



KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

CAREER GUIDELINES

Revised August, 2021

VISION, MISSION AND CORE VALUES



Vision

Healthy Plants, Safe Trade and Sustainable Agro-environment for a Prosperous Kenya

Mission

To provide a science based regulatory service by Assuring Plant Health, Quality of Agricultural inputs and produce for Food Security, Globally, competitive Agriculture and Sustainable development.

Core Values

- **Customer Focus**
- **Professionalism and Integrity**
- **Teamwork**
- **Results Oriented**
- **Innovation and Creativity**
- **Corporate Social Sustainability**

FOREWORD

The Board of KEPHIS will strive to recruit and retain staff of high caliber as well as remunerate them with terms that will ensure they meet their needs and those of their families. In implementing the Career Guidelines, the Board will be guided by all relevant Government Laws and Circulars as well as policy direction given by Salaries and Remuneration Commission (SRC) upon approval by State Corporations Advisory Committee (SCAC). The Board of KEPHIS will ensure that staff are remunerated as per their work experience and years worked for the Service. KEPHIS is an equal opportunity employer and shall endeavor to provide a suitable working environment for its staff with non-discrimination and fair treatment in their career pathways. The Board commits to full implementation of these guidelines in its endeavor to build and enhance staff capacity for the Service.

Signed by: _____

Dated: _____

MR. ROBIN M. ACHOKI

CHAIRPERSON

BOARD OF DIRECTORS

PREFACE

Kenya Plant Health Inspectorate Service (KEPHIS) is committed to supporting employees in their career growth and development. This is demonstrated in the development of this KEPHIS Career Guidelines. The Career Guidelines will also aid the Service in realization of the strategic plan, mandate and objectives by ensuring that staff have the requisite qualifications, skills and competencies.

The Career Guidelines are meant to:

- a) Provide for defined career structure guidelines, to attract and facilitate retention of qualified and experienced staff in the organization.
- b) Establish distinct levels of responsibilities in the grading structure and set guidelines for advancement to higher grades on the basis of competence, specialization, merit and ability as reflected in work performance and results.
- c) Establish guidelines for recruitment and training as per the training policy to enhance performance and efficiency of staff in the organization.

The Career Guidelines will provide the Service with job and person specifications to suit the nature and operations of KEPHIS. Further, it indicates the key competencies and skills required for each job cadre. The implementation of these Career Guidelines will improve the way human resources are managed and at the same time motivate and enable them to deliver efficient and effective services to clients.

It is anticipated that this Career Guidelines will aid employees in understanding requirements for advancement to higher grades in their careers. Provisions in this Career Guidelines are applicable to all employees of KEPHIS and shall come into force immediately upon approval by the relevant agencies.

Signed by: _____

Dated: _____

PROF. THEOPHILUS M. MUTUI, PHD

MANAGING DIRECTOR

ACKNOWLEDGEMENTS

The drafters of these guidelines will like to acknowledge the support and invaluable input it got from the Ministry of Agriculture Livestock Fisheries and Co-operatives, the State Corporations Advisory Committee (SCAC), the Kenya School of Government (KSG), the Board of Directors KEPHIS and Management of KEPHIS. The acknowledgement is further extended to the teams who helped in the drafting of these Career Guidelines including the staff who edited the guidelines as well as those who assisted in typing it out.



LIST OF ABBREVIATIONS AND ACRONYMS

ACCA	-	Association of Chartered Certified Accountants
ACFE	-	Association of Certified Fraud Examiners
ATD	-	Accounting Technician Diploma
BOD	-	Board of Directors of the Service
CBD	-	Commission on Bio diversity
CFE	-	Fraud Examiner Certified
CIA	-	Certified Internal Auditor
CIPS	-	Chartered Institute of Procurement and Supplies
CISA	-	Certified Information System Auditor
COMESA	-	Common Market for Eastern and Southern Africa
COPE	-	Centre for Phytosanitary Excellence
CPA	-	Certified Public Accountant
CPAK	-	Certified Public Accountant of Kenya
CPSPK	-	Certified Procurement and Supplies Professional of Kenya
CUE	-	the Commission of University Education
DUS	-	Distinct, Uniformity and Stability (Trials)
EAC	-	East African Community
GMO	-	Genetically Modified Organisms
GRN	-	Goods Received Notes
ICT	-	Information Technology Communication
IPPC	-	International Plant Protection Convention
ISO	-	International Standard Organization
ISTA	-	International Seed Testing Association
KASNEB	-	the Kenya Accountants and Secretaries National Examination Board
KEPHIS	-	Kenya Plant Health Inspectorate Service
KNEC	-	Kenya National Examination Council
KSTCIE	-	Kenya Standing Committee on Imports and Exports
LPO	-	Local Purchase Order
LSO	-	Local Service Order
M&E	-	Monitoring and Evaluation
MD	-	Managing Director
MOU	-	Memorandum of Understanding
MTEF	-	Medium Term Expenditure Framework
NPPO	-	National Plant Protection Organization
NPT	-	National Performance Trials
NPTC	-	National Performance Trials Committee
OECD	-	Organization of Economic, Cooperation and Development seed Schemes
PHYTOSANITARY	-	Plant Health
PPOA	-	Public Procurement Oversight Authority
PRA	-	Pest Risk Analysis
PVP	-	Plant Variety Protection
QAIP	-	Quality Assurance Improvement Programme
QMS	-	Quality Management Systems
SADC	-	Southern Africa Development Cooperation
UNECE	-	United Nations Commission for Europe
UPOV	-	Union for Protection of New Varieties of Plants
WTO-SPS	-	World Trade Organization – Sanitary and Phytosanitary Services
WTO-TBT	-	Technical Barriers to Trade

TABLE OF CONTENTS

VISION, MISSION AND CORE VALUES.....	ii
FOREWORD	iii
PREFACE	iv
ACKNOWLEDGEMENTS	v
LIST OF ABBREVIATIONS AND ACRONYMS	vi
SECTION 1: INTRODUCTION TO CAREER GUIDELINES FOR STAFF OF KEPHIS.....	13
1.1 Introduction.....	13
1.2 Aims and Objectives	13
1.3 Responsibility for Administration	13
1.4 Training Scope.....	13
1.5 Provision of Posts.....	14
1.6 Direct Appointments	14
1.7 Grades Categorized as Common Establishment	14
1.8 Recognized Qualifications	14
1.9 Serving Officers.....	15
1.10 Incremental credits	15
1.11 Advancement within the Career Guidelines.....	15
1.12 Implementation of the Career Progression Guidelines.....	16
1.13 Review of the Career Guidelines.....	16
SECTION 2: CAREER GUIDELINES FOR THE MANAGING DIRECTOR.....	17
2.1 Job Purpose.....	17
2.2 Function	17
2.3 Grading Structure and Scope	19
2.4 Recognized Qualifications	19
2.5 Job Specification	19
2.6 Person Specification	20
2.7 Skills	21
2.8 Competencies	21
SECTION 3: CAREER GUIDELINES FOR THE DIRECTORATE OF LABORATORY SERVICES	22
3.1 Introduction.....	22
3.2 Career Guidelines for Laboratory Analysts.....	22
3.3 Job and Person Specification	24
3.3.1 Laboratory Technician	24
3.3.2 Senior Laboratory Technician.....	25
3.3.3 Laboratory Technologist	26
3.3.4 Senior Laboratory Technologist.....	28
3.3.5 Laboratory Analyst	30
3.3.6 Senior Laboratory Analyst.....	32
3.3.7 Principal Laboratory Analyst.....	34
3.3.8 Deputy Director Analytical Chemistry Laboratory and Food Safety.....	36
3.3.9 Deputy Director, Seed Testing Laboratories	38

3.3.10	Deputy Director, Plant Health Laboratories	40
3.3.11	Director Laboratory Services	42
SECTION 4: CAREER GUIDELINES FOR THE DIRECTORATE OF PHYTOSANITARY & BIOSECURITY		44
4.1	Introduction	44
4.2	Career Guideline for Seed/Plant Health Inspectors	44
4.3	Job and Person Specification	46
4.3.1	Assistant Seed/Plant Health Inspector	46
4.3.2	Senior Assistant Seed/Plant Health Inspector	47
4.3.3	Seed /Plant Health Inspector	48
4.3.4	Senior Seed /Plant Health Inspector	50
4.3.5	Principal Seed /Plant Health Inspector	52
4.3.6	Manager - Regional Office	55
4.3.7	Deputy Director, Import, Export and Border Control	57
4.3.8	Deputy Director, Pest Forecasting, Pest Risk Analysis and Surveillance	59
4.3.9	Deputy Director, Standards, International Obligations and Trade	62
4.3.10	Director Phytosanitary & Biosecurity	64
SECTION 5: CAREER GUIDELINES FOR THE DIRECTORATE OF SEED CERTIFICATION AND PLANT VARIETY PROTECTION		67
5.1	Introduction	67
5.2	Career Guideline for Seed/Plant Health Inspectors	67
5.3	Career Guideline for Biometricians	69
5.4	Job and Person Specification	71
5.4.1	Biometrician, Job Grade KEPHIS 6.....	71
5.4.2	Senior Biometrician, Job Grade KEPHIS 5	72
5.4.3	Principal Biometrician, Job Grade KEPHIS 4	74
5.5	Career Guideline for Farm Managers	76
5.6	Job and Person Specifications.....	78
5.6.1	Assistant Farm Manager, Job Grade KEPHIS 8	78
5.6.2	Senior Assistant Farm Manager, Job Grade KEPHIS 7.....	79
5.7	Job and Person Specification	80
5.7.1	Deputy Director, Seed Certification	80
5.7.2	Deputy Director, Plant Variety Testing &Protection	82
5.7.3	Director, Seed Certification & Plant Variety Protection Grade KEPHIS 2	84
SECTION 6: CAREER GUIDELINES FOR THE DIRECTORATE OF CORPORATE SERVICES		87
6.1	Introduction	87
6.2	Career Guidelines for Finance & Accounts Officers	87
6.3	Job and Person Specifications.....	89
6.3.1	Accounts Assistant, Job Grade KEPHIS 8	89

6.3.2	Senior Accounts Assistant, Job Grade KEPHIS 7	90
6.3.3	Accountant, Job Grade KEPHIS 6	91
6.3.4	Senior Accountant, Job Grade KEPHIS 5	92
6.3.5	Principal Accountant, Job Grade KEPHIS 4	93
6.3.6	Deputy Director, Finance & Accountants, Job Grade KEPHIS 3	95
6.4	Career Guidelines for Human Capital Officers	97
6.5	Job and Person Specification	99
6.5.1	Assistant Human Capital Officer, Job Grade KEPHIS 8	99
6.5.2	Senior Assistant Human Capital Officer, Job Grade KEPHIS 7	100
6.5.3	Human Capital Officer, Job Grade KEPHIS 6	101
6.5.4	Senior Human Capital Officer, Job Grade KEPHIS 5	102
6.5.5	Principal Human Capital Officer, Job Grade KEPHIS 4	103
6.5.6	Deputy Director, Human Capital, Job Grade KEPHIS 3	105
6.6	Career Guideline for Records Management Officers	106
6.7	Job and Person Specification	108
6.7.1	Assistant Records Management Officer Job Grade KEPHIS 8.....	108
6.7.2	Senior Assistant Records Officer Job Grade KEPHIS 7	109
6.7.3	Records Management Officer.....	110
6.7.4	Senior Records Management Officer Job Grade KEPHIS 5	111
6.7.5	Principal Records Management.....	112
6.8	Career Guidelines for Catering & Accommodation Officers.....	114
6.9	Job and Person Specification	116
6.9.1	Catering and Accommodation Assistant Job Grade KEPHIS 8	116
6.9.2	Senior Catering and Accommodation Assistant Job Grade KEPHIS 7	116
6.9.3	Catering and Accommodation Officer Job Grade KEPHIS 6	117
6.9.4	Senior Catering and Accommodation Officer Job Grade KEPHIS 5	118
6.10	Career Guidelines for Works Inspectors.....	119
6.11	Job and Person Specification	121
6.11.1	Assistant Works Inspector Job Grade KEPHIS 8.....	121
6.11.2	Senior Assistant Works Inspector Job Grade KEPHIS 7	121
6.12	Career Guidelines for Mechanical Inspector	122
6.13	Job and Person Specification	124
6.13.1	Assistant Mechanical Inspector Job Grade KEPHIS 8	124
6.13.2	Senior assistant Mechanical Inspector Job Grade KEPHIS 7	125
6.13.3	Mechanical Inspector Job Grade KEPHIS 6.....	126
6.13.4	Senior Mechanical Inspector Job Grade KEPHIS 5	127
6.14	Career Guideline for Estate Management Officer.....	128

6.14.1	Estate Management Officer Job Grade KEPHIS 6	128
6.14.2	Senior Estate Management Officer Job Grade KEPHIS 5	129
6.15	Career Guideline for Caretakers	130
6.16	Job and Person Specification	132
6.16.1	Caretaker Job Grade KEPHIS 10	132
6.16.2	Senior Caretaker Job Grade KEPHIS 9.....	133
6.16.3	Principal Caretaker Job Grade KEPHIS 8.....	134
6.17	Career Guidelines for Drivers & riders	135
6.18	Job and Person Specification	137
6.18.1	Driver/rider Job Grade KEPHIS 9	137
6.18.2	Senior Driver/rider Job Grade KEPHIS 8	138
6.18.3	Principal Driver/rider Job Grade KEPHIS 7	140
6.19	Career Guidelines for Support Staff/Office Assistants	141
6.19.1	Support Staff Job Grade KEPHIS 10.....	142
6.19.2	Senior Support Staff	142
6.19.3	Principal Support Staff Job Grade KEPHIS 8	143
6.20	Career Guideline for Office Administrators	144
6.21	Job and Person Specifications.....	145
6.21.1	Assistant Office Administrator Job Grade KEPHIS 8.....	145
6.21.2	Senior Assistant Office Administrator Job Grade KEPHIS 7	146
6.21.3	Office Administrator Job Grade KEPHIS 6.....	147
6.21.4	Senior Office Administrator Job Grade KEPHIS 5	148
6.21.5	Principal Office Administrator Job Grade KEPHIS 4	149
6.22	Career Guidelines for Administration Officers	150
6.23	Job and Person Qualification	152
6.23.1	Administrative Assistant, Job Grade KEPHIS 8	152
6.23.2	Senior Administrative Assistant, Job Grade KEPHIS 7	153
6.23.3	Administration Officer Job Grade KEPHIS 6	154
6.23.4	Senior Administration Officer Job Grade KEPHIS 5	156
6.23.5	Principal Administration Officer Job Grade KEPHIS 4.....	157
6.23.6	Deputy Director, Administration Job Grade KEPHIS 3	158
6.24	Career Guidelines for Information Communication & Technology and Innovation Officers	160
6.25	Job and Person Specification	162
6.25.1	ICT and Innovation Assistant Job Grade KEPHIS 8.....	162
6.25.2	Senior ICT and Innovation Assistant Job Grade KEPHIS 7	163
6.25.3	ICT and Innovation Officer Job Grade KEPHIS 6	164
6.25.4	Senior ICT and Innovation Officer Job Grade KEPHIS 5.....	165

6.25.5	Principal ICT and Innovation Officer Job Grade KEPHIS 4	166
6.25.6	Deputy Director, ICT and Innovation Job Grade KEPHIS 3	167
6.26	Career Guidelines for Corporate Communication and Customer Care Officers.....	169
6.26.1	Assistant Corporate Communications Officer Job Grade KEPHIS 8	172
6.26.2	Senior Assistant Corporate Communications Officer Job Grade KEPHIS 7	173
6.26.3	Corporate Communications Officer Job Grade KEPHIS 6	174
6.26.4	Senior Corporate Communications Officer Job Grade KEPHIS 5.....	175
6.26.5	Principal Corporate Communications Officer Job Grade KEPHIS 4.....	176
6.26.6	Deputy Director Corporate Communication Job Grade KEPHIS 3.....	177
6.27	Career Guidelines for Customer Care Officers	178
6.28	Job and Person Specification	180
6.28.1	Customer Care Assistant Job Grade KEPHIS 8	180
6.28.2	Senior Customer Care Assistant Job Grade KEPHIS 7	181
6.28.3	Customer Care Officer Job Grade KEPHIS 6	182
6.28.4	Senior Customer Care Officer Job Grade KEPHIS 5	183
6.29	Career Guidelines for Security Officers.....	184
6.27	Job and Person Specifications.....	185
6.27.1	Security Officer	185
6.27.2	Senior Security Officer Job Grade KEPHIS 5.....	186
6.27.3	Principal Security Officer Job Grade KEPHIS 4	187
6.27.4	Deputy Director, Security Job Grade KEPHIS 3	188
SECTION 7:	CAREER GUIDELINES FOR THE DIRECTORATE OF PLANNING AND STRATEGY.....	191
7.26	Career Guidelines for Planning Officers.....	191
7.27	Job and Person Specification	193
7.27.1	Assistant Planning Officer, Grade KEPHIS 8	193
7.27.2	Senior Assistant Planning Officer, Grade KEPHIS 7	194
7.27.3	Planning Officer, Grade KEPHIS 6.....	196
7.27.4	Senior Planning Officer, Grade KEPHIS 5	197
7.27.5	Principal, Planning Officer, Grade KEPHIS 4	199
7.27.6	Deputy Director, Planning, Grade KEPHIS 3.....	201
7.28	Job and Person specification	203
7.28.1	Director, Corporate Services Job Grade KEPHIS 2	203
7.29	Career Guidelines for Projects and Business Development Staff	205
8.26.1	Deputy Director Projects and Business Development Job Grade KEPHIS 3	205
8.27	Career Guidelines for Regulatory Research and Compliance Staff.....	207
8.27.1	Deputy Director Regulatory Research & Compliance Job Grade KEPHIS 3	207
8.28	Career Guidelines for Centre of Phytosanitary Excellence (COPE) Staff.....	208
7.9.1	COPE Manager Job Grade KEPHIS 3	208

SECTION 8: CAREER GUIDELINES FOR CORPORATION SECRETARY & SENIOR MANAGER LEGAL SERVICES	211
9.26 Introduction	211
9.27 Job and Person Specification	213
9.27.1 Legal Officer, KEPHIS Grade 6	213
9.27.2 Senior Legal Officer, KEPHIS Grade 5	214
9.27.3 Principal Legal Officer, KEPHIS Grade 4	216
9.27.4 Corporation Secretary and Senior Manager Legal Services, KEPHIS Grade 2	217
SECTION 9: CAREER GUIDELINES FOR INTERNAL AUDITOR AND RISK	220
9.1 Introduction	220
10.26 Job and Person Specifications	222
10.26.1 Assistant Internal Audit and Risk, Job Grade KEPHIS 8	222
10.26.2 Senior Assistant Internal Audit and Risk, Job Grade KEPHIS 7	223
10.26.3 Internal Audit and Risk, Job Grade KEPHIS 6	223
10.26.4 Senior Officer Internal Audit and Risk, Job Grade KEPHIS 5	224
10.26.5 Principal Officer Internal Audit and Risk, Job Grade KEPHIS 4	225
10.26.6 Senior Manager, Internal Audit and Risk, Job Grade KEPHIS 2	226
SECTION 10: CAREER GUIDELINES FOR SUPPLY CHAIN MANAGEMENT OFFICERS	229
11.26 Introduction	229
11.27 Job and Person Specifications	231
11.27.1 Supply Chain Management Assistant Job Grade KEPHIS 8	231
11.27.2 Senior Supply Chain Management Assistant Job Grade KEPHIS 7	232
11.27.3 Supply Chain Management Officer Job Grade KEPHIS 6	233
11.27.4 Senior Supply Chain Management Officer Job Grade KEPHIS 5	234
11.27.5 Principal Supply Chain Management Officer Job Grade KEPHIS 4	235
11.27.6 Manager, Supply Chain Management Job Grade KEPHIS 3	237

SECTION 1: INTRODUCTION TO CAREER GUIDELINES FOR STAFF OF KEPHIS

1.1 Introduction

The career guidelines are intended to provide a clear and well-defined career structure that will attract, motivate and facilitate retention of suitably qualified, competent and experienced staff in the Service.

1.2 Aims and Objectives

- a) To provide for a well-defined career structure, which will attract, motivate and retain suitably qualified staff in the service.
- b) To provide for well-defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable staff understand the requirements and demands of their job.
- c) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge, merit and ability as reflected in work performance and results.
- d) To ensure appropriate career planning and succession management.

1.3 Responsibility for Administration

These Guidelines will be administered by the Managing Director (MD), KEPHIS. In administering the Guidelines, the MD in consultation with the KEPHIS Board of Directors will ensure that the provisions of the guidelines are strictly observed for fair and equitable treatment of staff. In addition, the MD will ensure that staff are confirmed in their appointment after satisfactory completion of their probation period.

1.4 Training Scope

In administering the Career Guidelines, the Managing Director, KEPHIS will ensure that appropriate training opportunities and facilities are provided to assist serving staff acquire necessary additional qualifications, specialization and experience required for efficient performance of their duties and advancement in their careers. Staff should also be encouraged to undertake training privately for continuous professional development.

1.5 Provision of Posts

A Career Guideline does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure should be submitted to the Board of Directors for consideration and approval.

1.6 Direct Appointments

Direct appointment refers to an entry point for staff joining the service. The point of entry will be determined by qualification(s) and experience. The service shall not be constrained from recruiting from the open market. Consideration may be given to promote candidates from within the Service for Job Grade KEPHIS 4 to Job Grade KEPHIS 10, so as to meet the employee career growth expectations. Jobs in Grade KEPHIS 1 to 3 may be advertised internally or externally in an open, competitive, fair and merit based process.

1.7 Grades Categorized as Common Establishment

Common Establishment covers the first two (2) grades at entry level or as determined by the Service from time to time. Grades categorized as common establishment in the Service includes KEPHIS grade 10/9, 9/8, 8/7 and 6/5. The purpose of these grades is facilitating advancement of staff without the need to increase the number of approved posts at those levels. This is a good measure to control growth in numbers of staff without hindering advancement. However, even in common establishment posts, serving officers will be required to fulfill all the requirements for advancement to the next grade as stipulated in these Career Guidelines. Promotion to posts within the common establishment shall be undertaken after four years of satisfactory service.

1.8 Recognized Qualifications

Recognized qualifications will be those attained from recognized institutions and colleges and the Government approved examination bodies. These will include: -

- a) Recognized universities and institutions.
- b) Kenya National Examinations Council (KNEC).
- c) Kenya Accountants and Secretaries National Examination Board (KASNEB).
- d) Kenya School of Government.
- e) National Polytechnics.
- f) Any other accredited institutions by the Commission for University Education (CUE) or relevant

government departments/institutions as examining bodies.

1.9 Serving Officers

Serving Officers will adopt and convert as appropriate to the new grading structure and designations provided in the Career Guidelines though they may not be in possession of the requisite minimum qualifications and/or experience specified for the present grade (Salary to self). However, for advancement to higher grades, the officers must be in possession of the minimum requisite qualifications and/or experience prescribed for those grades.

1.10 Incremental credits

Incremental credit (for approved experience acquired after obtaining the prescribed minimum qualifications for the grade) may be awarded at the rate of one (1) increment for each completed year of approved experience provided that the maximum of the scale is not exceeded. In awarding the incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade will be excluded. Incremental credit will be awarded under the following circumstances: -

- a) In situation where staff have acquired extra qualification;
- b) In respect of approved experience gained after acquiring the requisite minimum qualifications for the grade;
- c) In granting incremental credit, previously earned remuneration shall be considered;
- d) Only for previous approved experience in the type of work upon which an officer will be employed on his appointment to the particular grade;
- e) May not be granted on appointment to promotional posts, i.e. posts to which an officer would not normally be appointed if he had joined the Service immediately after completing his education; and
- f) For the number of years of aggregate approved experience in line with the service's Career Guidelines, periods in excess of full years being ignored.

1.11 Advancement within the Career Guidelines

It is emphasized that the qualifications and/or any other conditions set out in these Career Guidelines are the minimum requirements entitling an officer for consideration for appointment and/or promotion to higher grades. In addition, promotion/advancement from one grade to another will also depend on: -

- a) Merit and ability as reflected in work performance and results;
- b) Existence of a vacancy within the Authorized Establishment;
- c) The approval of the Board, or a standing committee appointed by the Board for the purpose of staff promotion, provided the candidate is suitable for promotion in every respect;
- d) Promotions in the Service will be based on qualifications and other requirements for appointment as stipulated in the career progression guidelines/Schemes of Service and or any other relevant government circulars;
- e) Permission will be sought from the Board by management to undertake annual internal promotion through internal advertisement in line with the schemes of Service for KEPHIS job grades;
- f) The Service will strive to expeditiously fill all vacancies by promotion of suitable employees. Consideration of promotion shall be in accordance with the provisions of the Career Guidelines developed for each cadre;
- g) In selecting candidates for promotion, regard shall be given to relevant experience, qualifications and proven merit will be given first priority followed by affording adequate and equal opportunities to all gender, youth, members of all ethnic groups, persons with disabilities and minorities;
- h) The process of internal promotion will be through internal advertisements, shortlisting and conducting suitability interviews;
- i) Management will update the board on the promotion process.

1.12 Implementation of the Career Progression Guidelines

These Career Guidelines will become operational with effect from the date of approval by the relevant agencies and supersedes any other existing Guidelines. On implementation, all serving officers will automatically become members of respective Career Guidelines.

1.13 Review of the Career Guidelines

The Career Guidelines shall be reviewed by the Service as and when found necessary and approved by the relevant agencies.

SECTION 2: CAREER GUIDELINES FOR THE MANAGING DIRECTOR

2.1 Job Purpose

The Managing Director (MD) is the accounting officer of the Service and is responsible for the execution of Board of Director's decisions and policies, prudent management of resources including succession management, giving direction and leadership in the achievement of the Corporation's strategic objectives. The MD is also responsible for day to day management and administration of the Service.

2.2 Function

The office of the Managing Director is responsible for the following functions:

- i. Providing strategic leadership for the achievement of the Service's mandate as outlined in the KEPHIS Act, 2012;
- ii. Working with the Board to formulate the vision, mission and core values of the Service;
- iii. As Kenya's Contact Point, spearheads formulation and implementation of International treaties and agreements relating to seed certification, plant variety protection, plant health and biosecurity;
- iv. Coordinate the day to day operations of the Service to ensure efficiency, quality of service and cost effective management of resources;
- v. Formulation of the performance management system to inculcate a corporate culture that promotes ethical practices and good corporate citizenship for enhanced service delivery;
- vi. Promoting good corporate governance for institutional accountability;
- vii. Formulation and implementation of policies, standards and guidelines for all the services offered by the organization;
- viii. Coordinating the preparation of long-term strategy and business plans for the achievement of the institutional mandate;
- ix. Coordinates development of annual budgets, work plans, procurement plans, performance targets for Board approval;
- x. Formulate internal control measures for effective utilization of the Service's resources;
- xi. Secretary to the Board for effective execution of Board activities and responsible for implementation of decisions and resolutions;
- xii. Developing and implementing financial management policies and systems to ensure effective, efficient, economical and transparent utilisation of financial resources;

- xiii. The principal spokesperson of the organisation to enhance the corporate image and visibility of the Service;
- xiv. As the National Focal Point is responsible for the coordination and reporting to the Secretariat of the International Conventions on matters seed certification, plant variety protection, plant health and biosecurity;
- xv. Responsible for establishing a communication strategy for effective and efficient stakeholder management and the enhancement of the corporate image as well as being the spokesperson of the Service;
- xvi. Developing and implementing quality management systems and ensuring effective and efficient achievement of the Service's financial and operating goals and objectives;
- xvii. Builds alliances and partnerships with local, regional and international partners on agricultural trade, plant biosecurity, technical and financial support;
- xviii. Executing agreements and contracts and related documents to safeguard the interests of the Service;
- xix. Confirm the Service's compliance with the law, regulations, policies and prevailing government circulars and directives;
- xx. Representing the country in regional and international conferences and workshops to articulate Kenya's agenda on seed certification, plant variety protection, plant health and biosecurity;
- xxi. Spearhead accreditation and maintenance of the Service laboratories to ensure sustained service delivery and confidence by stakeholders;
- xxii. Facilitating market access through compliance to National, Regional and International requirements, codes of practice and standards;
- xxiii. Responsible for the securing and safeguarding institutional assets and properties.

2.3 Grading Structure and Scope

The Career guideline establishes one (1) grade for Managing Director who will be designated and graded as follows:

Table 1: Managing Director

S/No.	Designation	Job Grade
1.	Managing Director /CEO	KEPHIS 1

2.4 Recognized Qualifications

- i. Bachelors of Science (Bsc.) degree in Agricultural, Biological, plant or Chemical sciences from a university recognized in Kenya;
- ii. Master's Degree in Agricultural, Biological, plant or chemical sciences from a university recognized in Kenya;
- iii. PhD in a relevant field will be an added advantage;
- iv. At least fifteen (15) years relevant working experience in agricultural sector, seven (7) of which should be at a Senior Management level in a comparable institution;
- v. Leadership course lasting not less than six (6) weeks;
- vi. Compliance to Chapter six (6) of the Constitution of Kenya.

2.5 Job Specification

Duties and Responsibilities:

- i. Providing strategic leadership in accordance with the mandate of the service as stipulated in the KEPHIS Act, 2012;
- ii. Overseeing day to day operations of the Service to ensure efficiency, quality of service and cost-effective management of resources;
- iii. overseeing the preparation and implementation of the performance appraisal systems and contracts of the all directorates, departments/divisions/units;
- iv. Responsible for promoting institutional accountability;
- v. Ensure implementation and fulfilment of the policies and agreed objectives, performance targets and standards of the Service;
- vi. Coordinating the preparation of long-term strategy and business proposals;

- vii. Recommending to the Board, annual budgets, annual work plans, annual procurement plans, performance targets;
- viii. Instituting adequate internal control procedures and monitoring their effectiveness;
- ix. Preparation of board papers and other submissions for consideration by the Board;
- x. Developing and implementing effective financial management policies and systems for monitoring and reporting financial performance in line with financial and budgetary policies and procedures of government;
- xi. Developing and implementing effective human resource management and administrative policies and systems;
- xii. Enhancing the corporate image of the organization;
- xiii. Ensuring Board of Directors decisions are implemented and reported on time;
- xiv. Ensuring effective communication with stakeholders, between Management and the Board as well as between different levels of Management;
- xv. Being the principal spokesperson of the corporation.
- xvi. Ensuring prudent management and utilization of funds, other resources and assets of the service;
- xvii. Ensuring that annual financial audits are conducted and recommendations addressed;
- xviii. Fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xix. Identifying and sourcing for favourable development partners;
- xx. Implementation of a quality management system and ensuring effective and efficient achievement of the corporation's financial and operating goals and objectives;
- xxi. Liaison with local and international institutions on agricultural trade and plant biosecurity; and
- xxii. Signing government & donor grant agreements and contracts and related documents.

2.6 Person Specification

For appointment to this grade a candidate must have:

- i. Bachelors of Science (Bsc.) degree in Agricultural, biological, plant or chemical sciences from a university recognized in Kenya;
- ii. Master's Degree in Agricultural, biological, plant or chemical sciences from a university recognized in Kenya;
- iii. PhD in a relevant field will be an added advantage;
- iv. At least fifteen (15) years relevant working experience in agricultural sector, seven (7) of which should be at a Senior Management level in a comparable institution;
- v. Demonstrable understanding of trade, financial management, corporate governance, and quality assurance of agricultural inputs and produce;
- vi. Demonstrable understanding of strategic leadership and management;

- vii. Ability to develop and implement performance management systems, giving candid performance feedback;
- viii. Leadership course lasting not less than six (6) weeks will be an added advantage;
- ix. Demonstrable results in work performance;
- x. Proficiency in computer applications and
- xi. Compliance to Chapter 6 of the Constitution of Kenya.

2.7 Skills

- i. Leadership skills
- ii. Strategic and innovative thinking;
- iii. Interpersonal relationship skills;
- iv. Strong analytical skills;
- v. Negotiation skills;
- vi. Report writing skills;
- vii. Problem solving skills;
- viii. Communication skills.

2.8 Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Excellent administrative capabilities.

SECTION 3: CAREER GUIDELINES FOR THE DIRECTORATE OF LABORATORY SERVICES

3.1 Introduction

The Directorate Laboratory Services is responsible to the Managing Director, for the effective management of the Analytical Chemistry Laboratory and Food Safety, Plant Health and Molecular Laboratories and the Seed Testing Laboratories functions of the Service.

3.2 Career Guidelines for Laboratory Analysts

a) Job Purpose

Laboratory analysts are responsible for the analysis of quality of agro-inputs including fertilizer, seed quality, disease/ pests in seed, plant and plant products, safety of agricultural produce, products and the environment; and implementation of quality management systems.

b) Function

- i. Sampling of agricultural, microbiological and environmental samples for laboratory analysis;
- ii. Analysis of agricultural and environmental samples for organic and inorganic contaminants, trace elements, nutritional profiles;
- iii. Disease and pest diagnosis in plant materials and other regulated articles;
- iv. Molecular analysis of plant materials, including genetically modified organisms (GMO);
- v. Seed health testing, Seed purity, moisture, germination and viability testing;
- vi. Preparation of laboratory results reports and data analysis;
- vii. Preparation of laboratory standards and reagents;
- viii. Analytical work and maintenance of laboratory standards, reference collections for plant pests among others;
- ix. Inventory management and storage of glassware, samples, chemicals, equipment and other laboratory consumables;
- x. Maintenance of Good laboratory practice and implementation of the laboratory quality management systems;
- xi. Undertake national monitoring programs for quality and safety compliance of agro-inputs and agricultural produce;
- xii. Implement national pest surveillance programs and provide advisory services to customers and stakeholders;
- xiii. Audit of food establishments (export) for compliance with food safety system requirements; and
- xiv. Support research and development programs of the Service.

c) Grading Structure and Scope

Table 2: Laboratory Analysts

S/No	Designation	Job Grade
1	Laboratory Technician	9
2	Senior Laboratory Technician	8
3	Laboratory Technologist	8
4	Senior Laboratory Technologist	7
5	Laboratory Analyst	6
6	Senior Laboratory Analyst	5
7	Principal Laboratory Analyst	4
8	Deputy Director Analytical Chemistry Laboratory and Food Safety	3
9	Deputy Director Seed testing Laboratories	3
10	Deputy Director Plant health Laboratories	3
11	Director Laboratory Services	2

Note: The position of Laboratory Technician Job Grade KEPHIS 9, Senior Laboratory Technician Job Grade KEPHIS 8, Senior Laboratory Technologists Job Grade KEPHIS 7, Laboratory Analyst Job Grade KEPHIS 6 and Senior Laboratory Analyst Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Certificate in Science lab technologist, laboratory technology or any other relevant certificate;
- ii. Diploma in any of the following; Seed Technology, Laboratory Technology, Botany, Microbiology and Molecular Biology, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, Applied Biological Science and Plant Nutritionist or any other relevant diploma;
- iii. Bachelor of Science Degree in any of the following; Agriculture, Horticulture, Seed Technology, Seed Science, Botany, Microbiology, Analytical Chemistry, Molecular Biology, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, Environmental Chemistry, Plant Nutritionist from a university recognized in Kenya;
- iv. Masters in in any of the following; Seed technology, Plant Nutrition, Soil science, Horticulture, Plant Pathology, Crop Protection, Agronomy, Botany, Microbiology, Biotechnology, Mycology, Molecular biology, Analytical Chemistry, Biochemistry, Environmental Chemistry, Food Safety or its equivalent from a University recognized in Kenya;

- v. Professional qualification and membership where applicable;
- vi. Attended a Leadership course not less than six (6) weeks;
- vii. Attended a Senior Management course not less than four (4) weeks;
- viii. Attended a Supervisory course lasting not less than two (2) weeks;
- ix. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Excellent problem solving skills and the ability to make decisions independently.
- ii. Good communication skills;
- iii. Proficiency in computer applications. Literacy in statistical packages will be an added advantage
- iv. Data analysis skills;
- v. Analytical skills;
- vi. Report writing and presentation skills;
- vii. Team player and creativity.

f) Competencies

- i. Ability to work independently;
- ii. Can work well under pressure and prioritize work; and
- iii. Demonstrated results in work performance.
- iv. Demonstrate knowledge in international standards on laboratory management systems and on good laboratory practice.

3.3 Job and Person Specification

3.3.1 Laboratory Technician

a) Job Specification

Duties and Responsibilities:

- i. Cleaning of glassware and laboratory apparatus;
- ii. Maintenance of germplasm in greenhouses and indicator plants;
- iii. Sample preparation, cleaning, storage and disposal of lab waste;
- iv. Cleaning and maintenance of laboratory, greenhouses and associated environment;
- v. Filing documents and office logistics; and
- vi. Maintenance and updating records in area of operation.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Certificate in Science lab technologist, laboratory technology or any other relevant certificate; and
- ii. Meet the provision of Chapter Six (6) of Constitution of Kenya.

c) Skills

- i. Computer applications proficiency;
- ii. Team player;
- iii. Communication skills; and
- iv. Interpersonal skills.

d) Competencies

- i. Creativity and ability to work in a team with minimum supervision; and
- ii. Demonstrated results in work performance.

3.3.2 Senior Laboratory Technician

(a) Job Specification

Duties and Responsibilities:

- i. Coordinate cleaning of laboratory glassware and apparatus;
- ii. Responsible for preparation, processing and storage of samples;
- iii. Coordinate cleaning and maintenance of laboratory and greenhouse environment;
- iv. Support soil sterilization activities, maintenance of germplasm in greenhouses and indicator plants;
- v. Undertake tissue culture micro-propagation and support virus-clean up of germplasm;
- vi. Implementation of ISO-17025 and other quality management systems Storage and archiving of samples and reference material;
- vii. Maintenance and updating records in area of operation; and Laboratory logistics and filing of documents.

(b) Person Specification

For appointment to this grade a candidate must have:

- i. Certificate in any of the following; science laboratory technology, laboratory technology, or any other relevant certificate;
- ii. Have at least 4 years' relevant work experience; and
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

(c) Skills

- i. Computer applications proficiency;
- ii. Team player;
- iii. Creativity;
- iv. Communication skills;
- v. Report writing skills; and
- vi. Interpersonal skills.

(d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work under pressure; and
- iii. Demonstrated results in work performance.
- iv. Basic knowledge on sample preparation for analysis; and
- v. Experience with a laboratory Quality Management system.

3.3.3 Laboratory Technologist

(a) Job Specification

Duties and Responsibilities:

- i. Sampling of agricultural produce and plant material for pest infestation and disease infection analysis;
- ii. Analysis of agro-input, organic and inorganic trace contaminant in agricultural, microbiological and environmental samples or seed analysis or plant health and molecular biology analysis for safety and/or quality compliance;
- iii. Molecular analysis of plant materials, genetically modified organisms (GMO);
- iv. Preparation of reports and data analysis;
- v. Preparation of laboratory standards and reagents;
- vi. Sampling, sample handling and preparation of media;
- vii. Analytical work and maintenance of reference collection for plant pests;
- viii. Implement and maintain Quality management system for good laboratory practice;
- ix. Maintenance and updating records in area of operation;

- x. Seed health, purity, moisture, germination and viability testing;
- xi. Verification of calibration status of critical glassware and equipment.

(b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in any of the following; Seed Technology, Laboratory Technology, Botany, Microbiology and Molecular Biology, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, Applied Biological Science and Plant Nutritionist or any other relevant diploma;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

(c) Skills

- i. Computer applications proficiency;
- ii. Data analysis;
- iii. Report writing skills;
- iv. Interpersonal relationship skills; and
- v. Communication skills.

(d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Demonstrated results in work performance;
- iv. Knowledge of laboratory analysis using modern technologies;
- v. Ability to identify plant varieties, seeds of different species, pests, diseases and weeds;
- vi. Knowledge of laboratory Quality Management system; and
- vii. Knowledge of equipment maintenance and calibration.

3.3.4 Senior Laboratory Technologist

a) Job Specification

Duties and Responsibilities:

- i. Sampling of agro-inputs, agricultural produce and products and environmental samples for quality and safety analysis;
- ii. Sampling of agricultural produce and plant material for pest infestation and disease infection analysis;
- iii. Analysis of agro-input, organic and inorganic trace contaminant in agricultural, microbiological and environmental samples or seed analysis or plant health and molecular biology analysis;
- iv. Molecular analysis of plant materials, genetically modified organisms (GMO);
- v. Preparation of reports and data analysis;
- vi. Preparation of laboratory standards and reagents;
- vii. Sample handling and preparation of media;
- viii. Supervise cleaning and sterilization of laboratory glassware;
- ix. Analytical work and maintenance of reference collection of insects, bacteria, fungi, nematodes, viruses, among others;
- x. Implement and maintain Quality management system for good laboratory practice;
- xi. Disease and pest diagnosis in plant materials and other regulated articles;
- xii. Maintenance and updating records in area of operation including use of Laboratory Information Management Systems (LIMS);
- xiii. Seed health, purity, moisture, germination and viability testing.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Higher National Diploma or Diploma in any of the following; Seed Technology, Laboratory Technology, Botany, Microbiology and Molecular Biology, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, And Plant Nutritionist or any other relevant diploma;
- ii. Have at least 2 years' work experience for Higher National Diploma;
- iii. Have at least 4 years' work experience for Diploma and;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency;
- ii. Team player;
- iii. Creativity;
- iv. Good communication skills;
- v. Report writing and presentation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Demonstrated results in work performance;
- iv. Knowledge of laboratory analysis using modern technologies;
- v. Ability to identify plants, seeds, pests, diseases and weeds;
- vi. Knowledge of equipment maintenance and calibration;
- vii. Ability to work with minimum supervision;
- viii. Experience with a laboratory Quality Management system.

3.3.5 Laboratory Analyst

a) Job Specification

Duties and Responsibilities:

- i. Conduct chemical analysis on agricultural inputs, soil fertility evaluation, irrigation water suitability for support of farmers to assure improved productivity and food security;
- ii. Conduct pesticide residues and contaminants analysis in agricultural produce for compliance to food safety standards and national, regional international market requirements;
- iii. Conduct microbiological analysis on food and environmental samples for compliance to food safety requirements;
- iv. Undertake accurate detection and identification of regulated and non-regulated quarantine pests to support phytosanitary and seed regulations;
- v. Undertake Tissue culture cleanup and micro-propagation of plants and germplasm maintenance;
- vi. Undertake Genetically Modified Organisms testing for detection, identification and quantification of events in support of the Biosafety act of 2009 and its regulations;
- vii. Participate in identification of risks related to laboratory activities to minimize, leverage and identify potential challenges before they occur;
- viii. Receive samples and maintain LIMS database;
- ix. Verify and validate the correctness of test results by counter checking raw data and forwarding for approval;
- x. Perform tests on proficiency testing, inter-laboratory and intra-laboratory samples comparisons organized in the division as a quality assurance and control measure to ensure validity of results;
- xi. Maintains stock level for chemicals, reagents, glassware and equipment and other consumables by; developing specifications, evaluation and inspection to ensure seamless provision of laboratory services;
- xii. Implements the quality management system based on ISO/IEC 17025 to attain process efficiency, continual improvement and facilitate trade;
- xiii. Performs scheduled in-house maintenance, calibration, intermediate checks and monitoring on assigned equipment to maintain accuracy of measurements;
- xiv. Implements and provides input in review of the laboratory quality systems;
- xv. Participates in approved supervised pesticide residue field trials programs;
- xvi. Collates data on the performance of the laboratory through quarterly and annual reports to monitor compliance to Customer service charter;
- xvii. Participates in development and review of laboratory Protocols and Standard Operating;
- xviii. Procedures for suitability and relevance in line with international standard requirements;
- xix. Prepares and submits individual performance reports highlighting compliance to set targets;
- xx. Implementation of method validation plans for various analytical procedures;
- xxi. Sampling of agro-inputs, agricultural produce and products and environmental samples for quality and safety analysis and plant material for pest infestation and disease infection analysis;

- xxii. Conduct national surveillance, sampling and monitoring programs for plant pests, seeds and other regulated articles for phytosanitary and seed certification purposes;
- xxiii. Support Pest Risk Analysis activities to advice on pest status and update pest listing the country;
- xxiv. Support laboratory research activities towards strengthening phytosanitary and seed regulation;
- xxv. Carry out food safety audits to check compliance to set market requirements;
- xxvi. Preparation of analytical reference standards solutions, reagents for the various laboratory methods;
- xxvii. Diagnose, troubleshoots and conducts preventive maintenance on laboratory equipment to assure accuracy of measurements;
- xxviii. Participate in stakeholder training, awareness and technological advice on food safety, plant health, quality of agro-inputs, soil and irrigation water quality for enhanced agricultural productivity;
- xxix. Support research and development programs of the Service.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Agriculture, Horticulture, Seed Technology, Botany, Microbiology, Molecular Biology, Analytical Chemistry, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, Applied Biological Science, Applied Biological Technology and Plant Nutritionist from a university recognized in Kenya; and
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Knowledge in statistical packages will be an added advantage;
- i. Good analytical skills;
- ii. Data handling skills;
- iii. Problem solving skills
- iv. Good communication skills; and
- v. Report writing and presentation skills.

d) Competencies

- ii. Ability to work well under pressure;
- iii. Ability to multi-task and prioritize work;
- iv. Ability to work independently and in a team;
- v. Excellent and the ability to make decisions independently.
- vi. Knowledge in laboratory instrumentation and/or electronics and computer engineering;
- vii. Knowledge in international standards on good laboratory practice; and
- viii. Knowledge of Laboratory Quality Management System;

3.3.6 Senior Laboratory Analyst

a) Job Specification

Duties and Responsibilities:

- i. Conduct chemical analysis on agricultural inputs, soil fertility evaluation, irrigation water suitability for support of farmers to assure improved productivity and food security;
- ii. Conduct pesticide residues and contaminants analysis in agricultural produce for compliance to food safety standards and national, regional international market requirements;
- iii. Conduct microbiological analysis on food and environmental samples for compliance to food safety requirements;
- iv. Plan and implement individual training programs as approved by laboratory management to ensure systematic personal development and delivery of testing services;
- v. Conduct plant pest/disease diagnostics to support phytosanitary and seed regulations;
- vi. Undertake accurate detection and identification of regulated and non-regulated quarantine pests;
- vii. Undertakes Tissue culture cleanup and micro-propagation of plants and germplasm maintenance;
- viii. Undertake genetically modified organisms testing for detection, identification and quantification of events in support of the Biosafety act of 2009 and its regulations;
- ix. Participate in identification of risks related to laboratory activities to minimize leverage and identify potential challenges before they occur;
- x. Receive samples, review of client's analytical requests and maintain LIMS database;
- xi. Participate in developing client reports for purposes of phytosanitary decision making and advisory;
- xii. Support Pest Risk Analysis activities to advice on pest status and update pest listing the country;
- xiii. Support laboratory research activities towards strengthening phytosanitary and seed regulation;
- xiv. Verify and validate the correctness of test results by counter checking raw data and forwards for approval;
- xv. Participate in proficiency testing, inter-laboratory and intra-laboratory samples comparisons organized in the section/units as a quality assurance and control measure to ensure validity of results;
- xvi. Maintain stock level for chemicals, reagents, glassware and equipment and other consumables by; developing specifications, evaluation and inspection to ensure seamless provision of laboratory services;
- xvii. Implements the quality management system based on ISO/IEC 17025 to attain process efficiency and continual improvement;
- xviii. Perform scheduled in-house maintenance, calibration, intermediate checks and monitoring on assigned equipment to maintain accuracy of measurements;
- xix. Implement and provide input in review of the laboratory quality systems;
- xx. Plan, develop and implement individual training programs as approved by laboratory management to ensure systematic personal development and delivery of testing services;

- xxi. Give recommendation on equipment, chemicals and reagents required for testing including designing simple modifications and fixtures to facilitate performance of tests;
- xxii. Implement approved supervised pesticide residue field trials programs and prepare reports on technical findings for submission to the supervisor;
- xxiii. Monitor quality control programs in the laboratory by analyzing data, using statistical techniques to establish trends in order to ascertain process control;
- xxiv. Compile data on the performance of the laboratory through quarterly and annual reports to monitor compliance to Customer service charter;
- xxv. Participate in development, review and implementation of laboratory protocols and, Standard Operating Procedures for suitability and relevance in line with international standard requirements;
- xxvi. Implement method validation plans for various analytical procedures;
- xxvii. Carry out national surveillance sampling programs for monitoring of pesticide residues, microbial, mycotoxins and heavy metal contaminants in agricultural produce for compliance to food safety and market requirements;
- xxviii. Conduct national surveillance, sampling and monitoring programs for plant pests, seeds and other regulated articles for phytosanitary and seed certification purposes;
- xxix. Carry out food safety audits to check compliance to set market requirements.
- xxx. Operate and maintain laboratory equipment used in carrying out tests and provide recommendations for repairs by external service engineers;
- xxxi. Preparation of analytical reference standards solutions, reagents for the various laboratory methods;
- xxxii. Support research and development programs of the Service.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Agriculture, Horticulture, seed technology, botany, microbiology, molecular biology Chemistry, Analytical Chemistry, Biochemistry, applied microbiology, applied Biology and Applied Biological Science, Applied biological technology, plant nutritionist from a university recognized in Kenya.
- ii. At least Four (4) years' work experience;
- iii. Attended a Supervisory course lasting not less than two (2) weeks; and
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Statistical packages will be an added advantage;
- ii. Team player;

- iii. Excellent problem solving skills;
- iv. Communication skills;
- v. Data analysis skills;
- vi. Report writing and presentation skills; and
- vii. Analytical and data handling skills.

d) Competencies

- i. Ability to work well under pressure and prioritize work;
- ii. Ability to make decisions independently;
- iii. Knowledge in laboratory instrumentation and/or electronics and computer engineering is essential;
- iv. Knowledge in international standards on good laboratory practice; and
- v. Experience with a Laboratory Quality Management System.

3.3.7 Principal Laboratory Analyst

a) Job Specification

Duties and Responsibilities:

- i. Conduct chemical and biological testing on agricultural produce and agro-inputs for compliance to market requirements and standards for realization of the institutional mandate;
- ii. Review and validate processed test results for accuracy and integrity before approval for dispatch to clients;
- iii. Conduct technical laboratory assessments, system audits, review audit findings, develop and implement corrective/improvement action plans in the section;
- iv. Conduct national surveillance sampling programs for monitoring of pesticide residues, microbiological, mycotoxins, agro-inputs quality and heavy metal contaminants in agricultural produce for compliance to food safety and market requirements;
- v. Undertake accurate detection and identification of regulated and non-regulated quarantine pests;
- vi. Undertake Tissue culture cleanup and micro-propagation of plants and germplasm maintenance;
- vii. Undertake Genetically Modified Organisms testing for detection, identification and quantification of events in support of the Biosafety act of 2009 and its regulations;
- viii. Participate in developing of new pest diagnosis protocols;
- ix. Participate in identification of risks related to laboratory activities to minimize, leverage and identify potential challenges before they occur;
- x. Participate in developing client reports for purposes of decision making;
- xi. Support Pest Risk Analysis activities to advice on pest status and update pest listing the country;
- xii. Support laboratory research activities towards strengthening Phytosanitary and seed regulation;
- xiii. Supervise implementation of ISO/IEC 17025 standard guidelines;

- xiv. Generate technical specifications for equipment, apparatus and other implements and perform technical evaluation for media, reagents, chemicals and equipment that ensure acceptable levels of analytical performance;
- xv. Review workflow in the section/unit to ensure compliance with set performance timelines;
- xvi. Review test requests submitted by clients for decision making on laboratory capability to test the submitted samples;
- xvii. Audit food systems of export food business operators for compliance;
- xviii. Supervise tests on proficiency testing, inter-laboratory and intra-laboratory samples comparisons organized in the section/units as a quality assurance and control measure to ensure validity of results;
- xix. Compile data on the performance of the laboratory through weekly monthly, quarterly and annual reports to monitor compliance to Customer service charter;
- xx. Prepare, reviews and implements laboratory protocols and Standard Operating Procedures for suitability and relevance in line with international standard requirements;
- xxi. Prepare and submit performance reports outlining the extent of adherence to set targets and plans;
- xxii. Participation in the Service project activities and awareness creation and training stakeholders;
- xxiii. Represent the Service in relevant stakeholder forums;
- xxiv. Induct new staff in all areas of laboratory analysis;
- xxv. Offer agronomic and new technological advice on soil, water, plant health matters as well as providing crop specific advice based on analytical data in relation to crop nutritional needs; and
- xxvi. Support research and development programs of the Service.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Agriculture, Analytical Chemistry, Horticulture, seed technology, botany, microbiology, molecular biology Chemistry, Biochemistry, applied microbiology, applied Biology, Applied Biological Science, Applied Biological Technology and plant nutritionist from a university recognized in Kenya;
- ii. Masters in any of the following; seed technology, Plant Nutrition, Soil science, Horticulture, Plant Pathology, Crop protection, Agronomy, botany, microbiology, molecular biology, Analytical Chemistry, Biochemistry, Environmental Chemistry, Applied Biological Science, Applied Biological Technology and Food Safety or its equivalent from a University recognized in Kenya;
- iii. Served for at least eight (8) years related work experience three (3) of which must be in a supervisory position; and
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Statistical packages will be an added advantage;

- ii. Excellent problem solving skills;
- iii. Communication skills,
- iv. Data analysis skills,
- v. Report writing and presentation skills.

d) Competencies

- i. Ability to work independently and in a team;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Knowledge in international standard on good laboratory practice; and
- v. Experience with a Laboratory Quality Management System.

3.3.8 Deputy Director Analytical Chemistry Laboratory and Food Safety

Job Purpose

The Deputy Director will provide leadership at the Analytical Chemistry Laboratory and Food Safety department. and report to the Director Laboratory Services.

a) Job specification

Duties and Responsibilities:

- i. Provide leadership to staff and coordinating all the activities of the Analytical Chemistry Laboratory and Food Safety services as well as food safety compliance and to ensure achievement of targets;
- ii. Provide leadership in development and implementation of Testing services strategies in the department towards the realization of KEPHIS corporate strategic objectives;
- iii. Manage and coordinate operations of departmental laboratories so as to provide accurate, reliable and timely test results;
- iv. Coordinate department's specific test method development, validation, review and alignment to international standard requirements and best practices;
- v. Manage development of criteria for interpretation of test reports released for purposes of critical decision making;
- vi. Manage confidentiality and impartiality in laboratory operations in compliance with international standard requirements;
- vii. Responsible for development and implementation of the Risk Management Framework to ensure mitigation against the negative effects of risks and take advantage of opportunities in the department;
- viii. Coordinate audit of food systems for export food business operators for compliance;
- ix. Manage human capital and administrative activities within the department;
- x. Manage departmental laboratory staff performance by setting targets, reviewing and evaluating staff performance to ensure validity of test results and customer satisfaction in line with corporate expectations;

- xi. Coordinate procurement process for the departmental laboratory supplies and services and coordinate their inspections;
- xii. Manage quality assurance activities in the department in accordance with the requirements of international quality assurance programs;
- xiii. Coordinate and is responsible for management of departmental laboratory testing equipment and assets through inventory management, equipment service and repairs to minimize losses and interruptions to laboratory operations;
- xiv. Coordinate identification of technical skills gaps, training programs and development of departmental training plan;
- xv. Provide leadership in management of customer services;
- xvi. Coordinate implementation of calibration programs for departmental laboratory testing equipment to establish and maintain the required measurement accuracy and metrological traceability;
- xvii. Establish and maintain laboratory quality management system;
- xviii. Plan, prepare and monitor department operations budget by developing the income and expenditure plans, submitting for approval to ensure that the department is capable of handling recurrent local and regional client needs and prepared to handle emerging testing challenges;
- xix. Prepare departmental performance reports;
- xx. Provide technical expertise in development of new test methods, validation and participating in proficiency testing, inter-lab comparisons test to ensure that methods developed are fit for purpose;
- xxi. Coordinate participation in technical committee meetings and other national, regional and international standards development fora;
- xxii. Provide technical advice on testing matters;
- xxiii. Review assessment, audit findings and corrective action plans for soundness to system improvement purposes in line with international standard (such as ISO/IEC 17025) guidelines;
- xxiv. Support strategies for resource mobilization;
- xxv. Develop and recommend pricing and costing of services offered by the department;
- xxvi. Monitor, appraise and evaluate departmental laboratory staff work performance;
- xxvii. Represent and articulate departmental issues in administrative and management review meetings;
- xxviii. Train, coach and mentor departmental laboratory staff in line with business continuity strategies;
- xxix. Provide leadership in the implementation of supervised pesticide residue field trials for registration and setting of pesticide Maximum Residue Levels (MRLs);
- xxx. Provide leadership in the execution of national surveillance programs for monitoring of pesticide residues, microbiological, mycotoxins and heavy metal contaminants in agricultural produce for compliance to food safety and market requirements;
- xxxi. Support strategies to enhance regulatory research programs in the Service; and
- xxxii. Liaising with management/Director and other Deputy Directors in ACL laboratory and food safety matters.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Analytical Chemistry, Organic Chemistry, Biochemistry from a university recognized in Kenya;
- ii. Masters in any of the following; Analytical Chemistry, Environmental Chemistry, Biochemistry Applied Biological Science, Applied Biological Technology or its equivalent from a University recognized in Kenya;
- iii. Ten (10) years' experience in Pesticide residues analysis, formulated pesticide analysis and quality management systems or related field with five (5) years in a supervisory role;
- iv. Attended a Management course lasting not less than four (4) weeks; and
- v. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Statistical packages will be an added advantage;
- ii. Creativity;
- iii. Excellent problem solving skills;
- iv. Good communication skills;
- v. Data analysis skills; and
- vi. Report writing and presentation skills.

d) Competencies

- i. Ability to work independently and a team player;
- ii. Ability to make decisions independently;
- iii. Ability to work well under pressure and prioritize work;
- iv. Knowledge in laboratory instrumentation and/or electronics and computer engineering is an added advantage;
- v. Knowledge in international standard on good laboratory practice; and
- vi. Experience with a Laboratory Quality Management System.

3.3.9 Deputy Director, Seed Testing Laboratories

Job Purpose

The Deputy Director Seed Testing Laboratory provides leadership for the Seed testing laboratories and reports to the Director Laboratory Services.

a) Job specification

Duties and Responsibilities:

- i. Providing leadership to staff and coordinating all the activities of seed testing services to ensure achievement of targets;
- ii. Managing human, financial and material resources assigned to the department;

- iii. Implementation of performance targets as per KEPHIS strategic plan and performance contract;
- iv. Liaison office for all the activities concerning seed testing laboratories including Liaising with clients to ensure testing is done as per the service charter;
- v. Creating all the quality assurance protocols for ensuring the laboratory maintain ISO 17025-2015/ISTA accreditation by an external body (ISTA);
- vi. Coordinate in identification of training need and formulating training schedules for the department;
- vii. Identifying the appropriate equipment for the laboratory;
- viii. Marketing the Seed testing activities and sourcing of new potential clients;
- ix. Training of clients on the required standards;
- x. Monitoring the use of available resource in a more efficient way;
- xi. Support strategies to enhance regulatory research programs in the Service; and
- xii. Liaising with management/Director on seed matters and other Deputy Directors in laboratory and testing matters.

b) Person specification

For appointment into this position a person must have:

- i. Bachelor of Science Degree in any of the following; seed technology, seed science, Agronomy, Horticulture from a university recognized in Kenya; Qualification in any Management or Business Administration course is an added advantage;
- ii. Masters in any of the following; Seed Technology, Botany, and Agronomy, Horticulture, Molecular Biology or its equivalent from a University recognized in Kenya; Qualification in any Management or Business Administration course is an added advantage;
- iii. Ten (10) years' experience in Seed Testing and ISTA Quality management systems or related field with five (5) years in a supervisory role;
- iv. Attended a Management course lasting not less than four (4) weeks; and
- v. Meets the provision of Chapter six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Statistical packages will be an added advantage;
- ii. Creativity;
- iii. Excellent problem solving skills;
- iv. Communication skills;
- v. Data analysis skills; and
- vi. Report writing and presentation skills.

d) Competencies

- i. Ability to work independently and a team player;
- ii. Ability to make decisions independently;
- iii. Ability to work well under pressure and prioritize work;

- iv. Knowledge in laboratory instrumentation and/or electronics and computer engineering is an added advantage;
- v. Knowledge in international standard on good laboratory practice; and
- vi. Experience with a Laboratory Quality Management System.

3.3.10 Deputy Director, Plant Health Laboratories

Job Purpose

The Deputy Director Plant Health Laboratories provides leadership for the Plant Health testing laboratories and reports to the Director Laboratory Services.

a) Job specification

Duties and Responsibilities:

- i. Providing leadership to staff and coordinating all the activities of the plant health laboratories and related phytosanitary activities to ensure achievement of targets;
- ii. Coordinate activities of KEPHIS Plant Health Laboratories including Pest diagnosis and testing, protocol development, acquisition, calibration and maintenance of equipment and, related facilities for the laboratories;
- iii. Managing human, financial and material resources assigned to the department;
- iv. Implementation of performance targets as per KEPHIS strategic plan and performance contract;
- v. Liaison office for all the activities concerning plant health laboratories including Liaising with clients to ensure testing is done as per the service charter;
- vi. Reviewing and addressing emerging issues that are likely to cause non-conforming work for the labs;
- vii. Participate in and support activities related to plant health such as PRA, pest surveillance and management, and trade in plants and plant products;
- viii. Coordinate activities of the labs as plant health reference points (such as the COMESA reference lab on plant health);
- ix. Coordinate development, validation and implementation of new pest diagnosis protocols;
- x. Coordinate acquisition, verification and maintenance of certified reference materials;
- xi. Coordinate proficiency testing & inter-lab comparisons, competence assessments and quality assurance for the labs;
- xii. Coordinate the implementation of all quality assurance protocols and procedures for ensuring the laboratories attain and maintain ISO 17025 and other accreditation;
- xiii. Coordinate implementation of training needs and actualization of training schedules for the department;
- xiv. Marketing the Laboratory testing activities and sourcing of new potential clients;
- xv. Participate in policy- making, review and standards setting on matters related to plant health;
- xvi. Coordinate the inspections, certifications and/or accreditation of third-party laboratory and related facilities;
- xvii. Coordinate the training of clients and stakeholders on the required standards; as well as aspects of pest management and sustainable agricultural production in relation to plant health;

- xviii. Coordinate the efficient and effective use of available resources allocated to the labs;
- xix. Participate in Standards setting activities at national and international levels for trade facilitation;
- xx. Support advisory services and Plant clinics; pest management, eradication and advisory for quarantine pests and issues related to identification and management of alien invasive species;
- xxi. Support strategies to enhance regulatory research and compliance;
- xxii. Establish and foster strategic linkages with stakeholders and relevant local and regional bodies on matters if plant health; and
- xxiii. Liaising with management/Director on plant health and other Deputy Directors in laboratory and phytosanitary matters.

b) Person specification

For appointment into this position, a person must have:

- i. Bachelor of Science Degree in any of the following; Agriculture, Botany, Microbiology, Molecular Biology Chemistry, Biochemistry, Applied Microbiology, Applied Biology or its equivalent and from a university recognized in Kenya;
- ii. Masters in any of the following; Horticulture, Plant Pathology, Botany, Microbiology, Molecular biology or its equivalent from a University recognized in Kenya;
- iii. Ten (10) years' experience in plant health laboratory services, or related field with five (5) years in a supervisory role;
- iv. Attended a Management course lasting not less than four (4) weeks; and
- v. Meets the provisions of Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Statistical packages will be an added advantage;
- ii. Creativity;
- iii. Excellent problem solving skills;
- iv. Communication skills;
- v. Data analysis skills; and
- vi. Report writing and presentation skills.

d) Competencies

- i. Ability to work independently and a team player;
- ii. Ability to make decisions independently;
- iii. Ability work well under pressure and prioritize work;
- iv. Knowledge in laboratory instrumentation and/or electronics and computer engineering is an added advantage;
- v. Knowledge in international standard on good laboratory practice; and
- vi. Experience with a Laboratory Quality Management System.

3.3.11 Director Laboratory Services

a) Job purpose

The Director Laboratory Services is responsible to the Managing Director, for the effective management of the Laboratory functions of the Service. The Director Laboratory Services is responsible for coordinating delivery of services in the following areas: budget preparation and analysis; coordination of directorate budgets; approving expenditure; ensure proper financial management in the service. The Director also coordinates staffing of the directorate; human resource policy and procedure development; leadership in the areas of technical skills in Laboratory management, and analytical processes in testing. The Director also provides oversight of the directorate and, ensures that KEPHIS adopts and implements effective strategies for laboratory scientific services in analytical chemistry, seed testing and plant health. Similarly, the Director is responsible for participation in international conventions and standard setting forums in food safety, analytical services, plant health and seed testing.

b) Job Specification

Duties and Responsibilities:

- i. Assist in coordination of the development and implementation of the vision, mission and strategic plan of the Service;
- ii. Provide leadership on analytical chemistry & food safety, seed testing and plant health, functions of the Service;
- iii. Contribute to the Corporation's strategy, tactical initiatives, culture, and planning, and overall efforts to continually improve performance;
- iv. Ensure prudent management of financial, human and physical resources of the service;
- v. Coordinate the preparation of respective board papers for Technical Board committees;
- vi. Ensure compliance of agricultural inputs and produce to regulatory requirements, and relevant national and international standards;
- vii. Develop and coordinate implement the respective Division's annual operational plans;
- viii. Coordinate and overseeing the preparation of quarterly and annual technical reports;
- ix. Coordinate the designing and implementation of performance management systems within analytical chemistry, seed testing, plant health and food safety functions;
- x. Develop and implement appropriate administrative controls within the Analytical chemistry and food Safety Laboratory, Seed testing and Plant Health function;
- xi. Establish and foster strategic linkages with stakeholders and relevant local, regional and international bodies;
- xii. Conducting technical negotiations and consultations with industry players to establish appropriate legislative and regulatory standards;
- xiii. Provide leadership in the development and implementation of the Risk Management Framework to ensure mitigation against the negative effects of risks and take advantage of opportunities in the department;
- xiv. Coordinate audit of food systems of export food business operators;

- xv. Coordinate the publicity of the Service and promote such nationally and internationally;
- xvi. Coordinate laboratory quality assurance implementation and programs for the laboratories;
- xvii. Propose areas of regulatory research and policy within the department.

c) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Chemistry, Analytical Chemistry, Biochemistry, Microbiology, Biotechnology, Seed Science, Applied Science, Molecular Biology, Biological Laboratory Science and Instrumentation and Control, Plant Pathology, Plant Nutrition from a university recognized in Kenya;
- ii. Masters Degree in any of the following; Chemistry, Analytical Chemistry Microbiology, Biochemistry, Food Safety, Plant Nutrition, Biotechnology, Applied Science, Biological Laboratory Science, Seed Science, Molecular Biology, Plant Pathology, or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. At least twelve (12) years relevant work experience;
- v. Attended a Leadership course lasting not less than six (6) weeks from a recognized institution;
- vi. Six (6) years' experience in the level of senior management in public service in private sector;
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Excellent analytical skills;
- ii. Strategic and innovative thinking;
- iii. Interpersonal skills;
- iv. Leadership skills;
- v. Negotiation skills;
- vi. Report writing skills;
- vii. Problem solving skills;
- viii. Communication skills.

e) Competencies

- i. Aptitude in financial management;
- ii. Ability to make decisions independently;
- iii. Ability work well under pressure and prioritize work;
- iv. Ability to manage Donor relations and to develop bankable concept notes and proposals for funding;
- v. Knowledge with and understanding of the application of the CODEX, WTO, OECD Seed schemes, International Seed Testing Association guidelines, DG SANTE(EU), ISO 17025:2017 guidelines, IPPC and related standards and procedures.

SECTION 4: CAREER GUIDELINES FOR THE DIRECTORATE OF PHYTOSANITARY & BIOSECURITY

4.1 Introduction

The Directorate of Phytosanitary and Biosecurity will ensure delivery of services in the area of compliance to import and export requirements, import regulation and border control, pest risk analysis and surveillance, plant quarantine and biosecurity, Standards harmonization and international trade and Regional functions.

4.2 Career Guideline for Seed/Plant Health Inspectors

a) Job purpose

Seed/Plant Health inspectors are responsible for ensuring adoption and implementation of effective strategies to guide export certification, import regulation, border control, Pest Forecasting, Pest Risk Analysis, Surveillance, Quarantine control and Standards, International Obligations & Trade.

b) Function

- i. Undertaking activities for phytosanitary certification including export certification, Pest Risk Analysis, import regulation and border control, quarantine control, pest surveillance, and nursery certification and Seed certification, Variety testing, Plant Variety Protection;
- ii. Development and management of phytosanitary and biosecurity certification systems for import, export, early warning, emergency response and other phytosanitary operational undertakings like the Import Certification System (ICS) Development, review, harmonization and implementation of standards;
- iii. Implementing national and international trade relations on matters phytosanitary and plant biosecurity;
- iv. Development and maintenance of phytosanitary and biosecurity systems and programmes like early warning, emergency response systems, pest forecasting, monitoring and pest management;
- v. Capacity building of stakeholders on matters phytosanitary and biosecurity;
- vi. Implementation of KEPHIS strategic plan;
- vii. Human, financial and material resources management within the directorates;
- viii. Developing research proposals, undertaking regulatory research and developing publications;
- ix. Establishing and implementation of ISO accreditation for export certification including ISO 17020 and 17065 and Quality Management.

c) Grading structure and Scope

Table 3: Seed/Plant Health Inspectors

S/No.	Designation	Job GRADE
1.	Assistant Seed/Plant Health Inspector	8
2.	Senior Assistant Seed/Plant Health Inspector	7
3.	Seed/Plant Health Inspector	6
4.	Senior Seed/Plant Health Inspector	5
5.	Principal Seed/Plant Health Inspector	4
6.	Manager Regional Office	3
7.	Deputy Director, Import, Export and Border Control	3
8.	Deputy Director, Pest Forecasting, Pest Risk Analysis and Surveillance	3
9.	Deputy Director, Standards and International Obligation and Trade	3
10.	Director, Phytosanitary & Biosecurity	2

Note: The position of Assistant Seed/Plant Health Inspector Job Grade KEPHIS 8 and Senior Assistant Seed/Plant Health Inspector Job Grade KEPHIS 7, Seed/Plant Health Inspector Job Grade KEPHIS 6 and Senior Seed/ Plant Health Inspector Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Diploma in Agriculture, Biotechnology, Entomology, Crop Protection, Applied Biology, Seed Science, Horticulture or its equivalent from an institution recognized in Kenya;
- ii. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop protection, Molecular Biology, Microbiology, Seed Science, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Master of Science in Plant Pathology, Seed Science Biotechnology, Entomology, Crop Protection, Molecular Biology, Plant Breeding, Horticulture, Agronomy, Botany, Zoology or its equivalent from a University recognized in Kenya;
- iv. Professional qualification and membership where applicable;
- v. Attended a Leadership course not less than six (6) weeks;
- vi. Attended a Senior Management course not less than four (4) weeks;

- vii. Attended a Supervisory course lasting not less than two (2) weeks;
- viii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Excellent problem solving skills;
- ii. Communication skills;
- iii. Creativity;
- iv. Proficiency in computer applications. Literacy in statistical packages will be an added advantage
- v. Data analysis skills;
- vi. Analytical skills;
- vii. Report writing and presentation skills;
- viii. Team player.

f) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems.

4.3 Job and Person Specification

4.3.1 Assistant Seed/Plant Health Inspector

a) Job Specification

Duties and Responsibilities:

- i. Undertaking field inspections and audits for seed certification and market compliance;
- ii. Undertaking border inspection of seeds, plants, plant products and other regulated articles for compliance to import and export requirements;
- iii. Support in field survey activities and quarantine control;
- iv. Advice clients on market requirements, grading and certification of plant produce;
- v. Manage documentation of databases related to phytosanitary and plant bio-security;
- vi. Support farmer advisory services and seed certification through stakeholder awareness meetings;
- vii. Support in undertaking post certification survey and post control activities;
- viii. Support in maintenance of accreditation and Quality Management Systems (QMS);
- ix. Assisting in data collection during national performance trials and Distinctness Uniformity and Stability trials;
- x. Assisting in processing and examining applications for Plant Variety Protection.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Agriculture, Biotechnology, Entomology, Crop protection, Applied Biology, Seed Science, Horticulture or its equivalent from an institution recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications.
- ii. Communication skills;
- iii. Report writing and presentation skills;
- iv. Team player.

d) Competencies

- v. Ability to work independently;
- vi. Ability to work well under pressure and prioritize work;
- vii. Demonstrated results in work performance.

4.3.2 Senior Assistant Seed/Plant Health Inspector

a) Job Specification

Duties and Responsibilities:

- i. Undertaking inspection of agricultural produce for compliance to import and export requirements;
- ii. Undertaking field inspections and audits for seed certification and market compliance;
- iii. Assisting in field survey activities and quarantine control;
- iv. Advice clients on market requirements, grading and certification of plant produce;
- v. Manage documentation of databases related to phytosanitary and biosecurity;
- vi. Support farmer advisory services and seed certification through stakeholder awareness meetings;
- vii. Conducting surveillance activities related to phytosanitary and plant bio-security;
- viii. Support in maintenance of accreditation and Quality Management Systems (QMS);
- ix. Undertaking data collection during national performance trials and Distinct Uniformity and Stability trials;
- x. Assisting in processing and examining applications for Plant Variety Protection;
- xi. Assist in supervision and management of national performance test trials.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in agriculture, biotechnology, entomology, crop protection, applied biology, seed science, horticulture or its equivalent from an institution recognized in Kenya;

- ii. Served for at least four (4) years related work experience;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Creativity;
- iii. Communication skills;
- iv. Data analysis skills;
- v. Report writing and presentation skills;
- vi. Team player.

d) Competencies

- vi. Ability to work independently;
- vii. Can work well under pressure and prioritize work;
- viii. Demonstrated results in work performance;
- ix. Demonstrated knowledge in Quality Management Systems.

4.3.3 Seed /Plant Health Inspector

a) Job Specification

Duties and responsibilities:

- i. Conducting pest risk analysis of plants, plant products, other regulated articles and biological articles and control agents, pest listing, reviewing and updating plant import requirements and issuance of plant import permits;
- ii. Verification of applications by new clients and conducting audits/inspection of facilities before registration;
- iii. Carrying out inspection of imported seed, plants, plant products and other regulated articles or those intended for export at official entry points and issuance of phytosanitary certificates;
- iv. Undertaking farm/facility audits/inspection of plants, plant products and other regulated articles destined for export;
- v. Undertaking seed certification activities including field inspection, sampling, post certification surveys and post control;
- vi. Undertake training, assessment and audit of private persons undertaking authorized activities on behalf of the Service;
- vii. Undertaking National Performance Trials and Distinctness Uniformity and Stability trials;
- viii. Processing and examining applications for Plant Variety Protection and recommending grants of plant breeder's rights;
- ix. Implementing plant quarantine control and conducting pest surveillance, monitoring, emergency response, farmer advisory and reporting of new pests;

- x. Planning and execution of seedling nursery certification inspections to ensure timely audit of seedling nurseries and availability of clean seedlings;
- xi. Undertake national, regional and international trade relations;
- xii. Conducting inspection of bio-containment facilities, GMO approved activities and other facilities for compliance with phytosanitary and biosecurity requirements;
- xiii. Conducting market surveillance for GMO, biological products;
- xiv. Participating in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xv. Supporting development and implementation of training programs and curriculum on seed, phytosanitary, NPT and DUS matters for capacity building of KEPHIS technical staff and stakeholders to enhance staff competence and efficiency in service delivery;
- xvi. Participating in audits conducted by importing countries to ensure market access and bilateral negotiations and agreement drafting;
- xvii. Monitoring of databases for information security and accuracy and participate in review and updating of electronic systems;
- xviii. Participate in development of regulations and policies on plant health matters, seed certification and PVP to ensure proper regulatory framework;
- xix. Participate in standard setting activities at national and international levels;
- xx. Ensure management of WTO-SPS enquiry points for plant health to track notifications which have bearing on Kenya trade;
- xxi. Participate in activities to address phytosanitary, seed certification & PVP non-compliances for enhanced compliance;
- xxii. Participation in stakeholder activities at national and county level to sensitize them on seed and phytosanitary certification and plant variety protection issues;
- xxiii. Participate in research activities towards strengthening seed, phytosanitary and plant variety protection regulation and bridging gaps in missing data;
- xxiv. Participating in implementation and maintenance of Quality Management Systems (ISO 9001:2015, ISO/IEC 27001:2013) for delivery of quality services and trade facilitation;
- xxv. Participate in training, monitoring and audit of persons authorized to undertake certain activities on behalf of the Service.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in agriculture, biotechnology, entomology, crop protection, molecular biology, microbiology, Seed science, horticulture, agronomy, botany or its equivalent from a University recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Creativity;
- v. Data analysis skills;
- vi. Analytical skills;
- vii. Report writing and presentation skills;
- viii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

4.3.4 Senior Seed /Plant Health Inspector

a) Job Specification

Duties and responsibilities:

- i. Conducting pest risk analysis of plants, plant products, other regulated articles and biological articles and control agents, pest listing, reviewing and updating plant import requirements and issuance of plant import permits;
- ii. Verification of applications by new clients and conduction audits/inspection of facilities before registration;
- iii. Planning and carrying out inspection of imported seed, plants, plant products and other regulated articles or those intended for export at official entry points and issuance of phytosanitary certificates;
- iv. Planning and undertaking farm/facility audits/inspection of plants, plant products and other regulated articles destined for export;
- v. Undertaking seed certification activities including field inspection, sampling, post certification surveys and post control;
- vi. Undertake training, assessment and audit of private persons undertaking authorized activities on behalf of the Service;
- vii. Participating in appeals of aggrieved clients;
- viii. Planning and undertaking National Performance Trials and Distinct Uniformity and Stability trials;

- ix. Processing and examining applications for Plant Variety Protection and recommending grants of plant breeders' rights;
- x. Planning and implementing plant quarantine control and conducting pest surveillance, monitoring, emergency response and reporting of new pests;
- xi. Planning and execution of seedling nursery certification inspections to ensure timely audit of seedling nurseries and availability of clean seedlings;
- xii. Undertake national, regional and international trade relations;
- xiii. Conducting inspection of bio-containment facilities, GMO approved activities and facilities for compliance with phytosanitary requirements and conducting market surveillance for GMO;
- xiv. Participating in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xv. Supporting development and implementation of training programs and curriculum on seed, phytosanitary, NPT and DUS matters for capacity building of KEPHIS technical staff and stakeholders (including authorised inspectors) to enhance staff competence and efficiency in service delivery;
- xvi. Participating in audits conducted by importing countries to ensure market access and bilateral negotiations and agreement drafting;
- xvii. Monitoring of databases for information security and accuracy and participate in review and updating of electronic systems;
- xviii. Participate in development of regulations and policies on plant health matters, seed certification and PVP to ensure proper regulatory framework;
- xix. Participate in Standards setting activities at national and international levels;
- xx. Ensure management of WTO-SPS enquiry points for plant health to track notifications which have bearing on Kenya trade;
- xxi. Participate activities to address phytosanitary seed certification & PVP non-compliances for enhanced compliance;
- xxii. Participate in stakeholder activities at national and county level to sensitize them on seed and phytosanitary certification and plant variety protection issues;
- xxiii. Undertake research activities towards strengthening seed, phytosanitary and plant variety protection regulation and bridging gaps in missing data;
- xxiv. Participating in implementation and maintenance of Quality Management Systems (ISO 9001:2015, ISO/IEC 27001:2013) for delivery of quality services and trade facilitation.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Seed Technology, Seed Science, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya.
- ii. At least four (4) years related work experience in the public service or private sector.

- iii. Attended a Supervisory course lasting not less than two (2) weeks; and
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Creativity;
- v. Data analysis skills;
- vi. Analytical skills;
- vii. Report writing and presentation skills;
- viii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

4.3.5 Principal Seed /Plant Health Inspector

a) Job Specification

Duties and responsibilities:

- i. Coordinating and conducting pest risk analysis of plants, plant products, other regulated articles and biological articles and control agents, pest listing, reviewing and updating plant import requirements and issuance of plant import permits;
- ii. Approval of applications by new clients and coordinating audits/inspection of facilities before registration;
- iii. Coordinating and undertaking farm/facility audits/inspection of plants, plant products and other regulated articles destined for export;
- iv. Coordinating and conducting inspection of imported seed, plants, plant products and other regulated articles or those intended for export at official entry points and issuance of phytosanitary certificates;
- v. Coordinating seed certification activities including field inspection, sampling, post certification surveys and post control;

- vi. Development, review and implementation of guidelines and training curriculum for private persons undertaking authorized activities on behalf of the Service;
- vii. Coordinating National Performance Trials and Distinct Uniformity and Stability trials.
- viii. Processing and examining applications for Plant Variety Protection;
- ix. Coordination of plant quarantine control and conducting pest surveillance, monitoring, emergency response and reporting of new pests;
- x. Coordinating seedling nursery certification inspections to ensure timely audit of seedling nurseries and availability of clean seedlings;
- xi. Undertake national, regional and international trade relations;
- xii. Coordinating the resolution of appeals by aggrieved clients;
- xiii. Conducting inspection of bio-containment facilities, GMO approved activities and facilities for compliance with phytosanitary requirements and conducting market surveillance for GMO;
- xiv. Participating in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xv. Coordination development and implementation of training programs and curriculum on seed, phytosanitary, NPT and DUS matters for capacity building of KEPHIS technical staff and stakeholders to enhance staff competence and efficiency in service delivery;
- xvi. Coordinating phytosanitary audits conducted by importing countries to ensure market access.
- xvii. Monitoring of databases for information security and accuracy and participate in review and updating of electronic systems;
- xviii. Proposing areas of review of laws and regulations and participate in development of regulations and policies on plant health matters, seed certification and PVP to ensure proper regulatory framework;
- xix. Initiating development and coordinating implementation of policies, guidelines and strategies, protocols, manuals, to align with national and international requirements, new technologies and emerging issues on seed, phytosanitary matters and plant variety protection;
- xx. Participate in Standards setting activities at national and international levels;
- xxi. Support management of WTO-SPS enquiry points for plant health to track notifications which have bearing on Kenya trade;
- xxii. Monitoring to ensure phytosanitary, seed certification & PVP non-compliances are evaluated and resolved for efficiency in service delivery;
- xxiii. Coordinate participation in stakeholder activities at national and county level to sensitize them on seed and phytosanitary certification and plant variety protection issues;
- xxiv. Support and undertake research activities towards strengthening seed, phytosanitary and plant variety protection regulation and bridging gaps in missing data;
- xxv. Coordination of implementation and maintenance of Quality Management Systems (ISO 9001:2015, ISO/IEC 27001:2013) for delivery of quality services and trade facilitation.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Seed Technology, Seed Science, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya.
- ii. Master of Science in Plant Pathology, Seed Science, Biotechnology, Entomology, Crop Protection, Molecular Biology, Plant Breeding, Horticulture, Agronomy, Botany, Zoology or its equivalent from a University recognized in Kenya.
- iii. Professional qualification and membership where applicable;
- iv. Served for at least eight (8) years related work experience three (3) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills;
- vi. Negotiation Skills;
- vii. Analytical skills;
- viii. Interpersonal skills;
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills;
- xii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

4.3.6 Manager - Regional Office

a) Job Purpose

This will be a leadership position at the Regional level. This level, will work under the supervision of the Director Phytosanitary and Bio-security and Director Seed Certification and Plant Variety Protection.

b) Job Specification

Duties and responsibilities:

- i. Providing leadership and coordination at the Regional office and oversee day to day operations of the Region office to ensure efficiency, quality of service and cost-effective management of resources;
- ii. Managing of human resource and other resources: infrastructure, fleet, financial land, labs, stores, staff Health and Security;
- iii. Planning, coordinating, managing and directing seed certification, plant variety protection, phytosanitary services, and other technical activities within the regional office;
- iv. Responsible for the implementation of the performance appraisal systems in the Regional office;
- v. Ensuring implementation and fulfilment of performance contract and work plan at the Regional office;
- vi. Initiating preparation of business plans and proposals for the region;
- vii. Coordinating development of regional annual budgets, work plans, procurement plans, performance targets;
- viii. Instituting adequate internal control procedures and monitoring their effectiveness;
- ix. Implementing effective financial management policies and systems for monitoring and reporting financial performance in line with organizational financial and budgetary policies and procedures;
- x. Coordinate implementation of the Service policies at the regional office;
- xi. Enhancing the Service's Corporate image at the regional level;
- xii. Ensuring Management decisions are implemented and reported on time;
- xiii. Ensuring effective communication with stakeholders, between Management and the staff;
- xiv. Ensuring prudent management and utilization of funds, other resources and assets at the Regional level;
- xv. Ensuring that annual financial audit recommendations at the region are addressed;
- xvi. Fostering a corporate culture that promotes ethical practices and good corporate citizenship in the Region;
- xvii. Implementation of the Quality Management System (QMS) and ensuring effective and efficient achievement of the Regional financial and operating goals and objectives;
- xviii. Representing the Service in Regional and County Security, Food security committees and other relevant forums;
- xix. Providing linkage between the Service and Regional coordinators, County Governments and other collaborators;

- xx. Responsible for implementation of resolutions of Border Management Committee and compliance to border management regulations and requirements;
- xxi. Coaching and mentoring staff and advising on Regional staff succession planning.

c) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Seed Technology, Plant Breeding, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks; and
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills
- vi. Negotiation Skills
- vii. Analytical skills
- viii. Interpersonal skills
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills; and
- xii. Team player.

e) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems; and
- vi. Demonstrated outstanding professional competence.

4.3.7 Deputy Director, Import, Export and Border Control

a) Job Purpose

This will be a leadership position for the Import, Export and Border Control department. This level, will work under the supervision of the Director Phytosanitary and Bio-security.

b) Job Specification

Duties and responsibilities:

- i. Providing technical leadership and guidance on matters pertaining to export phytosanitary matters to ensure compliance to the standards;
- ii. Coordinating Phytosanitary import and export certification plans, systems and procedures and coordinate their implementation;
- iii. Initiating review and coordinating implementation policies, guidelines, manuals, protocols and strategies on import and export phytosanitary certification to facilitate compliance with national, regional and international laws, requirements, new technologies and emerging issues;
- iv. Setting, monitoring and evaluating implementation of staff performance contracts to ensure compliance with government directives;
- v. Participating in development and review of Acts, regulations and policies on plant health matters to ensure proper legal and regulatory framework;
- vi. Managing human, financial and material resources assigned to their area of operation.
- vii. Participating in making of annual and project budgets and ensure proper use of allocated resources;
- viii. Coordinating and maintaining databases for seed certification, Phytosanitary for information security, data management and reporting;
- ix. Coordinating the use of ICS and ECS digital systems for effective and efficient service delivery.
- x. Coordinate and ensure availability of equipment, instruments and consumables in the departments to facilitate technical operations;
- xi. Coordinating authorization of specified services to private players for efficiency in service delivery;
- xii. Monitoring to ensure phytosanitary non-compliances are evaluated and resolved for efficiency in service delivery;
- xiii. Ensure implementation and maintenance of Quality Management Systems(QMS) for delivery of quality services and trade facilitation;
- xiv. Coordination and participation in appeals emanating from technical activities to resolve client complains and ensure customer satisfaction;
- xv. Participate in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xvi. Develop training programs and curriculum on phytosanitary matters for capacity building of Service's technical staff to enhance staff competence and efficiency in service delivery;
- xvii. Coordinate identification of training needs and formulating training modules and schedules for Export certification, import regulation and border control to ensure staff competency;

- xviii. Coordinate phytosanitary audits conducted by importing countries to ensure market access;
- xix. Approve applications of new clients for registration in the Integrated Import and export certification systems for plant health controls;
- xx. Responding to client enquiries/complaints and communicating feedback for customer satisfaction;
- xxi. Participate in stakeholder activities at national and county level to sensitize them on phytosanitary, seed certification and plant variety issues;
- xxii. Participate in pest surveillance, monitoring, emergency response and reporting of new pests using tools & technologies available for purposes of updating import and export regulations;
- xxiii. Participate in development of pest management strategies for emerging pests for enhancement of crop production, environmental protection and market access;
- xxiv. Support and participate in research activities towards strengthening Phytosanitary regulation and bridging gaps in missing data;
- xxv. Participate in Standards setting activities at national and international levels for plant protection and trade facilitation;
- xxvi. Participate in inspection and monitoring of GMO approved activities and facilities to ensure compliance with the approval conditions.

c) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Seed Technology, Plant Breeding, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills
- vi. Negotiation Skills
- vii. Analytical skills

- viii. Interpersonal skills
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills;
- xii. Team player.

e) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

4.3.8 Deputy Director, Pest Forecasting, Pest Risk Analysis and Surveillance

a) Job Purpose

This will be a leadership position for the Pest Forecasting, Pest Risk Analysis and Surveillance department. This level, will work under the supervision of the Director Phytosanitary and Bio-security.

b) Job Specification

Duties and responsibilities:

- i. Initiating development of Pest Forecasting, Pest Risk Analysis and surveillance plans, systems and procedures;
- ii. Coordinate Pest Forecasting, Pest Risk Analysis and surveillance for prevention of introduction, spread and establishment of harmful pest and diseases;
- iii. Implement the strategic plan through work plan and performance target activities related to plant biosecurity for enhanced service delivery;
- iv. Coordinate matters related to phytosanitary in line with the dynamic need of the industry and biosecurity;
- v. Coordinate development of protocols, guidelines and strategies for Pest Forecasting, Pest Risk Analysis and surveillances;
- vi. Coordinate review and update of plant import conditions that provide pest risk management measures to aid the country from introduction and spread of quarantine pests;
- vii. Coordinate acquisition and use of Pest Forecasting, Pest Risk Analysis and surveillance equipment, instruments and consumables to facilitate efficiency of service delivery;
- viii. Coordinate development and maintenance of early warning system, emergency response systems, pest forecasting, and monitoring to reduce economic losses and mitigate the impacts brought about by introduction of quarantine pests;

- ix. Coordinate the use of Pest Forecasting, Pest Risk Analysis and surveillance digital systems that are more precise, high quality and economical for effective and efficient execution of the departmental mandate;
- x. Coordinate the validation of Pest Forecasting, Pest Risk Analysis and surveillance reports via stakeholder participation activities;
- xi. Support implementation of quarantine regulation and pest surveillance for quarantine and regulated non-quarantine pests for justification of controls and regulations;
- xii. Coordinate emergency response activities at National and County level to address emerging pests;
- xiii. Coordinate domestic quarantine activities at County and National level for effective phytosanitary management;
- xiv. Coordinate review of the plant import regulations and harmonization of import conditions in the import certification system (ICS) for enhanced service delivery;
- xv. Develop strategies to address issues related to import certification of GMOs;
- xvi. Participate in the development, review and implementation of phytosanitary policy, standards and regulatory framework;
- xvii. Coordinate activities of the Kenya Standing Committee of Imports and Exports (KSTCIE) secretariat which include risk assessment and evaluation on behalf of KSTCIE to prevent introduction of pests into Kenya through importation of biological controls agents;
- xviii. Coordinate advisory services and plant clinics; pest management, eradication and advisory for quarantine pests and issues related to identification and management of alien invasive species to provide adequate advice to farmers;
- xix. Develop training programs and curriculum on phytosanitary matters for capacity building of KEPHIS technical staff to enhance staff competence and efficiency in service delivery;
- xx. Coordinate identification of training needs and formulating training modules and schedules for import regulation and border control to ensure staff competency;
- xxi. Support formulation of strategies to enhance Phytosanitary research;
- xxii. Coordinate establishment and implementation of ISO certification and accreditation for plant health laboratories for improved service delivery;
- xxiii. Identifying and collation of all of training needs of staff under the phytosanitary division to enhance technical capacity;
- xxiv. Coordinate development of databases for quarantine facilities, quarantine pests, plant clinics, biological control and biological control facilities to generate data for accurate reports and information for decision making;
- xxv. Establish and foster strategic linkages with stakeholders and relevant local and regional bodies for continued engagement with stakeholders;
- xxvi. Managing human, financial and material resources assigned to the department.

c) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Seed Technology, Plant Breeding, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills
- vi. Negotiation Skills
- vii. Analytical skills
- viii. Interpersonal skills
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills;
- xii. Team player.

e) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

4.3.9 Deputy Director, Standards, International Obligations and Trade

a) Job Purpose

This will be a leadership position for the Standards, International Obligations and Trade department. This level, will work under the supervision of the Director Phytosanitary and Bio-security.

b) Job Specification

Duties and responsibilities:

- i. Coordinates trade facilitation, market access negotiations, standard setting and implementation as well as trade policy analysis and reviews;
- ii. Provide leadership to staff and coordinating all activities on Standards, harmonization and international trade;
- iii. Manage human, financial and material resources assigned to the department;
- iv. Implement performance targets as per KEPHIS strategic plan and performance contract;
- v. Coordinate trade negotiations at bilateral, regional and multilateral level for market access;
- vi. Management of the International Plant Protection Convention portal to keep the institution appraised of new notifications by other contracting parties and developments in standards and implementation which may have a bearing on trade;
- vii. Coordinate development of bilateral agreement, undertake market negotiations and joint pre-inspections to open up new export markets and trade safely without introduction of quarantine pests between trading partners;
- viii. Coordinate in development of pest reports on the occurrence, outbreak and spread of pests with the purpose of communicating immediate or potential danger to other countries as part of an international obligation;
- ix. Coordinate the establishment, updating and making available lists of regulated pests for which phytosanitary measures may be taken to the national plant protection organizations (NPPOs) of exporting contracting parties as the means to specify the regulated pests for the certification of particular commodities;
- x. Management of WTO-SPS enquiry point for plant health including tracking notifications in order to determine their impact on trade and to prevent interruption of trade;
- xi. Monitor and advice KEPHIS on implementation on relevant agreements under negotiations; Agreement on Agriculture, Rules of Origin, WTO-Trade and Environments, WTO-Trade facilitation, Trade reviews, WTO-TBT agreement, WTO-Sanitary and Phytosanitary agreement and any other relevant trade and standards related aspects as may be determined by the Board or any written law being implemented by KEPHIS for compliance with various agreements;
- xii. Coordinate development of and comments on International standards for Phytosanitary Measures under International Plant Protection Convention (IPPC) to ensure that Kenya's input and position is taken into consideration and that Kenya is able to implement adopted standards;
- xiii. Coordinate development of and comments on seed standards, Matters regarding GMO standards, ISTA, UPOV, CBD, NAGOYA protocol, Air trade facilitation etc. for trade facilitation;

- xiv. Coordinate Quality standards development at national level, EAC, regional and at international level under United Nations Commission for Europe (UNECE), Organization for Economic Development cooperation (OECD), Codex Alimentations (Codex) Bilateral trade negotiations to enhance trade;
- xv. To facilitate integration at regional (EAC, COMESA, Tri-partite (EAC-COMESA-SADC) comment on standards to facilitate ease of cross border trade;
- xvi. Coordinate Analysis of trade documents and providing recommendations geared to informing corporate policy on trade and standards in line with KEPHIS mandate;
- xvii. Participate in policy development.

c) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Seed Technology, Plant Breeding, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications and literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills
- vi. Negotiation Skills
- vii. Analytical skills
- viii. Interpersonal skills
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills;
- xii. Team player.

e) Competencies

- i. Ability to work independently;

- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

4.3.10 Director Phytosanitary & Biosecurity

a) Job purpose

The Director Phytosanitary & Biosecurity is responsible to the Managing Director, for the effective management of the following functions of the Service, Import, Export and Border Control; Pest Forecasting, Pest Risk Analysis and Surveillance; Standards and International Obligation and Trade; and Regional offices. The Director Phytosanitary & Biosecurity is responsible for coordinating delivery of services in the following areas: budget preparation and analysis; coordination of directorate budgets; approving expenditure; ensure proper financial management in the Directorate. The Director also coordinates staffing of the directorate; human resource policy and procedure development; leadership in the directorate. The Director also provides oversight of the directorate and, ensures that the Service adopts and implements effective strategies for achievement of its mandate. Similarly, the Director is responsible for participation in international conventions and standard setting forums in Phytosanitary & Biosecurity.

b) Job Specification

Duties and responsibilities:

- i. Contributing to the Service's strategy development, tactical initiatives, integrity, corporate governance, culture and planning for overall continued improvement of the institutions service delivery and performance and assist the Managing director in guiding the strategic direction of the institution through implementation of the vision, mission and strategic plan of the Service;
- ii. Coordinate the operation of the directorate by providing technical leadership and guidance on matters pertaining to plant health and implementing of the strategic corporate Business plan relating to the directorate;
- iii. Responsible for development of plant health guidelines and strategies and ensuring implementation and compliance with plant health policies, guidelines and strategies for effective plant health service delivery;
- iv. Coordinate the development of plant health plans, systems and procedures and implementation; overseeing the preparation of quarterly and annual work plan, reports and performance target for the directorate;
- v. Coordinate development and review of import and export requirements and application and use of export certification system (ECS) and Import certification system (ICS) and ensure compliance of agricultural inputs and produce to regulatory requirements and relevant national and international standards for sustainable agriculture production and protect Kenya's agricultural resources from introduction of plant pests and diseases;

- vi. Monitoring to ensure phytosanitary and biosecurity non-compliance are evaluated and ensure they are resolved;
- vii. Responsible for pest risk analysis, surveillance and development and maintenance of early warning system, emergency response systems, pest forecasting, monitoring and pest management;
- viii. Facilitating establishment and maintenance of pest free areas and pest reporting;
- ix. Implementation and enforcement of national bio-safety regulations on the introduction and use of genetically or living modified species of plants, insects and micro-organisms, plant products and other related species export of plants and plant materials;
- x. Responsible for regulation of the commercial exploitation of naturally occurring plants and plant-related micro-organisms;
- xi. Providing leadership in development of bilateral agreement and market negotiations and joint pre-inspections;
- xii. Lead standard setting plant protection and biosecurity at regional and international standard setting bodies (viz: WTO, IPPC, CODEX, EAC, COMESA, TRIPARTITE);
- xiii. Managing human resource by monitoring and evaluating implementation of staff performance Contracts; undertake staff appraisals based to set targets and work plans; Coordinate in identification of training need and formulating training modules and schedules for Plant health;
- xiv. Management of financial and material resources assigned to the departments;
- xv. Establish and enhance implementation of Quality Management Systems certification and accreditation including ISO 17025, 17020 and 17065;
- xvi. Supervising and providing guidance to procurement of equipment and consumables requirements for plant health;
- xvii. Fostering a corporate culture that promotes ethical practices and good corporate citizenship; enhancing the corporate image of the organization; Provision of leadership and the effective management on plant health pursuant with mandate under KEPHIS Act of 2012. These includes administration and enforcement of sanitary and phytosanitary measures;
- xviii. Responsible for delivery of services for compliance to import and export requirements through inspection and grading of plants and plant produce at the ports of entry and exit and implementation and enforcement of national bio-safety regulations on the introduction and use of genetically or living modified species of plants, insects and micro-organisms, plant products and other related species export of plants and plant materials, preparation of performance and work plan requirement, management of plant health staff establishment, and development of phytosanitary policies and procedures;
- xix. Providing policy direction within the directorate by guiding of development of directorates annual work plan and performance contract;
- xx. Develop and implement innovative systems to improve efficiency of plant health systems;
- xxi. Leading efforts to modernize plant health laboratories through acquisition of cutting edge technologies and right human resource;
- xxii. Approval of directorate budgets to support efficient operations of the plant health and biosecurity directorate;

- xxiii. Monitoring and controlling directorate expenditure and budgets;
- xxiv. Responsible for implementation of Resource mobilization strategies at the Directorate;
- xxv. Mentoring and coach technical staff in the directorate.

c) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in any of the following; Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Seed Science, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya.;
- ii. Master of Science in any of the following; Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Plant Breeding, Horticulture, Agronomy, Botany, Zoology or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. At least twelve (12) years relevant work experience;
- v. Attended a Leadership course lasting not less than six (6) weeks from a recognized institution;
- vi. Six (6) years' experience in the level of senior management in public service in private sector;
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Excellent analytical skills and a good eye for detail;
- ii. Strategic and innovative thinking;
- iii. Interpersonal skills;
- iv. Leadership skills;
- v. Negotiation skills;
- vi. Report writing skills;
- vii. Scientific publication and writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

e) Competencies

- i. Aptitude in financial management;
- ii. Ability to make decisions independently;
- iii. Ability work well under pressure and prioritize work;
- iv. Ability to manage Donor relations and to develop bankable concept notes and proposals for funding;
- v. Demonstrate high level of integrity;
- vi. Professional competence in plant health and administrative capability;
- vii. Knowledge with and understanding of the application of the CODEX, WTO, OECD Seed schemes, International Seed Testing Association guidelines, DG SANTE(EU), ISO 17025:2017 guidelines, IPPC and related standards and procedures.

SECTION 5: CAREER GUIDELINES FOR THE DIRECTORATE OF SEED CERTIFICATION AND PLANT VARIETY PROTECTION

5.1 Introduction

The Director Seed Certification and Plant Variety Protection is responsible for the effective management and leadership of the Seed certification, Plant Variety Protection and Regional functions of the Service. The position is established to ensure that there is leadership in the development and implementation of the vision, mission and strategic plan of the Service; while sustaining and developing the financial, human and physical resources of the service. Further, the office holder will assist the Managing Director on strategic leadership, financial management and resource mobilization, human resource management in the Service.

5.2 Career Guideline for Seed/Plant Health Inspectors

a) Job purpose

Seed inspectors are responsible for ensuring adoption and implementation of effective strategies to guide Seed Certification and Plant Variety Protection.

b) Function

- i. Undertaking Seed Certification, Variety testing and Plant Variety Protection;
- ii. Development and management of certification systems (Seed Certification system) and other supportive systems;
- iii. Development, review, harmonization and implementation of standards;
- iv. Implementing national and international trade relations on matters seed certification, variety testing, Plant Variety Protection;
- v. Capacity building of stakeholders on matters seed certification, variety testing, Plant Variety Protection;
- vi. Implementation of Service Strategic plan and business plans;
- vii. Human, financial and material resources management within the directorate;
- viii. Developing research proposals, undertaking regulatory research and developing publications;
- ix. Establishing and implementation of Quality Management Systems certification and accreditation including ISO 17020 and 17065.

c) Grading structure and Scope

Table 4: Seed/Plant Health Inspectors

S/No.	Designation	Job GRADE
1.	Assistant Seed/Plant Health Inspector*	8
2.	Senior Assistant Seed/Plant Health Inspector*	7
3.	Seed/Plant Health Inspector *	6
4.	Senior Seed/Plant Health Inspector*	5
5.	Principal Seed/Plant Health Inspector*	4
6.	Manager Regional Office*	3
7.	Deputy Director, Seed Certification	3
8.	Deputy Director, Plant Variety Testing and Protection	3
9.	Director Seed Certification and Plant Variety Protection	2

**Job and Person Specifications for Seed/Plant Health Inspectors and Manager Regional Office are as provided in the Directorate of Phytosanitary and Biosecurity.*

Note: *The position of Assistant Seed/Plant Health Inspector Job Grade KEPHIS 8 and Senior Assistant Seed/Plant Health Inspector Job Grade KEPHIS 7, Seed/Plant Health Inspector Job Grade KEPHIS 6 and Senior Seed/ Plant Health Inspector Job Grade KEPHIS 5 form a common establishment.*

d) Recognized Qualifications

- i. Diploma in Agriculture, Biotechnology, Entomology, Crop Protection, Applied Biology, Seed Science, Horticulture or its equivalent from an institution recognized in Kenya;
- ii. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop protection, Molecular Biology, Microbiology, Seed Science, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Master of Science in Plant Pathology, Seed Science Biotechnology, Entomology, Crop Protection, Molecular Biology, Plant Breeding, Horticulture, Agronomy, Botany, Zoology or its equivalent from a University recognized in Kenya;
- iv. Professional qualification and membership where applicable;
- v. Attended a Senior Management course lasting not less than four (4) weeks;

- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Excellent problem solving skills;
- ii. Communication skills;
- iii. Creativity;
- iv. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- v. Data analysis skills;
- vi. Analytical skills;
- vii. Report writing and presentation skills;
- viii. Team player.

f) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently.
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems.

5.3 Career Guideline for Biometricians

a) Job purpose

Biometricians shall be responsible for experimental trial designs, design data templates for trend analysis, report writing and providing technical advice on variety performance during NPTC meeting. The level will also be responsible for providing capacity building on statistical data analysis and support to other directorates and departments.

b) Function

- i. Development of experimental designs, guiding operators and follow up on execution of experiments;
- ii. Coordinating preparation and packaging of experimental materials such as candidate varieties in appropriate form (weights and numbers) and dispatch them to testing sites;
- iii. Coordinate Receiving and analysing data from regional offices for the candidate varieties being tested;
- iv. Report generation for Distinctness, Uniformity and Stability Tests (DUS) and National Performance Trials (NPT), export/import and trends on levels of compliance with quality and safety requirements;
- v. Advising the NPTC committee on the performance of the candidate varieties for purpose of release or withdrawal;
- vi. Advising National Variety Release Committee (NVRC), for purposes of official release of candidate varieties;

- vii. Managing list of officially released varieties for gazettelement;
- viii. Liaise with breeders for purposes of varietal visits and advice on performance of their varieties;
- ix. Employ appropriate data analytical packages for evaluation of data;
- x. Coordinate training in variety testing and protection;
- xi. Manage of performance testing (NPTC) and DUS trials.

c) Grading Structure and Scope

Table 5: Biometricians

S/No.	Designation	GRADE KEPHIS
1.	Biometrician	6
2.	Senior Biometrician	5
3.	Principal Biometrician	4

Note: The grades of Biometrician Job Grade KEPHIS 6 and Senior Biometrician Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Bachelor of Science in Statistics, Agricultural Statistics, Applied Biometrics, Biostatistics, or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Biometrics, Applied Biometrics or Chemometrics, Biostatistics, Statistics or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Attended a Leadership course not less than six (6) weeks;
- v. Attended a Senior Management course not less than four (4) weeks;
- vi. Attended a Supervisory course lasting not less than two (2) weeks; and
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Excellent problem solving skills;
- ii. Communication skills;
- iii. Creativity;
- iv. Proficiency in computer applications and statistical packages;
- v. Data analysis skills;
- vi. Analytical skills;
- vii. Report writing and presentation skills;
- viii. Team player.

f) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently.
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems.

5.4 Job and Person Specification

5.4.1 Biometrician, Job Grade KEPHIS 6

The Biometrician shall be responsible for experimental trial design; candidate variety receiving and review; data analysis; report writing for imports and exports, design data templates for trend analysis, trends on levels of compliance with quality and safety requirements, National Performance Trial (NPT) and Distinctness, Uniformity and Stability (DUS).

a) Job Specification

Duties and Responsibilities:

- i. Developing experimental designs and generating randomization plans for field and laboratory trials;
- ii. Receiving, analysing data and generating reports;
- iii. Support development and maintenance a data base of varieties under NPT and DUS;
- iv. Liaise with laboratory officers to generate reports for trends on compliance levels with quality and safety requirements;
- v. Prepare control charts for quality control programs in the laboratory;
- vi. Prepare data templates for supervised field trials and sampling plans;
- vii. Preparing a list of officially released varieties for gazettment;
- viii. Employ appropriate data analytical packages for analysis of data;
- ix. Preparation of NPT and DUS Schedules for the purpose of invoicing;
- x. Preparation of Schedules for NPT and DUS report sharing;
- xi. Design Database for imports and exports of plants, plant products and other regulated articles
- xii. Carry out data analysis for imports and exports;
- xiii. Carry out mapping of the surveillance exercises using Arc GIS;
- xiv. Provide statistical advice and trainings on surveys, data analysis and data collection for all departments in the Service
- xv. Supporting development of regulatory research proposals for funding;
- xvi. Supporting regulatory research and generation of papers for publication; and
- xvii. Support maintenance of Quality Management Systems (QMS) at the department.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agricultural Statistics, Applied Biometrics of Chemometrics, Applied Statistics, Biostatistics, Seed technology (Statistics) or its equivalent from a University recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications and statistical packages;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Creativity;
- v. Data analysis skills;
- vi. Analytical skills and a good eye for detail;
- vii. Report writing and presentation skills;
- viii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence;
- vii. Demonstrated high level of integrity.

5.4.2 Senior Biometrician, Job Grade KEPHIS 5

The Senior Biometrician shall be responsible for undertaking experimental trial design; candidate variety receiving and review; data analysis; report writing for imports and exports, trends on levels of compliance with quality and safety requirements, National Performance Trial (NPT) and Distinctness, Uniformity and Stability (DUS).

a) Job Specification

Duties and Responsibilities:

- i. Coordinate candidate variety reception, packaging, labelling and dispatch to testing sites;
- ii. Responsible for developing randomization plans and experimental designs for field and laboratory trials and;

- iii. Coordinate receiving, analysing data and generating reports;
- iv. Develop and maintain a data base of varieties under NPT and DUS;
- v. Liaise with laboratory officers to generate reports for trends on compliance levels with quality and safety requirements;
- vi. Prepare control charts for quality control programs in the laboratory;
- vii. Prepare data templates for supervised field trials and sampling plans;
- viii. Develop and maintain a data base of varieties under NPT and DUS;
- ix. Preparing a list of recommended varieties for consideration by the NPTC committee on the performance of the candidate varieties for purpose of release or withdrawal;
- x. Preparing a list of officially released varieties for gazettelement;
- xi. Liaise with breeders for purposes of varietal visits and advice on performance of their varieties;
- xii. Employ appropriate data analytical packages for analysis of data;
- xiii. Provide statistical advice and trainings on surveys, data analysis and data collection for all departments in the Service;
- xiv. Support the management of National Performance Testing (NPT) and DUS trials;
- xv. Design Database for imports and exports of plants, plant products and other regulated articles;
- xvi. Carry out data analysis for imports and exports;
- xvii. Carry out mapping of the surveillance exercises using Arc GIS;
- xviii. Carry out trainings on surveys and data analysis for all departments in the Service;
- xix. Participating in development of regulatory research proposals for funding;
- xx. Undertake regulatory research and generation of papers for publication;
- xxi. Support maintenance of Quality Management Systems (QMS) at the department;
- xxii. Coach and mentor staff in the department.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agricultural Statistics, Applied Biometrics of Chemometrics, Applied Statistics, Biostatistics, Seed technology (Statistics) or its equivalent from a University recognized in Kenya;
- ii. At least four (4) years related work experience in the public service or private sector;
- iii. Attended a Supervisory course lasting not less than two (2) weeks;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications and statistical packages;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Creativity;
- v. Data analysis skills;
- vi. Analytical skills and a good eye for detail;

- vii. Report writing and presentation skills;
- viii. Skills in scientific writing and publication;
- ix. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence;
- vii. Demonstrated high level of integrity.

5.4.3 Principal Biometrician, Job Grade KEPHIS 4

The Principal Biometrician shall be responsible for coordinating experimental trial design, randomization, candidate variety receiving and review, approval of research methodology, selection of analysis methods, data analysis, report writing for imports and exports, trends on levels of compliance with quality and safety requirements, National Performance Trial (NPT) and Distinctness, Uniformity and Stability (DUS).

a) Job Specification

Duties and Responsibilities:

- i. Responsible for development and review and validation of operational protocols protocols for designing, setting up experiments, data collection and analysis;
- ii. Ensure design, experimental set up, data collection and analysis are done as per laid out procedures;
- iii. Coordinate development of experimental designs and randomisation of experimental entries;
- iv. Responsible for development and maintenance of data base of varieties under NPT and DUS; and, imports and exports of plants, plant products and other regulated articles;
- v. Responsible for approval of research methodology, selection of analysis methods;
- vi. Coordinate data analysis and generation of reports;
- vii. Responsible for generation of reports for trends on compliance levels with quality and safety requirements;
- viii. Ensure appropriate control charts for quality control programs in the laboratory
- ix. Coordinate development of variety descriptors from DUS test reports;
- x. Advising the NPTC committee on interpretation of data analysis parameters;
- xi. Oversee gazettement of officially released varieties;
- xii. Coordinate provision of statistical advice and trainings on surveys, data analysis and data collection for all departments in the Service;

- xiii. Responsible for the monitoring of management and data collection in NPT to ensure the requisite procedures are followed;
- xiv. Coordinate data analysis for imports and exports; and, mapping of the surveillance exercises using Arc GIS;
- xv. Support Identifying areas of regulatory research and oversee development and implementation of research proposals;
- xvi. Coordinating regulatory research; identifying sources of funding; and developing scientific publications;
- xvii. Ensure maintenance of Quality Management Systems (QMS) at the department;
- xviii. Responsible for coaching and mentoring of staff at the department.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agricultural Statistics, Applied Biometrics of Chemometrics, Applied Statistics Biostatistics, Seed technology (Statistics) or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Biometrics, Seed Technology (Statistics), Biostatistics, Statistics or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Served for at least eight (8) years related work experience three (3) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications and statistical packages;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills;
- vi. Negotiation Skills;
- vii. Analytical skills and a good eye for detail;
- viii. Interpersonal skills;
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills;
- xii. Skills in scientific writing and publication;
- xiii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence;
- vii. Demonstrated high level of integrity.

5.5 Career Guideline for Farm Managers

a) Job purpose

Farm managers are responsible for managing KEPHIS farms, machinery, warehouses, and farm personnel for purposes of scientific work. This includes establishment of post control plots, experimental plots and production of agricultural crops as well planning for the farm utilization.

b) Function

- i. Manage activities of the farm e.g. the post-control plots, experimental plots and commercial plots;
- ii. Generate appropriate budgets for the farm;
- iii. Ensure proper use and maintenance of farm machines and equipment;
- iv. Manage farm personnel;
- v. Plan for irrigation systems;
- vi. Keep farm records;
- vii. Plan and utilize appropriate numbers of casual labour;
- viii. Plan and organize the storage and sale of agricultural produce;
- ix. Prepare land utilization plans of the available land;
- x. Undertake environmental management of the farm including agro afforestation;
- xi. Manage the fertility of the farm, soil testing and proper use of agricultural inputs including fertilizers and lime whenever necessary;
- xii. Manage water supply for the station and
- xiii. Put in place controls to ensure fires incidences do not occur.

c) Grading Structure and Scope

Table 6: Farm Managers

S/No.	Designation	GRADE KEPHIS
1.	Assistant Farm Manager	8
2.	Senior Assistant Farm Manager	7

Note: The grades of Assistant Farm Manager Job Grade KEPHIS 8 and Senior Assistant Farm Manager Job Grade KEPHIS 7 form a common establishment. For purposes of career progression, Senior Assistant Farm Manager will be re-designated to Seed/Plant Health Inspector (Job Grade KEPHIS 6) on attaining the requisite qualifications.

d) Recognized Qualifications

- i. Diploma in Farm Management/Agriculture/Agronomy/Horticulture from an institution recognized in Kenya;
- ii. Related work experience in the public service or private sector;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Creativity;
- iii. Communication skills;
- iv. Data analysis skills;
- v. Report writing and presentation skills;
- vi. Team player

f) Competencies

- i. Ability to work independently;
- ii. Can work well under pressure and prioritize work;
- iii. Demonstrated results in work performance;
- iv. Demonstrated knowledge in Quality Management Systems.

5.6 Job and Person Specifications

5.6.1 Assistant Farm Manager, Job Grade KEPHIS 8

The purpose of the job is to assist in management of post control plots; production of agricultural crops; maintenance of farm machinery; management of farm personnel; and implementation of farm utilization plans.

a) Job Specification

Duties and Responsibilities:

- i. Assist in implementation of farm utilization plans;
- ii. Assist in coordinating activities of the farm such as land preparation and general crop husbandry for post-control plots, experimental plots and commercial plots;
- iii. Assist in generation of appropriate budgets for the farm;
- iv. Ensure proper use and maintenance of farm machines and equipment;
- v. Assist in management of farm personnel;
- vi. Assist in undertaking environmental management of the farm including agro afforestation;
- vii. Assist in managing the fertility of the farm, soil testing and proper use of agricultural inputs including fertilizers and lime whenever necessary;
- viii. Assist in managing water supply for the station and mmm Assist in putting in place controls to ensure fires incidences do not occur;
- ix. Assist in keeping and maintaining farm records such as farm cropping history, farm machinery maintenance schedules, casual registers and muster rolls.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Farm Management/Agriculture/Agronomy/Horticulture from an institution recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Communication skills;
- ii. Report writing and presentation skills; and
- iii. Team player

d) Competencies

- i. Ability to work independently;
- ii. Can work well under pressure and prioritize work; and
- iii. Demonstrated results in work performance.

5.6.2 Senior Assistant Farm Manager, Job Grade KEPHIS 7

a) Job Purpose

The purpose of the job is to undertake management of post control plots; production of agricultural crops; maintenance of farm machinery; management of farm personnel; and implementation of farm utilization plans.

b) Job Specification

Duties and Responsibilities:

- i. Development of farm utilization plans and submitting for approval;
- ii. Implementation of farm utilization plans;
- iii. Coordinating activities of the farm such as land preparation and general crop husbandry for post-control plots, experimental plots and commercial plots;
- iv. Keeping and maintaining farm records such as farm cropping history, farm machinery maintenance schedules, casual registers and muster rolls;
- v. Generating appropriate budgets for the farm;
- vi. Ensure proper use and maintenance of farm machines and equipment;
- vii. Manage farm personnel;
- viii. Plan for irrigation systems;
- ix. Undertake environmental management of the farm including agro afforestation;
- x. Manage the fertility of the farm, soil testing and proper use of agricultural inputs including fertilizers and lime whenever necessary;
- xi. Put in place controls to ensure fire incidences do not occur;
- xii. Responsible for coaching and mentoring staff.

c) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Farm Management/Agriculture/Agronomy/Horticulture from an institution recognized in Kenya.
- ii. At least 4 years relevant experience in the public service or private sector;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications;
- ii. Creativity;
- iii. Communication skills;
- iv. Data analysis skills;
- v. Report writing and presentation skills; and
- vi. Team player

e) Competencies

- i. Ability to work independently;
- ii. Can work well under pressure and prioritize work;
- iii. Demonstrated results in work performance; and
- iv. Demonstrated knowledge in Quality Management Systems.

5.7 Job and Person Specification

5.7.1 Deputy Director, Seed Certification

a) Job Purpose

This will be a leadership position for the Seed Certification department. This level, will work under the supervision of the Director Seed and Plant Variety. The Deputy Director Seed Certification ensures implementation of seed certification activities and enforcement of national seed standards and regulation, through seed field inspections, factory processing inspections, supervision of authorized seed inspectors, post control testing, post certification, registration of merchants and seed growers and capacity building of stakeholders.

b) Job Specification

Duties and Responsibilities:

- i. Provide technical and administrative leadership in Seed certification department to ensure compliance to the standards and improve efficiency;
- ii. Responsible for development and implementation of seed certification/Authorisation protocols, standards and guidelines that are harmonised with regional and international systems for improved service delivery;
- iii. Liaise with the Ministry of Agriculture Livestock, Fisheries and Cooperatives to develop/review seed certification policies, laws and regulations to ensure proper legal and regulatory framework;
- iv. Direct the undertaking of post seed certification surveys and post control testing of certified seed and evaluate results to assess effectiveness of certification system;
- v. Recommend registration of seed merchants and approve seed growers from applicants meeting requirements to ensure compliance to the seed and Plant Varieties Act Cap 326;
- vi. Coordinate capacity building of seed stakeholders on seed certification requirements, market requirements, Kenyan laws and regulations;
- vii. Coordinate training, authorization and monitoring of private seed inspectors for efficiency in Seed business and service delivery;
- viii. Participate in standard setting activities at National and international levels for seed certification and trade facilitation;
- ix. Responsible for the preparation and implementation of the performance appraisal systems and contracts of the departments' divisions/units and staff to comply to government directive and increased productivity;
- x. Responsible for timely implementation of the KEPHIS strategic plan and annual work plan and performance contract in the department;

- xi. Spearheading implementation and compliance to Quality Management Systems (QMS) including ISO 9001:2015, ISO 27001, ISO 17025:2017 for ensuring effective and efficient achievement of the Departmental financial, operating goals and objectives;
- xii. Ensure the maintenance of necessary databases for seed certification for information security;
- xiii. Instituting adequate internal control procedures and monitoring their effectiveness;
- xiv. Implement effective financial management policies and systems for monitoring and reporting financial performance at the department in line with Service's financial and budgetary policies and procedures;
- xv. Implementing effective human resource management and administrative policies and systems to ensure compliance at the department;
- xvi. Enhance the corporate image of the Service in the department for visibility;
- xvii. Organize stakeholder meetings/engagement and ensuring implementation of resolutions by various actors for advancement of seed industry
- xviii. Ensure that annual financial audit, internal audit recommendations and other non-compliances in the department are addressed for continuous improvement;
- xix. Represent the organization in National, Regional and International forums pertaining to the department to ensure harmonization of standards;
- xx. Responsible for coaching and mentoring of staff at the department.

c) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Seed Technology, Plant Breeding, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills
- vi. Negotiation Skills

- vii. Analytical skills and a good eye for detail;
- viii. Interpersonal skills
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills; and
- xii. Team player.

e) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems; and
- vi. Demonstrated outstanding professional competence.

5.7.2 Deputy Director, Plant Variety Testing & Protection

a) Job Purpose

This will be a leadership position for the Plant Variety Testing and Protection department. This level, will work under the supervision of the Director Seed and Plant Variety. The Deputy Director Plant Variety Testing and Protection will coordinate the plant variety testing activities (National Performance Trials and Distinctness, Uniformity and Stability); administration of plant breeder's rights; and development of variety certification descriptors; following standards that are harmonized with relevant Regional and International systems. The position is established as the liaison office for the International Union for the protection of new varieties of plants (UPOV).

b) Job Specification

Duties and Responsibilities:

- i. Provide technical and administrative leadership in variety department to ensure compliance to standards and improve efficiency;
- ii. Responsible for implementation of policies, guidelines and strategies for variety testing and plant variety protection in compliance with national, regional and international systems for improved service delivery;
- iii. Responsible for development of plant variety protection plans, systems and procedures and coordinate implementation for improved service delivery.
- iv. Responsible for the implementation of the KEPHIS Strategic plan and annual work plan, performance contract and appraisal systems at the department to comply with government directives for increased productivity';
- v. Manage human, financial and material resources assigned to the department for efficient utilization;

- vi. Responsible for the maintenance of necessary databases for plant variety testing and protection for information security;
- vii. Spearhead the implementation and compliance to Quality Management Systems (QMS) including ISO 9001:2015, ISO 27001 and ISO 17027:2017 ensuring effective and efficient achievement of the departmental financial, operating goals and objectives;
- viii. Responsible for implementation of effective financial management policies and systems for monitoring and reporting financial performance in line with Service's financial and budgetary policies and procedures;
- ix. Coordinate implementation of effective human resource management and administrative policies and systems to ensure compliance at the department;
- x. Responsible for enhancing the corporate image of the organization in the department for visibility;
- xi. Coordinate and organize stakeholder meetings/engagements and ensuring implementation of resolutions by various actors for advancement of seed industry;
- xii. Ensure that annual financial audit, internal audit recommendations and other non-compliances in the department are addressed for continuous improvement;
- xiii. Foster a corporate culture that promotes ethical practices and good corporate citizenship in the department;
- xiv. Represent the Service in National, Regional and International forums pertaining to the department to ensure harmonization of standards;
- xv. Develop concept notes for funding of projects to address identified operational gaps; and
- xvi. Responsible for coaching and mentoring of staff at the department.

c) Person specification

For appointment to this grade a candidate must have:

- vii. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- viii. Master of Science in Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Seed Technology, Plant Breeding, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- ix. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- x. Attended a Senior Management course lasting not less than four (4) weeks; and
- xi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;

- iv. Leadership skills;
- v. Problem solving skills
- vi. Negotiation Skills
- vii. Analytical skills and a good eye for detail;
- viii. Interpersonal skills
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills; and
- xii. Team player.

e) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems; and
- vi. Demonstrated outstanding professional competence.

5.7.3 Director, Seed Certification & Plant Variety Protection Grade KEPHIS 2

a) Job Purpose

The Director Seed Certification and Plant Variety Protection is responsible for the effective management and oversight of the Seed certification, Plant Variety Protection, Seed testing functions of the Service. The position is established to ensure that there is leadership in the development and implementation of the vision, mission and strategic plan of the Service; while sustaining and developing the financial, human and physical resources of the service. Further, the office holder will assist the managing director on strategic leadership, financial management and resource mobilization, human resource management in KEPHIS.

b) Job Specification

Duties and Responsibilities:

- i. Providing leadership in the implementation of the vision, mission and strategic plan of the Service in the Directorate;
- ii. Providing leadership on Seed certification, Seed testing and Plant Variety Testing, Regulatory research and Compliance functions of the Corporation;
- iii. Contributing to the Corporation's strategy, tactical initiatives, culture, and planning, and overall efforts to continually improve performance;
- iv. Ensuring prudent management of financial, human and physical resources of the service;
- v. Coordinating the designing and implementation of performance management systems.
- vi. Develop and implement innovative systems to improve efficiency in the functions under the Directorate;

- vii. Resources mobilization through overseeing proposal writing and fostering strategic partnerships with development partners;
- viii. Mentor and coach staff in the directorate;
- ix. Coordinating the preparation of respective board papers for the Technical committees of the Board;
- x. Ensuring compliance of agricultural inputs and produce to regulatory requirements, and relevant national and international standards;
- xi. Ensuring implementation of the KEPHIS Strategic Plan, annual work plan, performance contract and appraisal system in the Directorate;
- xii. Establishing and fostering strategic linkages with stakeholders and relevant local, regional and international bodies for harmonization and trade facilitation;
- xiii. Conducting technical negotiations and consultations with industry players to establish appropriate legislative and regulatory standards to ensure proper implementation of the mandate of the Directorate;
- xiv. Coordinating the publicity of the Service and promote such nationally, regionally and internationally for institutional visibility;
- xv. Liaison with national, regional and international bodies for development and harmonization of standards (ISTA, OECD Seed and Forest Schemes, UPOV, ARIPO, COMESA, EAC, KEBS);
- xvi. Overseeing the business of relevant national committees (National Performance Trials, National Variety Release, Plant Breeders' Rights and Seed Regulation Committees);
- xvii. Overseeing local, regional and international training on technical subjects within the Directorate;
- xviii. Provide leadership in bilateral negotiations and development of MOUs and Agreements;
- xix. Supervising and providing guidance to procurement of equipment and consumables required in the Directorate;
- xx. Fostering a corporate culture that promotes ethical practices and good corporate citizenship; enhancing the corporate image of the organization.

c) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Agriculture, Horticulture, seed technology, botany, Biostatistics, Statistics, microbiology, molecular biology, applied microbiology, applied Biology and plant nutritionist from a university recognized in Kenya;
- ii. Masters Degree in any of the following; Seed Technology, Plant Nutrition, Soil science, Biometrics, Statistics, Horticulture, Plant Pathology, Crop protection, Agronomy, botany, microbiology, molecular biology or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. At least twelve (12) years relevant work experience;
- v. Attended a Leadership course lasting not less than six (6) weeks from a recognized institution;
- vi. Six (6) years' experience in the level of senior management in public service in private sector;
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications;
- ii. Excellent analytical skills and a good eye for detail;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Scientific publication and writing skills;
- ix. Problem solving skills;
- x. Communication skills.

e) Competencies

- i. Aptitude in financial management;
- ii. Ability to make decisions independently;
- iii. Ability work well under pressure and prioritize work;
- iv. Ability to manage Donor relations and to develop bankable concept notes and proposals for funding;
- v. Demonstrate high level of integrity;
- vi. Professional competence in plant health and administrative capability;
- vii. Knowledge with and understanding of the application of the UPOV, WTO, OECD Seed schemes, International Seed Testing Association (ISTA) guidelines, ISO 17025:2017 guidelines, IPPC and related standards and procedures.

SECTION 6: CAREER GUIDELINES FOR THE DIRECTORATE OF CORPORATE SERVICES

6.1 Introduction

The Directorate of Corporate Services is responsible for effective management of Finance and Accounts, Human Capital, Administration, Information Communication Technology & Innovation and security functions of the Service.

6.2 Career Guidelines for Finance & Accounts Officers

a) Job Purpose

The Accountants are responsible for budget and budgetary control, financial records maintenance, interpretation and reporting, development and implementation of sound accounting and financial management systems and controls in the service.

b) Function

- i. Designing and implementing financial controls with regular monitoring to ensure financial management systems are working efficiently to safeguard the assets of the service;
- ii. Developing, implementing and ensuring compliance with internal financial and accounting policies and procedures;
- iii. Preparing and coordinating budget estimates for authorization;
- iv. Coordinate preparation of activity budget proposals and cash flow projections;
- v. Collect all money and revenues due to the service;
- vi. Managing accounts payables and receivables;
- vii. Reviewing, verifying and authenticating expenditure to ensure compliance and sustainability;
- viii. Undertaking financial management and reporting regularly;
- ix. Monitoring and forecasting cash flow to manage allocated funds;
- x. Management of fixed asset register of the service for accountability and financial reporting;
- xi. Ensuring compliance with all statutory obligations;
- xii. Coordinating financial audits and ensuring implementation of financial audit recommendations;
- xiii. Advising management on all policies and strategies relating to finance and accounting.

c) Grading Structure and Scope

Table 7: Accountant

S/No.	Designation	Job Grade
1	Accounts Assistant	8
2	Senior Accounts Assistant	7
3	Accountant	6
4	Senior Accountant	5
5	Principal Accountant	4
6	Deputy Director – Finance & Accounts	3

Note: The position of Accounts Assistant Job Grade KEPHIS 8 and Senior Accounts Assistant Job Grade KEPHIS 7 as well as Accountant Job Grade KEPHIS 6 and Senior Accountant Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Master's degree in any of the following disciplines: Business Administration/Management, Finance, Accounting, Commerce, Project Management or equivalent qualification from a recognized institution;
- ii. Bachelor's degree in any of the following disciplines: Business Administration/Management, Finance, Accounting, Commerce or equivalent qualification from a recognized institution;
- iii. Accounting Technician Diploma (ATD) or Certified Public Accountant (CPA) Part 1;
- iv. CPA (K)/ACCA or its equivalent;
- v. Membership to the Institute of Certified Public Accountants of Kenya and be of good standing;
- vi. Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Supervisory course lasting not less than 2 weeks from a recognized institution;
- viii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Excellent analytical skills;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills.

- vii. Report writing skills.
- viii. Problem solving skills.
- ix. Communication skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems;
- v. Demonstrated results in work performance;
- vi. A track-record of excellent time management skills;
- vii. An understanding of the government budgeting process from start to completion;
- viii. Experience using IT systems including database management;
- ix. Excellent administrative capabilities;
- x. Experience of managing conflicting workloads and priorities.

6.3 Job and Person Specifications

6.3.1 Accounts Assistant, Job Grade KEPHIS 8

This is the entry position for Accounts Assistant. An officer under this level will work under guidance and supervision of a Senior Officer.

a) Job Specification

Duties and Responsibilities:

- i. Assist in Preparing vouchers and committal documents in accordance with the laid down rules and regulations;
- ii. Assist in Undertaking primary data entry;
- iii. Assist in Filing accounting documents;
- iv. Assist in Preparing simple financial reports;
- v. Assist in preparing invoices;
- vi. Cheque writing;
- vii. Receipting.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Accounting Technician Diploma (ATD) or Certified Public accountant (CPA) Part 1;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;

6.3.2 Senior Accounts Assistant, Job Grade KEPHIS 7

The officer at this level is responsible for ensuring financial transactions of the service are completely and accurately booked into the financial system as well as compile relevant information for budget development and reporting. The officer will work under supervision and guidance of an Accountant.

a) Job Specification

Duties and Responsibilities:

- i. Preparing payment vouchers as per laid procedures;
- ii. Processing and maintaining Imprest;
- iii. Compiling and processing accounting statistics and records;
- iv. Receipting of all revenues to the service;
- v. Responsible for physical assets assigned by the section;
- vi. Development of section budgets;
- vii. Prepares and records assets, payables and monthly pending bills;
- viii. Compiling and analyzing account information that will help in financial reporting; and
- ix. Reconciling and resolving daily transactions especially direct debits.

b) Person specification

For appointment to this grade a candidate must have:

- i. CPA II/ACCA II
- ii. At least two years relevant work experience from private or public institution; and
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

Or

- i. Accounting Technician Diploma (ATD) or Certified Public accountant (CPA) Part 1;
- ii. Four years relevant experience as Accounts Assistance from private or public institution; and
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;

- ii. Good Communication Skills;
- iii. Analytical Skills; and
- iv. Keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance.

6.3.3 Accountant, Job Grade KEPHIS 6

This is the entry level for Accountants. An officer at this level works under the supervision and guidance of a senior officer and is responsible for ensuring that records of Revenue, Expenditure and Fixed Assets of the organization are up to date and properly maintained.

a) Job Specification

Duties and Responsibilities:

- i. Maintaining registers of fixed assets, and debtors;
- ii. Collecting and compiling information required in the budgetary process;
- iii. Processing and paying taxes;
- iv. Compiling and processing accounting statistics;
- v. Verifying cashbook, payment and surrender vouchers;
- vi. Supervising receipting;
- vii. Reviewing of the monthly staff payroll journals
- viii. Preparation of all transfer letters for submission to the bank to effect payments;
- ix. Preparation of bank reconciliations, cash flow statements and monthly reports;
- x. Reconciliation of ledger control accounts;
- xi. Reconciliation of debtors' ledger accounts;
- xii. Preparation of Audit supporting schedules for audit purposes;
- xiii. Facilitating internal and external audit exercises.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor Degree in Commerce (Accounting option), or be in possession of a degree from a university recognized in Kenya majoring in fields relevant to the Accounting Function such as Finance and Economics;
- ii. CPA II/ACCA II or an equivalent accounting qualification from an institution recognized in Kenya;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Analytical Skills; and
- iv. Keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated ability to implement Quality Management Systems;
- vi. A track-record of excellent time management skills.

6.3.4 Senior Accountant, Job Grade KEPHIS 5

The officer at this level is responsible for ensuring expenditures are in accordance to the Budget and ensure accuracy and completeness of the financial reports.

a) Job Specification

Duties and Responsibilities:

- i. Confirming budgets for recurrent and development votes;
- ii. Committing Local Purchase Orders (LPO's) and Local Service Orders (LSO's);
- iii. Examining payments vouchers;
- iv. Assist in developing and compiling information on Medium Term Expenditure Framework (MTEF) and Annual budget estimates;
- v. Supervising, mentoring and coaching staff;
- vi. Collating financial estimates for purposes of budgeting;
- vii. Ensuring reconciliation of the service's creditors and facilitating their payment;
- viii. Preparation of Management monthly, Quarterly and Annual reports and Financial Statements;
- ix. Preparing Quarterly expenditure forecasts;
- x. Supervising bank reconciliations, cash flow statements and monthly expenditure reports;
- xi. Preparing of development partners reports and submission of the same within the set timeline
- xii. Undertaking tax returns and reconciliations;
- xiii. Preparing monthly departmental reports and relevant data analysis for the department;
- xiv. Regularly monitor customer accounts and ensure that credit limits are adhered to;
- xv. Prompt communication with the service delivery departments to enable release of invoice schedules for invoicing;

- xvi. Coordinate collection of customer balances due in a timely manner;
- xvii. Issuance of credit notes to customers on timely manner;
- xviii. Send customer statement monthly;
- xix. Provide support to contracted debt collectors in pursuing old debts;
- xx. Resolve customer disputes in a timely manner and in a way that builds strong customer relationships;
- xxi. Project and evaluate cash collection for proper financial planning for operations and other needs.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- ii. CPA (K)/ACCA Finalist;
- iii. At least four (4) years related work experience in the public service or private sector;
- iv. Attended a Supervisory course lasting not less than two (2) weeks;
- v. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications including Accounting packages;
- ii. Communication Skills;
- iii. Analytical Skills;
- iv. Keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated ability to implement Quality Management Systems;
- vi. A track-record of excellent time management skills.

6.3.5 Principal Accountant, Job Grade KEPHIS 4

The officer at this level is responsible for overseeing the finance function of the organization.

a) Job Specification

Duties and Responsibilities:

- i. Participation in the preparation of monthly, quarterly and annual reports;
- ii. Supervising, mentoring and coaching staff;

- iii. Preparing periodic and annual financial reports;
- iv. Verifying monthly, quarterly and annual trial balances;
- v. Preparing consolidated Medium Term Expenditure Framework (MTEF);
- vi. Reviewing the statutory deductions for completeness and accuracy;
- vii. Analysing bank reconciliations on monthly basis to ensure correctness;
- viii. Carrying out periodic reviews of the service's Asset Register and other Capital Expenditures;
- ix. Reviewing accurate Grants/ Project budgets and reports on a timely basis;
- x. Developing of Budgets;
- xi. Responsible for physical assets assigned by the institution;
- xii. Planning, assigning and monitoring of work performance of subordinates;
- xiii. Making decisions using standard operating procedures;
- xiv. Analyze payroll related payments for accuracy and completeness;
- xv. Ensure that customer accounts are set up in a timely manner and in accordance with the laid down procedures;
- xvi. Regularly monitor customer accounts and ensure that credit limits are adhered to;
- xvii. Prompt communication with the service delivery departments to enable release of invoice schedules for invoicing;
- xviii. Prepare and submit weekly and monthly debt position to the deputy director finance;
- xix. Ensure that customer balances due are collected in a timely manner;
- xx. Ensure that credit notes that need to be issued to customers are issued in a prompt manner;
- xxi. Ensure that customer statements are sent out to customers regularly;
- xxii. Perform quarterly review of credit limits and submit proposals to deputy director finance for review;
- xxiii. Provide monthly reconciliations of general ledger accounts delegated by deputy director finance;
- xxiv. Provide support to contracted debt collectors in pursuing old debts;
- xxv. Ensure customer disputes are resolved in a timely manner and in a way that builds strong customer relationships;
- xxvi. In consultation with Finance Manager, advice the Service on viability of extending credit facilities to new customers;
- xxvii. Meet short (day, weekly, monthly) and long term annual cash and debt collection targets as set by the company through follow up of due amounts;
- xxviii. Ensure customer payment patterns and trends are in tandem with company credit control system and policy to avert company indebtedness;
- xxix. Project and evaluate cash collection for proper financial planning for operations and other needs;
- xxx. Negotiating re-payment plans.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;

- ii. Master's degree in any relevant field;
- iii. At least eight (8) of relevant work experience, with three (3) years as a Senior Finance Officer or Accountant;
- iv. Certified Public Accountants (CPA) or Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- v. Professional qualification and membership where applicable;
- vi. Served for at least eight (8) years related work experience three (3) of which must be in a supervisory position;
- vii. Attended a Senior Management course lasting not less than four (4) weeks;
- viii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications including Accounting packages;
- ii. Communication Skills;
- iii. Strategic and innovative thinking;
- iv. Leadership skills;
- v. Supervisory skills;
- vi. Analytical Skills; and
- vii. Keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated ability to implement Quality Management Systems; and
- vi. A track-record of excellent time management skills.

6.3.6 Deputy Director, Finance & Accountants, Job Grade KEPHIS 3

This is the top most position in the Finance and Accounts Officers cadre. The officer at this level reports to the Director Corporate Services and is responsible for financial Accounting and finance management functions

a) Job Specification

Duties and Responsibilities:

- i. Advising management on all policies and strategies relating to finance and accounting;
- ii. Ensuring preparation of budget estimates and undertaking budgetary controls;
- iii. Ensuring preparation of financial reports and Statements and submission to relevant institutions and partners;

- iv. Ensuring forecasting of cash flows and manage allocated funds;
- v. Ensuring development of budget and utilization reports;
- vi. Ensuring collection of money and revenues due to the service;
- vii. Overseeing maintenance of accurate and complete financial records at the service and regularly review the financial tools;
- viii. Ensuring development and implementation of internal financial controls;
- ix. Coordinating preparation of budget proposals and cash flow projections;
- x. Designing, monitoring and supervising implementation of internal controls to safeguard the assets of the service;
- xi. Developing, implementing and ensuring compliance with internal financial and accounting policies and procedures;
- xii. Undertaking financial management and reporting;
- xiii. Ensuring there is an efficient and effective management of Asset register of the service for financial reporting;
- xiv. Ensuring compliance with all statutory obligations;
- xv. Coordinating financial audits and ensuring implementation of financial audit recommendations;
- xvi. Ensuring work plans and budgets estimates for the service are developed for approval;
- xvii. Ensuring all monthly, quarterly and annual reports for the department are prepared and submitted;
- xviii. Preparation of draft board papers for review by the Director Corporate Services and approval by the CEO;
- xix. Coordinating skills gap and training needs assessment for the departmental staff;
- xx. Participating in the recruitment of staff within the department;
- xxi. Participating in the development and review of the Institution's strategic plan;
- xxii. Coordinating development of departmental annual procurement needs report;
- xxiii. Assisting in Designing, implementing, monitoring and supervision of internal financial control;
- xxiv. Ensuring timely preparation and presentation of financial statements;
- xxv. Ensuring the service performs to the requirements of State Corporations Act as well as International Public Accounting Standards;
- xxvi. Ensuring effective financial mobilization and management including exercising expenditure control;
- xxvii. Ensuring full compliance with the laws and regulations/procedures on accounting requirements;

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- ii. Master's degree in Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;

- iii. Certified Public Accountant (CPA) or Certified Chartered Accountant (ACCA) or equivalent qualification from a recognized institution;
- iv. Member of the Institute Certified Public Accountants of Kenya professional Body in good standing
- v. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- vi. Attended a Senior Management course lasting not less than four (4) weeks;
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications including Accounting packages;
- ii. Communication Skills;
- iii. Strategic and innovative thinking;
- iv. Leadership skills;
- v. Supervisory skills;
- vi. Analytical Skills;
- vii. Keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated ability to implement Quality Management Systems;
- vi. A track-record of excellent time management skills.

6.4 Career Guidelines for Human Capital Officers

a) Job Purpose

The Human Resource and Administration Management Officers are responsible for the management of the Human Resources function; including formulation, periodic review and implementation of Human Resource policies; compensation and benefits; staff training and development; employee industrial relations; staff performance appraisal; recruitment, deployment, communication, staff discipline, leave administration, remuneration, staff welfare, Human Resource planning and staff development.

b) Function

- i. Implementation of human resource and administration policies, rules and regulations;
- ii. Implementation of human resource plans and strategies;
- iii. Monitoring and coordinating implementation of human resource management policies, rules and regulations;
- iv. Monitoring and coordinating the implementation of staff training and development programs;

- v. Monitoring adherence and implementation of the departmental work plans;
- vi. Supervising the performance appraisals for the support staff within the departments;
- vii. Implementation of the Career Progression Guidelines within the service;
- viii. Implementation of the human resource information system within the service;
- ix. Administration and Records Management functions of the service;
- x. Provision of security for premises and staff;
- xi. Secretary to the Human Resource Advisory Committee (HRAC);
- xii. Design, implementation and periodic review of security systems;
- xiii. Organization of staff retreats, seminars, functions, forums through acquisition of venues, inspection of venues and facilitation of transport;
- xiv. Preparing and submitting quarterly reports on the implementation of the work plan;
- xv. Preparation and submission of quarterly reports on administration within the Fund; and
- xvi. Preparation and submission of quarterly reports on performance target setting and appraisal for staff within the department.

c) Grading Structure and Scope

Table 8: Human Capital Officers

S/No.	Designation	Job Grade
1	Assistant Human Capital Officer	8
2	Senior Assistant Human Capital Officer	7
3	Human Capital Officer	6
4	Senior Human Capital Officer	5
5	Principal Human Capital Officer	4
7	Deputy Director - Human Capital	3

Note: The grade of Human Capital Officer Job Grade KEPHIS 6 and Senior Human Capital Officer Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Degree in Social Sciences/Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya;
- ii. Master's degree in Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya Have Certificate in a Management course from a recognized institution;
- iii. CHRP (K) or an equivalent relevant qualification from a recognized institution;

- iv. Professional qualification and membership in a professional body in good standing;
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Supervisory course lasting not less than 2 weeks from a recognized institution; and
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Excellent analytical skills;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills.
- vii. Report writing skills.
- viii. Problem solving skills.
- ix. Communication skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems;
- v. Demonstrated results in work performance;
- vi. A track-record of excellent time management skills;
- vii. Knowledge in labour laws;
- viii. Experience in human resource information systems including database management;
- ix. Excellent administrative capabilities;
- x. Experience of managing conflicting workloads and priorities.

6.5 Job and Person Specification

6.5.1 Assistant Human Capital Officer, Job Grade KEPHIS 8

a) Job Specification

Duties and Responsibilities:

- i. Maintenance of ISO certification;
- ii. Assisting during meetings, conferences, and other special events; coordination and attending committee meetings;
- iii. Assisting in identification of vacant officers for allocation to staff;
- iv. Supervising cleanliness in the offices and grounds;
- v. Assisting with recruitment and selection of casual staff at the regional offices;

- vi. General administrative duties;
- vii. Administration of internship and student attachment programmes;
- viii. Overtime administration;
- ix. Management of staff welfare programmes at the regional offices;
- x. Managing the Human Resource Information System at the regional office;
- xi. Organizing for meetings and follow up on actions;
- xii. Supervision of Subordinates;
- xiii. Telephone management at the regional offices;
- xiv. Transport management at the regional office.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Human Resource Management/Business Administration/Public Administration or other relevant course from an institution recognized in Kenya; and
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work.

6.5.2 Senior Assistant Human Capital Officer, Job Grade KEPHIS 7

a) Job Specification

Duties and Responsibilities:

- i. Maintenance of ISO certification;
- ii. Coordination of meetings, conferences, and other special events;
- iii. Identification of vacant officers for allocation to staff;
- iv. Supervising cleanliness in the offices and grounds;
- v. Recruitment and selection of casual staff at the regional offices;
- vi. General administrative duties;
- vii. Administration of internship and student attachment programmes;
- viii. Overtime administration;
- ix. Management of staff welfare programmes at the regional offices;
- x. Managing the Human Resource Information System;
- xi. Organizing for meetings and follow up on actions;

- xii. Supervision of Subordinates;
- xiii. Telephone management and
- xiv. Transport management.

b) Person specification

For appointment to this grade a candidate must have:

- i. Diploma in Human Resource Management/Business Administration/Public Administration or other relevant course from an institution recognized in Kenya;
- ii. Four (4) years relevant work experience;
- iii. Membership of a recognized professional body;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Good Communication Skills;
- iii. Analytical Skills;
- iv. Keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance.

6.5.3 Human Capital Officer, Job Grade KEPHIS 6

a) Job Specification

Duties and Responsibilities:

- i. Assisting in Drafting and verification of routine correspondences;
- ii. Assisting in Processing payroll;
- iii. Assisting in Collating and analysing training applications;
- iv. Assisting in Processing employee recruitment, promotion and exit documents;
- v. Assisting in processing of leave applications, sick sheets and sick offs;
- vi. Updating of Staff Medical details, National Hospital Insurance Fund (NHIF) and National Social Security Fund (NSSF) records;
- vii. Maintaining complement control;
- viii. Carrying out leave administration;
- ix. Updating human resource database; and
- x. Analysing data on work environment and employees' satisfaction surveys.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Degree in Social Sciences/Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya;
- ii. CHRP II or an equivalent relevant qualification from an institution recognized in Kenya;
- iii. Membership in a relevant professional body in good standing;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Analytical Skills;
- iv. Keen to details.

d) Competencies

- i. Knowledge of Human Resource Management systems.
- ii. Knowledge of national labour laws.
- iii. Ability to work under pressure;
- iv. Ability to work independently and in a team;
- v. Ability to multi-task and prioritize work;
- vi. Demonstrated results in work performance;
- vii. Demonstrated ability to implement Quality Management Systems;
- viii. A track-record of excellent time management skills.

6.5.4 Senior Human Capital Officer, Job Grade KEPHIS 5

a) Job Specification

Duties and Responsibilities:

- i. Identifying, designing and implementing training programs based on identified needs;
- ii. Providing guidance on development and updating of the human resource database;
- iii. Preparation of training projections and plans;
- iv. Administering the payroll system;
- v. Reconciliation of staff complement and establishment;
- vi. Preparing and compiling staff deductions done outside the payroll;
- vii. Drafting disciplinary and summarizing letters and cases;
- viii. Supervising the update of the human resource database in the service;
- ix. Drawing a plan for the annual performance target setting in the service for review by management;

- x. Drawing a plan for the annual performance appraisal process within the service for review by management;
- xi. Coordinating issues of staff welfare;
- xii. Processing staff travel clearance and other insurances related to staff;
- xiii. Preparing and submitting all statutory deductions;
- xiv. Processing pension claims.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least four (4) years of experience as a Human Resource and Administration officer;
- ii. Degree in Social Sciences/Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya;
- iii. CHRP I or an equivalent relevant qualification from an institution recognized in Kenya;
- iv. Membership in a relevant professional body in good standing;
- v. Attended as supervisory course lasting not less than two weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Analytical Skills;
- iv. Keen to details.

d) Competencies

- i. Be proficient in Human Resource information systems;
- ii. Knowledge of national labour laws.
- iii. Ability to work under pressure;
- iv. Ability to work independently and in a team;
- v. Ability to multi-task and prioritize work;
- vi. Demonstrated results in work performance;
- vii. Demonstrated ability to implement Quality Management Systems;
- viii. A track-record of excellent time management skills.

6.5.5 Principal Human Capital Officer, Job Grade KEPHIS 4

a) Job Specification

Duties and Responsibilities:

- i. Participate in the development, implementation and review of the Service's Human Resource policies, procedures and processes;

- ii. Participate in the development, implementation and evaluation of staff career and succession plans, progression and development to determine their effectiveness as tools for staff attraction, retention, motivation and job satisfaction;
- iii. Assist in development, implementation and evaluation of staff benefits schemes and rewards systems as ways of improving staff motivation, job satisfaction, attraction and retention;
- iv. Coordination of staff performance management in line with the Corporation's annual objectives and targets;
- v. Assist in Coordination of recruitment and selection of staff;
- vi. Assist in human resource planning and undertaking organization review to ensure an optimal structure;
- vii. Manage learning and development in the organization;
- viii. Monitoring adherence to the Service's approved Human Resource policies and procedures;
- ix. Assist in payroll management.
- x. Preparing and submitting quarterly reports on the implementation of the work plan;
- xi. Preparation and submission of quarterly reports;
- xii. Preparation and submission of quarterly reports on performance target setting and appraisal for staff within the department.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Degree in Social Sciences/Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya;
- ii. Master's degree in Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya Have Certificate in a Management course from a recognized institution;
- iii. CHRP (K) or an equivalent relevant qualification from a recognized institution;
- iv. Professional qualification and membership in a professional body in good standing;
- v. At least eight (8) of relevant work experience, with three (3) years as a Senior Human Resource and Administration Officer;
- vi. Attended a Senior Management Course from a recognized institution lasting not less than four (4) weeks;
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Strategic and innovative thinking;
- iv. Leadership skills;
- v. Supervisory skills;

- vi. Analytical Skills; and
- vii. Keen to details.

d) Competencies

- i. Knowledge of national labour laws;
- ii. Proficiency in human resource information systems;
- iii. Ability to work under pressure;
- iv. Ability to work independently and in a team;
- v. Ability to multi-task and prioritize work;
- vi. Demonstrated results in work performance;
- vii. Demonstrated ability to implement Quality Management Systems;
- viii. A track-record of excellent time management skills.

6.5.6 Deputy Director, Human Capital, Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. Advise the Board and Management on matters relating to human resources management;
- ii. Initiate the development, implementation and review of the Corporation's Human Resource policies, procedures and processes;
- iii. Develop, implement and evaluate staff career and succession plans, progression and development to determine their effectiveness as tools for staff attraction, retention, motivation and job satisfaction;
- iv. Develop, implement and evaluate staff benefits schemes and rewards systems as ways of improving staff motivation, job satisfaction, attraction and retention;
- v. Coordinate staff performance management in line with the Corporation's annual objectives and targets;
- vi. Coordinate recruitment and selection of staff;
- vii. Manage human resource planning and undertaking organization review to ensure an optimal structure;
- viii. Manage learning and development in the organization;
- ix. Ensure the Service's approved Human Resource policies and procedures are adhered to;
- x. Manage the Service's payroll.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Social Sciences/Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya;
- ii. Master's degree in Human Resource Management/Business Administration (Human Resource Management Option) or other relevant course from a university recognized in Kenya;

- iii. CHRP (K) or an equivalent relevant qualification from a recognized institution;
- iv. Membership in a relevant professional in good standing;
- v. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- vi. Attended a Senior Management course lasting not less than four (4) weeks;
- vii. Membership in a relevant professional body in good standing;
- viii. Management course lasting not less than four (4) weeks;
- ix. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Strategic and innovative thinking;
- iv. Leadership skills;
- v. Supervisory skills;
- vi. Analytical Skills; and
- vii. Keen to details.

d) Competencies

- i. Proficiency in human resource information systems;
- ii. Knowledge of national labour laws;
- iii. Ability to work under pressure;
- iv. Ability to work independently and in a team;
- v. Ability to multi-task and prioritize work;
- vi. Demonstrated results in work performance;
- vii. Demonstrated ability to implement Quality Management Systems;
- viii. A track-record of excellent time management skills.

6.6 Career Guideline for Records Management Officers

a) Job Purpose

The Records Officers are responsible for maintaining the records of the Service from the time they are created up to their eventual disposal. They are also responsible for the efficient management of registry services in the Service including security of information and records in the Service.

b) Functions

The Records Officers functions entails:

- i. Formulation, implementation and review of records and knowledge management policies, standards, and procedures;
- ii. Ensuring sound records management practices are implemented and managed;

- iii. Oversee maintenance and disposition of records in accordance with the records retention and disposal act and other relevant laws;
- iv. Keep safe custody and security of the records of the Service;
- v. Management of registries and information resources;
- vi. Maintaining a file index of all records/materials in the Service; and
- vii. Liaising with the Kenya National Archives and Documentation Services on Appraisal and Disposal of Records.

c) Grading Structure and Scope

Table 9: Records & Knowledge Management Officers

Designation	Job Grade
Assistant Records Management Officers	KEPHIS 8
Senior Assistant Records Management Officers	KEPHIS 7
Records Management Officer	KEPHIS 6
Senior Records Management Officer	KEPHIS 5
Principal Records & Knowledge Management Officer	KEPHIS 4

The position of Assistant Records Management Officer/ Senior Assistant Records Management Officer KEPHIS 8/7 as well as the position of the Records Management Officer/ Senior Records Management Officer KEPHIS 6/5 will form a common establishment.

d) Recognized qualifications

- i. Higher National Diploma/Diploma in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- ii. Bachelors Degree in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines: Library and Information Management or Science, Records Management, MBA- Management Information System option or equivalent qualification from a recognized institution;
- iv. Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Supervisory course lasting not less than 2 weeks from a recognized institution;
- vi. Membership to a Professional body;
- x. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Excellent analytical skills;

- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems;
- v. Demonstrated results in work performance;
- vi. A track-record of excellent time management skills;
- vii. Knowledge in labour laws;
- viii. Experience in human resource information systems including database management;
- ix. Excellent administrative capabilities;
- x. Experience of managing conflicting workloads and priorities.

6.7 Job and Person Specification

6.7.1 Assistant Records Management Officer Job Grade KEPHIS 8

a) Job specification

This is the entry position for Assistant Records Officers. A candidate under this level will work under guidance and supervision of a Senior Officer and can be deployed in either Records or Human Resource functions.

Duties and responsibilities at this level entail:

- i. Developing and updating file index;
- ii. Receiving and filing of records and information;
- iii. Making data entries;
- iv. Storing and retrieving records and information;
- v. Tracking of files and documents;
- vi. Indexing, profiling and distribution of memos;
- vii. Circulating of files and documents;
- viii. Receiving, filing, retrieving and dispatching of records and information.

b) Person Specification

- i. Higher National Diploma/Diploma in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;

- ii. Meets requirements of the Chapter six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Organizational skills
- iii. Communication skills; and
- iv. Administrative skills
- v. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Experience in document indexing;
- v. Demonstrated experience in Filing.

6.7.2 Senior Assistant Records Officer Job Grade KEPHIS 7

The officer under this level will work under guidance and supervision of a Senior Officer and can be deployed in either Records or Human Resource functions.

a) Job Specification

Duties and responsibilities at this level entail:

- i. Receiving, stamping and circulation of mails to the relevant departments;
- ii. Carrying out record inventory in the department;
- iii. Preparation of records for appraisal and disposal;
- iv. Dispatching and distributing of internal and external mails;
- v. Filing and circulating or records and documents;
- vi. Filing and folioing of documents and records;
- vii. Tracking of files and documents.

b) Person specification

- i. Higher National Diploma/Diploma in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- ii. At least two years relevant work experience from private or public institution;
- iii. Meets requirements of the Chapter six (6) of the Constitution of Kenya.

c) Skills

- i. Communication skills;
- ii. Administrative skills;
- iii. Organizational skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Experience in document indexing;
- v. Demonstrated experience in Filing;
- vi. Demonstrated results in work performance.

6.7.3 Records Management Officer

The officer at this level works under the supervision and guidance of a senior officer.

a) Job specification

Duties and responsibilities:

- i. Preparing indexes, classified descriptive lists, location guides and inventory lists;
- ii. Coordinating the receiving, sorting, opening and dispatching of mails or related registers;
- iii. Ensuring security of information, documents, files and office equipment;
- iv. Coordinating maintenance of files, records and registry;
- v. Initiating appraisal and disposal of files and documents;
- vi. Advising on care, preservation and control of records;
- vii. Preparing temporary value records for off-site storage;
- viii. Creating and maintaining databases for control and retrieval of records;
- ix. Ensuring pending correspondence and bring-ups are checked and appropriate action is taken;
- x. Appraising and disposing files and documents in liaison with National Archives and Documentation Services;
- xi. Ensuring proper storage, custody and preservation of archives.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Communication skills
- ii. Administrative skills
- iii. Organizational skills

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Experience in document indexing;
- v. Demonstrated experience in Filing; and
- vi. Demonstrated results in work performance

6.7.4 Senior Records Management Officer Job Grade KEPHIS 5

a) Job specification

Duties and responsibilities at this level entail;

- i. Collecting, compiling and availing records and information;
- ii. Coding and indexing of files as stipulated in the records management manuals;
- iii. Ensuring safe storage and retrieval of the Authority's records;
- iv. Keeping safe custody and confidentiality of the Authority's records and information;
- v. Appraising and updating records for retention and disposal process;
- vi. Instituting records management classification systems;
- vii. Creating, maintaining, usage and disposition of records in accordance with the records retention and disposal act and other relevant laws;
- viii. Identifying and communicating potential risk pertaining to records management;
- ix. Facilitating conversion of the Authority's records management process from paper records to electronic records;
- x. Developing system design to support records management function;
- xi. Developing of section reports, work plans and procurement plans and budget;
- xii. Ensuring efficient and effective management of registry services;
- xiii. Identifying and reporting potential risk pertaining to records management;
- xiv. Overseeing prompt filing and dispatch of mails and retrieval of mails/records as and when required;
- xv. Setting performance targets and identifying skill gaps for training.

b) Person Specification

- i. Bachelor's Degree in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- ii. At least four years relevant work experience from private or public institution.

- iii. Supervisory course lasting not than two (2) weeks from a recognized institution;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Communication skills;
- ii. Interpersonal skills
- iii. Administrative skills;
- iv. Organizational skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Experience in document indexing;
- v. Demonstrated ability to implement Quality Management Systems;
- vi. Demonstrated experience in Filing;
- vii. Demonstrated results in work performance.

6.7.5 Principal Records Management

This is the top most position in the Records and Knowledge Management Officers cadre. The officer at this level reports to the Director Corporate Services and is responsible for Records and Information management functions.

a) Job specification

Duties and responsibilities entail;

- i. Advising management on all policies and strategies relating to Records and Information Management.
- ii. Ensuring formulation, implementation and review of records and knowledge management policies, standards, and procedures;
- iii. Ensuring sound records management practices are implemented and managed;
- iv. Overseeing the maintenance and disposition of records in accordance with the records retention and disposal act and other relevant laws;
- v. Ensuring safe custody and security of the Authority's records;
- vi. Coordinating knowledge sharing initiatives in the Authority;
- vii. Overseeing the management of registries and information resources;
- viii. Overseeing maintenance of file index of all records/materials in the Authority;
- ix. Liaising with the Kenya National Archives and Documentation Services on Appraisal and Disposal of Records;
- x. Management of automated systems and other information sources and ensuring provision with regulations relating with provision of information in the Authority;

- xi. Overseeing collection, compilation, processing, preservation, retrieval and dissemination of information;
- xii. Ensuring a Current Awareness Service (CAS) is in operation;
- xiii. Ensuring the Selection and acquisition of information in consultation with researchers and other professionals;
- xiv. Ensuring relevant materials are sourced for to equip the Knowledge Centre;
- xv. Ensuring development, a knowledge management system to preserve corporate memory and dissemination of up to date information;
- xvi. Ensuring there is provision of adequate and authentic library and research information resources;
- xvii. Advising on the appropriate information and security systems;
- xviii. Ensuring the implementation of a quality assurance systems in Knowledge and Records Management;
- xix. Ensuring there is collaboration with relevant national and international institutions for information sharing;
- xx. Ensuring there is developing, implementing and reviewing Information Literacy and Competency Training for actual and potential knowledge center users;
- xxi. Ensuring a needs assessment has been carried out for the knowledge center actual and users;

b) Person Specification

- i. Bachelor's Degree in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;
- ii. Masters degree in any of the following disciplines: Library and Information Management or Science, Records Management, MBA- Management Information System option or equivalent qualification from a recognized institution;
- iii. At least ten years' experience, three of which must have been at a management level in public or private sector;
- iv. Member of a professional Body in good standing;
- v. Attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Management skills
- ii. Supervisory Skills
- iii. Communication skills;
- iv. Interpersonal skills
- v. Administrative skills;
- vi. Organizational skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Experience in document indexing;
- v. Demonstrated ability to implement Quality Management Systems;
- vi. Demonstrated experience in Filing;
- vii. Demonstrated results in work performance.

6.8 Career Guidelines for Catering & Accommodation Officers

a) Job Purpose

The Catering and Accommodation Officers are responsible for preparation and service at catering, conference and accommodation facilities.

b) Function

- i. Overall management of Catering, Conference and Accommodation services;
- ii. Monitor cleanliness and sanitation in cafeteria, accommodation area and meeting rooms;
- iii. Supervise staff and ensure duties are carried out to the highest standards;
- iv. Prepare budget estimating Catering, Conference and Accommodation requirements;
- v. Compiling of duty Rota;
- vi. Comply with sanitation regulations;
- vii. Ensure fumigation is done as required;
- viii. Ensure continuous maintenance and replacement of the catering, conference and housekeeping equipment, linen and staff uniform;
- ix. Liaise with other departments and external clients on Catering, Conference and Accommodation;
- x. Record all requests for Catering, Conference and Accommodation services;
- xi. Purchase of all materials necessary for Catering, Conference and Accommodation services;
- xii. Supervision of Catering, Conference and Accommodation services.

c) Grading Structure

Table 10: Catering and Accommodation Officer

Designation	KEPHIS Grade
Catering and Accommodation Assistant	8
Senior Catering and Accommodation Assistant	7
Catering and Accommodation Officer	6
Senior Catering and Accommodation Officer	5

Note: The grade of Catering and Accommodation Assistant Job Grade KEPHIS 8 and Senior Catering and Accommodation Assistant Job Grade KEPHIS 8 as well as the grade of Catering and Accommodation Officer Job Grade KEPHIS 6 and Senior Catering and Accommodation Officer Job Grade KEPHIS 5 forms a common establishment.

d) Required Qualifications

- i. Diploma in food production including food and Beverage Service or any other relevant qualification from a recognized institution;
- ii. Relevant degree from a recognized institution;
- iii. Four (4) years' experience as catering officer;
- iv. Supervisory course lasting not less than two (2) weeks;
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

f) Competencies

- i. Basic understanding of housekeeping;
- ii. Ability to work under pressure;
- iii. Ability to work independently and in a team;
- iv. Ability to multi-task and prioritize work;
- v. Demonstrated ability to implement Quality Management Systems.

6.9 Job and Person Specification

6.9.1 Catering and Accommodation Assistant Job Grade KEPHIS 8

a) Job Specification

Duties and Responsibilities:

- i. Assisting in Management of catering, conference and accommodation services;
- ii. Ensure cleanliness and sanitation of catering and accommodation area as well as meeting rooms;
- iii. Ensuring fumigation is done as required;
- iv. Maintaining catering, conference and housekeeping equipment, linen and staff uniform;
- v. Liaise with other departments and external clients on catering, accommodation and conferencing facilities;
- vi. Recording all requests for conference and accommodation services required;
- vii. Ensuring cleanliness in conference and accommodation areas.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in housekeeping or any other relevant qualification from a recognized institution;
- ii. KCSE D+ with four years relevant experience;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;

d) Competencies

- i. Basic understanding of housekeeping;
- ii. Ability to work under pressure;
- iii. Ability to work independently and in a team.

6.9.2 Senior Catering and Accommodation Assistant Job Grade KEPHIS 7

a) Job Specification

Duties and Responsibilities:

- i. Assisting in Management of conference and accommodation services;
- ii. Ensure cleanliness and sanitation of accommodation area and meeting rooms;
- iii. Ensuring fumigation is done as required;
- iv. Maintaining catering and housekeeping equipment, linen and staff uniform;
- v. Liaise with other departments and external clients on catering and conferencing facility;

- vi. Recording all requests for conference and accommodation services required;
- vii. Ensuring cleanliness in conference and accommodation areas.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in housekeeping or any other relevant qualification from a recognized institution;
- ii. Four (4) years relevant experience as Catering and Accommodation Assistant;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Problem solving skills.

d) Competencies

- i. Basic understanding of housekeeping;
- ii. Ability to work under pressure;
- iii. Ability to work independently and in a team;
- iv. Ability to multi-task and prioritize work; and
- v. Demonstrated ability to implement Quality Management Systems.

6.9.3 Catering and Accommodation Officer Job Grade KEPHIS 6

a) Job specification

Duties and Responsibilities:

- i. Overall management of Catering, conference and Accommodation services;
- ii. Monitor cleanliness and sanitation in catering and accommodation area as well as the meeting rooms;
- iii. Supervise staff and ensure duties are carried out to the highest standards;
- iv. Prepare budget estimating Catering, Conference and Accommodation requirements;
- v. Compiling of duty Rota;
- vi. Comply with sanitation regulations;
- vii. Ensure fumigation is done as required;
- viii. Ensure continuous maintenance and replacement of the catering, conference and housekeeping equipment, linen and staff uniform;
- ix. Liaise with other departments and external clients on catering, Conference and Accommodation;
- x. Record all requests for catering, conference and accommodation services;

- xi. Purchase of all materials necessary for catering, conference and Accommodation services; and
- xii. Supervision of catering, conference and Accommodation services.

b) Person specification

For appointment to this grade a candidate must have:

- i. Relevant degree from a recognized institution;
- ii. Diploma in housekeeping or any other relevant qualification from a recognized institution;
- iii. Kenya Certificate of Secondary Education (KCSE); and
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Basic understanding of housekeeping;
- ii. Ability to work under pressure;
- iii. Ability to work independently and in a team;
- iv. Ability to multi-task and prioritize work; and
- v. Demonstrated ability to implement Quality Management Systems.

6.9.4 Senior Catering and Accommodation Officer Job Grade KEPHIS 5

a) Job specification

Duties and Responsibilities:

- i. Overall management of catering, Conference and Accommodation services;
- ii. Monitor cleanliness and sanitation in catering and accommodation area as well as the meeting rooms;
- iii. Supervise staff and ensure duties are carried out to the highest standards.
- iv. Prepare budget estimating Catering, Conference and Accommodation requirements.
- v. Compiling of duty Rota.
- vi. Comply with sanitation regulations.
- vii. Ensure fumigation is done as required.
- viii. Ensure continuous maintenance and replacement of the catering, conference and housekeeping equipment, linen and staff uniform.

- ix. Liaise with other departments and external clients on Catering, Conference and Accommodation.
- x. Record all requests for catering, conference and accommodation services.
- xi. Purchase of all materials necessary for catering, conference and accommodation services and
- xii. Supervision of catering, conference and accommodation services.

b) Person specification

For appointment to this grade a candidate must have:

- i. Relevant degree from a recognized institution;
- ii. Diploma in food production including food and Beverage Service or any other relevant qualification from a recognized institution;
- iii. Four (4) years' experience as catering officer;
- iv. Supervisory course lasting not less than two (2) weeks;
- v. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Basic understanding of housekeeping;
- ii. Ability to work under pressure;
- iii. Ability to work independently and in a team;
- iv. Ability to multi-task and prioritize work;
- v. Demonstrated ability to implement Quality Management Systems.

6.10 Career Guidelines for Works Inspectors

a) Job Purpose

The works inspector is responsible for all construction works, repairs and maintenance in the service.

b) Function

- i. Supervise and coordination of constructions works to standard and maintaining premises.
- ii. Guiding in designing construction works.
- iii. Advising management on construction works, repairs and maintenance of work premises.
- iv. Budgeting for constructions works, repairs and maintenance.

- v. Undertaking regular inspections of corporate premises and advising management on appropriate actions.
- vi. Advising management on rates payable by staff occupying corporate houses in liaison with the relevant Government Ministry.

c) Grading Structure and Scope

Table 11: Works Inspector

S/NO	DESIGNATION	KEPHIS Grade
1.	Assistant Works Inspector	8
2.	Senior Assistant Works Inspector	7

Note: The grade of Assistant Works Inspector Job Grade KEPHIS 8 and Senior Assistant Works Inspector Job Grade KEPHIS 7 form a common establishment.

d) Recognized Qualifications

- i. Diploma in building and civil engineering or its equivalent from an institution recognized in Kenya;
- ii. Relevant work experience; and
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Supervision Skills;
- iv. Records management skills;
- v. Negotiation skills and
- vi. Organizational Skills.

f) Competencies

- i. Knowledge of occupational safety and health laws and regulations;
- ii. Experience in building processes;

6.11 Job and Person Specification

6.11.1 Assistant Works Inspector Job Grade KEPHIS 8

a) Job specification

Duties and Responsibilities:

- i. Assisting in supervision and coordination of constructions works to standard and maintaining premises;
- ii. Assisting in designing construction works;
- iii. Assisting on construction works, repairs and maintenance of work premises.
- iv. Assisting on budgeting for constructions works, repairs and maintenance.
- v. Assisting on regular inspections of corporate premises and advising management on appropriate actions;
- vi. Obtaining rates payable by staff occupying corporate houses in liaison with the relevant Government Ministry.

b) Person specification

For appointment to this grade a candidate must have:

- i. Diploma in building and civil engineering or its equivalent from an institution recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team and
- iii. Ability to multi-task and prioritize work.

6.11.2 Senior Assistant Works Inspector Job Grade KEPHIS 7

a) Job specification

Duties and Responsibilities:

- i. Supervise and coordination of constructions works to standard and maintaining premises;
- ii. Guiding in designing construction works;
- iii. Advising management on construction works, repairs and maintenance of work premises.
- iv. Ensuring that budgets for constructions works, repairs and maintenance are done.

- v. Ensuring that inspections of corporate premises are done and advising management on appropriate actions;
- vi. Advising management on rates payable by staff occupying corporate houses in liaison with the relevant Government Ministry.

b) Person specification

For appointment to this grade a candidate must have:

- i. Diploma in building and civil engineering or its equivalent from an institution recognized in Kenya;
- ii. Four (4) years relevant work experience;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Supervision skills;
- iv. Records management skills;
- v. Negotiation skills and
- vi. Organizational skills.

d) Competencies

- i. Knowledge of occupational safety and health laws and regulations;
- ii. Experience in building processes.

6.12 Career Guidelines for Mechanical Inspector

a) Job Purpose

The mechanical inspector is responsible for diagnosing mechanical problems in KEPHIS fleet of vehicles, tractors and motorcycles in the service, advising on repairs required and management of the transport function. Diagnosing mechanical problems in KEPHIS fleet of vehicles, tractors and motorcycles in the service and advising on repairs required.

b) Function

- i. Diagnosing mechanical problems in KEPHIS fleet of vehicles, tractors and motorcycles in all stations and advising on repairs required;
- ii. Responsible for minor repair and maintenance of mechanical installations including diesel engines, motor vehicles and plant, firefighting equipment, refrigeration and air-conditioning plants;
- iii. Prepare specifications and estimates for mechanical installations and motor vehicles;

- iv. Maintaining all motor vehicles, tractors and motorcycles in serviceable condition and carry out minor repairs and service whenever necessary in all stations;
- v. Monitoring transport cost and ensuring cost effective usage of all vehicles, motorcycles and tractors;
- vi. Maintaining up to date records KEPHIS fleet of vehicles, tractors and motorcycles in all stations including status of the licenses and insurance policies;
- vii. Ensuring that the licenses and policies are renewed on time;
- viii. Preparing service schedules for all the vehicles in the Corporation; and
- ix. Ensuring that the service schedules are adhered to and the affected stations/departments are informed to avoid disruption of their work programs.

c) Grading Structure and Scope

Table 12: Mechanical Inspectors

S/NO	DESIGNATION	KEPHIS Grade
1.	Assistant Mechanical Inspector	8
2.	Senior Assistant Mechanical Inspector	7
3.	Mechanical Inspector	6
4.	Senior Mechanical Inspector	5

Note: The grade of Senior Assistant Mechanical Inspector Job Grade KEPHIS 8 and Assistant Mechanical Inspector Job Grade KEPHIS 7 form a common establishment while the grade of mechanical inspector Job Grade KEPHIS 6 and senior mechanical inspector Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Diploma in Mechanical Engineering from an institution recognized in Kenya;
- ii. Bachelor's degree in Mechanical Engineering from a university recognized in Kenya; and
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Supervision skills;
- iv. Records management skills;
- v. Negotiation and
- vi. Organizational Skills.

f) Competencies

- i. Aptitude in mechanical and motor vehicle repair and maintenance;
- ii. Be conversant with Government regulations relating to stores management and tendering;
- iii. Knowledge of occupational safety and health laws and regulations.

6.13 Job and Person Specification

6.13.1 Assistant Mechanical Inspector Job Grade KEPHIS 8

a) Job specification

Duties and Responsibilities:

- i. Assisting in diagnosing mechanical problems in KEPHIS fleet of vehicles, tractors and motorcycles in all stations and advising on repairs required;
- ii. Assisting in minor repairs and maintenance of mechanical installations including diesel engines, motor vehicles and plant, firefighting equipment, refrigeration and air-conditioning plants;
- iii. Assisting in Preparation of specifications and estimates for mechanical installations and motor vehicles;
- iv. Assisting in maintenance of all motor vehicles, tractors and motorcycles in serviceable condition and carry out minor repairs and service whenever necessary in all stations;
- v. Assisting in monitoring of transport cost and ensuring cost effective usage of all vehicles, motorcycles and tractors;
- vi. Assisting in maintenance of up to date records KEPHIS fleet of vehicles, tractors and motorcycles in all stations including status of the licenses and insurance policies;
- vii. Assisting in timely renewal of licenses and policies;
- viii. Assisting in preparation of service schedules for all the vehicles in the Corporation; and
- ix. Informing relevant stations/departments of service schedules to avoid disruption of their work programs;

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Mechanical Engineering from an institution recognized in Kenya; and
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Records management skills;

d) Competencies

- i. Aptitude in mechanical and motor vehicle repair and maintenance;
- ii. Knowledge of occupational safety and health laws and regulations.

6.13.2 Senior assistant Mechanical Inspector Job Grade KEPHIS 7

a) Job specification

Duties and Responsibilities:

- i. Diagnosing mechanical problems in KEPHIS fleet of vehicles, tractors and motorcycles in all stations and advising on repairs required;
- ii. Responsible for minor repair and maintenance of mechanical installations including diesel engines, motor vehicles and plant, firefighting equipment, refrigeration and air-conditioning plants;
- iii. Prepare specifications and estimates for mechanical installations and motor vehicles;
- iv. Maintaining all motor vehicles, tractors and motorcycles in serviceable condition and carry out minor repairs and service whenever necessary in all stations;
- v. Monitoring transport cost and ensuring cost effective usage of all vehicles, motorcycles and tractors;
- vi. Maintaining up to date records KEPHIS fleet of vehicles, tractors and motorcycles in all stations including status of the licenses and insurance policies;
- vii. Ensuring that the licenses and policies are renewed on time;
- viii. Preparing service schedules for all the vehicles in the Corporation; and
- ix. Ensuring that the service schedules are adhered to and the affected stations/departments informed to avoid disruption of their work programs.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Mechanical Engineering from an institution recognized in Kenya.
- ii. Four (4) years relevant work experience;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Records management skills; and
- iv. Organizational Skills.

d) Competencies

- i. Aptitude in mechanical and motor vehicle repair and maintenance; and
- ii. Knowledge of occupational safety and health laws and regulations.

6.13.3 Mechanical Inspector Job Grade KEPHIS 6

a) Job specification

Duties and Responsibilities:

- i. Diagnosing mechanical problems in KEPHIS fleet of vehicles, tractors and motorcycles in all stations and advising on repairs required;
- ii. Repair and maintenance of mechanical installations including diesel engines, motor vehicles and plant, firefighting equipment, refrigeration and air-conditioning plants;
- iii. Prepare specifications and estimates for mechanical installations and motor vehicles;
- iv. Maintaining all motor vehicles, tractors and motorcycles in serviceable condition and carry out minor repairs and service whenever necessary in all stations;
- v. Monitoring transport cost and ensuring cost effective usage of all vehicles, motorcycles and tractors;
- vi. Maintaining up to date records KEPHIS fleet of vehicles, tractors and motorcycles in all stations including status of the licenses and insurance policies;
- vii. Renewing licenses and policies are renewed on time;
- viii. Maintenance of service schedules for all the vehicles in the Corporation;
- ix. Enforcement of service schedules to avoid disruption of their work programs.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Mechanical Engineering from a university recognized in Kenya;
- ii. Diploma in Mechanical Engineering from an institution recognized in Kenya;
- iii. Four (4) years relevant work experience; and
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Records management skills; and
- iv. Organizational Skills.

d) Competencies

- i. Aptitude in mechanical and motor vehicle repair and maintenance; and
- ii. Knowledge of occupational safety and health laws and regulations.

6.13.4 Senior Mechanical Inspector Job Grade KEPHIS 5

a) Job specification

Duties and Responsibilities:

- i. Ensuring diagnosis of mechanical problems in KEPHIS fleet of vehicles, tractors and motorcycles in all stations and advising on repairs required;
- ii. Ensuring that minor repairs and maintenance of mechanical installations including diesel engines, motor vehicles and plant, firefighting equipment, refrigeration and air-conditioning of plants is done;
- iii. Ensuring preparation of specifications and estimates for mechanical installations and motor vehicles;
- iv. Ensuring maintenance of all motor vehicles, tractors and motorcycles in serviceable condition and carry out minor repairs and service whenever necessary in all stations;
- v. Ensuring monitoring of transport cost and ensuring cost effective usage of all vehicles, motorcycles and tractors;
- vi. Ensuring maintenance of up to date records KEPHIS fleet of vehicles, tractors and motorcycles in all stations including status of the licenses and insurance policies;
- vii. Ensuring that the licenses and policies are renewed on time;
- viii. Ensuring preparation of service schedules for all the vehicles in the Corporation;
- ix. Ensuring enforcement of service schedules by the affected stations/departments to avoid disruption of their work programs.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Mechanical Engineering from a university recognized in Kenya;
- ii. Diploma in Mechanical Engineering from an institution recognized in Kenya;
- iii. Four (4) years relevant work experience;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Supervision skills;
- iv. Records management skills;
- v. Negotiation and
- vi. Organizational Skills.

c) Competencies

- i. Aptitude in mechanical and motor vehicle repair and maintenance;

- ii. Be conversant with Government regulations relating to stores management and tendering; and
- iii. Knowledge of occupational safety and health laws and regulations;

6.14 Career Guideline for Estate Management Officer

a) Job purpose

The Estate Manager is in charge of the upkeep and day-to-day running of KEPHIS estate.

b) Function

To ensure KEPHIS Estate is run profitable and maintained in a cost effective manner.

c) Grading Structure and Scope

Table 13: Estate Management Officer

S/NO	DESIGNATION	KEPHIS Grade
1.	Estate Management Officer	6
2.	Senior Estate Management Officer	5

Note: The grade of Estate Management Officer Job Grade KEPHIS 6 and Senior Estate Management Officer Job Grade KEPHIS 5 will form a common establishment.

d) Recognized Qualifications

- i. Bachelor's degree in Social Sciences;
- ii. Business Administration;
- iii. Real estate management; and
- iv. Any other relevant degree from a university recognized in Kenya.

6.14.1 Estate Management Officer Job Grade KEPHIS 6

a) Job specification

Duties and Responsibilities:

- i. Assist in upkeep of KEPHIS Estate.
- ii. Assist in day-to-day running of a KEPHIS estate.
- iii. Assist on overseeing of maintenance of KEPHIS Estate,
- iv. Assist in supervision of Caretaker and works Inspector.
- v. Assist in management of the relevant estate budgets.
- vi. Assist in ensuring KEPHIS Estate is utilized profitably.
- vii. Management of KEPHIS premises, houses and tenants.

- viii. Ensuring that KEPHIS houses are maintained and all practical equipment is running smoothly.
- ix. Managing utilities, creating estate manuals and ensuring Management receives competitive quotes on any repairs in liaison with supply chain management department.
- x. Assist in securing Service title deeds and follow up on issuance of title deeds for KEPHIS Estate where applicable.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Social Sciences, Business Administration, mechanical inspection, real estate management or any other relevant degree from a university recognized in Kenya.
- ii. Membership to a professional body.
- iii. Experience in management of real estate function.
- iv. Excellent interpersonal skills and integrity.
- v. Computer literacy in the relevant packages.
- vi. Ability to work under pressure and independently.
- vii. Fulfillment of Chapter six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.14.2 Senior Estate Management Officer Job Grade KEPHIS 5

a) Job specification

Duties and Responsibilities:

- i. Upkeep of KEPHIS Estate;
- ii. Day-to-day running of a KEPHIS estate;
- iii. Overseeing of maintenance of KEPHIS Estate;
- iv. Supervision of Caretaker and works Inspector;

- v. Management of the relevant estate budgets;
- vi. Ensuring KEPHIS Estate is utilized profitably;
- vii. Management of KEPHIS premises, houses and tenants;
- viii. Ensuring that KEPHIS houses are maintained and all practical equipment is running smoothly;
- ix. Managing utilities, creating estate manuals and ensuring Management receives competitive quotes on any repairs in liaison with supply chain management department;
- x. Securing Service title deeds and follow up on issuance of title deeds for KEPHIS Estate where applicable.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Social Sciences, Business Administration, mechanical inspection, real estate management or any other relevant degree from a university recognized in Kenya.
- ii. Membership to a professional body.
- iii. Fulfillment of Chapter six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.15 Career Guideline for Caretakers

a) Job purpose

The caretakers are responsible for Overseeing security and cleanliness within the institution; supply of water and electricity including repair and maintenance of the water tank and generator.

b) Function

- i. Monitor security inside and outside the building, movement of visitors carrying out temporal works around in the institution and coordination of all security and related activity;
- ii. Monitor the security of the buildings and all assets therein;
- iii. Monitor occurrences including flooding, building defects;
- iv. Monitor the performance of fire extinguishers and other safety installations including emergency showers;
- v. Keep inventory of all keys in the buildings within the institution;
- vi. Ensure that all areas are locked as necessary;
- vii. Coordinate any work repairs in liaison with the works Inspectors;
- viii. Ensure supply of water and electricity;
- ix. Ensure repair and maintenance of the water tank and generator;
- x. Manage access to all stores;
- xi. Ensure rooms /offices doors are opened and closed at the right time;
- xii. Monitor water pump and generator daily;
- xiii. Serve as custodian of all spare keys;
- xiv. Manage car park.

c) Grading Structure and Scope

Table 14: Caretakers

S/No.	Designation	KEPHIS Grade
1.	Caretaker	10
2	Senior caretaker	9
3.	Principal caretaker	8

Note: The grade of Caretaker Job Grade KEPHIS 10 and Senior Caretaker Job Grade KEPHIS 9 will form a common establishment.

d) Recognized Qualifications

- i. KCSE certificate Grade C- (minus) or its KNEC accepted equivalent;
- ii. Basic knowledge in minor repairs and maintenance of buildings;
- iii. Basic knowledge on security management;
- iv. First aid certificate from a recognized institution;
- v. Computer applications skills;
- vi. Compliance with Chapter 6 of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

f) Competencies

- i. Basic understanding of housekeeping;
- ii. Ability to work under pressure;
- iii. Ability to work independently and in a team;
- iv. Ability to multi-task and prioritize work; and
- v. Demonstrated ability to implement Quality Management Systems.

6.16 Job and Person Specification

6.16.1 Caretaker Job Grade KEPHIS 10

a) Job specification

Duties and Responsibilities:

- i. Monitor security inside and outside the building, movement of visitors carrying out temporal works around in the institution and coordination of all security and related activity;
- ii. Monitor the security of the buildings and all assets therein;
- iii. Monitor occurrences including flooding, building defects;
- iv. Monitor the performance of fire extinguishers and other safety installations including emergency showers;
- v. Keep inventory of all keys in the buildings within the institution;
- vi. Ensure that all areas are locked as necessary;
- vii. Coordinate any work repairs in liaison with the works Inspectors.
- viii. Ensure supply of water and electricity;
- ix. Ensure repair and maintenance of the water tank and generator;
- x. Manage access to all stores;
- xi. Ensure rooms /offices doors are opened and closed at the right time;
- xii. Monitor water pump and generator daily;
- xiii. Serve as custodian of all spare keys;
- xiv. Manage car park.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate Grade C- (minus) or its KNEC accepted equivalent;
- i. Basic knowledge in minor repairs and maintenance of buildings;
- ii. Basic knowledge on security management;
- iii. First aid certificate from a recognized institution;
- i. Computer applications skills;
- iv. Interpersonal and communication skills and
- v. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team; and
- iii. Ability to multi-task and prioritize work.

6.16.2 Senior Caretaker Job Grade KEPHIS 9

a) Job specification

Duties and Responsibilities:

- i. Monitor security inside and outside the building, movement of visitors carrying out temporal works around in the institution and coordination of all security and related activity;
- ii. Monitor the security of the buildings and all assets therein;
- iii. Monitor occurrences including flooding, building defects;
- iv. Monitor the performance of fire extinguishers and other safety installations including emergency showers;
- v. Keep inventory of all keys in the buildings within the institution;
- vi. Ensure that all areas are locked as necessary;
- vii. Coordinate any work repairs in liaison with the works Inspectors.
- viii. Ensure supply of water and electricity;
- ix. Ensure repair and maintenance of the water tank and generator;
- x. Manage access to all stores;
- xi. Ensure rooms /offices doors are opened and closed at the right time;
- xii. Monitor water pump and generator daily;
- xiii. Serve as custodian of all spare keys;
- xiv. Manage car park.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four years' experience as caretaker;
- ii. KCSE certificate Grade C- (minus) or its KNEC accepted equivalent;
- iii. Basic knowledge in minor repairs and maintenance of buildings;
- iv. Basic knowledge on security management;
- v. First aid certificate from a recognized institution;
- vi. Computer applications skills;
- vii. Interpersonal and communication skills and
- viii. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.16.3 Principal Caretaker Job Grade KEPHIS 8

a) Job specification

Duties and Responsibilities:

- i. Monitor security inside and outside the building, movement of visitors carrying out temporal works around in the institution and coordination of all security and related activity;
- ii. Monitor the security of the buildings and all assets therein;
- iii. Monitor occurrences including flooding, building defects;
- iv. Monitor the performance of fire extinguishers and other safety installations including emergency showers;
- v. Keep inventory of all keys in the buildings within the institution;
- vi. Ensure that all areas are locked as necessary;
- vii. Coordinate any work repairs in liaison with the works Inspectors.
- viii. Ensure supply of water and electricity;

- ix. Ensure repair and maintenance of the water tank and generator;
- x. Manage access to all stores;
- xi. Ensure rooms /offices doors are opened and closed at the right time;
- xii. Monitor water pump and generator daily;
- xiii. Serve as custodian of all spare keys;
- xiv. Manage car park.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four years' experience as Senior caretaker;
- ii. KCSE certificate Grade C- (minus) or its KNEC accepted equivalent;
- iii. Basic knowledge in minor repairs and maintenance of buildings;
- iv. Basic knowledge on security management;
- v. First aid certificate from a recognized institution;
- vi. Computer applications skills;
- vii. Interpersonal and communication skills and
- viii. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.17 Career Guidelines for Drivers & riders

a) Job purpose

The drivers are responsible for driving, maintenance of vehicles/motor cycles/plants; detecting common mechanical faults on the vehicles/motor cycles/plants; carrying out minor repairs including oiling, greasing;

maintaining daily work tickets for vehicles/motor cycles/plants; and ensuring safety of vehicles/motor cycles/plants on and off the road and the cleanliness.

b) Function

- i. Transport authorized persons for official duties;
- ii. Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;
- iii. Responsible for the day to day maintenance of the assigned vehicle – check oil level, water, coolant, battery and tyres;
- iv. Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;
- v. Log official trips as per government procedure and policies including mileage, consumption and route;
- vi. Ensure vehicle documents are current including display of insurance cover at all times observe traffic rules and regulations;
- vii. Maintain confidentiality of passenger conversations /discussions;
- viii. Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.

c) Grading Structure and Scope

Table 15: Drivers

S/NO.	Designation	KEPHIS Grade
1.	Driver /rider	9
2.	Senior Driver /rider	8
3.	Principal Driver/ rider	7

Note: The grade of Driver/rider Job Grade KEPHIS 9 and senior Driver/rider Job Grade KEPHIS 8 will form a common establishment.

d) Recognized Qualifications

- i. KCSE certificate D or its KNEC accepted equivalent;
- ii. Clean driving license free from any endorsement;
- iii. Adequate knowledge of the Highway Code;
- iv. Government Trade test III;
- v. Have knowledge of driving rules and conversant with road security code;
- vi. Have a valid certificate of good conduct from Kenya Police renewable every two years;
- vii. Passed suitability Drivers Grade test II;

- viii. Basic knowledge in minor vehicle repairs and maintenance;
- ix. Capable of defensive driving;
- x. Defensive driver's license from the Automobile Association of Kenya or a recognized institution;
- xi. First aid certificate from a recognized institution;
- xii. Minimum four years' driving experience (Class B,C,E);
- xiii. Interpersonal and communication skills and
- xiv. Compliance with Chapter 6 of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.18 Job and Person Specification

6.18.1 Driver/rider Job Grade KEPHIS 9

a) Job specification

Duties and Responsibilities:

- i. Transport authorized persons for official duties;
- ii. Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;
- iii. Responsible for the day to day maintenance of the assigned vehicle – check oil level, water, coolant, battery and tyres;
- iv. Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;
- v. Log official trips as per government procedure and policies including mileage, consumption and route;
- vi. Ensure vehicle documents are current including display of insurance cover at all times observe traffic rules and regulations;
- vii. Maintain confidentiality of passenger conversations /discussions;

- viii. Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate D or its KNEC accepted equivalent;
- ii. Clean driving license free from any endorsement;
- iii. Adequate knowledge of the Highway Code;
- iv. Government Trade test III;
- v. Have knowledge of driving rules and conversant with road security code;
- vi. Have a valid certificate of good conduct from Kenya Police renewable every two years;
- vii. Passed suitability Drivers Grade test III;
- viii. Basic knowledge in minor vehicle repairs and maintenance;
- ix. Capable of defensive driving;
- x. Defensive driver's license from the Automobile Association of Kenya or a recognized institution;
- xi. First aid certificate from a recognized institution;
- xii. Minimum four years' driving experience (Class B, C and E);
- xiii. Interpersonal and communication skills;
- xiv. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Defensive driving skills.

6.18.2 Senior Driver/rider Job Grade KEPHIS 8

a) Job specification

Duties and Responsibilities:

- i. Transport authorized persons for official duties;
- ii. Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;

- iii. Responsible for the day to day maintenance of the assigned vehicle –check oil level, water, coolant, battery and tyres;
- iv. Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;
- v. Log official trips as per government procedure and policies including mileage, consumption and route;
- vi. Ensure vehicle documents are current including display of insurance cover at all times observe traffic rules and regulations;
- vii. Maintain confidentiality of passenger conversations /discussions;
- viii. Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate D or its KNEC accepted equivalent;
- ii. Clean driving license free from any endorsement;
- iii. Adequate knowledge of the Highway Code;
- iv. Government Trade test III;
- v. Have knowledge of driving rules and conversant with road security code;
- vi. Have a valid certificate of good conduct from Kenya Police renewable every two years;
- vii. Passed suitability Drivers Grade test II;
- viii. Basic knowledge in minor vehicle repairs and maintenance;
- ix. Defensive driver's license from the Automobile Association of Kenya or a recognized institution;
- x. First aid certificate from a recognized institution.
- xi. Minimum four years' driving experience (Class B, C and E);
- xii. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;

- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.18.3 Principal Driver/rider Job Grade KEPHIS 7

a) Job specification

Duties and Responsibilities:

- i. Transport authorized persons for official duties;
- ii. Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;
- iii. Responsible for the day to day maintenance of the assigned vehicle –check oil level, water, coolant, battery and tyres;
- iv. Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;
- v. Log official trips as per government procedure and policies including mileage, consumption and route;
- vi. Ensure vehicle documents are current including display of insurance cover at all times observe traffic rules and regulations;
- vii. Maintain confidentiality of passenger conversations /discussions;
- viii. Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate D or its KNEC accepted equivalent;
- ii. Clean driving license free from any endorsement;
- iii. Adequate knowledge of the Highway Code;
- iv. Government Trade test III;
- v. Have knowledge of driving rules and conversant with road security code;
- vi. Have a valid certificate of good conduct from Kenya Police renewable every two years;
- vii. Passed suitability Drivers Grade test II;
- viii. Defensive driver's license from the Automobile Association of Kenya or a recognized institution;
- ix. First aid certificate from a recognized institution;
- x. Minimum four years' driving experience (Class B, C and E);
- xi. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;

- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.19 Career Guidelines for Support Staff/Office Assistants

a) Job Purpose

Support Staff/Office Assistants are responsible for providing general office support services for efficient running of operations and effective realization of functional and organization objectives.

b) Function

- i. General Cleaning;
- ii. Messengerial duties;
- iii. Other routine work as may be assigned;
- iv. Farm activities;
- v. Technical duties as may be assigned.

c) Grading Structure and scope

Table 16: Support Staff

S/NO	Designation	KEPHIS Grade
1	Support Staff/Office Assistant	10
2	Senior Support Staff/ Office Assistant	9
3	Principal Support Staff / Office Assistant	8

Note: The grade of Support Staff Job Grade KEPHIS 10 and Senior Support Staff Job Grade KEPHIS 9 will form a common establishment.

6.19.1 Support Staff Job Grade KEPHIS 10

a) Job specification

Duties and Responsibilities:

- i. General Cleaning;
- ii. Messengerial duties;
- iii. Other routine work as may be assigned;
- iv. Farm activities;
- v. Technical duties as may be assigned.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate Grade D+ (plus) or its KNEC accepted equivalent;
- ii. Compliance with Chapter 6 of the Constitution of Kenya.

6.19.2 Senior Support Staff

a) Job specification

Duties and Responsibilities:

- i. General Cleaning;
- ii. Messengerial duties;
- iii. Other routine work as may be assigned;
- iv. Farm activities;
- v. Technical duties as may be assigned.

b) Person specification

For appointment to this grade a candidate must have:

- ii. Four years' experience as Support Staff;
- iii. KCSE certificate Grade D+ (plus) or its KNEC accepted equivalent;
- iv. Be fluent in both oral and written English and Swahili;
- v. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.19.3 Principal Support Staff Job Grade KEPHIS 8

a) Job specification

Duties and Responsibilities:

- i. General Cleaning;
- ii. Messengerial duties;
- iii. Other routine work as may be assigned;
- iv. Farm activities and
- v. Technical duties as may be assigned.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four years' experience as Senior Support Staff;
- ii. KCSE certificate Grade D (plain) or its KNEC accepted equivalent;
- iii. Be fluent in both oral and written English and Swahili;
- iv. Excellent interpersonal skills and integrity;
- v. Computer applications skills;
- vi. Interpersonal and communication skills and
- vii. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team; and
- iii. Ability to multi-task and prioritize work.

6.20 Career Guideline for Office Administrators

a) Job Purpose

The Office Administrators are responsible for carrying out office administration and handling enquiries; receiving and attending to clients; reserving appointments and maintaining office diary; handling correspondences, telephone calls, office documents and equipment's; recording dictation in shorthand; typing, processing data and reprography; dealing with protocols and travel itineraries; ensuring good office layout; operating office machines; planning and organizing meetings, workshop/conferences and seminars; handling office petty cash and ensuring security of office documents, records and secretarial equipment.

b) Function

- i. Typing from manuscripts; processing data;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records; attending to visitors/clients;
- iv. Reserving appointments and maintaining office diary;
- v. Handling telephone calls;
- vi. Ensuring good office layout.

c) Grading Structure

Table: 17 Office Administrators

S. No.	Designation	KEPHIS Grade
1.	Assistant Office Administrator	8
2.	Senior Assistant Office Administrator	7
3.	Office Administrator	6
4.	Senior Office Administrator	5
5.	Principal Office Administrator	4

Note: The grade of Assistant Office Administrator Job Grade KEPHIS 8 and Senior Assistant Office Administrator Job Grade KEPHIS 7 as well as Office Administrator Job Grade KEPHIS 6 and Senior Office Administrator Job Grade KEPHIS 5 will form a common establishment.

d) Recognized Qualifications

- i. Relevant degree (Public Administration, Business Administration, Office administration) from a university recognized in Kenya;
- ii. Relevant Master's degree from a university recognized in Kenya;
- iii. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- iv. Management course lasting not less than four (4) weeks;
- v. Computer literacy with typing speed of 50wpm;
- vi. Compliance requirements of Chapter 6 of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.21 Job and Person Specifications

6.21.1 Assistant Office Administrator Job Grade KEPHIS 8

a) Job Specification

Duties and Responsibilities:

- i. Checking and recording status of the files;
- ii. Completing and filing annual returns;
- iii. Updating annual returns diaries;
- iv. Scanning filed documents and saving in respective folders starting from current;
- v. Filing documents in respective files;
- vi. Filing and keeping filing cabinet in good order;
- vii. Other work as assigned by the supervisor Operate office equipment to necessitate work performance;
- viii. Security of office records, documents and equipment to avoid misuse and mishandling;

- ix. Photocopying and scanning of documents to enable use by relevant officers, electronic transmission and storage;
- x. Handle telephone calls and appointments to enhance relaying of information to clients;
- xi. Maintaining office cleanliness to ensure that there is a conducive working environment;
- xii. Attending to visitors/clients for efficient service delivery and feedback;
- xiii. Drafting of routine correspondence to ensure that feedback is relayed to clients.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- ii. Fluency in both oral and written English and Kiswahili;
- iii. Excellent interpersonal skills and integrity;
- iv. Computer literacy with typing speed of 50 wpm;
- v. Compliance requirements of Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Analytical skills and keen to details.

c) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work.

6.21.2 Senior Assistant Office Administrator Job Grade KEPHIS 7

a) Job Specification

Duties and responsibilities:

- i. Typing from manuscripts; processing data;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records;
- iv. Attending to visitors/clients;
- v. Reserving appointments and maintaining office diary;
- vi. Handling telephone calls;
- vii. Ensuring good office layout.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four years relevant work experience as Assistant Office Administrator;
- ii. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- iii. Fluency in both oral and written English and Kiswahili;
- iv. Excellent interpersonal skills and integrity;
- v. Computer literacy with typing speed of 50wpm;
- vi. Compliance requirements of Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.21.3 Office Administrator Job Grade KEPHIS 6

a) Job specification

Duties and Responsibilities:

- i. Typing from manuscripts; processing data;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records; attending to visitors/clients;
- iv. Reserving appointments and maintaining office diary;
- v. Handling telephone calls;
- vi. Ensuring good office layout.

b) Person specification

For appointment to this grade a candidate must have:

- i. Relevant degree (Public Administration, Business Administration, Office administration) from a university recognized in Kenya;
- ii. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- iii. Fluency in both oral and written English and Kiswahili;
- iv. Excellent interpersonal skills and integrity;
- v. Computer literacy with typing speed of 50wpm;
- vi. Compliance requirements of Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.21.4 Senior Office Administrator Job Grade KEPHIS 5

a) Job specification

Duties and Responsibilities:

- i. Typing from manuscripts; processing data;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records; attending to visitors/clients;
- iv. Reserving appointments and maintaining office diary;
- v. Handling telephone calls;
- vi. Ensuring good office layout.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four years relevant experience as Office Administrator.
- ii. Relevant degree (Public Administration, Business Administration, Office administration) from a university recognized in Kenya.
- iii. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya.
- iv. Fluency in both oral and written English and Kiswahili.
- v. Excellent interpersonal skills and integrity.
- vi. Computer literacy with typing speed of 50wpm.
- vii. Compliance requirements of Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.21.5 Principal Office Administrator Job Grade KEPHIS 4

a) Job specification

Duties and Responsibilities:

- i. Typing from manuscripts; processing data;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records; attending to visitors/clients;
- iv. Reserving appointments and maintaining office diary;
- v. Handling telephone calls;
- vi. Ensuring good office layout.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four years relevant experience as Senior Office Administrator;
- ii. Relevant degree (Public Administration, Business Administration, Office administration) from a university recognized in Kenya;

- iii. Relevant Master's degree from a university recognized in Kenya;
- iv. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- v. Management course lasting not less than four (4) weeks;
- vi. Fluency in both oral and written English and Kiswahili;
- vii. Excellent interpersonal skills and integrity;
- viii. Computer literacy with typing speed of 50wpm;
- ix. Compliance requirements of Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.22 Career Guidelines for Administration Officers

a) Job Purpose

The Administration officers are responsible for asset management; staff travel management, ensuring a clean working environment and records management.

b) Function

- i. Developing administration strategies, policies, procedures and guidelines designed to achieve the Boards mandate, strategic objectives and goals;
- ii. Tracking administrative costs and expenditure which include telephone bills, vehicle repairs, and new office space acquisitions to assist in budget preparation among others;
- iii. Undertaking administrative and organizational development related tasks which include Fleet management, procurement, event management at the Board of Trustee and regional offices among others;
- iv. Developing and administering the safety and disaster preparedness manual for the organization to guide the safety of staff, premises/offices in the headquarters and the regional offices;

- v. Developing maintenance schedule and a database of all Boards assets in the Head office and the regional offices;
- vi. In charge of developing and carrying-out asset tagging for newly acquired assets;
- vii. Developing departmental budgets and monitors its utilization to ensure value for money;
- viii. Identifying staff development and training needs in the department and liaise with HR for necessary program;
- ix. Allocating office space and equipment to staff;
- x. Identifying risk and institute mitigation measures for the department;
- xi. Preparing Board of Trustee management papers;
- xii. Preparing and Coordinate administrative spot-checks for departments and regional offices to check on work environment and report for quality assurance;
- xiii. Identifying and recommend staffing levels in the department.

c) Grading Structure and Scope

Table 18: Administration Officer

S/NO	DESIGNATION	KEPHIS Grade
1.	Administrative Assistant	8
2	Senior Administrative Assistant	7
3	Administration Officer	6
4	Senior Administration Officer	5
5.	Principal Administration Officer	4
6.	Deputy Director, Administration	3

Note: The grade of Administrative Assistant Job Grade KEPHIS 8 and Senior Administrative Assistant Job Grade KEPHIS 7 as well Administration Officer Job Grade KEPHIS 6 and Senior Administration Officer Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Bachelor's degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- ii. Master's degree in Public Administration; Business Administration; Strategic Management; Office Management or equivalent qualification from a university recognized in Kenya;
- iii. Professional qualification and membership in a professional body in good standing;
- iv. Management Course from a recognized institution lasting not less than four weeks;
- v. Proficiency in human resource information systems;
- vi. Certificate in computer applications from a recognized institution;
- vii. Compliance with Chapter Six of the Constitution.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.23 Job and Person Qualification

6.23.1 Administrative Assistant, Job Grade KEPHIS 8

a) Job Specification

Duties and Responsibilities:

- i. Maintenance of ISO certification.
- ii. Assisting during meetings, conferences, and other special events; coordination and attending committee meetings;
- iii. Assisting in identification of vacant officers for allocation to staff;
- iv. Supervising cleanliness in the offices and grounds;
- v. Assisting with recruitment and selection of casual staff at the regional offices;
- vi. General administrative duties;
- vii. Administration of internship and student attachment programmes;
- viii. Overtime administration;
- ix. Management of staff welfare programmes at the regional offices;
- x. Managing the Human Resource Information System at the regional office;
- xi. Organizing for meetings and follow up on actions;
- xii. Supervision of Subordinates;
- xiii. Telephone management at the regional offices;
- xiv. Transport management at the regional office.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Human Resource Management/Business Administration/Public Administration or other relevant course from an institution recognized in Kenya;
- ii. Good communication and interpersonal skills;
- iii. Proficiency in Computer applications;
- iv. Membership of a recognized professional body;
- v. Relevant Professional qualification;
- vi. Computer literacy and proficiency in Microsoft office packages;
- vii. Good communication and interpersonal skills;
- viii. Knowledge of a Quality Management System;
- ix. Compliance with of Chapter six of the constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work.

6.23.2 Senior Administrative Assistant, Job Grade KEPHIS 7

a) Job Specification

Duties and Responsibilities:

- i. Maintenance of ISO certification.
- ii. Coordination of meetings, conferences, and other special events;
- iii. Identification of vacant officers for allocation to staff;
- iv. Supervising cleanliness in the offices and grounds;
- v. Recruitment and selection of casual staff at the regional offices;
- vi. General administrative duties;
- vii. Administration of internship and student attachment programmes;
- viii. Overtime administration;
- ix. Management of staff welfare programmes at the regional offices;
- x. Managing the Human Resource Information System;
- xi. Organizing for meetings and follow up on actions;
- xii. Supervision of Subordinates;

- xiii. Telephone management;
- xiv. Transport management.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four (4) years relevant work experience;
- ii. Diploma in Human Resource Management/Business Administration/Public Administration or other relevant course from an institution recognized in Kenya;
- iii. Good communication and interpersonal skills;
- iv. Proficiency in Computer applications;
- v. Membership of a recognized professional body;
- vi. Relevant Professional qualification;
- vii. Computer literacy and proficiency in Microsoft office packages;
- viii. Knowledge of a Quality Management System;
- ix. Meets the requirements of Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.23.3 Administration Officer Job Grade KEPHIS 6

a) Job Specification

Duties and Responsibilities:

- i. Maintenance of ISO certification.
- ii. Coordination of meetings, conferences, and other special events;
- iii. Identification of vacant officers for allocation to staff;
- iv. Supervising cleanliness in the offices and grounds;
- v. Recruitment and selection of casual staff at the regional offices;

- vi. General administrative duties;
- vii. Administration of internship and student attachment programmes;
- viii. Overtime administration;
- ix. Management of staff welfare programmes at the regional offices;
- x. Managing the Human Resource Information System;
- xi. Organizing for meetings and follow up on actions;
- xii. Supervision of Subordinates;
- xiii. Telephone management;
- xiv. Transport management.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four (4) years relevant work experience;
- ii. Bachelor's degree in Public Administration, Business Administration, Office Management or equivalent qualification from a university recognized in Kenya;
- iii. Relevant professional qualification from a recognized institution;
- iv. Membership in a relevant professional body (where applicable) in good standing;
- v. Be proficient in relevant information systems;
- vi. Supervisory course lasting not less than two weeks;
- vii. Certificate in computer applications;
- viii. Good communication and interpersonal skills;
- ix. Compliance with requirements of Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.23.4 Senior Administration Officer Job Grade KEPHIS 5

a) Job Specification

Duties and Responsibilities:

- i. Maintenance of ISO certification in the Regional office/within the department;
- ii. Coordination of meetings, conferences, and other special events;
- iii. Identification of vacant officers for allocation to staff;
- iv. Supervising cleanliness in the offices and grounds;
- v. Recruitment and selection of casual staff at the regional offices;
- vi. General administrative duties;
- vii. Administration of internship and student attachment programmes in the regional offices;
- viii. Overtime administration in the regional offices/within the department;
- ix. Management of staff welfare programmes at the regional offices;
- x. Managing the Human Resource Information System at the regional office/within the department;
- xi. Organizing for meetings and follow up on actions;
- xii. Supervision of Subordinates;
- xiii. Telephone management;
- xiv. Transport management.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four (4) years relevant experience;
- ii. Bachelor's degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- iii. Relevant professional qualification from a recognized institution;
- iv. Be proficient in relevant information systems;
- v. Supervisory course lasting not less than two weeks;
- vi. Certificate in computer applications;
- vii. Good communication and interpersonal skills;
- viii. Compliance with requirements of Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.23.5 Principal Administration Officer Job Grade KEPHIS 4

a) Job Specification

Duties and Responsibilities:

- i. Developing administration strategies, policies, procedures and guidelines designed to achieve the Boards mandate, strategic objectives and goals;
- ii. Tracking administrative costs and expenditure which include telephone bills, vehicle repairs, and new office space acquisitions to assist in budget preparation among others;
- iii. Undertaking administrative and organizational development related tasks which include Fleet management, procurement, event management at the Board of Trustee and regional offices among others;
- iv. Developing and administering the safety and disaster preparedness manual for the organization to guide the safety of staff, premises/offices in the headquarters and the regional offices;
- v. Developing maintenance schedule and a database of all Boards assets in the Head office and the regional offices;
- vi. In charge of developing and carrying-out asset tagging for newly acquired assets;
- vii. Developing departmental budgets and monitors its utilization to ensure value for money;
- viii. Identifying staff development and training needs in the department and liaise with HR for necessary program;
- ix. Allocating office space and equipment to staff;
- x. Identifying risk and institute mitigation measures for the department;
- xi. Preparing Board of Trustee management papers;
- xii. Preparing and Coordinate administrative spot-checks for departments and regional offices to check on work environment and report for quality assurance;
- xiii. Identifying and recommend staffing levels in the department.

b) Person specification

For appointment to this grade a candidate must have:

- i. At least eight (8) of relevant work experience, with three (3) years as a Senior Administrative Officer;
- ii. Bachelor's degree in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- iii. Relevant professional qualification from a recognized institution;

- iv. Master's degree in Public Administration; Business Administration; Strategic Management; Office Management or equivalent qualification from a university recognized in Kenya;
- v. Professional qualification and membership in a professional body in good standing;
- vi. Management Course from a recognized institution lasting not less than four weeks;
- vii. Proficiency in human resource information systems;
- viii. Certificate in computer applications from a recognized institution;
- ix. Compliance with Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.23.6 Deputy Director, Administration Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. Ensuring provision of administrative support, which includes maintenance of personnel records, security and general administration services;
- ii. Developing and implementing the Administration Departmental Plan;
- iii. Overseeing the design, implementation and periodic review of security systems;
- iv. Formulating and implementing the Administrative Policies, procedures, strategies and evaluating their effectiveness;
- i. Managing and maintaining the assets register of the service;
- ii. Management of KEPHIS Assets: Estate, vehicles, mechanical plants and motorcycles;
- iii. Management of Transport Function;
- iv. Offer leadership to mechanical inspector, works inspector and real estate manager;
- v. Coordinate the work of drivers, plant operators, riders and caretakers;
- vi. Ensuring that all assets have legal documents such as title deeds and log books;
- vii. Coordination of revenue generation efforts from KEPHIS estate;

- viii. Develop, prepare and present Board papers to the relevant Committee of the Board.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience, with three (3) as a Principal Administrative Officer;
- ii. Bachelor's degree in Public Administration; Business Administration; Office Management or equivalent qualification from a university recognized Kenya;
- iii. Master's degree in Strategic Management, Business Administration or its equivalent qualification from a university recognized Kenya;
- iv. Relevant professional qualification from a recognized institution;
 - i. Membership in a relevant professional body in good standing;
 - ii. Proficiency in applicable information systems;
 - iii. Management course lasting not less than four weeks;
 - iv. Certificate in computer applications from a recognized institution;
 - v. Compliance with Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.24 Career Guidelines for Information Communication & Technology and Innovation Officers

a) Job purpose

The Information Communication and Technology (ICT) and Innovation officers are responsible for: adoption and implementation of effective strategies for the deployment of ICT infrastructure; software, service delivery, business process continuity/disaster recovery and information security; support the strategic objectives of the service through development and implementation of the ICT strategy and policy, troubleshooting for all ICT related problems including implementation of modern technology strategies and practices within the Service.

b) Function

- i. Initiating development of ICT policies, guidelines and strategies for the Service;
- ii. Implementing and complying with ICT policies, guidelines and strategies;
- iii. Initiating development of ICT plans, systems, norms and procedures and coordinate implementation;
- iv. Carrying out annual systems audit to ascertain the level of technology adoption at the Service;
- v. Monitoring and evaluating implementation of ICT systems and staff performance Contracts;
- vi. Advising the management on ICT systems and infrastructure;
- vii. Approving technical specifications for all ICT equipment; ensuring standards for Voice, Radio, Video and Data communications/IT networks for all offices/stations of the Service;
- viii. Providing technical leadership and guidance on matters pertaining to ICT as necessary and ensure timely delivery of projects;
- ix. Participating in formulation of ICT systems design standards and ensure that they are adhered to;
- x. Supervising and providing guidance to procured ICT consultants, implementers and suppliers;
- xi. Managing human, financial and material resources assigned to the department;
- xii. Providing advisory functions to top management on all matters relating to the implementation ICT systems;
- xiii. Developing clear procedures on the distribution and issuance of ICT resources.

c) Grading structure and scope

Table 19: ICT & Innovation Officers

S/No;	Designation	Job Grade
1.	Assistant ICT and Innovation Officer	8
2.	Senior Assistant ICT and Innovation Officer	7
3.	ICT and Innovation Officer	6
4.	Senior ICT and Innovation Officer	5
5.	Principal ICT and Innovation Officer	4
6.	Deputy Director, ICT and Innovation	3

Note: The position of Assistant ICT and Innovation Job Grade KEPHIS 8 and Senior Assistant ICT and Innovation Officer Job Grade KEPHIS 7 as well as ICT and Innovation Officer Job Grade KEPHIS 6 and Senior ICT and Innovation Officer Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Diploma in Computer Science, Information Technology, Information Communication Technology, or equivalent from a recognized institution;
- ii. Bachelor's degree in Computer Science, Information Technology, Information Communication Technology, or equivalent from a recognized university;
- iii. Masters degree in Computer Science, Information Technology, Information Communication Technology, or equivalent from a recognized university;
- iv. A Management Course lasting not less than Four (4) weeks from a recognized institution;
- v. Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vi. Professional qualification and membership in a professional body in good standing where applicable;
- vii. Certificate in computer applications from a recognized institution;
- viii. Compliance with Chapter Six of the Constitution.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.25 Job and Person Specification

6.25.1 ICT and Innovation Assistant Job Grade KEPHIS 8

a) Job Specification

This will be the entry position for Diploma holders and an officer at this level will work under the supervision of a senior officer; The duties and responsibilities at this level will entail:

- i. Deliver ICT hardware and resources to staff work stations as required;
- ii. Process information and update the Board's websites;
- iii. Install, support and maintain Organization's computer hardware, software and network;
- iv. Perform basic diagnostics and provide first level support to staff;
- v. Facilitate organization's meetings with audio visual and conferencing equipment;
- vi. Review, evaluate and update existing websites content regularly;
- vii. Website design, development and maintenance using specialized tools such as PHP, CSS, HTML, Content Management Systems among others;
- viii. Searching engine optimization and generation of reports on access to websites and web services;
- ix. Maintaining up-to-date inventory of ICT hardware, software and licenses;
- x. Assessing and report any non-operational or breakage of ICT equipment;
- xi. End user support in Monitoring and updating antivirus, firewall, bulk SMS, Email, CCTV and access control systems, telephony, PBX and VOIP services;
- xii. Perform regular checks to ensure LAN, Wireless LAN, the Internet and Web Services are maintained;
- xiii. creating an approach to rolling out new hardware or software including procurement, testing and assessing user training needs;
- xiv. Keeping abreast with current hardware, software and web developments and provide advice on best product, methods or tools for given tasks.

b) Person Specification

For appointment to this grade a candidate must have:

- i. A Diploma in Computer Science, Information Technology, Information Communication Technology or its equivalent qualification from a recognized institution;
- ii. Good communication and interpersonal skills;
- iii. Compliance to Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work.

6.25.2 Senior ICT and Innovation Assistant Job Grade KEPHIS 7

a) Job Specification

Duties and Responsibilities:

- i. Analyzing, designing, coding, testing, implementing computer programs;
- ii. Providing user support;
- iii. Maintaining support systems;
- iv. Assist in training of users;
- v. Overseeing the repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- vi. Receiving, installing and certifying of Information Communication Technology equipment;
- vii. Overseeing the configuring of new Information Communication Technology equipment;
- viii. Updating the Senior User support/System administrator on a regular basis.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four (4) years relevant work experience;
- ii. A Diploma in Computer Science, Information Technology, Information Communication Technology or its equivalent qualification from a recognized institution;
- iii. Good communication and interpersonal skills;
- iv. Compliance to Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.25.3ICT and Innovation Officer Job Grade KEPHIS 6

a) Job Specification

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

- i. Create, maintain and modify web pages on the Service's web portal and any online presence;
- ii. Design and code new web pages and accompanying graphics and multimedia for the web portal and any online presence;
- iii. Set up infrastructure as needed in a variety of web-based systems: Web, email and mobile platforms;
- iv. Test different browsers and ensure people with different computers can access a website;
- v. Maintain security of website and building site servers by accurately assigning logins and passwords where appropriate;
- vi. Provide technical support to portal and online users;
- vii. Assist in developing & training web portal users;
- viii. Maintain a log of Web postings and provide monthly report;
- ix. Examine and analyze web portal traffic;
- x. Assist in Design and implement social media strategy to align with business goals;
- xi. Updating the Principal User support on a regular basis.

b) Job specifications

For appointment to this grade a candidate must have:

- i. Bachelor's degree from a recognized university in Computer Science, Information Technology, Information Communication Technology or any other relevant, related and equivalent qualifications;
- ii. Good communication and interpersonal skills;
- iii. Compliance to Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;

- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.25.4 Senior ICT and Innovation Officer Job Grade KEPHIS 5

a) Job Specification

Duties and Responsibilities:

- i. Responsible for tasks related to Systems support and maintenance of the service's ERP (i.e. undertake System Administration roles for the Operating System, Oracle Database, and System Backup;
- ii. Participating in the developing, implementing departmental, strategies, plans, policies, systems, norms and procedures;
- iii. Managing and configuring user accounts on the active directory/exchange Email servers, ERP server, anti-virus server, unified threat management device, proxy server, CCTV as per ICT policies and procedures;
- iv. Evaluating and testing new software to ensure its operability on the Service's network;
- v. Installing, configuring, deploying, maintaining and administering of all IT hardware & software (servers) and related infrastructure;
- vi. Monitoring Servers, Database and Backup systems, Server room equipment (UPS, Fire suppression & detection system) performance and recommending continuous improvement or taking corrective action;
- vii. Ensuring that server room equipment, hardware and software maintenance and support services in the Service are carried out as per schedule and corrective action taken where necessary;
- viii. Troubleshooting system failures and carry out user support by ensuring problems logged on Helpdesk are resolved;
- ix. Developing and implementing system administration plans & strategies in accordance with the service information technology needs;
- x. Updating documentation on system setups and protocols.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least four (4) years of experience as an ICT officer;
- ii. Bachelor's degree from a recognized university in Computer Science, Information Technology, Information Communication Technology or any other relevant, related and equivalent qualifications;
- iii. Knowledge of programming;

- iv. Professional qualification and membership in a professional body in good standing where applicable;
- v. Supervisory course lasting not less than two weeks;
- vi. Good communication and interpersonal skills;
- vii. Compliance with requirements of Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.25.5 Principal ICT and Innovation Officer Job Grade KEPHIS 4

a) Job Specification

Duties and Responsibilities:

- i. Initiating development of ICT policies, guidelines and strategies for the fund;
- ii. Implementing and complying with ICT policies, guidelines and strategies;
- iii. Initiating development of ICT plans, systems, norms and procedures and coordinate implementation;
- iv. Carrying out annual systems audit to ascertain the level of technology adoption at the Service;
- v. Monitoring and evaluating implementation of ICT systems and staff performance Contracts;
- vi. Advising the service management on ICT systems and infrastructure;
- vii. Approving technical specifications for all ICT equipment; ensuring standards for Voice, Radio, Video and Data communications/IT networks for all offices/stations of the Service;
- viii. Providing technical leadership and guidance on matters pertaining to ICT as necessary and ensure timely delivery of projects;
- ix. Participating in formulation of ICT systems design standards and ensure that they are adhered to;
- x. Supervising and providing guidance to procured ICT consultants, implementers and suppliers;
- xi. Managing human, financial and material resources assigned to the department;
- xii. Providing advisory functions to top management on all matters relating to the implementation ICT systems;
- xiii. Developing clear procedures on the distribution and issuance of ICT resources.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least Eight (8) years' work experience in ICT in public service or private sector, three (3) of which must be in a supervisory position;
- ii. Bachelor's degree from a recognized university in Computer Science, Information Technology, Information Communication Technology or any other relevant, related and equivalent qualifications;
- iii. Master's degree from a recognized university in Information Science, Information Communication and Technology or any other relevant qualification from a recognized institution;
- iv. Professional qualification and membership in a professional body in good standing where applicable;
- v. Management Course from a recognized institution lasting not less than four (4) weeks;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.25.6 Deputy Director, ICT and Innovation Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. Provide leadership in all aspects of ICT strategy, management and operations;
- ii. Lead on the development and delivery of the Corporation's ICT Function by ensuring continuous alignment of ICT with the Corporation's and the Government of Kenya's strategic initiatives;
- iii. Provide leadership and advise the Management on ICT Developments and Policy Issues and their impact on the Service operations and strategy;
- iv. The development and delivery of ICT strategies and policy arrangements to ensure resources invested in ICT provide improvements to services and value for money;
- v. Accountable for the delivery, continuity, information security, risk management and effective support of Service Offices ICT infrastructure and systems;
- vi. Project Management of all significant/major ICT projects;

- vii. Provide team leadership by managing staff of direct reports in functional areas such as Systems Development and Operations; Infrastructure development and support; Systems Security; and ICT Business Operations Support;
- viii. Manage relationships with Role Players and Stakeholders in the ICT industry both internal and external to the Service, including ICT vendors and service providers; other government agencies; and ICT Support donors;
- ix. Manage the introduction, implementation and support of appropriate ICT initiatives in line with the Corporation's ICT strategy;
- x. Oversee the development, deployment and maintenance of the appropriate ICT Infrastructure and Connectivity solutions for Service offices;
- xi. Coordinate the deployment and maintenance of Personal Productivity Tools such as desktop computers, laptops, mobile devices and software based productivity tools such as email, and Office Applications (Word, Excel, and Power Point), among others;
- xii. Oversee the development, deployment and maintenance of appropriate Business Applications that support Service's business processes i.e. Export Certification, Import Regulation, Finance, Laboratory, Seed Certification, Quality Management, among others;
- xiii. Ensure that appropriate security systems are in place to secure the Service Network, Systems and Data from internal and external security threats;
- xiv. Coordinate development and implementation of Systems Disaster Recovery Plans for ensuring high systems availability and business continuity;
- xv. Establish appropriate operational procedures, tools and resources for effective and timely delivery of technical support to Service users;
- xvi. Coordinate documentation and Implementation of ISMS in the service and ensure implementation of QMS in the department;
- xvii. Approve ICT department work plans and budgets;
- xviii. Oversee performance of staff in the department;
- xix. Mentoring and coaching of ICT departmental staff.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience in ICT in the public or private sector, five (5) of which must be in a management position;
- ii. Bachelor's degree from a recognized university in Computer Science, Information Science, Information Communication Technology or any other relevant, related and equivalent qualifications;
- iii. Master's degree from a recognized university in Computer Science, Information Technology, Information Communication Technology or any other relevant, related and equivalent qualifications;
- iv. Management course lasting not less than four (4) weeks;
- v. Professional qualification and membership in a professional body in good standing where applicable;

- vi. Certificate in computer applications from a recognized institution; and
- vii. Meet the provision of Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.26 Career Guidelines for Corporate Communication and Customer Care Officers

a) Job purpose

The Corporate Communication officers are responsible for: managing and enhancing the corporate image and public relations of the Service; supporting the efficiency and effectiveness of the office of the Managing Director in the areas of communication and public relations; branding; development of communication strategy for the Service; reviewing all advertisements and publications of the service before publication; responding to all publicity issues on the service and act as a focal point of the Service.

b) Function

- i. Developing and implementing a branding strategy for the Service;
- ii. Developing and implementation a communication strategy for the service;
- iii. Formulating and implementing communication strategies and public relations programs;
- iv. Promoting a positive corporate image of Service to the public through promotions and campaigns;
- v. Implement corporate social responsibility programs and monitoring impact;
- vi. Initiating timely strategic and appropriate programmes to implement Corporate Communication strategy;
- vii. Coordinating the Implementation of Corporate Social Sustainability programs and maintaining their impact;
- viii. Branding and promoting the service nationally and internationally;
- ix. Building synergy and enhancing collaboration between the public sector and private sector institutions;

- x. Editing, reviewing and providing support in design, production and distribution of newsletters, annual reports, speeches, publications, website contents, reports, outreach materials and audio/video production;
- xi. Crisis management responses in line with the Service's corporate guidelines;
- xii. Creating a conducive environment that enhances customer service and experience;
- xiii. Customer Service Management by undertaking staff sensitization programmes;
- xiv. Undertaking media liaison for the Service communication activities;
- xv. Creating awareness on corporate mandate through participation in shows and exhibitions.



c) Grading Structure and Scope

Table 20: Corporate Communications Officer

S/NO.	Designation	KEPHIS Grade
1.	Assistant Corporate Communications Officer	8
2.	Senior Assistant Corporate Communication Officer	7
3.	Corporate Communications Officer	6
4.	Senior Corporate Communications Officer	5
5.	Principal Corporate Communications Officer	4
6.	Deputy Director, Corporate Communication	3

Note: The position of Assistant Corporate Communications Job Grade KEPHIS 8 and Senior Assistant Corporate Communications Officer Job Grade KEPHIS 7 as well as Corporate Communications Officer Job Grade KEPHIS 6 and Senior Corporate Communications Officer Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Diploma in Journalism, Mass Communication, Public Relations or its equivalent from a recognized institution;
- ii. Bachelor's degree in Journalism, Mass communication, Public Relations or its equivalent from a recognized university;
- iii. Master's degree in Journalism, Mass Communication, Public Relations, or Social Sciences or its equivalent from a recognized university;
- iv. Professional qualification and membership in a professional body in good standing where applicable;
- v. Post Graduate diploma in Journalism, mass communication or its equivalent from a recognized institution; if the degree is not in Journalism or mass Communication;
- vi. Management Course from a recognized institution lasting not less than four (4) weeks;
- vii. Proficiency in Computer Applications;
- viii. Compliance with Chapter Six of the Constitution of Kenya.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;

- v. Negotiation skills;
- vi. Problem solving skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.26.1 Assistant Corporate Communications Officer Job Grade KEPHIS 8

a) Job Specification

Duties and Responsibilities:

- i. Handling customer complaints;
- ii. Updating and managing the website and social media;
- iii. Keeping a data book of complaints and ensuring prompt responses in line with the Communication policy;
- iv. Maintaining of customer and stakeholders' database;
- v. Maintain photo/media database to ease retrieval;
- vi. Take photos during events and special visits;
- vii. Monitoring communication responses expected from other departments.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Journalism, Mass Communication, Public Relations or its equivalent from a recognized institution;
- ii. Excellent Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Proficiency in Computer Applications;
- vi. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work.

6.26.2 Senior Assistant Corporate Communications Officer Job Grade KEPHIS 7

a) Job Specification

- i. Handling customer complaints;
- ii. Updating and managing the Service's website and social media accounts;
- iii. Keeping a data book of complaints and ensuring prompt responses in line with the Communication policy;
- iv. Maintaining of customer and stakeholders' database;
- v. Maintain photo/media database to ease retrieval;
- vi. Coordinate taking photos during events and special visits;
- vii. Ensure protocol and courtesy is observed;
- viii. Monitoring responses from other departments.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four (4) years relevant work experience;
- ii. Diploma in Journalism, Mass Communication, Public Relations or its equivalent from a recognized institution;
- iii. Excellent Communication skills;
- iv. Interpersonal skills;
- v. Report writing skills;
- vi. Proficiency in Computer Applications;
- vii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.26.3 Corporate Communications Officer Job Grade KEPHIS 6

a) Job Specification

Duties and Responsibilities:

- i. Maintaining of customer and stakeholders' database;
- ii. Preparing Press releases, media briefs and features for the Service;
- iii. Recommending articles for advertisement or announcement in the electronic or print media;
- iv. Coordinate protocol and courtesy during the Service's official activities;
- v. Undertake Corporate Social Sustainability activities;
- vi. Organize ASK shows, participation and maintain show calendar of events;
- vii. Gathering information for publication in the service Newsletter, brochures & fliers;
- viii. Preparing media reports and stories.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Journalism, Public Relations, Marketing, Mass Communication or its equivalent from a recognized university;
- ii. Professional qualification and membership in a professional body in good standing where applicable;
- iii. Proficiency in computer applications;
- iv. Excellent communication, interpersonal, writing and customer care skills;
- v. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.26.4 Senior Corporate Communications Officer Job Grade KEPHIS 5

a) Job Specification

Duties and Responsibilities:

- i. Initiating the preparation of the strategic corporate and public relations programmes;
- ii. Liaising with the media on communications initiatives in the promotion of a positive image of the Service;
- iii. Developing content for production of communication material e.g. Newsletters, publications and videos;
- iv. Preparing press releases, media briefs and service features;
- v. Recommending articles for advertisement or announcement in the electronic or print media;
- vi. Coordinate Corporate Social Sustainability activities;
- vii. Implementing branding activities;
- viii. Undertaking daily media monitoring, reviews and analysis;
- ix. Coordinating media relations and reporting;
- x. Certificate in a Supervisory Course from a recognized institution;
- xi. Coordinating photography and filming of Corporation's activities;
- xii. Organizing press reporting on events such as CSSs, shows, exhibitions and commissioning;
- xiii. Responding to customer complaints;
- xiv. Oversee updating and managing the website and social media;
- xv. Preparation of Press releases, media briefs and service features.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least four (4) years of experience in Corporate Communications in the public or private sector;
- ii. Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- iii. Professional qualification and membership in a professional body in good standing where applicable;
- iv. Supervisory course lasting not less than two (2) weeks;
- v. Proficiency in computer applications;
- vi. Excellent communication, interpersonal, writing and customer care skills;
- vii. Compliance with requirements of Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.26.5 Principal Corporate Communications Officer Job Grade KEPHIS 4

a) Job Specification

Duties and Responsibilities:

- i. Developing and implementing a brand manual for the Service;
- ii. Developing and implementation a communication strategy for the Service;
- iii. Formulating and implementing creative communication strategies and public relations programs;
- iv. Promoting a positive corporate image of the Service to the public through promotions and campaigns;
- v. Implement corporate social responsibility programs and monitoring impact;
- vi. Initiating timely strategic and appropriate programmes to implement Corporate Communication strategy;
- vii. Branding and promoting the Service nationally and internationally;
- viii. Building synergy and enhancing collaboration between the public sector and private sector institution;
- ix. Undertake media liaison for the Service in communication activities;
- x. Coordinate awareness creation on corporate mandate through participation in shows and exhibitions.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Eight (8) years of relevant work experience in Corporate Communications in public or private sector, three (3) of which must be in a supervisory position;
- i. Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- ii. Master's degree in Journalism, Public Relations, Mass Communication or Social Sciences from a university recognized in Kenya;
- iii. Management Course from a recognized institution lasting not less than Four (4) weeks;
- iv. Professional qualification and membership in a professional body in good standing where applicable;
- v. Post Graduate diploma in Journalism, mass communication or its equivalent from a recognized institution; if the degree is not in Journalism or mass Communication;
- vi. Proficiency in computer applications;
- vii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.26.6 Deputy Director Corporate Communication Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. Overall supervision of all human, financial and material resources of the department;
- ii. Overseeing the development and implementation of a brand manual for the Service;
- iii. Developing and ensuring compliance with the corporate identity of the Service;
- iv. Overseeing the development and implementation of a communication strategy for the Service;
- v. In charge of formulating and implementing creative communication strategies and public relations programs;
- vi. Overseeing the regular update of the Service's website;
- vii. Overseeing the promotion of a positive corporate image of Service to the public through promotions and campaigns;
- viii. In charge of all public relation activities in the Service;
- ix. Overseeing the branding and promoting the Service nationally and internationally;
- x. Building synergy and enhancing collaboration between the public sector and private sector institution;
- xi. Identifying and creating good working relations with all possible development partners;
- xii. Managing and appraising departmental staff and identifying their training and section needs;
- xiii. In consultation with the MD, managing and handling all negative publicity about the Service; and
- xiv. Overseeing management of customer complaints in the Service.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience in Corporate Communications in the public or private sector, five (5) of which must be in a management position;

- ii. Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- iii. Master's degree in Journalism, Public Relations, Mass Communication or Social Sciences from a university recognized in Kenya;
- iv. Management course lasting not less than four (4) weeks;
- v. Post Graduate diploma in Journalism, mass communication or its equivalent from a recognized institution; if the degree is not in Journalism or mass Communication;
- vi. Professional qualification and membership in a professional body in good standing where applicable;
- vii. Proficiency in computer applications;
- viii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.27 Career Guidelines for Customer Care Officers

a) Job Purpose

The staff are responsible for responding to customer enquiries and managing incoming calls, Guiding and directing visitors; Operating the telephone switchboard; Managing the customer care desk; Maintaining up to date records on visits and calls including updating the internal directory.

b) Function

- i. Coordinating Customer care issues;
- ii. Guiding and directing customers;
- iii. Operating the telephone switchboard;
- iv. Managing incoming calls and customer service enquiries;
- v. Managing the customer care desk;
- vi. Ensuring that an up dated customer records on visits and calls is maintained;
- vii. Updating the internal directory.

c) Grading Structure and Scope

Table 21 : Customer Care Officers

S/NO.	Designation	KEPHIS Grade
1.	Customer Care Assistant	8
2.	Senior Customer Care Assistant	7
3.	Customer Care Officer	6
4.	Senior Customer Care Officer	5

Note: The grade of Customer Care Assistant Job Grade KEPHIS 8 and Senior Customer Care Assistant Job Grade KEPHIS 7 as well Customer Care Officer Job Grade KEPHIS 6 and Senior Customer Care Officer Job Grade KEPHIS 5 form a common establishment.

d) Required Qualifications

- i. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from an institution recognized in Kenya preferably KNEC;
- ii. Degree in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from a university recognized in Kenya;
- iii. Compliance with Chapter Six of the Constitution.

e) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.28 Job and Person Specification

6.28.1 Customer Care Assistant Job Grade KEPHIS 8

a) Job Specification

Duties and Responsibilities:

- i. Receiving, Directing and relaying telephone messages;
- ii. Directing visitors and customers to the appropriate staff member when they come to KEPHIS for services;
- iii. Receiving and record mails/parcels then distributes them to the relevant office;
- iv. Maintaining visitor's book for analysis by respective departments;
- v. Ensuring information materials are available at the reception and availing the same to clients;
- vi. Opening and date stamping all general correspondences;
- vii. Assisting in the planning and preparation of meetings, conferences and conference telephone calls;
- viii. Responding to public enquiries;
- ix. Answering all incoming calls and handle call enquiries whenever possible;
- x. Redirecting calls as appropriate and take adequate messages when required;
- xi. Recording and type all incoming visitors names for analysis per department;
- xii. Ensuring information materials are available at the reception and request clients to get a copy;
- xiii. Opening the biometric door for clients.

b) Person specification

For appointment to this grade a candidate must have:

- i. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from an institution recognized in Kenya preferably KNEC;
- ii. Be fluent in both oral and written English and Swahili;
- iii. Compliance with Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.28.2 Senior Customer Care Assistant Job Grade KEPHIS 7

a) Job Specification

Duties and Responsibilities:

- i. Receiving, Directing and relaying telephone messages;
- ii. Directing visitors and customers to the appropriate staff member when they come to KEPHIS for services;
- iii. Receiving and record mails/parcels then distributes them to the relevant office;
- iv. Maintaining visitor's book for analysis by respective departments;
- v. Ensuring information materials are available at the reception and availing the same to clients;
- vi. Opening and date stamping all general correspondences;
- vii. Assisting in the planning and preparation of meetings, conferences and conference telephone calls;
- viii. Responding to public enquiries;
- ix. Answering all incoming calls and handle call enquiries whenever possible;
- x. Redirecting calls as appropriate and take adequate messages when required;
- xi. Recording and type all incoming visitors names for analysis per department;
- xii. Ensuring information materials are available at the reception and request clients to get a copy;
- xiii. Opening the biometric door for clients.

b) Requirements for appointment

- i. At least one (1) year experience in private or public institution;
- ii. Diploma in Customer Service/Front Office Management/Public Relations and Business Administration or any other relevant qualifications from a recognized institution;
- iii. Computer Proficiency;
- iv. Proficiency in Computer Application;
- v. Meets chapter six of the constitution.

c) Person Specification

For appointment to this grade a candidate must have:

- i. At least four (4) years relevant work experience;
- ii. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from an institution recognized in Kenya preferably KNEC;
- iii. Proficiency in Computer Applications;
- iv. Good Public Relations Skills;
- v. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from a recognized institution;
- vi. Compliance with Chapter Six of the Constitution.

d) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

e) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

6.28.3 Customer Care Officer Job Grade KEPHIS 6

a) Job Specification

Duties and Responsibilities:

- i. Supervising Customer care staff;
- ii. Coordinating Customer care issues;
- iii. Guiding and directing customers;
- iv. Operating the telephone switchboard;
- v. Managing incoming calls and customer service enquiries;
- vi. Managing the customer care desk;
- vii. Ensuring that an up dated customer records on visits and calls is maintained;
- viii. Updating the internal directory.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least four (4) years relevant work experience;
- ii. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from an institution recognized in Kenya preferably KNEC;
- iii. Degree in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from a university recognized in Kenya;
- iv. Proficiency in Computer Applications;
- v. Good Public Relations Skills;
- vi. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from a recognized institution;
- vii. Compliance with Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work.

6.28.4 Senior Customer Care Officer Job Grade KEPHIS 5

a) Job Specification

Duties and Responsibilities:

- i. Supervising Customer care staff;
- ii. Coordinating Customer care issues;
- iii. Guiding and directing customers;
- iv. Operating the telephone switchboard;
- v. Managing incoming calls and customer service enquiries;
- vi. Managing the customer care desk;
- vii. Ensuring that an up dated customer records on visits and calls is maintained;
- viii. Updating the internal directory.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least four (4) years relevant work experience;
- ii. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from an institution recognized in Kenya preferably KNEC;
- iii. Degree in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from a university recognized in Kenya;
- iv. Proficiency in Computer Applications;
- v. Good Public Relations Skills;
- vi. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from a recognized institution and
- vii. Compliance with Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;

- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

6.29 Career Guidelines for Security Officers

a) Job Purpose

The Security Officers are responsible for safety and protection of staff and property of the Service.

b) Function

- i. Coordinating, formulating and implementing security policies and strategies;
- ii. Developing and implementing physical security measures;
- iii. Ensuring security of staff and stakeholders within KEPHIS premises or during institutional functions;
- iv. Securing systems and assets against theft, fire, vandalism, breakages, and misuse;
- v. Developing and implementing security emergency protocols;
- vi. Developing and implementing accident emergency protocols;
- vii. Identifying technology for enhancing security;
- viii. Providing professional security advice to the Managing Director and all managers to ensure safety of staff and security of assets are attained at all times.

c) Grading Structure and Scope

Table 22: Security Officers

S/No.	Designation	KEPHIS Grade
1	Security Officer	6
2	Senior Security Officer	5
3	Principal Security Officer	4
4	Deputy Director Security	3

d) Recognized Qualifications

- i. Bachelor's degree in Criminology/Security Management or related discipline;
- ii. Master's degree in Criminology/Security Management or related field;
- iii. Membership of a relevant professional body in good standing is a must;
- iv. Management course lasting not less than four (4) weeks;
- v. Compliance with chapter six of the constitution.

6.27 Job and Person Specifications

6.27.1 Security Officer

a) Job Specification

Duties and Responsibilities:

- i. Undertake security functions in a station;
- ii. Supervising outsourced security personnel in a station;
- iii. Carry out security and safety tasks to ensure well-being of all personnel, visitors and the premises;
- iv. Patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry;
- v. Respond to emergencies to provide necessary assistance to employees and customers;
- vi. Implement security standard operating procedures;
- vii. Protect assets relative to theft, assault, fire and other safety issues;
- viii. Assist in investigating security breaches;
- ix. Obtain help by sounding alarms;
- x. Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers;
- xi. Control traffic by directing drivers;
- xii. Prepare reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures;
- xiii. Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Criminology/Security Management or related discipline;
- ii. Membership of a relevant professional body in good standing is a must;
- iii. Compliance with chapter six of the constitution.

c) Skills

- i. Written and Verbal Communication;
- ii. Interpersonal Skills;
- iii. Surveillance Skills;

- iv. Dependability;
- v. Emotional Control;
- vi. Integrity;
- vii. Professionalism;
- viii. Proficiency in Computer applications skills;
- ix. Reporting Skills.

d) **Competencies**

- i. Knowledge of Security Operations and Procedure;
- ii. Knowledge of Security and Fire Inspection Procedures;
- iii. Safety Management.

6.27.2 Senior Security Officer Job Grade KEPHIS 5

a) **Job Specification**

Duties and Responsibilities

- i. Undertake security functions in a station;
- ii. Supervising security officers and outsourced security personnel in a station;
- iii. Ensure the security, safety and well-being of all personnel, visitors and the premises;
- iv. Secure premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment and access points and permitting entry;
- v. Ensure operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques;
- vi. Respond to emergencies to provide necessary assistance to employees and customers;
- vii. Implement security standard operating procedures;
- viii. Protect assets relative to theft, assault, fire and other safety issues;
- ix. Maintain environment by monitoring and setting building and equipment controls;
- x. Investigate security breaches;
- xi. Obtain help by sounding alarms;
- xii. Prevent losses and damage by reporting irregularities, informing violators of policy and procedures plus restraining trespassers;
- xiii. Control traffic by directing drivers;
- xiv. Prepare reports by recording observations, information, occurrences and surveillance activities, interviewing witnesses and obtaining signatures;
- xv. Monitoring and setting building and equipment controls;
- xvi. Ensure institutional compliance with relevant laws and regulations governing security;
- xvii. Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations.

b) **Person Specification**

For appointment to this grade a candidate must have:

- i. At least four (4) years' experience as security officer;
- ii. Bachelor's degree in Criminology/Security Management or related discipline;
- iii. Membership of a relevant professional body in good standing is a must;
- iv. Compliance with chapter six of the constitution.

c) Skills

- i. Written and Verbal Communication;
- ii. Interpersonal Skills;
- iii. Surveillance Skills;
- iv. Dependability;
- v. Emotional Control;
- vi. Integrity;
- vii. Professionalism;
- viii. Proficiency in Computer applications skills;
- ix. Reporting Skills.

d) Competencies

- i. Knowledge of Security Operations and Procedure;
- ii. Knowledge of Security and Fire Inspection Procedures;
- iii. Safety Management.

6.27.3 Principal Security Officer Job Grade KEPHIS 4

a) Job Specification

Duties and Responsibilities:

- i. Overall supervision of the security functions in a station;
- ii. Supervising security officers and outsourced security personnel in a station;
- iii. Ensure the security, safety and well-being of all personnel, visitors and the premises;
- iv. Secure premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment and access points and permitting entry;
- v. Ensure operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques;
- vi. Respond to emergencies to provide necessary assistance to employees and customers;
- vii. Implement security standard operating procedures;
- viii. Protect assets relative to theft, assault, fire and other safety issues;
- ix. Maintain environment by monitoring and setting building and equipment controls;
- x. Investigate security breaches;
- xi. Obtain help by sounding alarms;

- xii. Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers;
- xiii. Control traffic by directing drivers;
- xiv. Prepare reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures;
- xv. Monitoring and setting building and equipment controls;
- xvi. Ensure institutional compliance with relevant laws and regulations governing security;
- xvii. Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least six (6) years' experience, with three (3) as senior security officer;
- ii. Bachelor's degree in Criminology/Security Management or elated discipline;
- iii. Master's degree in Criminology/Security Management or related field;
- iv. Membership of a relevant professional body in good standing is a must;
- v. Management course lasting not less than four (4) weeks;
- vi. Compliance with chapter six of the constitution.

c) Skills

- i. Written and Verbal Communication;
- ii. Interpersonal Skills;
- iii. Surveillance Skills;
- iv. Dependability;
- v. Emotional Control;
- vi. Integrity;
- vii. Professionalism;
- viii. Proficiency in Computer applications skills;
- ix. Reporting Skills.

d) Competencies

- i. Knowledge of Security Operations and Procedure;
- ii. Knowledge of Security and Fire Inspection Procedures;
- iii. Safety Management.

6.27.4 Deputy Director, Security Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. Overall supervision of the security functions in the Service;
- ii. Coordinating, formulating and implementing security management policies, strategies and standard operating procedures;
- iii. Supervising security officers and outsourced security personnel;
- iv. Ensure the security, safety and well-being of all personnel, visitors and the premises;
- v. Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry;
- vi. Ensure operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques;
- vii. Respond to emergencies to provide necessary assistance to employees and customers;
- viii. Protect the Service's assets relative to theft, assault, fire and other safety issues;
- ix. Maintain environment by monitoring and setting building and equipment controls;
- x. Maintain organization's stability and reputation by complying with legal requirements;
- xi. Investigate security breaches;
- xii. Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers;
- xiii. Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures;
- xiv. Maintain environment by monitoring and setting building and equipment controls;
- xv. Maintain organization's stability and reputation by complying with legal requirements;
- xvi. Adhere to all company service and operating standards;
- xvii. Ensure institutional compliance with relevant laws and regulations governing security;
- xviii. Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations;
- xix. Liaise with external security providers to ensure the institution is secured.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience, with three (3) as a senior officer in Government Security Systems;
- ii. Bachelor's degree in Criminology/Security Management or related discipline;
- iii. Master's degree in Criminology/Security Management or related field;
- iv. Membership of a relevant professional body in good standing is a must;
- v. Management course lasting not less than four (4) weeks;
- vi. Compliance with chapter six of the constitution.

c) Skills

- i. Written and Verbal Communication;

- ii. Following Complex Instructions;
- iii. Interpersonal Skills;
- iv. Surveillance Skills;
- v. Judgment;
- vi. Objectivity;
- vii. Dependability;
- viii. Emotional Control;
- ix. Integrity;
- x. Professionalism;
- xi. Proficiency in Computer applications skills;
- xii. Reporting Skills.

d) Competencies

- i. Knowledge of Security Operations and Procedure;
- ii. Manage Multiple Tasks;
- iii. Knowledge of Basic Security and Fire Inspection Procedures;
- iv. Safety Management.

SECTION 7: CAREER GUIDELINES FOR THE DIRECTORATE OF PLANNING AND STRATEGY

7.26 Career Guidelines for Planning Officers

a) Job Purpose

Planning officers are responsible for development and implementation of effective strategies for the Service, performance management, monitoring and evaluation and Quality Management Systems for enhanced service delivery. They are also accountable for updating and enhancement of the Service's strategic policy initiatives as per the current government economic blueprints and policies.

b) Function

- i. Coordinate development, implementation and review of the Service Master Plans, Strategic Plans to ensure execution of the organizational mandate and government's current economic programmes;
- ii. Prepare the Service annual work plans for approval by the Managing Director and ensure cascading to directorates for effective implementation of the organizational strategic goals and objectives;
- iii. Spearhead performance contracting at the Service through preparation, negotiation, vetting and evaluation of annual performance contracts and monitoring implementation through periodic reports to enhance service delivery;
- iv. Participate in the Service's budgeting and resource allocation process in line with the government's Medium Term Expenditure Framework (MTEF);
- v. Coordinate undertaking of feasibility studies to determine the Service's projects viability and setting of the project's priorities;
- vi. Development of Quality Management System (QMS) and other business reengineering processes initiatives for effective and efficient service delivery, encourage breakthrough change, innovation and re-organization;
- vii. Coordinate development and implementation of Quality management system plans and programmes to ensure to improve its overall performance and provide a sound basis for sustainable development initiatives;
- viii. Responsible for the Service liaison and contact person for Quality Management System Certification bodies;
- ix. Development of the Service's Monitoring and Evaluation framework to ensure tracking of programme results at output, outcome and impact levels of implementation;
- x. Coordinate periodic collection, collation and analysis of economic data, undertake relevant research/surveys to guide the Service in the process of gap identification, planning and policy formulation;
- xi. Preparation of the Service's Annual Report and other periodic briefs on implementation of activities undertaken and other priority initiatives;

- xii. Implementation of the Service's Enterprise Risk Management framework at the department to establish a basis for increasing organization's operational effectiveness;
- xiii. Evaluating Performance of staff in the division;
- xiv. Approving departmental work plans and budget;
- xv. Mentoring and coaching of planning departmental staff.

c) Grading Structure and Scope

Table 23 : Planning Officers

S/No	Designation	Grade
1	Assistant Planning Officer	8
2	Senior Assistant Planning Officer	7
3	Planning Officer	6
4	Senior Planning Officer	5
5	Principal Planning Officer	4
6	Deputy Director, Planning	3

Note: The position of Assistant Planning Officer Job Grade KEPHIS 8, Senior Assistant Planning Officer Job Grade 7, Planning Officer Job Grade KEPHIS 6 and Senior Planning Officer Job Grade KEPHIS 5 forms a common establishment.

d) Required Qualifications

- i. Diploma in Business studies from a tertiary institution recognized in Kenya or equivalent qualifications from a recognized institution;
- ii. Bachelor's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- iii. Master's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- iv. At least four (4) years' work experience in Planning in public service or private sector;
- v. A Management Course lasting not less than Four (4) weeks from a recognized institution;
- vi. A Supervisory Course lasting not less than Two (2) weeks from a recognized institution;
- vii. Be a member of a relevant professional body where applicable; and
- viii. Meet the provision of Chapter Six of Constitution of Kenya.

e) Skills

- i. Technical skills;
- ii. Budgeting skills;
- iii. Planning skills;

- iv. Leadership skills;
- v. Managerial skills;
- vi. Reporting skills;
- vii. Interpersonal relationship skills;
- viii. Decision making skills;
- ix. Communication skills;
- x. Problem solving skills;
- xi. Negotiation skills;
- xii. Computer literacy and proficiency skills;
- xiii. Data analysis and presentation skills;
- xiv. Analytical skills;
- xv. Conflict resolution skills;
- xvi. Project management skills;
- xvii. Financial management skills; and
- xviii. Interpretation skills.

f) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. A demonstrable understanding of planning policy and development management legislation;
- v. Demonstrated ability to implement Quality Management Systems;
- vi. Demonstrated results in work performance;
- vii. Ability to communicate clearly and negotiate confidently;
- viii. A track-record of excellent time management skills and an ability to work under pressure; and
- ix. An understanding of the planning process from start to completion;
- x. Experience using IT systems including database management;
- xi. Excellent administrative capabilities;
- xii. Experience of managing conflicting workloads and priorities; and
- xiii. Evidence of working as a team player with an ability to lead on projects when required.

7.27 Job and Person Specification

7.27.1 Assistant Planning Officer, Grade KEPHIS 8

a) Job Specification

This will be the entry position for Diploma holders and an officer at this level will work under the supervision of a senior officer. The duties and responsibilities at this level will entail:

- i. Assist in Collecting, filing and labeling Performance Contract evidences from the department and all other departments;

- ii. Assist in data collation and analysis from all other departments on critical points (e.g. Service Charter timelines, Customer satisfaction surveys and complaints);
- iii. Assisting during meetings, workshops, trainings conferences, and other special events;
- iv. Undertake filing and storage of all the Department documents;
- v. Ensuring security of office equipment, documents and records; attending to visitors/clients;
- vi. Reserving appointments and maintaining office diary;
- vii. Undertake distribution and storage of correspondence (e.g. letters, emails and packages);
- viii. Operating office equipment.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Business studies from a tertiary institution recognized in Kenya or equivalent qualifications from a recognized institution;
- ii. Proficiency in computer applications;
- iii. Meets the provisions of the Chapter Six of the Constitution of Kenya.

c) Skills

- i. Technical skills;
- ii. Planning skills;
- iii. Reporting skills;
- iv. Interpersonal relationship skills;
- v. Communication skills;
- vi. Problem solving skills;
- vii. Computer literacy and proficiency skills;
- viii. Data analysis and presentation skills

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities.

7.27.2 Senior Assistant Planning Officer, Grade KEPHIS 7

a) Job Specification

This will be a position for Diploma holders and an officer at this level will work under the supervision of a

senior officer. The duties and responsibilities at this level will entail:

- i. Collect, file and label Performance Contract evidences from the department and all other departments;
- ii. Coordinate data collation and analysis from all other departments on critical points (e.g. Service Charter timelines, Customer satisfaction surveys and complaints);
- iii. Coordinate planning of meetings, workshops, trainings conferences, and other special events;
- iv. Taking minutes at departmental meetings;
- v. Ensure proper filing and storage of all the Departments documents;
- vi. Planning and arrangement of logistics for departmental activities including travel and accommodation; and
- vii. Oversee security of office equipment, documents and records; attending to visitors/clients.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Business studies or equivalent qualifications from a recognized institution;
- ii. Proficiency in computer applications;
- iii. Good communication skills;
- iv. Ability to work independently and in a team;
- v. Problem solving skills and the ability to make decisions independently;
- vi. Ability to work well under pressure and prioritize work;
- vii. Meets the provisions of the Chapter Six of the Constitution of Kenya.

c) Skills

- i. Technical skills;
- ii. Planning skills;
- iii. Reporting skills;
- iv. Interpersonal relationship skills;
- v. Communication skills;
- vi. Problem solving skills;
- vii. Computer literacy and proficiency skills;
- viii. Data analysis and presentation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management;

- vi. Excellent administrative capabilities.

7.27.3 Planning Officer, Grade KEPHIS 6

a) Job Specification

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

- i. Responsible for collection, compilation and analysis of relevant data on economic planning;
- ii. Prepare individual work plans and targets for the Performance appraisal system;
- iii. Implementing strategies within the overall Service's Strategic Plan;
- iv. Responsible for collection of data on a regular basis to measure achievement against the performance indicators;
- v. Responsible for checking on quality of data reported from departments and regions;
- vi. Produce periodic reports on M&E findings and prepare presentations based on M&E data as required;
- vii. Compile, report and submit periodic Customer Satisfaction Survey reports;
- viii. Compile, report and submit periodic external and internal Customer Complaint reports;
- ix. Compile, report and submit periodic institutional Service Charter timeline reports;
- x. Undertake periodic research/ surveys on topical issues as required;
- xi. Responsible for writing and compile departmental minutes of meetings;
- xii. Maintain and update departmental databases and systems;
- xiii. Develop and manage a filing system for all documented information and records;
- xiv. Supervise distribution and storage of correspondence (e.g. letters, emails and packages); and
- xv. Coordinate planning and arrangement of logistics for departmental activities including travel and accommodation.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- ii. Proficiency in computer applications;
- iii. Meets the provisions of the Chapter Six of the Constitution of Kenya.

c) Skills

- i. Technical skills;
- ii. Planning skills;
- iii. Reporting skills;
- iv. Interpersonal relationship skills;
- v. Communication skills;
- vi. Problem solving skills;
- vii. Computer literacy and proficiency skills;

- viii. Data analysis and presentation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. An understanding of, if not experienced in, the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities;
- vii. Demonstrated outstanding professional competence.

7.27.4 Senior Planning Officer, Grade KEPHIS 5

a) Job Specification

Duties and responsibilities at this level will entail:

- i. Develop, implement and monitor the Strategic and Business Plans of the Service in collaboration with other key personnel;
- ii. Review and analyze data collected and compiled on economic planning;
- iii. Prepare individual work plan for performance appraisal;
- iv. Prepare Service's Annual work plans and Annual reports designed to aid in the process of planning, policy formulation and problem solving;
- v. Preparation of the corporate Performance contracts and periodic performance contract reports;
- vi. Implementing strategies within the overall Strategic Plan;
- vii. Develop and implement a robust monitoring and evaluation system to ensure tracking of project/programme results at different levels (outputs, outcomes and impact);
- viii. Review, verify and validate collected data on a regular basis to measure achievement against the performance indicators;
- ix. Organize refresher training on M&E for M & E officers as required;
- x. Provide advice on improving activity performance based on M&E findings;
- xi. Produce periodic reports on M&E findings and prepare presentations based on M&E data as required;
- xii. Establish departmental Quality Objectives and plan for achievement;
- xiii. Maintain and update Service's Standard Operating Procedures and Work instructions in the Service's website portal;
- xiv. Process Document Change Applications and review all Quality Management Systems (QMS) documentation;
- xv. Carry out Assessment of non-conformities reported;
- xvi. Develop and report on all activities of the Quality Management System;
- xvii. Plan for Sensitization of staff on relevant topical issues e.g. institutional Strategic Plan, Service Charter, Customer feedback mechanisms, QMS, etc.;
- xviii. Plan and budget for departmental activities;

- xix. Plan for research/ surveys;
- xx. Review departmental meeting minutes;
- xxi. Verify and validate update data in departmental databases;
- xxii. Responsible for access to information by employees and clients in the department;
- xxiii. Implementation and reporting on Information Security Management System at the department.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least Four (4) years' work experience in Planning in the public service or private sector;
- ii. Bachelor's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- iii. A Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- iv. Be a member of a relevant professional body where applicable;
- v. Meet the provision of Chapter Six of Constitution of Kenya.

c) Skills

- i. Technical skills;
- ii. Budgeting skills;
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data Analysis & Presentation skills;
- x. Supervisory skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance;
- v. A demonstrable understanding of planning policy and development management legislation;
- vi. Ability to communicate clearly and negotiate confidently;
- vii. An understanding of, if not experienced in, the planning process from start to completion;
- viii. Experience using IT systems including database management;
- ix. Excellent administrative capabilities;
- x. Ability to lead on projects when required.

7.27.5 Principal, Planning Officer, Grade KEPHIS 4

a) Job Specification

Duties and responsibilities at this level will entail:

- i. Monitor and review implementation of Master Plans and Strategic Plan of the Service in collaboration with other key personnel;
- ii. Monitor implementation of development strategies within the overall Service's Strategic Plan;
- iii. Develop and review individual work plans for performance appraisal system;
- iv. Review the Service's work plans, Annual reports and briefs designed to aid in the process of planning, policy formulation and problem solving;
- v. Evaluate implementation of Performance contracts and periodic performance contract reports;
- vi. Collate relevant economic planning data and economic analysis for decision making;
- vii. Undertake competency evaluation and training needs assessment for departmental staff;
- viii. Conduct feasibility studies, determining projects viability and setting project priorities;
- ix. Review prepared periodic reports and presentations with statistical data;
- x. Review periodic reports on analyzed quality data;
- xi. Initiate development and review of departmental work plans and budgets for approval;
- xii. Undertake monitoring of implementation of departmental activities and budgets;
- xiii. Identification, preparation and evaluation of development projects and programmes;
- xiv. Spearhead and monitor the development of the Monitoring and Evaluation framework to ensure tracking of project/programme results at different levels (outputs, outcomes and impact);
- xv. Initiate preparation of institutional Work plans, Annual reports and briefs to aid in the process of planning, policy formulation and gap identification;
- xvi. Initiate development of indicators and targets that can be monitored for efficient and effective Monitoring & Evaluation of programmes and activities;
- xvii. Initiate preparation, negotiation, vetting and evaluation of performance contracts and monitoring of periodic performance contract reports;
- xviii. Participate in Identification, preparation and evaluation of development projects and programmes and monitoring their implementation;
- xix. Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- xx. Ensure information gathered through monitoring activities is shared promptly and in an appropriate format with senior managers so that any problems arising can be addressed;
- xxi. Develop Internal Audit schedule, Audit Programme and plan for Internal Audits, certification and surveillance audits;
- xxii. Plan for Quality Management Systems (QMS) Management Review Meetings;
- xxiii. Train & Mentor Quality Management System (QMS) Champions and all staff;
- xxiv. Design and Develop Service's Service delivery charter and ensure accessibility in all service delivery points;
- xxv. Review developed tools and techniques used to manage the organization's programmes and activities;

- xxvi. Participate in the Service's budgeting and resource allocation processes;
- xxvii. Review the departmental Enterprise Risk Management framework;
- xxviii. Conduct departmental Enterprise Risk assessment, mitigation and reporting.
- xxix. Development of Quality Management Systems (QMS) and other business reengineering processes initiatives;
- xxx. Develop and monitor implementation of annual Quality Management System Plans;
- xxxi. Supervise maintenance and review of system documents and ensure the current version of system documentation is in use;
- xxxii. Spearhead the implementation and improvement of quality management system schemes as appropriate and data analysis;
- xxxiii. Plan for internal and surveillance quality management system audits and liaising with certifying bodies for certification;
- xxxiv. Mentor and coach departmental staff.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least Eight (8) years' work experience in Planning and Strategy in public service or private sector, three (3) of which must be in a supervisory position;
- ii. Bachelor's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- iii. Master's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- iv. A Management Course lasting not less than Four (4) weeks from a recognized institution;
- v. Be a member of a relevant professional body where applicable;
- vi. Meet the provision of Chapter Six (6) of Constitution of Kenya.

c) Skills

- i. Technical skills;
- ii. Negotiation skills;
- iii. Budgeting skills;
- iv. Planning skills;
- v. Leadership skills;
- vi. Managerial skills;
- vii. Reporting skills;
- viii. Interpersonal relationship skills;
- ix. Decision making skills;
- x. Communication skills;
- xi. Problem solving skills;
- xii. Computer literacy and proficiency skills;
- xiii. Data analysis and presentation skills;
- xiv. Analytical skills;

- xv. Conflict resolution skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Aptitude in financial management;
- iv. Ability to multi-task and prioritize work;
- v. Demonstrated results in Work performance;
- vi. A demonstrable understanding of planning policy and development management legislation;
- vii. Ability to communicate clearly and negotiate confidently;
- viii. A track-record of excellent time management skills;
- ix. An understanding of the planning process from start to completion;
- x. Experience using IT systems including database management;
- xi. Excellent administrative capabilities;
- xii. Experience of managing conflicting workloads and priorities;
- xiii. Ability to lead on projects when required.

7.27.6 Deputy Director, Planning, Grade KEPHIS 3

a) Job Specification

This will be a leadership position for the department. At this level, will work under the supervision of the Director Corporate Services. The duties and responsibilities at this level will entail:

- i. Coordinate the development, implementation and review of Master Plans and Strategic Plans for the Service;
- ii. Formulation of development strategies within the overall Service's Strategic Plan;
- iii. Coordination, collection, collation and analysis of data relating to service delivery;
- iv. Coordinate feasibility studies, determining projects viability and setting project priorities;
- v. Coordinate preparation of Service's Work plans, Annual reports and briefs to aid in the process of planning, policy formulation and gap identification;
- vi. Oversee the development of the Service's Monitoring and Evaluation framework to ensure tracking of project/programme results at output, outcome and impact levels of implementation;
- vii. Coordinate development of indicators and targets that can be monitored for efficient and effective Monitoring & Evaluation of programmes and activities;
- viii. Spearhead the preparation, negotiation, vetting and evaluation of performance contracts and monitoring through periodic performance contract reports;
- ix. Identification, preparation and evaluation of development projects and programmes and monitoring their implementation;
- x. Evaluate tools and techniques used to manage the organization's programmes and activities;
- xi. Participate in the Service's budgeting and resource allocation processes;
- xii. Oversee implementation of Enterprise Risk Management at the department;
- xiii. Coordinate development of Quality Management System (QMS) and other business reengineering processes initiatives;

- xiv. The Service liaison and contact person for certification bodies;
- xv. Coordinate development and implementation of annual Quality Assurance Management Plans;
- xvi. Ensure maintenance and review of system documents and ensure the current version of system documentation is in use;
- xvii. Coordinate the implementation and improvement of quality assurance schemes as appropriate and data analysis;
- xviii. Oversee internal and surveillance quality management system audits and liaising with certifying bodies for certification;
- xix. Coordinate periodic collection and analysis of quality data;
- xx. Providing economic planning, data, economic analysis;
- xxi. Responsible for approval departmental work plans and budgets;
- xxii. Oversee implementation of departmental activities and budgets;
- xxiii. Ensure performance appraisal for departmental staff;
- xxiv. Oversee Mentoring and coaching departmental staff.

b) Person specification

For appointment to this grade a candidate must have:

- i. At least Ten (10) years' work experience in Planning and Strategy in public service or private sector, five (5) of which must be in a management position;
- ii. Bachelor's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- iii. Master's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- iv. A Management Course lasting not less than Four (4) weeks from a recognized institution;
- v. Be a member of a relevant professional body where applicable;
- vi. Meet the provision of Chapter Six of Constitution of Kenya.

c) Skills

- i. Technical skills;
- ii. Budget preparation skills;
- iii. Planning and organization skills;
- iv. Leadership skills;
- v. Managerial skills;
- vi. Report writing skills;
- vii. Interpersonal relationship skills;
- viii. Decision making skills;
- ix. Communication skills;
- x. Problem solving skills;
- xi. Negotiation skills;
- xii. Data analysis and presentation skills;
- xiii. Analytical skills;

- xiv. Conflict resolution skills;
- xv. Interpretation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Aptitude in financial management;
- iv. Demonstrate project management experience;
- v. Ability to multi-task and prioritize work;
- vi. Demonstrated results in work performance;
- vii. A demonstrable understanding of planning policy and development management legislation;
- viii. Ability to communicate clearly and negotiate confidently;
- ix. A track-record of excellent time management skills;
- x. An understanding of, if not experienced in, the planning process from start to completion;
- xi. Experience using IT systems including database management;
- xii. Excellent administrative capabilities;
- xiii. Experience of managing conflicting workloads and priorities;
- xiv. Evidence of working as a team player with an ability to lead on projects when required.

7.28 Job and Person specification

7.28.1 Director, Corporate Services Job Grade KEPHIS 2

The Director, Corporate Services is responsible to the Managing Director, for the effective management of the Planning and Strategy, Finance and Accounts, Human Capital Management, Administration, and Information and Communication Technology and Innovation functions of the Service.

a) Job Specification

Duties and Responsibilities:

- i. Providing leadership to corporate service functions of the Corporation to support technical operations and achievement of KEPHIS' mandate.
- ii. Contributing to the Corporation's strategy, tactical initiatives, culture, and planning, and overall efforts to continually improve performance.
- iii. Coordinate strategic planning process for the institution.
- iv. Developing and implementing appropriate planning and strategy, financial, human resource, information communication technology, and administration strategies for accomplishment of corporate goals and objectives.
- v. Coordinate the planning and implementation activities and operations of the KEPHIS.
- vi. Managing KEPHIS human resources management and development processes in line with the human resource management policies and laws.
- vii. Administering all finance and accounting functions for the Service including budgeting, asset management, cash flow management, debt management, resource mobilization, and reporting in

accordance with public accounting standards, generally accepted accounting principles, financial policies and procedures.

- viii. Liaising with donors supporting projects within KEPHIS and ensuring compliance with the donor requirements.
- ix. Supporting the Service's resource mobilization efforts in line the external resource mobilization policy.
- x. Liaising with the Ministry of Agriculture and the National Treasury to ensure KEPHIS budget is captured in the GOK Budget and funds transferred to KEPHIS for implementation.
- xi. Coordinating KEPHIS' administrative functions of transport, records management and estate management.
- xii. Managing KEPHIS' adoption and implementation of effective strategies for the deployment of ICT infrastructure, software, service delivery, business continuity, innovations, and information security.
- xiii. Working with the management team in developing and implementing annual financial, human resource, information communication technology, corporate communications and administration plans.
- xiv. Ensuring existence of up to date financial, human resource, information communication technology, corporate communications and administration controls in the Corporation.
- xv. Ensuring accurate and reliable financial reporting.
- xvi. Ensuring compliance with statutory and contractual requirements relating to Corporate Services activities.
- xvii. Identifying, measuring and mitigating risks affecting Corporate Services' functions.
- xviii. Providing periodic updates to the Managing Director, the Board Finance Committee and Human Resource and Administration Committee on planning, financial, human capital, information and Communication technology and administrative status and position of the Service.
- xix. Managing the budget process by ensuring timely preparation and defence of the budget and subsequent transmission to the relevant Government offices.
- xx. Managing the efficient utilization and safeguarding of the Institutional assets.
- xxi. Liaising with auditors to ensure closure of findings and implementation of recommendations.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least twelve (12) years' work experience, seven (7) of which must have been at a managerial level in Finance & Accounts, Human Resource, Administration, ICT, Corporate Communication or related field;
- ii. Bachelor's degree in Commerce, Business Management, Human Resource, Finance, Economics, ICT and Corporate Communication or related discipline;
- iii. Master's degree in Commerce, Business Management, Human Resource, Finance, Economics, ICT and Corporate Communication or related discipline;
- iv. Professional certification and a member of a relevant professional body in good standing;
- v. Leadership course lasting not less than six (6) weeks.

- vi. Compliance to Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Analytical skills;
- ii. Strategic and innovative thinking;
- iii. Interpersonal skills;
- iv. Strong leadership skills;
- v. Negotiation skills;
- vi. Report writing skills;
- vii. Problem solving skills;
- viii. Communication skills;
- ix. Objectivity;
- x. Emotional control.

d) Competencies

- i. Demonstrated managerial, administrative and professional competence in work performance;
- ii. Corporate reporting;
- iii. Professional and ethical;
- iv. Governance, risk and control;
- v. Proficiency in computer applications;
- vi. Results oriented;
- vii. Ability to motivate others;
- viii. Ability to build successful teams;
- ix. Ability to work under pressure.

7.29 Career Guidelines for Projects and Business Development Staff

8.26.1 Deputy Director Projects and Business Development Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. Coordinate KEPHIS projects and other proposed projects;
- ii. Advise the management on all projects and resource mobilisation and partnerships;
- iii. Oversee development of strategies and work plans and resource mobilisation and partnerships;
- iv. Coordinate the review of agreements with development partners;
- v. Advise the Managing Director on potential opportunities for fundraising and partnership developments;
- vi. Oversee implementation of departmental activities and budgets;
- vii. Overseeing the opportunities, development of strategies and work planning for project planning and resource mobilization and partnership creation

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science degree in Agriculture/Project Management or any other relevant field from a university recognized in Kenya.
- ii. Master of Science degree in Agriculture/Project Management or any other relevant field from a university recognized in Kenya.
- iii. At least ten (10) years' experience in a similar position with five (5) of which must be in a management position;
- iv. Management course lasting not less than four (4) weeks;
- v. Professional qualification and membership in a professional body in good standing where applicable;
- vi. Proficiency in computer applications;
- vii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Report writing skills;
- iv. Negotiation skills;
- v. Problem solving skills.
- vi. Technical skills,
- vii. Budgeting skills,
- viii. Planning skills,
- ix. Leadership skills,
- x. Managerial skills,
- xi. Reporting skills,
- xii. Interpersonal relationship skills,
- xiii. Decision making skills
- xiv. Emotional Intelligence,
- xv. Computer literacy and proficiency skills,
- xvi. Data analysis and presentation skills,
- xvii. Analytical skills,
- xviii. Conflict resolution skills,
- xix. Project management skills,
- xx. Financial management skills,
- xxi. Interpretation skills,

d) Competencies

- i. Ability to work under pressure;

- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

NB. Other departmental staff will be deployed on needs basis.

8.27 Career Guidelines for Regulatory Research and Compliance Staff

8.27.1 Deputy Director Regulatory Research & Compliance Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. To Oversee implementation of departmental activities and budgets
- ii. To develop regulatory research proposals for funding/approval and implementation;
- iii. Identifying, mapping, planning and undertaking regulatory research;
- iv. Studying scientific and legal documents;
- v. Gathering, evaluating, organizing, managing and collating information for advising regulatory and research purposes;
- vi. Development and validation of pest diagnostic protocols;
- vii. Development of scientific publication from activities undertaken by KEPHIS;
- viii. Liaising and negotiating with other regulatory authorities on relevant and emerging issues.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in Agriculture, Horticulture, Botany, Entomology seed technology, microbiology, Molecular biology Chemistry, Biochemistry, Applied microbiology, Applied Biology and plant nutrition any other related field from a university recognized in Kenya.
- ii. Masters in in Plant Pathology, Crop Protection, Molecular biology, Biotechnology, Horticulture, Crop Science, Agronomy, Entomology, Plant Breeding, Plant Nutrition, Soil science, Microbiology, Molecular biology, Analytical Chemistry, Biochemistry, Environmental Chemistry and Food Safety or any other related field from a university recognized in Kenya. At least ten (10) years' experience in a similar position with five (5) of which must be in a management position.
- iii. Management course lasting not less than four (4) weeks;
- iv. Professional qualification and membership in a professional body in good standing where applicable;
- v. Proficiency in computer applications;
- vi. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Report writing skills;

- iv. Negotiation skills;
- v. Problem solving skills.
- vi. Technical skills,
- vii. Budgeting skills,
- viii. Planning skills,
- ix. Leadership skills,
- x. Managerial skills,
- xi. Reporting skills,
- xii. Interpersonal relationship skills,
- xiii. Decision making skills
- xiv. Emotional Intelligence,
- xv. Computer literacy and proficiency skills,
- xvi. Data analysis and presentation skills,
- xvii. Analytical skills,
- xviii. Conflict resolution skills,
- xix. Project management skills,
- xx. Financial management skills,
- xxi. Interpretation skills,

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

NB. Other departmental staff will be deployed on needs basis.

8.28 Career Guidelines for Centre of Phytosanitary Excellence (COPE) Staff

7.9.1 COPE Manager Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. To manage affairs of COPE;
- ii. To oversee capacity building of private and public practitioner in phytosanitary in Kenya;
- iii. To support capacity building of African countries in line with market requirements;
- iv. To coordinate the development and updating of the COPE curriculum to guide training;
- v. To facilitate in the development of tailor-made training programs;
- vi. To develop and maintain a list of development partners for sustainability of the centre;
- vii. To coordinate development and maintenance of a list of SPS experts in the region;

- viii. To coordinate undertaking of regional Pest Risk Analysis;
- ix. To coordinate planning, organising and implementation of the phytosanitary conference;
- x. To facilitate development and publishing of African Phytosanitary Journal;
- xi. Maintain and update COPE website;
- xii. To maintain and increase recognition by Universities, Regional Plant Protection Organizations i.e. AU-IAPSC and RECs such COMESA as well as IPPC;
- xiii. To coordinate development of an annual business plan for the training Centre to enhance its operations.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science degree in Agriculture/Project Management or any other relevant field from a university recognized in Kenya.
- ii. Master of Science degree in Agriculture/Project Management or any other relevant field from a university recognized in Kenya.
- iii. At least ten (10) years' experience in a similar position with five (5) of which must be in a management position;
- iv. Management course lasting not less than four (4) weeks;
- v. Professional qualification and membership in a professional body in good standing where applicable;
- vi. Proficiency in computer applications;
- vii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Report writing skills;
- iv. Negotiation skills;
- v. Problem solving skills.
- vi. Technical skills,
- vii. Budgeting skills,
- viii. Planning skills,
- ix. Leadership skills,
- x. Managerial skills,
- xi. Reporting skills,
- xii. Interpersonal relationship skills,
- xiii. Decision making skills
- xiv. Emotional Intelligence,
- xv. Computer literacy and proficiency skills,
- xvi. Data analysis and presentation skills,

- xvii. Analytical skills,
- xviii. Conflict resolution skills,
- xix. Project management skills,
- xx. Financial management skills,
- xxi. Interpretation skills,

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

NB. Other departmental staff will be deployed on needs basis.



SECTION 8: CAREER GUIDELINES FOR CORPORATION SECRETARY & LEGAL OFFICERS

9.26 Introduction

The department is responsible for managing board activities, legal and governance advisory services to the Corporation and its established pension scheme.

a) Job Purpose

The Corporation Secretary & Senior Manager Legal Services will provide board secretarial, legal, and governance advisory services to the Corporation and its established pension scheme.

b) Functions

- i. Provide secretarial services to the Board in liaison with the MD;
- ii. Preparing legal briefs on case files;
- iii. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- iv. Liaising with external legal counsels on legal matters affecting the Board.
- v. Verifying all contracts, agreements, leases in which the Board enters into to ensure compliance;
- vi. Undertaking research on assigned legal issues;
- vii. Collecting and collating research data;
- viii. Vetting and verification of documents before execution by authorized representatives of the Board;
- ix. Preparing witnesses and the evidence as well as presenting the same in court while keeping an updated record of all court cases;
- x. Collaborating and corresponding with the Attorney General and external advocates on all pending court cases;
- xi. Attending to internal company queries of legal nature in the facilitation of normal business;
- xii. Maintenance of accreditation and ISO certification;
- xiii. Responding to inquiries regarding specific case files;
- xiv. Initiating payment of legal fees for external lawyers;
- xv. Identifying legal and compliance risks;
- xvi. Ensuring proper documentation of all legal Documents;
- xvii. Attending court hearings where the Corporation is an interested party.

c) Grading Structure and Scope

Table 24: Legal Officers

Designation	Job Grade
Legal Officer	6
Senior Legal Officer	5
Principal Legal Officer	4
Corporation Secretary and Senior Manager Legal Services	2

Note: The grade of Legal Officer Job Grade KEPHIS 6 and Senior Legal Officer Job Grade KEPHIS 5 form a common establishment.

d) Skills

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data analysis and presentation skills.

e) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities.

9.27 Job and Person Specification

9.27.1 Legal Officer, KEPHIS Grade 6

(a) Job Specification

Duties and Responsibilities:

- i. Preparing legal briefs on case files;
- ii. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- iii. Liaising with external legal counsel on legal matters affecting the Corporation.
- iv. Verifying all contracts, agreements, leases in which the Corporation enters into to ensure compliance;
- v. Undertaking research on assigned legal issues;
- vi. Vetting and verification of documents before execution by authorized representatives of the Corporation;
- vii. Preparing witnesses and the evidence as well as presenting the same in court while keeping an updated record of all court cases;
- viii. Collaborating and corresponding with external advocates on all pending court cases;
- ix. Attending to internal company queries of legal nature in the facilitation of normal business;
- x. Responding to inquiries regarding specific case files;
- xi. Initiating payment of legal fees for external lawyers;
- xii. Undertake the legal review of legislative framework of KEPHIS;
- xiii. Ensuring proper documentation of all legal Documents;
- xiv. Attending court hearings where the Corporation is an interested party.

(b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Law from a university recognized in Kenya;
- ii. Post Graduate Diploma in Law;
- iii. Advocate of the High Court of Kenya;
- iv. Current Practicing Certificate;
- v. Membership to Law Society of Kenya;
- vi. Membership to the Institute of Certified Secretaries;
- vii. Proficiency in ICT;
- viii. Interpersonal, communication and analytical skills;
- ix. Knowledge of public service regulations and procedures;
- x. Be a team player, high degree of integrity, self-driven, honest and ability to work independently and meet deadlines;
- xi. Be conversant with laws of the country and the common practice of the field;
- xii. Computer literacy and proficiency in Microsoft office packages.

- xiii. Problem solving skills;
- xiv. Good communication, data analysis, report writing and presentation skills;
- xv. Compliance with chapter six of the constitution.

(c) Skills

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data analysis and presentation skills.

(d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management; and
- vi. Excellent administrative capabilities.

9.27.2 Senior Legal Officer, KEPHIS Grade 5

a) Job Specification

Duties and responsibilities:

- i. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- ii. Liaising with external legal counsel on legal matters affecting the Corporation;
- iii. Verifying all contracts, agreements, leases in which the Corporation enters into to ensure compliance;
- iv. Advising the Management on legal aspects of administrative matters;
- v. Undertaking research on assigned legal issues;
- vi. Collecting and collating research data;
- vii. Vetting and verification of documents before execution by authorized representatives of the Corporation;
- viii. Liaising with the office of the Attorney General on legal issues affecting the Corporation in execution of its mandate;
- ix. Preparing witnesses and the evidence as well as presenting the same in court while kee

- ping an updated record of all court cases;
- x. Collaborating and corresponding with external advocates on all pending court cases;
- xi. Attending to internal company queries of legal nature in the facilitation of normal business;
- xii. Managing risk exposure of KEPHIS by ensuring compliance with all relevant statutory requirements;
- xiii. Identifying legal and compliance risks and recommend necessary mitigating actions;
- xiv. Advising procurement committees on legal issues;
- xv. Maintenance of accreditation and ISO certification.

b) Person Specification

For appointment to this grade, a candidate must have:

- i. Four (4) years relevant work experience as a Legal Officer;
- ii. Bachelor's Degree in Law from a university recognized in Kenya;
- iii. Post Graduate Diploma in Law;
- iv. Advocate of the High Court of Kenya;
- v. Current Practicing Certificate;
- vi. Membership to Law Society of Kenya;
- vii. Supervisory course lasting not less than two (2) weeks;
- viii. Knowledge of public service regulations and procedures;
- ix. Be a team player, high degree of integrity, self-driven, honest and ability to work independently and meet deadlines;
- x. Be conversant with laws of the country and the common practice of the field;
- xi. Computer literacy and proficiency in Microsoft office packages.
- xii. Interpersonal, communication and analytical skills;
- xiii. Good communication, data analysis, report writing and presentation skills;
- xiv. Compliance with chapter six of the constitution.

c) Skills

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data analysis and presentation skills

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities.

9.27.3 Principal Legal Officer, KEPHIS Grade 4

a) Job Specification

Duties and responsibilities:

- i. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- ii. Liaising with external legal counsel on legal matters affecting the Corporation and the Board;
- iii. Verifying all contracts, agreements, leases in which the Corporation and the Board enters into to ensure compliance;
- iv. Advising the Management on legal aspects of administrative matters;
- v. Undertaking research on assigned legal issues;
- vi. Collecting and collating research data;
- vii. Vetting and verification of documents before execution by authorized representatives of the Corporation and the Board;
- viii. Liaising with the office of the Attorney General on legal issues affecting the Corporation and the Board in execution of its mandate;
- ix. Preparing witnesses and the evidence as well as presenting the same in court while keeping an updated record of all court cases;
- x. Collaborating and corresponding with external advocates on all pending court cases;
- xi. Attending to internal company queries of legal nature in the facilitation of normal business;
- xii. Assisting with Board affairs in the absence of the Corporation secretary;
- xiii. Performance of company secretarial duties whenever called upon;
- xiv. Monitoring compliance with regulatory and legislative requirements;
- xv. Advising Procurement committees on legal issues;
- xvi. Maintenance of accreditation and ISO certification.

b) Person Specification

For appointment to this grade, a candidate must have:

- i. At least eight (8) of relevant work experience, with three (3) years as a Senior Legal Officer;
- ii. Bachelor's Degree in Law from a university recognized in Kenya;
- iii. Master's Degree in a business administration or related fields from a university recognized in Kenya;
- iv. Post Graduate Diploma in Law;
- v. Advocate of the High Court of Kenya;
- vi. Current Practicing Certificate;

- vii. Registration as a Certified Public Secretary (K);
- viii. Membership to Law Society of Kenya;
- ix. Membership to the Institute of Certified Secretaries;
- x. Management course lasting not less than four (4) weeks;
- xi. Knowledge of public service regulations and procedures;
- xii. Be a team player, high degree of integrity, self-driven, honest and ability to work independently and meet deadlines;
- xiii. Be conversant with laws of the country and the common practice of the field;
- xiv. Computer literacy and proficiency in Microsoft office packages;
- xv. Compliance with chapter six of the constitution.

c) Skills

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data analysis and presentation skills

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities.

9.27.4 Corporation Secretary and Director Legal Services, KEPHIS Grade 2

a) Job Specification

Duties and Responsibilities:

- i. Providing advice to the Board and Board Members individually on their duties, responsibilities and powers and how these should be exercised in the best interest of the organization;
- ii. Ensuring the board procedures are followed and reviewed regularly, and that the Board complies with the Law, rules and regulations;
- iii. Assisting the Chairperson and Managing Director in organizing Board activities, including providing information, preparing agenda, issuing notices and preparing for meetings, board evaluations and board development programs;

- iv. Providing secretarial services to the Board including ensuring that the board work plan is prepared and adhered to, circulating board papers in advance of the meeting, keeping a record of attendance at meetings, keeping safe custody of the seal and a record of its usage;
- v. Ensuring that the minutes of the Board and Board committees are promptly prepared and circulated and maintaining safe custody of the same;
- vi. Keeping the Board abreast of and informed on, current governance thinking and practice;
- vii. Coordinating the governance issues including governance audit process;
- viii. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- ix. Liaising with external legal counsel on legal matters affecting the Corporation and the Board;
- x. Verifying all contracts, agreements, leases in which the Corporation and the Board enters into to ensure compliance;
- xi. Advising the Management on legal aspects of administrative matters;
- xii. Undertaking research on assigned legal issues;
- xiii. Collecting and collating research data;
- xiv. Vetting and verification of documents before execution by authorized representatives of the Corporation and the Board;
- xv. Liaising with the office of the Attorney General on legal issues affecting the Corporation and the Board in execution of its mandate;
- xvi. Preparing witnesses and the evidence as well as presenting the same in court while keeping an updated record of all court cases;
- xvii. Collaborating and corresponding with external advocates on all pending court cases;
- xviii. Attending to internal corporation queries of legal nature in the facilitation of normal business;
- xix. Advising Procurement committees on legal issues;
- xx. Maintenance of accreditation and ISO certification;
- xxi. Providing secretarial services to the Board of Trustees including ensuring that the board work plan is prepared and adhered to, circulating board papers in advance of the meeting, keeping a record of attendance at meetings, keeping safe custody of the seal and a record of its usage.

b) Person Specification

For appointment to this grade, a candidate must have:

- i. At least ten (10) years' experience, with six (6) as Principal Legal Officer or its equivalent;
- ii. Bachelor's Degree in Law from a university recognized in Kenya;
- iii. Master's Degree in law or related fields from a university recognized in Kenya;
- iv. Post Graduate Diploma in Law;
- v. Advocate of the High Court of Kenya;
- vi. Current Practicing Certificate;
- vii. Registration as a Certified Public Secretary (K);
- viii. Membership to Law Society of Kenya in good standing;
- ix. Membership to the Institute of Certified Secretaries;
- x. Leadership course lasting not less than six weeks;
- xi. Demonstrate excellent interpersonal, communication and analytical skills; with good

- understanding of public service regulations and procedures in service delivery;
- xii. Be a team player, high degree of integrity, self-driven, honest and with ability to work independently and meet deadlines.

c) Skills

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data analysis and presentation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities.

SECTION 9: CAREER GUIDELINES FOR OFFICERS INTERNAL AUDIT & RISK ASSURANCE

9.1 Introduction

The Officers, Internal Audit and Risk Assurance are responsible functionally to the Board Audit Committee and administratively to the Managing Director.

a) Job purpose

This cadre is responsible for providing independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Board. In addition, auditors assist the Board accomplish its strategic objectives by effecting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The department also Coordinate risk management activities, monitoring risk exposure and advising management accordingly.

b) Functions

The Officers Internal Audit and risk assurance are responsible for the following functions

- i. Provide the secretarial services to the Audit Risk and Governance Committee;
- ii. Prepare annual internal audit plan for approval by Audit Risk and Governance Committee of the Board;
- iii. Prepare Annual Risk Plan for approval by the Audit Risk and Governance Committee of the Board;
- iv. Annually prepare and review internal audit charter;
- v. Prepare quarterly reports on the status of implementation of the annual internal audit plan for submission to the Audit Risk and Governance Committee Risk and Governance Committee;
- vi. Develop and implement an internal risk-based audit strategy;
- vii. Plan and undertake audits to assess controls, operational and technical efficiencies and compliance with policies, procedures and regulations;
- viii. Oversee audit tests on internal controls in all processes;
- ix. Manage the enterprise risk management program, and evaluate its effectiveness.
- x. Liaise with the Auditor General and ensure follow up on the process of implementation of Internal and external audit recommendations;
- xi. Recommend mitigation measures to address identified weaknesses where necessary;
- xii. Ensure that the Internal Audit systems, procedures and guidelines are prepared for approval;
- xiii. Supervise the preparation of work programmes to ensure that audits are planned and well managed;
- xiv. Review and submission of audit reports to the Chief Executive Officer and the Board;
- xv. Draft Audit Risk and Governance Committee Board Charter; and
- xvi. Develop and maintain a Quality Assurance and Improvement Programme that includes internal and external assessment.

- xvii. Monitoring risk exposure and advising management accordingly;
- xviii. Facilitating identification and evaluation of risks in liaison with business units;
- xix. Coaching management in responding to risks;
- xx. Consolidating reporting on risks;
- xxi. Developing risk management strategy for Board approval;
- xxii. Developing, maintaining and coordinating implementation of the Authority Risk Management Policy and Framework;
- xxiii. Sensitization and training of all staff within KEPHIS on risk management; coordinating and developing disaster recovery and business continuity management strategies;
- xxiv. Monitoring compliance with laws, regulations, policies, procedures and internal controls across the KEPHIS;
- xxv. Providing assurance on how KEPHIS business strategy will perform under different scenarios and events;
- xxvi. Providing ad hoc control advice on risk management.

c) Grading Structure & Scope of Officers, Internal Audit and Risk

The Career Guideline establishes six (6) grades of Internal Auditors who will be designated and graded as follows: -

Table 25 OFFICERS, INTERNAL AUDIT AND RISK ASSURANCE

S/No.	Designation	Job Grade
1	Assistant Internal Auditor	8
2	Senior Assistant Internal Auditor	7
3	Internal Auditor	6
4	Senior Internal Auditor	5
5	Principal Officer Internal Audit and Risk	4
9	Director, Internal Audit and Risk	2

d) Recognized Qualifications

The following are the recognized qualifications:

- i. Bachelors Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;

- ii. Masters Degree in any of the following disciplines: Finance, Accounting, Business Administration or equivalent qualification from a recognized institution;
- iii. Certified Public Accountants (K), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Association of Certified Chartered Accountant (ACCA), certified in Risk Information and control (CRISC), Certified Fraud Examiner (CFE);
- iv. Member of either of the following professional body in good standing (ICPAK, IIA, ISACA, ACFE);
- v. Certificate in leadership Course lasting not less than six weeks;
- vi. Supervisory course lasting not less than two (2) weeks;
- vii. Proficiency in Computer applications;
- viii. Fulfil the requirements of Chapter Six of the Constitution.

10.26 Job and Person Specifications

10.26.1 Assistant Internal Auditor, Job Grade KEPHIS 8

a) Job Description

- i. Assist in Preparing audit test procedures;
- ii. Assist in Conducting preliminary reviews of the areas to be audited;
- iii. Assist in Carrying out audit tests on internal controls in all processes;
- iv. Assist in Preparing draft audit reports;
- v. Assist in Drafting risk-based audit plans, programmes and schedules.

b) Person Specification

- i. Accounting Technician Diploma (ATD) or Certified Public accountant (CPA) Part 1;
- ii. Meets requirements of the Chapter six of the Constitution;
- iii. Computer proficiency.

c) Skills

- i. Communication skills;
- ii. Keen to details;
- iii. Analytical skills.

d) Competencies

- i. Can work well under pressure and prioritize work;
- ii. Ability to work in a team.

10.26.2 Senior Assistant Internal Auditor, Job Grade KEPHIS 7

a) Job description

- i. Preparing audit test procedures, notifications and request for information memos;
- ii. Conducting preliminary reviews of the areas to be audited;
- iii. Carrying out audit tests on internal controls in all processes;
- iv. Ensuring that the audit working and paper files are complete and well referenced;
- v. Preparing draft audit reports;
- vi. Drafting risk-based audit plans, programmes and schedules.

b) Person specification

- i. At least two years relevant work experience from private or public institution;
- ii. Demonstrated results in work performance;
- iii. CPA II/ACCA II;
- iv. Computer proficiency;
- v. Four years relevant experience as Accounts Assistance from private or public institution;
- vi. Accounting Technician Diploma (ATD) or Certified Public accountant (CPA) Part 1;
- vii. Meets requirements of the Chapter six of the Constitution.

c) Skills

- i. Communication skills
- ii. Keen to details
- iii. Analytical skills

d) Competencies

- i. Can work well under pressure and prioritize work; and
- ii. Ability to work in a team

10.26.3 Internal Auditor, Job Grade KEPHIS 6

(a) Job Description

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

Duties and responsibilities at this level will entail: -

- i. Preparing audit test procedures, notifications and request for information memos;
- ii. Conducting preliminary reviews of the areas to be audited;
- iii. Carrying out audit tests on internal controls in all processes;
- iv. Ensuring that the audit working and paper files are complete and well referenced;
- v. Preparing draft audit reports;
- vi. Drafting risk-based audit plans, programmes and schedules.

(b) Personal Specifications

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

- i. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- ii. Be proficient in computer applications;
- iii. Fulfil the requirements of Chapter Six of the Constitution.

(c) Skills

- i. Communication skills;
- ii. Keen to details;
- iii. Analytical skills.

(d) Competencies

- i. Can work well under pressure and prioritize work;
- ii. Ability to work in a team.

10.26.4 Senior Internal Auditor, Job Grade KEPHIS 5

(a) Job Description

Duties and responsibilities at this level will entail: -

- i. Developing risk-based audit plans, programmes and schedules;
- ii. Conducting preliminary reviews of the areas to be audited;
- iii. Examining and evaluating the Board's internal controls to ascertain their adequacy and make recommendations for improvement;
- iv. Following up audits to determine the extent of implementation of audit recommendations;
- v. Carrying out audit tests on internal controls in all processes;
- vi. Ensuring that the audit working and paper files are complete and well referenced;
- vii. Preparing draft audit reports.

(b) Person Specifications

For appointment to this grade, an officer must: -

- i. Have a minimum period four (4) years relevant work experience;
- ii. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- iii. Be in possession of any of the following: - CPA (K) or, CISA or, CFE or, CIA or their equivalent from a recognised institution;
- iv. Supervisory Course lasting not less than two (2) weeks;
- v. Be proficient in Computer applications;
- vi. Fulfil the requirements of Chapter Six of the Constitution.

(c) Skills

- i. Communication skills;
- ii. Keen to details;
- iii. Analytical skills.

(d) Competencies

- i. Can work well under pressure and prioritize work;
- ii. Ability to work in a team.

10.26.5 Principal Officer Internal Audit and Risk, Job Grade KEPHIS 4

(a) Job Description

Duties and responsibilities at this level will entail:

- i. Developing a comprehensive programme of engagement coverage for assigned areas;
- ii. Coordinating the preparation of specific audit assignment plans and programmes;
- iii. Preparing Internal Audit systems, procedures and guidelines;
- iv. Carrying out audit tests on internal controls in all processes;
- v. Preparing draft audit reports detailing audit findings;
- vi. Leading specific audit teams;
- vii. Carrying out periodic self-assessment as per the Quality Assurance Improvement Programme (QAIP).

(b) Persons Specifications

For appointment to this grade, an officer must:

- i. Have a minimum of eight (8) years relevant work experience three (3) of which should have been at a supervisory level;
- ii. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Finance, Accounting, Business Administration or equivalent qualification from a recognized institution;
- iv. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA, Certified Risk Management Professional (CRMP) or its equivalent and either;
- v. Be a member of any of the following professional bodies- Institute of Certified Public Accountant of Kenya (ICPAK), Institute of Internal Auditors of Kenya (IIA-Kenya), Information Systems Audit and Control Association (ISACA), Association of Certified Fraud Examiners (ACFE);
- vi. Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

- vii. Be proficient in Computer applications;
- viii. Fulfil the requirements of Chapter Six of the Constitution.

(c) Skills

- i. Communication skills;
- ii. Keen to details;
- iii. Analytical skills.

(d) Competencies

- i. Ability to work independently;
- ii. Can work well under pressure and prioritize work;
- iii. Demonstrated results in work performance;
- iv. Ability to work in a team.

10.26.6 Director, Internal Audit and Risk, Job Grade KEPHIS 2

(a) Job Description

Duties and responsibilities at this level will entail:

- i. Providing the secretarial services to the Audit Risk and Governance Committee of the Board;
- ii. Preparing annual internal audit work plan for approval by Audit Risk and Governance Committee of the Board;
- iii. Annually Prepare and review internal audit charter;
- iv. Preparing quarterly reports on the status of implementation of the annual internal audit plan for submission to the Audit Risk and Governance Committee of the Board;
- v. Developing and implementing an internal risk-based audit strategy;
- vi. Planning and undertaking audits to assess controls, operational and technical efficiencies and compliance with policies, procedures and regulations;
- vii. Conducting audit tests on internal controls in all processes;
- viii. Ensuring the effectiveness of the overall enterprise risk management program;
- ix. Liaison with the Auditor General and ensure follow up on the process of implementation of Internal and external audit recommendations;
- x. Enforcement of treasury circulars and ensuring that KEPHIS has aligned itself with Public Finance Management Acts;
- xi. Recommending mitigation measures to address identified weaknesses where necessary;
- xii. Ensuring that the Internal Audit systems, procedures and guidelines are prepared for approval;
- xiii. Supervising the preparation of work programmes to ensure that audits are planned and well managed;
- xiv. Submission of individual internal audit reports to the Managing Director, and summarized quarterly internal audit reports to the Board through audit risk and Governance Committee;

- xv. Drafting Audit Risk and Governance Committee Board Charter;
- xvi. Developing and maintaining a Quality Assurance and Improvement Programme that includes internal and external assessment;
- xvii. Review, approval and monitoring of the audit departmental budget;
- xviii. Provide leadership in carrying out special audits and investigations (*ad hoc*) as may be required from time to time and submit report of findings to the Board;
- xix. Member to the KEPHIS corruption prevention committee that deliberates on anti-corruption strategies;
- xx. Preparation of quarterly internal audit and risk department report on corruption prevention activities.

(b) Person Specifications

For appointment to this grade, an officer must:

- i. Have a minimum of ten (10) years in relevant work and at least six years in management;
- ii. Bachelors Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- iii. Masters Degree in any of the following disciplines: Finance, Accounting, Business Administration or equivalent qualification from a recognized institution;
- iv. Be in possession of CPA (K) and any of the following: CISA, CFE, CIA, ACCA or its equivalent
- v. Be a member of Institute of Certified Public Accountant of Kenya (ICPAK) and any of the following professional Bodies-Institute of Internal Auditors of Kenya (IIA-Kenya), Information Systems Audit and Control Association (ISACA), Association of Certified Fraud Examiners (ACFE);
- vi. Have a certificate in leadership Course lasting not less than six weeks from a recognized institution;
- vii. Fulfil the requirements of Chapter Six of the Constitution.

(c) Skills

- i. Analytical skills
- ii. Computer literacy and proficiency
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Leadership skills
- vi. Negotiation skills
- vii. Report writing skills
- viii. Problem solving skills.
- ix. Communication skills.

(d) Competencies

- i. Ability to multi-task and prioritize work;

- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work; and
- iv. Demonstrated results in work performance.
- v. Ability to work in a team
- vi. Ability to relate internal audit findings to the strategic objective of the organization



SECTION 10: CAREER GUIDELINES FOR SUPPLY CHAIN MANAGEMENT OFFICERS

11.26 Introduction

The Manager, Supply Chain Management will report directly to the Managing Director.

a) Job Purpose

The Supply Chain Management officers are responsible for inventory control, procurement, custody, physical distribution, utilization, verification, write-off and disposal of stores; custody of movable property; prevention and detection of losses; guarding against wastage and misuse through procurement and disposal of boarded stores in accordance with the Public Procurement provisions and any other written law and laid down procedures and regulations; compliance with the procurement laws of the country and ensuring the service gets value for its money through prudent procurement practices and strategies.

b) Function

- i. Coordinating, formulating and implementing supply chain management policies and strategies;
- ii. Overseeing the preparation of the annual procurement plan, budget proposal and coordinate its implementation as per the law;
- iii. Providing professional opinion for all tenders to the Managing Director and ensure line managers are provided with logistical advice to ensure effective and efficient procurement;
- iv. Planning and managing all activities involved in sourcing suppliers, procurement, quality assurance, financial, logistics and delivery activities;
- v. Ensuring preparation of monthly, quarterly, semi-annual and annual reports on procurement activities and as provided by law send to PPOA;
- vi. Ensuring that Best Practices are employed in the supply chain management;
- vii. Advising the CEO on the constitution of the disposal committee and overseeing the disposal of obsolete assets/items;
- viii. Supervising preparation and out tender bidding documents/requests for regular and specialized supplies (including consultancy and outsourced services);
- ix. Scheduling procurement in line with the budget;
- x. Providing oversight to the requisitions process to ensure competitive quotations for the purchases of goods: this includes facilitation of opening of tender or quotation documents;
- xi. Ensuring that services and goods are delivered on time and are within stated specifications and standards;
- xii. Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized;
- xiii. Advising the CEO on the constitution of tender evaluation committees;
- xiv. Ensuring periodic stock taking, control, audit and interpreting the reports;
- xv. Ensuring preparation and management of inventory control register;
- xvi. Ensuring provision of secretariat services to the opening and evaluation of committee of quotations or tender.

c) Grading Structure and Scope

Table 26: Supply Chain Management Officer

S/No.	Designation	KEPHIS Grade
1.	Supply Chain Management Assistant	8
2.	Senior Supply Chain Management Assistant	7
3.	Supply Chain Management Officer	6
4.	Senior Supply Chain Management Officer	5
5.	Principal Supply Chain Management Officer	4
7.	Manager Supply Chain	3

Note: The position of Supply Chain Management Assistant Job Grade KEPHIS 8 and Senior Supply Chain Management Assistant Job Grade KEPHIS 7 as well as Supply Chain Management Officer Job Grade KEPHIS 6 and Senior Supply Chain Management Officer Job Grade KEPHIS 5 form a common establishment.

d) Recognized Qualifications

- i. Bachelor's degree in Business Administration/Procurement/ Social Sciences / Purchasing / Commerce / Economics or related discipline;
- ii. Master's degree in relevant field;
- iii. Diploma in purchasing and Supplies (CIPS) Final or equivalent qualification from a recognized institution; Bachelor's degree in Business Administration/Procurement/ Social Sciences / Purchasing / Commerce/ Economics or related discipline;
- iv. Proficiency in Computer applications skills;
- v. Good communication and interpersonal skills;
- vi. Membership of a relevant professional body in good standing is a must;
- vii. Management course lasting not less than four (4) weeks;
- viii. Compliance with chapter six of the constitution.

e) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;

- ix. Communication skills.

f) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

11.27 Job and Person Specifications

11.27.1 Supply Chain Management Assistant Job Grade KEPHIS 8

a) Job Specification

Duties and Responsibilities:

- i. In charge of the stores;
- ii. Receiving and issuing stores;
- iii. following-up with suppliers on all pending deliveries;
- iv. advising on pending orders in the store for replenishment;
- v. filing and maintaining store records;
- vi. Generating Goods Received Notes (GRN);
- vii. Sorting, dispatching and filing invoices and other documents;
- viii. Capturing and processing stores data;
- ix. Complying with Procurement Act;
- x. Preparing requisitions for stocks replenishment;
- xi. Monitoring the movement of stores.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in purchasing and Supplies (CIPS) Final or equivalent qualification from a recognized institution;
- ii. Proficiency in Computer applications skills;
- iii. Good communication and interpersonal skills;
- iv. Compliance with chapter six of the Constitution.

c) Skills

- i. Analytical skills
- ii. Computer literacy and proficiency
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Leadership skills
- vi. Negotiation skills
- vii. Report writing skills
- viii. Problem solving skills.

- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

11.27.2 Senior Supply Chain Management Assistant Job Grade KEPHIS 7

a) Job Specification

Duties and Responsibilities:

- i. In charge of the stores;
- ii. Receiving and issuing stores;
- iii. Following-up with suppliers on all pending deliveries;
- iv. Advising on pending orders in the store for replenishment;
- v. Filing and maintaining store records;
- vi. Generating Goods Received Notes (GRN);
- vii. Sorting, dispatching and filing invoices and other documents;
- viii. Capturing and processing stores data;
- ix. Complying with Procurement Act;
- x. Preparing requisitions for stocks replenishment; and
- xi. Monitoring the movement of stores.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four (4) years' work relevant work experience as a Supply Chain Management Assistant
- ii. Diploma in purchasing and Supplies (CIPS) Final or equivalent qualification from a recognized institution;
- iii. Proficiency in Computer applications skills;
- iv. Good communication and interpersonal skills;
- v. Compliance with chapter six of the Constitution.

c) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;

- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

11.27.3 Supply Chain Management Officer Job Grade KEPHIS 6

a) Job Specification

Duties and Responsibilities:

- i. Processing of purchase requisition;
- ii. carrying out procurement of Air tickets and follow-up on the same;
- iii. preparing Local Purchase Orders / Local Service orders for timely authorization and dispatch to suppliers;
- iv. Assisting users in preparing specifications;
- v. Inviting quotations;
- vi. Participating in tender opening and evaluation;
- vii. Carrying out market surveys and research;
- viii. Participating in quotation opening and evaluation;
- ix. Processing of purchase orders;
- x. Participating in inspection and acceptance of goods and services;
- xi. Receiving of stores and taking them on charge;
- xii. Recommending stores requisitions for issuing;
- xiii. Monitoring the movement of stores;
- xiv. Checking and verifying issue notes and invoices;
- xv. Receiving and processing suppliers' invoices for payment;
- xvi. Preparing of periodic stores returns;
- xvii. Establishing appropriate reorder level;
- xviii. Preparing requisitions for stocks replenishment;
- xix. Participating in stock taking and reconciliation of records;
- xx. Guiding user departments in identifying stores and equipment for disposal;
- xxi. carrying out the direct Purchases of low value items;
- xxii. filing and maintaining procurement documents;
- xxiii. Compiling and availing supporting documentations for payments.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Business Administration/Procurement/ Social Sciences / Purchasing / Commerce / Economics or related discipline;
- ii. Certificate in Computer proficiency;
- iii. Good communication skills.

- iv. Compliance with chapter six of the constitution.

c) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

11.27.4 Senior Supply Chain Management Officer Job Grade KEPHIS 5

a) Job Specification

Duties and Responsibilities:

- i. Preparing and processing tender and quotations documents as per approved Fund's procedures;
- ii. Providing secretariat services to opening, evaluation and disposal Committee;
- iii. Preparing contracts agreements in accordance to tender provisions;
- iv. Participating in carrying out all activities involved in sourcing suppliers, procurement, quality assurance activities;
- v. Participating in consolidating, compiling and evaluating procurement requirements from units;
- vi. Monitoring consumption of materials and advising on fast moving, slow moving and obsolete materials to facilitate replacement and/or disposal;
- vii. Participating in scheduling procurement in line with the budget;
- viii. Participating in ensuring that Best Practices are employed in the supply chain management within the commission;
- ix. Participating in facilitation of prompt and accurate delivery of goods, services or equipment following the award of tenders or orders;
- x. Participating in ensuring goods purchased meet quality specifications;
- xi. Participating in receiving and reviewing requisition for accuracy and completeness.
- xii. Maintaining of accurate purchasing records;
- xiii. Participating in seeking relevant quotations and raising LPO or obtain cash to do the actual

- purchase;
- xiv. Participating in preparing tender schedules before awarding of local purchase orders, and local service orders;
- xv. Conducting market research and surveys; and
- xvi. Coordinating periodic stock taking, control, audit and interpreting the reports.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four (4) years working experience as a Supply Chain Management Officer;
- ii. Bachelor's degree in Business Administration/Procurement/ Social Sciences / Purchasing / Commerce / Economics or related discipline;
- iii. CIPS professional final stage;
- iv. Membership of a relevant professional body in good standing;
- v. A Supervisory Course lasting not less than four (4) weeks from a recognized institution;
- vi. Computer proficiency certificate;
- vii. Meets provisions of Chapter Six of the Constitution.

c) Skills

- i. Analytical skills
- ii. Computer literacy and proficiency
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Leadership skills
- vi. Negotiation skills
- vii. Report writing skills
- viii. Problem solving skills.
- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

11.27.5 Principal Supply Chain Management Officer Job Grade KEPHIS 4

a) Job Specification

Duties and Responsibilities:

- i. Preparing the annual procurement plan, budget proposal and coordinate its implementation as per the law;

- ii. Providing professional opinions for all tenders to the Managing Director and ensure line managers are provided with logistical advice to ensure effective and efficient procurement;
- iii. Preparing of contracts agreements as per established procedures;
- iv. Participating on tender opening and commercial analysis in liaison with other departments, Section and Units;
- v. Participating in the development, implementation of the procurement policy and procedures for the Commission;
- vi. Receiving requisitions from the departments/units for development of procurement schedule;
- vii. Preparing and send out tender bidding documents/requests for regular and specialized supplies of goods and services;
- viii. Scheduling procurement in line with the budget;
- ix. Participating in ensuring that Best Practices are employed in the supply chain management;
- x. Facilitating prompt and accurate delivery of goods, services or equipment following the award of tenders or orders;
- xi. Facilitating receipt, verification, inspection and posting (into stock cards) of ordered goods, to ensure compliance to order specifications;
- xii. Preparing inventory coding and classification and maintain it on equipment and tools, and ensure proper inventory control no pilferage;
- xiii. Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized;
- xiv. Preparing tender schedules before awarding of local purchase orders, and local service orders;
- xv. Managing the performance of the procurement team and undertake appraisal of staff;
- xvi. Participating in carrying out periodic stock takes.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least six (6) years working experience, three (3) of which must have be at Senior level in Supply Chain Management;
- ii. Bachelor's degree in Business Administration/Procurement / Social Sciences / Purchasing / Commerce / Economics or related discipline;
- iii. Master's degree in relevant field;
- iv. A Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Professional Qualification i.e. CIPS /CPSP-K or any other relevant professional qualification;
- vi. Membership in a relevant professional body in good standing;
- vii. Certificate in Computer proficiency;
- viii. Compliance with Chapter Six of the Constitution.

c) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;

- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

11.27.6 Manager, Supply Chain Management Job Grade KEPHIS 3

a) Job Specification

Duties and Responsibilities:

- i. Overall supervision of the supply chain management department;
- ii. Coordinating, formulating and implementing supply chain management policies and strategies;
- iii. Overseeing the preparation of the annual procurement plan, budget proposal and coordinate its implementation as per the law;
- iv. Providing professional opinion for all tenders to the Managing Director and ensure line managers are provided with logistical advice to ensure effective and efficient procurement;
- v. Planning and managing all activities involved in sourcing suppliers, procurement, quality assurance, financial, logistics and delivery activities;
- vi. Ensuring preparation of monthly, quarterly, semi-annual and annual reports on procurement activities and as provided by law send to PPOA;
- vii. Ensuring that Best Practices are employed in the supply chain management;
- viii. Advising the CEO on the constitution of the disposal committee and overseeing the disposal of obsolete assets/items;
- ix. Supervising preparation and out tender bidding documents/requests for regular and specialized supplies (including consultancy and outsourced services);
- x. Scheduling procurement in line with the budget;
- xi. Providing oversight to the requisitions process to ensure competitive quotations for the purchases of goods: this includes facilitation of opening of tender or quotation documents;
- xii. Ensuring that services and goods are delivered on time and are within stated specifications and standards;
- xiii. Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized;
- xiv. Advising the CEO on the constitution of tender evaluation committees;
- xv. Ensuring periodic stock taking, control, audit and interpreting the reports;

- xvi. Ensuring preparation and management of inventory control register;
- xvii. Ensuring provision of secretariat services to the opening and evaluation of committee of quotations or tender;
- xviii. Managing the performance of the procurement team and undertake appraisal of staff.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience, with three (3) as a Principal Supply Chain Management Officer;
- ii. Bachelor's degree in Business Administration / Procurement / Social Sciences / Purchasing / Commerce / Economics or related discipline;
- iii. Master's degree in relevant field;
- iv. Certified member of the Chartered Institute of Purchasing and Supplies;
- v. Membership of a relevant professional body in good standing is a must;
- vi. Management course lasting not less than four (4) weeks;
- vii. Compliance with chapter six of the constitution.

c) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.



**KENYA PLANT HEALTH INSPECTORATE SERVICE
(KEPHIS)**

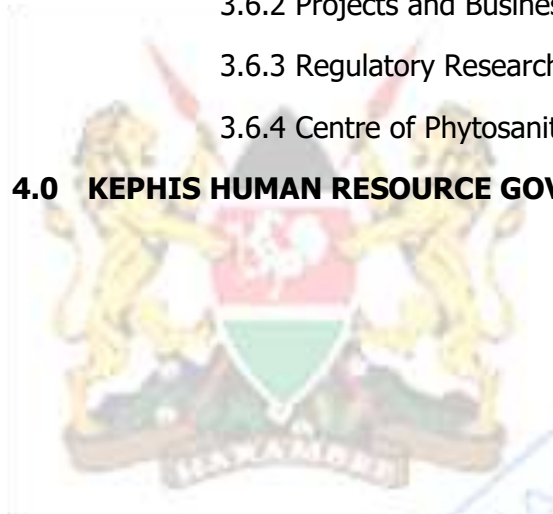
STAFF GRADING AND ESTABLISHMENT

AUGUST, 2021

TABLE OF CONTENT

1.0	INTRODUCTION	4
1.1	Establishment of Kenya Plant Health Inspectorate Service (KEPHIS)	4
1.2	Core Functions of KEPHIS	4
2.0	SUMMARY OF KEPHIS STAFF ESTABLISHMENT	11
3.0	ESTABLISHED OFFICES & FUNCTIONS	28
3.1	Office of the Managing Director	28
3.1.1	Corporation Secretary & Legal Services Department	30
3.1.2	Supply Chain Management Department	32
3.1.3	Internal Audit and Risk Department	34
3.2	Directorate of Laboratory Services	36
3.2.1	Analytical Chemistry Laboratory and Food Safety Department	37
3.2.2	Plant Health and Molecular Laboratory Department	40
3.2.3	Seed Testing Laboratory Department	42
3.3	Directorate of Phytosanitary and Biosecurity	44
3.3.1	Import, Export and Border Control Department	46
3.3.2	Standards, International Obligations and Trade Department	48
3.3.3	Pest Forecasting, Pest Risk Analysis and Surveillance Department	49
3.4	Directorate of Seed Certification & Plant Variety Protection	51
3.4.1	Seed Certification Department	53
3.4.2	Plant Variety Testing and Protection Department	55
3.5	Directorate of Corporate Services	56
3.5.1	Finance & Accounts Department	58
3.5.2	Human Capital Department	60
3.5.3	Corporate Communications Department	62
3.5.4	Office Administrators Division	64
3.5.5	Administration Department	65

3.5.6 Information Communication and Technology (ICT) and Innovation Department	68
3.6 Directorate of Planning and Strategy	70
3.6.1 Planning Department	72
3.6.2 Projects and Business Development Department	74
3.6.3 Regulatory Research and Compliance Department	75
3.6.4 Centre of Phytosanitary Excellence (COPE) Department	76
4.0 KEPHIS HUMAN RESOURCE GOVERNANCE INSTRUMENTS MASTER PLAN	78



1.0 INTRODUCTION

1.1 Establishment of Kenya Plant Health Inspectorate Service (KEPHIS)

The Kenya Plant Health Inspectorate Service (KEPHIS) is a State Corporation established under KEPHIS Act (No. 54) of 2012 with the objective to ensure healthy plants, safe trade and sustainable agro-environment for a prosperous Kenya.

1.2 Core Functions of KEPHIS

The functions of KEPHIS are stipulated in the KEPHIS Act, part II, section 5 as follows:

- a) Regulate matters relating to plant protection, seeds and plant varieties;
- b) Administer and enforce sanitary and phytosanitary measures;
- c) Support the administration and enforcement of food safety measures;
- d) Establish service laboratories to monitor the quality and levels of toxic residues in agro-inputs, irrigation water, plants, soils and produce;
- e) Be the principal advisor to the Government on issues relating to seeds and planting material;
- f) Implement plant variety protection in Kenya, administer Plant Breeders Rights and maintain the plant breeders rights register;
- g) Undertake plant variety testing and description, seed certification and plant quarantine control;
- h) Undertake inspection and grading of plants and plant produce at the ports of entry and exit;
- i) In consultation with other relevant agencies, develop and implement standards for seed and plant materials;
- j) Implement and enforce national biosafety regulations on the introduction and use of genetically or living modified species of plants, insects and microorganism, plant products and other related species;

- k) Regulate import and export of plants and plant materials;
- l) In consultation with other relevant agencies, regulate the commercial exploitation of naturally occurring plants and plant related micro-organisms;
- m) Register and license seed merchants, seed growers, agents and any other person who may be required to be registered under the provisions of this Act or any of the laws specified in the first schedule;
- n) Enter into association with such other bodies or organizations or authorized persons as the KEPHIS Board may consider desirable or appropriate in furtherance of the purposes for which the service is established;
- o) Be the liaison office for international conventions relating to plant variety protection, plant protection, seed certification and dealing with endangered species or any other related conventions.

To execute the above functions and fulfil its mandate, KEPHIS is structured into the following seven (7) Directorates and twenty-one (21) departments: -

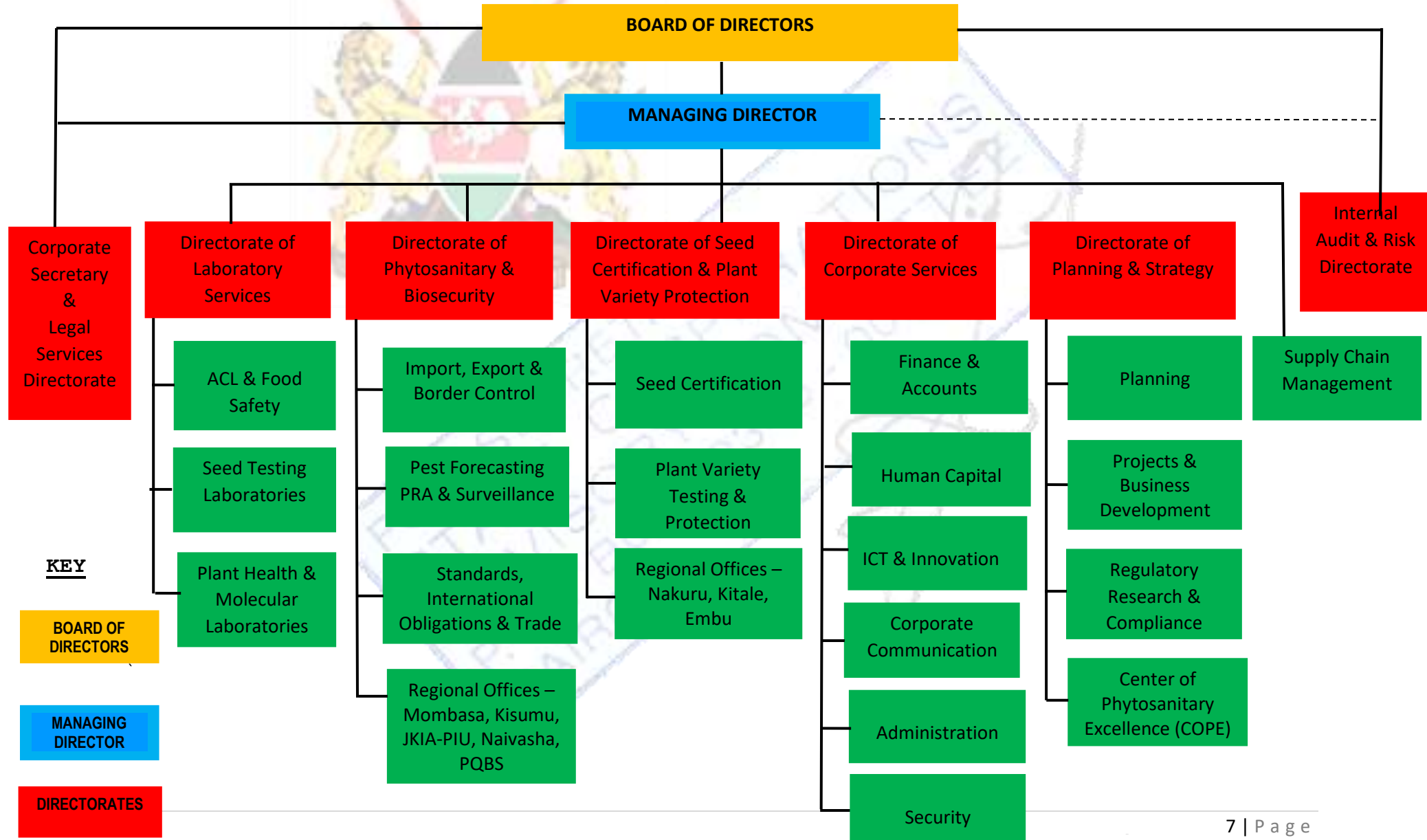
- i. Directorate of Laboratory Services;
- ii. Directorate of Phytosanitary & Biosecurity;
- iii. Directorate of Seed Certification & Plant Variety Protection;
- iv. Directorate of Corporate Services;
- v. Directorate of Planning and Strategy
- vi. Corporation Secretary & Legal Services Directorate;
- vii. Internal Audit & Risk Directorate;
- viii. Supply Chain Management Department;
- ix. Projects & Business Development Department;
- x. Regulatory Research & Compliance Department;
- xi. Corporate Communication Department;
- xii. Centre of Phytosanitary Excellence (COPE) Department;

- xiii. Security Department;
- xiv. Analytical Chemistry Laboratory & Food Safety Department;
- xv. Seed Testing Laboratory Department;
- xvi. Plant Health & Molecular Laboratories Department;
- xvii. Import, Export & Border Control Department;
- xviii. Pest Forecasting PRA & Surveillance Department;
- xix. Standards, International Obligations & Trade Department;
- xx. Regional Offices – Mombasa, Kisumu, JKIA-PIU, Naivasha, PQBS;
- xxi. Seed Certification Department;
- xxii. Plant Variety Testing & Protection Department;
- xxiii. Regional Offices – Nakuru, Kitale, Embu;
- xxiv. Finance & Accounts Department;
- xxv. Human Capital Department;
- xxvi. Planning Department;
- xxvii. ICT & Innovation Department;
- xxviii. Administration Department.

The Internal Audit Directorate reports functionally to the Board of Directors and administratively to the Managing Director.

To facilitate KEPHIS to carry out its Mandate, it has a Staff Establishment as summarized in Table 1.

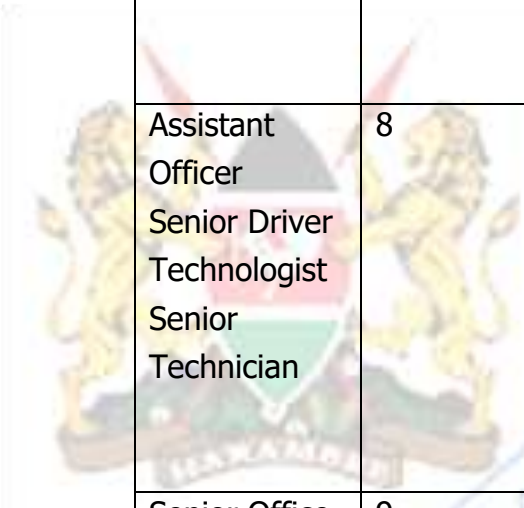
KEPHIS ORGANIZATIONAL STRUCTURE



KEPHIS GRADING STRUCTURE

Functional Area	Designation	Grade KEPHIS	Equivalent Civil Service Grade for Purposes of Allowances Only	Qualifications
Executive	MANAGING DIRECTOR	1	U-V	- Put as per KEPHIS Act - Bachelor's Degree - Master's Degree - PhD Degree - Professional qualification and membership where applicable - Leadership course lasting not less than six (6) weeks. - At least Fifteen (15) years' work experience - At least 7 Years' experience in senior management level - Fulfil the requirements of Chapter 6 of the Constitution
Directorate	DIRECTOR	2	S-T	- Bachelor's Degree - Master's Degree - Professional qualification and membership where applicable - Leadership course lasting not less six (6) weeks - At least twelve (12) years' work experience - At least six (6) Years' experience in senior management level - Fulfil the requirements of Chapter 6 of the Constitution
Department	DEPUTY DIRECTOR/ MANAGER	3	R	- Bachelor's degree - Master's Degree

				- Professional qualification and membership where applicable - Senior Management course lasting not less four (4) weeks - At least ten (10) years' work experience *At least five (5) Years' experience in management - Fulfil the requirements of Chapter 6 of the Constitution
Division	PRINCIPAL OFFICER	4	P	- Bachelor's Degree - Master's Degree - Professional qualification and membership where applicable - Senior Management course lasting not less four (4) weeks - At least eight (8) years' work experience - At least three (3) Years' experience in a supervisory role - Fulfil the requirements of Chapter 6 of the Constitution
Sections	SENIOR OFFICER	5	N	- Bachelor's Degree - Supervisory course lasting not less two (2) weeks - At least four (4) years' work experience - Fulfil the requirements of Chapter 6 of the Constitution
Unit	OFFICER	6	L	- Bachelor's Degree - Fulfil the requirements of Chapter 6 of the Constitution
Operations	Senior Assistant Officer	7	K	- Higher National Diploma - Two years' experience

	Principal Driver			Meets requirement of Chapter Six of the Constitution
	Senior Technologist			OR - Diploma - Relevant Experience – 4 years - Fulfil the requirements of Chapter 6 of the Constitution
	Assistant Officer Senior Driver Technologist Senior Technician	8	J	- Diploma - Fulfil the requirements of Chapter 6 of the Constitution OR - KCSE D+ or equivalent - Professional Certificate - Four (4) years Relevant Experience
	Senior Office Assistant Technician Driver	9	H	- KCSE D+ or equivalent - Professional Certificate - Meets requirement of Chapter Six of the Constitution OR - KCSE D+ - Minimum four years' experience - Meets requirement of Chapter Six of the Constitution
	Office Assistant / Support Staff	10	G	- KCSE D+ or equivalent - Fulfil the requirements of Chapter 6 of the Constitution

*Not applicable for Deputy Directors without managerial responsibilities

Note: Details of KEPHIS Jobs are in Annex 1

2.0 SUMMARY OF KEPHIS STAFF ESTABLISHMENT

To facilitate KEPHIS carry out its Mandate, it has a staff establishment as summarized in Table 1.

Table 1: Summary of KEPHIS Staff Establishment and Grading Structure

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
MANAGING DIRECTOR				
Managing Director	1	1	1	Managing Director
Personal Assistant (Technical PA Corporate Services PA)	*	2	1	The Personal Assistant (Technical PA) will be deployed from any of the Technical departments at a grade not lower than 5
Protocol Officer	*	1	1	The Protocol Officer will be deployed from the Corporate Communications departments at a grade not lower than 5.
Principal Office Administrator	4	1	1	Principal Office Administrator
Senior Assistant Office Administrator	7	1	1	Senior Assistant Office Administrator
Principal Driver	7	2	0	Principal Driver
Senior Driver	8	1	0	Senior Driver
Driver	9	1	1	Driving duties
Office Assistant	10	2	1	Office Assistant
Sub-Total		12	7	
CORPORATION SECRETARY AND LEGAL SERVICES DIRECTORATE				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Corporation Secretary and Legal Services Director	2	1	0	
Principal Legal Officer	4	1	0	

Senior Legal Officer	5	2	0	
Legal Officer	6	2	1	
Senior Office Administrator	7	1	1	
Sub – Total		7	2	

SUPPLY CHAIN MANAGEMENT DEPARTMENT

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Manager, Supply Chain Management.	3	1	1	
Principal Supply chain Man. Officer	4	1	0	
Senior Supply Chain Man. Officer	5	2	0	
Supply Chain Man. Officer	6	5	5	
Senior Assistant Supply Chain Management Officer	7	3	3	
Assistant Supply Chain Management Officer	8	2	0	
Sub – Total		14	9	

INTERNAL AUDIT AND RISK DIRECTORATE

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director, Internal Audit and Risk	2	1	1	
Principal Internal Auditor and Risk (Inspector seconded to Audit)	4	2	1	

Senior Officer Internal Audit and Risk	5	2	0	
Internal Auditor and Risk	6	2	1	
Senior Assistant Auditor and Risk	7	2	1	
Assistant Officer Internal Auditor and Risk	8	2	0	
Sub - Total		11	4	

DIRECTORATE OF LABORATORY SERVICES

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In- post</i>	<i>Remarks</i>
Director Laboratory Services	2	1	0	The Director will head the Directorate
Assistant Office Administrator	8	1	0	Office Management
Senior Support staff/Office Assistant	9	1	0	Will support in administrative work
Sub Total		3	0	

ANALYTICAL CHEMISTRY LABORATORY AND FOOD SAFETY DEPARTMENT

Deputy Director Analytical Chemistry Laboratory and Food Safety	3	1	1	In charge of and providing oversight of the department
Deputy Director Laboratory Analyst	3	3	2	Coordinate and oversee technical operations and quality management system of the laboratory
Principal Laboratory Analyst	4	5	2	
Senior Laboratory Analyst	5	4	7	Schedule analytical work and carry out of testing of laboratory samples and generate reports and develop methods
Laboratory Analyst	6	8	3	Carry out analyses of sample as per laboratory SOPs and working instructions and generate report template

Biometrician	6	1	0	Generate data trends and reports from laboratory
Senior Laboratory Technologist	7	10	5	Carry out analysis, prepare equipment schedules for maintenance
Laboratory Technologist	8	10	7	Process samples and sample archives
Senior Laboratory Technician	8	3	0	Sample processing, logistics and laboratory cleanliness
Laboratory Technician	9	2	1	Sample processing and laboratory cleanliness
Assistant Office Administrator	8	2	0	Coordinate office management with other
Office Administrator	6	1	0	Office management, write laboratory reports and issue to customers.
Senior Office Assistant	9	4	0	Oversee laboratory cleanliness and sample storage and processing
Office Assistant	10	3	4	Ensure general laboratory cleanliness and sample processing
Principal Caretaker	8	1	0	Ensure security of laboratory facility
Sub-Total		58	32	

PLANT HEALTH AND MOLECULAR BIOLOGY LABORATORY DEPARTMENT

Deputy Director Plant Health and Molecular Biology Laboratory	3	1	0	In charge of and providing oversight of the department
Deputy Director Laboratory Analyst	3	4	0	Coordinate accreditation with international accreditation bodies
Principal Laboratory Analyst	4	12	8	Method development and validation
Senior Laboratory Analyst	5	7	6	Data analysis and recommendation
Laboratory Analyst	6	7	3	Carry out analysis as per working SOPs
Senior Laboratory Technologist	7	16	1	Assist and support analysis as per diagnostic manuals
Laboratory Technologist	8	7	1	Carry out diagnostic analysis of samples

Senior Laboratory Technician	8	5	4	Sample Preparation
Office Administrator	6	2	0	Office management and report preparation
Senior Office Administrator	7	2	0	Office management
Senior Support Staff	9	1	0	
Support staff	10	1	0	Processing of samples and cleaning of glassware
Sub-Total		65	23	
SEED TESTING LABORATORY DEPARTMENT				
Deputy Director Seed Testing Laboratory	3	1	0	In charge of and providing oversight of the seed testing department and Regional office and be the Official seed tester
Deputy Director Laboratory Analyst	3	1	0	Oversee the technical management of the seed testing laboratories.
Principal Laboratory Analyst	4	4	2	Oversee the functions of the seed testing laboratory
Senior Laboratory Analyst	5	4	0	Coordinate specific seed laboratories, namely (<i>Seed Purity lab, Germination laboratory and Seed health testing laboratory</i>)
Laboratory Analyst	6	6	0	Coordinate testing programs in the laboratory (3 laboratories of seed and Kitale laboratory)
Senior Laboratory Technologist	7	8	3	Seed sampling and testing and provide reports of analysis
Laboratory Technologist	8	10	7	Seed sampling and testing in the 3 laboratories, and Kitale seed laboratory.
Senior Laboratory Technician	8	2	0	
Laboratory Technician	9	2	0	Sample processing and laboratory cleanliness
Office Administrator	6	1	0	Generate analysis reports and administer office activities
Senior Assistant Office Administrator	7	1	0	Office management

Senior Office assistant	9	2	0	Ensure general laboratory cleanliness and sample processing, collect customer feedback
Office assistant	10	2	0	Ensure general laboratory equipment's cleanliness.
Sub – Total		44	12	

DIRECTORATE OF PHYTOSANITARY & BIOSECURITY

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director, Phytosanitary & Biosecurity	2	1	1	The Director will head the Directorate
Officer administrator	6	1	1	The Administrative Assistant/Senior will support in administrative work.
Office assistant	9	1	1	
Driver	8	1	1	Driving duties
Sub – Total		4	4	

IMPORT, EXPORT AND BORDER CONTROL DEPARTMENT

Deputy Director, Import, Export and Border Control	3	1	0	Providing oversight and coordination of the department
Deputy Director Seed/Plant health inspector	3	8	6	To oversee the export inspection.
Principal Seed Plant/health inspector	4	30	15	Team leader of export inspection.
Senior Seed/Plant health inspector	5	63	28	Undertake export inspection
Seed Plant health inspector	6	40	20	Undertake export inspection
Senior Assistant Seed/Plant health inspector	7	35	4	Undertake export inspection

Assistant Seed Plant health inspector	8	20	0	Undertake export inspection
Senior Officer administrator	5	6	4	The Administrative Assistant/Senior will support in administrative work
Sub – Total		203	77	
STANDARDS, INTERNATIONAL OBLIGATIONS AND TRADE DEPARTMENT				
Deputy director, Standards, International Obligations and Trade	3	1	0	To head the Department and provide leadership
Deputy Director Seed/Plant health inspector/Analyst	3	1	0	To support head of department in analysis of trade, standards and international obligations
Principal Seed Plant/health inspector/Analyst	4	1	1	Analysis of trade, standards and international obligations
Senior Seed/Plant health inspector/Analyst	5	1	0	Analysis of trade, standards and international obligations
Assistant Officer administrator	8	1	1	The Administrative Assistant/Senior will support in administrative work.
Sub – Total		5	2	
PEST FORECASTING, PEST RISK ANALYSIS AND SURVEILLANCE				
Deputy Director, Pest Forecasting, Pest Risk Analysis and Surveillance	3	1	1	To head the Department and provide leadership
Deputy Director Seed/Plant health inspector	3	1	0	To support head of department in pest forecasting, pest risk analysis and surveillance
Principal Seed Plant/health inspector	4	15	3	Undertake Pest forecasting, pest risk analysis and surveillance
Senior Seed/Plant health inspector	5	20	4	Undertake Pest forecasting, pest risk analysis and surveillance.
Seed Plant health inspector	6	13	1	Undertake Pest forecasting, pest risk analysis and surveillance.
Section – Total		50	9	

DIRECTORATE OF SEED CERTIFICATION AND PLANT VARIETY PROTECTION

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director, Seed Certification and Plant Variety Protection	2	1	1	The Director will head the Directorate
Officer administrator	6	1	1	Office administration
Office assistant	9	1	1	Will support in administrative work
Driver	8	1	1	Driving duties
Sub – Total		4	4	

SEED CERTIFICATION DEPARTMENT

Deputy Director Seed Certification	3	1	1	Providing oversight of the department
Deputy Director seed/ plant Inspector	3	1	0	Head of seed certification section
Principal seed/plant Inspector	4	20	5	To oversee the seed inspections and certification
Senior Seed/plant Inspector	5	23	15	Undertake seed inspections
Seed/plant Inspector	6	20	8	Undertake seed inspections
Senior Assistant Seed/plant Inspector/	7	12	2	Undertake seed inspections
Assistant Seed/plant Inspector	8	14	0	Undertake seed inspections
Senior Assistant Farm Manager	7	2	0	Farm management
Assistant Farm Manager	8	2	0	Assist in farm management
Sub – Total		95	31	

PLANT VARIETY TESTING AND PROTECTION DEPARTMENT

Deputy Director Plant Variety testing and protection	3	1	0	In charge of and providing oversight of the department
Deputy Director seed/ plant Inspector	3	1	0	
Senior Principal Biometrician	3	1	0	
Principal seed/Plant Inspector	4	8	2	Collect, analyse and create reports on performance of new plant varieties
Principal Biometrician	4	1	0	
Senior Seed/Plant Inspector	5	12	9	Design trials and programs for data collection
Senior Biometrician	5	2	0	
Seed/Plant Inspector	6	15	4	
Senior Assistant seed /plant health Inspector	7	3	0	Field Data collection
Assistant Seed /plant health Inspector	8	7	1	
Biometrician	6	2	2	Experimental design and Data analysis
Sub – Total		53	18	

DIRECTORATE OF CORPORATE SERVICES

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In- post</i>	<i>Remarks</i>
Director, Corporate Services	2	1	0	
Senior Office Administrator	5	1	1	
Driver	8	1	1	Driving duties

Sub – Total		3	2	
FINANCE & ACCOUNTS DEPARTMENT				
Deputy Director, Finance & Accounts	3	1	1	
Principal Accountant	4	5	0	
Senior Accountant	5	20	9	
Accountant	6	10	9	
Senior Accounts Assistant	7	8	3	
Accounts Assistant	8	8	0	
Sub – Total		52	22	
HUMAN CAPITAL DEPARTMENT				
Deputy Director, Human Capital	3	1	1	
Principal Human Capital Officer	4	1	1	
Senior Human Capital Officer	5	2	2	
Human Capital Officer	6	6	9	
Senior Assistant Human Capital Officer	7	6	6	
Assistant Human Capital Officer	8	6	0	
Records and Knowledge Management Division				
Principal Records and Knowledge management Officer	4	1	0	

Senior Records and Knowledge management Officer	5	1	0	
Records Management Officer	6	1	0	
Senior Assistant Records Management Officer	7	2	0	
Assistant Records Management Officer	8	8	0	
Office Administration Division				
Principal Office Administrator	4	3	0	
Senior Office Administrator	5	9	1	
Office Administrator	6	9	7	
Senior Assistant Office Administrators	7	2	0	
Assistant Office Administrators	8	3	0	
Support/ Office Service Section				
Principal Office Assistant	8	12	0	
Senior Support Staff	9	16	5	
Office Assistant	10	5	16	
Sub Total		95	47	
ADMINISTRATION DEPARTMENT				
Deputy Director, Administration	3	1	0	
Principal Administration Officer	4	3	0	

Senior Administration Officer	5	3	0	
Administration Officer	6	4	0	
Senior Assistant Administration Officer	7	2	0	
Assistant Administration Officer	8	3	0	
Sub Total		16	0	

Mechanical Services Division

Senior Mechanical Inspector	5	1	0	
Mechanical Inspector	6	1	1	
Senior Assistant Mechanical Inspector	7	1	0	
Assistant Mechanical Inspector	8	1	0	

Estate Management Division

Senior Estate Management Officer	5	1	0	
Estate Management Officer	6	1	0	
Senior Assistant Works Inspector	7	1	0	
Assistant Works Inspector	8	1	0	
Principal Caretaker	8	2	0	
Senior Caretaker	9	7	0	
Caretaker	10	7	3	

Catering & Accommodation Division

Senior Catering & Accommodation Officer	5	1	0	
Catering & Accommodation Officer/ Cateress	6	1	1	
Senior Assistant Catering & Accommodation Officer	7	4	4	
Assistant Catering & Accommodation Officer	8	4	0	
Transport Division				
Principal Driver	7	5	0	
Senior Driver	8	53	0	
Driver	9	3	45	
Principal Rider	7	1	0	
Senior Rider	8	1	0	
Rider	9	1	1	
Principal Plant Operator	7	2	0	
Senior Plant Operator	8	2	0	
Plant Operator	9	2	4	
Sub Total		105	59	
INFORMATION COMMUNICATION TECHNOLOGY (ICT) AND INNOVATION DEPARTMENT				
Deputy Director, ICT and Innovation	3	1	1	
Principal ICT and Innovation Officer	4	1	1	

Senior ICT and Innovation Officer	5	7	7	
ICT and Innovation Officer	6	3	0	
Senior Assistant ICT and Innovation Officer	7	3	0	
Assistant ICT and Innovation Officer	8	3	0	
Sub – Total		18	9	

SECURITY DEPARTMENT

Deputy Directort, Security	3	1	0	
Principal Security Officer	4	1	0	
Senior Security Officer	5	1	0	
Security Officer	6	5	0	
Senior Assistant Security Officer	7	2	0	
Sub – Total		10	0	

DIRECTORATE OF PLANNING AND STRATEGY

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director, Planning and Strategy	2	1	0	
Assistant Office Administrator	8	1	0	
Senior Support staff/Office Assistant	9	1	0	
Driver	8	1	0	
Sub – Total		4	0	

PLANNING DEPARTMENT				
Deputy Director Planning & Strategy	3	1	1	
Principal Planning & Strategy Officer	4	1	0	
Senior Planning & Strategy Officer	5	1	0	
Planning & Strategy Officer	6	2	2	
Senior Assistant Planning & Strategy Officer	7	1	0	
Assistant Planning & Strategy Officer	8	1	0	
Sub – Total		7	3	
CORPORATE COMMUNICATIONS DEPARTMENT				
Deputy Director, Corporate Communications	3	1	0	
Principal Corporate Communications Officer	4	1	1	
Senior Corporate Communications Officer	5	1	0	
Corporate Communications Officer	6	1	0	
Senior Assistant Corporate Communications Officer	7	1	2	
Assistant Corporate Communications	8	2	0	
Senior customer care officer	7	8	8	
Assistant Customer care officer	8	5	0	

Sub – Total		20	11	
PROJECTS AND BUSINESS DEVELOPMENT DEPARTMENT				
Deputy Director Projects and Business Development	3	1	1	The Deputy Director will head the division
Principal Projects & Business Development Officer	4	1	0	Oversee implementation of projects and resource mobilization.
Senior Projects & Business Development Officer	5	1	1	Develop concept notes, project proposals and approach potential donors to support these concept notes or proposals and coordinate project activities.
Projects & Business Development Officer	6	2	0	Develop concept notes, project proposals and approach potential donors to support these concept notes or proposals and coordinate project activities.
Office administrator	6	1	1	The Administrative Assistant/Senior will support in administrative work.
Sub –Total		6	3	
REGULATORY RESEARCH AND COMPLIANCE DEPARTMENT				
Deputy Director Regulatory Research and Compliance	3	1	0	In charge of and providing oversight of the department
Deputy Director seed/ plant Inspector	3	1	0	
Principal seed/plant Inspector	4	2	0	Oversee the research and implementation of research.
Senior seed/plant Inspector	5	4	0	Conduct research and compliance inspections
Seed/plant Inspector	6	5	0	
Sub – Total		13	0	

CENTER OF PHYTOSANITARY EXCELLENCE (COPE) DEPARTMENT				
Deputy Director COPE	3	1	0	In charge of and providing oversight of the department
Principal Seed/Plant Health Officer	4	1	0	Assist in management of the affairs of COPE
Senior Seed/Plant Health Officer	5	2	0	Plan for training, Conduct training, capacity building and consultancy
Seed/Plant Health Officer	6	3	1	Conduct training, capacity building and consultancy
Office Administrator	7	2	0	Office administration
Sub – Total		9	1	
Total		975	384	

FOR SECRETARY
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3.0 ESTABLISHED OFFICES & FUNCTIONS

The following offices and staffing levels are established as determined by the functions of KEPHIS stipulated in the KEPHIS Act, no. 54, part II, section 5:

3.1 Office of the Managing Director

a) Rationale

This position of Managing Director, KEPHIS is anchored under section 8 (e) of KEPHIS Act and is the topmost Management office. The Office is answerable to the Board of Directors and has the responsibility of implementing the KEPHIS strategic goals and the management of its resources; including giving direction and leadership to the achievement of KEPHIS mission, the development of its strategy and the attainment of its annual goals and objectives. In addition, the office is responsible for the day-to-day operations and administration.

b) Functions

The functions of the Office of Managing Director are to:

- i. Provide guidance and management to the Corporation to ensure achievement of Corporate strategic objectives;
- ii. Executing and communicating to the Board of Directors strategies, decisions and policies;
- iii. Develop and recommend to the Board of Directors the annual business plans for KEPHIS;
- iv. Provide regular, thorough and prompt communication to the Board of Directors on key technical, financial and administrative matters;
- v. Ensure that KEPHIS has effective management structure including succession plans;
- vi. Serve as the link between the Board of Directors and the management;
- vii. Ensure that the KEPHIS delivers on its mandate as stipulated in the KEPHIS Act No. 54 of 2012;
- viii. Convene Board meetings in consultation with the Chairperson and secretary thereof;

- ix. Sign all government and donor grant agreements and contracts and related documentation on behalf of KEPHIS;
- x. Identify and sourcing for suitable development partners; ensuring that annual financial audit is conducted and recommendations addressed;
- xi. develop and implementing effective human resource management and administrative policies and systems;
- xii. Be responsible for stakeholder management and the enhancement of the corporate image of the Service;
- xiii. Ensure preparation of the annual budgets and establishing proper internal controls;
- xiv. Spearhead the development and implementation of efficient systems that support the effective use of the Service's resources;
- xv. Oversee performance management in the Corporation;
- xvi. Engage with strategic partners for purposes of resource mobilization;
- xvii. Perform any other duty necessary for the furtherance of the objective for the functions as stipulated in No. 54 of 2012.

c) Staff Establishment

In order to perform the above functions, the office of the MD will be staffed as follows:

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
MANAGING DIRECTOR				
Managing Director	1	1	1	Managing Director
Personal Assistant (Technical PA)	*	1	1	The Personal Assistant (Technical PA) will be deployed from any of the Technical departments at a grade not lower than 4
Protocol Officer	*	1	1	The Protocol Officer will be deployed from the Corporate Communications departments at a grade not lower than 8.

Principal Office Administrator	4	1	1	Principal Office Administrator
Senior Assistant Office Administrator	7	1	1	Senior Assistant Office Administrator
Principal Driver	7	2	0	Principal Driver
Senior Driver	8	1	0	Senior Driver
Driver	9	1	1	
Office Assistant	10	2	1	Office Assistant
Sub-Total		11	7	

3.1.1 Corporation Secretary & Legal Services Directorate

a) Rationale

The office is responsible for supporting the Managing director provide Board Secretariat and related services to the Board as required under the KEPHIS Act and Mwongozo. The Directorate is also responsible for advising the Board and Management on legal matters, overseeing legal matters as well as implementing good corporate governance to enhance organizational credibility.

b) Functions

The Corporation Secretary and Legal Services Directorate is responsible for the following functions:

- i. Providing advice to the Board and Board Members individually on their duties, responsibilities and powers and how these should be exercised in the best interest of the organization;
- ii. Ensuring the board procedures are followed and reviewed regularly, and that the Board complies with the Law, rules and regulations;
- iii. Assisting the Chairperson and Managing Director in organizing Board activities, including providing information, preparing agenda, issuing notices and preparing

- for meetings, board evaluations and board development programs;
- iv. Providing secretarial services to the Board including ensuring that the board work plan is prepared and adhered to, circulating board papers in advance of the meeting, keeping a record of attendance at meetings, keeping safe custody of the seal and a record of its usage;
 - v. Ensuring that the minutes of the Board and Board committees are promptly prepared and circulated;
 - vi. Keeping the Board abreast of and informed on, current governance thinking and practice;
 - vii. Coordinating the governance issues including governance audit process;
 - viii. Drafting of agreements, contracts, leases and maintaining records of such transactions;
 - ix. Liaising with external legal councils on legal matters affecting the Board;
 - x. Verifying all contracts, agreements, leases in which the Board enters into to ensure compliance;
 - xi. Advising the Management on legal aspects of administrative matters;
 - xii. Undertaking research on assigned legal issues;
 - xiii. Collecting and collating research data;
 - xiv. Vetting and verification of documents before execution by authorized representatives of the Board;
 - xv. Liaising with the office of the Attorney General on legal issues affecting the Board in execution of its mandate;
 - xvi. Preparing witnesses and the evidence as well as presenting the same in court while and updated record of all court cases;
 - xvii. Collaborating and corresponding with external advocates on all pending court cases;
 - xviii. Attending to internal company queries of legal nature in the facilitation of normal business;
 - xix. Advising Procurement committees on legal issues;

- xx. Maintenance of accreditation and ISO certification;
- xxi. Providing secretarial services to the Board of Trustees including ensuring that the board work plan is prepared and adhered to, circulating board papers in advance of the meeting, keeping a record of attendance at meetings, keeping safe custody of the seal and a record of its usage.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

CORPORATION SECRETARY AND LEGAL SERVICES DIRECTORATE				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Corporation Secretary and Director Legal Services	2	1	0	
Principal Legal Officer	4	1	0	
Senior Legal Officer	5	2	0	
Legal Officer	6	2	1	
Senior Office Administrator	7	1	2	
Sub – Total		7	3	

3.1.2 Supply Chain Management Department

a) Rationale

The supply chain Management is anchored in the Constitution through Article 227 and amplified by section 47 of the Public Procurement and Asset Disposal Act, 2015. The Division facilitates KEPHIS to achieve its strategic goals through efficient and effective planning and procurement/disposal of goods and services.

b) Functions

The Department will be responsible for the following functions: -

- i. Ensure strict compliance with the prevailing procurement laws in the procurement of all goods, works and services in the Corporation;
- ii. Oversee the preparation of the annual consolidated procurement plan as per the Act;
- iii. Oversee the implementation of the annual consolidated procurement plan;
- iv. Liaise with the Public Procurement Regulatory Authority on various issues regarding public procurement and Disposal of assets;
- v. Reviewing procurement needs of the organisation from time to time;
- vi. In charge of stores management in the Corporation;
- vii. Provide professional opinions on all procurement and disposal matters to the Managing Director;
- viii. Prepare statutory reports to PPRA.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

SUPPLY CHAIN MANAGEMENT DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Manager, Supply Chain Management.	3	1	1	
Principal Supply chain Man. Officer	4	1	0	
Senior Supply Chain Man. Officer	5	2	0	
Supply Chain Man. Officer	6	5	5	
Senior Assistant Supply Chain Management Officer	7	3	3	

Assistant Supply Chain Management Officer	8	2	0	
Sub – Total		14	9	

3.1.3 Internal Audit and Risk Directorate

a) Rationale

The Directorate is responsible for reviewing and evaluating budgetary performance, financial management, transparency and accountability mechanisms and processes at the Corporation; providing reasonable assurance through the audit committee on the state of risk management, control and governance within the Corporation; and reviewing the effectiveness of the financial and non-financial performance management systems of the Corporation.

b) Functions

- i. Developing and executing internal audit plans based on scope defined in international internal audit standards, internal audit policies and risk.
- ii. Plan and manage internal audit staff to accomplish audit plan and assignments.
- iii. Conducting special projects and investigations.
- iv. Advising management on internal controls, cost containment, risk and governance issues.
- v. Reviewing audit documentation or work papers for accuracy and clarity and guide audit staff in the preparation of audit reports.
- vi. Communicating audit results to management and audit committees.
- vii. Championing internal control and corporate governance concepts throughout the Corporation.
- viii. Follow up on the status of outstanding internal audit issues with respective managers.
- ix. Verify payments and imprest applications as per procedure.

- x. Performing appraisals, inspections, investigations, examinations, analysis and reviews from time to time as requested by management.
- xi. Liaising with external auditors.
- xii. Undertaking any other duty that may be assigned from time to time by management.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

INTERNAL AUDIT AND RISK DIRECTORATE				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director, Internal Audit and Risk	2	1	0	
Principal Internal Auditor and Risk (Inspector seconded to Audit)	4	2	1	
Senior Officer Internal Audit and Risk	5	2	0	
Internal Auditor and Risk	6	2	1	
Senior Assistant Auditor and Risk	7	2	1	
Assistant Officer Internal Auditor and Risk	8	2	0	
Sub - Total		11	4	

3.2 Directorate of Laboratory Services

Rationale

The Directorate is established pursuant to KEPHIS Act, no. 54, part II, section 5 (b), (c) and (d) responsible for the effective management of the Analytical Chemistry Laboratory and Food Safety, Plant Health and Molecular Laboratories and the Seed Testing Laboratories functions of the Service.

b) Functions

The functions of the Laboratory Services Directorate as are to:

- i. Advice board and management on matters related to food safety in agricultural products.
- ii. Provide leadership on analytical chemistry & food safety, seed testing and plant health, functions of the Service;
- iii. Coordinate the designing and implementation of performance management systems within analytical chemistry, seed testing, plant health and food safety functions;
- iv. Develop and implement appropriate administrative controls within the Analytical chemistry and food Safety Laboratory, Seed testing and Plant Health function;
- v. Conducting technical negotiations and consultations with industry players to establish appropriate legislative and regulatory standards;
- vi. Establish and foster strategic linkages with stakeholders and relevant local, regional and international bodies;
- vii. Coordinate the publicity of the Service and promote such nationally and internationally;
- viii. Coordinate laboratory quality assurance implementation and programs for the laboratories;
- ix. Propose areas of regulatory research and policy within the department.
- x. Oversee activities related to safety and quality of agricultural inputs and produce;
- xi. Administer and enforce sanitary and phytosanitary measures;
- xii. Support the administration and enforcement of food safety measures;

- xiii. Establish service laboratories to monitor the, quality and levels of toxic residues in agro-inputs, irrigation water, plants, soils and produce;
- xiv. Act as liaison office for CODEX;
- xv. Undertake quality assurance on agricultural inputs and produce;
- xvi. Initiate and maintain accreditation to ISO/IEC 17025 and ISTA laboratory schemes for Analytical chemistry, Plant health and Seed testing laboratories
- xvii. Coordination and initiate participation in quality control programmes such as Proficiency testing schemes.

The Directorate will provide services through the following three Departments:

- Analytical Chemistry Laboratory and Food Safety;
- Plant Health and Molecular Laboratory;
- Seed Testing Laboratory.

c) Staff Establishment

In order to perform the above functions, the Directorate will be staffed as follows:

DIRECTORATE OF LABORATORY SERVICES					
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>	
Director Laboratory Services	2	1	0	The Director will head the Directorate	
Assistant Office Administrator	8	1	0	Office Management	
Senior Support staff/Office Assistant	9	1	0		
Driver	8	1	0		
Sub Total		4	0		

3.2.1 Analytical Chemistry Laboratory and Food Safety Department

a) Rationale

The Department is responsible for food safety assurance and analytical testing in agricultural inputs and produce. This assures safe food and market compliance of exported and locally consumed produce as well as advisory services on quality of agricultural inputs.

b) Functions

The functions Analytical Chemistry Laboratory and Food Safety Department are to:

- i. Analyze contaminants in fresh produce and environmental samples;
- ii. Soil testing for nutritional evaluations and fertilizer recommendations;
- iii. Analyze of water for irrigation suitability;
- iv. Analyze of heavy metals in food, feed and environmental samples;
- v. Analyze of Mycotoxin in food and feed;
- vi. Analyze fertilizers and compost manures for nutritional content and (or) compliance to label declarations;
- vii. Undertake farm audits to verify compliance with market requirements and standards;
- viii. Participate in standard setting forums including but not limited to CODEX scientific committee;
- ix. Capacity building of producers and exporters of agricultural produce;
- x. Undertake annual monitoring plans on fresh produce and fertilizers for quality and safety evaluations;
- xi. In liaison with the Ministry of Agriculture Livestock, Fisheries and Cooperatives develop/review food safety policies.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

ANALYTICAL CHEMISTRY LABORATORY AND FOOD SAFETY DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>

Deputy Analytical Laboratory Safety	Director Chemistry and Food Safety	3	1	1	In charge of and providing oversight of the department
Deputy Laboratory Analyst	Director	3	3	2	Coordinate and oversee technical operations and quality management system of the laboratory
Principal Analyst	Laboratory	4	5	2	
Senior Analyst	Laboratory	5	4	7	Schedule analytical work and carry out of testing of laboratory samples and generate reports and develop methods
Laboratory Analyst		6	8	3	Carry out analyses of sample as per laboratory SOPs and working instructions and generate report template
Biometrician		6	1	0	Generate data trends and reports from laboratory
Senior Technologist	Laboratory	7	10	5	Carry out analysis, prepare equipment schedules for maintenance
Laboratory Technologist		8	10	7	Process samples and sample archives
Senior Technician	Laboratory	8	3	0	Sample processing, logistics and laboratory cleanliness
Laboratory Technician		9	2	1	Sample processing and laboratory cleanliness
Assistant Administrator	Office	8	2	0	Coordinate office management with other
Office Administrator		6	1	0	Office management, write laboratory reports and issue to customers.
Senior Office Assistant		9	4	0	Oversee laboratory cleanliness and sample storage and processing
Office Assistant		10	3	4	Ensure general laboratory cleanliness and sample processing
Principal Caretaker		8	1	0	Ensure security of laboratory facility

Sub-Total		58	32	
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3.2.2 Plant Health and Molecular Laboratory Department

a) Rationale

The Department is responsible for Coordinating all KEPHIS Plant health and molecular laboratory activities.

b) Functions

- i. Coordinate activities of KEPHIS Plant Health and Molecular Laboratories including Pest diagnosis and testing, protocol development, acquisition, calibration and maintenance of equipment and, related facilities for the laboratories;
- ii. Liaison office for all the activities concerning plant health laboratories including Liaising with clients to ensure testing is done as per the service charter;
- iii. Reviewing and addressing emerging issues that are likely to cause non-conforming work for the labs;
- iv. Participate in and support activities related to plant health such as PRA, pest surveillance and management, and trade in plants and plant products;
- v. Coordinate activities of the labs as plant health reference points (such as the COMESA reference lab on plant health);
- vi. Coordinate development, validation and implementation of new pest diagnosis protocols’;
- vii. Coordinate acquisition, verification and maintenance of certified reference materials;
- viii. Coordinate proficiency testing & inter-lab comparisons, competence assessments and quality assurance for the labs;
- ix. Coordinate the implementation of all quality assurance protocols and procedures for ensuring the laboratories attain and maintain ISO 17025 and other accreditation;
- x. Marketing the Laboratory testing activities and sourcing of new potential clients;
- xi. Participate in policy- making, review and standards setting on matters related to plant health;
- xii. Coordinate the inspections, certifications and/or accreditation of third-party laboratory and related facilities;
- xiii. Coordinate the training of clients and stakeholders on the required standards; as well as aspects of pest management and sustainable agricultural production in relation to plant health;

- xiv. Coordinate the efficient and effective use of available resources allocated to the labs;
- xv. Participate in Standards setting activities at national and international levels for trade facilitation;
- xvi. Support advisory services and Plant clinics; pest management, eradication and advisory for quarantine pests and issues related to identification and management of alien invasive species;
- xvii. Support strategies to enhance regulatory research and compliance;
- xviii. Establish and foster strategic linkages with stakeholders and relevant local and regional bodies on matters of plant health; and

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

PLANT HEALTH AND MOLECULAR BIOLOGY LABORATORY DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director Plant Health and Molecular Biology Laboratory	3	1	0	In charge of and providing oversight of the department
Deputy Director Laboratory Analyst	3	4	0	Coordinate accreditation with international accreditation bodies
Principal Laboratory Analyst	4	12	8	Method development and validation
Senior Laboratory Analyst	5	7	6	Data analysis and recommendation
Laboratory Analyst	6	7	3	Carry out analysis as per working SOPs
Senior Laboratory Technologist	7	16	1	Assist and support analysis as per diagnostic manuals
Laboratory Technologist	8	7	1	Carry out diagnostic analysis of samples
Senior Laboratory Technician	8	5	4	Sample Preparation
Senior Office Administrator	6	2	0	Office management and report preparation
Office Administrator	7	2	0	Office management

Senior Support Staff	9	1	0	
Support staff	10	1	0	Processing of samples and cleaning of glassware
Sub-Total		65	23	

3.2.3 Seed Testing Laboratory Department

a) Rationale

The Department is responsible for seed certification through the laboratory testing to determine seed sampling, purity, germination capacity, seed health, data management and issuance of both local and international orange seed germination certificates.

b) Functions

The functions of Seed Testing Laboratory Department are to:

- i. Undertake seed sampling as per ISTA guidelines;
- ii. Carry out seed labelling upon sampling;
- iii. Carry out seed purity analysis as per the National set standards;
- iv. Carry out seed health tests;
- v. Develop quality assurance documents and maintain accreditation of the seed testing laboratory as per ISO 17025 standard;
- vi. Carry out seed testing in accordance with ISTA guidelines;
- vii. Issue relevant seed certification documents;
- viii. Train, authorize and monitor private seed analysts;
- ix. Participate in standards setting meetings.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

SEED TESTING LABORATORY DEPARTMENT

Designation	Job Group	Optimal Staffing Level	In-post	Remarks
Deputy Director Seed Testing Laboratory	3	1	0	In charge of and providing oversight of the seed testing department and Regional office and be the Official seed tester
Senior Principal Laboratory Analyst	3	1	0	Oversee the technical management of the seed testing laboratories.
Principal Laboratory Analyst	4	4	2	Oversee the functions of the seed testing laboratory
Senior Laboratory Analyst	5	4	0	Coordinate specific seed laboratories, namely (<i>Seed Purity lab, Germination laboratory and Seed health testing laboratory</i>)
Laboratory Analyst	6	6	0	Coordinate testing programs in the laboratory (3 laboratories of seed and Kitale laboratory)
Senior Laboratory Technologist	7	8	3	Seed sampling and testing and provide reports of analysis
Laboratory Technologist	8	10	7	Seed sampling and testing in the 3 laboratories, and Kitale seed laboratory.
Senior Laboratory Technician	8	2	0	
Laboratory Technician	9	2	0	Sample processing and laboratory cleanliness
Senior Office Administrator	6	1	0	Generate analysis reports and administer office activities
Office Administrator	7	1	0	Office management
Senior Office assistant	9	2	0	Ensure general laboratory cleanliness and sample processing, collect customer feedback
Office assistant	10	2	0	Ensure general laboratory equipment's cleanliness.
Sub – Total		44	12	

3.3 Directorate of Phytosanitary and Biosecurity

a) Rationale

The Directorate is established pursuant to KEPHIS Act, no. 54, part II, section 5 (a, b, g, h, i, j, k & l) and international requirements by providing strategic leadership on plant health matters. It ensures implementation of import and export regulation, pest identification & diagnostics, pest risk analysis, pest surveillance, quarantine regulation, Plant biosecurity, standard harmonization and international trade.

b) Functions

The functions of the Directorate of Phytosanitary and Biosecurity services are to:

- i. Coordinate and Oversee Plant Health activities;
- ii. Advising board and management on matter related to plant health;
- iii. Initiating and implementing policies and strategies related to plant health;
- iv. Coordinate the grading and inspection of plants and plant produce to ensure compliance to market requirement;
- v. Coordinate import and export of plant and plant products and regulated articles;
- vi. Coordinate plant quarantine regulation, pest identification and biosecurity matters;
- vii. Ensuring compliance to plant health regulations and relevant national and international standards;
- viii. Undertake risk assessment and evaluation for bio-control agents, bio-pesticide and bio-fertilizers;
- ix. Implementing and enforcing national biosafety regulations on the introduction and use of genetically or living modified species of plants, insects and micro-organisms, plant products and other related species;
- x. Initiate development and implement early warning and rapid response system;
- xi. Overseeing matters relating to pest risk analysis, pest surveillance, and creation pest free areas;
- xii. Participate in standard development and harmonisation at the regional and international level;

- xiii. Participate in international standard setting committee meeting;
- xiv. Work in consultation with other relevant agencies to regulate the commercial exploitation of naturally occurring plants and plant-related micro-organisms;
- xv. Participate in international trade especially on market negotiation, market access, and pre-shipment inspections;
- xvi. Offer advisory service in pest and disease identification and management;
- xvii. Establish and enhance implementation of ISO accreditation for plant health laboratories (ISO 17025) and export certification (ISO 17020 and 17065).

The Directorate will provide services through the following four Departments:

- Import, Export and Border Control;
- Standards International Obligations and Trade;
- Plant Quarantine Control, Pest Risk Analysis and Biosecurity.

c) Staff Establishment

In order to perform the above functions, the Directorate will be staffed as follows:

DIRECTORATE OF PHYTOSANITARY & BIOSECURITY				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director, Phytosanitary & Biosecurity	2	1	1	The Director will head the Directorate
Office Administrator	6	1	1	The office administrator will support in administrative work.
Office Assistant	9	1	1	Will provide support services
Senior Driver	8	1	1	Driving duties
Sub – Total		4	4	

3.3.1 Import, Export and Border Control Department

a) Rationale

The Department is responsible to ensure import regulation of plant and products in the international trade to ensure compliance to the international standard and preventing introduction, spread and establishment of harmful pest and diseases. The Department is also responsible for ensuring compliance of plant and plant products to the international market requirements through inspection and issuance of relevant export documents. This will include inspection during active growth, inspection at the point of exit, application.

b) Functions

The functions of the Import, Export and Border Control Department are as follows:

- i. Coordinate matters related to import regulation and border control;
- ii. Initiate development and oversee implementation of import regulation and border control;
- iii. Coordinate the review of the plant import order book and harmonization import conditions;
- iv. Ensure and enforce compliance to import regulations;
- v. Management and updating of import condition in the import certification system (ICS);
- vi. Participate in the development, review and implementation of Phytosanitary policy and standards;
- vii. Participate in the various inter-agency border and port control committees;
- viii. Monitor all the plants and plant products imported through the border points;
- ix. Create awareness to stakeholders on biosecurity and market requirements;
- x. Coordinate and oversee export certification functions;
- xi. Carry out field and inspection at the point of exit for all plant and plant products;
- xii. Advising the board of directors and the management on matter related to export certification;

- xiii. Initiating and implementing policies and strategies related to international trade on plant and plant products;
- xiv. Coordinate the grading and inspection of plants and plant produce to ensure compliance to market requirement;
- xv. Evaluate, update and ensure compliance to market requirement;
- xvi. Support the use of export certification system (ECS);
- xvii. Coordinate certification and accreditation of treatment facilities;
- xviii. Create awareness among exported on the international market compliance;
- xix. Coordinate implementation and harmonization of regional and international export standards;
- xx. Establish and enhance implementation of ISO accreditation for export certification including ISO 17020 and 17065.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

IMPORT, EXPORT AND BORDER CONTROL DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director, Import, Export and Border Control	3	1	0	Providing oversight and coordination of the department
Senior Principal Seed/Plant health inspector	3	8	6	To oversee the export inspection.
Principal Seed Plant/health inspector	4	30	15	Team leader of export inspection.
Senior Seed/Plant health inspector	5	63	28	Undertake export inspection
Seed Plant health inspector	6	40	20	Undertake export inspection
Senior Assistant Seed/Plant health inspector	7	35	4	Undertake export inspection

Assistant Seed Plant health inspector	8	20	0	Undertake export inspection
Senior Officer administrator	5	6	4	The Administrative Assistant/Senior will support in administrative work.
Sub – Total		203	77	

3.3.2 Standards, International Obligations and Trade Department

a) Rationale

The Department is responsible for facilitating regional and international trade, harmonization of trade requirement and standards, market negotiation, participation in trade fair.

b) Functions

The functions of Standards, International Obligations and Trade, Department are as follows:

- i. Coordinate and oversee activities in the trade departments;
- ii. Initiate development and implementation of trade policy;
- iii. Management of the IPPC portal;
- iv. Management of WTO-SPS enquiry point for plant health including tracking notifications;
- v. Participate in standard development and harmonization at regional and international level;
- vi. Follow-up on implementation of relevant agreements and negotiations;
- vii. Monitoring standards on conformity assessments/certification as agreed at regional and international level.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

STANDARDS, INTERNATIONAL OBLIGATIONS AND TRADE DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director, Standards, International Obligations and Trade	3	1	0	To head the Department and provide leadership
Senior Principal Seed/Plant health inspector/Analyst	3	1	0	To oversee the export inspection.
Principal Seed Plant/health inspector/Analyst	4	1	1	Team leader of export inspection.
Senior Seed/Plant health inspector/Analyst	5	1	0	
Assistant Officer administrator	8	1	1	The Administrative Assistant/Senior will support in administrative work.
Sub – Total		5	2	

3.3.3 Pest Forecasting, Pest Risk Analysis and Surveillance Department

a) Rationale

The Department is responsible for quarantine and biosecurity regulation to facilitate germplasm exchange while protecting our agriculture and environment from introduction and spread of harmful pests and diseases. The Department in pursuant to the international standards (ISPM 4, 11 and 21) will be undertaking pest risk analysis, surveillance and monitoring. Collected information will be used to establish pest status in the country, update pest list thereby enhances market access.

b) Functions

The functions of Pest Forecasting, Pest Risk Analysis and Surveillance Department are as follows:

- 
- i. Coordinate and overseeing matters related to plant biosecurity and quarantine regulation;
 - ii. Advising board and management on matters related to plant biosecurity and plant quarantine;
 - iii. Initiating and implementing policies and strategies related to plant biosecurity and quarantine;
 - iv. Coordinate activities of the related to risk assessment and importation of on bio-control bio-pesticide and bio-fertilizer provided by Kenya Standing Committee of Imports and Exports (KSTCIE);
 - v. Undertake identification of quarantine pests and diseases;
 - vi. Coordinate and operationalize the regional reference laboratory for plant health designated under COMESA;
 - vii. Coordinate and supervise importation of materials under quarantine;
 - viii. Coordinate pest management, eradication and advisory for quarantine pests and alien invasive species;
 - ix. Coordinate and supervise quarantine treatments, germplasm cleaning and multiplication;
 - x. Coordinate matters related to pest risk analysis and pest surveillance;
 - xi. Initiate development and oversee implementation of policy for pest risk analysis and pest surveillance;
 - xii. Develop and implement Pest risk analysis and surveillance guidelines;
 - xiii. Coordination of pest surveillance and pest risk analysis (PRA) activities;
 - xiv. Coordinate analysis of import condition and updating of Plant Import Order Book;
 - xv. Development and maintenance of early warning system, emergency response systems, pest forecasting, monitoring and pest management;
 - xvi. Undertake PRA for import and export;
 - xvii. Coordinate development of bilateral agreement, pre-inspection and market negotiations;
 - xviii. Coordinate establishment and maintenance of pest free areas;

- xix. Coordinate updating of pest list and pest reporting based on the surveillance and pest risk analysis;
- xx. Development of pest management and eradication measures for emerging pests.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

PEST FORECASTING, PEST RISK ANALYSIS AND SURVEILLANCE DEPARTMENT				
Deputy Director, Pest Forecasting, Pest Risk Analysis and Surveillance	3	1	1	To head the Department and provide leadership
Deputy Director Seed/Plant health inspector	3	1	0	To oversee the export inspection.
Principal Seed Plant/health inspector	4	15	3	Team leader of export inspection.
Senior Seed/Plant health inspector	5	20	4	Undertake export inspection
Seed Plant health inspector	6	15	1	Undertake export inspection
Section – Total		52	9	

3.4 Directorate of Seed Certification & Plant Variety Protection

a) Rationale

The Directorate is established pursuant to KEPHIS Act, no. 54, part II, section 5 (a), (e), (f), (g), (i), (m) and (o) responsible for providing strategic leadership on quality inputs by ensuring that the service achieves its mandate through enforcement of plant breeders' rights and seed certification.

b) Functions

The functions of the Directorate of Seed Certification & Plant Variety Protection are as follows:

- i. Advise board and management on matters related to plant variety protection and seed certification;
- ii. Oversee activities related to seed certification and plant variety protection;
- iii. Initiate and implement activities related to seed certification and plant variety protection;
- iv. Undertake plant protection, variety testing and seed certification;
- v. Advise Government on issues relating to seeds and planting material through the KEPHIS management and the board;
- vi. Implement plant variety protection in Kenya, administer plant breeders' rights and maintain the Plant Breeders' Rights Register;
- vii. In consultation with other relevant agencies, develop and implement standards for seed certification and planting materials;
- viii. Register and license seed merchants, seed growers, agents and any other person who may be required to be registered under the provisions of this Act or any of the laws specified in the First Schedule;
- ix. Be the liaison office for international conventions relating to plant variety protection, plant protection, and seed certification.

The Directorate will provide services through the following three Departments;

- Seed Certification;
- Plant Variety testing and protection.

c) Staff Establishment

In order to perform the above functions, the Directorate will be staffed as follows:

DIRECTORATE OF SEED CERTIFICATION AND PLANT VARIETY PROTECTION				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director seed certification and plant variety protection	2	1	1	The Director will head the Directorate
Officer administrator	6	1	1	Office administration
Office assistant	9	1	1	Will support in administrative work
Driver	8	1	1	Driving duties
TOTAL		4	4	

3.4.1 Seed Certification Department

a) Rationale

The Department is responsible for seed certification through the field seed inspections factory processing inspections, supervision of authorized seed inspectors, post control testing, and post certification, registration of merchants and seed growers and capacity building of stake holder.

b) Functions

The functions of Seed Certification Department are to:

- Development of seed certification/Authorisation protocols and guidelines;
- In liaison with the Ministry of Agriculture Livestock, Fisheries and Cooperative develop/review seed certification policies and laws.
- In liaison with ISTA and OECD develop seed certification standards;
- Carry out seed field inspections in accordance with OECD standards;
- Carry out seed processing inspections;

- vi. Issue relevant seed certification documents;
- vii. Undertake post control testing of certified seed;
- viii. Carry out post seed certification, verification;
- ix. Register seed merchants and seed growers;
- x. Carry out capacity building of seed stakeholders;
- xi. Train, authorize and monitor private seed inspectors;
- xii. Participate in standard setting meetings.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

SEED CERTIFICATION DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director Seed Certification	3	1	1	Providing oversight of the department
Senior Principal seed/plant Inspector	3	1	0	Head of seed certification section
Principal seed/plant Inspector	4	18	5	To oversee the seed inspections and certification
Senior Seed/plant Inspector	5	25	13	Undertake seed inspections
Seed/plant Inspector	6	20	8	
Senior Assistant Seed/plant Inspector/	7	12	2	Undertake seed inspections
Assistant Seed/plant Inspector	8	15	0	
Senior Assistant Farm Manager	7	2	0	
Assistant Farm Manager	8	2	0	
Sub – Total		96	29	

3.4.2 Plant Variety Testing and Protection Department

a) Rationale

The Department is responsible for plant variety testing, plant breeder's rights, development of variety certification descriptors and liaison with the Union for protection of new varieties of plants (UPOV).

b) Functions

The functions of the Plant Variety Protection Department are as follows:

- i. Undertake National Performance Trials (NPTs) of new plant varieties;
- ii. Undertake Distinct, Uniformity, and stability (DUS) tests for new plant varieties;
- iii. Administer plant breeders' rights (PBR);
- iv. Generate the National Variety List on behalf of the Ministry of Agriculture Livestock, Fisheries and Irrigation;
- v. Develop variety test guidelines in liaison with UPOV;
- vi. Carry out data analysis for release of new plant varieties;
- vii. Organize for variety release committee meetings (National Plant Variety Trials Committee, National Variety Release Committee);
- viii. Develop standards for variety testing in liaison with UPOV;
- ix. Attend standard setting meetings.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

PLANT VARIETY TESTING AND PROTECTION DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director Plant Variety testing and protection.	3	1	0	In charge of and providing oversight of the department

Senior Principal seed/ plant Inspector	3	1	0	
Senior Principal Biometrician	3	1	0	
Principal seed/Plant Inspector	4	8	2	Collect, analyse and create reports on performance of new plant varieties
Principal Biometrician	4	1	0	
Senior Seed/Plant Inspector	5	10	9	Design trials and programs for data collection
Senior Biometrician	5	2	0	
Seed/Plant Inspector	6	15	4	
Senior Assistant seed /plant health Inspector	7	3	0	Field Data collection
Assistant Seed /plant health Inspector	8	7	1	
Biometrician	6	2	2	Experimental design and Data analysis
Sub – Total		51	18	

3.5 Directorate of Corporate Services

a) Rationale

The Directorate of Corporate Services is responsible for providing strategic leadership, expert advice and input to the Service to ensure optimal utilization and management of the Service's resources. It will also provide accountability in the functional areas of, Finance & Accounts, Human Capital, Planning and Strategy, ICT & Innovation, and Administration Department.

b) Functions

The Directorate is responsible for the following key functions:

- (i) Oversee the Finance & Accounts, Human Capital (HC), ICT & Innovation,

- Administration and Planning and Strategy activities in the Corporation;
- (ii) Formulate and developing policies, plans and strategies in the functional areas of Finance & Accounts, Human Capital (HC), ICT& Innovation, Administration Planning and Strategy activities in the Corporation;
 - (iii) Champion value-for-money and model cost-effective measurement techniques for assessing output quality delivered by Finance & Accounts, Human Capital, ICT & Innovation, Planning and Strategy activities in the Corporation;
 - (iv) Ensure financial prudence and discipline for Financial Accounting, Planning, treasury management and budgetary controls in compliance with PFM Act 2012 and IPSAs;
 - (v) Liaise with Development Partners and other external parties on all financial matters;
 - (vi) Oversee the overall accountability for planning, directing and executing all human resources strategies, policies and activities;
 - (vii) Oversee the overall administrative services in the Service including transport services and outsourced services of security and cleaning;
 - (viii) Oversee development of the Corporate Communication Strategy and Branding;
 - (ix) Ensure effective management of Records.

The Directorate will provide services through the following Departments:

- Finance and Accounts;
- Human Capital;
- Information Communication and Technology (ICT) & Innovation;
- Security;
- Administration.

c) Staff Establishment

In order to perform the above functions, the Directorate will be staffed as follows:

DIRECTORATE OF CORPORATE SERVICES				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director, Corporate Services	2	1	0	
Office administrator	6	1	1	Office administration
Office assistant	9	1	1	Will support in administrative work
Driver	8	1	1	Driving duties
Sub – Total		4	3	

3.5.1 Finance & Accounts Department

a) Rationale

This department is responsible for all matters relating to efficient, effective and sustainable engagement and utilization of the Corporation's financial resources. This involves development and implementation of accounting and financial management systems that ensure adherence to planned and approved budgets and keeping books of accounts relating to the income and expenditure as well as assets and liabilities of the Corporation.

b) Functions

The Finance & Accounts Department is responsible for the following functions:

- Develop and maintain timely and accurate financial statements and reports in line with relevant Acts and Regulations and Accounting Standards;
- Develop, implement, and ensure compliance with internal and external financial and accounting policies, regulations and procedures;

- iii. Ensure that all statutory financial requirements (taxation, NHIF, NSSF) of the Corporation are fulfilled;
- iv. Prepare all supporting information for the annual audits and liaise with the external auditors as necessary;
- v. Prepare all supporting information for the PIC meetings and PC evaluations as necessary;
- vi. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and imprests;
- vii. Reconcile bank and investment accounts;
- viii. Prepare quarterly financial performance and other reports as required;
- ix. Manage the cash flow;
- x. Oversee the bookkeeping function including maintenance of the general ledger, accounts payable and accounts receivable;
- xi. Develop and implement policies and procedures to ensure that financial information is secure and stored in compliance with legislation;
- xii. Prepare annual budgets as per policy and regulations and assist Director Corporate Services during presentation to the Board;
- xiii. Advise on financial matters.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

FINANCE & ACCOUNTS DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director, Finance & Accounts	3	1	1	
Principal Accountant	4	5	0	
Senior Accountant	5	20	9	
Accountant	6	10	9	
Senior Accounts Assistant	7	8	3	

Accounts Assistant	8	8	0	
Sub – Total		52	22	

3.5.2 Human Capital Department

a) Rationale

The need for Human Resource in the Corporation is borne out of the professionalism required under the Human Resource Management Act 2012 and the Labour Laws of Kenya. The Department is responsible for planning, coordination and implementation of human resource policies and procedures and Administration.

b) Functions

The Human Capital Department is responsible for the following functions:

- i. Advise the Board and Management on matters relating to human resources management;
- ii. Initiate the development, implementation and review of the Corporation's Human Resource policies, procedures and processes;
- iii. Develop, implement and evaluate staff career and succession plans, progression and development to determine their effectiveness as tools for staff attraction, retention, motivation and job satisfaction;
- iv. Develop, implement and evaluate staff benefits schemes and rewards systems as ways of improving staff motivation, job satisfaction, attraction and retention;
- v. Coordinate staff performance management in line with the Corporation's annual objectives and targets;
- vi. Coordinate recruitment and selection of staff;
- vii. Oversee human resource planning and undertaking organization review to ensure an optimal structure;
- viii. Manage learning and development in the organization;
- ix. Ensure the Service's approved Human Resource policies and procedures are adhered to;
- x. Manage the payroll.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

HUMAN CAPITAL DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director, Human Capital	3	1	0	
Deputy Director Human Resource & Administration	3	1	0	
Principal Human Resource & Administration Officer	4	1	1	
Senior Human Resource & Administration Officer	5	2	2	
Human Resource & Administration Officer	6	6	9	
Senior Assistant Human Resource & Administration Officer	7	6	6	
Assistant Human Resource & Administration Officer	8	6	0	
Records and Knowledge Management Division				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director and Records Knowledge management	3	1	0	
Principal Records and Knowledge management Officer	4	1	0	
Senior Records and Knowledge management Officer	5	1	0	
Records Management Officer	6	1	0	

Senior Assistant Records Management Officer	7	2	0	
Assistant Records Management Officer	8	8	0	
Support/ Office Service Division				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In- post</i>	<i>Remarks</i>
Principal Office Assistant /Support Staff	8	12	0	
Senior Support Staff/ Office Assistant	9	16	5	
Office Assistant / Support Staff	10	5	15	
Sub Total		68	39	

3.5.3 Corporate Communications Department

a) Rationale

The establishment of this department emanates from the need to effectively brand, market and communicate the activities of the Service. It is also responsible for enhancing Service's visibility and image.

b) Functions

The department is responsible for the following functions:

- i. Initiate the development and review the Service's corporate, branding, marketing and communications strategies, policies and plans;
- ii. Liaise with the other departments to develop, package and disseminate Information, Education and Communication (IEC) materials to stakeholders and publics;
- iii. Coordinate corporate functions and managing the public relations activities and events;
- iv. Manage the Service relationship with the media and ensuring prompt and accurate coverage of the Service's events;

- v. Coordinate the implementation of corporate social sustainability programs and maintaining their impact;
- vi. Edit, review and provide support in design, production and distribution of newsletters, annual reports, speeches, publications, website contents, reports, outreach materials and audio/video production;
- vii. Crisis management responses in line with the Service's corporate guidelines;
- viii. Customer Service Management by undertaking staff sensitization programmes;
- ix. Promote Service's visibility through branding of its assets.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

CORPORATE COMMUNICATIONS DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director, Corporate Communications	3	1	0	
Principal Corporate Communications Officer	4	1	1	
Senior Corporate Communications Officer	5	1	0	
Corporate Communications Officer	6	1	0	
Senior Assistant Corporate Communications Officer	7	1	2	
Assistant Corporate Communications	8	2	0	
Senior customer care officer	7	8	8	

Assistant care officer	Customer	8	5	0	
Sub – Total			20	11	

3.5.4 Office Administrators Division

a) Rationale

The need for Administration in the Corporation is borne out of the professionalism required under the Human Resource Management Act 2012 and the Labour Laws of Kenya. The Division is responsible for planning, coordination and implementation of administration policies, procedures and processes.

b) Functions

The Administration Division is responsible for the following functions:

- i. Advise the Board and Management on matters relating to administration;
- ii. Initiate the development, implementation and review of the Corporation's Administration policies, procedures and processes;
- iii. Maintain the organizational assets;
- iv. Ensure the Corporation's approved administrative policies and procedures are adhered to;
- v. Oversee the administrative services such as office services, maintenance and transport;
- vi. Oversee the implementation of effective maintenance, storage and security of files and records to ensure integration and confidentiality of data and information.

c) Staff Establishment

In order to perform the above functions, the Division will be staffed as follows:

Office Administrators Division				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>

Principal Administrator Office	4	3	0	
Senior Administrator Office	5	10	1	
Office Administrator	6	9	7	
Senior Assistant Office Administrators	7	2	0	
Assistant Office Administrators	8	3	0	
Sub Total		27	8	

3.5.5 Administration Department

a) Rationale

The need for Administration in the Corporation is borne out of the professionalism required under the Human Resource Management Act 2012 and the Labour Laws of Kenya. The Division is responsible for planning, coordination and implementation of administration policies, procedures and processes.

b) Functions

The Administration Department is responsible for the following functions –

- i. Advise the Board and Management on matters relating to administration;
- ii. Initiate the development, implementation and review of the Corporation's Administration policies, procedures and processes;
- iii. Maintain the organizational assets;
- iv. Ensure the Corporation's approved administrative policies and procedures are adhered to;
- v. Oversee the administrative services such as office services, maintenance and transport;
- vi. Oversee the implementation of effective maintenance, storage and security of files and records to ensure integration and confidentiality of data and information.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

ADMINISTRATION DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director, Administration	3	1	0	
Principal Administration Officer	4	1	0	
Senior Administration Officer	5	1	0	
Administration Officer	6	1	0	
Senior Assistant Administration Officer	7	1	0	
Assistant Administration Officer	8	1	0	
Sub Total		6	0	
Mechanical Services Division				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Senior Mechanical Inspector	5	1	0	
Mechanical Inspector	6	1	1	
Senior Assistant Mechanical Inspector	7	1	0	
Assistant Mechanical Inspector	8	1	0	
Estate Management Division				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Senior Estate Management Officer	5	1	0	
Estate Management Officer	6	1	0	

Senior Assistant Works Inspector	7	1	0	
Assistant Works Inspector	8	1	0	
Principal Caretaker	8	2	0	
Senior Caretaker	9	7	0	
Caretaker	10	7	3	
Catering & Accommodation Division				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Senior Catering & Accommodation Officer	5	1	0	
Catering & Accommodation Officer/ Cateress	6	1	1	
Senior Assistant Catering & Accommodation Officer	7	4	4	
Assistant Catering & Accommodation Officer	8	4	0	
Transport Division				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Principal Driver	7	5	0	
Senior Driver	8	53	0	
Driver	9	3	47	
Principal Rider	7	1	0	
Senior Rider	8	1	0	
Rider	9	1	1	
Principal Plant Operator	7	2	0	
Senior Plant Operator	8	2	0	
Plant Operator	9	2	2	
Sub – Total		104	59	

3.5.6 Information Communication and Technology (ICT) and Innovation Department

a) Rationale

The Department is established to leverage on technology for improvement of service delivery. The department provides the enabling platform to promote and utilize effective strategies in ICT and align ICT strategy and policy to the Service's mandate in all areas of operations, and provide advisory functions to the Corporation on matters of ICT.

b) Functions

The ICT & Innovation Department is responsible for the following functions:

- i. Initiate the Development and review of ICT Strategy, plans, policies, systems, and procedures;
- ii. Establish and providing standards for acquisition, implementation and management for Data communications/ICT networks for all offices;
- iii. Implement strategies for Enterprise Resource Planning (ERP) system development, maintenance and administration;
- iv. Review ICT requirements and coordinate technical and functional improvements of the information systems in collaboration with end-users;
- v. Initiate the Development, implementation and continuously review system security, back-up and recovery procedures;
- vi. Develop and maintain ICT Business Continuity plan through implementing necessary Disaster Recovery interventions/plan that would support the Service's business during times of unforeseen disaster;
- vii. Implement programs for safeguarding data integrity of all systems and ensure system availability through the necessary technical support/upgrades;
- viii. Initiate the development, review and implementation of guidelines on distribution, installation, upgrade, maintenance and replacement of ICT infrastructure and promote the use of cost-effective ICT solutions;

- ix. Provide technical support to the implemented systems and promoting technological innovations to enhance the Corporation's efficiency;
- x. Establish operational linkages with other directorates, departments and divisions of the corporations to facilitate efficiency.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

INFORMATION COMMUNICATION AND TECHNOLOGY (ICT)& INNOVATION DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In- post</i>	<i>Remarks</i>
Deputy Director, ICT	3	1	1	
Principal ICT Officer	4	1	1	
Senior ICT Officer	5	7	7	
ICT Officer	6	3	0	
Senior Assistant ICT Officer	7	3	0	
Assistant ICT Officer	8	3	0	
Sub – Total		18	9	

3.6 Directorate of Planning and Strategy

a) Rationale

The Directorate is responsible for providing leadership on matters regulatory research; projects development and implementation; strategic planning and implementation; performance contracting; Branding, marketing, customer care and communicating the activities of the Service.

b) Functions

- i. Overseeing the Coordinating Regulatory Research, policies, strategies and programmes;
- ii. Overseeing the coordination of technical negotiations and consultations with industry players to establish appropriate legislative and regulatory standards;
- iii. Establishing and fostering strategic linkages with stakeholders and relevant local, regional and international bodies;
- iv. Overseeing the Gathering, evaluating, organizing, managing and collating information for regulatory and research purposes;
- v. Liaising and negotiating with other regulatory authorities on addressing relevant and emerging issues;
- vi. Oversee the coordination of KEPHIS projects and any other proposed projects;
- vii. Overseeing the coordination of feasibility studies, determining projects viability and setting project priorities;
- viii. Overseeing coordination, planning, development, and management of public and private sector fundraising strategy to mobilize resources;
- ix. Fostering partnerships between the Service and development partners, local and international organizations;
- x. Coordinate consultancy and training activities;
- xi. Coordinate performance contracts and work plan activities;
- xii. Assisting in coordination of the development and implementation of the vision, mission and strategic plan of the Service;

- xiii. Developing and implementing appropriate administrative controls within the Quality Assurance function;
- xiv. Coordinating the development of the Service's Corporate Strategic plan and oversee its implementation;
- xv. Identifying strategic opportunities for value addition and/or innovation in regulatory service provision;
- xvi. Coordinate the developing and implementation of Quality Assurance Division's annual operational plans;
- xvii. Developing and implementing appropriate administrative controls within the compliance Quality Assurance function;
- xviii. Developing and facilitating collaborative linkages with relevant organizations and partners;
- xix. Coordinating the development and evaluation of in the integrated operational strategies, plans and performance in cooperation with the management team;
- xx. Overseeing the development, implementation, monitoring, evaluation and maintenance of integrated quality management system and accreditation systems in the organization.
- xxi. Coordinate Branding, marketing, customer care and communicating the activities of the Service.
- xxii. Coordinate corporate functions and managing the public relations activities and events.

The Directorate will provide services through the following departments of Planning, Corporate Communications, Projects and Business Development, Regulatory Research & Compliance and Centre of Phytosanitary Excellence (COPE).

c) Staff Establishment

<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Director Planning and Strategy	2	1	0	The Director will head the Directorate
Assistant Office Administrator	8	1	0	Office Management

Senior Support staff/Office Assistant	9	1	0	Will support in administrative work
Driver	8	1	0	Provide driving services
Total		4	0	

3.6.1 Planning Department

a) Rationale

The Planning Department will be charged with updating and enhancement of strategic policy initiatives and Government priorities in line with the MTPF guidelines; the department will also ensure that the Service adopts and implements effective strategies for Planning, Monitoring and Evaluation of projects that deliver maximum value.

b) Functions

- i. Develop and reviewing corporate strategic plans, work plans, objectives, strategies, budgets, and policies;
- ii. Formulating and coordinating monitoring & evaluating strategy policies and programme framework.
- iii. Monitor and evaluate the implementation of Corporate and Departmental Performance Contracts
- iv. Collection, collation and analysis of data relating service delivery.
- v. Conducting feasibility studies, determining projects viability and setting project priorities.
- vi. Coordinate preparation of performance contracts and quarterly/annual performance contract reports.
- vii. Coordinate and review the Strategic Plan and ensuring that it is consistent with national plans;

- viii. Develop indicators and coordinate various M & E reports.
- ix. Formulation of development strategies within the overall Corporate Business Plan.
- x. Identification, preparation and evaluation of development projects and programmes and monitoring their implementation.
- xi. Participate in institutional resource allocation.
- xii. Participating in Monitoring and evaluating implementation of the Corporate Business plan and performance contracts.
- xiii. Review the preparation and implementation of the corporations' annual performance contracts.
- xiv. Prepare institutional annual work plans.
- xv. Providing economic planning, data, economic analysis and dissemination.
- xvi. Undertake Institutional Planning and analysis.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

PLANNING DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director Planning & Strategy	3	1	1	
Principal Planning & Strategy Officer	4	1	0	
Senior Planning & Strategy Officer	5	1	0	
Planning & Strategy Officer	6	2	2	
Senior Assistant Planning & Strategy Officer	7	1	0	

Assistant Planning & Strategy Officer	8	1	0
Sub – Total		7	3

3.6.2 Projects and Business Development Department

a) Rationale

The Department is responsible for coordination of KEPHIS projects, development of concept notes, project proposals and business development.

b) Functions

The functions of the Projects and Business Development department is to:

- Coordination of KEPHIS projects and any other proposed projects;
- Analyze KEPHIS and industry concerns; develop concept notes and project proposals; approach potential donors to support these concept notes or proposals;
- Collecting, collating and analyzing relevant data for project implementation;
- Monitor & evaluate implementation of KEPHIS projects;
- Project conceptualization and conducting feasibility studies.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

PROJECTS AND BUSINESS DEVELOPMENT DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director Projects and Business Development	3	1	1	The Deputy Director will head the division
Senior Principal Projects & Business Development Officer	3	1	0	Facilitate implementation of projects and resource mobilization
Principal Projects & Business Development Officer	4	1	0	Facilitate implementation of projects and resource mobilization

Senior Projects & Business Development Officer	5	1	1	Develop concept notes, project proposals and approach potential donors to support these concept notes or proposals and coordinate project activities
Projects & Business Development Officer	6	2	0	Develop concept notes, project proposals and approach potential donors to support these concept notes or proposals and coordinate project activities
Office administrator	6	1	1	The Administrative Assistant/Senior will support in administrative work
Sub –Total		7	3	

3.6.3 Regulatory Research and Compliance Department

a) Rationale

The Directorate is responsible for providing strategic leadership to research, training, strategy and compliance function of the corporation by contributing to the corporation's strategy, tactical initiatives, culture, planning and overall efforts to continually improve performance.

b) Functions

The functions of the Department of Regulatory Research and Compliance are as follows:

- i. Development of regulatory research proposals for funding/approval and implementation;
- ii. Identifying, mapping, planning and undertaking regulatory research;
- iii. Studying scientific and legal documents; gathering, evaluating, organizing, managing and collating information for advising regulatory and research purposes;
- iv. Development and validation of pest diagnostic protocols;
- v. Development of scientific publication from activities undertaken by KEPHIS;
- vi. Liaising and negotiating with other regulatory authorities on relevant and emerging issues.

c) Staff Establishment

In order to perform the above functions, the Department will be staffed as follows:

REGULATORY RESEARCH AND COMPLIANCE DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Deputy Director Regulatory Research and Compliance	3	1	0	In charge of and providing oversight of the department
Senior Principal seed/plant Inspector	3	1	0	
Principal seed/plant Inspector	4	2	0	Oversee the research and implementation of research.
Senior seed/plant Inspector	5	5	0	Conduct research and compliance inspections
Seed/plant Inspector	6	5	0	
Sub – Total		14	0	

3.6.4 Centre of Phytosanitary Excellence (COPE) Department

a) Rationale

The Centre of Phytosanitary Excellence is a phytosanitary training facility which was established through a regional partnership involving government, private sector and international stakeholders; COPE was officially launched on 27th October 2010; It was established to offer phytosanitary training to both private and public practitioners in Kenya and other African countries due lack effective systems for managing phytosanitary measures and also lack good regional co-ordination of the implementation of the International Plant Protection Convention (IPPC).

b) Functions

The Centre of Phytosanitary Excellence (COPE) department is responsible for the following functions:

- i. To support capacity building of private and public practitioner in phytosanitary in Kenya;
- ii. To support capacity building of African countries in line with market requirements;

- iii. To develop and update a COPE curriculum to guide training;
- iv. Facilitate in the development of tailor-made training programs;
- v. To develop and maintain a list of development partners for sustainability of the centre;
- vi. To develop and maintain a list of SPS experts in the region;
- vii. To undertake regional Pest Risk Analysis;
- viii. To plan, organise and implement the phytosanitary conference;
- ix. To facilitate development and publishing of African Phytosanitary Journal.
- x. Maintain and update COPE website.
- xi. To maintain and increase recognition by Universities, Regional Plant Protection Organizations i.e. AU-IAPSC and RECs such COMESA as well as IPPC;
- xii. To develop an annual business plan for the training Centre to enhance its operations.

c) Staff Establishment

CENTER OF PHYTOSANITARY EXCELLENCE (COPE) DEPARTMENT				
<i>Designation</i>	<i>Job Group</i>	<i>Optimal Staffing Level</i>	<i>In-post</i>	<i>Remarks</i>
Manager COPE	3	1	0	
Principal Seed/Plant Health Officer	4	1	0	
Senior Seed/Plant Health Officer	5	2	0	Conduct training, capacity building and consultancy
Seed/Plant Health Officer	6	3	1	Conduct training, capacity building and consultancy
Office Administrator	7	2	0	
Sub – Total		9	1	

4.0 KEPHIS HUMAN RESOURCE GOVERNANCE INSTRUMENTS MASTER PLAN

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
1	<i>MANAGING DIRECTOR (3 Years Contract Renewable Once)</i>	1	U-V	KShs. 400,345 – 508,414	1	1	• As per KEPHIS Act No. 54 of 2012. • Bachelor's Degree. • Master's Degree. • Professional qualification and membership where applicable. • Leadership course lasting not less than six (6) weeks. • At least Fifteen (15) years' work experience. • At least 7 Years' experience in senior management level. • Fulfil the requirements of Chapter Six (6) of the Kenya Constitution.	Executive
<i>DIRECTOR /SENIOR MANAGER (5 Years Contract Renewable subject to performance)</i>								

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
2	Director, Laboratory Services	2	S-T	Kshs.217,340 - 304,174	1	0	• Bachelor’s Degree. • Master’s Degree. • Professional qualification and membership where applicable. • Leadership course lasting not less six (6) weeks. • At least twelve (12) years’ work experience. • At least 6 Years’ experience in senior management level. • Fulfil the requirements of Chapter six (6) of the Kenya Constitution.	Directorate
3	Director, Phytosanitary & Biosecurity				1	1		
4	Director, Seed Certification & Plant Variety Protection				1	1		
5	Director, Corporate Services				1	0		
6	Director, Planning and Strategy				1	0		
7	Director, Internal Audit and Risk				1	1		
8	Corporation Secretary and Director, Legal Services				1	0		
DEPUTY DIRECTOR /MANAGER (Permanent and Pensionable)								

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
9	Manager, Supply Chain Management	3	R	Kshs.118,654 - 215,146	1	1	• Bachelor's Degree. • Master's Degree. • Professional qualification and membership where applicable. • Senior Management course lasting not less four (4) weeks. • At least ten (10) years' work experience. • At least five (5) Years' experience in management. • Fulfil the requirements of Chapter six (6) of the Kenya Constitution.	Department
10	Deputy Director, Planning				1	1		
11	Deputy Director, Projects and Business Development				1	1		
12	Deputy Director, Regulatory Research and Compliance				1	0		
13	Deputy Director, Corporate Communication				1	0		
14	Deputy Director, Centre of Phytosanitary Excellence (COPE)				1	0		
15	Deputy Director, Security				1	0		
16	Deputy Director, Analytical Chemistry and Food Safety				1	1		
17	Deputy Director, Seed Testing Laboratories				1	0		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
18	Deputy Director, Plant Health and Molecular Laboratories				1	0		
19	Deputy Director, Import, Export and Border Control				1	0		
20	Deputy Director, Pest Forecasting, PRA and Surveillance				1	1		
21	Manager, Regional Office - Mombasa, Kisumu, JKIA-PIU, Naivasha, PQBS				5	3		
22	Deputy Director, Seed Certification				1	1		
23	Deputy Director, Plant Variety Testing and Protection				1	0		
24	Manager, Regional Office - Nakuru, Kitale, Embu				3	3		
25	Deputy Director, Finance & Accounts				1	1		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
26	Deputy Director, Human Capital				1	1		
27	Deputy Director, ICT and Innovation				1	1		
28	Deputy Director, Administration				1	0		
	Deputy Directors*				21	4		
PRINCIPAL OFFICER (Permanent and Pensionable)								
29	Principal Legal Officer	4	P	Kshs.82,604 - 133,154	1	0	• Bachelor’s Degree. • Master’s Degree. • Professional qualification and membership where applicable. • Senior Management course lasting not less four (4) weeks. • At least eight (8) years’ work experience. • At least three (3) Years’ experience in a supervisory role. • Fulfil the requirements of Chapter six (6) of the Constitution.	Division
30	Principal Internal Audit & Risk Officer				2	1		
31	Principal Supply Chain Management Officer				1	0		
32	Principal Projects & Business Development Officer				1	0		
33	Principal Corporate Communication Officer				1	1		
34	Principal Security Officer				1	0		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
35	Principal Laboratory Analyst				22	12		
36	Principal Biometrician				1	0		
37	Principal Seed/Plant Health Inspector				60	21		
38	Principal Accountant				5	0		
39	Principal Human Capital Officer				3	1		
40	Principal Planning & Strategy Officer				1	0		
41	Principal ICT & Innovation Officer				1	1		
42	Principal Administration Officer				3	0		
43	Principal Records & Knowledge Management Officer				1	0		
44	Principal Office Administrator				4	1		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
SENIOR OFFICER (Permanent and Pensionable)								
45	Senior Legal Officer	5	N	Kshs.55,269 – 88,544	2	0	• Bachelor's degree • Minimum four years' experience • Supervisory course lasting not less than two weeks • Member of a professional Body in good standing where applicable • Meets requirement of Chapter Six of the Constitution	Sections
46	Senior Internal Audit & Risk Officer				2	0		
47	Senior Supply Chain Management Officer				2	0		
48	Senior Projects & Business Development Officer				1	1		
49	Senior Corporate Communication Officer				1	0		
50	Senior Security Officer				1	0		
51	Senior Laboratory Analyst				15	13		
52	Senior Biometrician				2	0		
53	Senior Seed/Plant Health Inspector				126	54		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
54	Senior Accountant				20	10		
55	Senior Human Capital Officer				2	2		
56	Senior Planning & Strategy Officer				1	0		
57	Senior ICT & Innovation Officer				7	7		
58	Senior Administration Officer				3	0		
59	Senior Records Management Officer				1	0		
60	Senior Mechanical Inspector				1	0		
61	Senior Estate Management Officer				1	0		
62	Senior Office Administrator				14	5		
63	Senior Catering & Accommodation Officer				1	0		
OFFICER (Permanent and Pensionable)								
64	Legal Officer	6	L		2	1	Bachelor’s Degree	Unit

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
65	Internal Auditor and Risk Officer			Kshs.45,494 - 62,242	2	1	Fulfil the requirements of Chapter 6 of the Constitution	
66	Supply Chain Management Officer				5	5		
67	Projects & Business Development Officer				2	0		
68	Corporate Communication Officer				1	0		
69	Security Officer				5	0		
70	Laboratory Analyst				20	6		
71	Biometrician				3	2		
72	Seed/Plant Health Inspector				114	33		
73	Accountant				9	9		
74	Human Capital Officer				6	9		
75	Planning & Strategy Officer				2	2		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
76	ICT & Innovation Officer				3	0		
77	Administration Officer				4	0		
78	Records Management Officer				1	0		
79	Mechanical Inspector				1	1		
80	Estate Management Officer				1	0		
81	Office Administrator				11	9		
82	Catering & Accommodation Officer				1	1		
SENIOR ASSISISTANT OFFICER (Permanent and Pensionable)								
83	Senior Assistant Internal Audit and Risk Officer	7	K	Kshs.42,095 - 55,494	2	1	- Higher National Diploma - Two years’ experience - Meets requirement of Chapter Six (6) of the Kenya Constitution • OR - Diploma	Operations
84	Senior Assistant Supply Chain Management Officer				3	3		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
85	Senior Assistant Corporate Communications Officer				1	2	• Minimum four years' experience • Meets requirement of Chapter Six (6) of the Kenya Constitution.	
86	Senior Assistant Security Officer				2	0		
87	Senior Laboratory Technologist				34	9		
88	Senior Assistant Seed/Plant Health Inspector				50	6		
89	Senior Accounts Assistant				8	3		
90	Senior Assistant Human Capital Officer				6	6		
91	Senior Assistant Planning & Strategy Officer				1	0		
92	Senior Assistant ICT & Innovation Officer				3	0		
93	Senior Assistant Administration Officer				2	0		
94	Senior Assistant Customer Care Officer				8	8		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
95	Senior Assistant Records Management Officer				2	0		
96	Senior Assistant Mechanical Inspector				1	0		
97	Senior Assistant Works Inspector				1	0		
98	Senior Assistant Office Administrator				5	3		
99	Senior Assistant Catering & Accommodation Officer				4	4		
100	Senior Assistant Farm Manager				2	0		
101	Principal Driver/ Rider/ Plant Operator				10	0		
ASSISTANT OFFICER (Permanent and Pensionable)								
102	Assistant Internal Auditor and Risk Officer	8	J	Kshs.29,814 - 37,912	2	0	- Diploma - Meets requirement of Chapter Six of the Constitution OR	Operations
103	Assistant Supply Chain Management Officer				2	0		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
104	Assistant Corporate Communications Officer				2	0	• KCSE D+ • Professional Certificate • Minimum four years' experience • Meets requirement of Chapter Six (6) of the Kenya Constitution	
105	Laboratory Technologist				27	15		
106	Senior Laboratory Technician				10	4		
107	Assistant Seed/Plant Health Inspector				42	1		
108	Accounts Assistant				8	0		
109	Assistant Human Capital Officer				6	0		
110	Assistant Planning & Strategy Officer				1	0		
111	Assistant ICT & Innovation Officer				3	0		
112	Assistant Administration Officer				3	0		
113	Assistant Customer Care Officer				4	0		
114	Assistant Records Management Officer				8	0		
115	Assistant Mechanical Inspector				1	0		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
116	Assistant Works Inspector				1	0		
117	Assistant Office Administrator				4	1		
118	Assistant Catering & Accommodation Officer				4	0		
119	Assistant Farm Manager				2	0		
120	Principal Care Taker				3	0		
121	Principal Support Staff / Office Assistant				12	0		
122	Senior Driver /Rider/ Plant Operator				57	0		
<i>(Permanent and Pensionable)</i>								
123	Senior Care Taker	9	H	Kshs.18,750 - 24,192	7	0	• KCSE D+ • Professional Certificate (Entry Level) • Meets requirement of Chapter Six of the Constitution	Operations
124	Senior Support Staff / Office Assistant				25	7		

	KEPHIS Jobs	KEPHIS Grade	Equivalent Civil Service Grade for Purposes of Allowances Only	Proposed Basic Salaries within SRC Salary Structure	Optimal Staffing Level	In-Post	Qualifications	Functional Area
125	Laboratory Technician				4	1	• OR • KCSE D+ • Minimum four years' experience • Meets requirement of Chapter Six (6) of the Kenya Constitution	
126	Driver /Rider/ Plant Operator				11	54		
	<i>(Permanent & Pensionable)</i>							Operations
127	Care Taker	10	G	Kshs.17,070 - 21,451	7	3	• KCSE D+ • Meets requirement of Chapter Six of the Kenya Constitution	
128	Office Assistant/Support Staff				13	21		
	Personal Assistant	**			1			
	Protocol Officer	**			1			
	TOTAL				975	384		

NB:

1. Officers in post who do not meet minimum academic requirements will be given an opportunity for personal professional growth, subjected to suitability test and / or retained on personal to self-till they exit.
2. * Officers in Technical Directorates who meet minimum qualifications, experience and satisfactory performance will rise through the ranks up to the position of the Deputy Director. Those not holding management positions will retain the KEPHIS job grade for Deputy Director.
3. ** The Personal Assistant and Protocol Officer will work closely with the MD's offices.
4. Regional Managers are deployment positions that would last not more than 3 years.

5. If there are contradictions among Human Resources (HR) documents, the provisions of this HR Master plan will prevail.

Prepared by: Signature Date

Approved by: Signature Date

