	_____

PROMOTION CRITERIA FOR NON-TEACHING STAFF

ADMINISTRATIVE STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Registrar/Director SWA	Masters degree or its equivalent in either Public Administration or Human Resource Management CPS(I) or relevant postgraduate qualification 15 years administrative experience – 3 years at Deputy Registrar level. Computer literacy	PhD degree or its equivalent in either Public Administration or Human Resource Management or its equivalent CPS(K) or relevant professional qualification 12 years administrative experience – 3 years at Deputy Registrar level or equivalent. Have outstanding professional competence in administration and Management Computer literacy Member of a recognized professional administration or management body
Deputy Registrar/Deputy Director	Bachelors degree or its equivalent CPS(I) or relevant postgraduate qualification 12 years administrative experience – 3 years at Senior Assistant Registrar level Computer literacy	PhD degree or its equivalent in either Public Administration or Human Resource Management or its equivalent CPS(K) or relevant professional qualification 9 years administrative experience – 3 years at Senior Assistant Registrar level Computer literacy Member of a recognized professional administration or management body
Senior Assistant Registrar/Chief Personnel Officer	1st degree or its equivalent CPS(I) or relevant postgraduate qualification 9 years administrative experience – 3 years at Assistant Registrar level.	Master's degree in public administration or human resource management or its equivalent CPS(K) or relevant professional qualification

	Computer literacy	9 years administrative experience – 3 years at Assistant Registrar Member of a recognized professional administration or management body level. Computer literacy
Assistant Registrar/Senior Personnel Officer/Industrial Relations Officer	**1st degree for direct entry or Serving non-graduates should have KCSE or its equivalent CPS I or relevant postgraduate qualification 6 years administrative**	**Masters degree in public administration or human resource management or its equivalent CPS(K) or relevant professional qualification 6 years administrative experience – 3 years at Senior Administrative Assistant level Computer literacy Member of a recognized professional administration or management body**
Senior Administrative Assistant/Personnel Officer Grade E/F	**Direct entry appointees should have at least a lower 2nd class degree from a recognized university. KCE (Non-graduates serving officers with long experience) 3 years experience at Grade D as Administrative Assistant**	**Bachelor's (at least lower 2nd class Hons.) degree from a recognized university and CPS II or relevant professional or postgraduate qualification in management years administrative experience Computer literacy**
Administrative Assistant/Assistant Personnel Officer Grade C/D	**Direct entry appointees should have at least a lower 2nd class degree from a recognized university KCE (Non-graduates serving officers with long experience 3 years at Grade C (Non-graduates serving officers)**	**Bachelor's (at least lower 2nd class Hons.) degree from a recognized university Computer literacy**

TECHNICAL STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Principal Technologist	**Higher Diploma or B.Sc. in relevant area or equivalent plus a postgraduate Diploma or M.Sc. in one's area of specialization plus five years experience at the current Chief Technology level** OR **Higher Diploma or B.Sc. in relevant area or equivalent plus ten years experience at the Chief Technologist level**	**M Sc. in one's area of specialization plus 5 years experience at the level of Chief Technologist.** **OR** **B.Sc. or Higher Diploma. in relevant area or equivalent plus ten years experience at the level of Chief Technologist.**
Chief Technologist	**Higher Diploma in relevant area of B.Sc. in relevant area or equivalent qualification plus 7 years experience as Senior Technologist**	**M Sc. in one's area of specialization plus 5 years experience at the level of Senior Technologist.** **OR** **B.Sc. or Higher Diploma in relevant area or equivalent qualification plus 7 years experience as Senior Technologist**
Senior Technologist DEF	**Higher Diploma or B.Sc. or equivalent plus 5 years experience as a Technologist**	**B.Sc. or Higher Diploma. or equivalent plus 5 years experience as a Technologist**
Technologist ABC	**KCE with credits in relevant subjects and ordinary Diploma or equivalent plus 3 years experience as Trainee Technologist**	**KCSE Mean Grade C with credits in relevant subjects and ordinary Diploma or equivalent plus 3 years experience as Trainee Technologist**
(i) Technical Assistant I (Junior Technician) Grade IV/A	**KCE Div. III or equivalent plus 5 years experience**	**KCSE Mean Grade C or equivalent plus 5 years experience**
(ii) Artisan I Grade IV/A	**KCE or equivalent plus GTT I with 5 years experience**	**KCSE Mean Grade C or equivalent plus GTT I with 5 years experience**
(i) Technical Assistant II (Lab. Assistant III) Grade III	**KCE Div. III or equivalent with passes in relevant science subjects or its equivalent plus 3 years experience**	**KCSE Mean Grade C or equivalent with passes in relevant science subjects or its equivalent plus 3**

			years experience
(ii)	Artisan II (Artisan III) Grade III	KCE or equivalent plus GTT II with 3 years experience	KCSE Grade C or equivalent plus GTT II with 3 years experience
(iii)	Trainee Technologist III	KCE plus 4 credits in relevant subjects	KCSE Grade C plus 4 credits in relevant subjects
(i)	Technical Assistant III (Lab. Attendant II)	KCE Div. III with passes in relevant subjects or equivalent CPE or equivalent plus GTT III and 2 yeas experience	KCSE Mean Grade C with passes in relevant subjects or equivalent
(ii)	Artisan III		KCSE Mean Grade C or equivalent plus GTT III and 2 yeas experience

ACCOUNTS STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Finance Officer/Chief Internal Auditor	CPA (K) Masters degree in relevant field Must have served for at least 7 years as DFO Be a member of a recognized Professional Accounting body eg. ICPAK Must have computer knowledge in word processing, spreadsheets, and data management	PhD degree in Finance/Accounting or its equivalent, CPA (K) , 12 years experience – 3 years at Deputy Finance Officer level or equivalent. Be a member of a recognized Professional Accounting body. Have outstanding professional competence in Financial Management. Demonstrated high administrative capabilities. Computer literacy.
Deputy Finance Officer	B.Com with Accounting option CPA (K) Have served as a senior Accountant or as Assistant Chief Internal Auditor for a minimum of 5 years Be a member of a recognized Professional Accounting body [e.g. ICPAK] Have outstanding professional competence in Financial Management Demonstrated high administrative capabilities Have computer knowledge in spread sheets, data management and word processing	PhD degree in relevant field CPA (K) 9 years experience –at least 3 year's as Senior Accountant I or as Assistant Chief Internal Auditor Be a member of a recognized Professional Accounting body Have outstanding professional competence in Financial Management Demonstrated high administrative capabilities Computer literacy
Senior Accountant I/Assistant Chief Internal Auditor	B.Com in Accounting option or equivalent CPA(K) Membership to a professional accountancy body Have shown merit and ability in accounting/auditing	MBA or its equivalent CPA(K)or its equivalent Membership to a professional accountancy body 9 years experience Have shown merit and ability in accounting/auditing 3 years experience as a Senior Accountant II

	5 years experience as a Senior Accountant II Computer literate in word processing, data base management and spread sheets Membership of a recognized professional body [e.g. ICPAK	Computer literate in word processing, data base management and spread sheets Membership of a recognized professional body [e.g. ICPAK]
Senior Accountant II/Internal Auditor	B.Com with Accounting option or equivalent At least CPA Part III Have shown merit and ability in accounting/auditing over a period of at least three (3) years as Accountant EF Computer literate in word processing, data base management and spread sheets	MBA or its equivalent CPA (K) Have shown merit and ability in accounting/auditing over a period of at least three (3) years as Accountant Grade EF Computer literate in word processing, data base management and spread sheets
Accountant EF	B.Com. with Accounting option or equivalent At least part II of CPA examinations Have knowledge of spread sheets and Data Base Management Have shown merit and ability over a period of at least three (3) years in the Grade of Assistant Accountant	Bachelors or equivalent CPA (K) examinations Computer Literacy Have shown merit and ability over a period of at least three (3) years in the Grade of Assistant Accountant grade EF
Assistant Accountant C/D	For direct appointment a candidate must have B.Com. degree (Accounting option) Non graduates: KCSE C+ with at least 'C' in Maths and English or equivalent qualifications CPA II or equivalent Knowledge of computer operations 3 years experience as Accounts Assistant Grade AB and CPA II	B.Com (lower second)degree (accounting option) or its equivalent Computer literacy
Accounts Assistant A/B	KCSE Grade C+ or above	KCSE Grade C+ or above

	with at least C in English and Maths or equivalent qualification CPA I or equivalent 3 years experience as Accounts Clerk Grade IV Knowledge in computer operations	with at least C in English and Mathematics or equivalent qualification and CPA I or equivalent 3 years experience as Accounts Clerk Grade IV Computer literacy
Accounts Clerk Grade IV	KCSE Grade C+ or above with at least C in English and Mathematics or equivalent qualification and CPA I or equivalent 3 years experience as Accounts Clerk Grade III Knowledge in computer operations	KCSE Grade C+ or above with at least C in English and Mathematics or equivalent qualification and CPA I or equivalent 3 years experience as Accounts Clerk Grade III Knowledge in computer operations
Accounts Clerk Grade III	KCSE Grade C+ or above with at least C in English and Mathematics or an equivalent qualification ACNC I and II or KATC final Knowledge of computer operations will be an added advantage	KCSE Grade C+ or above with at least C in English and Mathematics or an equivalent qualification ACNC I and II or KATC final Knowledge of computer operations will be an added advantage

STORES STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Senior Supplies Officer/Senior Purchasing Officer – (Senior Asst. Registrar equivalent)	**Masters degree in Economics, Commerce or Business Administration or equivalent qualification** **Two (2) years as Assistant Senior Supplies/Purchasing EF**	**Masters degree in Economics, Commerce or Business Administration or equivalent qualification** **Full Professional qualification in Purchasing & Supply** **9 years experience – 3 years as Assistant Senior Supplies/Purchasing Officer**
Assistant Senior Supplies Officer/Purchasing Officer – (Asst. Registrar equivalent)	**Bachelors degree in Economics, Commerce (Supplies Management Option) or Business Administration or equivalent qualification** **Diploma in Supplies and Management** **Two (2) years experience at Grade E/F**	**Masters degree in Economics, Commerce (Supplies Management Option) or Business Administration or equivalent qualification** **Professional qualification in Purchasing & Supply** **Two (2) years experience at Grade E/F**
Supplies Officer/Purchasing Officer Grade E/F	**Bachelors degree in Economics, Commerce (Supplies Management Option) or Business Administration or equivalent qualification** **Diploma in Supplies and Management** **Three (3) years experience at Grade C/D**	**Bachelors degree in Economics, Commerce (Supplies Management Option) or Business Administration or equivalent qualification** **Postgraduate Diploma in Supplies and Management** **Three (3) years experience at Grade C/D**
Supplies Assistant Grade C/D	**Non-graduates as above OR** **Diploma in Supplies and Management** **Three (3) years experience at Grade C/D**	**Higher Diploma in Supplies and Management** **Three (3) years experience at Grade A/B**
Senior Storeman Grade A/B	**KCSE D+ with at lease 'C' in English and Maths or an equivalent qualification** **Advanced certificate in Supplies Management** **Three (3) years at Grade IV**	**KCSE Grade C with 'C' in English and Mathematics or an equivalent qualification** **Diploma in Supplies Management** **Three (3) years at Grade IV**
Storeman Grade IV	**KCSE D+ with at least 'C' in English and Maths or an**	**KCSE Grade C with 'C' in English and Mathematics or an**

	equivalent qualification Certificate in Supplies Management or its equivalent Three (3) years at Grade III level	**equivalent qualification Advanced Certificate in Supplies Management or its equivalent Three (3) years at Grade III level**
Assistant Storeman Grade III	**KCSE D+ with at least 'C' in English and Maths or an equivalent qualification**	**KCSE Grade C with at least 'C' in English and Mathematics or an equivalent qualification Certificate in Supplies Management or its equivalent** **Three (3) years experience in Grade II in a store**
Store Attendant Grade II	**KCPE or equivalent Three (3) years experience**	**KCSE D+ or equivalent Three (3) years experience in a store**

CLERICAL STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Office Manager E/F	**KCSE D+ or KCSE Div.III with credits in English and Mathematics or equivalent CPS or its equivalent Certificates in and be able to use Word Processing and Data Base Management packages Must have demonstrated high administrative capacity and merit in work performance and results Three (3) years at Grade C/D**	**KCSE C or equivalent with credits in English and Mathematics or equivalent CPS(K) or its equivalent Certificates in and be able to use Word Processing and Data Base Management packages Must have demonstrated high administrative capacity and merit in work performance and results Three (3) years at Grade C/D**
Senior Records Clerk A/B/C	**KCSE D+ or KCSE Div.III with credits in English and Mathematics or equivalent CPS I or Diploma in Management Certificates in Spreadsheets and Data Base Management packages Three (3) years as Records Clerk AB**	**KCSE C or equivalent with credits in English and Mathematics or equivalent CPS II or Diploma in Records Management Computer literacy Three (3) years as Records Clerk AB**
Registry Supervisor/Committee Clerk/Junior Administrative Assistant Grade B/C	**KCSE D+ or KCSE Div. III with credits in English and Mathematics or equivalent CPS I or Diploma in Management or its equivalent Certificate in Spreadsheets and Data Base Management packages Three (3) service as Assistant Registry Supervisor Grade A/B or an equivalent post**	**KCSE C or equivalent with credits in English and Mathematics or equivalent CPS II or Diploma in Archives and Records Management or equivalent Computer literacy Three (3) service as Assistant Registry Supervisor Grade A/B or an equivalent post**
Assistant Registry Supervisor/Junior Records Clerk/Assistant Committee Clerk Grade A/B	**KCSE D+ or KCSE Div. III with credits in English and Mathematics or equivalent Certificate in Record Keeping or Office Management, KATC final**	**KCSE C or equivalent with credits in English and Mathematics or equivalent Certificate in Record Keeping or Office Management, KATC final or ACNC or its equivalent**

	or ACNC or its equivalent Three (3) years of service as Records Clerk IV	Three (3) years of service as Records Clerk IV
Records Clerk Grade A	**KCSE D+ or KCSE Div. III with credits in English and Mathematics or equivalent Office Management, Record Keeping Courses or certificate in Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications**	**KCSE C or equivalent with credits in English and Mathematics or equivalent Office Management, Record Keeping Courses or certificate in Archives and Records Management, KATC Intermediate or ACNC Part I or equivalent qualifications**
Clerk/Filing Clerk/Registry Clerk Grade IV	**KCSE D+ or KCSE Div. III with credits in English and Mathematics or equivalent Three (3) years experience as Clerk Grade III Must have shown merit and ability in work performance and results**	**KCSE C or equivalent with credits in English and Mathematics or equivalent Three (3) years experience as Clerk Grade III Must have shown merit and ability in work performance and results**
Clerk/Filing Clerk Mail Clerk Grade III	**KCSE D+ or KCSE Div. III with credits in English and Mathematics or equivalent Three (3) years experience in Grade II**	**KCSE D+ or KCE Div. III with credits in English and Mathematics or equivalent Three (3) years experience in Grade II**
Filing Clerk II	**KCSE D+ or KCSE Div. III with credits in English and Mathematics or equivalent Three (3) years experience A good reference from previous employer**	**KCSE D+ or KCE Div. III with credits in English and Mathematics or equivalent Three (3) years experience A good reference from previous employer**

HEALTH SERVICES STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Chief Medical Officer(Registrar equivalent)		PhD or its equivalent MBCHB, M.Med 12 years experience at least 3 years as PMO Should be registered with Medical & Dentists Practitioners Board
Principal Medical Officer – (Deputy Registrar equivalent)	MB.Ch.B, M.Med. 3 years as Senior Medical Officer Should be registered with Medical & Dentists Practioners Board	Ph.D or its equivalent MB.Ch.B, M.Med. 9 years experience 3 years as Senior Medical Officer Should be registered with Medical & Dentists Practitioners Board
Senior Medical Officer – Senior Asst Registrar Equivalent	MB.Ch.B, M.Med. 3 Years as Medical Officer Should be registered with Medical & Dentists Practioners Board	MB.Ch.B, M.Med 6 years experience. 3 Years as Medical Officer Should be registered with Medical & Dentists Practitioners Board
Medical Officer – Asst. Registrar equivalent	MB.Ch.B 3 Years experience in a busy clinical/medical post Should be registered with Medical & Dentists Practioners Board	MB.Ch.B 3 Years experience in a busy clinical/medical post Should be registered with Medical & Dentists Practitioners Board
Principal Technologist	1st degree or KCSE Div. II or KACE certificate Higher Diploma in relevant field 5 years experience as Chief Technologist	M Sc. in Medical Laboratory Technology plus five years experience at the level of Chief Technologist. Computer literacy
Chief Technologist	1st degree or KCSE Div. II or KACE certificate Higher Diploma in relevant field 5 years experience as Chief Technologist	M Sc. in Medical Laboratory Technology plus five years experience at the level of Senior Technologist. Computer literacy
Pharmacist	Lecturer Grade 1st degree in Pharmacy 5 years experience gained in a large hospital	1st degree in Pharmacy 5 years experience gained in a large hospital

Clinical Officer Grade DEF	**KACE or equivalent** **Diploma in Clinical Medicine from MTC** **3 Years in Clinical Medicine after internship**	**KSCE C+ or equivalent** **Higher Diploma in Clinical Medicine** **3 Years in Clinical Medicine after internship**
Pharmaceutical Technologist Grade DEF	**KCSE or KCSE certificate or equivalent** **Diploma in Pharmacy** **5 years in a busy pharmacy**	**KCSE C+ or equivalent** **Higher Diploma in Pharmacy** **3 years in a busy pharmacy**
Senior Laboratory Technologist Grade DEF	**KCSE level** **Higher National Diploma in MLT** **3 years in a busy laboratory**	**KCSE level** **Higher National Diploma in MLT** **3 years in a busy laboratory**
Registered Nurse Grade DEF	**KCSE Div. II or B.Sc. Nursing** **Kenya Registered Nurse (KRN)** **3 years experience as Kenya Registered Nurse or 4 years pre-service training at the University for B.Sc. Holders.**	**B.Sc. Nursing** **Kenya Registered Nurse (KRN)** **3 years experience as Kenya Registered Nurse or 4 years pre-service training at the University for B.Sc. Holders.**
Enrolled Nurse Grade ABC	**KCSE Div. II or equivalent qualification** **Certificate in Enrolled Nursing** **3 years experience as Enrolled Nurse**	**KCSE C or equivalent qualification** **Certificate in Enrolled Nursing** **3 years experience as Enrolled Nurse**
Drugs Clerk Grade IV	**KCSE or KCSE level of education or equivalent** **Certificate in Records Management** **2 years in Records Office**	**KCE or KCSE level of education or equivalent** **Certificate in Records Management** **2 years experience in Records Office**
Medical Records Clerk Grade A	**KCSE or KCSE level of education or equivalent** **Certificate in Records Management** **3 years in Grade IV in Records Office**	**KCE or KCSE level of education or equivalent** **Certificate in Records Management** **3 years in Grade IV in Records Office**
Medical Records Clerk Grade IV	**KCSE or KCSE level of education or equivalent** **Certificate in Records Management** **2 years in Records Office**	**KCE or KCSE level of education or equivalent** **Certificate in Records Management** **2 years in Records Office**

LIBRARY STAFF

DESIGNATION	QUALIFICATIONS	QUALIFICATIONS (after amendments)
University Librarian	Bachelors degree or equivalent Postgraduate qualification in Librarianship and Library Information Science 5 years experience as Deputy Librarian Evidence or research in Librarianship will be an added advantage	PhD degree or equivalent Postgraduate qualification in Librarianship and Library Information Science 12 years experience as Deputy Librarian Evidence or research in Librarianship will be an added advantage Computer literacy
Deputy University Librarian	Bachelors degree or equivalent Postgraduate qualification in Librarianship and Library Information Science years experience as Senior Librarian Evidence or research in Librarianship will be an added advantage	PhD degree or equivalent Postgraduate qualification in Librarianship and Library Information Science 9 years experience as Senior Librarian Evidence or research in Librarianship will be an added advantage Computer literacy
Senior Librarian	Bachelors degree or equivalent Postgraduate qualification in Librarianship and Library Information Science 3 years experience as Librarian	Masters degree in Librarianship and Library Information Science or its equivalent 9 years experience as Librarian Computer literacy
Librarian	Bachelors degree 3 years in a busy library	Masters degree in Librarianship 6 years experience in a busy library Computer literacy
Senior Library Assistant D/E/F	Bachelors degree from a recognized University or Diploma in Library and Information Science 5 years in a busy academic library	Bachelors degree from a recognized University or Higher Diploma in Library and Information Science 5 years experience in a busy academic library Computer literacy
Library Assistant A/B/C	KACE or equivalent with 2 principals or more Library Assistants Certificate	KCSE C+ or equivalent Ordinary Diploma in Library and Information Science At least 3 experience years

		experience in a busy academic library Computer literacy
Library Assistant III/IV	KACE or equivalent with 2 principals or more	KACE or equivalent with 2 principals or more
Library Assistant II/III	KCSE Div. III or equivalent	KCSE C or equivalent

BINDERY STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Head Binder DEF	KCSE Div. II or equivalent Certificate or Ordinary Diploma in Book-Binding and Print Finishing At least 3 years relevant experience at Grade ABC	KCE Div. II or equivalent Higher or Ordinary Diploma in Book-Binding and Print Finishing or its equivalent At least 3 years relevant experience at Grade ABC
Assistant Head Binder ABC	KCSE Div. III or equivalent Certificate or Ordinary Diploma in Book-Binding and Print Finishing At least 3 years relevant experience	KCE Div. III or equivalent Ordinary Diploma in Book-Binding and Print Finishing At least 3 years relevant experience
Binding Assistant III/IV	KCSE level or equivalent Library and Bindery Certificate	KCE level or equivalent Library and Bindery Certificate

PHOTOGRAPHY STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Photographer ABC	KCE Div. II or equivalent City and Guilds Certificate in Photography At least 3 years experience in Grade A	KCSE Mean Grade C or equivalent Ordinary Diploma in Photography or its equivalent At least 3 years experience in Grade A
Assistant Photographer A	KCE Div. III or equivalent City and Guilds Certificate in photographic work years experience in photographic work Preference given to those with Photographic Portofolio	KCSE Mean Grade C or equivalent City and Guilds Certificate in photographic work 3 years experience in photographic work Preference given to those with Photographic Portfolio

SECRETARIAL STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Executive Secretary OR Graduate Secretary	At least KCSE D+ or KCSE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 60 wpm Diploma in Business Administration Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages OR A good 1st degree Secretarial skills including Typewriting, Shorthand and Office Management and an excellent command of both written and spoken English years experience in a busy office Knowledge of Anti-virus Tools	At least KCSE Grade C or KCE Div. II or an equivalent qualification with a credit in English Language Business English III Commerce II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 60 wpm Diploma in Business Administration Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages OR A good 1st degree Secretarial skills including Typewriting, Shorthand and Office Management and an excellent command of both written and spoken English 3 years experience in a busy office Knowledge of Anti-virus Tools
Senior Assistant Executive Secretary Grade F	At least KCSE D+ or KCSE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 60 wpm Diploma in Business	At least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 60 wpm Diploma in Business

	Administration Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages 3 years experience as Assistant Executive Secretary Grade E Knowledge of Anti-virus Tools	Administration Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages 3 years experience as Assistant Executive Secretary Grade E Knowledge of Anti-virus Tools
Assistant Executive Secretary Grade E	At least KCSE D+ or KCSE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages Must have 3 years experience as Assistant Executive Secretary Grade D Knowledge of Anti-virus Tools	At least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages Must have 3 years experience as Assistant Executive Secretary Grade D Knowledge of Anti-virus Tools
Senior Secretary Grade D	At least KCSE D+ or KCSE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and	At least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and

	Data Base Management packages 3 years experience as Assistant Senior Secretary Grade C or a comparable position of responsibility Knowledge of Anti-virus Tools	Data Base Management packages 3 years experience as Assistant Senior Secretary Grade C or a comparable position of responsibility Knowledge of Anti-virus Tools
Assistant Secretary grade C	At least KCSE D+ or KCSE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages 3 years experience as Secretary Grade B or a comparable position of responsibility for this grade. Knowledge of Anti-virus Tools	At least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 120 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages 3 years experience as Secretary Grade B or a comparable position of responsibility for this grade. Knowledge of Anti-virus Tools
Secretary Grade B	At least KCSE D+ or KCSE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 100 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages	At least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language Business English III Commerce II Secretarial Duties II Office Management III Shorthand III (minimum 100 wpm) or Audio-Typewriting III Typewriting 50 wpm Should have certificates in and be able to use Word Processing, Spreadsheets and Data Base Management packages

	3 years experience as Assistant Secretary Grade A or a comparable position of responsibility for this grade. Knowledge of Anti-virus Tools	**3 years experience as Assistant Secretary Grade A or a comparable position of responsibility for this grade. Knowledge of Anti-virus Tools**
Assistant Secretary Grade A	**At least KCSE D+ or KCSE Div. III or an equivalent qualification with a credit in English Language** **Stage I-III in the following subjects offered by KNEC or an equivalent certificate from a recognized examining boy:** **Business English II** **Commerce II** **Secretarial Duties II** **Office Management III** **Shorthand II (minimum 80 wpm)** **Typewriting 50 wpm** **Have knowledge of Word Processing** **Those without professional qualifications should have ten years experience and 50 wpm in Typewriting** **Requirements for Promoting Long Serving Officers** Pass typing practical test (50 wpm) Show an indication or effort to improve her/his professional qualifications Have satisfactorily served in the Grade of Copy Typist IV for a minimum period of ten (10) years	**At least KCSE C or KCE Div. III or an equivalent qualification with a credit in English Language** **Stage I-III in the following subjects offered by KNEC or an equivalent certificate from a recognized examining boy:** **Business English II** **Commerce II** **Secretarial Duties II** **Office Management III** **Shorthand II (minimum 80 wpm)** **Typewriting 50 wpm** **Have knowledge of Word Processing** **Those without professional qualifications should have ten years experience and 50 wpm in Typewriting** **Requirements for Promoting Long Serving Officers** Pass typing practical test (50 wpm) Show an indication or effort to improve her/his professional qualifications Have satisfactorily served in the Grade of Copy Typist IV for a minimum period of ten (10) years

SECURITY STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Chief Security Officer	At least KCSE Div. II qualification or equivalent Be appropriately trained in the Kenya Police or Armed Forces Must have 5 years experience as Deputy Chief Security Officer in the University or have served as Senior Superintendent of Police in the Kenya Police or in the rank of Major in the Kenya Armed Forces Must be of high integrity and have ability to supervise staff Be able to organize security routine and thorough investigation operations in the entire University Possess relevant computer skills Possess good communication and supervisory skills Should be physically and medically fit Must be at least 40 years of age	Master degree Be appropriately trained in the Kenya Police or Armed Forces Must have 5 years experience as Deputy Chief Security Officer in the University or have served as Senior Superintendent of Police in the Kenya Police or in the rank of Major in the Kenya Armed Forces Must be of high integrity and have ability to supervise staff Be able to organize security routine and thorough investigation operations in the entire University Possess relevant computer skills Possess good communication and supervisory skills Should be physically and medically fit Must be at least 40 years of age
Deputy Chief Security Officer EF	Possess at least KCSE Div. II qualification or equivalent Must have at least 3 years experience as Security Officer Grade CD in the University Be appropriately trained in security work in either the Kenya Police or Kenya Army either in rank of Chief Inspector or Captain Possess integrity and ability to supervise staff Be able to carry out routine security and investigation work Be able to work odd hours	Bachelors degree Must have at least 3 years experience as Security Officer Grade CD in the University Be appropriately trained in security work in either the Kenya Police or Kenya Army either in rank of Chief Inspector or Captain Possess integrity and ability to supervise staff Be able to carry out routine security and investigation work Be able to work odd hours and public holidays

	and public holidays Be at least 35 years of age Should be physically and medically fit	Be at least 35 years of age Should be physically and medically fit
Security Officer CD	Possess at least KCSE Div. II qualification or equivalent Must have at least 3 years experience as Security Officer Grade AB in the University or appropriately trained in security work in either the Kenya Police or Kenya Army either in rank of Inspector or Lieutenant Must be proficient in English and Kiswahili Possess integrity and ability to supervise staff Be able to carry out routine security investigation work Be able to work odd hours and public holidays Be at least 30 years of age Should be physically and medically fit	Possess at least KCSE C+ qualification or equivalent Must have at least 3 years experience as Security Officer Grade AB in the University or appropriately trained in security work in either the Kenya Police or Kenya Army either in rank of Inspector or Lieutenant Must be proficient in English and Kiswahili Possess integrity and ability to supervise staff Be able to carry out routine security investigation work Be able to work odd hours and public holidays Be at least 30 years of age Should be physically and medically fit
Assistant Security Officer AB	Possess at least KCSE certificates or equivalent Must be proficient in English and Kiswahili Must have at least 3 years experience as Security Supervisor Grade IV in the University or be appropriately trained in Kenya Police or Armed Forces Must be of high integrity and have ability to supervise staff Must be able to organize the guards during any major incident Be able to work odd hours and public holidays Be at least 25 years o age Should be physically and medically fit	Possess at least KCSE C+ or equivalent Must be proficient in English and Kiswahili Must have at least 3 years experience as Security Supervisor Grade IV in the University or be appropriately trained in Kenya Police or Armed Forces Must be of high integrity and have ability to supervise staff Must be able to organize the guards during any major incident Be able to work odd hours and public holidays Be at least 25 years of age Should be physically and medically fit
Security Guard II Security Supervisor III	Possess at least KCSE certificate or equivalent	Possess at least KCSE D+ or equivalent

Senior Security Supervisor IV	Must have proficiency in English and Kiswahili Preference given to candidates who have worked with Kenya Police, Prison or Armed Forces, NYS or reputable security firms Should be physically and medically fit Must be aged between 25 and 35 years Security Supervisor Grade III – 3 years experience as Security Guard II Security Supervisor IV – 3 years experience as Security Supervisor III	Must have proficiency in English and Kiswahili Preference given to candidates who have worked with Kenya Police, Prison or Armed Forces, NYS or reputable security firms Should be physically and medically fit Must be aged between 25 and 35 years Security Supervisor Grade III – 3 years experience as Security Guard II Security Supervisor IV – 3 years experience as Security Supervisor III

DRIVERS

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Driver Grade B	Have at least KCSE level of education Have a clean valid driving licence classes ABCE and PSV Have passed in Occupational Test Grade I Have a certificate in First Aid Have at least five (5) years safisfactory previous driving experience at Grade A Have a clean record of service Have good public relations Be able to work outside working hours	Have at least KCSE level of education Have a clean valid driving license classes ABCE and PSV Have passed in Occupational Test Grade I Have a certificate in First Aid Have at least five (5) years satisfactory previous driving experience at Grade A Have a clean record of service Have good public relations Be able to work outside working hours
Driver Grade A	Have at least KCSE level of education or equivalent Have a clean valid driving licence classes ABCE and PSV Have passed in Occupational Test Grade I Have a certificate in First Aid Have at least five (5) years safisfactory previous driving experience at Grade IV Have a clean record of service Have good public relations Be able to work outside working hours	Have at least KCSE level of education or equivalent Have a clean valid driving license classes ABCE and PSV Have passed in Occupational Test Grade I Have a certificate in First Aid Have at least five (5) years satisfactory previous driving experience at Grade IV Have a clean record of service Have good public relations Be able to work outside working hours
Driver Grade IV	Have at least KCSE level of education or equivalent Have a clean valid driving licence classes ABCE and PSV Have passed in Occupational Test Grade II Have a certificate in First Aid Have a clean record of service Have at least three (3) years'	Have at least KCSE level of education or equivalent Have a clean valid driving license classes ABCE and PSV Have passed in Occupational Test Grade II Have a certificate in First Aid

	experience at Grade III	Have a clean record of service Have at least three (3) years' experience at Grade III
Driver Grade III	**Have at least KCSE level of education or equivalent** **Have a clean valid driving licence classes ABCE and PSV** **Have passed in Occupational Test Grade III** **Have a certificate in First Aid** **Have at least three (3) years satisfactory previous driving experience after obtaining license.**	**Have at least KCSE level of education or equivalent** **Have a clean valid driving license classes ABCE and PSV** **Have passed in Occupational Test Grade III** **Have a certificate in First Aid** **Have at least three (3) years satisfactory previous driving experience after obtaining license.**

OTHER CADRES IN TRANSPORT SECTION

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Transport Officer Grade E/F	**KCSE or KCSE level of education or its equivalent** **Higher National Diploma in Mechanical Engineering or Diploma in Transport Management** **3 years experience as Assistant Transport Officer**	**Bachelors degree or Higher National Diploma in Mechanical Engineering or Transport Management** **3 years experience as Assistant Transport Officer** **Computer literacy**
Assistant Transport Officer Grade C/D	**KCSE or KCSE level of education or its equivalent** **Diploma in Transport Management** **3 years relevant experience**	**KCSE Mean Grade C level of education or its equivalent** **Higher Diploma in Transport Management** **3 years relevant experience at level of Transport Assistant Grade A/B**
Transport Assistant Grade A/B	**KCSE or KCSE level of education or its equivalent**	**Ordinary Diploma In Transport Management** **3 years experience in Transport Management in large organization**

ESTATES, HOUSING, CLERK OF WORKS, MAINTENANCE AND TELEPHONE SECTION

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Estates Manager	B.A. Land Economics Masters Degree in Property Management related course Must be full member of the Institute of Surveyors of Kenya Computer Literate Minimum of 10 years in Property Management in a large organization (preferably in public sector) at senior position. Must have excellent interpersonal and communication skills, be results oriented, team builder and be a person of high integrity	PhD degree Must be full member of the Institute of Surveyors of Kenya Computer Literate Minimum of 9 years in Property Management in a large organization (preferably in public sector) at senior position. Must have excellent interpersonal and communication skills, be results oriented, team builder and be a person of high integrity
Estates Officer Grade EF	B.A. degree in Land Development Membership of the Institution of Surveyors of Kenya Computer Literacy 3 years experience in a large institution	B.A. degree in Land Development Membership of the Institution of Surveyors of Kenya Computer Literacy 3 years experience in a large institution
Clerk of Works	Higher National Diploma/HNC in Construction Technician	PhD in Construction Management Must be full member of a professional body in Construction Management or its equivalent Computer Literate Minimum of 9 years in construction Management in a large organization (preferably in public sector) at senior position. Must have excellent interpersonal and communication skills, be results oriented, team builder and be a person of high integrity

Assistant Clerk of Works Grade EF	**KCSE or KCSE or equivalent Certificate in Construction Technician II or equivalent 10 years experience as a General Foreman or as Assistant Inspector of Works**	**Bachelors or HND in Construction Management Computer Literacy 3 years experience as a General Foreman or as Assistant Inspector of Works**
Assistant Inspector of Works Grade DEF	**Certificate in Construction Technician II or equivalent 10 years experience as General Foreman**	**HND in Construction management II or equivalent 10 years experience as General Foreman**
Maintenance Officer	**B.A. Building Economics B.A. Land Economics (Building Surveyors Chapter) or B.Sc. in Civil Engineering Membership of a professional body At least 8 years experience in a large institution.**	**Masters Degree in Property or Construction Management Membership of a professional body At least 6 years experience in a large institution.**
Assistant Maintenance Officer Grade EF	**B.A. degree in Land Development Membership of AAK Computer Literacy 3 years experience in a large institution**	**B.A. degree in Property Management` Membership of AAK Computer Literacy 3 years relevant experience in a large institution**
Maintenance Superintendent Grade DEF	**KCSE Div. III or KCSE C plain Diploma in Building and Civil Engineering or an equivalent qualification Minimum 5 years practical experience and supervision of construction projects and organization and execution of maintenance works OR Higher National Diploma in Construction with a minimum of three years practical experience**	**Bachelors degree or Higher Diploma in Building and Civil Engineering or an equivalent qualification Minimum 5 years practical experience and supervision of construction projects and organization and execution of maintenance works OR Higher National Diploma in Construction with a minimum of three years practical experience**
Maintenance Foreman Grade ABC	**KCSE or equivalent Must have a Junior Supervisor's Certificate/Final Proficiency Certificate Must have several years supervisory experience at Grade IV**	**KCE or equivalent Must have Ordinary Diploma in Construction Management Must have several years supervisory experience at Grade IV**

Trade Foreman Grade IV	At least KCPE level of education Government Trade Test Grade I (GTT I) I Plumbing, Painting, Carpentry, Electrical or Masonry years experience	At least KCSE C level of education Government Trade Test Grade I (GTT I) I Plumbing, Painting, Carpentry, Electrical or Masonry years experience
Painter: (Grade IV) Plumber: " Carpenter " Electrician " Mason "	At least KCPE level of Education Must be in possession of relevant Government Trade Test Grade I (GTT) (in Painting, Plumbing, Carpentry and Joinery, class C Wiring Electrical license or Masonry Must have at least 3 years experience in Grade III	At least KCSE C level of Education Must be in possession of relevant Government Trade Test Grade I (GTT) (in Painting, Plumbing, Carpentry and Joinery, class C Wiring Electrical license or Masonry Must have at least 3 years experience in Grade III
Painter: (Grade III) Plumber: " Carpenter " Electrician " Mason "	At least KCPE level of education Must be in possession of at least Government Trade Test II (Painting, Plumbing, Carpentry, Joinery, Electrical wiring, Masonry) Must have at least 3 years in Grade II	At least KCSE level of education Must be in possession of at least Government Trade Test II (Painting, Plumbing, Carpentry, Joinery, Electrical wiring, Masonry) Must have at least 3 years in Grade II
Painter: (Grade II) Plumber: " Carpenter " Electrician " Mason "	At least KCPE level of education Must be in possession of relevant GTT III (Painting, Plumbing, Carpentry and Joinery, Electrical Work, Masonry) plumbing At least 3 years experience	At least KCSE level of education Must be in possession of relevant GTT III (Painting, Plumbing, Carpentry and Joinery, Electrical Work, Masonry) plumbing At least 3 years experience
Labourer/Cleaner /Sweeper	KCPE or equivalent Ability to communicate in both English and Kiswahili	KCSE or equivalent Ability to communicate in both English and Kiswahili

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Telephone Officer (Asst. Registrar equivalent)	B.SC. in Electrical/Electronics Engineering with at least three years relevant experience	MSC in Electrical/Electronics Engineering with at least three years relevant experience

	OR Higher National Diploma (HND) in Electrical/Electronics Engineering or Telecommunication Engineering from a recognized institution plus six years relevant experience in a reputable organization	OR B.Sc or Higher National Diploma (HND) in Electrical/Electronics Engineering or Telecommunication Engineering from a recognized institution plus six years relevant experience in a reputable organization
Telephone Supervisor Grade DEF	**B.Sc. degree or HND in Electrical/Electronics Engineering Telecommunications or equivalent qualifications At least 5 years experience in supporting a digital PABX and voice network and at least 2 years supervisory experience in a large central switchboard or telephone console system serving a number of large agencies or supervision of the operation of a switchboard or telephone console system in a large institution Must have technical skills in voice and data communication networks, must also have diagnostic skills in faulting voice and/or data network problems.**	**B.Sc. degree or HND in Electrical/Electronics Engineering Telecommunications or equivalent qualifications At least 5 years experience in supporting a digital PABX and voice network and at least 2 years supervisory experience in a large central switchboard or telephone console system serving a number of large agencies or supervision of the operation of a switchboard or telephone console system in a large institution Must have technical skills in voice and data communication networks, must also have diagnostic skills in faulting voice and/or data network problems.**
Telephone Technologist Grade ABC	**At least a diploma in Electrical/Electronics Engineering or Telecommunications or equivalent qualification At least 3 years experience in supporting a digital PABX and voice network Must have technical skills in computer-based intergrated**	**At least a diploma in Electrical/Electronics Engineering or Telecommunications or equivalent qualification At least 3 years experience in supporting a digital PABX and voice network Must have technical skills in computer-based integrated**

	call processing console, directory system and support of voice systems Must have diagnostic skills in faulting voice and/or data network problems and must have good interpersonal skills	call processing console, directory system and support of voice systems Must have diagnostic skills in faulting voice and/or data network problems and must have good interpersonal skills
Telephone Operator Grade A	At least KCSE Div. III or KCSE D or equivalent with passes in English Language, Kiswahili and Geography. Must have passed Occupational Trade Test Grade II (PMBX) Course conducted by DPM, KP&TC (KCCT) Central Training School or any other recognized institution. Must have at least 3 years experience as Telephone Operator Grade IV and have shown competence as reflected in performance and work results.	At least KCSE Div. III or KCSE D or equivalent with passes in English Language, Kiswahili and Geography. Must have passed Occupational Trade Test Grade II (PMBX) Course conducted by DPM, KP&TC (KCCT) Central Training School or any other recognized institution. Must have at least 3 years experience as Telephone Operator Grade IV and have shown competence as reflected in performance and work results.
Telephone Operator Grade IV	KCE Div. III or KCSE D+ or its equivalent with passes in English Language, Kiswahili and Geography. Must have passed occupational Trade Test Grade II (PMBX) course conducted by DPM, KP&TC (KCCT) Central Training School or any other recognized institution. At least 3 years experience as Telephone Operator Grade II Must have demonstrated competence as reflected in performance and work results.	KCSE C or its equivalent with credits in English Language, Kiswahili and Geography. Must have passed occupational Trade Test Grade II (PMBX) course conducted by DPM, KP&TC (KCCT) Central Training School or any other recognized institution. At least 3 years experience as Telephone Operator Grade II Must have demonstrated competence as reflected in performance and work results.
Telephone Operator Grade III	KCE Div. III or KSCE D+ or equivalent with passes in English Languge, Kiswahili and Geography. Must have Occupational	KCSE C or equivalent with credits in English Language, Kiswahili and Geography. Must have Occupational Trade Test Grade III

	Trade Test Grade III (PMBX) conducted with DPM, KP&TC (KCCT) Central Training School or any other recognized institution. **Must have at least 3 years experience as Telephone Operator Grade II** **Must have shown competence as reflected in performance and work results.**	**(PMBX) conducted with DPM, KP&TC (KCCT) Central Training School or any other recognized institution.** **Must have at least 3 years experience as Telephone Operator Grade II** **Must have shown competence as reflected in performance and work results.**

CARETAKER STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Caretaker C	KCSE or equivalent 3 years at Grade AB as Assistant Caretaker	Ordinary Diploma in Management 3 years at Grade AB as Assistant Caretaker
Assistant Caretaker AB	KCSE or equivalent 4 years at Grade III Headman	Ordinary Diploma in Management 4 years experience at supervisory level
Headman III	CPE certificate or equivalent 3 years experience supervision of Cleaners and Sweepers	KCSE D+ or equivalent Certificate in Management 3 years experience supervision of Cleaners and Sweepers
Groundsman/Sweeper/Cleaner II	KCPE level of education 3 years at Grade I	KCSE level of education 3 years at Grade I
Groundsman/Sweeper/Cleaner I	KCPE standard of education Fresh appointment	KCSE standard of education Fresh appointment

HALLS STAFF

DESIGNATION	QUALIFICATIONS	QUALIFICATIONS (after amendments)
Chief Halls Officer – Senior Asst Registrar equivalent	At least Lower Second Class Honours degree or equivalent Postgraduate training in administration 6 years at Administrative level	Masters degree or equivalent Postgraduate training in administration 9 years relevant experience at administrative level At least 40 years old Computer literacy
Deputy Chief Halls Officer – (Asst. Registrar equivalent)	Bachelor degree or equivalent Postgraduate training in administration 6 years experience	Masters degree or equivalent Postgraduate training in Institutional Management or its equivalent 6 years experience in Halls Administration at least 3 years as Halls Officer Grade E/F At least 35 years old Computer literacy

Halls Officer Grade E/F	**Bachelors degree or equivalent** **3 years working experience**	**Bachelors degree or equivalent** **Postgraduate training in Institutional Management or its equivalent** **3 years working experience** **Computer literacy**
Assistant Halls Officer Grade C/D	**Bachelors degree or equivalent** **Postgraduate/computer training will be an added advantage** **3 years administrative exposure**	**Bachelors degree or equivalent** **Postgraduate/computer training will be an added advantage** **3 years administrative exposure**
Halls Assistant Grade A/B	**KCSE Div. III or equivalent with credits in English Language** **Certificates in Book-keeping** **3 years in Halls of Residence or working with students** **3 years as Custodian Grade IV**	**Diploma in Institutional Management** **3 years in Halls of Residence or working with students** **3 years as Custodian Grade IV**
Housekeeper Grade A/B	**KCSE Div. III or equivalent with credits in English language** **Certificates in Book-keeping** **3 years in Halls of Residence or working with students** **3 years as Custodian Grade IV**	**KCE Div. III or equivalent with credits in English language** **Diploma in House keeping** **3 years in Halls of Residence or working with students** **3 years as Custodian Grade IV**
Custodian Grade III	**KCSE Div. III or equivalent** **Several years in Halls of Residence or working with students**	**KCSE Div. III or equivalent** **Several years in Halls of Residence or working with students** **Certificate in House keeping**
Machine Operator Grade IV	**CPE or KCSE with passes in Maths and General Science** **City and Guilds certificate in Machine Operation** **3 years in Grade III**	**CPE or KCE with passes in Mathematics and General Science** **City and Guilds certificate in Machine Operation** **3 years in Grade III**
Machine Operator Grade III	**CPE or KCSE with passes in Maths and General Science** **City and Guilds certificate in Machine Operation** **3 years in a busy industry**	**CPE or KCE with passes in Mathematics and General Science** **City and Guilds certificate in Machine Operation** **3 years in a busy industry**

Laundry Supervisor Grade B/C	CPE or KCSE certificate or equivalent GTT I 3 years at Grade IV	CPE or KCE certificate or equivalent GTT I 3 years at Grade IV
Assistant Laundry Grade IV	CPE or KCSE certificate or equivalent GTT I 3 years at Grade III	CPE or KCE certificate or equivalent GTT I 3 years at Grade III
Laundry Attendant Grade III	CPE level or equivalent 3 years experience	CPE level or equivalent 3 years experience

LEGAL STAFF   **Appendix A(xvi)**

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Chief Legal Officer (Registrar equivalent)	LLM CPS (K) Advocate of the High Court of Kenya Commissioner of Oaths and Notany Public 12 years experience – at least 3 years service as Deputy Legal Officer Computer Literacy	PhD CPS (K) Advocate of the High Court of Kenya Commissioner of Oaths and Notary Public 12 years experience – at least 3 years service as Deputy Chief Legal Officer Computer Literacy
Deputy Chief Legal Officer (Deputy Registrar equivalent)	LLM CPS (K) Advocate of the High Court of Kenya Commissioner of Oaths and Notany Public at least 3 years service as Legal Officer Computer Literacy	PhD CPS (K) Advocate of the High Court of Kenya Commissioner of Oaths and Notary Public 9 years experience – at least 3 years service as Senior Legal Officer Computer Literacy
Senior Legal Officer (Senior Asst. Registrar equivalent)	LLM CPS (K) Advocate of the High Court of Kenya Commissioner of Oaths and Notany Public At least 3 years service as Legal Officer	LLM CPS (K) Advocate of the High Court of Kenya Commissioner of Oaths and Notary Public 9 years experience – at least 3 years service as Legal Officer Computer literacy

DESIGNATION	QUALIFICATIONS	QUALIFICATIONS
Legal Officer (Assistant Registrar equivalent)	**LLM** **CPS (K)** **Advocate of the High Court of Kenya** **At least 3 years service as Senior Legal Assistant Grade EF level**	**LLM** **CPS (K)** **Advocate of the High Court of Kenya** **6 years experience – at least 3 years service as Senior Legal Assistant Grade EF level** **Computer literacy**
Senior Legal Assistant Grade EF	**LLB** **Advocate of the High Court of Kenya**	**LLB** **Advocate of the High Court of Kenya** **Computer literacy**
Legal Assistant Grade CD	**Diploma in Legal Studies**	**Diploma in Legal Studies** **Computer literacy**

CATERING STAFF   **Appendix (xvii)**

DESIGNATION	QUALIFICATIONS	QUALIFICATIONS
Principal Catering Officer (Senior Asst. Registrar equivalent)	**Bachelor's degree or its equivalent in Food Technology or Institutional Management.** **Possess a degree in Food Technology, Hotel Management or Higher Diploma in Institutional Management or equivalent qualification.** **Possess relevant computer skills** **Possess good communicating and Interpersonal skills** **Able to plan, organize and execute all types of functions at a short notice** **Able to make independent decisions** **3 years working experience** **Higher Diploma in Institutional Management with at least (7) years working experience** **Must have worked in a busy environment at the level of Senior Catering Officer or its equivalent for at least 3 years.**	**Master's degree in Food Technology or Institutional Management or Hotel Management or equivalent** **9 years experience in Institutional Management or Hotel Management** **Must have worked in a busy environment at the level of Senior Catering Officer or its equivalent for at least 3 years** **Computer literacy**

Senior Catering Officer (Lecturer equivalent)	Bachelor's degree or its equivalent in Food Technology or Institutional Management from a recognized University. Possess a degree in Food Technology, Hotel Management or Higher Diploma in Institutional Management or equivalent qualification. Possess relevant computer skill Possess good communication skills. Able to work long hours, independently and meet strict deadlines Able to plan, organize and execute all types of functions at short notice Able to take up higher responsibilities and make independent decisions Possess a level of high integrity and good interpersonal skills. years working experience. Higher Diploma in Institutional Management with at Least five (5) years working experience Must have worked as a Catering Officer and as Kitchen In charge for at least four (4) years.	Master's degree in Food Technology or Institutional Management from a recognized University. 6 years Institutional Management or Hotel Management experience at least 3 year at Catering Officer level. Computer literacy
Catering Officer Grade DEF	KCSE certificate division III and above or its equivalent. Higher Diploma in Institutional Management or its equivalent. Possess ordinary Diploma in Institutional Management or its equivalent. Possess relevant computer skills. Must be mature and possess a high level of integrity. Able to manage difficult staff and clients.	Higher Diploma in Institutional or Hotel Management or its equivalent. 6 years Institutional Management or Hotel Management experience Catering Officer level.

	Possess good public relations. Able to work long hours under pressure. 4 years working experience in a busy Institutional Kitchen. Ordinary Diploma in Institutional Management or its equivalent with at least five (5) years of outstanding performance Must have worked as a Cateress/Caterer for at least five (5) years in a large Institutional Kitchen. Must be between 30 and 35 years of age.	
Cateress/Caterer Grade C/D	KCSE Division III and above or its equivalent. Ordinary Diploma in Institutional Management or its equivalent. Six(6) years working experience as an Assistant Cateress/Caterer or in a Large Organization, Hotel or at an equivalent level. Possess Ordinary Diploma in Institutional Management or its equivalent. Possess relevant computer skills. Possess a high level of integrity. Have good public relations skills. Capable of working long hours under pressure Able to handle all cadres of staff and difficult clients. Must have worked for six (6) years as an Assistant Cateress/Caterer.	KCSE Grade C and above or its equivalent. Ordinary Diploma in Institutional Management or its equivalent. Must have worked for six (6) years as an Assistant Cateress/Caterer.
Assistant Cateress Grade ABC	KCSE Division III and above or equivalent. Ordinary Diploma in Institutional Management or its equivalent. Five (5) years working experience in a busy	Ordinary Diploma in Institutional Management or its equivalent. Five (5) years working experience in a busy Institutional Kitchen or Hotel.

	Institutional Kitchen or Hotel. **Possess an Ordinary Diploma in Institutional Management or its equivalent.** **Possess relevant computer skills.** **Good Public Relations Skills.** **Able to work long hours under pressure.** **Able to supervise staff effectively.** **Of high level of integrity.**	
Dining Hall Supervisors/Checkers AB	**KCSE certificate or its equivalent** **Certificate in Food and Beverage service from a reputable Institution.** **Five (5) years working experience in a reputable Institution or Hotel.** **KCPE or equivalent with at least six (6) years working experience as either supervisor in a large organization or Hotel.** **Possess a certificate in Food and Beverage Service.** **Possess good communication skills.** **Able to organize and supervise staff effectively.** **Possess good public relations.** **Able to maintain records and order in the Dining Hall.** **Able to work with minimum supervision.** **Able to prepare for functions effectively.** **Able to work long hours.**	**KCE certificate or its equivalent** **Diploma in Food and Beverage service from a reputable Institution.** **Five (5) years working experience in a reputable Institution or Hotel.**
Dining Hall Supervisor/Checker Grade IV	**KCSE certificate or its equivalent** **Certificate in Food and Beverage Service from a reputable Institution.** **Four (4) years working experience in a reputable Institution or Hotel.** **KCPE or equivalent with at**	**KCE certificate or its equivalent** **Certificate in Food and Beverage Service from a reputable Institution.** **Four (4) years working experience in a reputable Institution or Hotel.**

	least five (5) years working experience as a Waiter or Dining hall Supervisor/Checker grade III Possess a certificate in Food and Beverage Service Possess good communication skills. Able to organize and supervise staff effectively. Able to work with minimum supervision. Possess good public relation. Able to maintain records and order in the dining hall. Able to prepare for functions effectively. Able to work long hours.	
Dining hall Supervisors/Checkers Grade III	KCSE Certificate or its equivalent Certificate in Food and Beverage service from a reputable Institution. Three (3) years working in a reputable Institution or Hotel. KCPE or equivalent with at least four (4) years working experience as a Waiter or Dining Hall Attendant/Kitchen Assistant. Possess a certificate in Food and Beverage service. Possess good communication skills. Possess good public relations. Able to work long hours.	KCSE Certificate or its equivalent Certificate in Food and Beverage service from a reputable Institution. Three (3) years working in a reputable Institution or Hotel.
Kitchen Assistant Grade II/Dining Attendant	KCSE Certificate or its equivalent Certificate in Food and Beverage service or food production from a reputable Institution. Two (2) years working experience in a reputable Institution or Hotel. KCPE or equivalent with at least three (3) years working experience in a busy Kitchen	KCSE Certificate or its equivalent Certificate in Food and Beverage service or food production from a reputable Institution. Two (2) years working experience in a reputable Institution or Hotel.

	or Dining/Restaurant. **Possess a certificate in Food and Beverage service or Food Production.** **Possess good communication skills.** **Possess good public relations.** **Able to work long hours.**	
Head Cook Grade BC	**KCSE Certificate or its equivalent** **Food Production certificate from a reputable Institution.** **Five (5) years working experience in a reputable Institution or Hotel.** **KCPE or equivalent with at least ten (10) years cooking experience, three of which must have been as Senior cook grade AB or equivalent.** **Possess a certificate in Food Production.** **Possess good communication skills.** **Able to organize staff effectively.** **Possess good public relations.** **Able to work with minimum supervision.** **Able to prepare a variety of dishes.** **Able to work long hours.**	**KCSE Certificate or its equivalent** **Food Production Diploma from a reputable Institution.** **Five (5) years working experience in a reputable Institution or Hotel.** **Possess a certificate in Food Production.**
Senior Cook Grade AB	**KCSE Certificate or its equivalent.** **Food Production Certificate from a reputable Institution.** **Five (5) years working experience in a reputable Institution or Hotel.** **KCPE or equivalent with at least nine (9) years cooking experience, three (3) of which must have been as cook grade IV or its equivalent.** **Possess a certificate in Food Production.** **Possess good communication skills.**	**KCSE Certificate or its equivalent.** **Food Production Certificate from a reputable Institution.** **Five (5) years working experience in a reputable Institution or Hotel.** **.**

	Able to organize and supervise staff effectively. Able to work with minimum supervision. Able to prepare a variety of dishes. Possess good public relations. Able to work long hours.	
Cook Grade IV	**KCSE Certificate or its equivalent.** **Food Production certificate from a reputable Institution.** **Four (4) years working experience in a reputable Institution or Hotel.** **KCPE or equivalent qualifications plus eight (8) years cooking experience, three (3) of which must have been as cook grade III.** **Possess a Certificate in Food Production.** **Possess good communication skills.** **Able to organize staff effectively.** **Able to prepare a variety of dishes.** **Possess good public relations.** **Able to work long hours.**	**KCSE Certificate or its equivalent.** **Food Production certificate from a reputable Institution.** **Four (4) years working experience in a reputable Institution or Hotel.**
Cook Grade III	**KCSE Certificate or its equivalent.** **Food Production certificate from a reputable Institution.** **Two (2) years working experience in a large organization, Institution or Hotel.** **KCPE or equivalent qualification plus seven (7) years cooking experience.** **Possess a certificate in Food Production.** **Possess good communication skill.** **Able to prepare a variety of dishes.** **Possess good public relations.**	**KCSE Certificate or its equivalent.** **Food Production certificate from a reputable Institution.** **Two (2) years working experience in a large organization, Institution or Hotel.**

	Able to work long hours.	
Cook Grade II	**KCSE Certificate or its equivalent.** **Food Production certificate from a reputable Institution** **One (1) year working experience on a large organization, Institution or Hotel.** **KCPE or equivalent qualification plus three (3) years cooking experience** **Possess a certificate in Food Production.** **Possess good communication skills.** **Possess good public relations.** **Able to prepare a variety of dishes.** **Able to work long hours.**	**KCSE Certificate or its equivalent.** **Food Production certificate from a reputable Institution** **One (1) year working experience on a large organization, Institution or Hotel.**

PROMOTION CRITERIA FOR TEACHING STAFF

TEACHING STAFF

DESIGNATION	QUALIFICATIONS	PROPOSED QUALIFICATIONS
Professor	Ph. D. in the relevant field or equivalent Minimum ten (10) years' teaching experience, 3 years must be at Associate Professor level Wide experience in postgraduate students' supervision and research as evidenced by publications in refereed journals Evidence of scholarly related activities Minimum of 3 publications in refereed journals and/or publication of chapters in scholarly books since the last promotion	Ph. D. in the relevant field or equivalent Minimum ten (10) years' teaching experience, 3 years must be at Associate Professor level Postgraduate students' supervision – minimum 3 Ph.D and 5 Masters students. Evidence of scholarly related activities Minimum of 6 publications in refereed journals or 3 publications in refereed journals and 3 chapters in scholarly books since the last promotion
Associate Professor	PhD. in the relevant field Minimum 8 years' teaching experience both at undergraduate and postgraduate level, 3 years must be at Senior Lecturer level Wide experience in postgraduate students' supervision and research as evidenced by publications in refereed journals Minimum of 5 publications in refereed journals and/or publication of chapters in scholarly books since the last promotion	Ph.D. in the relevant field or equivalent Minimum 8 years' teaching experience both at undergraduate and postgraduate level, 3 years must be at Senior Lecturer level Postgraduate students' supervision – 2 Ph.D. and 3 Masters students. Minimum of 5 publications in refereed journals or 3 publications and 2 chapters in scholarly books since the last promotion
Senior Lecturer	Ph.D in the relevant field Minimum 5 years' teaching experience at both undergraduate and postgraduate levels	PhD in the relevant field or equivalent Minimum 5 years' teaching experience at both undergraduate and

	Experience in research as evidenced by publications in refereed journals Minimum of 4 publications in refereed journals and/or publication of chapters in books since the last promotion	postgraduate levels Postgraduate students' supervision of at least 3 masters students. Experience in research as evidenced by publications in refereed journals Minimum of 4 publications in refereed journals or 2 publications and 2 chapters in scholarly books since the last promotion
Lecturer	Ph.D. in the relevant field Masters degree with minimum 3 years teaching experience at University level. Minimum of (2 publications) in refereed journals and/or publication of chapters in scholarly books since the last promotion Evidence of continuing research activity	Ph.D. in the relevant field or equivalent Masters degree with minimum 3 years teaching experience at University level. Minimum of 2 publications in refereed journals or 2 chapters in scholarly books since the last promotion Evidence of continuing research activity
Tutorial Fellows	Masters degree They are expected to have registered for Ph.D. degree	Appointability as Tutorial Fellow will be in accordance with the approved recommendations of the 'Sinei Report' as follows: (a) In all Schools, Faculties, Institutes and Centre(s), except those specified in (b) below: - - Masters degree; - They are expected to have registered for Ph.D. degree. (b) In the School of Medicine, School of Dental Sciences, School of Pharmacy, School of Nursing, School of the Built Environment (Department of Architecture and Building Science only) and Faculty of Veterinary Medicine: - -Good first degree - They are expected to have registered for Masters degree..

SCHEMES OF SERVICE

(a)   Cadres of Staff with Approved Schemes of Service

> ➢ Secretarial Staff;
> ➢ Technical staff in teaching departments;
> ➢ Clinical Officers;
> ➢ Nurses;
> ➢ Drivers;
> ➢ Paramedical professionals;
> ➢ Clerical staff and;
> ➢ Messengers

Note:

Staff in the Legal Office has Job Descriptions and Job Specifications that are based on Job Analysis.

(b)   Cadres of staff with Schemes of Service that are not Approved

> ➢ Administrative Staff;
> ➢ Procurement staff;
> ➢ Health records technologists;
> ➢ Dental technologists and;
> ➢ Supplies personnel

(c)   Cadres of staff without Schemes of Service

> ➢ Accounts/Audit staff;
> ➢ Clerical staff;
> ➢ Doctors in UHS;
> ➢ Library staff;
> ➢ Photography staff;
> ➢ Security staff;
> ➢ Transport staff;
> ➢ Estates staff;
> ➢ Caretaker staff;
> ➢ Halls staff and;
> ➢ Catering staff